



BOARD PACKAGE

December 11, 2024

Regular Board Meeting – 5:00 p.m.

REGULAR BOARD MEETING AGENDA

December 11, 2024 – 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

Oath of Office for New Directors – Kathy Hoffman, Mojave Water Agency Board Member

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

4) Matters Removed from Consent Items

5) Presentations/Appointments

6) Continued/New Agenda Items

- Discussion & Possible Action Regarding Election of Officers
- Discussion & Possible Action Regarding Committee Assignments
- Update on District Projects

7) Committee Reports/Comments



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

- 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**

- Cancelled – December 25, 2024
- Regular Board Meeting – January 8, 2025

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

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 3a

Approval of Board Minutes

REGULAR BOARD MEETING MINUTES

November 13, 2024 – 5:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

- Board Members Present:** Chuck Hays, President
Greg Snyder, Vice President
Rebecca Kujawa, Director
Deborah Philips, Director
- Board Members Absent:** Mark Roberts, Director
- 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

SPECIAL BOARD MEETING – 5:03 P.M.

Call to Order

President Hays called the meeting to order at 5:03 p.m. and the Pledge of Allegiance was conducted.

Roll Call

All but Director Roberts were present at roll call.

1) Approval of Agenda

Director Philips moved to approve the Agenda. Vice President Snyder seconded the motion. Motion carried 4-0.

2) Public Comment

- a) **General Public** – None
- b) **Community Reports** – None

3) Consent Items

Director Kujawa moved to approve the Consent Items. Director Philips seconded the motion. Motion carried 4-0.

4) Matters Removed from Consent Items

There were no matters removed.

5) **Presentations/Appointments**

- Meter Replacement Program Results

Mr. Wright provided a presentation on the results of the District's meter replacement program.

6) **Continued/New Agenda Items**

a) **Presentation, Discussion, & Possible Acceptance of the Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2024**

Staff Recommendation: For the Board to accept the Annual Comprehensive Financial Report (ACFR) for the Fiscal Year Ended June 30, 2024, as presented by C.J. Brown & Company CPAs.

Chris Brown of C.J. Brown & Company CPAs presented the ACFR.

Director Philips moved to accept the ACFR. Vice President Snyder seconded the motion. Motion carried 4-0.

b) **Discussion & Possible Action Regarding District Health Benefits Contribution Increase for Employees**

Staff Recommendation: For the Board to implement an increase to the District's contribution towards employee's health insurance by \$81,000/year, effective January 1, 2025.

Mr. Bartz introduced this item.

Vice President Snyder moved to increase the District's contribution towards employee's health insurance. Director Kujawa seconded the motion. Motion carried 4-0.

c) **Discussion & Possible Action Regarding the Purchase and Installation of Meter Main Section, Transfer Switch, & Distribution Section Switchboard for Site 1C Operations Facility for FY 25/26**

Staff Recommendation: For the Board to authorize the purchase and installation of meter main section, transfer switch, & distribution section switchboard for site 1C, from Consolidated Electrical Distributor (CED).

Mr. Wright introduced this item.

President Hays moved to authorize the purchase. Director Philips seconded the motion. Motion carried 4-0.

d) **Request to Release Notice of Bidders for Phelan Park Enhancement Project**

Staff Recommendation: For Board approval to release the Notice to Bidders (Notice)

for the Phelan Park Enhancement Project upon final plan approval from the County of San Bernardino (County). This approach is proposed to meet critical grant deadlines.

Mr. Cardenas introduced this item.

Director Kujawa moved to approve the release of Notice to Bidders. Vice President Snyder seconded the motion. Motion carried 4-0.

e) **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)** – Did not meet.
- b) **Finance Committee (Standing)** – Met last week and reviewed the audit.
- c) **Legislative Committee (Standing)** – Meets In December.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Did not meet; on track for upcoming Tree Lighting Ceremony.
- e) **Waste & Recycling Committee (Standing)** – Meets next week.

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

Nothing further to report.

9) **Reports**

- a) **Director's Report**
 - Philips** – Nothing to report.
 - Kujawa** – Nothing to report.
 - Snyder** – Nothing to report.

