

## ENGINEERING COMMITTEE MEETING AGENDA

June 19, 2024 – 4:30 P.M.  
Phelan Community Center  
4128 Warbler Road, Phelan, CA 92371  
& Via Conference Call (see below)

### ENGINEERING COMMITTEE MEETING – 4:30 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. Speakers are requested to be brief in their remarks. The Chair may limit each speaker to a comment period of five (5) minutes.
- 3) **Approval of Minutes**
- 4) **Consideration of Implementation of a Water Meter Assistance Program**
- 5) **Oeste Recharge Study Project**
- 6) **Discussion Regarding Water System**
  - Pumps and Wells Services Agreement
  - 10-Year Tank Rehabilitation & Maintenance Service
  - Water Quality
  - Service Line Replacement Program Update
  - Other Repairs/Replacements/Updates/Maintenance
- 7) **Smithson Springs Update**
- 8) **State Regulations Update**
- 9) **Review of Current Projects**
  - Well No. 17
  - Future Well No. 18
  - Tank 6A
- 10) **Staff Reports**
- 11) **Review of Action Items**
  - a) **Prior Meeting**



#### **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

**b) Current Meeting**

12) **Set Agenda for Next Meeting** – July 17, 2024

**13) 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 [www.pphcsd.org](http://www.pphcsd.org)

**Remote Viewing:**

To watch the livestream (view only – nonparticipating), visit our YouTube channel:

[PPHCSD YouTube Channel Link](#)

**Remote Participation:**

To provide public comment, or otherwise participate remotely, select the meeting you wish to attend on the District's website and then click the "Join Remote Meeting" option.

<https://www.pphcsd.org/meetings>

*Please be advised that remote participation and livestreaming options are provided as a courtesy to the public and technical issues could occur, resulting in delays or the inability to participate remotely or livestream. It is recommended that you attend in person to ensure you are able to participate.*

**Written Comments:**

You may also email your public comment to the Board Secretary at [ksevy@pphcsd.org](mailto:ksevy@pphcsd.org) by the meeting start time listed on this agenda. 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 [ksevy@pphcsd.org](mailto:ksevy@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.*

## **ENGINEERING COMMITTEE MEETING MINUTES**

May 15, 2024 – 4:30 p.m.  
Phelan Community Center  
4128 Warbler Road, Phelan, CA 92371  
& Remotely Via Zoom or Conference Call

**Board Members Present:** Mark Roberts, Director (Chair)  
Rebecca Kujawa, Director

**Staff Present:** Sean Wright, Water Operations Manager  
Chris Cummings, Assistant Water Operations Manager  
Aimee Williams, Asst. Board Clerk/Administrative Specialist

### **Call to Order**

Director Roberts called the meeting to order at 4:30 p.m.

### **Roll Call**

All Committee Members were present at Roll Call.

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

Director Kujawa moved to approve the Agenda. Director Roberts seconded the motion. Motion carried unanimously.

#### 2) **Public Comment** – None

#### 3) **Approval of Minutes**

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

#### 4) **Consideration of Implementation of a Water Meter Assistance Program**

Mr. Wright introduced this item. The Committee discussed the item and requested that it be brought back next month with more detailed information.

#### 5) **Oeste Recharge Study Project**

Mr. Wright reported on this item.

#### 6) **Discussion Regarding Water System**

- **Pumps and Wells Services Agreement**
- **10-Year Tank Rehabilitation & Maintenance Service**
- **Water Quality**
- **Service Line Replacement Program**
- **Other Repairs/Replacements/Updates/Maintenance**

Mr. Wright provided updates on the water system.

- 7) **Smithson Springs Update**  
Mr. Wright reported on this item.
- 8) **State Regulations Update**  
Mr. Wright reported on this item.
- 9) **Review of Current Projects**
  - **Well No. 17**
  - **Future Well No. 18**
  - **Tank 6A**Mr. Wright reported on this item.
- 10) **Staff Reports**  
Nothing new to report; a written report is in the agenda packet.
- 11) **Review of Action Items**
  - a) **Prior Meeting**
    - Completed
  - b) **Current Meeting**
    - Bring back more information on Item 4 – Consideration of Implementation of a Water Meter Assistance Program
- 12) **Set Agenda for Next Meeting** – June 15, 2024
- 13) **Adjournment**  
With no further business before the Committee, the meeting was adjourned at 5:00 p.m.

