



# BOARD PACKAGE

February 16, 2022

Regular Board Meeting – 6:00 p.m.

## REGULAR BOARD MEETING AGENDA

February 16, 2022 – 6:00 P.M.  
Phelan Community Center  
4128 Warbler Road, Phelan, CA 92371  
& Via Conference Call (see below)

### **THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF AB361, WHICH EFFECTIVE OCTOBER 1, 2021, MODIFIED CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT WITH RESPECT TO REMOTE TELECONFERENCE BOARD MEETINGS DURING PERIODS OF STATE-DECLARED EMERGENCIES.**

The Phelan Pinon Hills Community Services District is continuing to hold Board meetings to conduct essential District business. Pursuant to AB361, members of the Board may attend the meeting via teleconference or video conference and will participate in the meeting to the same extent as if they were present. Members of the public may watch and participate electronically in the meetings via Zoom or telephone conference. Guidelines from the County of San Bernardino allow for in-person attendance.

#### **REMOTE PARTICIPATION INFORMATION:**

##### **Dial-in**

1-253-215-8782  
Meeting ID: 894 6003 7351  
Passcode: 091946

##### **Zoom**

<https://us06web.zoom.us/j/89460037351?pwd=Njg2TnVzLy9GRVdjUTJGSzZhdz09>  
Meeting ID: 894 6003 7351  
Passcode: 091946

##### **One-Tap Mobile**

+12532158782,,89460037351#

#### **Remote Comment Procedure:**

- You will be muted until you are called on during the public comment period.
- You will be recognized by the last 4 digits of your phone number or Zoom ID and asked if you have a comment.
  - If you do not have a comment, state “no comment.”
  - If you do have a comment, please state your name, where you live, and limit your comment to 5 minutes. After 5 minutes you may be muted so that others can comment.
- You may also email your public comment to the Board Secretary at [kward@pphcsd.org](mailto:kward@pphcsd.org) by 6:00 p.m. on February 16, 2022. Your comment will be added to the record by the Board Secretary.

Please check the District website for updates on this meeting. We encourage you to sign up for our email notifications by emailing [kward@pphcsd.org](mailto:kward@pphcsd.org) or by visiting our website and completing the signup form at [www.pphcsd.org](http://www.pphcsd.org) under the “Agendas and Minutes” tab.



#### **Mission Statement:**

*The Mission of the Phelan Piñon Hills Community Services District is to efficiently provide authorized services and maximize resources for the benefit of the community.*

#### **Authorized Services:**

- Water
- Parks & Recreation
- Street Lighting
- Solid Waste & Recycling

**REGULAR BOARD MEETING – 6:00 P.M.**

**Call to Order** – Pledge of Allegiance

**Roll Call**1) **Approval of Agenda**

2) **Public Comment** – Under this item, any member of the public wishing to directly address the Board on any item of interest that may or may not be within the subject matter jurisdiction of the Board, but not listed on the agenda, may do so at this time. However, the Board is prohibited by law from taking any action on any item not appearing on the agenda unless the action is otherwise authorized by the Brown Act. Any member of the public wishing to directly address the Board on any item listed on the agenda may do so when the item is being considered by the Board. *If you wish to address the Board, please do so by the method listed on the first page of this agenda.* Speakers are requested to be brief in their remarks. The Chair may limit each speaker to a comment period of five (5) minutes.

a) **General Public**b) **Community Reports**

- C.E.R.T.
- County Supervisor
- Fire
- Mojave Water Agency
- School District
- Sheriff

3) **Consent Items**

- a) Approval of Board Minutes
- b) Approval of Board Stipends/Reimbursements
- c) Approval of Contractor Payment

4) **Matters Removed from Consent Items**5) **Presentations/Appointments**

- Presentation of Community Survey Results  
By: Chris Collier, Rincon Strategies

6) **Continued/New Agenda Items**

- a) Discussion & Possible Adoption of Resolution No. 2022-06; Establishing a Cash Handling Policy
- b) Discussion & Possible Action Regarding the 2021/2022 Reserves Schedule
- c) Discussion & Possible Action Regarding Unclaimed Funds
- d) Discussion & Possible Adoption of Resolution No. 2022-07; Authorizing Submittal of a Notification of Intent to Comply to the Department of Resources Recycling & Recovery
- e) Discussion & Possible Action Regarding District Committee Minutes & Reports
- f) Update on the Proposed Civic Center & Phelan Park Expansion Projects
- g) Update on the Status of Negotiations for the Consolidation of Sheep Creek Mutual Water Company into the District

7) **Committee Reports/Comments**

- a) Antelope Valley Adjudication Committee (Ad Hoc)
- b) Engineering Committee (Standing)
- c) Finance Committee (Standing)
- d) Legislative Committee (Standing)
- e) Parks, Recreation & Street Lighting Committee (Standing)
- f) Waste & Recycling Committee (Standing)

**8) Staff and General Manager's Report****9) Reports**

- a) Director's Report
- b) President's Report

**10) Correspondence/Information****11) Review of Action Items**

- a) Prior Meeting Action Items
- b) Current Meeting Action Items

**12) Set Agenda for Next Meeting**

- Special Board Workshop – February 23, 2022
- Regular Board Meeting – March 2, 2022

**13) Recess to Closed Session**

**Closed Session:** Conference with Legal Counsel  
Significant Exposure to Litigation  
Pursuant to Government Code Section 54956.9(d)(2)  
Three Potential Cases

**14) Return to Open Session** – Announcement of Reportable Action**15) Adjournment**

*Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is sought in order to participate in the above-agendized public meeting should be directed to the District's General Manager at (760) 868-1212 at least 24 hours prior to said meeting.*

Agenda materials can be viewed online at <http://www.pphcsd.org>



# Agenda Item 3a

Approval of Board Minutes

## **SPECIAL BOARD MEETING MINUTES**

January 26, 2022  
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  
Kathy Hoffman, Director  
Charlie Johnson, Director  
Mark Roberts, Director

**Board Members Absent:** None

**Staff Present:** Don Bartz, General Manager  
George Cardenas, Engineering Manager  
Kim Ward, HR Manager/Executive Secretary  
Sean Wright, Water Operations Manager  
Steve Lowrance, Parks Supervisor  
Jennifer Oakes, Executive Management Analyst

**District Counsel:** Steve Kennedy, General Counsel

**Public:** Cheryl Rhoden

### **Call to Order**

President Kujawa called the meeting to order at 6:00 p.m. and the Pledge of Allegiance was conducted.

### **Roll Call**

All Directors were present at roll call.

#### **1) Approval of Agenda**

The agenda was approved.

#### **2) Public Comment**

##### **a) General Public**

Cheryl Rhoden stated she will have comments on Item 4.

##### **b) Community Reports**

None

#### **3) Review of Proposition 68 Grant Submittal by KTUA**

Staff Recommendation: None

Matthew Wilkins and Mike Singleton, KTUA Consultants, gave a summary of the grant submittal.

No action taken; not an action item.

4) **Review of Preliminary Community Survey Results by Rincon Strategies**

Staff Recommendation: None

Mr. Collier presented the preliminary survey results to the Board. The final results will be presented at the Board meeting on February 16, 2022.

No action taken; not an action item.

5) **Discussion & Possible Action Regarding Civic Center & Phelan Park Project Funding**

Staff Recommendation: None

Ms. Lowrance introduced this item.

After a discussion, the consensus of the Board was to authorize Staff to start looking into getting loans and bring that information back to the next meeting to discuss this further.

6) **Discussion & Possible Adoption of Resolution No. 2022-02; Authorizing Submittal of Application(s) for All CalRecycle Grant and Payment Programs for Which the Phelan Piñon Hills Community Services District is Eligible**

Staff Recommendation: For the Board to adopt Resolution No. 2022-02; Authorizing Submittal of Application(s) for All CalRecycle Grant and Payment Programs for Which the Phelan Piñon Hills Community Services District is Eligible.

Ms. Ward introduced this item.

Director Johnson moved to approve the staff recommendation. Director Philips seconded the motion. Motion carried 5-0.

7) **Discussion & Possible Adoption of Resolution No. 2022-03; Approving the Application for Land and Water Conservation Fund for the Phelan Park Expansion Project**

Staff Recommendation: For the Board to adopt Resolution No. 2022-03; Approving the Application for Land and Water Conservation Fund for the Phelan Park Expansion Project.

Ms. Ward introduced this item.

Vice President Philips moved to approve the staff recommendation. Director Hoffman seconded the motion. Motion passed by the following vote:

AYES: Hoffman, Johnson, Kujawa, Philips, Roberts

NOES: None

ABSTENTIONS: None  
ABSENT: None

8) **Adjournment**

With no further business before the Board, the meeting was adjourned at 6:34 p.m.

Agenda materials can be viewed online at <https://www.pphcsd.org>

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kim Ward, HR Manager/Executive Secretary

\_\_\_\_\_  
Date



## **REGULAR BOARD MEETING MINUTES**

February 2, 2022  
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  
Kathy Hoffman, Director  
Charlie Johnson, Director  
Mark Roberts, Director

**Board Members Absent:** None

**Staff Present:** Don Bartz, General Manager  
Lori Lowrance, Assistant General Manager/CFO  
George Cardenas, Engineering Manager  
Kim Ward, HR Manager/Executive Secretary  
Sean Wright, Water Operations Manager

**District Counsel:** Steve Kennedy, General Counsel (Zoom)

**Public:** Cheryl Rhoden

### **Call to Order**

President Kujawa called the meeting to order at 6:00 p.m. and the Pledge of Allegiance was conducted.

### **Roll Call**

All Directors were present at roll call.

#### **1) Approval of Agenda**

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

#### **2) Public Comment**

##### **a) General Public**

Cheryl Rhoden will have comments on Item 6b and Item 6e.

##### **b) Community Reports**

- **C.E.R.T.** – Bonnie Butler stated that C.E.R.T. members are at the Phelan Farmers Market on the 1st and 3rd Monday of each month. They are raffling a prize for two intelligent smoke detector carbon monoxide alarms for \$3 per ticket or 4 tickets for \$10. The drawing will be held on April 4th. Regular Meetings are the 1st Wednesday of each month at 6:30 p.m. on Zoom. Contact info:

[pphcert@gmail.com](mailto:pphcert@gmail.com) C.E.R.T. is a 501c3 and accepts tax deductible donations. They're hoping to resume in-person classes soon.

- **County Supervisor** – Sam Shoup, Field Representative for Supervisor Cook, reported that the county is working on providing KN95 or N95 face masks to the public. There were 32 suspects arrested this week with Operation Hammerstrike.
- **Snowline School District** – Ryan Holman, Superintendent, reported that January was very challenging but schools were able to stay open throughout the month. There were more Covid infections in January than any other month. Optional vaccine clinics will be held at Piñon Mesa Middle School on February 12th and March 5th. Masks have been given to school districts and are available for students, teachers, and staff. Test kits are available to students. Quarantine timelines have changed based on CDC guidelines. He's proud of Snowline students, families, and staff for stepping up during the challenges that Covid has presented. He noted SJUSD's support for a District grant.
- **Sheriff** – Sergeant Paul Solorio gave the call statistics for January. Victor Valley Sheriff Station is working in conjunction with Operation Hammerstrike. They are seeing more indoor marijuana grows.

### 3) **Consent Items**

Director Roberts moved to approve the Consent Items. Director Hoffman 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 Adoption of First Amendment to the Exclusive Franchise Agreement between the Phelan Piñon Hills Community Services District and CR&R Incorporated for the Solid Waste Handling and Recycling Services**

Staff Recommendation: For the Board to adopt the First Amendment to the Exclusive Franchise Agreement between the Phelan Piñon Hills Community Services District and CR&R Incorporated for the Solid Waste Handling and Recycling Services ("Amendment").

Ms. Ward presented this item.

Director Johnson moved to approve the staff recommendation. Vice President Philips seconded the motion. Motion carried 5-0.

#### b) **Review of Draft Strategic Plan**

Staff Recommendation: For the Board to review the Draft Strategic Plan.

Ms. Ward presented this item. The Plan was discussed and changes were suggested by the Board.

No action taken; not an action item.

c) **Discussion & Possible Adoption of Resolution No. 2022-05; Establishing a Purchasing Policy**

Staff Recommendation: For the Board to adopt Resolution No. 2022-05; Establishing a Purchasing Policy.

Ms. Ward presented this item.

Director Johnson moved to approve the staff recommendation. Director Roberts seconded the motion. Motion carried 5-0.

d) **Discussion & Possible Action Regarding Prioritization of Phelan Park Expansion Project Elements for Development**

Staff Recommendation: For the Board to prioritize the various proposed Phelan Park Expansion Project elements for development.

Mr. Bartz introduced this item.

Director Roberts moved to approve the staff recommendation as amended. Vice President Philips seconded the motion. All but Director Johnson were in favor. Motion carried 4-1.

e) **Discussion & Possible Action Regarding Applications for Loan to Fund Phelan Park Expansion Projects**

Staff Recommendation: That the Board authorize staff to apply for a loan of \$10.7 million dollars to Fund Phase 3 of the Phelan Park Expansion Projects.

Ms. Lowrance presented this item.

Vice President Philips moved to approve the staff recommendation. Director Johnson seconded the motion. Motion carried 5-0.

f) **Discussion & Possible Action Regarding District Boundaries**

Staff Recommendation: None

Mr. Bartz reported that there are no new updates.

No action taken at this time.

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

Staff Recommendation: None

Mr. Bartz stated there is nothing further to report at this time.

