

## **REGULAR BOARD MEETING MINUTES**

July 26, 2023

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

**Board Members Present:** Mark Roberts, Vice President  
Chuck Hays, Director  
Deborah Philips, Director  
Greg Snyder, Director

**Board Members Absent:** Rebecca Kujawa, President

**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  
Jen Oakes, Executive Management Analyst

**District Counsel:** Steve Kennedy, General Counsel

### **REGULAR BOARD MEETING – 5:00 P.M.**

#### **Call to Order**

Vice President Roberts called the meeting to order at 5:06 p.m. and the Pledge of Allegiance was conducted.

#### **Roll Call**

President Kujawa was absent.

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

Mr. Kennedy noted the addition of the closed session language to the Agenda. Director Philips moved to approve the agenda, as amended. Director Hays seconded the motion. Motion carried 4-0.

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

a) **General Public** – None

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

- **County Supervisor** – Sam Shoup, Field Representative for Supervisor Cook, noted the County Board of Supervisor's resolution opposing the release of sexually violent predators in San Bernardino County.
- **State Senate** – Victor Hernandez, Field Representative for Senator Rosilicie Ochoa-Bogh, noted the legislature is in recess until August 14, 2023.

3) **Consent Items**

Director Hays moved to approve the consent items. Director Snyder seconded the motion. Motion carried 4-0.

4) **Matters Removed from Consent Items** – None

5) **Presentations/Appointments** – None

6) **Continued/New Agenda Items**

a) **First Reading of Ordinance No. 2023-04; Establishing Uniform Solid Waste, Recycling, & Organic Disposal Requirements**

Staff Recommendation: For the Board to waive the first reading of Ordinance No. 2023-04; Establishing Uniform Solid Waste, Recycling, & Organic Disposal Requirements.

Mr. Bartz introduced this item.

Director Philips moved to waive the first reading of Ordinance No. 2023-04. Director Snyder seconded the motion. Motion carried 4-0.

b) **Discussion & Possible Action Regarding Memorandum of Understanding with San Bernardino County Fire Protection District for Use of Pinon Hills Community Center**

Staff Recommendation: For the Board to approve the MOU with San Bernardino County Fire Protection District for Use of the Pinon Hills Community Center.

Mr. Bartz introduced this item.

Director Snyder moved to approve the staff recommendation. Director Philips seconded the motion. Motion carried 4-0.

c) **Discussion & Possible Action Regarding General Manager Evaluation Process**

Staff Recommendation: For the Board to determine the process for evaluation of the District's General Manager.

Ms. Sevy introduced this item.

Consensus of the Board was to utilize the same process as last year but to work on updating the process in the future.

ACTION ITEM: Email GM employment contract, strategic plan goals, and evaluation template.

d) **Update on Solid Waste Program Implementation**

Staff Recommendation: None.

Ms. Sevy provided an update on solid waste program implementation.



No action taken; not an action item.

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

Staff Recommendation: None

Mr. Cardenas provided an update on the status of the Civic Center Project.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Engineering Committee (Standing)** – Cancelled.
- b) **Finance Committee (Standing)** – Met and reviewed the financials.
- c) **Legislative Committee (Standing)** – Meets again in September.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Meets in August.
- e) **Waste & Recycling Committee (Standing)** – Met and reviewed implementation and the ordinance. The meeting time and day have been updated to the third Wednesday of each month at 2:30 p.m.

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

Mr. Bartz reported that illegal grows have reduced, the District is still giving water to County Zone J, and water consumption is down.

9) **Reports**

a) **Director's Report**

**Philips** – Noted her attendance at ASBCSD and World of Water.

**Hays** – Nothing to report.

**Snyder** – Nothing to report.

**Roberts** – Nothing to report.

b) **President's Report** – None.

10) **Correspondence/Information** – The items in the packet were noted.

11) **Review of Action Items**

a) **Prior Meeting Action Items** – Fuel station capacity upgrade research is in progress.

b) **Current Meeting Action Items** – None

12) **Set Agenda for Next Meeting**

- Regular Board Meeting – July 26, 2023, 5:00 p.m.

13) **Recess to Closed Session**

The Board recessed to Closed Session at 5:41 p.m.


**Closed Session:** Conference with Real Property Negotiators  
Pursuant to Government Code Section 54956.8  
Property: 17900 Sheep Creek Road, El Mirage, California (APN 0457-161-83  
& 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 6:27 p.m.; there was no reportable action.

15) **Adjournment**  
With no further business before the Board, the meeting was adjourned at 6:28 p.m.

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

  
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Mark Roberts, Vice President of the Board

  
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Date

  
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Kim Sew, HR & Solid Waste Manager/District Clerk

  
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Date

