



A. 4176 Warbler Road
P.O. Box 294049
Phelan, CA 92329
P. (760) 868-1212
F. (760) 868-2323
W. www.pphcsd.org

REGULAR BOARD MEETING MINUTES

February 2, 2022
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Rebecca Kujawa, President
Deborah Philips, Vice President
Kathy Hoffman, Director
Charlie Johnson, Director
Mark Roberts, Director

Board Members Absent: None

Staff Present: Don Bartz, General Manager
Lori Lowrance, Assistant General Manager/CFO
George Cardenas, Engineering Manager
Kim Ward, HR Manager/Executive Secretary
Sean Wright, Water Operations Manager

District Counsel: Steve Kennedy, General Counsel (Zoom)

Public: Cheryl Rhoden

Call to Order

President Kujawa called the meeting to order at 6:00 p.m. and the Pledge of Allegiance was conducted.

Roll Call

All Directors were present at roll call.

1) Approval of Agenda

Vice President Philips moved to approve the Agenda as amended. Director Hoffman seconded the motion. Motion carried 5-0.

2) Public Comment

a) General Public

Cheryl Rhoden will have comments on Item 6b and Item 6e.

b) Community Reports

- **C.E.R.T.** – Bonnie Butler stated that C.E.R.T. members are at the Phelan Farmers Market on the 1st and 3rd Monday of each month. They are raffling a prize for two intelligent smoke detector carbon monoxide alarms for \$3 per ticket or 4 tickets for \$10. The drawing will be held on April 4th. Regular Meetings are the 1st Wednesday of each month at 6:30 p.m. on Zoom. Contact info:

pphcert@gmail.com C.E.R.T. is a 501c3 and accepts tax deductible donations. They're hoping to resume in-person classes soon.

- **County Supervisor** – Sam Shoup, Field Representative for Supervisor Cook, reported that the county is working on providing KN95 or N95 face masks to the public. There were 32 suspects arrested this week with Operation Hammerstrike.
- **Snowline School District** – Ryan Holman, Superintendent, reported that January was very challenging but schools were able to stay open throughout the month. There were more Covid infections in January than any other month. Optional vaccine clinics will be held at Piñon Mesa Middle School on February 12th and March 5th. Masks have been given to school districts and are available for students, teachers, and staff. Test kits are available to students. Quarantine timelines have changed based on CDC guidelines. He's proud of Snowline students, families, and staff for stepping up during the challenges that Covid has presented. He noted SJUSD's support for a District grant.
- **Sheriff** – Sergeant Paul Solorio gave the call statistics for January. Victor Valley Sheriff Station is working in conjunction with Operation Hammerstrike. They are seeing more indoor marijuana grows.

3) **Consent Items**

Director Roberts moved to approve the Consent Items. Director Hoffman 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 Adoption of First Amendment to the Exclusive Franchise Agreement between the Phelan Piñon Hills Community Services District and CR&R Incorporated for the Solid Waste Handling and Recycling Services**

Staff Recommendation: For the Board to adopt the First Amendment to the Exclusive Franchise Agreement between the Phelan Piñon Hills Community Services District and CR&R Incorporated for the Solid Waste Handling and Recycling Services ("Amendment").

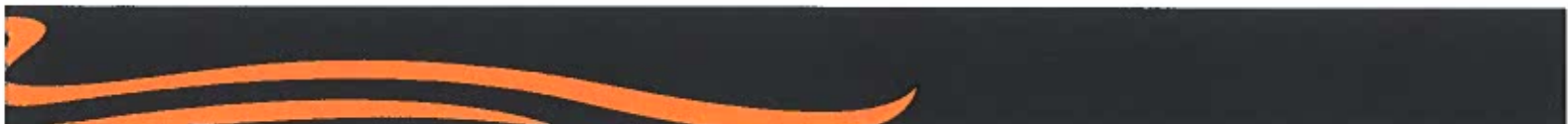
Ms. Ward presented this item.

Director Johnson moved to approve the staff recommendation. Vice President Philips seconded the motion. Motion carried 5-0.

b) **Review of Draft Strategic Plan**

Staff Recommendation: For the Board to review the Draft Strategic Plan.

Ms. Ward presented this item. The Plan was discussed and changes were suggested by the Board.



No action taken; not an action item.

c) **Discussion & Possible Adoption of Resolution No. 2022-05; Establishing a Purchasing Policy**

Staff Recommendation: For the Board to adopt Resolution No. 2022-05; Establishing a Purchasing Policy.