No action taken; not an action item.

h) **Update on the Status of Negotiations for the Consolidation of Sheep Creek Mutual Water Company into the District**

Staff Recommendation: None

Mr. Bartz stated that there is nothing new to report at this time.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Antelope Valley Adjudication Committee (Ad Hoc)** – None; may be dissolved soon.
- b) **Engineering Committee (Standing)** – Next meeting is on February 15th.
- c) **Finance Committee (Standing)** – Minutes from last meeting included in packet.
- d) **Legislative Committee (Standing)** – Next meeting is on February 17th. Minutes from last meeting included in packet.
- e) **Parks, Recreation & Street Lighting Committee (Standing)** – Next meeting is March 10th. Minutes from last meeting included in packet.
- f) **Waste & Recycling Committee (Standing)** – Nothing new.

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

Mr. Bartz reported that he was selected to serve on the Planning Commission for the City of Hesperia.

9) **Reports**

a) **Director's Report**

**Hoffman** – Nothing further to report.

**Philips** – Attended ASBCSD. Tax Collector Enson Mason was the speaker; discussed a new tool that is available on the tax website.

**Roberts** – Complimented staff on handling the leak on New Year's Eve.

**Johnson** – Requested a brief analysis on ways to reduce the number of dead ends to reduce costs. Noted that the Roles & Responsibilities state that each committee reports back to the Board. He wants to see better minutes or a report to the Board that outlines tasks from each committee.

- b) **President's Report** – Attended ASBCSD; Enson Mason explained how to use the tax website. Learned about a solar program where the cost of installing solar can be added to property taxes to be paid over time; there are some issues with seniors being targeted because some are unaware of how the program works tax wise.

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**

- Analysis on dead ends

12) **Set Agenda for Next Meeting**

- **Regular Board Meeting** – February 16, 2022
  - Poll Results Presentation



- o Review Cash Handling Policy
- o Discuss Committee Minutes and Reporting

13) **Recess to Closed Session**

With no further business before the Board, the Board recessed to closed session at 8:11 p.m.

**Closed Session:** Conference with Legal Counsel  
Significant Exposure to Litigation  
Pursuant to Government Code Section 54956.9(d)(2)  
Two Potential Cases

Conference with Legal Counsel  
Real Property Negotiations  
Pursuant to Government Code Section 54956.8  
Property: Water Rights  
District Negotiator: Don Bartz, General Manager  
Negotiating Parties: Sheep Creek Mutual Water Company  
Negotiation: Consolidation

Conference with Legal Counsel  
Real Property Negotiations  
Pursuant to Government Code Section 54956.8  
Property: APNs 0457-102-01, 0457-102-07, 0457-102-08, 0457-102-04,  
0457-271-04, 0457-041-16, 17, 18, 19  
District Negotiator: Don Bartz, General Manager  
Negotiating Parties: Hein Hettinga  
Negotiation: Price and Terms of Purchase

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

The Board returned to open session at 9:41 p.m.; there was no reportable action.

15) **Adjournment**

With no further business before the Board, the meeting was adjourned at 9:42 p.m.

Agenda materials can be viewed online at <https://www.pphcsd.org>

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kim Ward, HR Manager/Executive Secretary

\_\_\_\_\_  
Date

# Agenda Item 3b

Approval of Board  
Stipends/Reimbursements



# Phelan Piñon Hills Community Services District

## BOARD STIPEND & EXPENSE VOUCHER/REPORT

<b>2021</b>					AB1234 Compliant						
*MAXIMUM PAID @ \$120 PER MEETING DAY AND LIMITED TO 10 MEETINGS PER MONTH					Report of items paid for with District Credit Card***						
Name: <b>Mark Roberts</b>					Date: <b>February 1, 2022</b>						
Reimbursed @ 0.560					REIMBURSEMENT REQUESTED			CREDIT CARD EXPENSES			
Date of mtg. or event	A	Expense Description / Business Purpose	*Meeting (\$120 or N/C)	Miles	Mileage**	Meals	Lodging	Other	Meals	Lodging	Other
11/03/21		Regular Board Meeting	120.00	0.00	-						
11/10/21		Ethics Training	120.00	0.00	-						
11/17/21		Regular Board Meeting	120.00	0.00	-						
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<p><b>A: Board Approved? (section 2.4)</b></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>I certify the expenses listed above are related to my authorized travel according to the Phelan Piñon Hills Community Services District Policies.</p> </div> <p style="text-align: center;"><i>Board member's signature below</i></p> <p style="text-align: center; font-size: 1.2em; margin-top: 20px;"><i>Mark Roberts</i></p> <p style="text-align: center; margin-top: 5px;">_____ Signature</p>	<p>Acct # _____</p>	<p>Totals:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">Meetings</td><td style="width: 20%; text-align: right;">360.00</td><td style="width: 30%;"></td></tr> <tr><td>Mileage</td><td style="text-align: right;">-</td><td></td></tr> <tr><td>Meals</td><td style="text-align: right;">-</td><td></td></tr> <tr><td>Lodging</td><td style="text-align: right;">-</td><td></td></tr> <tr><td>Other</td><td style="text-align: right;">-</td><td></td></tr> <tr><td><b>Grand Total</b></td><td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;"><b>360.00</b></td><td></td></tr> </table>	Meetings	360.00		Mileage	-		Meals	-		Lodging	-		Other	-		<b>Grand Total</b>	<b>360.00</b>		<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;"></td><td style="width: 5%; text-align: center;">Date</td><td style="width: 45%;"></td></tr> <tr><td>Payroll</td><td style="text-align: center;">_____</td><td></td></tr> <tr><td>Board Mtg</td><td style="text-align: center;">_____</td><td></td></tr> <tr><td>Meals</td><td style="text-align: right;">-</td><td></td></tr> <tr><td>Lodging</td><td style="text-align: right;">-</td><td></td></tr> <tr><td>Other</td><td style="text-align: right;">-</td><td></td></tr> <tr><td></td><td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;"><b>-</b></td><td></td></tr> </table>		Date		Payroll	_____		Board Mtg	_____		Meals	-		Lodging	-		Other	-			<b>-</b>	
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\*\*Mileage is automatically calculated based on the number of miles entered.      \*\*\*Credit card receipts must be turned in to the office within 24 hours of the charge or return to the District.

# Phelan Piñon Hills Community Services District

## BOARD STIPEND & EXPENSE VOUCHER/REPORT

<b>2021</b>					AB1234 Compliant						
*MAXIMUM PAID @ \$120 PER MEETING DAY AND LIMITED TO 10 MEETINGS PER MONTH					Report of items paid for with District Credit Card***						
Name: <b>Mark Roberts</b>					Date: <b>February 1, 2022</b>						
Reimbursed @ 0.560					REIMBURSEMENT REQUESTED			CREDIT CARD EXPENSES			
Date of mtg. or event	A	Expense Description / Business Purpose	*Meeting (\$120 or N/C)	Miles	Mileage**	Meals	Lodging	Other	Meals	Lodging	Other
12/01/21		Regular Board Meeting	120.00	0.00	-						
12/08/21		Engineering Committee Meeting	120.00	0.00	-						
12/15/21		Regular Board Meeting	120.00	0.00	-						
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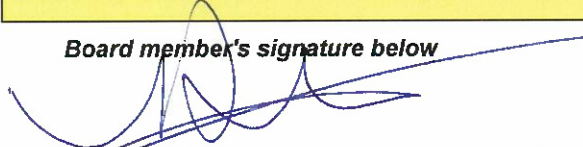
## Phelan Piñon Hills Community Services District BOARD STIPEND & EXPENSE VOUCHER/REPORT

2022		AB1234 Compliant							Report of items paid for with District Credit Card***						
Name: <u>Kathy Hoffman</u>		*MAXIMUM PAID @ \$120 PER MEETING DAY AND LIMITED TO 10 MEETINGS PER MONTH										Date: <u>12-21</u>			
Date of mtg. or event		Expense Description / Business Purpose		*Meeting (\$120 or N/C)	Miles	Mileage**	Meals	Lodging	Other	REIMBURSEMENT REQUESTED			CREDIT CARD EXPENSES		
										Meals	Lodging	Other	Meals	Lodging	Other
12-1-21	A	Board Meeting		120	0/k	-	-	-	-						
12-8-21		Engineering Meeting		120	1	-	-	-	-						
12-15-21		Board Meeting		120		-	-	-	-						
Totals				-	-	-	-	-	-	-	-	-	-	-	-

**A: Board Approved? (section 2.4)**

I certify the expenses listed above are related to my authorized travel according to the Phelan Piñon Hills Community Services District Policies.

*Board member's signature below*



\_\_\_\_\_  
Signature

Acct #	<u>3160.00</u>	Totals:	Meetings	-	Payroll	Date
			Mileage	-	Board Mtg	
			Meals	-		
			Lodging	-		
	<u>360.00</u>		Other	-		
			<b>Grand Total</b>	-		

Meals	-
Lodging	-
Other	-
	-

\*\*Mileage is automatically calculated based on the number of miles entered.

\*\*\*Credit card receipts must be turned in to the office within 24 hours of the charge or return to the District.

# Phelan Piñon Hills Community Services District

## BOARD STIPEND & EXPENSE VOUCHER/REPORT

AB1234 Compliant

2022

\*MAXIMUM PAID @ \$120 PER MEETING DAY AND LIMITED TO 10 MEETINGS PER MONTH

Name: Kathy Hoffman

Date: 1-22


Report of items paid for with District Credit Card\*\*\*

Date of mtg. or event	A	Expense Description / Business Purpose	*Meeting (\$120 or N/C)	Miles	REIMBURSEMENT REQUESTED				CREDIT CARD EXPENSES		
					Mileage**	Meals	Lodging	Other	Meals	Lodging	Other
1-5-22		Board Meeting	120	N/C	-	-	-	-	-	-	-
1-12-22		Legislative Committee	120	N/C	-	-	-	-	-	-	-
1-19-22		Board Meeting	120	-	-	-	-	-	-	-	-
1-26-22		Board Workshop	120	-	-	-	-	-	-	-	-
1-27-22		Engineering Committee	120	-	-	-	-	-	-	-	-
<b>Totals</b>			-	-	-	-	-	-	-	-	-

**A: Board Approved? (section 2.4)**

I certify the expenses listed above are related to my authorized travel according to the Phelan Piñon Hills Community Services District Policies.

Board member's signature below

  
Signature

Acct #	Totals:	Meetings	-	Date
	Mileage	-		
	Meals	-		
	Lodging	-		
	Other	-		
	<b>Grand Total</b>	<u>600.00</u>		

Meals	-
Lodging	-
Other	-
<b>Total</b>	<u>-</u>

\*\*Mileage is automatically calculated based on the number of miles entered.

\*\*\*Credit card receipts must be turned in to the office within 24 hours of the charge or return to the District.

# Agenda Item 3c

Approval of Contractor Payment

Date: 02/08/2022

Name of Vendor: Lilburn Corporation

Description of work: Civic Center Park Environmental Project

Purchase Order # PO-04593

Date of Board Approval June 1, 2021

Original Approved Amount:	
Amount Approved C/O #1	\$ 59,000.00
Amount Approved C/O #2	<u>\$9,840.00</u>
	<u>\$4,800.00</u>

Total Contract Amount \$ 73,640.00

% Completed to Date 60%

Total Invoiced to Date \$ 44,499.50

Amount Paid to Date 30,858.25

**Total Due this Invoice \$13,641.25**

Total Contract Amount After Invoice: \$ 29,140.50

Certification that the above work is completed as reflected on the invoice.

[Signature] 2/8/22  
Engineering Manager Date

[Signature] 2/10/22  
General Manager Date

Approved by Board of Directors: \_\_\_\_\_  
Date



# LILBURN CORPORATION

1905 Business Center Drive  
 San Bernardino, California 92408  
 (909) 890-1818 (909) 890-1809 (fax)

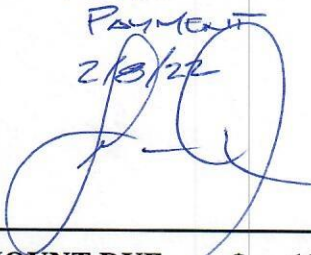
# INVOICE

No. 22-0228

TO: Phelan Pinon Hills Community Services  
 Attn: George Cardenas  
 4176 Warbler Road  
 Phelan, CA 92371  
 email: gcardenas@pphcsd.org  
 aromero@pphcsd.org

Invoice Date: February 3, 2022  
 Project No.: 1443  
 Auth. No.: PO-04593, PO-04712  
 PO-04851  
**Due: March 5, 2022\***

<b>PHELAN CIVIC CENTER &amp; COMMUNITY PARK PROJECT NO. C0078</b>			
<b>Invoice Period: January 3 - January 30, 2022</b>			
<i>Professional Services:</i>	Hours	Rate	Total
<b>Task 4: Traffic / VMT Expenses</b>			
Subconsultant ( <i>Ganddini</i> )			\$ 9,993.75
<b>Task 4 Total</b>			<b>\$ 9,993.75</b>
<b>Task 6: Energy Assessment</b>			
Environmental Analyst	7.00	\$85.00	\$ 595.00
<b>Task 6 Total</b>			<b>\$ 595.00</b>
<b>Task 7: Air Quality / Greenhouse Gas Assessment</b>			
Project Manager	3.00	\$155.00	\$ 465.00
Environmental Analyst	7.00	\$85.00	\$ 595.00
<b>Task 7 Total</b>			<b>\$ 1,060.00</b>
<b>Task 8: Initial Study / Notices</b>			
Principal	3.50	\$210.00	\$ 735.00
Environmental Analyst	8.00	\$85.00	\$ 680.00
<b>Task 8 Total</b>			<b>\$ 1,415.00</b>
<b>Task 10: Project Management</b>			
Principal	2.75	\$210.00	\$ 577.50
<b>Task 10 Total</b>			<b>\$ 577.50</b>
<b>CONTRACT SUMMARY</b>			
Contract Amount		\$59,000.00	
CO #1 & #2		\$14,640.00	
Prior Billed		\$30,858.25	
This Invoice		\$13,641.25	
Total Billed		\$44,499.50	
Remaining		\$29,140.50	
<b>TOTAL AMOUNT DUE</b>			<b>\$ 13,641.25</b>

PO 4593/4712/4851  
 APPROVED FOR  
 PAYMENT  
 2/3/22  


\*This invoice is payable according to the above terms. An interest of 0.833% per month will be payable on any amounts not paid within the specific number of days. In the event it becomes necessary to resolve a dispute concerning the terms of payment or fees for services, the prevailing party shall be entitled to reasonable attorney's fees, costs, and other necessary and proper expenses incurred therein.