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

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

11) **Review of Action Items**

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

12) **Set Agenda for Next Meeting**

Regular Board Meeting – December 11, 2024

NOTE: The November 27, 2024, Board Meeting was cancelled.

13) **Recess to Closed Session**

The Board recessed to closed session at 5:54 p.m.

- a) Conference with Legal Counsel – Anticipated Litigation

Significant Exposure to Litigation pursuant to Government Code Section 54956.9(d)(2)
Six potential cases

b) Conference with Real Property Negotiators
Government Code Section 54956.8
Property: APN 3100-561-14
Legal Description: PARCEL MAP 12544 PARCEL 2
District Negotiator: Donald J. Bartz, General Manager
Negotiating Party: Frank B. Olsen
Under Negotiation: Price and terms of payment

c) Conference with Real Property Negotiators
Government Code Section 54956.8
Property: NEC and SWC of El Mirage Road and Meridian Road, El Mirage, California
District Negotiator: Donald J. Bartz, General Manager
Negotiating Party: Circle Green
Under Negotiation: Purchase Option

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

The Board returned to open session at 6:38 p.m. The Board authorized the payment of a claim to Frontier in the amount of \$2,695.31. For the remainder of the closed session items no reportable action was taken.

15) **Adjournment**

With no further business before the Board, the meeting was adjourned at 6:39 p.m.

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

Chuck Hays, President of the Board

Date

Aimee Williams, Assistant District Clerk

Date

Agenda Item 3b

Approval of Board
Stipends/Reimbursements

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

Name: Deborah Philips
Email Address: dphilips@pphcsd.org
Current Date: December 1, 2024
Reimbursement Month: November

Meeting No. 1:
Date of Meeting/Event: Monday, November 04, 2024
Expense Description/Business Purpose: GM (solid waste, well site)
Charge Amount: \$120
Mileage (Distance): 0

Meeting No. 2:
Date of Meeting/Event (2): Wednesday, November 13, 2024
Expense Description/Business Purpose (2): Board meeting
Charge Amount (2): \$120
Mileage (Distance) (2): 10

Meeting No. 3:
Date of Meeting/Event (3): Thursday, November 14, 2024
Expense Description/Business Purpose (3): GM (solid waste, legislative)
Charge Amount (3): \$120
Mileage (Distance) (3):

Meeting No. 4:
Date of Meeting/Event (4): Monday, November 18, 2024
Expense Description/Business Purpose (4): Association of San Bernardino County Special Districts monthly meeting
Charge Amount (4): \$120
Mileage (Distance) (4): 38

Meeting No. 5:
Date of Meeting/Event (5): Tuesday, November 19, 2024
Expense Description/Business Purpose (5): GM (Solid Waste)
Charge Amount (5): \$120
Mileage (Distance) (5):

Meeting No. 6:
Date of Meeting/Event (6): Friday, November 22, 2024
Expense Description/Business Purpose (6): GM (Solid Waste, Legislative)
Charge Amount (6): \$120
Mileage (Distance) (6):

Meeting No. 7:
Date of Meeting/Event (7): Wednesday, November 27, 2024
Expense Description/Business Purpose (7): GM (Legislative)
Charge Amount (7): \$120
Mileage (Distance) (7): 10

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.:

Deborah Philips

Reimbursement Summary:	
TOTAL MILEAGE:	58.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$38.86
TOTAL MEETINGS:	7
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$840.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$878.86

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

Name: Rebecca Kujawa
Email Address: rebeccakujawa70@gmail.com
Current Date: November 26, 2024
Reimbursement Month: November

Meeting No. 1:
Date of Meeting/Event: Wednesday, November 13, 2024
Expense Description/Business Purpose: Regular Board Meeting
Charge Amount: \$120
Mileage (Distance): 0

Meeting No. 2:
Date of Meeting/Event (2): Monday, November 18, 2024
Expense Description/Business Purpose (2): ASBCSD Dinner Meeting
Charge Amount (2): \$120
Mileage (Distance) (2): 37.6

