

REGULAR BOARD MEETING MINUTES

December 11, 2024 – 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
Deborah Philips, Vice President
Chuck Hays, Director
Jeanna Mills, Director
Greg Snyder, Director

Board Members Absent: None

Staff Present: Don Bartz, General Manager
George Cardenas, Engineering Manager
Sean Wright, Water Operations Manager
Chris Cummings, Assistant Water Operations Manager
Jennifer Oakes, Executive Management Analyst
Aimee Williams, Asst. District Clerk/Administrative Specialist

District Counsel: Steve Kennedy, General Counsel

REGULAR BOARD MEETING – 5:00 P.M.

Call to Order

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

Oath of Office for New Directors

Kathy Hoffman administered the Oath of Office to Director Kujawa, Director Mills, and Director Philips.

Roll Call

All Directors were present at roll call.

1) Approval of Agenda

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

2) Public Comment

a) **General Public** – None

b) **Community Reports**

- **Sheriff** – Sergeant Rios provided call statistics for the month of November.
- **Fire** – Battalion Chief James provided call statistics for the month of November.

3) Consent Items

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

4) Matters Removed from Consent Items

There were no matters removed.

5) Presentations/Appointments

There were no matters removed.

6) Continued/New Agenda Items**a) Discussion & Possible Action Regarding Election of Officers**

Staff Recommendation: For the Board to elect a President and Vice President for 2025.

Mr. Bartz presented this item.

Director Philips nominated Director Kujawa for President of the Board. Director Snyder seconded the motion. Motion carried 5-0.

Director Kujawa nominated Director Philips for Vice President. Director Hays seconded the nomination. Motion carried 5-0.

b) Discussion & Possible Action Regarding Committee Assignments

Staff Recommendation: For the Board President to appoint District Committees for 2025 and approve the proposed meeting schedule.

Mr. Bartz presented this item.

President Kujawa suggested appointing Directors to the following committees:

- Engineering – President Kujawa and Director Snyder
- Parks, Recreation, & Street Lighting – President Kujawa and Director Mills
- Waste & Recycling – Vice President Philips and Director Snyder
- Legislative – Vice President Philips and Director Hays
- Finance – Director Hays and Director Mills

Director Snyder moved to approve the suggested changes to the committee assignments. Director Hays seconded the motion. Motion carried 5-0.

c) 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)** – Meets next Wednesday.
- b) **Finance Committee (Standing)** – Met in November.
- c) **Legislative Committee (Standing)** – Did not meet; no quorum.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Did not meet. Director Kujawa thanked the public for attending the tree lighting ceremony and thanked Staff for their work on the event.
- e) **Waste & Recycling Committee (Standing)** – Meets next week.

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

Mr. Bartz welcomed the new and returning Board members and congratulated them on the election.

9) **Reports**

a) **Director’s Report**

Hays – Congratulated the new and returning Board members and thanked Staff for the great job on the tree lighting ceremony.

Mills – Looks forward to working with everyone.

Philips – Attended ACWA last week and had wonderful conversations with people from all over the state.

Snyder – Welcomed Director Mills to the Board. Thanked the community on their attendance at the tree lighting ceremony and Staff for their hard work on the event.

- b) **President’s Report** – Welcomed Director Mills to the Board and acknowledged Director Roberts for his long-time dedication to the Board.

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**

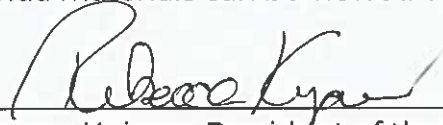
Regular Board Meeting – January 8, 2025

NOTE: The December 25, 2024, Board Meeting was cancelled.

13) **Adjournment**

With no further business before the Board, the meeting was adjourned at 5:38 p.m.

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



Rebecca Kujawa, President of the Board

1-8-25

Date



Aimee Williams, District Clerk

11/8/25

Date