# Agenda Item 4

Matters Removed from  
Consent Items

# Agenda Item 5

Presentations/Appointments

Community Survey Results

By: Chris Collier, Rincon Strategies

# Agenda Item 6a

Discussion & Possible Adoption of  
Resolution No. 2022-06; Establishing  
a Cash Handling Policy



## MEMORANDUM

**DATE:** February 16, 2022

**TO:** Board of Directors

**FROM:** Don Bartz, General Manager  
By: Kim Ward, HR Manager/Executive Secretary

**SUBJECT:** Discussion & Possible Adoption of Resolution No. 2022-06; Establishing a Cash Handling Policy

### STAFF RECOMMENDATION

For the Board to adopt Resolution No. 2022-06; Establishing a Cash Handling Policy.

### BACKGROUND

The purpose of this policy is to solidify and formalize a District Cash Handling Policy that will establish best practices and standards to be applied by all employees that have the authority to handle cash. Employees that have been authorized to receive District cash share the stewardship of financial assets for the District. The Cash Handling Policy is designed to set forth standard procedure for employees in the handling, deposit, and safekeeping of District cash.

At the February 2, 2022, Board meeting, the Board requested to review the District's Cash Handling Policy. District staff has reviewed the policy and suggests minor modifications as indicated in redline format in the attached policy. This policy was initially adopted on November 6, 2013, and was amended on November 19, 2014, and again on April 20, 2016. The main changes suggested are:

- Replace "Cash Bag" with "Cash Box" to reflect the current use of cash boxes instead of cash bags.
- Removing Traveler's Checks from the type of checks accepted
- Including the automated phone payment option as a method of utilizing a credit card

### FISCAL IMPACT

None

### ATTACHMENT(S)

Resolution No. 2022-06

**RESOLUTION NO. 2022-06**  
**A RESOLUTION OF THE BOARD OF DIRECTORS**  
**OF THE PHELAN PINON HILLS COMMUNITY SERVICES DISTRICT**  
**ESTABLISHING A CASH HANDLING POLICY**

**WHEREAS**, the Phelan Piñon Hills Community Services District (“District”) is a public agency organized and operating as a Community Services District pursuant to California Government Code Section 61000 et seq.; and

**WHEREAS**, the District desires to assure uniformity in the policies and procedures for the handling of cash; and

**WHEREAS**, the District is governed by a five-member Board of Directors (“Board”) expressly authorized by Government Code Section 61040(a) to establish policies for the operation the District’s functions and services; and

**WHEREAS**, a Cash Handling Policy has been presented to the Board of Directors of the Phelan Piñon Hills Community Services District in the form attached to this Resolution and marked “Cash Handling Policy.”

**NOW, THEREFORE, BE IT RESOLVED** by the District’s Board of Directors of the Phelan Pinon Hills Community Services District as follows:

Section 1.

The Cash Handling Policy, attached hereto and incorporated herein by this reference, is hereby adopted.

Section 2.

The Cash Handling Policy adopted by this Resolution supersedes Resolution No. 2016-06 adopted by the District’s Board of Directors on April 20, 2016, and shall take effect immediately upon its adoption.

**APPROVED, SIGNED, AND ADOPTED** by the Board of Directors of the Phelan Piñon Hills Community Services District at a regular meeting held on the 16th day of February 2022, by the following vote:

AYES:  
NOES:  
ABSTENTIONS:  
ABSENT:

---

President, Board of Directors  
Phelan Piñon Hills Community Services District

ATTEST

---

Secretary,  
Phelan Piñon Hills Community Services  
District and of the Board of Directors

## CASH HANDLING POLICY

### SECTION 1. TABLE OF CONTENTS

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Section 2 Purpose	1
Section 3 Definitions	1-2
Section 4 Responsibilities and Procedures	2-8
Section 5 Internal Control Procedures	8
Section 6 Summary	8

### SECTION 2. PURPOSE

The purpose of this policy is to establish the District's basic policies and procedures for receiving cash, checks, money orders and credit cards on behalf of the District, and to have a series of cash controls and handling policies that are standardized throughout the District. This policy exists to ensure that all funds received are properly processed, thus minimizing shortage and/or overage errors.

### SECTION 3. DEFINITIONS

- 3.01 **Beginning Cash** – Cash in the cashier's drawer at the start of the day or shift.
- 3.02 **Cash Bag-Box**– A ~~bag~~-box for securely storing the contents of the cash drawer.
- 3.03 **Cash Drawer** – Drawer used to store currency, coin, checks and payment stubs when completing transactions during the cashier's shift. Drawer should always be locked when the cashier is away for any reason.
- 3.04 **Deposit** – Placing money into a financial institution for credit to a bank account.
- 3.05 **Deposit Slip** – Document used to list the currency, coin, money orders and/or checks for deposit to the bank.
- 3.06 **Ending Cash** – Cash in the cashier's drawer at the end of the day or shift.
- 3.07 **Endorsement** – The signature or stamp that is placed on the back of a check or money order for the deposit of such into a financial institution.
- 3.08 **Identification** – Information piece, such as a valid driver's license, that guarantees that the person presenting it is who he or she claims to be.

3.09 **Money** – Officially issued coins and paper currency that serves as a medium of exchange and may be used as payment for goods and/or services and for settlement of debts.

3.10 **Overage** – The amount by which the actual revenue exceeds the reported revenue in the cash drawer.

3.11 **Petty Cash** – A small amount of cash that is kept in an office to pay for the purchase of incidental items.

3.12 **Postdated Check** – A check that is dated later than the actual date that the check is presented for payment.

3.13 **Return Item/NSF** (Non-Sufficient Funds) – A check that is returned unpaid by the payee's bank, usually due to funds not being available to cover the written amount on the check.

3.14 **Shortage** – The amount by which the reported revenue exceeds the actual revenue in the cash drawer.

3.15 **Stale Dated Check** – A check which is dated more than 180 days prior to the current date. Most banks do not honor checks that are dated 6 months or older than the current date.

3.16 **Transaction** – A business act whereby money is received by the District for services rendered or for fees imposed.

#### **SECTION 4. RESPONSIBILITIES AND PROCEDURES**

4.01 **General Cash Controls.** The number of employees with access to cash funds shall be limited to assure internal control. The ~~Administrative Services Manager~~General Manager, or designee, shall grant access authority.

- A. To the extent that staffing levels permit, there shall be a physical separation of duties maintained from the cashiering, custodian of cash, and the accounting and record keeping of the same.
- B. Where staffing levels do not permit separation of duties, compensating controls, such as strict individual accountability and thorough management review and supervision, shall exist. Authorized personnel not assigned the custodial responsibility shall periodically examine, count, or perform other reviews of cash funds.
- C. Physical protection of funds through the use of bank facilities and locked cash boxes or drawers shall be practiced at all times.

D. Cash on the premises will be held to an absolute minimum to ~~insure~~ ensure safety of the staff.

#### 4.02 **Cash Handling**

##### A. Receiving currency and coin from customers

1. After receiving the currency/coin from the customers, it should be re-counted in the presence of the customer for verification of the amount given.
  - a. Separate the currency from the coin.
  - b. Separate the bills into same denominations with all bills facing up.
  - c. All denominations of \$20 or greater must be verified through the electronic counterfeit bill detector.
  - d. Starting with the largest denomination, count the bills onto the counter one bill at a time.
  - e. Separate the coin by denomination and count the coin on the counter also.
  - f. If customer gives rolled coin, it must be opened and counted then rewrapped.
  - g. If the total amount received does not agree with the customer, repeat the count.
  - h. If the total still does not agree, have the customer recount the money.
  - i. Keep the money within the customer's sight until the transaction is completed.

##### B. Giving change back to customers

1. There are two ways to give change back to the customer.
  - a. Using the cash register to automatically calculate the dollar amount to be returned to the customer.
  - b. Counting from the amount of the transaction to the amount tendered.

2. Change should be counted at least two times: once when the cashier counts it out of the cash drawer, and a second time when the cashier counts it back to the customer.

C. Handling mutilated money

1. Bills that are mutilated (torn, written on, missing a portion, or otherwise damaged) should be removed from circulation.
2. Coins are mutilated whenever they are bent, worn, broken, or otherwise damaged.
3. Upon receipt of mutilated money, set it aside in the cash drawer so that it can be returned to the bank. The bank will return the money to the Federal Reserve Bank for redemption.

D. Counterfeit currency

1. Whenever cash is received, the individual accepting cash should verify all denominations of currency that are \$20 and above. This is accomplished by using a counterfeit bill detector.
2. If the counterfeit bill detector determines a bill is counterfeit, the bill should be tested again. If the bill is still showing as counterfeit, the bill should immediately be placed into a plastic sheet protector; do NOT return the counterfeit bill to the customer. Ask the customer for identification and note identification information on a sheet to be placed alongside counterfeit bill. Notify the customer of the delay and let them know the District will be holding the counterfeit bill for further investigation. Notify the customer that if the bill is verified by the bank to be counterfeit, the account will not be credited; if the bill is determined not to be counterfeit, the account will be credited accordingly. Thank the customer for their assistance and patience. If the customer becomes angry, notify law enforcement. Do not attempt to detain a customer.

- E. The cashier should remove any excessive currency and coins from their cash drawer to have the Finance department hold in the fire-proof file cabinet until the cash drawer is balanced. The cashier should document the amount that was removed.

4.03 **Acceptance of Checks**

- A. Checks are used to transfer funds from one party to another. The following are the types of checks that are acceptable for payment to the District:
1. Personal Checks

2. Company Checks
3. Cashier's Checks
4. Personal Money Orders
5. ~~Traveler's Checks~~

B. Confirmation of the validity of the check

1. Current date (no postdated or stale dated checks)
2. If the check is not imprinted with the customer's name and address, it should be written in the upper left corner of the check.
3. Payee should be: Phelan Piñon Hills Community Services District, PPHCSD, Phelan Piñon Hills CSD, or any other derivative of the District name so long as it is clear that the payee is the District.
4. Amount must appear twice: numerical and written. If there is a difference in the written amount versus the numerical amount, the written amount is considered the legal amount.
5. Any alterations to the writing on the check should be initialed by the person that wrote the check.
6. The bank name and routing information should be imprinted on the check.
7. Check should have the proper signature.

C. Cash will not be given to the customer when any form of check is used for payment. If the check is written for an amount above what is due, the customer will receive a credit on their account. If the customer requests that the credit be refunded to them, they must submit a written request which will be reviewed by the billing department. If the request is approved, the customer will receive a District-issued check within two weeks from the date of request.

D. A deposited check may not clear the bank due to one or more of the following reasons: non-sufficient funds, closed account, stopped payment, stolen check, etc. In these cases, the District reserves the right to charge the customer account with a Returned Check fee. The customer will be notified, and must pay the amount of the returned check plus the returned check fee in cash or a money order. The account will be flagged as "cash-only" for a period of six (6) months. Customers with three (3) or more returned checks will be placed on a permanent "cash-only" status.



#### 4.04 **Acceptance of Credit Cards**

- A. MasterCard, Visa, and Discover are the only credit cards that are accepted. Credit cards are only accepted in person, over the phone through the automated phone payment system, or online through the District's bill payment system. There is no minimum transaction amount, however a Board approved credit card convenience fee shall be added for each credit card payment. Refunds for purchases made by credit card must be made by crediting the card, not by cash back or check. Personal identification is required to be presented at the time of the transaction and compared to the credit card for fraud prevention.

#### 4.05 **Receipting of Transactions**

- A. Register receipts should be issued to the customer after the transaction is completed. In the event of a power outage or computer failure, a receipt book is available so that the customer can be given a hand-written receipt. The receipt book should be turned in to the Finance department upon completion of the last receipt, and another book will be issued.
- B. Exception: If someone other than the account holder requests to pay on an account but does not have a bill, they will be given a hand-written receipt instead of a register receipt. The hand-written receipt will include the payer's name, the address of the property they are making payment on, and the amount that they are paying. No account holder information is to be on the hand-written receipts, such as: the account holder's name, the account number, or the amount due on the account.

#### 4.06 **Cash Drawer Responsibilities**

- A. Opening procedure
  - 1. Cashiers should balance the contents of their cash drawers in the morning, unless there are special circumstances that require balancing the previous day. In the event a cashier is unexpectedly absent, and therefore cannot balance the contents of their cash drawer, a designated finance staff member will access the absent employee's cash bag-box and remove the contents of their cash drawer. The designated finance staff member will supervise while another cashier balances the absent employee's cash drawer.
  - 2. Drawers should have a beginning cash balance of \$200 cash, using a combination of coins and bills to achieve the amount.
    - a. In order to have the desired combination of coins and bills, the Finance department can exchange money from the "Change Fund" box.

