

## **REGULAR BOARD MEETING MINUTES**

February 28, 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  
Kim Sevy, HR & Solid Waste Manager/District Clerk  
Sean Wright, Water Operations Manager  
Chris Cummings, Assistant Water Operation Manager

**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. Vice President Snyder attended remotely pursuant to Government Code Section 54953(f)(1).

#### **1) Approval of Agenda**

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

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

a) **General Public** – A written public comment provided by Victor Rebollar was read into the record.

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

- **State Representatives** – Victor Hernandez, with Senator Rosilicie Ochoa-Bogh's office, provided a legislative update.

#### **3) Consent Items**

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



**4) Matters Removed from Consent Items – None****5) Presentations/Appointments – None****6) Continued/New Agenda Items****a) Discussion & Possible Action Regarding Second Amendment to Lease Agreement with C&G Partners, LLC**

Staff Recommendation: For the Board to approve the Second Amendment to Lease Agreement with C&G Partners for Home Field and George's Field.

Mr. Bartz introduced this item.

President Hays moved to approve the Second Amendment to Lease Agreement with C&G Partners for Home Field and George's Field and to authorize the General Manager to execute the Agreement. Director Kujawa seconded the motion. The motion carried after a roll call vote was conducted as follows:

- Hays – Aye
- Kujawa - Aye
- Philips – Aye
- Roberts – Aye
- Snyder – Aye

**b) Discussion & Possible Action Regarding Approval of Professional Services agreement with Lilburn Corporation to Prepare the NEPA Environmental Assessment Documents for the Proposed Civic Center and Emergency Operations Center Project**

Staff Recommendation: For the Board to approve Lilburn Corp. to prepare the National Environmental Policy Act (NEPA) documents for the Emergency Operations Center (EOC) for the proposed Civic Center Project not to exceed \$48,500.

Mr. Bartz introduced this item.

Director Roberts moved to approve the staff recommendation. Director Philips seconded the motion. The motion carried after a roll call vote was conducted as follows:

- Hays – Aye
- Kujawa - Aye
- Philips – Aye
- Roberts – Aye
- Snyder – Aye

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

Staff Recommendation: None

Mr. Bartz reported on this item.



No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Engineering Committee (Standing)** – Minutes are in the agenda packet. Met and reviewed the revised CIP and repair and maintenance plan for the budget.
- b) **Finance Committee (Standing)** – Scheduled to meet on March 19, 2024.
- c) **Legislative Committee (Standing)** – Scheduled to meet on March 12, 2024.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Scheduled to meet on May 14, 2024.
- e) **Waste & Recycling Committee (Standing)** – Met last week and received an update on the transfer station and status of the compliance order.

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

Mr. Bartz provided an update on rampdown by Mojave Water Agency. Mr. Wright reported the meter replacements were complete and the operating permit for Well No. 15 was received; a ribbon cutting ceremony will be scheduled.

9) **Reports**

a) **Director's Report**

**Philips** – Attended ASBCSD this month.

**Roberts** – Appreciates the completion of the first new well for the District.

**Kujawa** – Nothing to report.

**Snyder** – Encouraged customers to use of the AMI tool for the new meters.

- b) **President's Report** – Attended a staff meeting for Phelan Road concerns. Thanked staff on the well completion and the rampdown update.

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 – March 13, 2024

13) **Recess to Closed Session**

The Board recessed to Closed Session at 5:30 p.m.

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code Section 54956.8

Property: 17900 Sheep Creek Road, El Mirage, California (APN 0457-161-83)

District Negotiator: Donald J. Bartz, General Manager; Steven M. Kennedy, General Counsel

Negotiating Party: Circle Green, Inc.

Under Negotiation: Price & Terms of Purchase

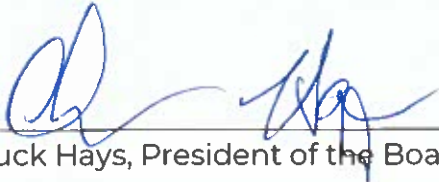
14) **Return to Open Session** – Announcement of Reportable Action

The Board returned to open session at 6:15 p.m. There was no reportable action.

15) **Adjournment**

With no further business before the Board, the meeting was adjourned at 6:15 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



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Date



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Kim Sew, HR & Solid Waste Manager/District Clerk



\_\_\_\_\_  
Date

