



BOARD PACKAGE

February 12, 2025

Regular Board Meeting – 5:00 p.m.

REGULAR BOARD MEETING AGENDA

February 12, 2025 – 5:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Via Conference Call (see below)

REGULAR BOARD MEETING – 5:00 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. 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
- Federal Representatives
- Fire
- Mojave Water Agency
- School District
- Sheriff
- State Representatives

3) Consent Items

- Approval of Minutes
- Approval of Board Stipends/Reimbursements
- Approval of Contractor Payments
- Approval of Committee Roles & Responsibilities

4) Matters Removed from Consent Items

5) Presentations/Appointments

6) Continued/New Agenda Items

- Discussion and Possible Adoption of Reserves Schedule for 2024/2025
- Discussion & Possible Action Regarding Seeking a Request for Proposal to Drill Well No. 18 and Seeking a Request for Proposal to Drill Wells No. 18 and No. 16 Simultaneously
- Update on District Projects



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

- 7) **Committee Reports/Comments**
 - a) Engineering Committee (Standing)
 - b) Finance Committee (Standing)
 - c) Legislative Committee (Standing)
 - d) Parks, Recreation & Street Lighting Committee (Standing)
 - e) 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**
 - Regular Board Meeting – February 26, 2025
- 13) **Recess to Closed Session**

Conference with Legal Counsel – Anticipated Litigation
Significant Exposure to Litigation pursuant to Government Code Section 54956.9(d)(2)
Five potential cases
- 14) **Return to Open Session – Announcement of Reportable Actions**
- 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 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 District Clerk at awilliams@pphcsd.org by the meeting start time listed on this agenda. Your comment will be added to the record by the District Clerk.

Please check the District website for updates on this meeting. We encourage you to sign up for our email notifications by emailing awilliams@pphcsd.org or by visiting our website and completing the signup form at www.pphcsd.org under the “Agendas and Minutes” tab.

Agenda Item 3a

Approval of Board Minutes

REGULAR BOARD MEETING MINUTES

January 22, 2025 – 5:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Rebecca Kujawa, President
Deborah Philips, Vice President
Chuck Hays, Director
Jeanna Mills, Director
Greg Snyder, Director

Board Members Absent: None

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

District Counsel: Steve Kennedy, General Counsel

REGULAR BOARD MEETING – 5:00 P.M.

Call to Order

President Kujawa called the meeting to order at 5:00 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. Director Hayes seconded the motion. Motion carried 5-0.

2) Public Comment

a) **General Public** – None

b) **Community Reports**

- **County Supervisor** – Sam Shoup with Supervisor Cook’s office provided updates from the county.
- **Fire** – Battalion Chief Spies Fire provided call statistics for the last 30 days.

3) Consent Items

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

4) Matters Removed from Consent Items

There were no matters removed.

5) Presentations/Appointments – None**6) Continued/New Agenda Items****a) Discussion & Possible Action Regarding Action Regarding Entering into Agreement with Rojas Public Affairs for State & Federal Legislative Advocacy Services**

Staff Recommendation: For the Board to authorize staff to enter into an agreement with Rojas Public Affairs for State & Federal Legislative Advocacy Services.

Mr. Bartz introduced this item.

Mr. Rojas provided an overview of services offered by Rojas Public Affairs and answered questions from the Board.

Vice President Philips moved to authorize staff to enter into an agreement with Rojas Public Affairs for \$5,000. Director Snyder seconded the motion. Motion carried 4-1.

b) Update on District Projects

Staff Recommendation: None

Mr. Cardenas provided an update on this item.

No action taken; not an action item.

7) Committee Reports/Comments

- a) **Engineering Committee (Standing)** – Met yesterday and reviewed the capital plan and water system.
- b) **Finance Committee (Standing)** – Met yesterday and discussed disbursements and quarterly report in detail.
- c) **Legislative Committee (Standing)** – Met on the 9th and went over the proposal from Rojas Public Affairs.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Met last week, reviewed the capital plan, and received updates on upcoming events.
- e) **Waste & Recycling Committee (Standing)** – Met on the 9th and reviewed the capital plan and solid waste events for the year. The committee will now meet quarterly.

8) Staff and General Manager's Report

Mr. Bartz discussed the CSDA Take Action Brief included in the packet.

9) **Reports**

a) **Director’s Report**

Hays – Nothing to report.

Mills – Nothing to report.

Philips – Nothing to report.

Snyder – Nothing to report.

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

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

11) **Review of Action Items**

a) **Prior Meeting Action Items** – None

b) **Current Meeting Action Items** – None

12) **Set Agenda for Next Meeting**

- Board Workshop – February 11, 2025
- Regular Board Meeting – February 12, 2025

13) **Adjournment**

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

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

Rebecca Kujawa, President of the Board

Date

Aimee Williams, District Clerk

Date

Agenda Item 3b

Approval of Board
Stipends/Reimbursements

Phelan Piñon Hills Community Services District
Board Stipend & Mileage Report - 2024

Name: Deborah Phillips
Email Address: dphilips@pphcsd.org
Current Date: February 4, 2025
Reimbursement Month: January - **Corrected Stipend**

Meeting No. 1:

Date of Meeting/Event: Friday, January 03, 2025
Expense Description/Business Purpose: GM (Solid Waste)
Charge Amount: \$120
Mileage (Distance): 13

Meeting No. 2:

Date of Meeting/Event (2): Monday, January 06, 2025
Expense Description/Business Purpose (2): GM (Legislative, Solid Waste, Budget)
Charge Amount (2): \$120
Mileage (Distance) (2):

Meeting No. 3:

Date of Meeting/Event (3): Wednesday, January 08, 2025
Expense Description/Business Purpose (3): Board Meeting
Charge Amount (3): \$120
Mileage (Distance) (3): 10

Meeting No. 4:

Date of Meeting/Event (4): Thursday, January 09, 2025
Expense Description/Business Purpose (4): Legislative and Solid Waste Committees
Charge Amount (4): \$120
Mileage (Distance) (4): 10

Meeting No. 5:

Date of Meeting/Event (5): Monday, January 13, 2025
Expense Description/Business Purpose (5): GM (legislative)
Charge Amount (5): \$120
Mileage (Distance) (5):

Meeting No. 6:

Date of Meeting/Event (6): Tuesday, January 21, 2025
Expense Description/Business Purpose (6): GM (Legislative)
Charge Amount (6): \$120
Mileage (Distance) (6):

Meeting No. 7:

Date of Meeting/Event (7): Wednesday, January 22, 2025
Expense Description/Business Purpose (7): Board Meeting
Charge Amount (7): \$120
Mileage (Distance) (7): 10

Meeting No. 8:

Date of Meeting/Event (8): Friday, January 24, 2025
Expense Description/Business Purpose (8): GM (Budget, Legislative, Civic Building)
Charge Amount (8): \$120
Mileage (Distance) (8):

Meeting No. 9:

Date of Meeting/Event (9): Monday, January 27, 2025
Expense Description/Business Purpose (9): AB1234 Training
Charge Amount (9): \$120
Mileage (Distance) (9):

Meeting No. 10:

Date of Meeting/Event (10): Thursday, January 30, 2025
Expense Description/Business Purpose (10): Ribbon Cutting for St. Mary's Trauma Unit - No Charge
Charge Amount (10): \$0
Mileage (Distance) (10): 44

Other Expenses:

List any meals, lodging, or other expenses you are requesting reimbursement for. Be sure to email or turn in your receipts within 24 hours of charges or return to the District.:

Certification:

I certify the expenses listed above are related to my authorized travel according to District policies:

Deborah Phillips

Reimbursement Summary:

TOTAL MILEAGE:	87.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$60.90
TOTAL MEETINGS:	10
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$1,080.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$1,140.90

Phelan Piñon Hills Community Services District
Board Stipend & Mileage Report - 2024

Name: JEANNA MILLS
Email Address: JMILLS@PPHCSD.ORG
Current Date: February 4, 2025
Reimbursement Month: January

Meeting No. 1:
Date of Meeting/Event: Wednesday, January 08, 2025
Expense Description/Business Purpose: BOARD MEETING
Charge Amount: \$120
Mileage (Distance): 0