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

## MEMORANDUM

**DATE:** June 19, 2024

**TO:** Board of Directors

**FROM:** Don Bartz, General Manager  
By: Sean Wright, Water Operations Manager

**SUBJECT:** Discussion and Possible Action Regarding the Implementation of a Water Meter Assistance Program

### STAFF RECOMMENDATION

Staff recommends that the Board approve the proposed Water Meter Assistance Program with a cessation date not exceeding 6 months after implementation with a 5-year repayment obligation.

### BACKGROUND

There are approximately 314 properties within the District boundaries that have had a domicile placed on them without a service line or water meter to supply potable water. Preliminary analysis revealed 154 parcels with structures over 660' away from a mainline that may be served via well or abandoned structures.

- 65 parcels with structures within 660' of a mainline that may require a mainline extension.
- 59 parcels with structures within 330' of a mainline that may require: easement, very short mainline extension, or fronts a mainline.
- 36 parcels that are served by 1 meter but may have additional living structures.

Several of these properties have indicated their desire to purchase a water meter but cannot afford to do so. Implementing a water meter assistance program would allow these domiciles to place a \$3500 down payment, covering the District's initial installation and materials cost to install a water meter while allowing the participating property to pay off their remaining balance of the full meter installation cost, including connection fees every month, not exceeding 10 years.

A standard water meter installation averages \$12,500, with \$10,951 of that being connection fees. After a \$3,500 down payment, the balance would be \$9,000. If a property owner elected to participate in the program for 10 years the monthly payment would be \$75 per month. Should the period of time allowed for monthly payments be lowered to 5 years the monthly payment would be \$150 per month.

The current process to obtain a water meter begins with an application for a will-serve letter allowing the District to determine if the property is within proximity of a water main or would require a mainline extension. Once eligibility is determined and a will-serve letter is issued, the customer can obtain a building permit that is required before obtaining a water meter. It is recommended these current practices continue for participants of the Water Meter Assistance Program in conjunction with having a lien placed on their property to secure the district's position with the outstanding meter connection fees.