3. Checks, credit card receipts, and the remaining balance of the cash should be individually tallied on calculator tape or spreadsheet form and given to the ~~Finance department~~finance staff, along with the Journal Report for that cash drawer.
4. Overages or shortages to the cash drawer should be immediately reported to ~~the Finance department~~finance staff.
  - a. An overage or shortage is an unintentional collection mistake, such as a change-making error. This differs from a “loss”, which would be a deficiency of money due to negligence or an unlawful act.
  - b. If there is an overage, the amount exceeding the starting balance will be deposited into the petty cash box for reconciliation.
  - c. If there is a shortage, the amount less than the starting balance will be replenished from the “Petty Cash” box to the cash drawer in order to bring the total of the cash drawer to the correct starting balance.
  - d. It is the responsibility of ~~the Finance department~~finance staff to report the overage/shortage to the ~~Administrative Services Manager~~General Manager, or designee, regardless of the amount.

#### B. Daily monitoring of cash drawers

1. Keep cash drawer orderly.
2. Never leave the cash drawer unattended or unlocked.
3. Only authorized staff ~~is~~are allowed access to the cash drawer.

#### C. End of day procedure

1. When all customers have left the facility at the close of the business day, the cashiers should place the contents of their cash drawers (ending cash) and all associated receipts into their ~~assigned cash bag~~box. The cash ~~bag~~box should be locked and placed in the lockable fire-proof file cabinet in the Finance department. The file cabinet should be locked after the last cashier has put their cash ~~bag~~box away.
2. If a cashier will not be present the following work day, they should balance their cash drawer before leaving that day.

#### 4.07 Deposits

- A. Deposits of money received by the District are completed each work day morning by ~~finance staff.~~  
~~the Finance department.~~
1. Confirm cash drawer amounts to the corresponding Journal Report.
  2. Proceed with the Cashiering-End of Day process in the ~~Tyler~~  
~~accounting~~ system.
  3. Total all cash drawer amounts and confirm with End of Day report.
  4. Prepare deposit bags, deposit slip and Customer Consignment Log (provided by the Armored Service).
  5. An authorized staff member will verify the amount of cash to be deposited into the bank before bags are sealed.
  6. Completed deposit bags are to be placed in the lockable fire-proof file cabinet.
- B. Armored Service will pick up the deposit, based on a predetermined schedule, and deliver cash, when requested, to replenish the Change Fund box as requested by ~~the Finance department~~finance staff.

4.08 **Guidelines in the Event of a Robbery.** In the event of a robbery, stay calm. Make mental notes of the robber's appearance, weapon, and accomplices. Comply with whatever the robber instructs you to do, no more and no less. Move in a calm and deliberate manner. Do NOT argue or resist and do NOT use a weapon against the robber. Activate an alarm only if you can do so safely. Offer to lie down after you have turned over the cash. After the robber has left, call the police and lock the doors. Employees should fill out a suspect description form and remain segregated from one another until police have had a chance to interview each employee individually.

#### **SECTION 5. INTERNAL CONTROL PROCEDURES**

The General Manager, or ~~his~~-designee, is the administrator of this policy and shall be responsible for overseeing that the processes described herein are adhered to properly. This policy should be reviewed periodically by the General Manager and the Board of Directors.

#### **SECTION 6. SUMMARY**

These guidelines cannot cover every issue, exception or contingency that may arise in the policies, procedures, and processes involved in cash handling. Accordingly, the basic standard that should always prevail is to use common sense and good judgment in the collection and stewardship of District financial assets and receipts.

# Agenda Item 6b

Discussion & Possible Action  
Regarding the 2021/2022 Reserves  
Schedule

## MEMORANDUM

**DATE:** February 16, 2022

**TO:** Board of Directors

**FROM:** Don Bartz, General Manager  
By: Lori Lowrance

**SUBJECT:** Discussion & Possible Adoption the Reserves Schedule for 2021/2022

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### STAFF RECOMMENDATION

Staff recommends for the Board to approve the 2021/2022 Reserves Schedule in compliance with Resolution No. 2020-02; Reserves Policy.

### BACKGROUND

Each year, the Board is to consider and approve the reserve schedule for that year, after the final audit is approved for the prior year, generally in January of each year. The reserves policy was established by the Board after a series of workshops in 2012. Modifications were made to the policy in 2016 and in 2020. The current Resolution was adopted by the Board on February 5, 2020.

The reserves schedule for 2021/2022 is attached for consideration.

### FISCAL IMPACT

\$11,178,666

### ATTACHMENT(S)

2021/2022 Proposed Schedule for Resolution 2020-02  
Resolution No. 2020-02; Establishing a Reserves Policy

**Phelan Piñon Hills Community Service District**  
**2021/2022 Schedule**  
**Draft - 02/16/2022**

BOARD DESIGNATED RESERVES	ENTERPRISE	GOVERNMENT	Total
1. UNRESTRICTED RESERVES	Fund 01	Fund 20/22/24/25	
<b>1A. Contingency and Operations (Goal = 6 mo. No less than 3 mo.)</b>			
2021/22 Budget Total	\$8,524,341	\$934,920	\$9,459,261
Less:			
Depreciation	1,890,312	85,722	1,976,034
Debt Service (Interest)	336,495		336,495
	<u>6,297,534</u>	<u>849,198</u>	<u>7,146,732</u>
<b>Reserve @ Three Months =</b>	<u>x 3/12</u>	<u>x 3/12</u>	<u>x 3/12</u>
Contingency and Operating Reserve	1,574,383	212,299	1,786,683
Debt Service Reserve - Loans (1 yr P&I)	930,160		930,160
<b>TOTAL RESERVE FOR OPERATIONS</b>	<b>\$2,504,544</b>	<b>\$212,299</b>	<b>\$2,716,843</b>
<b>1B. Property, Plant, and Equipment Replacement Reserve (Goal = 2 to 4 Years of Depreciation)</b>			
Annual Depreciation YE 06/30/21	1,885,592	84,252	1,969,844
<b>Reserve = (Goal = 4x Annual Depreciation. No less than 2x)</b>	5,656,776	3 210,630	5,867,406
Reserves used for WRAP project funding 2012	-886,751 *		-886,751
Reserves used for Water Rights funding AVW	-595,500 *		-595,500
<b>TOTAL RESERVE FOR REPLACEMENT</b>	<b>\$4,174,525</b>	<b>2 \$210,630</b>	<b>\$4,385,155</b>
<b>1C. Disaster Response Reserve (Goal = 10% of Depreciable Asset Value)</b>			
Total Assets (Excluding Land & Wtr Rts) 06/30/21	48,960,124	2,098,500	51,058,624
<b>Reserve @ 10% =</b>	4,896,012	209,850	5,105,862
Reserves used for WRAP project funding 2012	-886,751 *		-886,751
Reserves used for Water Rights funding AVW	-595,500 *		-595,500
<b>TOTAL RESERVE FOR DISASTER</b>	<b>\$3,413,762</b>	<b>7% \$209,850</b>	<b>\$3,623,612</b>
<b>1D. Rate Stabilization Reserves (Goal 5% to 10% of Water Revenue)</b>			
2021/2022 Budget for Water Meter and Consumption	<u>\$6,502,778</u>		<u>6,502,778</u>
Reserve = (Goal = 10%. No less than 5%)	<u>\$325,139</u>	5%	<u>\$325,139</u>
<b>TOTAL RESERVES</b>	<b>\$10,417,970</b>	<b>\$632,779</b>	<b>\$11,050,749</b>

**2. ADDITIONAL RESERVES IDENTIFIED BY THE BOARD**

Capital, Projects*, & Replacement Budget Current Year	<u>945,000</u>	<u>1,186,000</u>	<u>2,131,000</u>
<b>TOTAL FUNDS NEEDED FOR CAPITAL PROJECTS</b>	<b>\$945,000</b>	<b>\$1,186,000</b>	<b>\$2,131,000</b>

\* WRAP = Water Rights Acquisition Project. The Board elected to borrow reserve funds to provide the cash necessary to fund this project. Water Operations revenue is used to reimburse the 2012 WRAP funding and for the 2021 AVW Water Rights funding.

Prior Reserves	\$10,539,071	\$639,595	\$11,178,666
Change in Reserves	-\$121,101	-\$6,816	-\$127,917

**RESOLUTION NO. 2020-02**  
**A RESOLUTION OF THE BOARD OF DIRECTORS OF**  
**THE PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT**  
**ESTABLISHING A POLICY FOR DISTRICT RESERVES**

**WHEREAS**, the Phelan Piñon Hills Community Services District (“District”) is a public agency organized and operating as a Community Services District pursuant to California Government Code Section 61000 et seq.; and

**WHEREAS**, the District is authorized by Government Code Section 61100 to supply water for beneficial uses; acquire, construct, improve, maintain, and operate recreation facilities, including, but not limited to, parks and open space; acquire, construct, improve, maintain, and operate street lighting and landscaping on public property, public rights-of-way, and public easements; and collect, transfer, and dispose of solid waste, and provide solid waste handling services, including, but not limited to, source reduction, recycling, and composting activities; and

**WHEREAS**, the District is governed by a five-member Board of Directors (“Board”) expressly authorized by Government Code Section 61040(a) to establish policies for the operation the District’s functions and services; and

**WHEREAS**, the Board is also expressly authorized by Government Code Section 61112 to establish reserve accounts for the District’s finances; and

**WHEREAS**, the implementation of District policy over a period of many years as resulted in the accumulation of funds to be utilized for a variety of District activities and to protect the District’s customers and taxpayers from the financial impacts of catastrophic events and from fluctuations in District expenses; and

**WHEREAS**, this Board wishes to provide for the creation of certain unrestricted reserve accounts, and to set forth in writing the District's policy regarding the accumulation of reserves, the purposes for which they may be expended, and the levels which the District should strive to maintain;

**WHEREAS**, a Policy for District Reserves has been presented to the Board of Directors of the Phelan Piñon Hills Community Services District in the form attached to this Resolution and marked “Policy No. 4180.”

**NOW, THEREFORE, BE IT RESOLVED** by the District's Board of Directors of the Phelan Pinon Hills Community Services District as follows:

Section 1.

Policy No. 4180, "Policy for District Reserves," attached hereto and incorporated herein by this reference, is hereby adopted and provides for the deposit of revenue into certain restricted funds, the creation of certain unrestricted reserve accounts, and the accumulation and administration of reserves in each.

Section 2.

Policy No. 4180 adopted by this Resolution supersedes Resolution No. 2016-04 adopted by the District's Board of Directors on May 4, 2016, and shall take effect immediately upon its adoption.

**APPROVED, SIGNED, AND ADOPTED** by the Board of Directors of the Phelan Piñon Hills Community Services District at a regular meeting held on the 5th day of February 2020, by the following vote:

AYES: Johnson, Kujawa, Philips, Roberts

NOES:

ABSTENTIONS:

ABSENT: Hoffman



\_\_\_\_\_  
President, Board of Directors

Phelan Piñon Hills Community Services District

ATTEST



\_\_\_\_\_  
Secretary,

Phelan Piñon Hills Community Services  
District and of the Board of Directors



**POLICY NO. 4180**

**SECTION 4181. TABLE OF CONTENTS**

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Section 4181	Table of Contents	1
Section 4182	Unrestricted Reserves	2
	Reserve for Operations	2
	Reserve for Replacement	2
	Reserve for Disaster Response	2
	Reserve for Rate Stabilization	3
Section 4183	Additional Accounts	3
Section 4184	Annual Reports	3

**SECTION 4182. UNRESTRICTED RESERVES**

4182.01 **Reserve for Operations** – A "Reserve for Operations" is hereby created for the District's general account, to which the Board may appropriate unrestricted District revenues. Each such Reserve for Operations may be utilized to pay the cost of operating the District's general system, including unanticipated costs of operation. The District shall endeavor to maintain in each Reserve for Operations an amount sufficient to pay for six months of normal operation but not less than three months of normal operation. However, funds appropriated to any Reserve for Operations may be accessed at any time for any other District purpose, upon approval by the Board by a 4/5ths vote which shall contain direction as to repayment or balance. Funds appropriated to a Reserve for Operations may be invested in the same manner as other District surplus funds, and the earnings thereon shall be credited to the fund for which the reserve is in place.

4182.02 **Reserve for Replacement** – A "Reserve for Replacement" is hereby created for the District's general account to which the Board may appropriate unrestricted District revenues. Each Reserve for Replacement may be utilized to replace the District's physical plant, as needed. The District shall endeavor to maintain in each Reserve for Replacement an amount approximately equal to two times, not to exceed four times, of the total annual depreciation of the District's physical plant for the District's general system and as reflected in the annual audit of the District Presented to the Board each year. However, the funds appropriated to each Reserve for Replacement may be accessed at any time for any other District purpose, upon approval by the Board by a 4/5ths vote which shall contain direction as to repayment or balance. Funds appropriated to a Reserve for Replacement may be invested in the same manner as other District surplus funds, and the earnings thereon shall be credited to the fund for which the reserve is in place.