Meeting No. 2:
Date of Meeting/Event (2): Tuesday, January 14, 2025
Expense Description/Business Purpose (2): SPECIAL PARKS AND RECREATION COMMITTEE
Charge Amount (2): \$120
Mileage (Distance) (2): 0

Meeting No. 3:
Date of Meeting/Event (3): Tuesday, January 21, 2025
Expense Description/Business Purpose (3): FINANCE COMMITTEE
Charge Amount (3): \$120
Mileage (Distance) (3): 0

Meeting No. 4:
Date of Meeting/Event (4): Wednesday, January 22, 2025
Expense Description/Business Purpose (4): BOARD MEETING
Charge Amount (4): \$120
Mileage (Distance) (4): 0

Meeting No. 5:
Date of Meeting/Event (5):
Expense Description/Business Purpose (5):
Charge Amount (5):
Mileage (Distance) (5):

Meeting No. 6:
Date of Meeting/Event (6):
Expense Description/Business Purpose (6):
Charge Amount (6):
Mileage (Distance) (6):

Meeting No. 7:
Date of Meeting/Event (7):
Expense Description/Business Purpose (7):
Charge Amount (7):
Mileage (Distance) (7):

Meeting No. 8:
Date of Meeting/Event (8):
Expense Description/Business Purpose (8):
Charge Amount (8):
Mileage (Distance) (8):

Meeting No. 9:
Date of Meeting/Event (9):
Expense Description/Business Purpose (9):
Charge Amount (9):
Mileage (Distance) (9):

Meeting No. 10:
Date of Meeting/Event (10):
Expense Description/Business Purpose (10):
Charge Amount (10):
Mileage (Distance) (10):

Other Expenses:
 List any meals, lodging, or other expenses you are requesting reimbursement for. Be sure to email or turn in your receipts within 24 hours of charges or return to the District.:

Certification:
 I certify the expenses listed above are related to my authorized travel according to District policies:

Jeanna Mills

Reimbursement Summary:	
TOTAL MILEAGE:	0.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$0.00
TOTAL MEETINGS:	4
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$480.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$480.00

Phelan Piñon Hills Community Services District
Board Stipend & Mileage Report - 2024

Name: Rebecca Kujawa
Email Address: rkujawa@pphcsd.org
Current Date: January 29, 2025
Reimbursement Month: January

Meeting No. 1:
Date of Meeting/Event: Wednesday, January 08, 2025
Expense Description/Business Purpose: Regular Board Meeting
Charge Amount: \$120
Mileage (Distance): 0

Meeting No. 2:
Date of Meeting/Event (2): Tuesday, January 14, 2025
Expense Description/Business Purpose (2): Park & Rec Committee Meeting
Charge Amount (2): \$120
Mileage (Distance) (2): 0

Meeting No. 3:
Date of Meeting/Event (3): Monday, January 20, 2025
Expense Description/Business Purpose (3): ASBCSD Board Meeting
Charge Amount (3): \$120
Mileage (Distance) (3): 0

Meeting No. 4:
Date of Meeting/Event (4): Tuesday, January 21, 2025
Expense Description/Business Purpose (4): Engineering Committee Meeting
Charge Amount (4): \$120
Mileage (Distance) (4): 0

Meeting No. 5:
Date of Meeting/Event (5): Wednesday, January 22, 2025
Expense Description/Business Purpose (5): Regular Board Meeting
Charge Amount (5): \$120
Mileage (Distance) (5): 0

Meeting No. 6:
Date of Meeting/Event (6):
Expense Description/Business Purpose (6):
Charge Amount (6):
Mileage (Distance) (6):

Meeting No. 7:
Date of Meeting/Event (7):
Expense Description/Business Purpose (7):
Charge Amount (7):
Mileage (Distance) (7):

Meeting No. 8:
Date of Meeting/Event (8):
Expense Description/Business Purpose (8):
Charge Amount (8):
Mileage (Distance) (8):

Meeting No. 9:
Date of Meeting/Event (9):
Expense Description/Business Purpose (9):
Charge Amount (9):
Mileage (Distance) (9):

Meeting No. 10:
Date of Meeting/Event (10):
Expense Description/Business Purpose (10):
Charge Amount (10):
Mileage (Distance) (10):

Other Expenses:
 List any meals, lodging, or other expenses you are requesting reimbursement for. Be sure to email or turn in your receipts within 24 hours of charges or return to the District.:

Certification:
 I certify the expenses listed above are related to my authorized travel according to District policies:

Rebecca Kujawa

Reimbursement Summary:	
TOTAL MILEAGE:	0.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$0.00
TOTAL MEETINGS:	5
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$600.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$600.00

Agenda Item 3c

Approval of Contractor
Payments

Payment Approval Form - Contract/Consultant

Date: 1/27/2025

Name of Vendor: Wallace Group

Description of work: Phelan Park Expansion - 65% Dev. Phase 1

Purchase Order # PO-05614

Date of Board Approval June 14, 2023

Original Approved Amount: \$ 435,811.00

Total Contract Amount \$ 435,811.00

% Completed to Date 8%

Total Invoiced to Date \$35,851.05

Amount Paid to Date 32,935.76

Total Due this Invoice \$2,915.29

Total Contract Amount After Invoice: \$ 399,959.95

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


Engineering Manager 1/27/25
Date

TDR
General Manager 2/15/25
Date

Approved by Board of Directors: _____
Date



PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT
 P.O. Box 294049
 Phelan, CA 92329-4049
 (760) 868-1212

PURCHASE ORDER

PO Number: PO-05614

Date: 08/25/2023

Request #: PO-05614

Vendor #: WALL GROUP

ISSUED TO: Wallace Group, a California Corporation
 612 Clarion Court
 San Luis Obispo, CA 93401-

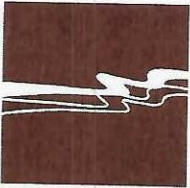
SHIP TO: Phelan Pinon Hills Community Services District
 4176 Warbler Road
 Phelan, CA 92371

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Phelan Park Expansion - 65% De Board Approval - June 14, 2023 17 acre design development for APN 3066-261-10 (Plaza Design) and APN 3066-251-18 (Phelan Park Expansion) Phase A - Management & Schematic Refinement Task 1 - Project Management and Administration - \$32,120 Task 2 - Final Schematics (35%) & Completion of CUP Plans - \$83,083 Phase B - Draft and Final Design Development (50% and 65%) Task 3 - 50% Design Development (DD) - \$181,900 Task 4 - 65% DD Plans, Spec Outline and EOPCC - \$137,788 Project Reimbursables - \$920 Grand Total: \$435,811	C0078		22-2-0-17000	CIP - Parks & Rec	435,811.00

Requested By: George Cardenas **Date:** 8/25/2023

SUBTOTAL:	435,811.00
TOTAL TAX:	15 0.00
SHIPPING:	0.00
TOTAL	435,811.00

PO-05614



WALLACE GROUP

Wallace Group
A California Corporation
612 Clarion Court
San Luis Obispo, CA 93401
Phone: 805-544-4011 Fax: 805-544-4294

January 27, 2025

Project No: 1764-0002-00

Invoice No: 64245

Invoice Total \$2,915.29

Phelan Piñon Hills Community Services District
4176 Warbler Rd
Phelan, CA 92371

Project 1764-0002-00 Phelan Piñon Hills Community Services District, Community Park Design
Development & Management

Professional services rendered through December 31, 2024

Phase 00100 Project Management & Administration

Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Project Management & Admin	32,165.00	67.8238	19,672.01	2,143.50
Total Fee	32,165.00		19,672.01	2,143.50
Total Fee				2,143.50
Total this Phase				\$2,143.50

Phase 00200 Fnl Schmtc Plns 35% & Cmpltn of CUP Plns

Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Final Schmtc Plns 35% Cmpltn of CUP Pln	83,083.00	20.4967	16,257.50	771.79
Total Fee	83,083.00		16,257.50	771.79
Total Fee				771.79
Total this Phase				\$771.79