**FISCAL IMPACT**

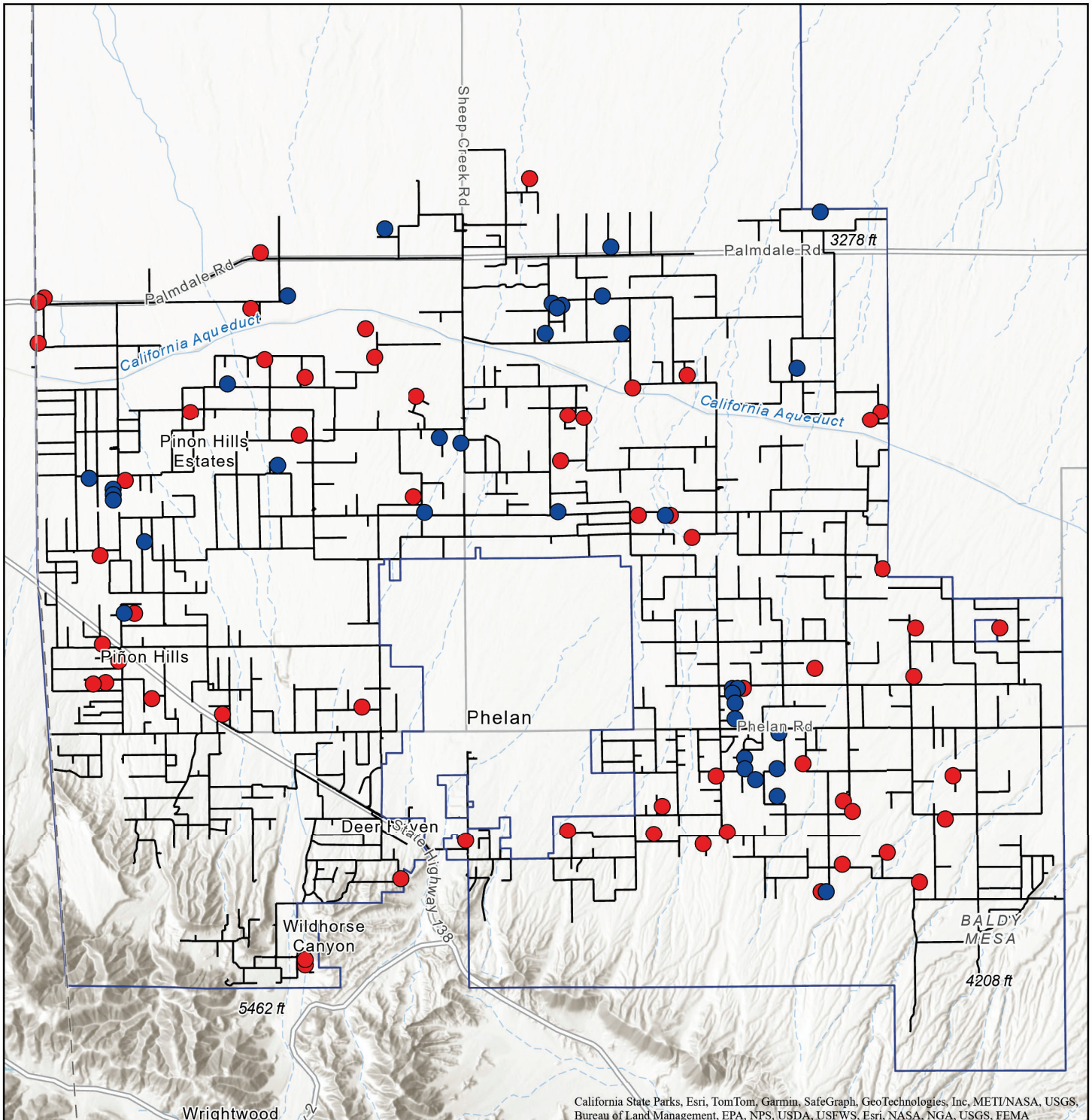
Initially the number of meters sold under the program multiplied by the \$3,500 down payment

Monthly revenue of the number of meters sold under the program multiplied by the number of months allotted

**ATTACHMENTS**

Exhibit A -Map of potentially impacted parcels





California State Parks, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, USDA, USFWS, Esri, NASA, NGA, USGS, FEMA

**Flagged Parcels**

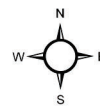
- Structure - Needs Second Water Meter (36)
- Structure - No Water Meter (59)

- Water Mains
- District Water Boundary

# District Flagged Parcels Non-Metered Structures

(Draft)

This is not a comprehensive analysis. Preliminary results are based on 2021 building footprints and 2022 aerial imagery. Features like porches, HVAC, solar panels, driveways, structure fenced from rest of the property and other living features were considered to flag a property.





## Water Operations Manager's Report May 2024

### 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, the 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	44 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.
Title 22	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 VOC	0 samples	As needed	All in compliance.
Nitrate as N	0 samples	As needed	All in Compliance.
Chromium 6	0 samples	Quarterly	All in Compliance.
Secondary GP'S	0 samples	As needed	All in Compliance.
UCMR 5	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>	238.98 A. F. 3 % less than 2023
<b>2023 Monthly Production</b>	246.78 A. F.
<b>USA's Marked</b>	183
<b>Service Orders Completed</b>	342 service orders completed
<b>Main/Service Line Leaks</b>	47 service line leaks were repaired. 0 Main line leak/ breaks repaired
<b>Hydrant Repairs/Replacements</b>	1 hydrants repaired/1 replaced
<b>Residential Meters Sold</b>	5
<b>Commercial Meters Sold</b>	0
<b>YTD Total Meters Sold (Calendar)</b>	19 (56 in 2023) (86 in 2022) (95 in 2021)
<b>Construction Meters Out</b>	2
<b>Service Lines Replaced</b>	47