4182.03 **Reserve for Disaster Response** – A "Reserve for Disaster Response" is hereby created for the District's general account to which the Board may appropriate unrestricted District revenues. Each Reserve for Disaster Response may be utilized to procure such equipment and supplies, perform such repairs, employ such personnel, and take such other measures as may be necessary or appropriate in the event of a disaster or calamity requiring District response. The District shall endeavor to maintain in each Reserve for Disaster Response an amount approximately equal to Ten Percent (10%) of the original cost of the District's physical plant (the value of depreciable assets per the annual independent audit) for the District's general system and as reflected in the annual audit of the District presented to the Board each year. However, the funds appropriated to each Reserve for Disaster Response may be accessed at any time for any other District purpose, upon approval by the Board by a 4/5ths

vote which shall contain direction as to repayment of balance. Funds appropriated to a Reserve for Disaster Response may be invested in the same manner as other District surplus funds, and the earnings thereon shall be credited to the fund for which the reserve is in place.

4182.04        **Reserve for Rate Stabilization** – A "Reserve for Rate Stabilization" is hereby created for the District's water enterprise to which the Board may appropriate unrestricted District revenues. Each such Reserve for Rate Stabilization may be utilized to smooth out revenue variability resulting from various factors (weather, drought events, legislative mitigation, etc.) and ensure that adequate resources are available during such times that might otherwise require large rate increases by the District's water enterprise. The District shall endeavor to maintain in each Reserve for Rate Stabilization an amount equal to ten percent (10%) of the District's budgeted water meter and consumption revenue but not less than five percent (5%) of normal operation. However, funds appropriated to any Reserve for Rate Stabilization may be accessed at any time for any other District purpose upon approval by the Board by a 4/5ths vote which shall contain direction as to repayment or balance. Funds appropriated to a Reserve for Rate Stabilization may be invested in the same manner as other District surplus funds, and the earnings thereon shall be credited to the fund for which the reserve is in place.

**4183.        ADDITIONAL ACCOUNTS**

In addition to the unrestricted accounts identified above, the Board may approve the creation of such additional accounts, whether temporary or permanent (such as Capital Improvement Projects and system update/replacement projects identified in the Budget and/or associated with the District's Water Master Plan), as the Board deems necessary or appropriate, by amendment to this resolution or by simple motion. In such event, the Board will identify the purposes for which such additional accounts are created, provide guidance as to the amount which the District should endeavor to maintain in each such account, and establish the limits and restrictions pertaining thereto.

**4184.        ANNUAL REPORTS**

Each year, the District's General Manager shall provide the Board with a report indicating the beginning and ending balance for each of the reserve funds, or accounts created pursuant to this policy, and the purposes for which expenditures have been made therefrom and shall make recommendations to replenish or augment fund or account balances as appropriate.

# Agenda Item 6c

Discussion & Possible Action  
Regarding Unclaimed Funds



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

## MEMORANDUM

**DATE:** February 16, 2022  
**TO:** Board of Directors  
**FROM:** Don Bartz, General Manager  
By: Kim Ward, HR Manager/Executive Secretary  
**SUBJECT:** Discussion & Possible Action Regarding Unclaimed Funds

### STAFF RECOMMENDATION

Staff recommends for the Board to authorize the publication of a notice of unclaimed funds and to transfer any unclaimed funds by the expiration date listed in the notice from the unclaimed liability account to the District's general fund whereby they will become property of the District.

### BACKGROUND

There are unclaimed funds in an amount sufficient enough to warrant the publishing expenses necessary to initiate the process for the District to take possession of these funds, provided they remain unclaimed after publishing.

Pursuant to sections 50050 & 50051 of the Government Code, "at any time after the expiration of the three-year period, the treasurer of the local agency may cause a notice to be published once a week for two consecutive weeks in a newspaper of general circulation published in the local agency. The notice shall state the amount of money, the fund in which it is held, and that it is proposed that the money will become the property of the local agency on a designated date not less than forty-five days nor more than sixty days after the first publication of the notice."

The District maintains a list of unclaimed funds on its website. A request for unclaimed funds form is also on the District's website.

### FISCAL IMPACT

Potential revenue of \$247.17 less estimated publishing expense of \$175

### ATTACHMENT(S)

Draft Public Notice

**Public Notice of Unclaimed Money Being Held by the  
Phelan Piñon Hills Community Services District**

Government Code Section 50050 et. Seq. provides that unclaimed monies which remain in the treasury or in the official custody of the officers of a local agency for three (3) years become the property of the agency. At the end of the three-year period, those individual items valued at \$15.00 or greater must be published as notification that the money will become the property of the agency after a designated forty-five to sixty days after the date of first publication. Notice is hereby given that these funds are in the District’s possession and escheatment to the Phelan Piñon Hills Community Services District’s general fund occurs if a verified claim is not filed on or before April 18, 2022, notice is hereby given. A claim form can be obtained from the Phelan Piñon Hills Community Services District’s office or on the website at: [https://www.pphcsd.org/uploads/8/4/9/8/84989998/unclaimed\\_funds\\_form.pdf](https://www.pphcsd.org/uploads/8/4/9/8/84989998/unclaimed_funds_form.pdf)

NAME	AMOUNT	FUND
Ryan & Kelly Thatcher	\$ 24.24	General – Unclaimed Liability Account
John & Kathleen Feia	\$ 59.88	General – Unclaimed Liability Account
Ed Forstall	\$ 35.71	General – Unclaimed Liability Account
Edward & Collen Griffith	\$ 55.30	General – Unclaimed Liability Account
Chicago Title Company	\$ 17.20	General – Unclaimed Liability Account
Queenie To Truong	\$ 54.84	General – Unclaimed Liability Account

# Agenda Item 6d

Discussion & Possible Adoption of Resolution No. 2022-07; Authorizing Submittal of a Notification of Intent to Comply to the Department of Resources Recycling & Recovery

## MEMORANDUM

**DATE:** February 16, 2022

**TO:** Board of Directors

**FROM:** Don Bartz, General Manager  
By: Kim Ward, HR Manager/Executive Secretary

**SUBJECT:** Discussion & Possible Adoption of Resolution No. 2022-07; Authorizing Submittal of a Notification of Intent to Comply to the Department of Resources Recycling and Recovery

### STAFF RECOMMENDATION

For the Board to adopt Resolution No. 2022-07; Authorizing Submittal of a Notification of Intent to Comply to the Department of Resources Recycling and Recovery.

### BACKGROUND

CalRecycle, in consultation with the California Air Resources Board, has adopted regulatory requirements (Regulations), consistent with the mandate of SB 1383 that are designed to achieve the organic waste reduction goals established in Section 39730.6 of the Health and Safety Code through a 75 percent reduction in the level of the statewide disposal of organic waste from the 2014 level by 2025.

The regulations created to reduce organic waste consist of various components including providing an organic recycling service to all residential and commercial properties, establishing an edible food recovery program, meeting procurement requirements, tracking third-party organic waste haulers, creating education and outreach material, and conducting inspection and enforcement activities.

Beginning January 1, 2022, jurisdictions that were not in full compliance risked facing enforcement measures including financial penalties of up to \$10,000 per day. However, in October of 2021, the governor signed Senate Bill 619 (SB 619) which creates a mechanism to delay penalties for local agencies. This mechanism is called a Notification of Intent to Comply through which a local jurisdiction may secure administrative civil penalty relief from any continuing violations of the Regulations for the 2022 calendar year and may be eligible for a broader and longer-term compliance path.

### FISCAL IMPACT

None

### ATTACHMENT(S)

Resolution No. 2022-07 and Exhibits



**RESOLUTION NO. 2022-07**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PHELAN PINON HILLS COMMUNITY SERVICES DISTRICT AUTHORIZING SUBMITTAL OF A NOTIFICATION OF INTENT TO COMPLY TO THE DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY**

**The Board of the Directors of the Phelan Pinon Hills Community Services District (“District”),** hereby consents to, adopts and ratifies the following resolution:

**WHEREAS,** CalRecycle, in consultation with the California Air Resources Board, has adopted regulatory requirements (Regulations), consistent with the mandate of Senate Bill 1383 (Lara, 2016), that are designed to achieve the organic waste reduction goals established in Section 39730.6 of the Health and Safety Code through a 50 percent reduction in the level of the statewide disposal of organic waste from the 2014 level by 2020 and a 75 percent reduction in the level of the statewide disposal of organic waste from the 2014 level by 2025.

**WHEREAS,** the District is a local jurisdiction required to comply with the Regulations;

**WHEREAS,** the District is, or expects to be, facing continuing violations of the Regulations commencing during the 2022 calendar year;

**WHEREAS,** Senate Bill 619 (Laird, 2021), through amendments to Section 42652.5 of the Public Resources Code (Statute), created a mechanism called a Notification of Intent to Comply through which a local jurisdiction may secure administrative civil penalty relief from any continuing violations of the Regulations for the 2022 calendar year and may be eligible for a broader and longer-term regulatory compliance path, including suspended administrative civil penalties, through a corrective action plan.

**WHEREAS,** the District is a local jurisdiction authorized by the Statute to submit a Notification of Intent to Comply for CalRecycle approval;

**WHEREAS,** CalRecycle shall approve a Notification of Intent to Comply that is duly adopted by the jurisdiction by formal written resolution and meets the requirements of the Statute;

**NOW THEREFORE BE IT RESOLVED THAT:**

The Board of Directors of the Phelan Pinon Hills Community Services District, by and through its General Manager, or their designee, hereby formally adopts the Notification of Intent to Comply attached as Exhibit “A” and the Timeline for Compliance attached as Exhibit “B.”

The Board of Directors of the Phelan Pinon Hills Community Services District hereby authorizes and directs the General Manager, or their designee, on its behalf, to submit the Notification of Intent to Comply attached as Exhibit “A” and the Timeline for Compliance attached as Exhibit “B” to CalRecycle for approval pursuant to the Statute.

By submitting the Notification of Intent to Comply pursuant to and subject to the above referenced requirements, the Phelan Pinon Hills Community Services District represents and certifies that it will implement the proposed actions to remedy the violations according to the proposed schedule as approved by CalRecycle and in accordance with the Statute and Regulations.

The Phelan Pinon Hills Community Services District, by and through its General Manger, or their designee, also acknowledges and agrees to comply with any maximum compliance deadline in any corrective action plan that CalRecycle, in its sole discretion, determines to be necessary and appropriate under the circumstances for the correction of any violation(s) of the Statute and Regulations identified in its Notification of Intent to Comply.

**PASSED AND ADOPTED** at a regular meeting of the Phelan Pinon Hills Community Services District this 16th day of February, 2022, by the following vote:

- AYES: \_\_\_\_\_
- ABSTENTIONS: \_\_\_\_\_
- NOES: \_\_\_\_\_
- ABSENT: \_\_\_\_\_

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

ATTEST: \_\_\_\_\_  
Kimberly Ward, Clerk of the Board

Please clearly print or type responses. Attach additional pages as necessary.

Jurisdiction Name: Phelan Pinon Hills CSD

County: San Bernardino

Person Completing the Form:

First Name: Kimberly

Last Name: Ward

Title: HR Manager/Executive Secretary

Mailing Address: PO BOX 294049

City: Phelan

Zip Code: 92329

Email Address: kward@pphcsd.org

Phone Number: 760-868-1212 x309

1. Select using the check boxes below or write in the continuing violations for each applicable regulatory section. For each selection, please describe the specific violations related to the regulatory section.

**Example:**

- (B) 14 CCR section 18984.1 Three-Container Organic Waste Collection Services
  - i. Not implementing mandatory residential foodwaste collection for all residents. Note: City already provides mandatory greenwaste collection to all residents*
  - ii. Not implementing mandatory commercial organics collection for all businesses under 2 cubic yards. Note: City already provides mandatory commercial organics collection to all businesses 2 cubic yard or more.*

**Disclaimer: The list of possible continuing violations below is not inclusive of all potential violations of the regulations.**

- (A) 14 CCR section 18984 Combined Organic Waste Collection Services. *This requirement is not included since the requirements are further specified in sections 18984.1-18984.11.*
- (B) 14 CCR section 18984.1 Three-Container Organic Waste Collection Services
- (C) 14 CCR section 18984.2 Two-Container Organic Waste Collection Services
- (D) 14 CCR section 18984.3 Unsegregated Single Container Collection Services
- (E) 14 CCR section 18984.4 Recordkeeping Requirements for Compliance with Organic Waste Collection Services
- (F) 14 CCR section 18984.5 Container Contamination Minimization
- (G) 14 CCR section 18984.6 Recordkeeping Requirements for Container Contamination Minimization
- (H) 14 CCR section 18984.7 Container Color Requirements
- (I) 14 CCR section 18984.8 Container Labeling Requirements
- (J) 14 CCR section 18984.11 Waivers Granted by a Jurisdiction
- (K) 14 CCR section 18985.1. Organic Waste Recovery Education and Outreach.
- (L) 14 CCR section 18985.2. Edible Food Recovery Education and Outreach
- (M) 14 CCR section 18985.3. Recordkeeping Requirements for a Jurisdiction’s Compliance with Education and Outreach Requirements
- (N) 14 CCR section 18988.1. Jurisdiction Approval of Haulers and Self-Haulers
- (O) 14 CCR section 18988.3. Self-haulers of Organic Waste
- (P) 14 CCR section 18988.4. Recordkeeping Requirements for Compliance with Jurisdiction Hauler Program
- (Q) 14 CCR section 18989.1. CALGreen Building Codes
- (R) 14 CCR section 18989.2 Model Water Efficient Landscape Ordinance

- (S) 14 CCR section 18991.1. Jurisdiction Edible Food Recovery Program
- (T) 14 CCR section 18991.2. Recordkeeping Requirements for Jurisdiction Edible Food Recovery Program
- (U) 14 CCR section 18992.1. Organic Waste Recycling Capacity Planning
- (V) 14 CCR section 18992.2. Edible Food Recovery Capacity
- (W) 14 CCR section 18993.1. Recovered Organic Waste Product Procurement Target
- (X) 14 CCR section 18993.2. Recordkeeping Requirements for Recovered Organic Waste Procurement Target
- (Y) 14 CCR section 18993.3. Recycled Content Paper Procurement Requirements
- (Z) 14 CCR section 18993.4. Recordkeeping Requirements for Recycled Content Paper Procurement

(AA) 14 CCR section 18994.2. Jurisdiction Annual Reporting

*Note: This requirement is not included since jurisdictions are still expected to report to CalRecycle.*

(BB) 14 CCR section 18995.1. Jurisdiction Inspection Requirements

*Note: Section 18995.1(a)(1) should not be included because a jurisdiction should already be completing this action due to the requirements of PRC Chapter 12.9 (commencing with Section 42649.8)*

(CC) 14 CCR section 18995.2. Implementation Record and Recordkeeping Requirements

(DD) 14 CCR section 18995.3. Jurisdiction Investigation of Complaints of Alleged Violations

*Note: This requirement is not included since jurisdictions are still expected to investigate complaints.*

(EE) 14 CCR section 18995.4. Enforcement by a Jurisdiction

Use the check box(es) below to write in the continuing violations for any regulatory section(s) not reflected above and describe the specific violations related to the regulatory section.