Phase 00300 50% Design Development

Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
50% Design Development	181,900.50	3.9647	7,211.75	0.00
Total Fee	181,900.50		7,211.75	0.00
Total Fee				0.00
Total this Phase				0.00

Phase 00400 65% Design Development

Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing	
65% Design Development	138,362.50	0.4336	600.00	0.00	
Total Fee	138,362.50		600.00	0.00	
	Total Fee				0.00
			Total this Phase		0.00
			Total this Invoice		\$2,915.29

Billing Backup

Monday, January 27, 2025

Wallace Group Invoice 64245 Dated 1/27/2025 10:33:26 AM

Project 1764-0002-00 Phelan Piñon Hills Community Services District, Community Park Design Development & Management

Phase 00100 Project Management & Administration

Labor

	Hours
Director of Landscape Architecture	
Wilkins, Matthew 12/2/2024 Proj. Management	.25
Wilkins, Matthew 12/3/2024 Proj. Management	.25
Wilkins, Matthew 12/4/2024 Travel and Planning Commission Meeting	2.00
Wilkins, Matthew 12/5/2024 Travel and Planning Commission Meeting	3.00
Wilkins, Matthew 12/6/2024 Proj. Management	.25
Wilkins, Matthew 12/9/2024 Drainage Review	.75
Wilkins, Matthew 12/11/2024 Proj. Management	.25
Wilkins, Matthew 12/16/2024 Proj. Management	.25
Wilkins, Matthew 12/19/2024 Project Management	1.00
Wilkins, Matthew 12/20/2024 Project Management	.50
Wilkins, Matthew 12/26/2024 Project Management	1.00
Wilkins, Matthew 12/27/2024 Project Management	1.00
Totals	10.50
Total Labor	

Total this Phase

Phase 00200 Fnl Schmtc Plns 35% & Cmpltion of CUP Plns

Labor

	Hours
Landscape Architect II	
Baird, Suzanne 12/9/2024 Civic Center - Con Docs	3.00
Totals	3.00
Total Labor	

Total this Phase

Total this Project

Total this Report



CANDLEWOOD

SUITES

AN IHG® HOTEL

7

11-21-24

Matthew Wilkins 3234 Arbor Ln Santa Maria 93455 United States	Folio No. :	14222	Room No. :	120
	A/R Number :		Arrival :	11-20-24
	Group Code :		Departure :	11-21-24
	Company :	Buisness	Conf. No. :	41181431
	Membership No. :	PC 249163592	Rate Code :	IDME0
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
11-20-24	*Accommodation	117.80	
11-20-24	City Tax 10%	11.78	
11-20-24	State Tax 0.195%	0.23	
11-20-24	Parking	14.00	
11-21-24	Visa		143.81
	XXXXXXXXXXXX0161		

Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihgrewardsclub.com/review. We look forward to welcoming you back soon.

Total 143.81 143.81

Balance 0.00

Guest Signature: _____

I have received the goods and / or services in the amount shown herein. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Candlewood Suites Loma Linda-San Bernardino S.
 10372 Richardson Street
 Loma Linda, CA 92354
 Telephone: (909) 796-5050 Fax: (909) 796-5055

Owned and Operated by SH Richardson II, LLC



103

12-05-24

Matthew Wilkins 3234 Arbor Ln Santa-Maria 93455 United States	Folio No.	: 111774	Room No.	: 307
	A/R Number	:	Arrival	: 12-04-24
	Group Code	:	Departure	: 12-05-24
	Company	: Leisure	Conf. No.	: 43557473
	Membership No.	: PC 249163592	Rate Code	: IDME0
	Invoice No.	:	Page No.	: 1 of 1

Date	Description	Charges	Credits
12-04-24	*Accommodation	122.55	
12-04-24	Occupancy Tax	12.26	
12-04-24	CA Tourism Assessment Tax	0.24	
12-04-24	Parking Fee	14.00	
12-05-24	Visa		149.05
	XXXXXXXXXXXX0161		

Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihgrewardsclub.com/review. We look forward to welcoming you back soon.

Total	149.05	149.05
Balance	0.00	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Holiday Inn Express & Suites Loma Linda
 25222 Redlands Blvd.
 Loma Linda, CA 92354
 Telephone: (909) 796-1000 Fax: (909) 894-4767

Payment Approval Form - Contract/Consultant

Date: 1/28/2025

Name of Vendor: Wallace Group

Description of work: Civic Center - Specs Review

Purchase Order #: PO-05612

Date of Board Approval: August 25, 2023

Original Approved Amount: \$ 62,000.00

Total Contract Amount: \$ 62,000.00

% Completed to Date: 82%

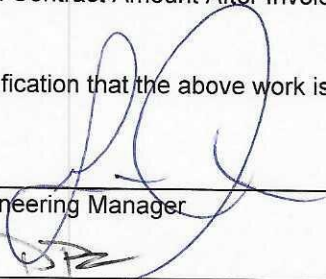
Total Invoiced to Date: \$50,860.00

Amount Paid to Date: \$48,051.25

Total Due this Invoice	\$2,808.75
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Total Contract Amount After Invoice: \$ 11,140.00

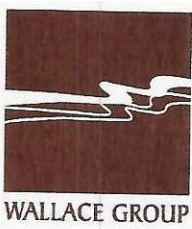
Certification that the above work is completed as reflected on the invoice.



Engineering Manager _____ Date 1/28/25

General Manager _____ Date 2/19/25

Approved by Board of Directors: _____ Date _____



Wallace Group
A California Corporation
612 Clarion Court
San Luis Obispo, CA 93401
Phone: 805-544-4011 Fax: 805-544-4294

January 23, 2025

Project No: 1764-0003-00

Invoice No: 64145

Invoice Total \$2,808.75

Phelan Piñon Hills Community Services District
 4176 Warbler Rd
 Phelan, CA 92371

Project 1764-0003-00 Phelan Piñon Hills Community Services District, Phelan Civic Center Bid Support

Professional services rendered through December 31, 2024

Phase 00300 Prp Frnt-End Docs, Dvsn 01 Spcs & Bid Sc

Labor

	Hours	Rate	Amount	
Principal Engineer	6.00	245.00	1,470.00	
Director of Landscape Architecture	5.75	185.00	1,063.75	
Totals	11.75		2,533.75	
Total Labor				2,533.75
				Total this Phase \$2,533.75

Phase 00500 (CM) Request for Proposal (RFP) Support

Labor

	Hours	Rate	Amount	
Director of Construction Management	1.25	220.00	275.00	
Totals	1.25		275.00	
Total Labor				275.00
				Total this Phase \$275.00

Budget

	Current	Prior	To-Date	
Labor	2,808.75	39,233.75	42,042.50	
Limit			62,000.00	
Remaining			19,957.50	
				Total this Invoice \$2,808.75

DESCRIPTION Civic Center Project January 23, 2025

GL ACCT # C0002 AMT \$2,808.75

NOTES Wallace Group

Bid Support

Project No.: 1764-0003-00

Contract Amount: \$62,000 Invoice: 64145

PO # 05612

DEPT MANAGER [Signature] GEN MANAGER

ADMIN MANAGER

Billing Backup

Thursday, January 23, 2025

Wallace Group Invoice 64145 Dated 1/23/2025 6:15:56 PM

Project 1764-0003-00 Phelan Piñon Hills Community Services District, Phelan Civic Center Bid Support

Phase 00300 Prp Frnt-End Docs, Dvsn 01 Spcs & Bid Sc

Labor

			Hours	Rate	Amount	
Principal Engineer						
Tanaka, Steven	12/9/2024	Division 01 Technical Specs, Front End Updates	2.75	245.00	673.75	
Tanaka, Steven	12/16/2024	Conference Call - Steeno, Ragan, WG, District re: Civic Center Front Ends	2.00	245.00	490.00	
Tanaka, Steven	12/17/2024	Team Meeting Minutes	.50	245.00	122.50	
Tanaka, Steven	12/19/2024	Document Management/Steeno Reports	.25	245.00	61.25	
Tanaka, Steven	12/30/2024	CM Services Meeting w/Merrell Johnson, Steeno, District	.50	245.00	122.50	
Director of Landscape Architecture						
Wilkins, Matthew	12/2/2024	Bid Package	.50	185.00	92.50	
Wilkins, Matthew	12/9/2024	Emails with ST	.50	185.00	92.50	
Wilkins, Matthew	12/16/2024	Front End Discussion	1.25	185.00	231.25	
Wilkins, Matthew	12/23/2024	Bid Support	1.00	185.00	185.00	
Wilkins, Matthew	12/26/2024	Bid Support	.50	185.00	92.50	
Wilkins, Matthew	12/27/2024	Bid Support	.50	185.00	92.50	
Wilkins, Matthew	12/30/2024	Specs	1.50	185.00	277.50	
		Totals	11.75		2,533.75	
		Total Labor				2,533.75
						Total this Phase
						\$2,533.75

