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## REGULAR BOARD MEETING MINUTES

February 16, 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  
Charlie Johnson, Director (Zoom)  
Mark Roberts, Director

**Board Members Absent:** None

**Staff Present:** Don Bartz, General Manager  
George Cardenas, Engineering Manager  
Kim Ward, HR Manager/Executive Secretary  
Sean Wright, Water Operations Manager  
Jennifer Oakes, Executive Management Analyst

**District Counsel:** Steve Kennedy, General Counsel (Zoom)

**Public:** Cheryl Rhoden

### 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 Hoffman moved to approve the Agenda. Vice President Philips seconded the motion. Motion carried 5-0.

#### 2) Public Comment

##### a) General Public

Cheryl Rhoden stated she will have comments on Item 5 and Item 6e.

##### b) Community Reports

- **County Fire** – Steve Tracy, Battalion Chief, reported that calls have been slow. Over the next few months they will be out in the community doing wildland training and community risk assessments.

**3) Consent Items**

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

**4) Matters Removed from Consent Items**

None

**5) Presentations/Appointments**

A presentation was given by Chris Collier, Rincon Strategies, regarding the Community Survey Results.

Note: The presentation is available on the District's website.

**6) Continued/New Agenda Items****a) Discussion & Possible Adoption of Resolution No. 2022-06; Establishing a Cash Handling Policy**

Staff Recommendation: For the Board to adopt Resolution No. 2022-06; Establishing a Cash Handling Policy.

Mr. Bartz presented this item.

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

**b) Discussion & Possible Action Regarding the 2021/2022 Reserves Schedule**

Staff Recommendation: For the Board to approve the 2021/2022 Reserves Schedule in compliance with Resolution No. 2020-02; Reserves Policy.

Mr. Bartz presented this item.

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

**c) Discussion & Possible Action Regarding Unclaimed Funds**

Staff Recommendation: For the Board to authorize the publication of a notice of unclaimed funds and to transfer any unclaimed funds by the expiration date listed in the notice from the unclaimed liability account to the District's general fund whereby they will become property of the District.

Ms. Ward presented this item.

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

**d) Discussion & Possible Adoption of Resolution No. 2022-07; Authorizing Submittal of a Notification of Intent to Comply to the Department of Resources Recycling & Recovery**

Staff Recommendation: For the Board to adopt Resolution No. 2022-07; Authorizing Submittal of a Notification of Intent to Comply to the Department of Resources Recycling and Recovery.

Ms. Ward presented this item.

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

e) **Discussion & Possible Action Regarding District Committee Minutes & Reports**

Staff Recommendation: For the Board to continue to allow staff to utilize action minutes for District Committee minutes.

Ms. Ward presented this item.

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

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

Staff Recommendation: None

Mr. Cardenas reported that the District is currently working on easements related to the civic center project. The CEQA draft has been turned in to the county for comments. The final grading plan submittal is due at the end of the week. The park expansion project is moving forward with the CUP submittal. KTUA will be the lead on this and is working with sub-consultants. A meeting with the consultants will take place this week.

No action taken; not an action item.

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

Staff Recommendation: None

Mr. Bartz reported that staff is putting together information for the public. Approximately \$12 million has been proposed in grants for system repairs/upgrades. The state-hired attorney is working on the water rights question. A decision is expected in approximately 3-4 months.

No action taken; not an action item.

7) **Committee Reports/Comments**

a) **Antelope Valley Adjudication Committee (Ad Hoc)** – None.

b) **Engineering Committee (Standing)** – Minutes are included in the packet. He noted the pipeline breaks and meter exchange program.

c) **Finance Committee (Standing)** – Nothing new.

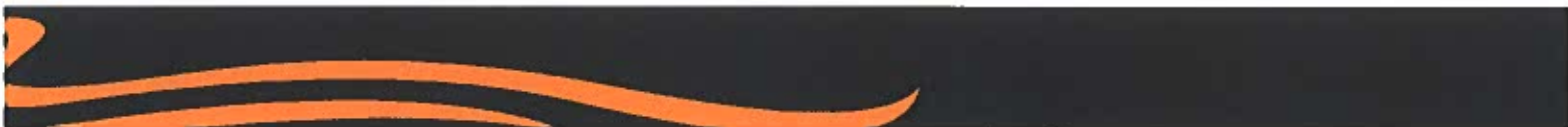
d) **Legislative Committee (Standing)** – Meets tomorrow.

e) **Parks, Recreation & Street Lighting Committee (Standing)** – Nothing new.



- f) **Waste & Recycling Committee (Standing)** – Nothing new.
- 8) **Staff and General Manager's Report**  
Nothing further to report.
- 9) **Reports**
- a) **Director's Report**
- Hoffman** – Nothing further to report.
  - Philips** – Nothing further to report.
  - Roberts** – Nothing further to report.
  - Johnson** – Nothing further to report.
- b) **President's Report** – Noted ASBCSD meeting report is in the packet.
- 10) **Correspondence/Information** – The items in the packet were noted. A Tire Day will take place in April.
- 11) **Review of Action Items**
- a) **Prior Meeting Action Items**
- None
- b) **Current Meeting Action Items**
- None
- 12) **Set Agenda for Next Meeting**
- **Special Board Workshop** – February 23, 2022
  - **Regular Board Meeting** – March 2, 2022
- 13) **Recess to Closed Session**  
With no further business before the Board, the Board recessed to closed session at 7:14 p.m.
- Closed Session:** Conference with Legal Counsel  
Significant Exposure to Litigation  
Pursuant to Government Code Section 54956.9(d)(2)  
Three Potential Cases
- 14) **Return to Open Session** – Announcement of Reportable Action  
The Board returned to open session at 7:48 p.m. The three claims presented to the Board were rejected unanimously and the Board authorized legal counsel to send a notice of rejection to each claimant.
- 15) **Adjournment**  
With no further business before the Board, the meeting was adjourned at 7:49 p.m.

Agenda materials can be viewed online at <https://www.pphcsd.org>



*Rebecca Kujawa*

Rebecca Kujawa, President of the Board

*3/16/22*

Date

*Kim Ward*

Kim Ward, HR Manager/Executive Secretary

*3/16/2022*

Date