**Example:**

(1) (Type regulatory section number) (Type regulatory section title)

i. *Describe the specific violations related to the regulatory section*

- (1)
- (2)
- (3)
- (4)
- (5)

2. A detailed explanation of the reasons why the jurisdiction is unable to comply, supported by documentation, if applicable.

The Phelan Pinon Hills Community Service District (District) is an independent special district located in unincorporated San Bernardino County. Currently, District residents do not have mandatory residential trash, recycling, or greenwaste pickup; District residents primarily dispose of their trash at the county-operated transfer facility or via voluntary trash-only collection service. In order to implement an organics disposal program, the District must first implement mandatory trash, recycling, and greenwaste pickup for District residents. Currently, approximately 4,500 households subscribe to trash pick-up only. The remaining households (approximately 4,000) do not have trash pick-up but instead self-haul to the transfer facility. In order to implement three-container level service, the District must implement an ordinance and the District's hauler, CR&R, must ramp up operations in order to provide containers to all of the District's residents. This will require containers, trucks, and staff which are in short supply, or completely unavailable at this time, due to the COVID-19 pandemic. Further, the District is still in the process of developing rates for service in compliance with Proposition 218. Once residential service is implemented, the District will be able to comply with all reporting and

enforcement provisions of SB 1383. The District is expected to have commercial compliance implemented July 1, 2022, because the District's approximately 120 commercial customers already have mandatory trash and recycling collection; adding a third container is expected to be feasible. Outreach and education to the District's commercial customers began last year. The District has begun to procure recycled paper products only and will adjust the procurement policy accordingly. The District is working closely with its hauler to ensure all enforcement, documentation, and reporting requirements will be met.

3. A description of the impacts of the COVID-19 pandemic on compliance.  
The District has faced adverse impacts on compliance due to the COVID-19 pandemic. Staffing issues, and equipment and material shortages due to the supply chain issues created from the COVID-19 pandemic have been severe. District staff has been impacted severely and has pulled resources away from every department to support essential services. Further, the District's franchised hauler, CR&R, has experienced supply chain disruptions that have led to a shortage of trucks and containers for disposal, along with a major staffing shortage due to COVID-19 quarantine requirements.
4. Provide a description of the proposed actions the jurisdiction will take to remedy the violations with a proposed schedule for completing each action. The proposed actions shall be tailored to remedy the violations in a timely manner. See optional format below.  
See Exhibit B for the District's timeline.

I hereby certify under penalty of perjury that the information provided herein is true and correct to the best of my knowledge.

-----	Kimberly Ward	HR Manager/Executive Secretary	02/16/2022
Signature	Printed Name	----- Title	----- Date

Exhibit B  
**SB 1381 Implementation & Uniform Collection Timeline**

Updated 02/01/2022

2021		
October	November	December
Develop Franchise Agreement, Legal Review, Committee Review, Board Review		
Increase Voluntary Participation		
Continue Business Outreach		
Begin Draft Uniform Collection Ordinance		

	Complete
	In Progress

2022											
January	February	March	April	May	June	July	August	September	October	November	December
Develop Cost of Service Rates - Commercial			Board Reviews Rates	Prop 218 Noticing & Public Hearing		7/1/2022 Uniform Comm. Collect. Begins					
Adopt New Franchise Agreement	Res. Intent to Comply w/ SB1383	Adopt Uniform Collection Ordinance									
Continue Business Outreach						Begin Customer Outreach/Education					
Develop Procurement Policy				Adopt Procurement Policy		Begin Procurement Policy					
Develop & Implement Edible Food Recovery Program											

2023						
January	February	March	April	May	June	July
Develop Cost of Service Rates - Residential			Board Reviews Rates	Prop 218 Noticing & Public Hearing		7/1/2023 Uniform Res. Collect. Begins
Customer Outreach/Education						

# Agenda Item 6e

Discussion & Possible Action  
Regarding District Committee  
Minutes & Reports



## M E M O R A N D U M

**DATE:** February 16, 2022

**TO:** Board of Directors

**FROM:** Don Bartz, General Manager  
By: Kim Ward, HR Manager/Executive Secretary

**SUBJECT:** Discussion and Possible Action Regarding District Committee Minutes and Reports

### RECOMMENDATION

For the Board to continue to allow staff to utilize action minutes for District Committee meetings.

### BACKGROUND

On March 19, 2014, the Board adopted action minutes for the District’s Board and Committee meetings. Action minutes were adopted after an analysis of staff time in preparing discussion minutes and the multitude of issues with discussion minutes. For example, certain Directors took issue with the discussion minutes and the wording used to summarize their comments. Also, there were issues with the intent of the Director versus what they actually said. This led to hours of listening to recordings and typing out verbatim minutes to compare what the Board Member thought they said versus what was actually said.

The format of the minutes was changed to include information on who presented the item and what the staff recommendation was. The minutes record the action taken and in a blue colored font for ease of use. Additionally, Board and Committee recording were added to the District’s website. It was discussed that if a member or the public, or a Director, wanted more information, they could review the recording, attend the meeting, or call a staff member listed on the minutes for information.

Below is an analysis of website traffic:

#### **Website Views - 2021**

<i>Total Page Views</i>	58948
<i>Unique Visits</i>	31869
<i>Avg. Pages Visited per Unique Visit</i>	1.694

#### **Page Activity Past 30 Days**

<i>Total Page Views</i>	1429
<i>Unique Visits</i>	720
<i>Avg. Pages Visited per Unique Visit</i>	1.691
Main Page	985
/my-account.html	190
/employment.html	149

<a href="#">/contact.html</a>	70
<a href="#">/apply-for-service.html</a>	68
<a href="#">/agendas-and-minutes.html</a>	46
<a href="#">/parks-and-recreation.html</a>	29
<a href="#">/solid-waste-and-recycling.html</a>	28
<a href="#">/district-calendar.html</a>	27
<a href="#">/our-board.html</a>	25
<a href="#">/events.html</a>	22
<a href="#">/new-connections.html</a>	22

Agendas and minutes are viewed at “/agendas-and-minutes.html” and the data shows that, for the past 30 days, there were 46 unique views of this page. This would include staff who view the page to verify correct posting and who access the packet electronically, Directors who access the packet electronically, meeting attendees who access the packet electronically, and others accessing the page. This means very few members of the public are accessing the page and it is undeterminable what is being accessed on the page; it does not necessarily mean the minutes or packets are being accessed.

This analysis demonstrates the amount of work necessary to change from action minutes back to discussion minutes for committees would benefit very few. Further, reports discussed during committee meetings are often part of the agenda packet materials, or are later included in a Board agenda packet or on the handouts section of the website.

Of the public or Directors desiring additional information, they can simply contact staff, attend the meetings, or view the recordings which are now all live streamed and uploaded promptly to the District’s YouTube channel (search PPHCSD on YouTube). If something is not readily available, as always, staff can be contacted and the information will be provided promptly.

#### **FISCAL IMPACT**

None

#### **ATTACHMENT(S)**

Action Minutes Presentation from 2014

# ACTION MINUTES

March 19, 2014

# DEFINITIONS

- ⦿ Minutes -

The official written or recorded documentation that is used to inform attendees and non-attendees of what occurred during the meeting. The meeting minutes are generally taken or recorded during a meeting so participants have a record of what *action* took place during the meeting.

# DEFINITIONS

- Action Minutes -

Record the decisions reached and the actions to be taken, though not recording the discussion that went into making the decisions. This is the most common form of minutes used.

# DEFINITIONS

- Discussion Minutes -

Contain everything action minutes do as well as the discussion which lead to the actions decided upon during the discussion.

# DEFINITIONS

- Verbatim Minutes-

Like transcripts, are a record of every single word said at a meeting. They are often long and can be difficult to skim for a particular piece of information. With the exception of courtroom proceedings and Congress, a verbatim record of a meeting is rarely necessary.

# EXAMPLE OF ACTION MINUTES

## 5. Presentations/Appointments – Mr. Bartz on the Free Production Allowance (FPA)

## 6. Continued/New Agenda Items – Action Items

### a. Review, Discussion, and Possible Action Regarding Solicitation of Bids for the Highway 138 Water Pipeline Relocation Project

Presented by: George Cardenas, Engineering Manager

Staff Recommendation: For the Board to move forward with the solicitation of Bids for the Highway 138 water pipeline relocation project.

Director Whalen moved to approve Staff recommendation. Director Pace seconded the motion. Motion passed unanimously.

### b. Discussion and Possible Action Regarding Nominations for LAFCO Special District Member & Alternate Special District Member

Presented by: Don Bartz, General Manager

Staff Recommendation: None

President Brandon moved to submit Director Morrissette as a candidate for the LAFCO Regular Special District Member. Director Whalen seconded the motion. Motion passed unanimously.



**c. Discussion and Possible Action Regarding Replacement of Vacated Board Seat**

By: Don Bartz, General Manager

Staff Recommendation: None

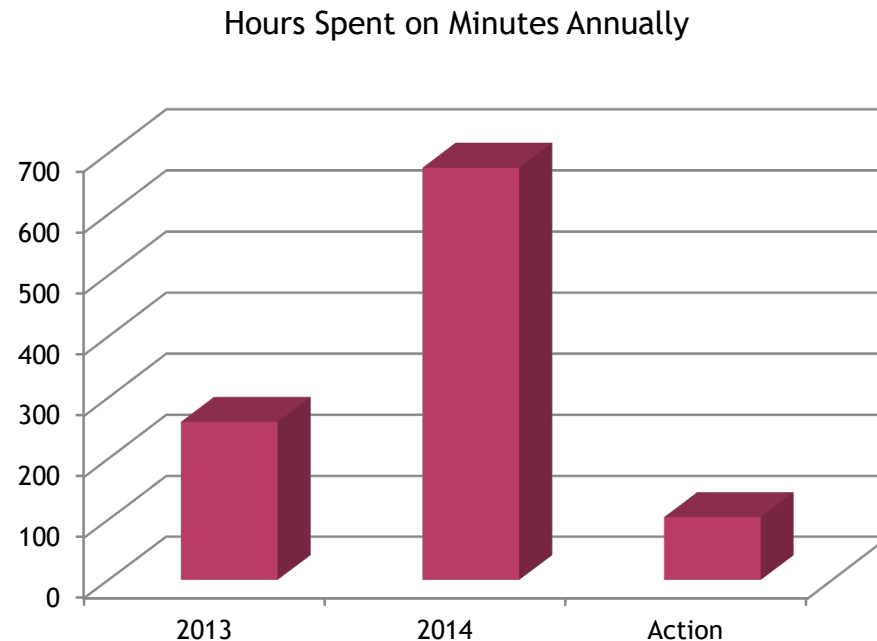
Consensus of the Board was to use scenario one in filling the Board vacancy:

- Notify elections office of vacancy on January 16, 2014.
- Post Notice of Vacancy on January 16, 2014.
- Advertise vacancy in Mountaineer Progress, Victor Valley Daily Press, and District website during the week of January 19-25, 2014.
- Request resumes/letters of interest to be turned into District by January 31, 2014.
- Hold a Special Board Meeting, select new Board Member.

Director Whalen moved to use scenario one in filling the vacant Board seat. Vice President Brandon seconded the motion. Motion passed 3-1 with Director Pace opposed.

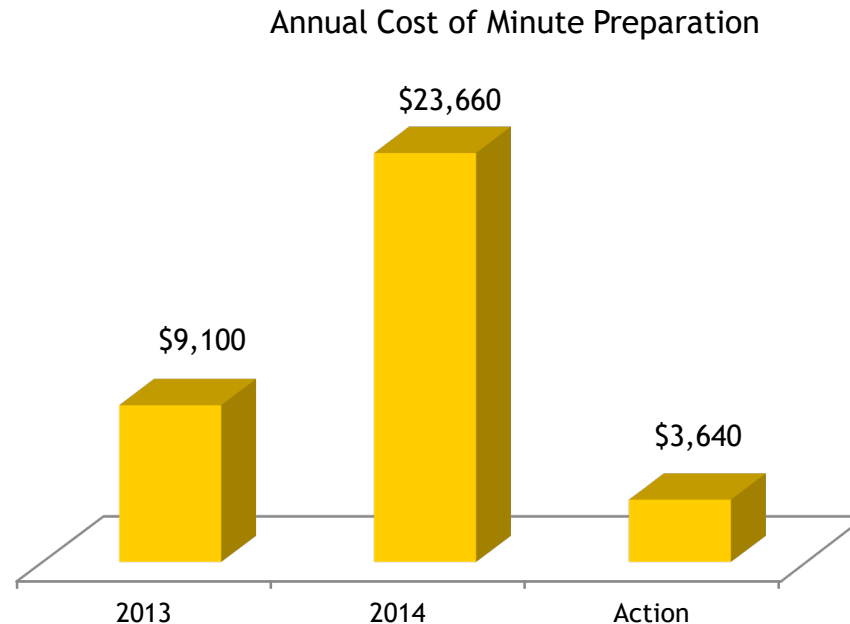
# WHY ACTION MINUTES?