Phase 00500 (CM) Request for Proposal (RFP) Support

Labor

			Hours	Rate	Amount	
Director of Construction Management						
Teske, Zachary	12/30/2024	CM RFP Mtg	1.25	220.00	275.00	
		Totals	1.25		275.00	
		Total Labor				275.00
						Total this Phase
						\$275.00

Project	1764-0003-00	PPHCSD PHELAN CIVIC CENTER BID SUPPORT	Invoice	64145
Total this Project			\$2,808.75	
Total this Report			\$2,808.75	



PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT PURCHASE ORDER

P.O. Box 294049
 Phelan, CA 92329-4049
 (760) 868-1212

PO Number: PO-05612

Date: 08/25/2023

Request #: PO-05612

Vendor #: WALL GROUP

ISSUED TO: Wallace Group, a California Corporation
 612 Clarion Court
 San Luis Obispo, CA 93401-

SHIP TO: Phelan Pinon Hills Community Services District
 4176 Warbler Road
 Phelan, CA 92371

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Civic Center - Specs Review	C0002		01-0-0-17000	CIP Enterprise Fun	24,500.00
2		Increase PO - Approved on 6/26/	C0002		01-0-0-17000	CIP Enterprise Fun	37,500.00

Civic Center - RFP process
 Specifications coordination for Architectural Plans, Civic Plans, Landscape Plans, Front End Review
 Specification Package Coordination, Preparation and Management

Not to Exceed \$24,500

Requested By: George Cardenas

Date: 8/25/2023

SUBTOTAL:	62,000.00
TOTAL TAX:	26 0.00
SHIPPING:	0.00
TOTAL	62,000.00

Agenda Item 3d

Approval of Committee Roles &
Responsibilities

Engineering Committee Roles and Responsibilities

The Board of Directors established the Engineering Committee as a standing committee with the following roles and responsibilities:

Role

The role of the Engineering Committee is to assist the District staff in review of operations and maintenance of the water system infrastructure, and engineering/construction of the District's buildings, parks, or other facilities.

Responsibility

The responsibility of the Engineering Committee is to review and oversee the progress by staff of repairs, routine maintenance programs, District projects (Construction in Progress - CIP); work with staff in development of a sound engineering and construction program; and develop annual and long-term capital and maintenance budgets.

Specific Tasks/Goals

- Represent the Board in an advisory capacity and report to the Board monthly.
- To review the monthly System Repair/Replacement/Update List.
- To review the status of all ongoing CIP activities.
- To update the Capital & Maintenance Ten Year Matrix, as needed.
- To recommend the annual budget assumptions related to engineering/construction projects to the Board of Directors.
- To assist the District staff in preparation and review of engineering related Requests for Proposals, and the evaluation of vendor proposals.
- To work with staff on engineering policies for recommendation to the Board of Directors.
- Attend training sessions or networking opportunities as they may come available and are pertinent to committee-related concerns.
- Make budget recommendations annually for committee-related activities.

Finance Committee Roles and Responsibilities

The Board of Directors established the Finance Committee as a standing committee with the following roles and responsibilities:

Role

The role of the Finance Committee is to assist District staff with the financial related processes and activities of the District.

Responsibility

The responsibility of the Finance Committee is to review financial related reports and contracts, review the District's annual budget and audit, review finance-related RFPs, and to assist with development of financial plans and processes for the District.

Specific Tasks/Goals

- Represent the Board in an advisory capacity and report to the Board quarterly.
- To review the quarterly District financial statements, including the Balance Sheet, the Income Statement, the Statement of Cash Flows, the Disbursements Statement, the Accounts Receivable Aging Statement, and the Accounts Payable Aging Statement.
- To work with District staff during the preparation of the annual budget.
- To review financial projects exceeding the General Manager's purchasing policy limits.
- To work with staff on financial policies, including reserves, multi-year forecast, rates, and fees for recommendation to the Board of Directors.
- To review audit process and maintain financial integrity for District.
- To evaluate the performance of the audit firm and make recommendations for renewal or replacement.
- To preview financial presentations to the Board for accuracy and presentability.
- Attend training sessions or networking opportunities as they may come available and are pertinent to committee-related concerns.
- Make budget recommendations annually for committee-related activities.

Legislative Committee Roles and Responsibilities

The Board of Directors established the Legislative Committee as a standing committee with the following roles and responsibilities:

Role

The role of the Legislative Committee is to assist District staff with legislative activities.

Responsibilities

The responsibilities of the Committee are to study pending federal, state, and county legislation that has the potential to affect the District; to prepare Board authorized legislation or correspondence when needed; collaborate with other local agencies, such as ACWA, CSDA, and other similar special districts, concerning issues relevant to the powers vested to the District as a governing body; and to develop and maintain relationships with other local, county, state, and federal representatives and governmental agencies and their staff to foster awareness of the District.

Specific Tasks/Goals

- Represent the Board in an advisory capacity and report to the Board quarterly.
- Work to maintain and improve relations with elected representatives, and to help foster good staff-to-staff relations.
- Assist the General Manager by working as a conduit from the District to the San Bernardino County First District Supervisor and vice-versa. This would include the county's CAO/COO and any relevant department heads.
- Work to maintain communication, personal contact, relay District concerns, and seek support with California's two U.S. Senators, U.S. Congresspersons, and California State Senators and Assemblypersons.
- Maintain awareness of the legislative needs and elections in the District and deliberate to achieve a level of comfort with the prospect of the District's best interests being served.
- Attend workshop and conferences when applicable to legislative and other affiliated matters.
- Gather legislative information of local interest and check pertinent websites for legislative updates.
- Make Committee reports quarterly during Board meetings or whenever else necessary.
- Set up a network for quick communication with other similar committee members in the surrounding Victor Valley jurisdictions.
- Attend legislative training sessions or networking opportunities as they may come available and are pertinent to committee-related concerns.
- Make budget recommendations annually for committee-related activities.

Parks, Recreation & Street Lighting Committee Roles and Responsibilities

The Board of Directors established the Parks, Recreation & Street Lighting Committee as a standing committee with the following roles and responsibilities:

History of District Parks & Recreation

Parks and recreation are vital components to any community. Parks not only add beauty but also provide safe areas for activities for individuals, families, and groups. In addition to parks, the District has two community centers and a senior center. These centers are utilized for a wide range of activities and are available to the community to rent for a small fee. The District currently offers several events and activities to the community, and continues to work on various recreation ideas.

Adjacent to the centers are two parks that have picnic tables and playgrounds. They are available from morning until dusk. The District is looking to develop larger parks that could have athletic fields or other features in addition to standard park integrity. The District owns several parcels throughout the District.

Role

The role of the Committee is to assist District staff with the park, recreation, and street lighting activities and services in the District.

Responsibility

The responsibility of the Committee is to review and work with staff to acquire, construct, improve, maintain and operate street lighting and landscaping on public property, public right-of-way, and public easements, to review quarterly staff reports at the public Committee meetings, and to develop annual and long-term capital and maintenance budgets.

Specific Tasks/Goals

- Represent the Board in an advisory capacity and report to the Board quarterly.
- Work with staff in accordance to the LAFCO report.
- Outreach to the community to promote current activities, programs, and projects, and seek community input through survey and workshops to attain future parks, recreation, and street lighting projects, maintenance ideas, and concepts.
- Develop MOU with Snowline Joint Unified School District to develop mutual use of lands and recreational programs that benefit the community.
- Work with San Bernardino County to develop mutual goals that benefit the community for park and recreation purposes.
- Work with Sheep Creek Water Company to promote park, recreation, and community information.
- Attend training sessions or networking opportunities as they may come available and are pertinent to committee-related concerns.
- Make budget recommendations annually for committee-related activities.

