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## **SPECIAL BOARD MEETING MINUTES**

December 14, 2022  
Phelan Community Center  
4128 Warbler Road, Phelan, CA 92371  
& Remotely Via Zoom or Conference Call

**Board Members Present:** Rebecca Kujawa, President  
Kathy Hoffman, Director  
Chuck Hays, Director  
Greg Snyder, Director

**Board Members Absent:** Mark Roberts, Vice President

**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  
Aimee Williams, Asst. Board Clerk/Administrative Specialist

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

### **SPECIAL BOARD MEETING – 5:00 P.M.**

#### **Call to Order**

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

#### **Oath of Office for New Directors**

Ms. Sevy administered the Oath of Office to Director Hays, Director Hoffman, and Director Snyder.

#### **Presentation of Certificate of Appreciation**

President Kujawa presented a Certificate of Appreciation to Former Director Philips for her service to the District.

#### **Roll Call**

All but Director Roberts were present at roll call.

#### **1) Approval of Agenda**

Director Hoffman moved to approve the Agenda as amended. Director Snyder seconded the motion. Motion carried 4-0.

#### **2) Public Comment**

##### **a) General Public**



Public comment was given by:

- Cheryl Rhoden
- Meredith Hergenrader

**b) Community Reports**

- **Snowline School District** – Ryan Holman, Superintendent, congratulated the directors and thanked outgoing Director Philips for her time on the Board. He stated that Snowline School District gave the oath of office to their directors last night at their meeting. Noted the return of the senior citizen holiday dinner this afternoon, where the Performing Arts groups gave performances. He thanked Mr. Wright for continuing the tradition of senior students at Serrano High School painting the District water tank with the graduation year.

**3) Consent Items**

Director Hoffman moved to approve the Consent Items. Director Hays 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 Election of Officers**

Staff Recommendation: For the Board to elect a President and Vice President for 2023.

Mr. Bartz presented this item.

Director Hoffman nominated Director Kujawa for President of the Board. Director Hays seconded the motion. Motion carried 4-0.

Director Kujawa nominated Director Roberts for Vice President. Director Hoffman seconded the nomination. Motion carried 4-0.

**b) Discussion & Possible Action Regarding Committee Assignments**

Staff Recommendation: For the Board President to appoint District Committees for 2023 and approved the proposed meeting schedule.

Mr. Bartz presented this item.

President Kujawa appointed Directors to the following committees:

- Engineering – Director Hoffman and Vice President Roberts
- Parks, Recreation, & Street Lighting – President Kujawa and Director Snyder
- Waste & Recycling – Director Hoffman and President Kujawa
- Legislative – Director Hays and Director Snyder
- Finance – Vice President Roberts and Director Hays

c) **First Reading of Ordinance Establishing Regulations for Custody and Use of the District Seal, District Logo, and District Insignia**

Staff Recommendation: For the Board to waive the first reading of the Ordinance Establishing Regulations for Custody & Use of the District Seal, District Logo, and District Insignia

Mr. Bartz presented this item.

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

d) **Discussion & Possible Action Regarding Resolution No. 2022-33; Government Banking Public Unit Resolution & Master Signature Authorization Agreement**

Staff Recommendation: For the Board to adopt Resolution No. 2022-33; Government Banking Public Unit Resolution and Master Signature Authorization Agreement.

Mr. Bartz presented this item.

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

e) **Discussion & Possible Action Regarding Purchase and Installation of 1,280 Feet of 8-inch DR14 Pipe on Pinon Hills Road**

Staff Recommendation: For the Board to approve the purchase of materials and authorize construction necessary to install 1280' of 8" DR14 pipe on Pinon Hills Road from inland water works in the amount not to exceed \$61,048.09 plus installation.

Mr. Cardenas and Mr. Wright introduced this item.

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

f) **Update on the Proposed Civic Center & Phelan Park Expansion Projects & Approval of Payment to California Department of Fish and Wildlife for Incidental Take Permit**

Staff Recommendation: For the Board to approve payment in the amount of \$34,585.25 to the California Department of Fish and Wildlife for the Incidental Take Permit.

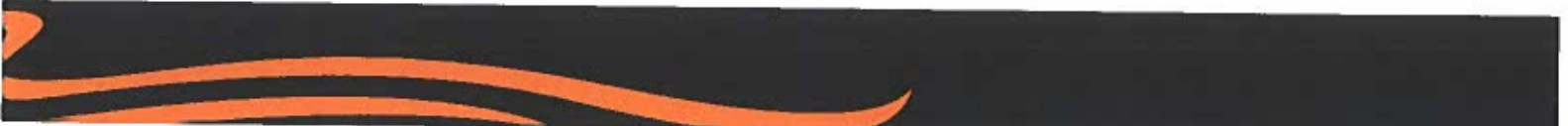
Mr. Cardenas and Mr. Bartz introduced this item.

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

7) **Committee Reports/Comments**

a) **Engineering Committee (Standing)** – December meeting was cancelled. Will meet again in January.

b) **Finance Committee (Standing)** – Nothing new to report. Meets in January.



- c) **Legislative Committee (Standing)** – Meets again in the new year.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Did not meet. President Kujawa thanked staff for their hard work on the Christmas tree lighting event and thanked the fire department for their attendance and for delivering Santa Claus. Noted some suggestions that were received on ways to involve the public more. The suggestions will be brought back to the committee for discussion.
- e) **Waste & Recycling Committee (Standing)** – Met in November and a presentation on SB1383 was given. More information will be provided on options for self-haul programs and de minimis user options.

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

Mr. Bartz welcomed the new Board members and thanked outgoing Director, Deborah Philips. He invited the new Directors on a tour of the District and to meet with him to discuss any of the District's projects.

Mr. Wright discussed the new well project. The project broke ground last week and water was reached at 450 feet. He offered a tour of the well site to the Directors.

#### 9) **Reports**

##### a) **Director's Report**

**Hays** – Thanked the community for electing him and said he looks forward to working with staff and getting familiar with the District and things going on in it.

**Hoffman** – Thanked everyone for re-electing her.

**Snyder** – Stated he looks forward to working with everybody at the District. Thanked everybody that elected him to the Board; appreciates the opportunity to serve the community. Hopes to bring a wealth of knowledge and experience to help the District.

b) **President's Report** – Welcomed the new Board members.

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**

- December 21, 2022 – Cancelled
- Regular Board Meeting – January 4, 2023

#### 13) **Recess to Closed Session**

With no further business before the Board, the Board recessed to closed session at 5:45 p.m.

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

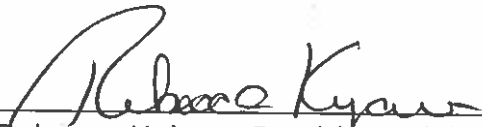
- 14) **Return to Open Session** – Announcement of Reportable Action  
The Board returned to open session at 5:58 p.m.

Mr. Kennedy reported that the Board considered a claim that was filed against the District. The Board unanimously voted to reject the claim and refer the matter to the District's insurance carrier. There was no other reportable action.

- 15) **Adjournment**

With no further business before the Board, the meeting was adjourned at 5:58 p.m.

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

  
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Rebecca Kujawa, President of the Board

  
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Date

  
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Kim Sevy, HR & Solid Waste Manager/District Clerk

  
\_\_\_\_\_  
Date

