

## **REGULAR BOARD MEETING MINUTES**

February 22, 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**

Mr. Bartz requested to remove Items 3e and 6b. Director Hoffman moved to approve the Agenda as amended. Director Snyder seconded the motion. Motion carried 5-0.

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

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

Public comment was provided by Deborah Philips, Peter Barnes, and an unidentified member of the public.

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

- **Sheriff** – Sergeant Rios provided the call statistics for the month of January.

- **School District** – Superintendent Ryan Holman commented on the snow day process, and student involvement in district plans.

### 3) **Consent Items**

Vice President Roberts moved to approve the Consent Items. Director Hoffman 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 Teleconferencing Policy**

Staff Recommendation: For the Board to review the sample policy regarding Board teleconferencing and to authorize staff to proceed with development of a similar District policy.

Ms. Sevy presented this item.

Public comment was given on this item by Peter Barnes and Cheryl Rhoden.

Consensus of the Board was to prepare a District policy regarding teleconferencing and bring back to the Board for approval.

#### b) **Discussion & Possible Action Regarding Unclaimed Funds**

This item was removed from the agenda; no action taken.

#### c) **Discussion & Possible Adoption of Resolution No. 2023-08; Establishing a Policy for District Reserves, and Possible Approval of the 2022/2023 Reserves Schedule in Compliance with Said Policy**

Staff Recommendation: For the Board to adopt Resolution No. 2023-08; Establishing a Policy for District Reserves, and Possible Approval of the 2022/2023 Reserves Schedule in Compliance with Said Policy.

Ms. Lowrance introduced this item.

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

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

Staff Recommendation: None

Mr. Cardenas provided an update.

No action taken; not an action item.



7) **Committee Reports/Comments**

- a) **Engineering Committee (Standing)** – Met and reviewed the budget, the well project, and pipeline project.
- b) **Finance Committee (Standing)** – Has not met.
- c) **Legislative Committee (Standing)** – Has not met; meets in March.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Has not met.
- e) **Waste & Recycling Committee (Standing)** – Has not met; last meeting was cancelled.

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

Nothing further to report.

9) **Reports**

a) **Director’s Report**

- Hoffman** – Nothing to report.
- Roberts** – Nothing to report.
- Hays** – Nothing to report.
- Snyder** – Nothing to report.

b) **President’s Report** – Nothing further to report.

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

11) **Review of Action Items**

- a) **Prior Meeting Action Items** – Gantt chart, or similar, for Civic Center Project
- b) **Current Meeting Action Items** – None


12) **Set Agenda for Next Meeting**

- Regular Board Meeting – March 8, 2023, 5:00 p.m.

13) **Adjournment**

With no further business before the Board, the meeting was adjourned at 5:28 p.m.

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

  
\_\_\_\_\_  
Rebecca Kujawa, President of the Board

4/5/23  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Kim Sevy, HR & Solid Waste Manager/District Clerk

4/5/2023  
\_\_\_\_\_  
Date