Meeting No. 3:
Date of Meeting/Event (3):
Expense Description/Business Purpose (3):
Charge Amount (3):
Mileage (Distance) (3):

Meeting No. 4:
Date of Meeting/Event (4):
Expense Description/Business Purpose (4):
Charge Amount (4):
Mileage (Distance) (4):

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.:

Rebecca Kujawa

Reimbursement Summary:	
TOTAL MILEAGE:	37.60
TOTAL REIMBURSED MILEAGE REQUESTED:	\$25.19
TOTAL MEETINGS:	2
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$240.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$265.19

Agenda Item 3c

Approval of Contractor
Payments

Payment Approval Form - Contract/Consultant

Date: 11/21/2024

Name of Vendor: Superior Tank Solutions

Description of work: Reservoir 1A-2 Floor Coating & Repairs

Purchase Order # PO-06063

Date of Board Approval October 9, 2024

Original Approved Amount: \$ 274,800.00

Total Contract Amount \$ 274,800.00

% Completed to Date 19%

Total Invoiced to Date \$52,000.00

Amount Paid to Date 0.00


Total Due this Invoice **\$52,000.00**

Total Contract Amount After Invoice: \$ 222,800.00

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


Water Operations Manager

12-2-24
Date


General Manager

11/21/24
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-06063

Date: 10/10/2024

Request #: PO-06063

Vendor #: SUPTAN

ISSUED TO: Superior Tank Solutions, INC
 9500 Lucas Ranch Road
 Rancho Cucamonga, CA 91730

SHIP TO: Service
 Service
 Phelan, CA 92371

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Board approved Reservoir 1A-2 FI			01-1-3-54620	Repair & Maintena	274,800.00

Board approved Reservoir 1A-2 Floor repair and coa

Requested By: Sean Wright **Date:** 10/10/2024

SUBTOTAL:	274,800.00
TOTAL TAX:	0.00
SHIPPING:	15 0.00
TOTAL	274,800.00

Payment Approval Form - Contract/Consultant

Date: 11/18/2024

Name of Vendor: H.A Baqai, P.E.

Description of work: Homefield Mitigation - Water Quality Study

Purchase Order # PO-05286

Date of Board Approval August 1, 2021

Original Approved Amount: \$ 115,000.00

Total Contract Amount \$ 115,000.00

% Completed to Date 70%

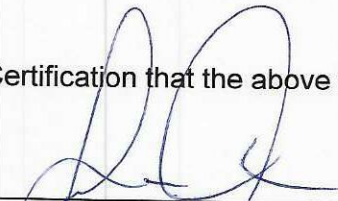
Total Invoiced to Date \$80,530.60

Amount Paid to Date 79,080.60

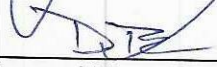
Total Due this Invoice **\$1,450.00**

Total Contract Amount After Invoice: \$ 34,469.40

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



Engineering Manager 11/21/2024
Date



General Manager 11/21/24
Date

Approved by Board of Directors: _____
Date

INVOICE

H. A. Baqai, P.E.
P.O. Box 548
Victorville, CA 92393

Date July 12, 2024

Description of Professional Services Performed – Regional Water Board meeting	Hours	Amount
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1, Prepare and participate with Mr. Bartz and District Counsel conference call for the points of discussion with the water board and agenda review	2-hrs	
2. Setup meeting with board staff and prepare for the meeting and participate in the meeting at the water board office on 6-18-24	- 2-hrs	
3. Prepare list of constituents for additional analytes to be analyzed by Ducommun- Coordinate with Sean Wright	1-hr	
Travel from Racho to VVL and back	2-hrs	
5-hrs @ \$250-per hr		\$1250-
Travel hours @ \$100-per hour		
80-miles travel @ \$0.65 /mi not charged		\$200-
Total due		\$1450-
DESCRIPTION <u>Homefield Mitigation</u> EL ACCT# _____ AMI _____ <u>20-05286</u> <u>Water Quality Study</u>		