### Job Code Summary

<b>Job Code</b>	<b>Total Completed</b>
C-Lock - Lock	79
C-Read & Unlock-Open - Read & Unlock - Opening	6
C-Read & Unlock-OC-DM - Read & Unlock - Opening-OC-DM	48
D-Closing Read & Lck - Closing Read & Lock DO NOT USE	1
D-Closing Read-OC-DM - Closing Read & Lock-OC-DM DO NOT USE	1
M- Investigate Lock - Verify Meter Still Locked	0
M- Verify Acct Class - Verify Account Class	0
M- Water Audit - Audit Water Usage	3
M-Backflow - Backflow Information	0
M-Cost Estimate Req - Cost Estimate Request	2
M-Data - Data Log	0
M-Bees- Bees	0
M-Investigate Leak - Investigate Leak	0
M-Investigate No Wtr - Investigate No Water	3
M-Lock No N/O Info - Meter Locked No New Owner Info	0
M-Low/No Consumption - Investigate Low/No Consumption	0
M-Meter Leaking - Meter Leaking	0
M-Meter UTL - Buried - Meter UTL - Buried	2
M-Pressure Ck Hi-Low - Pressure Check Hi-Low	1
M-R/R Angle Stop - Repair/ Replace Angle Stop	0
M-R/R Gate Valve - Repair/ Replace Gate Valve	4
M-Read - Read (do not update Read)	0
M-Repair Svc Line - Repair Service Line	29
M-Repair/Install Box - Meter Box	0
M-Replace Serv Line - Replace Service Line	47

M-Stake Meter Loc - Stake Meter Location	0
M-Status - Status	1
M-Turn off-Cust Req - Turn off - Customer Request	2
M-UNLOCK – UNLOCK	28
M-Verify Leak Repair - Verify Leak Repaired	1
M-Water Loss Leak - Door Hanger Water Loss Leak	15
M-Water Quality Taste - Water Quality - Taste	0
S- Replace Register - Register Not Sending Signal	0
S- Meter Downsize - Meter Downsizing	0
Service Change - Service Status Change	0
S-Manual Meter Swap Concord	5
S-Replace Reg Hotrod - Replace Register Hotrod Died	0
S-MXU Change Out	3
S-Replace Register- Replace Register	0
Grand Totals	342

### **Summary of Current Projects**

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

- Well Soundings at all wells are being done monthly
- Well 14 Production for February 0.00 AF, YTD 0.08 AF @ \$1119 per AF replacement C/Y 2023
- Valves and Hydrants Maintenance: 109 hydrants flushed and painted YTD Total-180
- Service line replacement program. 85 Replaced Calendar Year to Date, 100 Replaced Fiscal Year to Date
- Air-Vac maintenance & flushing program-0 Flushed & Maintenance YTD-0 of 336 Total Project 0% Complete
- Cla-Val automatic controls valves being systematically rebuilt as a water conservation measure- 25 Complete  
YTD Water savings from this project is 17 GPM and counting in conjunction with operational efficiency @ 7MG

### **Projects Completed**

- Water Meter Replacement Project- 7292 of 7292 Replaced – 100 % Complete  
The District is now an Advanced Metering Infrastructure (AMI) exclusive system (100% Successful Read Rate)
- Well 15 Outfitting, and Equipping - 100% Complete  
The well has been certified to produce 806 GPM @ 70% Efficiency @ \$207.97 per AF
- Outfitting & Equipping of Mountain well (Well 17)- 100% Complete
- Well Meter and inter-tie Meter annual accuracy program FY 23/24- 100 % Complete
- Electrical Efficiency test performed @ every booster and well within the District- 100%
- Oil Changes and greasing at all district wells 100% Complete Boosters 100 % Complete
- 53 Valves Turned this month as part of the district Valve Exercising Program, 108 Year to Date Turned of 4291  
Staff has begun cross-training to greatly increase the program quantities per year
- 317 Dead ends flushed of 317 = every year no matter what < No goal, this is mandatory
- 1936 hydrants = 163 flushed this Year to Date 246 Painted Goal is 968 annually, this is done Bi-Annual
- Tank washouts of 10&11,1B-2,3A,1C-2,1A-3,2B,3B,4B,1A-2 (Twice)
- Vegetation has been mitigated and disposed of on all Water Operations Facilities
- Site 1B Booster A Motor failure & rehab- 100 % Complete
- Site 1B Booster D Motor failure- 100 % Complete
- Site 2 Booster C rehab- pump and motor failure- 100% Complete
- Station 12 Booster B pump and motor failure- 100% Complete
- Hybrid PRV @ Pinon Hills Road and Sacramento installed and Operational- 100 % Complete lowering system pressure from 120 psi to 55 psi.

