

REGULAR BOARD MEETING MINUTES

April 12, 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
Chuck Hays, Director
Greg Snyder, Director
- Board Members Absent:** None
- Staff Present:** Don Bartz, General Manager
Lori Lowrance, Assistant General Manager/CFO
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

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

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

2) Public Comment

a) General Public

Public comment was provided by Peter Barnes.

b) Community Reports

- **School District** – Superintendent Ryan Holman commented on school district activities and programs.

- **County Supervisor** – C.J. Porter, Field Representative for Supervisor Cook, noted there will be changes to county fees.
- **State Representative** – Victor Hernandez, Field Representative for Senator Rosilicie Ochoa-Bogh was in attendance but had nothing to report.

3) **Consent Items**

Mr. Bartz requested to remove Item 3d. Director Snyder moved to approve the remaining Consent Items. Vice President Roberts seconded the motion. Motion carried 4-0.

4) **Matters Removed from Consent Items**

Item 3d was removed to be discussed as part of Agenda Item 6c.

5) **Presentations/Appointments**

President Kujawa presented Kathy Hoffman with a Certificate of Appreciation for her service to the community as a member of the District's Board of Directors. Kathy Hoffman thanked staff and Directors for their assistance and noted she will continue to serve the community through her service on Mojave Water Agency's Board of Directors.

6) **Continued/New Agenda Items**

a) **Discussion & Possible Action Regarding Replacement of Vacant Board Seat**

Staff Recommendation: For the Board to proceed with filling the vacant seat as specified in the revised staff report.

Ms. Sevy presented this item.

Board consensus was to proceed with filling the vacant Board seat with the process and timeline specified in the revised staff report.

b) **Discussion & Possible Action Regarding Committee Appointments**

Staff Recommendation: For the Board President to appoint Directors to vacant committee positions.

Mr. Bartz introduced this item.

President Kujawa appointed Director Hays to the Solid Waste Committee and President Kujawa to the Engineering Committee.

c) **Discussion & Possible Action Regarding Southwest Pump & Drilling Contractor Payment for Well No. 15**

Staff Recommendation: For the Board to approve the application for payment with South West Pump & Drilling for payment for services and materials furnished at Well No. 15.

Mr. Bartz & Mr. Wright introduced this item.

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



d) **Review & Discussion Regarding Payment Processing Analysis & Credit Card Convenience Fee**

Staff Recommendation: None at this time.

Ms. Lowrance introduced this item.

No action taken; not an action item.

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

Staff Recommendation: None

Mr. Cardenas provided an update on the projects, noting that the RFQ was delayed and the RFP will be delayed as well. If the project is approved, the RFP would be issued mid-May with bids received in late July and ground breaking in September.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Engineering Committee (Standing)** – Has not met.
- b) **Finance Committee (Standing)** – Meets next week.
- c) **Legislative Committee (Standing)** – Has not met.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Has not met.
- e) **Waste & Recycling Committee (Standing)** – Meets next Thursday.

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

Nothing further to report.

9) **Reports**

a) **Director's Report**

Roberts – Nothing to report.

Hays – Congratulated Kathy Hoffman on her appointment to MWA's Board of Directors.

Snyder – Also congratulated Kathy Hoffman and congratulated staff on the pipeline project progress.

b) **President's Report** – A written report was in the packet.

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

11) **Review of Action Items**

- a) **Prior Meeting Action Items** – Complete
- b) **Current Meeting Action Items** – Update Committee Calendars

12) **Set Agenda for Next Meeting**

- Regular Board Meeting – April 26, 2023, 5:00 p.m.
 - Discussion & Possible Action Regarding District Proxies for Sheep Creek

13) **Recess to Closed Session**

The Board recessed to Closed Session at 5:42 p.m.



Conference with Legal Counsel
Initiation of Litigation Pursuant to Government Code
Section 54956.9(d)(4)
Two Potential Cases

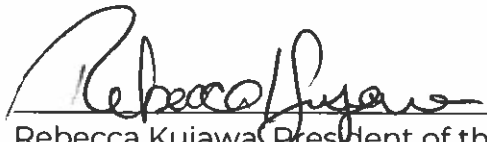
14) **Return to Open Session – Announcement of Reportable Action**

The Board returned to Open Session at 6:25 p.m.; there was no reportable action.

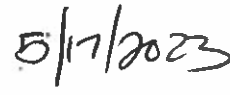
15) **Adjournment**

With no further business before the Board, the meeting was adjourned at 6:25 p.m.

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




Rebecca Kujawa, President of the Board



Date



Kim Sevy, HR & Solid Waste Manager/District Clerk



Date