Waste & Recycling Committee Roles and Responsibilities

The Board of Directors established the Waste & Recycling Committee as a standing committee with the following roles and responsibilities:

Role

The role of the Waste & Recycling Committee is to assist District staff with the solid waste and recycling services and programs within the District.

Responsibility

The responsibility of the Waste & Recycling Committee is to review and oversee the solid waste and recycling/diversion programs and contracts, and to develop annual and long-term capital and maintenance budgets.

Specific Tasks/Goals

- Represent the Board in an advisory capacity and report to the Board quarterly.
- To monitor state laws and regulations concerning solid waste and recycling.
- To oversee and enhance solid waste and recycling/diversion programs.
- To update the Capital & Maintenance Ten Year Matrix, as needed.
- To recommend the annual budget assumptions related to solid waste and recycling projects & programs to the Board of Directors.
- To assist the District staff in preparation and review of solid waste and recycling related Requests for Proposals, and the evaluation of vendor proposals.
- To work with staff on solid waste and recycling policies for recommendation to the Board of Directors.
- To stay in compliance with state laws and regulations.
- Attend training sessions or networking opportunities as they may come available and are pertinent to committee-related concerns.
- Make budget recommendations annually for committee-related activities.

Agenda Item 4

Matters Removed from
Consent Items

Agenda Item 5

Presentations/Appointments

Agenda Item 6a

Discussion & Possible Adoption of Reserves
Schedule for 2024/2025



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 12, 2025
TO: Board of Directors
FROM: Don Bartz, General Manager
By: Lori Lowrance, Assistant General Manager/CFO
SUBJECT: Discussion & Possible Adoption of Reserves Schedule for 2024/2025

STAFF RECOMMENDATION

Staff recommends for the Board to approve the 2024/2025 Reserves Schedule in compliance with Resolution No. 2024-05.

BACKGROUND

After the final audit is approved for the prior year, generally in January of each year, the Board is to consider and approve the reserve schedule for that 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 28, 2024. The reserves schedule for 2024/2025 is attached for consideration.

FISCAL IMPACT

Total Reserves: \$12,243,361
Change in Reserves: \$719,543

ATTACHMENT(S)

Resolution No. 2024-05; Establishing a Reserves Policy
2024/2025 Proposed Schedule for Resolution 2024-05

RESOLUTION NO. 2024-05
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 for District Reserves."

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 for District Reserves" ("Policy"), 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.

The Policy adopted by this Resolution supersedes Resolution No. 2023-07 adopted by the District's Board of Directors on February 22nd, 2023, 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 28th day of February 2024, by the following vote:

AYES: Hays, Kujawa, Philips, Roberts, Snyder
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

POLICY FOR DISTRICT RESERVES

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SECTION 1. UNRESTRICTED RESERVES

1.1 **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.

1.2 **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.

1.3 **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.

1.4 **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.

SECTION 2. 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.

SECTION 3. 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.

Phelan Piñon Hills Community Service District
2024/2025 Schedule
Draft - 02/12/2025

BOARD DESIGNATED RESERVES	ENTERPRISE	GOVERNMENT	Total
1. UNRESTRICTED RESERVES	Fund 01	Fund 20/22/24/25	
1A. Contingency and Operations (Goal = 6 mo. No less than 3 mo.)			
2024/25 Budget Total	\$10,866,270	\$1,261,567	\$12,127,836
Less:			
Depreciation	1,679,345	92,760	1,772,105
Debt Service (Interest)	485,000		485,000
	<u>8,701,925</u>	<u>1,168,807</u>	<u>9,870,732</u>
Reserve @ Three Months =	x 3/12	x 3/12	x 3/12
Contingency and Operating Reserve	<u>2,175,481</u>	<u>292,202</u>	<u>2,467,683</u>
TOTAL RESERVE FOR OPERATIONS	\$2,175,481	\$292,202	\$2,467,683
1B. Property, Plant, and Equipment Replacement Reserve (Goal = 2 to 4 Years of Depreciation)			
Annual Depreciation YE 06/30/24	1,778,230	90,216	1,868,446
Reserve = (Goal = 4x Annual Depreciation. No less than 2x)	5,334,690	3.0 270,647	5,605,337
Reserves used for WRAP project funding 2012	-415,565 *		-415,565
Reserves used for Water Rights funding AVW	-476,400 *		-476,400
TOTAL RESERVE FOR REPLACEMENT	\$4,442,725	2.5 \$270,647	\$4,713,372
1C. Disaster Response Reserve (Goal = 10% of Depreciable Asset Value)			
Total Assets (Excluding Land & Wtr Rts) 06/30/24	53,490,846	1,600,729	55,091,575
Reserve @ 10% =	5,349,085	160,073	5,509,157
Reserves used for WRAP project funding 2012	-415,565 *		-415,565
Reserves used for Water Rights funding AVW	-476,400 *		-476,400
TOTAL RESERVE FOR DISASTER	\$4,457,120	8% \$160,073	\$4,617,193
1D. Rate Stabilization Reserves (Goal 5% to 10% of Water Revenue)			
2024/2025 Budget for Water Meter and Consumption	<u>\$8,902,265</u>		<u>8,902,265</u>
Reserve = (Goal = 10%. No less than 5%)	<u>\$445,113</u>	5%	<u>\$445,113</u>
TOTAL RESERVES	\$11,520,439	\$722,922	\$12,243,361

2. ADDITIONAL RESERVES IDENTIFIED BY THE BOARD

Capital, Projects*, & Replacement Budget Current Year	<u>332,500</u>	<u>120,000</u>	<u>452,500</u>
TOTAL FUNDS NEEDED FOR CAPITAL PROJECTS	\$332,500	\$120,000	\$452,500

* 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	\$10,734,902	\$788,916	\$11,523,818
Change in Reserves	\$785,537	-\$65,994	\$719,543

Agenda Item 6b

Discussion & Possible Action Regarding
Seeking a Request for Proposal to Drill Well
No. 18 and Seeking a Request for Proposal to
Drill Wells No. 18 and No. 16 Simultaneously

MEMORANDUM

DATE: February 12, 2024

TO: Board of Directors

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

SUBJECT: Discussion & Possible Action Regarding Seeking a Request for Proposal to Drill Well No. 18 and Seeking a Request for Proposal to Drill Wells No. 18 & No. 16 Simultaneously

STAFF RECOMMENDATION

For the Board to authorize staff to seek a Request for Proposal (RFP) to drill Wells No. 18 and No. 16 simultaneously as a cost saving measure.

BACKGROUND

In June 2024, the Board approved the 2024-2025 budget which includes several Capital Improvement Projects (CIP), including the construction of a new well under its hexavalent chromium (Cr6) maximum contaminant level (MCL) mitigation projects, along with \$450,000 to profile Well No. 14 and \$150,000 to equip Well No. 12 with a pneumatic packer in anticipation of upcoming California Department of Public Health (CDPH) recommendations and State Water Board adoption which finalized the hexavalent chromium MCL at 10 PPB on October 1, 2024. The sum of these projects is much less costly than the original \$17 million dollars budgeted for a Cr6 mitigation blending project.

In December 2024, the District acquired a 2.02-acre parcel (APN 3100-561-14) on Beekley Road and Begonia Street for future Well No. 18. The District entered into a Professional Service Agreement (PSA) with Tom Dodson and Associates to complete CEQA. The pipeline design plans will be completed by District staff and the site will be topographically surveyed with the proposed pipeline alignment in the next few months.

During the planning phase of Well No. 15, a backup plan was developed and CEQA was completed on the District's 40-acre parcel housing the fill station and future Well No. 16. No transmission pipeline is necessary for Well No. 16 as there is a 10" distribution main capable of servicing Reservoirs 1A & 1C much like Well 8 currently does adjacent to the property; when Reservoir 1A fills, the altitude valve closes, and the water is moved east to Reservoir 1C.

