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## REGULAR BOARD MEETING MINUTES

July 20, 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  
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  
Chris Cummings, Water Operations Assistant Manager  
Jennifer Oakes, Executive Management Analyst
- District Counsel:** Steve Kennedy, General Counsel (Zoom)
- Public:** Marilyn Diaz-Cervantes  
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

Vice President Philips moved to approve the Agenda. Director Roberts seconded the motion. Motion carried 4-0.

### 2) Public Comment

#### a) General Public

None

#### b) Community Reports

None

**3) Consent Items**

Director Roberts moved to approve the Consent Items. Director Hoffman seconded the motion. Motion carried 4-0.

**4) Matters Removed from Consent Items**

None

**5) Presentations/Appointments**

None

**6) Continued/New Agenda Items****a) Public Hearing on Standby & Availability Fees for 2022/2023**

President Kujawa declared the Public hearing open at 6:02 p.m.

**1) Secretary's Report**

Ms. Ward reported the District received zero written protests, objections, or comments relating to the water standby and availability fees for 2022/2023.

**2) Attorney's Report on Action Taken Prior to this Hearing**

Mr. Kennedy reported that on May 18, 2022, the Board of Directors adopted Resolution No. 2022-14; Initiating Proceedings to Fix, Levy and Collect Water Standby Assessments for the Fiscal Year 2022/2023 and the public hearing date was scheduled for July 20, 2022. The notice of public hearing was published in the Mountaineer Progress on June 30, July 7, and July 14, 2022. Additionally, notice of public hearing was posted in the District Office and on the District's website beginning on June 30, 2022. Copies of the report were made available in the District office for public review. The District has complied with all legal requirements in the time and manner specified by law.

**3) Staff's Report**

Mr. Bartz reported the water standby charge report reflects each parcel of land within the District's boundaries for acreage within 660 feet of a water line.

The preliminary water standby charge report was filed with the Secretary on June 30, 2022. The updated report details 3,641 parcels for a total assessment of \$286,733.80. This amount may change as parcels connect to the system before the final report is filed with the County of San Bernardino by the August 2022 deadline.

**4) Public Comment, Protests, and Objections**

There were no public comments, protests, or objections.

Vice President Philips moved to close the Public Hearing. Director Hoffman seconded the motion. Motion carried 4-0.

The Public Hearing was closed at 6:05 p.m.



**b) Discussion & Possible Adoption of Resolution No. 2022-24; Establishing Standby & Availability Fees for 2022/2023**

Staff Recommendation: For the Board to adopt Resolution No. 2022-24; Establishing Standby & Availability Fees for 2022/2023.

Mr. Bartz presented this item.

After some discussion, Director Hoffman moved to approve the staff recommendation. Vice President Philips seconded the motion. Motion carried 4-0.

**c) Public Hearing on Delinquent Water User Charges**

President Kujawa declared the Public hearing open at 6:09 p.m.

**1) Secretary's Report**

Ms. Ward reported the District received zero written protests, objections, or comments relating to the delinquent water user charges.

**2) Attorney's Report on Action Taken Prior to this Hearing**

Mr. Kennedy reported the notice of public hearing was published in the Mountaineer Progress on June 30, July 7, and July 14, 2022. Additionally, notice of public hearing was posted in the District Office and on the District's website beginning on June 30, 2022. Notice of delinquency and hearing were also mailed to delinquent users on June 28, 2022. Copies of the report were made available in the District office for public review. The District has complied with all legal requirements in the time and manner specified by law.

**3) Staff's Report**

Mr. Bartz reported that the Delinquent Water User Charges Report was filed with the Secretary on July 15, 2022, and details 90 customer accounts amounting to a total of \$26,307.98.

The Delinquent Water User Charges Report reflects each affected parcel of real property and the total amount of charges and delinquencies for each affected parcel as of June 30, 2022. The final list will be submitted to the County of San Bernardino for collection not later than August 10, 2022, and will be updated as necessary until submittal.

**4) Public Comment, Protests, and Objections**

There were no public comments, protests, or objections.

Vice President Philips moved to close the Public Hearing. Director Roberts seconded the motion. Motion carried 4-0.

The Public Hearing was closed at 6:11 p.m.



d) **Discussion & Possible Adoption of Resolution No. 2022-25; Confirming, or Modifying and then Confirming, the Report of Delinquent Water User Charges for the Purpose of Collecting Said Charges on the San Bernardino County Tax Roll**

Staff Recommendation: For the Board to adopt Resolution No. 2022-25; Confirming, or Modifying and then Confirming, the Report of Delinquent Water User Charges for the Purpose of Collection of Said Charges on the San Bernardino County Tax Roll.

Mr. Bartz presented this item.

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

e) **Discussion & Possible Adoption of Resolution No. 2022-26; Establishing a Recycled-Content Paper Procurement Policy**

Staff Recommendation: For the Board to adopt Resolution No. 2022-26; Establishing a Recycled-Content Paper Procurement Policy

Ms. Ward presented this item.

Director Roberts moved to approve the staff recommendation. Director Hoffman seconded the motion. Motion carried 4-0.

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

Staff Recommendation: None

There were no updates.

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 noted the upcoming town hall on consolidation on Saturday, July 23, 2022.

Ms. Rhoden asked when the Technical Report will be released to the public. Mr. Bartz stated when the draft report is in final form.

No action taken; not an action item.

7) **Committee Reports/Comments**

a) **Engineering Committee (Standing)** – Did not meet.

b) **Finance Committee (Standing)** – Met yesterday and reviewed the quarterly financial reports.


c) **Legislative Committee (Standing)** – Will meet in August.

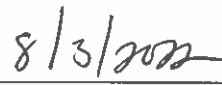
d) **Parks, Recreation & Street Lighting Committee (Standing)** – Cancelled the July concert in the park due to poor attendance.

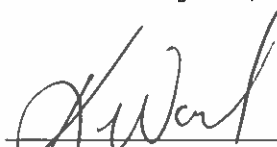


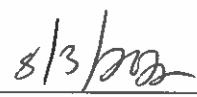
- e) **Waste & Recycling Committee (Standing)** – Met last week and discussed SB1383 and the paper product procurement policy.
- 8) **Staff and General Manager’s Report**  
Nothing further to report.
- 9) **Reports**
  - a) **Director’s Report**
    - Philips** – Attended ASBCSD meeting on Monday.
    - Roberts** – Nothing to report.
    - Hoffman** – 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** – None
  - b) **Current Meeting Action Items** – None
- 12) **Set Agenda for Next Meeting**
  - Special & Regular Board Meeting – August 3, 2022
- 15) **Adjournment**  
With no further business before the Board, the meeting was adjourned in memory of Michael Palecki at 6:26 p.m.

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

  
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Rebecca Kujawa, President of the Board

  
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Date

  
\_\_\_\_\_  
Kim Ward, HR Manager/Executive Secretary

  
\_\_\_\_\_  
Date