## The Service Line Replacement Program



The Hybrid PRV acts as a pressure-reducing station and well control/ check valve.



Well #15 accounted for 38% of the Districts production for the Month of May.

Monthly Well Summary														5/1/2024	through	5/31/2024	31 Days	
Well			Efficiency	Average psi	GPM			Chlorine Residual			Total kWh	kWh /Day	Cubic Feet per kWh	Production (gal)	Production (cu ft)	Production (ac ft)	Production (MG)	Run Hours
					Min	Avg	Max	Min	Avg	Max								
Well 23	5/1/2024	5/31/2024	0.0%	0	59	59	60	0.00	0.00	0.00	198	6	0	93,519	12,503	0.287	0.094	8.07
Well 10	5/1/2024	5/31/2024	0.0%	0	531	535	537	0.76	0.90	1.01	1,383	45	0	14,000,000	1,871,658	42.964	14.000	435.59
Well 11	5/1/2024	5/31/2024	%	0	0	197	205	0.76	0.90	1.01			0	266,400	35,615	0.818	0.266	22.60
Well 12	5/1/2024	5/31/2024	%	0	503	661	716	0.85	0.85	0.85	81	3	0	1,075,000	143,717	3.299	1.075	26.09
Well 1B	5/1/2024	5/31/2024	%	0	59	67	71	0.66	0.81	1.39	909	29	0	352,757	47,160	1.083	0.353	85.80
Well 2	5/1/2024	5/31/2024	%	0	0	0	0	0.75	1.01	1.30	1,352	44	0	-	-	0.000	-	0.00
Well 2A	5/1/2024	5/31/2024	%	0	87	88	89	0.66	0.72	0.78	1,302	42	0	451,400	60,348	1.385	0.451	85.80
Well 3	5/1/2024	5/31/2024	%	0	62	62	62	0.75	0.75	0.75	120	4	0	10,500	1,404	0.032	0.011	2.80
Well 5	5/1/2024	5/31/2024	%	0	244	250	254	0.75	0.86	0.97	25,255	813	0	7,905,000	1,056,818	24.260	7.905	528.56
Well 6A	5/1/2024	5/31/2024	%	0	369	385	389	0.65	1.00	1.40	1,125	36	0	16,003,000	2,139,439	49.111	16.003	691.30
Well 6B	5/1/2024	5/31/2024	%	0	373	379	389	0.68	1.02	1.40	1,125	36	0	88,000	11,765	0.270	0.088	3.90
Well 8	5/1/2024	5/31/2024	%	0	156	158	161	0.70	1.05	1.38	357	11	0	5,473,000	731,684	16.796	5.473	577.50
Well 15	5/1/2024	5/31/2024	%	0	711	721	730	0.55	0.81	0.93	698	23	0	29,466,000	3,939,305	90.428	29.466	681.10
Well 9A	5/1/2024	5/31/2024	%	0	3	56	71	0.95	1.10	1.26	510	16	0	330,000	44,118	1.013	0.330	83.20
Well 9B	5/1/2024	5/31/2024	%	0	195	199	206	0.95	1.09	1.20	510	16	0	2,358,000	315,241	7.236	2.358	198.96
Well 14	5/1/2024	5/31/2024	0.0%	72	0	0	0	0.00	0.00	0.00	19	1	0	-	-	0.000	-	0.85
<b>System Total</b>											<b>34,944</b>	<b>1,125</b>	<b>0.00</b>	<b>77,872,576.24</b>	<b>10,410,772</b>	<b>238.982</b>	<b>77.873</b>	<b>3432.12</b>

Well #15 has allowed Operations to significantly decrease the quantity and duration many of the Districts submersible wells operate to meet demand even during and Excessive Heat Warning.

