

## **REGULAR BOARD MEETING MINUTES**

March 8, 2023

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

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

**Board Members Absent:** None

**Staff Present:** Don Bartz, General Manager  
George Cardenas, Engineering Manager  
Kim Sevy, HR & Solid Waste Manager/District Clerk  
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 – 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 Roberts moved to approve the Agenda. Director Hoffman seconded the motion. Motion carried 5-0.

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

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

Public comment was provided by Franklin Oliva.

##### **b) Community Reports**

- **School District** – Superintendent Ryan Holman commented on the recent snow days and bus transportation challenges as a result. The school district will be

applying for a waiver for the excess snow days. Thanked firefighters and staff that assisted with snow cleanup.

- **County Supervisor** – Sam Shoup, Field Representative for Supervisor Cook, provided an update on funding for crime suppression in the county. He provided an update on the situation in the mountain areas as a result of the snow. He noted the county has established a snow removal reimbursement program.

### 3) **Consent Items**

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

### 4) **Matters Removed from Consent Items**

Mr. Kennedy reported the District purchased 1.49 acres of real property located at 3945 Sheep Creek Road in the amount of \$25,000.

### 5) **Presentations/Appointments**

None

### 6) **Continued/New Agenda Items**

#### a) **Discussion & Possible Action Regarding Request for Qualifications for Construction Services for Phase 1 of the Civic Center & Phelan Park Expansion Project**

Staff Recommendation: For the Board to approve the Request for Qualifications (RFQ) for Construction Services for Phase 1 of the Civic Center & Phelan Park Expansion Project, and to authorize staff to issue the RFQ.

Mr. Cardenas presented this item.

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

#### b) **Discussion & Possible Action Regarding the Purchase and Programming of Tesco Telemetry Equipment for Well No. 15**

Staff Recommendation: For the Board to approve the proposal from Tesco Controls to program and furnish SCADA controls to operate Well No. 15.

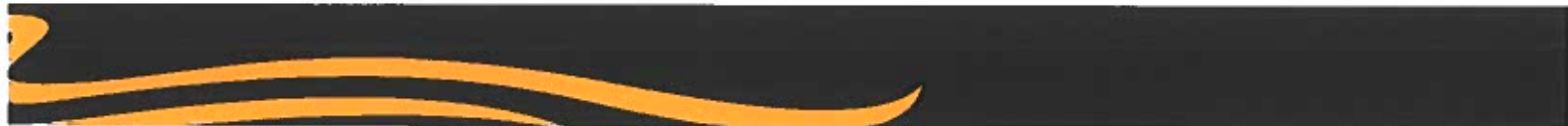
Mr. Wright introduced this item.

Director Hoffman moved to approve the staff recommendation. President Kujawa seconded the motion. Motion carried 5-0.

#### c) **Discussion & Possible Action Regarding Approval of Equipment Rental and Installation of 5,820 feet of 12" DI350 Ductile Iron Pipe to Service Well No. 15**

Staff Recommendation: For the Board to authorize equipment rental from Apex Rental and to complete the construction necessary to install 5,820 feet of 12" DI350 Ductile Iron Pipe to Service Well No. 15.

Mr. Wright introduced this item.



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

d) **Discussion & Possible Adoption of Ordinance No. 2023-03; Establishing Guidelines for the Conduct of District Public Meetings and Activities**

Staff Recommendation: For the Board to adopt Ordinance No. 2023-03; Establishing Guidelines for the Conduct of District Public Meetings and Activities.

Ms. Sevy introduced this item.

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

e) **Discussion & Possible Adoption of Resolution No. 2023-08; Establishing Policies for Board Conduct Amongst Directors and with Staff**

Staff Recommendation: For the Board to adopt Resolution No. 2023-08; Establishing Policies for Board Conduct Amongst Directors and with Staff.

Mr. Bartz introduced this item.

President Kujawa moved to approve the staff recommendation. Director Hoffman seconded the motion. Motion carried 5-0.

f) **Discussion & Possible Action Regarding Contract Between San Bernardino County and the District Related to the American Rescue Plan Act and the Coronavirus Local Fiscal Recovery Fund**

Staff Recommendation: For the Board to approve the Contract Between San Bernardino County and the District Related to the American Rescue Plan Act and the Coronavirus Local Fiscal Recovery Fund and authorize the General Manager to execute the Contract.

Ms. Sevy introduced this item.

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

g) **Discussion & Possible Adoption of Resolution No. 2023-09; Adopting a Conflict of Interest Code**

Staff Recommendation: For the Board to adopt Resolution No. 2023-09; Establishing a Conflict of Interest Code.

Ms. Sevy introduced this item.

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

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

Staff Recommendation: None



Mr. Cardenas and Sophie Steeno from Steeno Design provided an update.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Engineering Committee (Standing)** – The meeting was cancelled.
- b) **Finance Committee (Standing)** – Upcoming special meeting.
- c) **Legislative Committee (Standing)** – Meets next week.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Nothing to report.
- e) **Waste & Recycling Committee (Standing)** – The meeting was cancelled.

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

Mr. Bartz reported on the future tank site.

9) **Reports**

a) **Director's Report**

**Snyder** – Nothing to report.

**Hays** – Attended SDLA and learned about the differences between special districts and cities.

**Roberts** – The new well will be pump tested this week.

**Hoffman** – Nothing to report.

- b) **President's Report** – President Kujawa was appointed to the Association of San Bernardino County Special Districts Board of Directors.

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** – Budget policy to committee

12) **Set Agenda for Next Meeting**

- Regular Board Meeting – March 22, 2023, 5:00 p.m.
  - Presentation of bill payment options

13) **Recess to Closed Session**

The Board recessed to Closed Session at 5:54 p.m.

Conference with Legal Counsel

Initiation of Litigation Pursuant to Government Code

Section 54956.9(d)(4)

Two Potential Cases

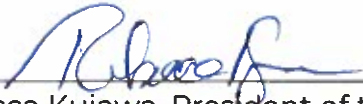
14) **Return to Open Session – Announcement of Reportable Action**

The Board returned to Open Session at 6:27 p.m.; there was no reportable action.


15) **Adjournment**

With no further business before the Board, the meeting was adjourned at 6:27 p.m.

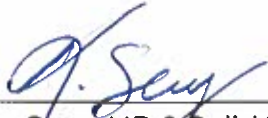
Agenda materials can be viewed online at [www.pphcsd.org](http://www.pphcsd.org)



Rebecca Kujawa, President of the Board



Date



Kim Sew, HR & Solid Waste Manager/District Clerk



Date

