

REGULAR BOARD MEETING MINUTES

January 8, 2025 – 5:00 p.m.
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
Chuck Hays, Director
Jeanna Mills, Director
Greg Snyder, Director

Board Members Absent: None

Staff Present: Don Bartz, General Manager
George Cardenas, Engineering Manager
Sean Wright, Water Operations Manager
Chris Cummings, Assistant Water Operations Manager
Jennifer Oakes, Executive Management Analyst
Aimee Williams, Asst. District Clerk/Administrative Specialist

District Counsel: Steve Kennedy, General Counsel

REGULAR BOARD MEETING – 5:00 P.M.

Call to Order

President Kujawa called the meeting to order at 5:04 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 Hayes seconded the motion. Motion carried 5-0.

2) Public Comment

- a) **General Public** – None
- b) **Community Reports** – None

3) Consent Items

Director Snyder moved to approve the Consent Items. Director Mills seconded the motion. Motion carried 5-0.

4) Matters Removed from Consent Items

There were no matters removed.

5) Presentations/Appointments – None**6) Continued/New Agenda Items****a) Discussion & Possible Action Regarding 2025/2026 Budget Process Schedule**

Staff Recommendation: For the Board to review the attached draft 2025/2026 budget timeline and determine if modifications are necessary.

Mr. Noland introduced this item.

President Kujawa moved to approve the 2025/2026 budget timeline. Vice President Philips seconded the motion. Motion carried 5-0.

b) Discussion & Possible Action Regarding Resolution No. 2025-01; Government Banking Public Unit Resolution & Master Signature Authorization Agreement

Staff Recommendation: For the Board to adopt Resolution No. 2025-01; Government Banking Public Unit Resolution and Master Signature Authorization Agreement.

Mr. Noland introduced this item.

Vice President Philips moved to adopt Resolution 2025-01. Director Hays seconded the motion. Motion carried 5-0.

c) Discussion & Possible Action Regarding Entering into a Professional Services Agreement with Tom Dodson & Associates, Environmental Consulting Services, for Proposed Well No. 18 and Backup Well

Staff Recommendation: For the Board to approve entering into a Professional Service Agreement with Tom Dodson & Associates to assist the District in achieving CEQA compliance for one (1) new well (Well No.18) and one (1) backup site should the District need a secondary site to drill a potable well.

Mr. Wright introduced this item.

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

7) Committee Reports/Comments

a) **Engineering Committee (Standing)** – Meet on the 21st.

b) **Finance Committee (Standing)** – Meets on the 21st.

c) **Legislative Committee (Standing)** – Meets tomorrow.

d) **Parks, Recreation & Street Lighting Committee (Standing)** – Meets on the 14th.

e) **Waste & Recycling Committee (Standing)** – Meets tomorrow.

8) Staff and General Manager's Report

Mr. Bartz discussed the report from the District’s SDRMA safety inspection and thanked staff for doing such a good job and addressing any concerns.

9) **Reports**

a) **Director’s Report**

Hays – Nothing to report.

Mills – Nothing to report.

Philips – Nothing to report.

Snyder – Nothing to report.

b) **President’s Report** – Nothing 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 – January 22, 2025

13) **Recess to Closed Session**

The Board recessed to closed session at 5:17 p.m.

Conference with Legal Counsel – Anticipated Litigation

Significant Exposure to Litigation pursuant to Government Code Section 54956.9(d)(2)

Six potential cases

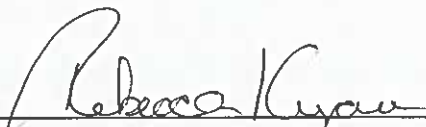
14) **Return to Open Session – Announcement of Reportable Action**

The Board returned to open session at 6:24 p.m. No reportable action was taken.

15) **Adjournment**

With no further business before the Board, the meeting was adjourned at 6:25 p.m.

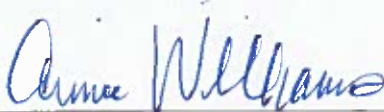
Agenda materials can be viewed online at www.pphcsd.org



Rebecca Kujawa, President of the Board

1-22-25

Date



Aimee Williams, District Clerk

1/22/25

Date