NOTES

Baqai GEN MGR
 JUNIOR MGR



PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT PURCHASE ORDER

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

PO Number: PO-05286

Date: 07/01/2022

Request #: PO-05286

Vendor #: BAQAI

ISSUED TO: H. A. Baqai, P.E.
P.O Box 548
Victorville, CA 92393-

SHIP TO: Service
Service
Phelan, CA 92371

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Homefield Mitigation - Water Qua	C0099		01-0-1-53150	Outside Service	115,000.00

Requested By: D. Bartz **Date:** 7/1/2022

SUBTOTAL:	115,000.00
TOTAL TAX:	0.00
SHIPPING:	18 0.00
TOTAL	115,000.00

Payment Approval Form - Contract/Consultant

Date: 12/2/2024

Name of Vendor: Wallace Group

Description of work: Phelan Park Improvements - ARPA

Purchase Order # PO-05789

Date of Board Approval June 14, 2023

Original Approved Amount: \$ 103,987.00

Total Contract Amount \$ 103,987.00

% Completed to Date 79%

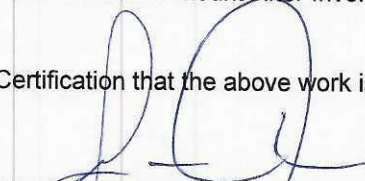
Total Invoiced to Date \$81,709.48

Amount Paid to Date 47,644.48

Total Due this Invoice \$34,065.00

Total Contract Amount After Invoice: \$ 22,277.52

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



Engineering Manager 12/2/24
Date



General Manager 12/3/24
Date

Approved by Board of Directors: _____
Date

Total this Phase \$7,623.25

Phase Fee 00701 Bid Ready PS&E

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Bid Ready PS&E	9,825.75	0.00	0.00	0.00
Total Fee	9,825.75		0.00	0.00
Total Fee				0.00
Total this Phase				0.00

Phase Fee 00801 Structural Support Allowance

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Structural Support Allowance	1,800.00	0.00	0.00	0.00
Total Fee	1,800.00		0.00	0.00
Total Fee				0.00
Total this Phase				0.00

Total this Invoice \$34,065.00

Outstanding Invoices

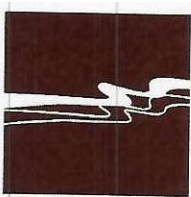
Number	Date	Balance
63475	10/21/2024	3,817.50
Total		3,817.50

DESCRIPTION Phelan Park Enhancement ARPA November 27, 2024
 GL ACCT # C0111 AMT \$34,065.00

NOTES Wallace Group
Design / Coordination / QA/QC
 -

Contract Amount: \$103,987 Invoice: 63729

PO # 05789 GEN MANAGER _____
 DEPT MANAGER [Signature] ADMIN MANAGER _____ 20



WALLACE GROUP

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

November 20, 2024

Project No: 1764-0005-01

Invoice No: 63729

Invoice Total \$34,065.00

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

Project 1764-0005-01 Phelan Piñon Hills Community Services District, Phelan Community Park ARPA Improvements

Professional services rendered through October 31, 2024

Phase	00101	Management & Meetings				
Fee						
Billing Phase			Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Management & Meetings			3,970.00	86.5554	3,305.00	131.25
Total Fee			3,970.00		3,305.00	131.25
Total Fee						131.25
			Total this Phase			\$131.25

Phase	00102	QA/QC				
Fee						
Billing Phase			Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
QA/QC			4,040.00	97.4938	3,476.25	462.50
Total Fee			4,040.00		3,476.25	462.50
Total Fee						462.50
			Total this Phase			\$462.50

Phase	00200	Site Survey				
Fee						
Billing Phase			Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Site Survey			12,095.00	0.00	0.00	0.00
Total Fee			12,095.00		0.00	0.00
Total Fee						0.00
			Total this Phase			0.00

Phase	00201	Site Analysis				
Fee						
						21

Project	1764-0005-01	PPHCSD PHELAN COMMUNITY PARK ARPA IMPROV			Invoice	63729
Billing Phase		Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing	
LA Site Analysis		1,185.00	73.2068	867.50	0.00	
TRL Site Analysis		1,886.00	0.00	0.00	0.00	
Total Fee		3,071.00		867.50	0.00	
Total Fee						0.00
				Total this Phase		0.00