- ⦿ Most commonly used form of minutes
- ⦿ Action taken by the Board is easy to identify
- ⦿ No chance for misinterpreting statements
- ⦿ Paper saving
- ⦿ Time saving



# WHY ACTION MINUTES?

- ◉ Most commonly used form of minutes
- ◉ Action taken by the Board is easy to identify
- ◉ No chance for misinterpreting statements
- ◉ Paper saving
- ◉ Time saving



# WHY ACTION MINUTES?

- ◉ Most commonly used form of minutes
- ◉ Action taken by the Board is easy to identify
- ◉ No chance for misinterpreting statements
- ◉ Paper saving
- ◉ Time saving
- ◉ Transparent

# RECOMMENDATION

- For the Board to allow Staff to begin using Action Minutes for all District meetings, to add committee meeting materials to the District Website, and to maintain meeting audio files on the District's website effective immediately.

# Agenda Item 6f

Update on the Proposed Civic  
Center & Phelan Park Expansion  
Projects



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)

## MEMORANDUM

**DATE:** February 16, 2022  
**TO:** Board of Directors  
**FROM:** Don Bartz, General Manager  
By: Kim Ward, HR Manager/Executive Secretary  
**SUBJECT:** Update on the Proposed Civic Center & Phelan Park Expansion Project

---

### STAFF RECOMMENDATION

None

### BACKGROUND

Staff will update the Board on the Proposed Civic Center and Phelan Park Expansion Project.

### FISCAL IMPACT

None

### ATTACHMENT(S)

None

# Agenda Item 6g

Update on the Status of  
Negotiations for the Consolidation  
of Sheep Creek Mutual Water  
Company into the District





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)

## MEMORANDUM

**DATE:** February 16, 2022

**TO:** Board of Directors

**FROM:** Don Bartz, General Manager  
By: Kim Ward, HR Manager/Executive Secretary

**SUBJECT:** Update on the Status of Negotiations for the Consolidation of Sheep Creek Mutual Water Company into the District

---

### STAFF RECOMMENDATION

None

### BACKGROUND

Staff will update the Board on the status of negotiations for the consolidation of Sheep Creek Mutual Water Company.

### FISCAL IMPACT

None

### ATTACHMENT(S)

None

# Agenda Item 7

Committee Reports/Comments

## **ENGINEERING COMMITTEE MEETING MINUTES**

January 27, 2022 – 4:00 p.m.  
Phelan Community Center  
4128 Warbler Road, Phelan, CA 92371  
& Remotely Via Zoom or Conference Call

**Board Members Present:** Mark Roberts, Director (Chair)  
Kathy Hoffman, Director

**Board Members Absent:** None

**Staff Present:** Don Bartz, General Manager  
George Cardenas, Engineering Manager  
Sean Wright, Water Operations Manager  
Jennifer Oakes, Executive Management Analyst  
Aimee Williams, Administrative Technician II

**Guests/Public:** None

### **Call to Order**

Director Roberts called the meeting to order at 4:00 p.m.

### **Roll Call**

All Committee Members were present at Roll Call.

1) **Approval of Agenda**

Director Roberts moved to approve the Agenda. Director Hoffman seconded the motion. Motion passed unanimously.

2) **Public Comment** – None

3) **Approval of Minutes**

Director Hoffman moved to approve the Minutes. Director Roberts seconded the motion. Motion passed unanimously.

4) **Review of 10-Year Capital Plan for the 2022/2023 Budget**

The Committee reviewed the Capital Plan and no changes were requested.

5) **Review of Committee Roles & Responsibilities**

The Roles & Responsibilities were reviewed and there were no changes.

6) **Oeste Recharge Study Project**

Mr. Wright reported that MWA is still moving forward with the percolation project off of Cayucos Rd., west of Oasis Rd. They are currently in the process of drilling a monitoring well.

**7) Discussion Regarding Water System**

- **Presentation: Well 14, Mescalero, Well 2, and Well 10 Water Line Break and Smithson Springs Cleanup**
- **Pumps and Wells Services Agreement**
- **10-Year Tank Rehabilitation & Maintenance Service**
- **Water Quality**
- **Service Line Replacement Program Update**
- **Other Repairs/Replacements/Updates/Maintenance**

Mr. Wright provided an update on main breaks over the last month. Smithson Springs was cleaned up in December. Air-vac maintenance program has resumed. Water meter replacement program is in the second phase and approximately 35% of the District has been switched over to Sensus AMI meters. Mr. Wright discussed reasons to implement the remaining phases of the Sensus meter replacement program in the next fiscal year instead of the original timeline.

**8) Smithson Springs Update**

Cleanup was completed in December; pictures were provided in the packet.

**9) State Regulations Update**

Ms. Oakes reported that Governor Newsom enacted emergency drought conditions for the entire state that will be in effect until at least January 2023.

**10) Review of Current Projects**

- **Pressure Zone 6**

Mr. Cardenas noted that field testing will move forward when field staff has availability.

- **New Well No. 15**

Mr. Cardenas reported that the CEQA report should be ready for review in the next week. The San Manuel Band of Mission Indians have been notified and no response has been received at this time. The well should be online towards the end of summer.

**11) Staff Reports**

A report was provided in the packet.

**12) Review of Action Items**

- a) **Prior Meeting** – None
- b) **Current Meeting** – None

**13) Set Agenda for Next Meeting** – February 2022

- Remove Item 4 and Item 5
- Discussion Re: Early Implementation of Remaining Meter Replacement Program

**14) Adjournment**

With no further business before the Committee, the meeting adjourned at 4:50 p.m.

Agenda materials can be viewed online at <https://www.pphcsd.org>

# Agenda Item 8

Staff & General Manager's Report



## Water Operations Manager's Report January 2022

### Introduction

The Phelan Piñon Hills Community Services District (District) maintains a large water distribution system that includes over three hundred & forty miles of water lines. The following are District statistics and information related to the operations of this distribution system and the quality of the water supplied to District customers.

### Summary

The District's water distribution system is in compliance with the State Water Resources Control Board- Division of Drinking Water, The Environmental Protection Agency, Safe Drinking Water Act, Cal OSHA, and all other governing agencies.

Current chlorine demand has remained low and steady due to routine maintenance and flushing. Chlorine demand is found by subtracting the chlorine residual from the total chlorine added to the water system. A low chlorine demand indicates water free or nearly free of pathogenic microorganisms.

### Water Quality Samples

The following is a summary of all water quality samples collected this month and any pertinent information related to said samples.

TEST TYPE	NO. OF COLLECTIONS THIS MONTH	TESTING SCHEDULE	NOTES
Raw water and Bac-t samples	46 samples	Monthly	All in compliance, Sampled Weekly
General physical samples	6 samples	Monthly	All in compliance, Sampled Weekly
TTHM/HAA5	4 samples sets	Quarterly	All in compliance.
UCMR 4	0 sample sets	TBD	All in Compliance.
Inorganics	0 samples	Yearly	All in compliance.
Radiological (Gross Alpha)	0 samples	Every 3 Years	All in compliance.
Trichloropropane 1,2,3-TCP	0 samples	Quarterly	All in compliance.
Regulated SOC	0 samples	As needed	All in compliance.
Nitrate as N	1 samples	As needed	All in Compliance.
Chromium 6	0 samples	Quarterly	All in Compliance.
Secondary GP'S	0 samples	As needed	All in Compliance.
Uranium	0 samples	As needed	All in Compliance

## Production and Service Order Report

The following is a summary of the District's water production and service orders for the current month.

<b>Total Monthly Production</b>	169.58 A. F. 2 % more than 2013
<b>2013 Monthly Production</b>	166.56 A. F.
<b>USA's Marked</b>	168
<b>Service Orders Completed</b>	588 service orders completed
<b>Main/Service Line Leaks</b>	22 service line leaks repaired. 2 Main line leak/ breaks repaired
<b>Hydrant Repairs/Replacements</b>	0 hydrant repaired/0 replaced
<b>Residential Meters Sold</b>	6
<b>Commerical Meters Sold</b>	0
<b>YTD Total Meters Sold (Calendar)</b>	6 (95 in 2021)
<b>Construction Meters Out</b>	6
<b>Service Lines Replaced</b>	23

### Job Code Summary

<b>Job Code</b>	<b>Total Completed</b>
C-Lock - Lock	165
C-Read & Unlock-Open - Read & Unlock - Opening	14
C-Read & Unloc-OC-DM - Read & Unlock - Opening-OC-DM	100
D-Closing Read & Lck - Closing Read & Lock DO NOT USE	4
D-Closing Read-OC-DM - Closing Read & Lock-OC-DM DO NOT USE	0
M- Investigate Lock - Verfiy Meter Still Locked	38
M- Verify Acct Class - Verify Account Class	0
M- Water Audit - Audit Water Usage	5
M-Backflow - Backflow Information	0
M-Cost Estimate Req - Cost Estimate Request	1
M-Data - Data Log	2
M-Bees- Bees	0
M-Investigate Leak - Investigate Leak	0
M-Investigate No Wtr - Investigate No Water	0
M-Lock No N/O Info - Meter Locked No New Owner Info	33
M-Low/No Consumption - Investigate Low/No Consumption	12
M-Meter Leaking - Meter Leaking	0
M-Meter UTL - Buried - Meter UTL - Buried	0
M-Pressure Ck Hi-Low - Pressure Check Hi-Low	2
M-R/R Angle Stop - Repair/ Replace Angle Stop	9
M-R/R Gate Valve - Repair/ Replace Gate Valve	6
M-Read - Read (do not update Read)	9
M-Repair Svc Line - Repair Service Line	22
M-Repair/Install Box - Meter Box	2
M-Replace Serv Line - Replace Service Line	23

M-Stake Meter Loc - Stake Meter Location	1
M-Status - Status	6
M-Turn off-Cust Req - Turn off - Customer Request	5
M-UNLOCK – UNLOCK	15
M-Verify Leak Repair - Verify Leak Repaired	6
M-Water Loss Leak - Door Hanger Water Loss Leak	1
M-Water Quality Tast - Water Quality - Taste	0
S- Replace Register - Register Not Sending Signal	111
S- Meter Downsize - Meter Downsizing	2
Service Change - Service Status Change	0
S-Replace Mtr & Reg - Replace Entire Meter Max Life Usage	0
S-Replace Reg Hotrod - Replace Register Hotrod Died	0
S-Replace Register - Replace Register Mueller	0
S-Replace Mtr- Replace Entire Meter Bottom Seal Leaking	5
Grand Totals	588

### **Summary of Current Projects**

The following is a brief summary of all current and completed projects for the reported period

- Customer Portal for Smart Meters successfully deployed August 9th
- Well Soundings at all wells are being done monthly
- Smithson Springs last cleaned December 2021- Current flows 3 GPM Upper Weir, 3 GPM Lower Weir
- Well 14 Production for December 0.109 AF, YTD 119.50 AF
- Valves and Hydrants Maintenance: 0 hydrants flushed and painted YTD Total-0
- Service line replacement program on target to meet current established goals. 23 Replaced 23 Calendar Year To Date (82 in 2021), 56 Replaced Fiscal Year To Date
- Air-Vac maintenance & flushing program-3 Flushed & Maintanenced YTD-68 of 336 Total Project 20% Complete
- Cla-Val automatic controls valves being systematically rebuilt as a water conservation measure- 7 CompleteYTD Water savings from this project is 9.5 GPM and counting @ 5MG
- Water Meter Replacement Project- 2554 of 7050 Replaced – 36.2 % Complete
- Connection of PZ 5E to PZ 4E 6” intertie at Site 3C- 100% Complete

### **Projects Completed**

- Installation and Operation of Community Water Fill Station- 100 % Complete
- Connection of PZ 4E to PZ 3E 6” intertie at Site 2C- 100% Complete
- Well 9A Equipping and Outfitting for permanent production utilization- 100 % Complete
- Annual Reservoir interior cleaning and inspection- 100 % Complete
- Sanitary survey with CASWRCB DDW Engineer of District Facilities, All defeciencies corrected- 100 % Complete
- Well Meter and inter-tie Meter annual accuracy program FY 20/21- 100 % Complete
- Electrical Effeciency test performed @ every booster and well within the District- 100% Complete
- Oil Changes and greasing at all district wells 100% Complete Boosters 100 % Complete
- 2 Valves Turned this month as part of district Valve Exercising Program, 924 Year To Date Turned of 4291
- 222 Dead ends flushed of 317 = every year no matter what < No goal, this is mandatory
- 1936 hydrants = 0 flushed this Year To Date 0 Painted Goal is 968 annually, this is done Bi Annual
- Tank washouts of 1B-2,1B-1,3B,3C,1C-1 Complete



## Full Scale Sensus Implementation

The following are reasons I believe full scale implementation of the Sensus metering solution this coming fiscal year would benefit the District,

- Reduce Water Loss rate
- Potentially increase revenue with greater metered accuracy
- Reduce staff time replacing meters
- Eliminate staff time reading meters
- Reduce office staff time processing meter change-outs
- Eliminate field data logs
- Full scale customer portal access to all customers
- SB 1668 full scale implementation of 55 gallons per capita in 2023, District would be ahead of the curve
- Utilizing reading towers to capacity
- Eliminating field staff time spent on low/no flows, meter accuracy issues, and certain investigations would be able to be done from the office
- Potential increase in material and labor installation costs as inflation continues to increase at record rates, things are typically cheaper now rather than later
- No manufacturing defects or potential problems have surfaced with the 2300+ meters already deployed

## Parks, Recreation & Street Lighting Report January 2022

### Introduction

The District Parks and Recreation Department operates and maintains community centers, senior centers, parks and street lights. The District currently has two community centers, one located in Phelan and another in Pinon Hills. Adjacent to each of the centers are two parks that have playgrounds, basketball courts and shaded picnic tables. Parks and recreation are a vital component to any community. It not only adds beauty, but provides safe areas for activities of individuals, families, and groups. The parks are available for use from morning until dusk. The community centers are utilized for a wide range of activities and are available to the community for a small fee. The District currently offers several events and activities, and continues to work on various recreation ideas and continues to partner with local civic groups creating programs that are beneficial to the community at large.

