

REGULAR BOARD MEETING MINUTES

September 25, 2024 – 5:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Chuck Hays, President
Greg Snyder, Vice President
Rebecca Kujawa, Director
Deborah Phillips, Director
Mark Roberts, 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
Jennifer Oakes, Executive Management Analyst

District Counsel: Steve Kennedy, General Counsel

SPECIAL BOARD MEETING – 5:00 P.M.

Call to Order

President Hays called the meeting to order at 5:01 p.m. and the Pledge of Allegiance was conducted.

Roll Call

All Directors were present at roll call.

1) Approval of Agenda

Director Philips moved to approve the Agenda. Director Kujawa seconded the motion. Motion carried 5-0.

2) Public Comment

a) **General Public** – Peter Barnes provided public comment.

b) Community Reports

- **Fire** – County Fire provide an update on the Line Fire and services available.
- **County Supervisor** – Sam Shoup with Supervisor Paul Cook's office provided an update on the county.

3) Consent Items



Vice President Snyder moved to approve the Consent Items. Director Philips seconded the motion. Motion carried 5-0.

4) Matters Removed from Consent Items

There were no matters removed.

5) Presentations/Appointments – None

6) Continued/New Agenda Items

a) Discussion & Possible Action Regarding General Counsel's Contract

Staff Recommendation: None

Vice President Snyder introduced this item.

No action taken.

b) Discussion & Possible Adoption of Resolution No. 2024-14; Establishing a Conflict of Interest Code

Staff Recommendation: For the Board to adopt Resolution No. 2024-14; Establishing a Conflict of Interest Code.

Mrs. Sevy introduced this item.

Director Kujawa moved to adopt Resolution No. 2024-14. Director Philips seconded the motion. Motion carried 5-0.

c) Discussion & Possible Action Regarding Ordinance No. 2024-02; Establishing Guidelines for the Conduct of the District's Public Meetings

Staff Recommendation: For the Board to adopt Ordinance No. 2024-02.

Mrs. Sevy introduced this item.

President Hays moved to adopt Ordinance No. 2024-02. Vice President Snyder seconded the motion. Motion carried 5-0.

d) Update on Solid Waste Rates

Staff Recommendation: None

Mrs. Sevy provided a presentation and update on this item.

No action taken; not an action item.

e) Update on District Projects

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 minutes are in the packet.
- b) **Finance Committee (Standing)** – Meets in October.
- c) **Legislative Committee (Standing)** – Meets in December.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Met in August
- e) **Waste & Recycling Committee (Standing)** – Met last week and discussed the upcoming rate analysis and events.

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

Reported that staff did a great job and the water system held up well during the fire and thanked staff for their hard work.

9) **Reports**

a) **Director's Report**

Kujawa – Nothing to report.

Philips – Attended the CSDSA conference.

Roberts – Attended the CSDSA conference but had to leave early due to evacuations for the Bridge fire.

Snyder – Nothing to report but noted that a constituent expressed gratitude towards staff for their timely response to a request for information.

b) **President's Report** – Nothing to report.

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

11) **Review of Action Items**

a) **Prior Meeting Action Items**

- Date Requested: June 26, 2024
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.
Status: Pending
- Date Requested: August 28, 2024
Look into adding a button/link to website to report leaks & problems.
Status: Completed; it should be active by the end of the calendar year.

b) **Current Meeting Action Items**

- Cancel (possibly reschedule) the Engineering Committee meeting.

12) **Set Agenda for Next Meeting**

Regular Board Meeting – October 9, 2024

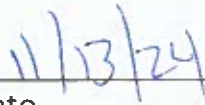
13) **Adjournment**

With no further business before the Board, the meeting was adjourned at 5:59 p.m.

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



Chuck Hays, President of the Board



Date



Aimee Williams, Assistant District Clerk



Date