Staff would like to further investigate the cost benefit breakdown of drilling two well boreholes versus one well borehole which will save on mobilization, materials, and demobilization. By requesting proposals for both options, staff can demonstrate whether potential savings exist with economy of scale. Since CEQA is not yet complete for Well No. 18, the RFPs will be requested without CEQA mitigation measures. Well No. 15 will serve as the template for depth, construction, and materials. Using this analog, the cost to drill the pilot hole, ream, and case is \$1,100,000 or

greater given the inflation since Well No. 15 was completed. An additional \$480,000 is estimated to equip the well with a pump, motor, and variable frequency drive.

FISCAL IMPACT

None. RFPs absent CEQA Mitigation for Budgetary Purposes

Agenda Item 6c

Update on District Projects



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 12, 2025
TO: Board of Directors
FROM: Don Bartz, General Manager
By: Aimee Williams, Asst. Board Clerk/Administrative Specialist
SUBJECT: Update on District Projects

STAFF RECOMMENDATION

None

BACKGROUND

Staff will update the Board on the current PPHCSD Projects.

FISCAL IMPACT

None

Agenda Item 7

Committee Reports/Comments

District Meetings List

Board Meeting

Regular Meetings: Second & Fourth Wednesday of the Month

Meeting Time: 5:00pm

Board Members: Chuck Hays, Rebecca Kujawa, Jeanna Mills, Deborah Philips, Greg Snyder

Engineering – Standing Committee

Meeting Frequency: Monthly

Meeting Dates: Third Wednesday of each Month

Meeting Time: 5:00pm

Committee Members: Rebecca Kujawa, Greg Snyder

Finance – Standing Committee

Meeting Frequency: Quarterly

Meeting Dates: Third Tuesday in January, April, July, October

Meeting Time: 4:00pm

Committee Members: Chuck Hays, Jeanna Mills

Legislative – Standing Committee

Meeting Frequency: Quarterly

Meeting Dates: Second Tuesday in March, June, September, December

Meeting Time: 3:00pm

Committee Members: Deborah Philips, Chuck Hays

Parks, Recreation & Street Lighting – Standing Committee

Meeting Frequency: Quarterly

Meeting Dates: Second Tuesday in February, May, August, November

Meeting Time: 4:30pm

Committee Members: Rebecca Kujawa, Jeanna Mills

Waste & Recycling – Standing Committee

Meeting Frequency: Quarterly

Meeting Dates: Third Tuesday in March, June, September, December

Meeting Time: 5:00pm

Committee Members: Deborah Philips, Greg Snyder

Budget Schedule - Committees and Management			
2025/2026 Budget			
January 8, 2025	Wed	5:00 PM	Regular Board Meeting - Board review schedule and approve.
January and February			Management and Supervision staff begin work on operational budgets, reviewing historical expenses, estimating future expenses, gathering quotes and estimates, evaluating goals and programs, etc.
January 6, 2025	Mon	10:30am	Following Staff Meeting: Management meeting budget process
January 9, 2025	Thurs	5:00 PM	Special Solid Waste and Recycling Committee - Review and discuss draft budget schedule, long range plans, programs and operational goals.
January 14, 2025	Tues	4:30 PM	Special Parks and Recreation Committee - Review and discuss draft budget schedule, long range plans, programs and operational goals.
January 21, 2025	Tues	5:00 PM	Special Engineering Committee - Review and discuss draft budget schedule, long range plans and operational goals.
January 2025	TBD	TBD	As committees meet quarterly now, they may need to schedule special meeting(s) in January or February in order to complete the long range plans and operational goals by January 29, 2025.
January 29, 2025	Wed	5:00 PM	Long range capital, maintenance plans, programs and capital budgets due to Lori for inclusion in the February 11, 2025 Special Workshop.
February 5, 2025	Wed	Noon	Long range capital, maintenance plans, programs and capital budgets due to Staff for Special Board Meeting.
February 11, 2025	Tues	5:00 PM	Board Workshop - Workshop to review and approve long range capital, maintenance plans, programs, capital budgets, and goals.
March			Staff develops draft budget.
April 3, 2025	Thurs	Noon	Draft Budget due to Staff for inclusion in Finance Committee Meeting.
April 8, 2025	Tues	4:00 PM	Special Finance Committee Meeting - Review and discuss draft budget.
April 10, 2025	Thurs	Noon	Draft budget due to Staff for inclusion in April 15, 2025 Special Board Workshop package.
April 15, 2025	Tues	5:00 PM	Board Workshop - Review draft budget.
April 30, 2025	Wed	Noon	Final Draft Budget due to Staff for inclusion in Finance Committee Meeting.
May 6, 2025	Tues	4:00 PM	Special Finance Committee Meeting - Review and discuss final draft budget.
May 15, 2025	Thurs	Noon	Final Draft Budget due to Staff for inclusion in May 20 Special Board Workshop package.
May 20, 2025	Tues	5:00 PM	Board Workshop - Review final draft budget (NOTE: This meeting is tentative. The meeting of April 15, 2025 will determine whether or not this meeting will be necessary).
June 11, 2025	Wed	5:00 PM	Regular Board Meeting - Budget presentation, Hearing, and possible adoption.

Note: Shaded meetings are public meetings. Meeting dates are subject to change and notification will be posted accordingly.

SPECIAL ENGINEERING COMMITTEE MEETING MINUTES

January 21, 2025 – 5:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Greg Snyder, Director/Chair
Rebecca Kujawa, President

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

Call to Order

Director Snyder called the meeting to order at 5:00 p.m.

Roll Call

All Committee Members were present at Roll Call.

- 1) **Approval of Agenda**
President Kujawa moved to approve the Agenda. Director Snyder seconded the motion. Motion carried unanimously.
- 2) **Public Comment** – None
- 3) **Approval of Minutes**
President Kujawa moved to approve the Minutes. Director Snyder seconded the motion. Motion passed unanimously.
- 4) **Review of 10-Year Capital Plan for the 2025/2026 Budget**
The Committee reviewed the Capital Plan, and the updated plan will be brought to the budget workshop.
- 5) **Review of Committee Roles & Responsibilities**
The Roles & Responsibilities were reviewed and there were no changes.
- 6) **Oeste Recharge Study Project**
Mr. Cardenas provided an update on this item.
- 7) **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.

8) **Smithson Springs Update**

Nothing new to report. This item will be removed from the agenda.

9) **State Regulations Update**

Nothing new to report.

10) **Review of Current Projects**

- **Future Well No. 18**
- **Future Well No. 16**
- **Tank 6A**

Nothing further to report.

11) **Staff Reports**

Nothing further to report; a written report is in the agenda packet.

12) **Review of Action Items**

a) **Prior Meeting**

- Completed

b) **Current Meeting**

- Bring back the vehicle & equipment replacement plan for review
- Removed Item 8 from agenda

13) **Set Agenda for Next Meeting** – February 19, 2025

14) **Adjournment**

With no further business before the Committee, the meeting was adjourned at 6:00 p.m.

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

FINANCE COMMITTEE MEETING AGENDA

January 21, 2025 – 4:00 P.M.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely (see below)

FINANCE COMMITTEE MEETING – 4:00 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. 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) **Review of Disbursements**

5) **Review of Quarterly Financials**

6) **Review of Quarterly Investment Report**

7) **Review of Solar Project Credits & Expenses**

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

9) **Committee Comments**

10) **Review of Action Items**

- a) Prior Meeting
- b) Current Meeting

11) **Set Agenda for Next Regular Meeting**

- Special Finance Committee Meeting – April 8, 2025
- Cancel Regular Finance Committee Meeting – April 15, 2025

NOTE: The Regular Finance Committee Meeting was rescheduled due to a Board Workshop taking place on April 15, 2025.



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

12) **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

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 awilliams@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 awilliams@pphcsd.org or by visiting our website and completing the signup form at www.pphcsd.org under the "Agendas and Minutes" tab.

