

REGULAR BOARD MEETING MINUTES

October 5, 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
Mark Roberts, Director
- Board Members Absent:** None
- Staff Present:** Don Bartz, General Manager
Kim Sevy, HR & Solid Waste Manager/District Clerk
George Cardenas, Engineering Manager
Sean Wright, Water Operations Manager
Chris Cummings, Assistant Water Operations Manager
Jennifer Oakes, Executive Management Analyst
- District Counsel:** Steve Kennedy, General Counsel (Zoom)

REGULAR BOARD MEETING – 6:00 P.M.

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

Mr. Bartz requested to add "Use of the District Logo," to the Agenda. Director Roberts moved to approve the Agenda as amended. Vice President Philips seconded the motion. Motion carried 4-0.

2) Public Comment

a) General Public

None

b) Community Reports

- **Sheriff** – Sergeant Mark Rios provided the call statistics for the month of September.

3) Consent Items

Vice President Philips moved to approve the Consent Items. Director Hoffman seconded the motion. Motion carried 4-0.

4) Matters Removed from Consent Items

None

5) Presentations/Appointments

None

6) Continued/New Agenda Items

a) Discussion & Possible Action Regarding Addition of New Position for Solid Waste

Staff Recommendation: For the Board to authorize the addition of a fulltime position for solid waste.

Mrs. Sevy introduced this item.

After discussion, Director Roberts moved to approve the staff recommendation. Director Hoffman seconded the motion. Motion carried 4-0.

b) Discussion & Possible Action Regarding Outfitting & Equipping of Mountain Well

Staff Recommendation: For the Board to approve the attached quote to furnish and install equipment to bring Mountain Well into active production status.

Mr. Wright introduced this item.

Director Hoffman moved to approve the staff recommendation. Vice President Philips seconded the motion. Motion carried 4-0.

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

Staff Recommendation: None

Mr. Cardenas provided an update.

No action taken; not an action item.

d) Use of the District Logo

Staff Recommendation: None

This item was added to the Agenda after campaign signs were seen on Monday utilizing the District's logo.

Mr. Kennedy provided an overview of this item and recommended formal action to prohibit the unauthorized use of the District's logo.

Director Roberts moved to take formal action to prohibit use of the District's logo for any private use including any campaign actions. Director Hoffman seconded the motion. Motion carried 4-0.



7) **Committee Reports/Comments**

- a) **Engineering Committee (Standing)** – The minutes were in the packet. The committee meets next week.
- b) **Finance Committee (Standing)** – Meets on October 18th.
- c) **Legislative Committee (Standing)** – Meets in November.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Meets next week.
- e) **Waste & Recycling Committee (Standing)** – The minutes were in the packet. The committee meets next week.

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

Nothing further to report.

9) **Reports**

- a) **Director’s Report**
 - Philips** – Nothing further to report.
 - Hoffman** – Nothing further to report.
 - Roberts** – Nothing further to report.
- b) **President’s Report** – Nothing further to report.

10) **Correspondence/Information** – The items in the packet were noted.

11) **Review of Action Items**

- a) **Prior Meeting Action Items** – Complete: Additional information regarding solid waste position.
- b) **Current Meeting Action Items** – Bring back information regarding prohibition of private use of the District's logo.


12) **Set Agenda for Next Meeting**

- Regular Board Meeting – October 19, 2022

13) **Adjournment**

With no further business before the Board, the meeting was adjourned at 6:29 p.m.

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



Rebecca Kujawa, President of the Board



Date



Kim Sevy, HR Manager/Executive Secretary



Date

