

REGULAR BOARD MEETING MINUTES

July 10, 2024 – 5:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Greg Snyder, Vice President
Rebecca Kujawa, Director
Deborah Philips, Director
Mark Roberts, Director

Board Members Absent: Chuck Hays, 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
Jennifer Oakes, Executive Management Analyst

District Counsel: Steve Kennedy, General Counsel

SPECIAL BOARD MEETING – 5:00 P.M.

Call to Order

Vice President Snyder called the meeting to order at 5:00 p.m. and the Pledge of Allegiance was conducted.

Roll Call

All but President Hays were present at roll call.

1) Approval of Agenda

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

2) Public Comment

- a) **General Public** – Public comment was given by James Hannon.
- b) **Community Reports** – Sam Shoup with Supervisor Cook's office provided updates from the county. Armando Martinez with Senator Rosilicie Ochoa-Bogh's office provided a legislative update.

3) Consent Items

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

4) Matters Removed from Consent Items

There were no matters removed.

5) Presentations/Appointments – None**6) Continued/New Agenda Items****a) Public Hearing on Standby & Availability Fees for 2024/2025**

Vice President Snyder declared the public hearing open at 5:13 pm.

1) Secretary's Report

Ms. Sevy reported the District received zero written protests, objections, or comments relating to the water standby and availability fees.

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

Mr. Kennedy reported that on May 12th, 2024, the Board of Directors adopted Resolution No. 2024-08; Initiating Proceedings to Fix, Levy and Collect Water Standby Assessments for the Fiscal Year 2024/2025 and the Hearing Date was scheduled for July 10, 2024. Notice of hearing was published in the Mountaineer Progress on June 20th, June 27th, and July 4th, 2024. Additionally, Notice of Public Hearing was posted in the District Office and on the District's website beginning on June 20th, 2024. Copies of the report were made available in the District office for public review. Compliance with all legal requirements for the hearing are within the manner and time specified with applicable law.

3) Staff's Report

Mr. Bartz reported that 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, 2024. The updated report details 3,502 parcels for a total assessment of \$279,708.50. This amount may change as parcels connect to the system before the final report is filed with the County by the August 2024 deadline.

4) Public Comment, Protests, and Objections

There were no public comments, protests, or objections.

Director Philips moved to close the public hearing. Director Roberts seconded the motion. Motion carried 4-0 and the public hearing was closed at 5:15 p.m.

b) Discussion & Possible Adoption of Resolution No. 2024-11; Establishing Water Standby & Availability Fees for 2024/2025

Staff Recommendation: For the Board to adopt Resolution No. 2024-11.

Mr. Bartz introduced this item.

Director Roberts moved to adopt Resolution No. 2024-11. Director Kujawa seconded the motion. Motion carried 4-0.

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

Vice President Snyder declared the public hearing open at 5:19 pm.

1) **Secretary's Report**

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

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

Mr. Kennedy reported that notice of hearing was published in the Mountaineer Progress on June 20th, June 27th, and July 4th, 2024. Additionally, Notice of Public Hearing was posted in the District Office and on the District's website beginning on June 20th, 2024. Notice of delinquency and hearing were also mailed to delinquent users on June 13th, 2024. Copies of the report were made available in the District office for public review. Compliance with all legal requirements for the hearing are within the manner and time specified with applicable law.

3) **Staff's Report**

Mr. Bartz reported the Delinquent Water User Charges Report was filed with the Secretary on July 3, 2024, and details 560 customer accounts amounting to a total of \$139,624.24.

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, 2024. The final list will be submitted to the County of San Bernardino for collection not later than August 10, 2024, and will be updated as necessary until submittal before the final report is filed with the county by the August 2024 deadline.

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

There were no public comments, protests, or objections.

Director Kujawa moved to close the public hearing. Director Philips seconded the motion. Motion carried 4-0 and the public hearing was closed at 5:22 p.m.

d) **Discussion & Possible Adoption of Resolution No. 2024-12; Confirming, or Modifying and then Confirming, the Report on the Delinquent Water User Hearing Charges for the Purpose of Collecting Said Charges on the San Bernardino County Tax Roll**

Staff Recommendation: For the Board to adopt Resolution No. 2024-12.

Mr. Bartz introduced this item.

Director Roberts moved to adopt Resolution No. 2024-12. Director Philips seconded the motion. Motion carried 4-0.

e) **Discussion & Possible Action Regarding California Special District Association's Board of Directors Election Term 2025-2027, Seat A – Southern Network**

Staff Recommendation: For the Board to vote for one candidate for California Special District Association's Board of Directors Election Term 2025-2027, Seat A – Southern Network.

Mr. Bartz introduced this item and recommended Jo MacKenzie.

Director Roberts moved to vote for Jo Mackenzie. Vice President Snyder seconded the motion. Motion carried 4-0.

f) **Update on the Civic Center and EOC Project, Park Expansion Project, and Park Enhancement Project**

Staff Recommendation: None

Mr. Cardenas provided an update on this item.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Engineering Committee (Standing)** – Meets next week.
- b) **Finance Committee (Standing)** – Cancelled; special meeting scheduled.
- c) **Legislative Committee (Standing)** – Has not met.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Nothing to report.
- e) **Waste & Recycling Committee (Standing)** – Nothing to report.

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

Mr. Wright reported on the water system. Mr. Cardenas noted the GIS certification received by staff member Tony De La Rosa.

9) **Reports**

a) **Director's Report**

Philips – Nothing to report.

Roberts – Nothing to report.

Kujawa – Attended the MWA board meeting where their partnership with CSUSB and their Washington D.C. trip were discussed.

Snyder – 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**

- Provide the Board with two years of disbursement history for fuel purchases, food purchases, training and conference purchases, and the policies and procedures related to those items; not complete.
- Add an update on the economics of the two PPHCSD Projects; not complete.

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

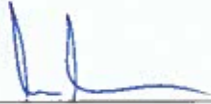
12) **Set Agenda for Next Meeting**

- Regular Board Meeting – July 24, 2024

15) **Adjournment**

With no further business before the Board, the meeting was adjourned at 5:40 p.m.

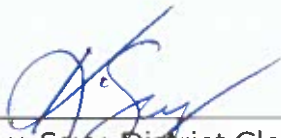
Agenda materials can be viewed online at www.pphcsd.org



Greg Snyder, Vice President of the Board

8/14/24

Date



Kim Sevy, District Clerk

8/14/2024

Date