Agenda Item 8

Staff & General Manager's Report

**Phelan Pinon Hills Community Services District
Engineering Manager's Report
February 12, 2025**

Alternative Energy - 1.16 MW Solar Photovoltaic

"SiteLogic is nearing completion of its work on solar tracking and system data communications. The modem and monitoring services for generation will be finalized before reporting to the U.S. Department of Energy's Energy Information Administration (EIA). Data will be available before the March 10th deadline for reporting 2024 renewable energy credits (RECs) to the EIA."

2024 pending
2023 registered 2,516 MWh (2,516 kWh) – December not included
2022 registered 2,692.88 MWh (2,692,880 kWh)
2021 registered 2,639 MWh (2,638,614 kWh)
2020 registered 2,658 MWh (2,657,613 kWh)

Future 6A-2 Tank (1.5 MG)

The 2020 Water Master Plan (WMP) recommends expanding the storage capacity at Reservoir Site 6A from 0.42 MG to 1.5 MG. The Capital Improvement Project (CIP) outlines the construction of a new 1.5 MG tank. CEQA was completed, and the resolution was adopted by the Board in late August.

The consultant is working on completing the National Environmental Policy Act (NEPA) compliance for a \$2,000,000 grant under the Consolidated Appropriations Act of 2024, administered by the U.S. Department of Housing and Urban Development (HUD). Grant B-24-CP-CA-0289 requires NEPA compliance. Staff are currently coordinating with Wallace Group to engage with HUD's grant facilitator.

Civic Center Project – 9535 Sheep Creek Road (APN 3066-261-10)

*** contractor's issuance**

Phase 1 – Civic Center / Emergency Operations Center (EOC)

Planning Manager: Linda Mwabi / Oliver Mujica

Current Permits / Approvals

- | | |
|-----------------------|---|
| 1. (CWMP-2022-00646) | Construction Waste Management Plan (Part 1) |
| 2. (EHS-SR0114465) | Percolation Report |
| 3. (ELEC-2022-02528) | Light Standards |
| 4. (FCIC-2022-00437) | Fire Sprinklers |
| 5. (GRAD-2021-00235) | Grading Plans |
| 6. (GTR-2022-00127) | Geotechnical Investigation Report |
| 7. (NEWNR 2021-00230) | Construction Documents |
| 8. (SIP 2021-00031) | Street Improvement Plans |
| 9. (PLP 2021-00018) | Landscape Plan |

10. (WDID No. 6B36C401591)	Storm Water Pollution Prevention Plan (SWPPP) NOI 8/11/2023
11. *(ACCRNR-2023-00144)	Trash Enclosure Plan
12. (AR0034)	Sahara Road Abandonment – Doc: 2024-0103922
13. (DRNSTY-2024-00003)	Drainage Study
14. (WQMP 2021-00153)	Water Quality Management Plan (WQMP)
15. (DRNSTY 2021-00054)	Red Brick - Final On-Site Hydrology Study – FEMA
16. (FUDG 2023-00068)	TRLS - County Fire Approved 11/8/2024
17. Vector Control Clearance	Environmental Health Services
18. Edison	utility relocation and meter/service change – rescinded
19. Wall Plan	TRLS Engineering – FEMA
20. Audio / Video Plan	Plannet Inc.
21. Generator Emissions	(MDAQMD) Authority to Construct – req’d renewal
22. Tortoise Survey	RCA – NEPA
23. NEPA	Lilburn Corp. – FEMA
24. Interior Design	Steen Design
25. Commissioning Plan	
26. Structural Analysis Calculations	
27. Acoustical Study	exempt

Pending Approval / Completion

28. Dry Utilities	Green West – applications for service and planning
29. Signage Plan – Inland Signs	post construction services
30. *Encroachment Permit	submitted – construction permit
31. FEMA Elevation Certificate	TRLS Engineering
32. Landscape Plans	Wallace Group – Pending

A Notice of Determination (NOD) for the Civic Center has been received. Staff have reviewed the project’s bidding documents and expect to present a complete document to the Board for approval in late February. This will allow the approval to move forward with the RFQ/RFP process to solicit professional services for Construction Management. Following that, the Board will approve the solicitation for the construction of the Civic Center. The landscape plans have been successfully submitted to the County for approval, along with an updated cost estimate for the project.

Phelan Park Enhancement Project
(Pickleball Court, Community Garden and Fitness Equipment, ADA Pathways, Parking Improvements)

The site grading plans have been resubmitted to address the minor comments from the County. A meeting with County was held on February 5th to address those comments to avoid any further delay. We anticipate having approved plans for the week of February 10th. Following the District’s legal counsel review of the bid documents the project will be publicly posted for bid solicitation.

Partial funding for the project is provided through the American Rescue Plan Act (ARPA), specifically the Coronavirus Local Fiscal Recovery Fund (CLFRF), administered by the County of San Bernardino. The grant amount is \$457,195, with the District contributing approximately \$500,000 in matching

funds. The design will also include modifications to the Phelan Park entrance. Additionally, the District requested an extension of an additional 90-days, to June 30th for ARPA funding with a contract award or issuance of a purchase order (PO).

Future Phelan Park Expansion (APN 3066-251-18)

Phase 2 – event plaza, splash pad, multi-use field (soccer), restrooms, concession, playground, native serenity garden

Phase 3 – equestrian, multi-use (baseball), skate park, pump track

Approved

- | | |
|--|--|
| 1. (PROJ 2022-000184) | Formal Application: Public Notice March 22, 2025 |
| 2. (TRSTY 2021-00016) | Traffic Study |
| 3. (SR 0112960) | Percolation Study |
| 4. (GTR 2022-00128) | Geotechnical Report |
| 5. Biological Assessment | complete |
| 6. Cultural and Paleo Report | complete |
| 7. Infiltration Report | complete |
| 8. Hydrology Study | complete |
| 9. Noise Study | complete |
| 10. (SCH#202308071) | CEQA IS/MND |
| 11. | |
| 12. Preliminary Grading and Street Improvements (Warbler Road) – Pending County conditions | |
| 13. Zone change – From PH/CG (General Commercial) to PH/RC (Rural Commercial) thru CEQA | |
| 14. (SCH#202308071) CEQA IS/MND – Board of Supervisor approval (February 2025 meeting) | |

Pending

- 15. (SBC-DRNSTY 2022-00056) WQMP / Drainage – Red Brick
- 16. County Fire Department Review
- 17. Western Joshua Tree Conservation Act (WJTCA) study

Phase 1 grading is designed to protect existing Joshua Trees (JTs) during the construction of the Civic Center Project. The District has withdrawn its Incidental Take Permit (ITP) application under the California Endangered Species Act (CESA). In response, RCA has updated the Joshua Tree study for the Western Joshua Tree Conservation Area (WJTCA) ITP. The revised guidelines under the new ITP now require individual JT sprouts to be counted as full Joshua Trees. The WJTCA plan currently identifies 1,971 JTs. To protect as many JTs as possible, the design for the Phelan Park Expansion has been revised. CDFW will be presented with a revised Conservation Plan that will have a great impact on mitigation. The revised plan will be brought to CDFW to potentially adopt the revised mitigation in early July 2025.

Staff are moving forward completed the mitigation and finalize the ITP. We have met with a representative from Puzzle Creek Conservation Bank to offset Joshua Tree impacts as a potential mitigation option for the project.

To finalize the review, a Notice of Determination (NOD) is required. The project has been approved by the Planning Commission and will be brought before the Board of Supervisors for final approval once the NOD is finalized. The mitigation process will then begin.

Water Mainline Extension Projects

Nothing to Report

-Pinon Road - to serve APN 3067-111-21

Proposed 353 Linear Feet of 8-inch PVC water pipeline, located on Pinon Road west from Ponderosa Road. Owner: **Joel Jacoby**. Engineer: **TRLS Engineering Inc.** Second plan check completed. Status: pre-construction meeting pending.

-Joshua Street - to serve APN 3038-131-08

Proposed 665 Linear Feet of 8-inch PVC water pipeline, located on Joshua Street east of Caughlin Road. Owner: **Donovan Homes**. Engineer: **TRLS Engineering Inc.** Second plan check completed on April 27, 2021. Status: County Fire Department approval.