Phase Fee	00301	Schematic Plan				
Billing Phase		Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing	
Schematic Plan		7,497.00	99.3831	7,450.75	0.00	
Total Fee		7,497.00		7,450.75	0.00	
Total Fee						0.00
				Total this Phase		0.00

Phase Fee	00401	60% PS&E				
Billing Phase		Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing	
60% PS&E		21,465.00	100.00	21,465.00	0.00	
Total Fee		21,465.00		21,465.00	0.00	
Total Fee						0.00
				Total this Phase		0.00

Phase Fee	00501	90% PS&E				
Billing Phase		Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing	
90% PS&E		32,809.25	100.00	6,961.25	25,848.00	
Total Fee		32,809.25		6,961.25	25,848.00	
Total Fee						25,848.00
				Total this Phase		\$25,848.00

Phase Fee	00601	100% PS&E				
Billing Phase		Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing	
100% PS&E		19,509.00	50.00	2,131.25	7,623.25	
Total Fee		19,509.00		2,131.25	7,623.25	
Total Fee						7,623.25

Billing Backup

Wednesday, November 20, 2024

Wallace Group Invoice 63729 Dated 11/20/2024 11:51:19 AM

Project 1764-0005-01 Phelan Piñon Hills Community Services District, Phelan Community Park ARPA Improvements

Phase 00101 Management & Meetings

Labor

		Hours
Director of Landscape Architecture		
Wilkins, Matthew	10/11/2024	.50
Meeting to Discuss SCE Requirements		
Landscape Architect IV		
Baird, Suzanne	10/23/2024	.25
Con Docs - Site Plans		
Totals		.75
Total Labor		

Total this Phase

Phase 00102 QA/QC

Labor

		Hours
Director of Landscape Architecture		
Wilkins, Matthew	10/17/2024	2.50
Landscape QAQC		
Totals		2.50
Total Labor		

Total this Phase

Phase 00501 90% PS&E

Labor

		Hours
Director of Landscape Architecture		
Wilkins, Matthew	8/5/2024	.50
90% PSE		
Wilkins, Matthew	8/7/2024	.50
90% PSE		
Wilkins, Matthew	8/8/2024	.25
90% PSE		
Wilkins, Matthew	8/9/2024	1.00
90% PSE		
Landscape Designer II		
Connell, Marilynn	8/1/2024	1.75
Arpa Site Con Docs		
Connell, Marilynn	8/2/2024	.75

ARPA SITE CON DOCS-PLANTING			
Connell, Marilynn	8/5/2024	5.75	
ARPA Site Furnishings and Con Docs			
Connell, Marilynn	8/6/2024	1.50	
ARPA Site Con Docs, Site Furnishings			
Connell, Marilynn	8/7/2024	6.75	
ARPA Site Team Meeting (1), ARPA Site Con Docs			
Connell, Marilynn	8/8/2024	5.75	
ARPA Site Con Docs, Site Furnishings			
Connell, Marilynn	8/9/2024	7.25	
ARPA Site Con Docs, Site Furnishings, Irrigation			
Connell, Marilynn	8/12/2024	4.50	
ARPA Site Revisions and Furnishings			
Connell, Marilynn	8/16/2024	2.00	
Site Furnishings: Greenhouse, Shade Structures			
Totals		38.25	
Total Labor			

