

SPECIAL & REGULAR BOARD MEETING MINUTES

August 3, 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 Ward, HR & Solid Waste Manager/District Clerk
George Cardenas, Engineering Manager
Chris Cummings, Water Operations Assistant Manager
Jennifer Oakes, Executive Management Analyst

District Counsel: Steve Kennedy, General Counsel (Zoom)

Public: None

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.

Roll Call

All Directors were present at roll call.

1) Approval of Agenda

Vice President Philips moved to approve the Agenda. Director Roberts seconded the motion. Motion carried 4-0.

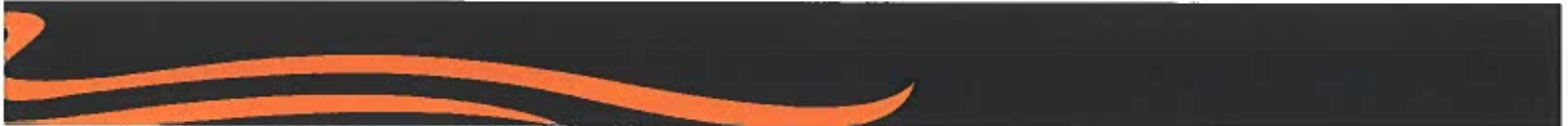
2) Public Comment

None

3) Recess to Closed Session

The Board recessed to Closed Session at 5:02 p.m.

Closed Session: Public Employee Performance Evaluation
(Government Code Section 54957)
Title: General Manager



4) Return to Open Session – Announcement of Reportable Action

The Board returned to open session at 6:00 p.m.

There was no reportable action.

5) Adjournment

With no further business before the Board, the meeting adjourned at 6:00 p.m.

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

Director Roberts moved to approve the Agenda. Vice President Philips seconded the motion. Motion carried 4-0.

2) Public Comment**a) General Public**

None

b) Community Reports

- **School District** – Dr. Holman provided an update on the upcoming start of the school year and the programs they will be implementing. There are more than 60 jobs available at the school district. Thanked Sean Wright for the outreach to resume student painting of the District's water tank.
- **County Supervisor** – Sam Shoup reported on the charter amendment that will be on the ballot in November, if approved. The amendment will change how tax increases are implemented and will affect term limits and supervisor pay. A special meeting will be held on the idea of making a new state/seceding.
- **Congress** – Corine Mora, Field Representative for Congressman Jay Obernolte's office, provided a legislative update on inflation.

3) Consent Items

Director Roberts 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 the General Manager's Salary**

Staff Recommendation: For the Board to implement the remainder of the cost-of-living adjustment ("COLA") and to determine the merit increase amount.

Mr. Bartz introduced this item.

Director Roberts moved to approve the COLA adjustment and to provide a 2.5% merit increase. Director Hoffman seconded the motion. Motion carried 4-0.

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

Staff Recommendation: None

Mr. Cardenas stated that the required Green Commission Report was submitted, and the grant of easement document was sent out to the property owner to the north of the project. He also provided an update on the CEQA document.

Park: Moving forward with design for Phase 3 and Phase 4 of the park. This will go to the Board for approval in September. Joshua tree mitigation is moving forward. The incidental take permit should be ready in a month and then it will be reviewed by the state which could take some time.

No action taken; not an action item.

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

Staff Recommendation: None

Mr. Bartz noted the town hall event on consolidation last weekend. Mr. Cardenas noted that District staff and Sheep Creek met with the design engineers and the state to get the project design to 60% which is the benchmark for state funding. Hoping for a decision on the water rights soon. The technical memorandum and appendices will be released when the draft is finalized.

No action taken; not an action item.

7) Committee Reports/Comments

a) **Engineering Committee (Standing)** – Did not meet.

b) **Finance Committee (Standing)** – Minutes are in the packet. The District received some additional solar credits.

c) **Legislative Committee (Standing)** – Meets next week.

d) **Parks, Recreation & Street Lighting Committee (Standing)** – Minutes are in the packet. Discussed ideas for classes and mental health support. Director Roberts asked if there was a way to incorporate students into a local farm for learning purposes.



e) **Waste & Recycling Committee (Standing)** – Minutes are in the packet. Meets next week.

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

Mr. Bartz had nothing further to report. Mr. Cardenas reported that the well is scheduled for drilling in October.

9) **Reports**

a) **Director’s Report**

Philips – Nothing to report.

Roberts – Nothing to report.

Hoffman – Nothing 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** – None

b) **Current Meeting Action Items** – None

12) **Set Agenda for Next Meeting**

- Regular Board Meeting – August 17, 2022

13) **Recess to Closed Session**

With no further business before the Board, the Board recessed to closed session at 6:33 p.m.

Closed Session: Conference with Legal Counsel – Anticipated Litigation
Initiation of Litigation Pursuant to Government Code
Section 54956.9(d)(4)
One Potential Case

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

The Board returned to open session at 7:16 p.m.

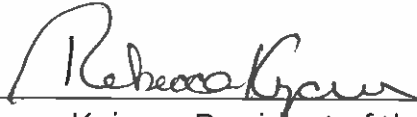
There was no reportable action.

15) **Adjournment**

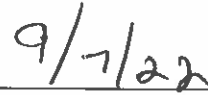
With no further business before the Board, the meeting was adjourned at 7:16 p.m.

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







Rebecca Kujawa, President of the Board



Date



Kim Ward, HR Manager/Executive Secretary



Date