-Schlitz Road - to serve APN 3101-571-02

Proposed 320 Linear Feet of 8-inch PVC water pipeline, located on Schlitz Road from Palmdale Road south 320 feet. Owner: **So. Cal Services**. Engineer: **TRLS Engineering Inc.** Second plan check complete. Status: County Fire Department approval.

-Salerno Road - to serve APN 3101-431-08

Proposed 950 Linear Feet of 8-inch PVC water pipeline, located on Salerno Road from Bambi Court west to 350 west of Johnson Road. Owner: **Bessie Perez / Yolanda Valdillez**. Engineer: **Merrell Johnson Companies**. Status: 1st plan check completed

-Sunset Road - to serve APN 3070-121-15

Proposed 386 Linear Feet of 8-inch PVC water pipeline, Sunset Road east of Tumbleweed Road. Owner: **Luis Zuniga**. Engineer: **J.E. Miller & Associates**. Status: Construction completed

-La Mirada Road - to serve APN 3098-471-12 & -18

Proposed 375 Linear Feet of 8-inch PVC water pipeline, located on LA Miranda Road beginning north from Cayucos Drive. Engineer: **ServiTop Engineering**. Pre-construction meeting held 10/24/2023. Installation completed by FMPipeline. Status: Pending final documents

-Acanthus Street – to serve APN 3098-471-12 (2nd meter)

Proposed 1,290 Linear Feet of 8-inch PVC water pipeline from Cayucos Drive north on Acanthus Street. Engineer: **ServiTop Engineering**. Status: 2nd plan check completed

-Bonanza Road - to serve APN 3065-371-24

Proposed 650 Linear Feet of 8-inch PVC water pipeline, Bonanza Road east of Trinidad Road. Owner: Able Robles. Engineer: **J.E. Miller & Associates**. Status: 2nd plan check completed

- Baldy Mesa Road - to serve APN 3065-481-11

Proposed 1167 Linear Feet of 8-inch PVC water pipeline, on Baldy Mesa Road north from Phelan Road. Owner: Mark and Cathy Kuir (Mini Storage) Engineer: **Bonadiman & Associates** Design plans were revised with a connection at Arrowhead Road and Lindero Road, east on Lindero Road then north on Baldy Mesa Road to avoid heavy traffic intersection of Phelan Road and Baldy Road. Status: 2nd plan check completed

- Sunset Road - to serve APN 3070-081-01

Proposed 353 Linear Feet of 8-inch PVC water pipeline, Nevada Road west. Owner: Maria Reyes. Engineer: **Land Creative Solutions**. Status: 1st plan check completed

- Manada Road - to serve APN 3038-031-29

Proposed 1,086 Linear Feet of 8-inch PVC water pipeline, Manada Road. Snowline Drive south to parcel. Owner: Miguel Rubalcava. Engineer: **TRLS Engineering, Inc.** Status: 1st plan check completed

San Bernardino County Public Works Department
Utility Committee Meeting: January 28, 2025

Local Projects:

Phelan Road Widening Project
(Highway 138 to Los Banos Road)

Phase 2

Project: mill/overlay, leveling course, isolated areas of full depth reconstruction and the installation of a traffic signal at the intersection of Clovis Road and Phelan Road. The scope of work includes sidewalk curb ramps at Colvis Road, Malpaso Road, Sierra Vista Road, Johnson Road, Wilson Ranch Road, and Baldy Mesa Road with pedestrian crossing ramps at Phelan Elementary. To be constructed in 2 phases.

Street intersections at Sonora Road, Tumbleweed Road, Sunny Vista Road, and Arrowhead Road intersections were widened as part of Phase 1 in 2022. Those improvements will remain undisturbed.

The District received project notification on October 27, 2023 for comments and possible conflicts. The District will be responsible for adjusting valve cans to finish grade. Water meters and service lines, within the project limits, have been relocated to prevent disturbance during construction. Pre-construction was held on Wednesday February 5. The preliminary start date is February 18th.

Status: 95% design (W.O.# TX1823)
Construction start date: February 18, 2025
Contact: Adrianna Wilmenta
Project Manager: Thomas Bustamonte

Phase 3

Project: Widening Phelan Road from 2 to 5 lanes from State Highway 138 to Los Banos Road. Drainage improvements and intersection realignment at State Highway 138 and Phelan Road. The project is currently in environmental clearance. Preliminary design is not yet available.

Status: 15% design (W.O.#: H15057)
Construction start date: **August 2028**
Project Engineer: Vladimir Reyes

Agenda Item 9

Director Reports

Agenda Item 10

Correspondence/Information

From: Debbie Arbizu <debbie_arbizu@snowlineschools.com>
Sent: Tuesday, January 21, 2025 10:37 AM
To: Customer Service
Subject: Eco Hero Assemblies

External (debbie_arbizu@snowlineschools.com)

[Report This Email](#) [FAQ](#) [Protection by INKY](#)

Dear CSD,
I'm not sure if this is the correct email to send this to, so please forward it to the appropriate persons.

I just wanted to thank the CSD for sponsoring the Eco Hero Assemblies at our schools. He was here at The Heritage School today and our students and staff absolutely loved it! It is a great message and a wonderful experience for our kids and we truly appreciate that you provide this for us! I've attached some photos for your viewing pleasure.

Sincerely,
Debbie Arbizu





--
Debbie Arbizu, Principal
The Heritage School
760.868.2422



*Did You Know
There's an
Easier Way to*

Pay Your Bill?

Save time and money
today by signing up for
online bill pay.



Safe and Reliable

No more missed or lost payments.



Save Time

Save time filling out checks or driving to
drop off your payment.



Save Money

Save money on checks, postage, and gas.



Avoid Fees

By utilizing your bank's bill pay system,
you can avoid debit or credit card fees.



Enrollment is Easy!

Simply visit your bank's
website and sign up for
their online bill pay
system and add your
monthly bill to your list
of payees.

Avoid fees, save time,
and never miss a
payment again!



4176 Warbler Road
Phelan, CA 92371
760-868-1212
www.pphcsd.org



Learn How To:

Find a Silent Thief



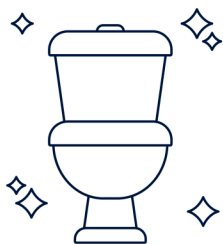
You may have a thief in your home and not be aware of it. Follow these helpful tips to protect your drinking water and money!



Faucets

The smallest leak from a faucet can waste up to 20 gallons of water per day.

- Check all faucets inside and outside your home for leaks. Most leaking faucets can be corrected by replacing worn washers.



Toilets

The biggest culprit inside your home is the toilets, which can waste 200 gallons per day.

- Place a few drops of food coloring (enough to change the color of the water) in the tank of the toilet.
- Do not flush the toilet for 15 to 20 minutes. If the water in the toilet bowl shows color from the food coloring, you have a leak.
- Check the overflow pipe and the flapper valve. After making repairs, repeat the food coloring test for assurance that the leak has been corrected.



Sprinklers

Most of the water used at a residence is used by the irrigation system.

- Check the irrigation system for leaks on a regular basis.
- Follow a lawn watering schedule suitable to the seasons and your plants' needs.
- Reduce your turf size by replacing it with low water use and/or native plants which require less water.

*Still can't find that leak?
Contact a plumber or our
office for further tips at
760-868-1212. Also, find
more tips on our website at
www.pphcsd.org.*

4176 Warbler Road
Phelan, CA 92371
760-868-1212
www.pphcsd.org



COMMUNITY CLEAN UP AND FREE TIRE DAY

MARCH 8

8AM - 12PM

**CR&R DROP OFF LOCATION:
9828 BUCKWHEAT RD, PHELAN**

- Free Residential Trash & Yard Waste Collection
- Free Recyclable Materials Collection
- Free Tire Collection
- NO Hazardous Waste or E-waste
- NO Commercial Waste or Tires

**District residents only. Must show proof of residency. Limit of 9 tires per residence. Must be off rim. NO COMMERCIAL.*



760-868-1212
www.pphcsd.org

CR&R
INCORPORATED
environmental services

CalRecycle 69

Agenda Item 11

Review of Action Items

Agenda Item 12

Set Agenda for Next Meeting