

## **REGULAR BOARD MEETING MINUTES**

February 21, 2024 – 5:00 p.m.  
Phelan Community Center  
4128 Warbler Road, Phelan, CA 92371  
& 3075 Johnson Drive, Ventura, 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  
Lori Lowrance, Assistant General Manager/CFO  
George Cardenas, Engineering Manager  
Kim Sevy, HR & Solid Waste Manager/District Clerk  
Sean Wright, Water Operations Manager  
Chris Cummings, Assistant Water Operation Manager  
Steve Lowrance, Parks Supervisor  
David Noland, Finance Supervisor  
Jen Oakes, Executive Management Analyst

**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 Kujawa moved to approve the Agenda. Director Philips seconded the motion.  
Motion carried 5-0.

#### **2) Public Comment – None**

#### **3) 2023/2024 Budget Workshop**

##### **a) Review & Discussion Regarding Budget Policy**

Staff Recommendation: For the Board to Review Resolution No. 2023-10; Adopting a Budget Policy.

Ms. Lowrance introduced this item and recommended minor amendments.

Consensus of the Board was to bring this policy back on the Consent Calendar with the proposed amendments.

**b) Review & Acceptance of Draft Capital and Repair and Maintenance Plans**

Staff Recommendation: None

Various staff presented this item.

Board consensus was to accept the Capital Repair and Maintenance Plans as presented and amended during the meeting.

**c) Discussion and Possible Adoption of Reserves Schedule for 2023/2024**

Staff Recommendation: Staff recommends for the Board to approve the 2023/2024 Reserves Schedule in compliance with Resolution No. 2023-07.

Mr. Noland presented this item.

Vice President Snyder moved to adopt the 2023/2024 reserves schedule. President Hays seconded the motion. Motion carried 5-0.

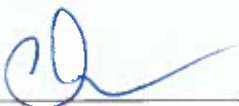
**4) Review of Action Items**

The Budget Policy and Reserves Policy will be amended and brought back for adoption on the Consent Calendar.

**5) Adjournment**

With no further business before the Board, the meeting was adjourned at 5:27 p.m.

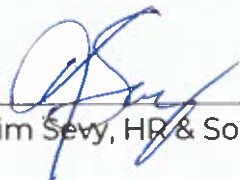
Agenda materials can be viewed online at [www.pphcsd.org](http://www.pphcsd.org)



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Chuck Hays, President of the Board



\_\_\_\_\_  
Date



\_\_\_\_\_  
Kim Sevy, HR & Solid Waste Manager/District Clerk



\_\_\_\_\_  
Date

