



A. 4176 Warbler Road  
P.O. Box 294049  
Phelan, CA 92329  
P. (760) 868-1212  
F. (760) 868-2323  
W. [www.pphcsd.org](http://www.pphcsd.org)

## REGULAR BOARD MEETING MINUTES

December 13, 2023 – 5:00 p.m.  
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  
Deborah Phillips, 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  
Jen 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

Mr. Bartz requested to add a closed session for a claim presented to the District after the Agenda was posted. Director Phillips moved to approve the Agenda as amended. Director Snyder seconded the motion. Motion carried 5-0.

### 2) Public Comment

a) **General Public** – None

b) **Community Reports**

- **School District** – Ryan Holman, Superintendent for SJUSD provided an update on school district activities and programs.

### 3) Consent Items

Vice President Roberts moved to approve the consent items. Director Philips 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 Election of Officers**

Staff Recommendation: For the Board to elect a President & Vice President for 2024.

Vice President Roberts moved to elect Director Hays for President and Director Snyder for Vice President for 2024. Director Philips seconded the motion. Motion carried 5-0.

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

Staff Recommendation: For the Board to appoint District Committees for 2024 and to approve the proposed meeting schedule.

Board consensus was to keep the committee assignments and schedule as they stand.

c) **Discussion and Possible Adoption of Resolution No. 2023-28; Approving the Form of and Authorizing Execution and Delivery of a First Amendment to Lease Agreement and Memorandum of Lease Agreement, and a First Amendment of Site Lease; Approving and Authorizing Execution and Delivery of All Necessary Documents and Other Related Actions in Connection with the Release of Certain Real Property Currently Leased in Connection with the Lease Agreement of the District**

Staff Recommendation: For the Board to adopt Resolution No. 2023-28.

Mr. Bartz presented this item.

Director Snyder moved to approve the agreement. Director Hays seconded the motion. Motion carried 5-0.

d) **Discussion & Possible Adoption of Resolution No. 2023-29; Authorizing Staff to Execute and Take Actions Necessary for the Purpose of Obtaining Federal Financial Assistance Provided by the Federal Department of Homeland Security and Subgranted Through the State of California for the Fiscal Year 2022 Nonprofit Security Grant Program**

Staff Recommendation: For the Board to adopt Resolution No. 2023-29.

Ms. Sevy presented this item.

Consensus of the Board was to bring this item back in January 2024 with revisions per legal counsel.



- e) **Discussion & Possible Adoption of Resolution No. 2023-30; Authorizing the Adoption and Implementation of an Early Retirement Incentive Program**  
Staff Recommendation: For the Board to adopt Resolution No. 2023-30.

Mr. Bartz & Ms. Sevy presented this item.

Consensus of the Board was to bring this item back at a later date with additional requested information.

- f) **Discussion & Possible Action Regarding Purchase & Installation of Pressure Reducing Station for Pinon Hills Road & Sacramento Road**  
Staff Recommendation: For the Board to approve the purchase and installation of a 2-way pressure-reducing station located at Pinon Hills Road & Sacramento Road.

Mr. Wright introduced this item.

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

- g) **Discussion & Possible Action Regarding Amendments to Section 3.4.3 “Compensatory Time Off” (“Comp Time”) of the District’s Personnel Manual**  
Staff Recommendation: For the Board to approve the amendments to Section 3.4.3 Compensatory Time Off (“Comp Time”).

Ms. Sevy presented this item.

Director Philips moved to approve the amendments to Section 3.4.3 of the Personnel Manual. Director Snyder seconded the motion. Motion carried 4-1 with Director Hays opposed.

- h) **Discussion & Possible Action Regarding Amendments to Section 5.1 “Vacations” of the District’s Personnel Manual**  
Staff Recommendation: For the Board to approve the amendments to Section 2.1 “Vacations.”

Ms. Sevy presented this item.

Consensus of the Board was to bring this item back with alternative language and guidelines for requesting time off.

- i) **Update on Solid Waste Program Implementation**  
Staff Recommendation: None

Ms. Sevy provided an update on this item.

No action taken; not an action item.



- j) **Update on the Proposed Civic Center & Phelan Park Expansion**  
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)** – The meeting minutes were provided in the agenda materials.  
b) **Finance Committee (Standing)** – A special meeting will be held on January 23, 2024.  
c) **Legislative Committee (Standing)** – Met yesterday and received a legislative update from Congressman Obernolte's office.  
d) **Parks, Recreation & Street Lighting Committee (Standing)** – The meeting minutes were provided in the agenda materials. The Christmas Tree Lighting ceremony was discussed.  
e) **Waste & Recycling Committee (Standing)** – The meeting minutes were provided in the agenda materials.

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

Mr. Cardenas provided an update on the Phelan Road bridge repair project. Mr. Wright reported the new well will be operational next week.

9) **Reports**

a) **Director's Report**

**Roberts** – Attended ACWA in November and will have a report in January.

**Philips** – Attended ACWA and MWA's Technical Advisory Committee meeting.

**Hays** – Nothing to report.

**Snyder** – Nothing to report.

- b) **President's Report** – Thanked everyone for allowing her to be President the past two years.

- 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** – None

12) **Set Agenda for Next Meeting**

- Regular Board Meeting – January 10, 2024  
*NOTE: The December 27, 2023, Board Meeting was cancelled.*

13) **Recess to Closed Session**

The Board recessed to Closed Session at 6:33 p.m.

CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
Pursuant to Government Code Section 54956.8

Property: 17900 Sheep Creek Road, El Mirage, California (APN 0457-161-83 & 0457-161-83)  
District Negotiator: Donald J. Bartz, General Manager; Steven M. Kennedy, General Counsel  
Negotiating Party: Circle Green, Inc.  
Under Negotiation: Price & Terms of Purchase

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code Section 54956.8  
Property: Pinon Hills Community Center, 10433 Mountain Road, Pinon Hills, California  
District Negotiator: Donald J. Bartz, General Manager; Steven M. Kennedy, General Counsel  
Negotiating Party: San Bernardino County Fire Protection District  
Under Negotiation: Price & Terms of Use Agreement

CONFERENCE WITH LEGAL COUNSEL

Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2)  
One Potential Case

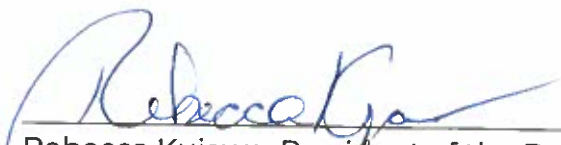
14) **Return to Open Session** – Announcement of Reportable Action

The Board returned to open session at 7:22 p.m. Mr. Kennedy reported that in respect to the first two closed session items, there was no reportable action. In respect to the third closed item, which was added to Agenda at the beginning of the Board meeting, and presented to the Board pursuant to the California Claims Act, the Board unanimously rejected the claim and instructed legal counsel to prepare a notice of rejection consistent with the grounds for which the Board rejected that claim; no other reportable action was taken.

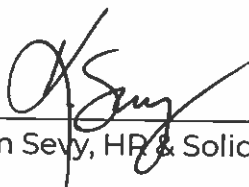
15) **Adjournment**

With no further business before the Board, the meeting was adjourned at 7:23 p.m.

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

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

1/16/2023  
\_\_\_\_\_  
Date

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

1/16/2023  
\_\_\_\_\_  
Date