Ms. Ward presented this item.

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

d) **Discussion & Possible Action Regarding Prioritization of Phelan Park Expansion Project Elements for Development**

Staff Recommendation: For the Board to prioritize the various proposed Phelan Park Expansion Project elements for development.

Mr. Bartz introduced this item.

Director Roberts moved to approve the staff recommendation as amended. Vice President Philips seconded the motion. All but Director Johnson were in favor. Motion carried 4-1.

e) **Discussion & Possible Action Regarding Applications for Loan to Fund Phelan Park Expansion Projects**

Staff Recommendation: That the Board authorize staff to apply for a loan of \$10.7 million dollars to Fund Phase 3 of the Phelan Park Expansion Projects.

Ms. Lowrance presented this item.

Vice President Philips moved to approve the staff recommendation. Director Johnson seconded the motion. Motion carried 5-0.

f) **Discussion & Possible Action Regarding District Boundaries**

Staff Recommendation: None

Mr. Bartz reported that there are no new updates.

No action taken at this time.

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

Staff Recommendation: None

Mr. Bartz stated there is nothing further to report at this time.

No action taken; not an action item.



h) **Update on the Status of Negotiations for the Consolidation of Sheep Creek Mutual Water Company into the District**

Staff Recommendation: None

Mr. Bartz stated that there is nothing new to report at this time.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Antelope Valley Adjudication Committee (Ad Hoc)** – None; may be dissolved soon.
- b) **Engineering Committee (Standing)** – Next meeting is on February 15th.
- c) **Finance Committee (Standing)** – Minutes from last meeting included in packet.
- d) **Legislative Committee (Standing)** – Next meeting is on February 17th. Minutes from last meeting included in packet.
- e) **Parks, Recreation & Street Lighting Committee (Standing)** – Next meeting is March 10th. Minutes from last meeting included in packet.
- f) **Waste & Recycling Committee (Standing)** – Nothing new.

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

Mr. Bartz reported that he was selected to serve on the Planning Commission for the City of Hesperia.

9) **Reports**

a) **Director's Report**

Hoffman – Nothing further to report.

Philips – Attended ASBCSD. Tax Collector Enson Mason was the speaker; discussed a new tool that is available on the tax website.

Roberts – Complimented staff on handling the leak on New Year's Eve.

Johnson – Requested a brief analysis on ways to reduce the number of dead ends to reduce costs. Noted that the Roles & Responsibilities state that each committee reports back to the Board. He wants to see better minutes or a report to the Board that outlines tasks from each committee.

- b) **President's Report** – Attended ASBCSD; Enson Mason explained how to use the tax website. Learned about a solar program where the cost of installing solar can be added to property taxes to be paid over time; there are some issues with seniors being targeted because some are unaware of how the program works tax wise.

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**

- Analysis on dead ends

12) **Set Agenda for Next Meeting**

- **Regular Board Meeting** – February 16, 2022
 - Poll Results Presentation



- o Review Cash Handling Policy
- o Discuss Committee Minutes and Reporting

13) Recess to Closed Session

With no further business before the Board, the Board recessed to closed session at 8:11 p.m.

Closed Session: Conference with Legal Counsel
Significant Exposure to Litigation
Pursuant to Government Code Section 54956.9(d)(2)
Two Potential Cases

Conference with Legal Counsel
Real Property Negotiations
Pursuant to Government Code Section 54956.8
Property: Water Rights
District Negotiator: Don Bartz, General Manager
Negotiating Parties: Sheep Creek Mutual Water Company
Negotiation: Consolidation

Conference with Legal Counsel
Real Property Negotiations
Pursuant to Government Code Section 54956.8
Property: APNs 0457-102-01, 0457-102-07, 0457-102-08, 0457-102-04,
0457-271-04, 0457-041-16, 17, 18, 19
District Negotiator: Don Bartz, General Manager
Negotiating Parties: Hein Hettinga
Negotiation: Price and Terms of Purchase


14) Return to Open Session – Announcement of Reportable Action

The Board returned to open session at 9:41 p.m.; there was no reportable action.

15) Adjournment

With no further business before the Board, the meeting was adjourned at 9:42 p.m.

Agenda materials can be viewed online at <https://www.pphcsd.org>



Rebecca Kujawa, President of the Board



Date



Kim Ward, HR Manager/Executive Secretary



Date

