

REGULAR BOARD MEETING MINUTES

August 14, 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 Philips, 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
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

President Hays 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

Mr. Bartz requested to remove Item 6a. Director Philips moved to approve the Agenda as amended. Director Kujawa seconded the motion. Motion carried 5-0.

2) Public Comment

a) **General Public** – Public comment was given by Jim Kurfman and Glen Brauker.

b) Community Reports

- **County Supervisor** – Sam Shoup with Supervisor Cook’s office provided updates from the county.
- **Sheriff** – Seargent Rios provided the call statistics for the month of July.

3) Consent Items

Vice President Snyder moved to approve the Consent Items, as amended. 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 Agreement for Legal Services with Miliband Water Law**

This item was removed from the Agenda.

b) **Discussion & Possible Action Regarding Meter Assistance Program**

Staff Recommendation: For the Board to approve the Meter Assistance Program.

Mr. Wright introduced this item.

Director Kujawa moved to approve the Meter Assistance Program. Director Philips 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 week.

b) **Finance Committee (Standing)** – Met and reviewed the quarterly expenses financial reports.

c) **Legislative Committee (Standing)** – Meets in September.

d) **Parks, Recreation & Street Lighting Committee (Standing)** – Met and reviewed the summer activities.

e) **Waste & Recycling Committee (Standing)** – Meets next week.

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

Nothing further to report.

9) **Reports**

a) **Director's Report**

Philips – Attended Mojave Water Agency's Technical Advisory Committee.

Roberts – Nothing to report.

Kujawa – Nothing to report.

Snyder – Nothing to report.



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: June 26, 2024
Add an update on the economics of the two PPHCSD Projects
Status: Complete; items were provided with agenda materials.

b) **Current Meeting Action Items**

- Provide Board-related policies

12) **Set Agenda for Next Meeting**

- Regular Board Meeting – August 28, 2024

15) **Adjournment**

With no further business before the Board, the meeting was adjourned at 6:06 p.m.

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

Chuck Hays, President of the Board

Date

Kim Sevy, District Clerk

Date