The Parks and Recreation Department realizes the importance of long-range planning to preserve and protect our valuable assets and to allow for efficient use of resources for future growth. The efficient use of resources will allow the District to acquire, develop, operate, and maintain a park and recreation system which enriches the quality of life for residents and visitors alike, and preserves it for future generations. The District continues to develop a sustainable park system that will be supported by decisions that provide services at a sustainable rate, such as providing infrastructure that can be reasonably maintained while setting realistic targets on programs and services.

The District currently owns four vacant parcels for future parks and recreation facilities, a 55 acre parcel on Johnson Road, a 80 acre parcel on Sheep Creek Road, a 25 acre parcel on Chateau Road and a 4 acre parcel on Warbler Road that includes an adjacent 10 acre parcel off of Sahara Road.

The street lights primarily service the business district of Phelan. There are also lights at strategic intersections to help in providing safety to the community. Expansion of the street lighting to other intersections is considered based upon a safety need, but the District does respect the San Bernardino County “Dark Sky” ordinance and encourages residents to do the same.

### Monthly Activity Report

The following report details the number of community center rentals and activities for the month:

Location	Paid Rental	District Use	Donated Use
Phelan Community Center	0	7	5
Phelan Senior Center	0	4	4
Piñon Hills Community Center	6	0	5
Miscellaneous	0	0	0
Phelan Park	0	2	0

**Events and Classes**

The following is a brief summary of current parks and recreation events:

- Parks Committee Meeting – Jan. 11, 2022, 4:00 pm, Phelan C.C.
- Upcoming Scheduled Parks Committee Meeting – April 12, 2022, 4:00 pm, Phelan C.C.
- Farmers Market – Mondays, 2:00 pm – 5:00 pm (inside and outside, Phelan C.C. for the winter season)
- Line Dancing – Every Friday, 9:00 am – 10:30 am, Phelan C.C.
- Senior Lunches – Monthly (TBD)
  - 1st Wednesday at Phelan C.C.
  - 3rd Thursday at Pinon Hills C.C.
- Gardening Class – “Garden Design/Layout” – Jan. 8<sup>th</sup>, Teaching Garden
- Gardening Class – Starting Spring Seedlings” – Feb. 12, 2022 Teaching Garden  
(Learn to Garden classes are held at the Teaching Garden, just north of PPHCSD Office)

**Projects/Activities in Progress**

- Parks Master Plan – Action plan needs are being implemented and are ongoing
- Phelan Park Expansion (TBD when funding sources become available) – District-owned parks properties east of Phelan Park – 4.22-acre parcel, APN 3066-261-08, and adjoining 10-acre parcel, APN 3066-251-14
- Prop. 68 Parks and Rec. Grant– Round 4 opened July 1, 2020
  - A grant application for the Phelan Park expansion was submitted March 2021
- Prop. 68 Parks and Rec. Grant – Round 4 grant awards were announced Dec. 9, 2021
  - Unfortunately, our District parks project was not awarded any grant funding.
- Currently our Districts Board is discussing other funding possibilities for the Phelan Park expansion.
- Parks Budget for 2022/2023, Preparation In Process

# Agenda Item 9

Director Reports

Presidents Report  
Rebecca A Kujawa  
ASBCSD January 24, 2022

Presentation by:

Ensen Mason: San Bernardino County Tax Collector

Mr. Mason went over the website and how to navigate the different sections.

The “Where Do My Property Tax Dollars Go?” Section was very informative.

One thing I learned was about the high number of constituents, mostly the elderly that have been scammed to get the “FREE” solar plans and how that money is attached to your tax bill and can become a huge problem in the future.



**Ensen Mason CPA, CFA**  
**Auditor-Controller/  
Treasurer/Tax Collector**

SAN BERNARDINO COUNTY

**INTRODUCING:**



**ENSEN MASON CPA, CFA**  
Auditor-Controller/Treasurer/Tax Collector

268 West Hospitality Lane | San Bernardino, CA 92415  
909.382.7000 | [atcwebinfo@atc.sbcounty.gov](mailto:atcwebinfo@atc.sbcounty.gov)

[SBCounty.gov/ATC](http://SBCounty.gov/ATC) | [MyTaxCollector.com](http://MyTaxCollector.com)

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search for San Bernardino County Tax Collector

# Agenda Item 10

Correspondence/Information

# 2022 Community Teaching Garden Classes

All Classes  
Held the Second Saturday of Each Month  
10 AM

## January 8th

Garden Design/Layout

## July 9th

Mulch/Watering Wisely

## February 12th

Starting Spring  
Seedlings

## August 13th

Feeding Plants

## March 12th

Building Raised Beds

## September 10th

Starting Winter  
Seedlings

## April 9th

Transplanting to  
Garden Bed

## October 8th

Harvest/Storing  
Vegetables and Fruits

## May 14th

Compost/Verma  
Compost

## November 12th

Using a Greenhouse

## June 11th

Pest Control

## December 10th

Tree Planting and  
Pruning



# BILLING SCHEDULE

## FEBRUARY 2022



**February 1**  
- Bills mailed for **January 2022** charges

**February 14**  
- Payment must be received by 5:00 p.m. to avoid disconnection for **December 2021** bill

**February 15**  
-Disconnection date for **December 2021** bill

**February 22**  
-Payment must be received by 5:00 p.m. to avoid penalty for **February 2022** bill

## MARCH 2022



**March 1**  
- Bills mailed for **February 2022** charges

**March 15**  
- Payment must be received by 5:00 p.m. to avoid disconnection for **January 2022** bill

**March 16**  
-Disconnection date for **January 2022** bill

**March 22**  
- Payment must be received by 5:00 p.m. to avoid penalty for **March 2022** bill

## APRIL 2022



**April 1**  
- Bills mailed for **March 2022** charges

**April 18**  
- Payment must be received by 5:00 p.m. to avoid disconnection for **February 2022** bill

**April 19**  
Disconnection date for **February 2022** bill

**April 21**  
- Payment must be received by 5:00 p.m. to avoid penalty for **April 2022** bill

### Holiday Closures

President's Day- Monday February 21, 2022

## Notice of Water Rate Change

The District provides water service to approximately 7,100 customers, and monthly water service fees are the primary source of revenue to operate the water system. Revenues received from water service fees are used solely to fund the water enterprise. The objective of the proposed five-year rate schedule is to fully fund operations, address capital replacement, and adequately build-up reserves to meet reserve policies through Fiscal Year 2025-2026. In addition, the District needs to ensure adequate funding to address additional capital and operating expenses. The new rates for the District's water service fees were adopted by the Board on December 1, 2021, after a noticed public hearing and several public meetings. The new rates are based on a comprehensive rate study prepared by an independent consultant.

**Water rates for all District customers are scheduled to change. The new rates will begin January 1, 2022, and will be reflected on your billing statement received in February.**

Fixed Charges (Meter Charge) \$/Month						
Meter Size	Current	Effective 1/1/2022	Effective 7/1/2022	Effective 7/1/2023	Effective 7/1/2024	Effective 7/1/2025
3/4"	\$23.62	\$22.80	\$24.17	\$25.63	\$27.17	\$28.81
1"	\$33.99	\$34.50	\$36.57	\$38.77	\$41.10	\$43.57
1 1/2"	\$59.91	\$63.75	\$67.58	\$71.64	\$75.94	\$80.50
2"	\$91.01	\$98.85	\$104.79	\$111.08	\$117.75	\$124.82
3"	\$189.49	\$210.00	\$222.60	\$235.96	\$250.12	\$265.13
4"	\$334.63	\$373.80	\$396.23	\$420.01	\$445.22	\$471.94
Chromium-6 Surcharge (all meters)	\$9.71	\$9.71	\$9.71	\$9.71	\$9.71	\$9.71

Variable Rates - \$/unit (1 unit = 748 gallons)						
Customer Class	Current	Effective 1/1/2022	Effective 7/1/2022	Effective 7/1/2023	Effective 7/1/2024	Effective 7/1/2025
<i>Residential</i>						
Tier 1: ≤ 9 hcf	\$2.80	\$2.73	\$2.90	\$3.08	\$3.27	\$3.47
Tier 2: 9 hcf- 29 hcf	\$4.26	\$3.12	\$3.31	\$3.51	\$3.73	\$3.96
Tier 3: > 29 hcf	N/A	\$7.53	\$7.99	\$8.47	\$8.98	\$9.52
<i>Commercial</i>						
	\$3.25	\$3.65	\$3.87	\$4.11	\$4.36	\$4.63
<i>Institutional</i>						
	\$3.75	\$3.96	\$4.20	\$4.46	\$4.73	\$5.02

**If you have any questions, please contact the District at (760) 868-1212.**

**For additional information, please visit our website at [www.pphcsd.org](http://www.pphcsd.org)**

# Account Past Due?

Beginning January 2022, accounts that are past due will be subject to disconnection. To avoid interruption of service, please contact us ASAP to make a payment or to set up a payment arrangement.



**Make a payment  
by phone, website,  
or mail.**



**Need more time?  
Contact us today  
to make a payment  
arrangement.**

**WE ARE HERE TO  
HELP  
CONTACT US  
TODAY**

For more information, to make a payment,  
or to set up a payment agreement:

**760-868-1212  
[www.pphcsd.org](http://www.pphcsd.org)**



# PRESS RELEASE - 01/06/2022

## **PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT 2022/2023 BUDGET PROCESS & SCHEDULE**

Each year, staff is tasked with preparing a budget for consideration at an annual Public Hearing in June. The process leading up to the hearing includes several public meetings to provide the Board and the public with information for consideration and opportunities for input into the budget process. These public meetings include workshops, committee, and Board meetings. Beginning in January, committees review and update their respective Long Range Plans including the 10-year Capital Improvement Plan (CIP) and Maintenance plans. In February, staff gathers information in preparation for the budget. February through March, the Board reviews and approves the Long Range Capital Plans and also provides staff with budget assumptions to be used based on the consumer price index and other economic factors. Considering these guidelines, staff begins the process of preparing a draft budget. Staff works with department managers and supervisors to obtain budget information and incorporates the data with the assumptions as directed by the Board. The draft budget is reviewed by management and presented to the Finance Committee for consideration prior to being presented to the full Board. The Final Draft Budget is made available for review and a public hearing is held in June. The Final Draft Budget is presented to the Board during the public meeting for final review, consideration, and adoption. All of these are public meetings and the District encourages public attendance and participation.

The events listed below have been scheduled to promote public participation and ensure the public has the opportunity to become familiar with the budget process. **The Public is invited to ALL of these sessions and is encouraged to attend.**



### **SCHEDULE OF EVENTS PUBLIC MEETINGS AND HEARING 2022/2023 BUDGET PROCESS**

January and February

Committees meet, review and update long range capital, maintenance plans, programs, and District goals. Committee meeting agendas are posted on the District Calendar, in the office, online, and at the community centers. The public is invited and encouraged to attend and participate in this process.

February 23, 2022, 4:00 pm  
Wednesday  
Phelan Community Center

Special Board Workshop - Review and approval of committee proposed long range capital, maintenance plans, programs and goals.

March 22, 2022, 4:00 pm  
Tuesday  
Phelan Community Center

Special Finance Committee - Review draft budget.

March 30, 2022, 4:00 pm  
Wednesday  
Phelan Community Center

Special Board Workshop - Review draft budget.

April 19, 2022, 4:00 pm  
Tuesday  
Phelan Community Center

Finance Committee - Review final draft budget.

May 4, 2022, 5:00 pm  
Wednesday  
Phelan Community Center

Special Board Workshop - Review final draft budget. Note: This meeting is tentative. The meeting of March 30 will determine whether or not this meeting will be necessary.

June 1, 2022, 6:00 pm  
Wednesday  
Phelan Community Center

Regular Board Meeting  
- **BUDGET HEARING**  
- Budget approval (with any modifications identified as a result of the hearing).

NOTE: Due to COVID-19 restrictions, any or all of the above meetings may be held via Zoom. All meetings have an agenda posted in advance which will tell how the meeting will be conducted.

# Agenda Item 11

Review of Action Items

# Agenda Item 12

Set Agenda for Next Meeting