

REGULAR BOARD MEETING MINUTES

January 5, 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 (Zoom)
Kathy Hoffman, Director (Zoom)
Charlie Johnson, Director (Zoom)
Mark Roberts, Director (Zoom)

Board Members Absent: None

Staff Present: Don Bartz, General Manager
George Cardenas, Engineering Manager
Sean Wright, Water Operations Manager (Zoom)
Jennifer Oakes, Executive Management Analyst
Aimee Williams, Administrative Technician II

District Counsel: Steve Kennedy, General Counsel (Zoom)

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

Mr. Bartz requested to remove item 5 and item 6d from the agenda. Vice President Philips moved to approve the Agenda as amended. Director Hoffman seconded the motion. Motion carried 5-0.

2) Public Comment

a) General Public

Regarding Item 6c, Cheryl Rhoden commented on section 2.3.2 of the ordinance and requested that clarification is added on how to be recognized as a remote participant in a virtual meeting. She requested that any consultant material that is submitted for consideration be submitted in advance of the meeting like the meeting packets are. Ms. Rhoden also asked that recordings of meetings are added to the website.

b) Community Reports

- **County Supervisor** – Sam Shoup, Field Representative for Supervisor Cook, reported on the final supervisorial maps that were approved by the Board. There

were no changes for our area. There are changes in the congressional map and the assembly map. The maps can be viewed online. Operation Hammerstrike is continuing to move forward and has recently done raids in Adelanto and El Mirage.

- **Snowline School District** – Ryan Holman, Superintendent, reported that it is the beginning of a new semester and there are a lot of absences due to the Omicron variant. There are currently 46 staff and 33 students out due to positive tests. Attendance has been trending at 90-94% for the school year, and for the last 2 days it is trending at 83-90%. The school district is still waiting for the arrival of home test kits that will be free to all students. They will be distributed as soon as they are received. The school district supports potential legislation regarding being funded on an enrollment model.
- **Sheriff** – Sergeant Paul Solorio gave the call statistics for December. There were 4 search warrants served today where 4 arrests were made, 1700 marijuana plants were eradicated, 153 pounds of processed marijuana was seized, and 3 guns taken off the streets. The narcotics and marijuana teams were also in the Phelan and El Mirage area today serving search warrants. Outdoor grows have slowed down due to the weather and there has been an increase in indoor marijuana grows.

3) **Consent Items**

Director Hoffman 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**

None

6) **Continued/New Agenda Items**

a) **Discussion & Possible Action Regarding 2022/2023 Budget Process Schedule**

Staff Recommendation: For the Board to review the attached draft 2022/2023 budget timeline and determine if modifications are necessary.

Mr. Bartz presented this item.

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

b) **Discussion & Possible Action Regarding Resolution No. 2022-01; Establishing Policies for Board Conduct Amongst Directors and with Staff**

Staff Recommendation: For the Board to review and adopt Resolution No. 2022-01; Establishing Policies for Board Conduct Amongst Directors and with Staff.

Mr. Bartz presented this item.



Director Roberts moved to approve the staff recommendation as long as it was reviewed by legal counsel and no changes were recommended. Vice President Philips seconded the motion. Motion carried 5-0.

c) **Review of Ordinance No. 2019-01; Establishing Guidelines for the Conduct of District Public Meetings and Activities**

Staff Recommendation: For the Board to review Ordinance No. 2019-01; Guidelines for Conduct of District Public Meetings and Activities.

Mr. Bartz presented this item.

The Board recommended for staff to update the ordinance and bring it back to a future meeting.

d) **Discussion & Possible Action Regarding District Boundaries**

Staff Recommendation: None

This item was removed from the agenda.

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

Staff Recommendation: None

Mr. Bartz stated that there are no updates at this time.

No action taken; not an action item.

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

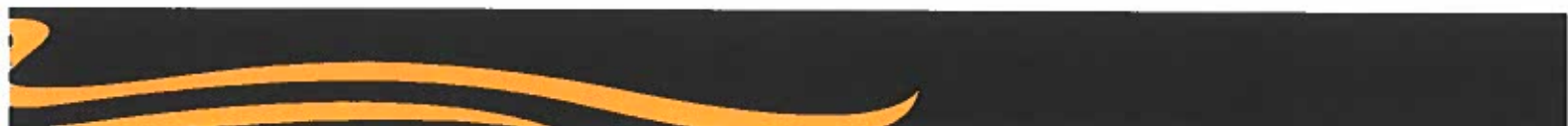
Staff Recommendation: None

Mr. Bartz reported that negotiations are still moving forward. A meeting took place today with a water rights attorney regarding rights that Sheep Creek has and how the shares can be transferred. It will be approximately 2-3 weeks before a report is provided. Meetings will continue on until a determination is provided.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Antelope Valley Adjudication Committee (Ad Hoc)** – An appeal was made to the court regarding water rights for the 2 years that were in question and the appeal was denied.
- b) **Engineering Committee (Standing)** – Report is included in the packet.
- c) **Finance Committee (Standing)** – Meeting in January.
- d) **Legislative Committee (Standing)** – Meeting in February.
- e) **Parks, Recreation & Street Lighting Committee (Standing)** – Meeting next week.
- f) **Waste & Recycling Committee (Standing)** – Meeting next week.



8) Staff and General Manager's Report

Mr. Bartz gave an update on some recent water line breaks. On December 29, 2021, a 16" water line coming from Well 14 had a leak at the reducer on the pipe. It was a major leak and staff was able to get it repaired quickly. The second leak started at approximately 5:00 pm on December 31, 2021. A person grading property on Mescalero Rd. hit a 6" water line and left the area without reporting it. Once they were notified, it took 6 staff members until approximately 2:00-3:00 am to get it repaired. Approximately 125,000 gallons of water was lost, but it was caught before the tank went dry. Approximately 100 customers were without water until midnight. Mr. Bartz commended staff on wonderful job. Immediately after that repair, a seal broke at a connection to the tank about ½ mile away and repairs had to be made. This incident was turned in to the District insurance company due to the nature of the damage and they will be handling it from there. On January 3, 2022, there was an area of low pressure due to air in the line between the tank and customer service lines.

The insurance company will be contacting the person that hit the line. There was not a current dig ticket called in but the area had been marked about 6 weeks ago when Race Communications was in the area and some blue markings were still visible. The operator will be responsible for the damage.

9) Reports**a) Director's Report**

Hoffman – Nothing further to report.

Philips – Attended the TAC meeting and there is a letter being written regarding the Chromium-6 issue and that it will be a burden on disadvantaged communities.

Roberts – Asked about future meetings being in person.

Johnson – Wished everybody a happy New Year. Asked about the policy regarding change orders that were listed in the consent items. The purchasing policy covers the amount of purchase orders, but he didn't find anything covering the policy on change orders. He would like to bring the purchasing policy back for review.

b) President's Report – Nothing to report. Thanked everyone for bearing with her first meeting being completely on Zoom.

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

- Modification of Ordinance No. 2019-01; Establishing Guidelines for the Conduct of District Public Meetings and Activities
- Annual Review of Purchasing Policy
- Review of Strategic Plan

12) Set Agenda for Next Meeting

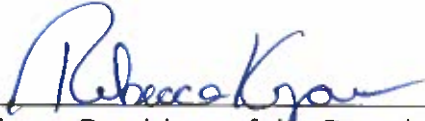
- **Regular Board Meeting** – January 19, 2022



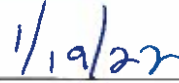
13) **Adjournment**

With no further business before the Board, the meeting was adjourned at 6:47 p.m.

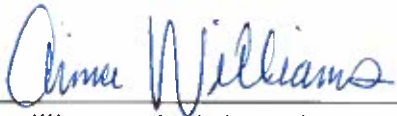
Agenda materials can be viewed online at <https://www.pphcsd.org>



Rebecca Kujawa, President of the Board



Date



Aimee William, Administrative Technician II



Date