Total this Phase

Phase 00601 100% PS&E

Labor			Hours
Director of Landscape Architecture			
Wilkins, Matthew	8/26/2024	.25	
Design Review			
Wilkins, Matthew	8/28/2024	.50	
Design Review			
Wilkins, Matthew	8/29/2024	1.00	
Electrical coordination and meeting			
Wilkins, Matthew	9/4/2024	.50	
Specs			
Wilkins, Matthew	9/5/2024	.50	
Specs			
Wilkins, Matthew	9/9/2024	.75	
Specs			
Wilkins, Matthew	9/11/2024	.75	
Specs			
Wilkins, Matthew	9/18/2024	.50	
100% PSE			
Landscape Architect IV			
Baird, Suzanne	8/7/2024	.50	
Con Docs - Site Revisions			
Baird, Suzanne	8/8/2024	.25	
Con Docs - Planting/Irrigation Review			
Baird, Suzanne	8/9/2024	.25	
Con Docs - Planting/Irrigation Review			
Baird, Suzanne	8/12/2024	.50	
Site Furnishings			
Baird, Suzanne	8/13/2024	.75	
Con Docs - Planting			
Baird, Suzanne	8/14/2024	3.50	
Con Docs - Planting			
Baird, Suzanne	8/15/2024	6.75	
Con Docs - Planting, Plant Palette, Irrigation Plan			

Project	1764-0005-01	PPHCSD PHELAN COMMUNITY PARK ARPA IMPROV	Invoice	63729
Baird, Suzanne		8/19/2024	.50	
	Con Docs - Planting, Irrigation			
Baird, Suzanne		8/20/2024	3.50	
	Con Docs - Irrigation & Planting			
Baird, Suzanne		8/21/2024	4.25	
	Con Docs - Irrigation & Planting			
Baird, Suzanne		8/22/2024	7.25	
	Con Docs - Irrigation & Planting			
Baird, Suzanne		8/26/2024	3.25	
	Con Docs - Irrigation, Planting			
Baird, Suzanne		8/27/2024	1.50	
	Con Docs - Irrigation			
Baird, Suzanne		8/28/2024	.75	
	Con Docs - Irrigation			
Baird, Suzanne		8/30/2024	1.00	
	Con Docs - Updates Per Civil Revisions Planting & Irrigation, Package Plans			
Baird, Suzanne		9/4/2024	.75	
	Cost Estimate			
Baird, Suzanne		9/12/2024	.25	
	QA/QC			
Baird, Suzanne		9/16/2024	.25	
	Team Review			
	Landscape Designer II			
Connell, Marilynn		8/19/2024	4.50	
	Site Plan Updates, Site Furnishings, Estimates			
Connell, Marilynn		8/20/2024	3.50	
	Site Plan Updates, Site Furnishings, Estimates			
Connell, Marilynn		8/21/2024	2.00	
	Site Plan Updates, Site Furnishings, Estimates			
Connell, Marilynn		8/22/2024	3.25	
	Con Docs			
Connell, Marilynn		8/23/2024	3.50	
	Con Docs			
Connell, Marilynn		8/26/2024	4.00	
	100% Con Docs, Site Furnishings			
Connell, Marilynn		8/27/2024	2.00	
	100% Con Docs, Processing EXTR Files from TRLS			
Connell, Marilynn		9/3/2024	.25	
	Team Communications			
Connell, Marilynn		9/4/2024	6.00	
	Con Docs for Submittal			
Connell, Marilynn		9/9/2024	.50	
	File Transmittal			
Connell, Marilynn		9/10/2024	.50	
	File Transmittal			
Connell, Marilynn		9/25/2024	3.25	
	Phelan ARPA Comment Resolution, Civil and Landscape			
Connell, Marilynn		10/8/2024	1.00	
	Team Meeting			
Connell, Marilynn		10/10/2024	1.75	
	Greenhouse Engineering, Comment Resolution: Joshua Trees			
Connell, Marilynn		10/14/2024	1.75	
	Team Meeting and Notes			
Connell, Marilynn		10/16/2024	4.00	
	Lighting Locations Exhibit, Chain-link Fencing Details, Site Furnishings			

Project	1764-0005-01	PPHCSD PHELAN COMMUNITY PARK ARPA IMPROV	Invoice	63729
Connell, Marilyn		10/21/2024	.50	
	Con Docs			
Connell, Marilyn		10/22/2024	3.25	
	Plan updates, Con Docs, Site Furnishings Specs			
Connell, Marilyn		10/23/2024	3.75	
	Plan updates, Con Docs, Adult Exercise			
Connell, Marilyn		10/25/2024	4.25	
	Plan updates, Team Meeting, Con Docs			
Connell, Marilyn		10/28/2024	2.25	
	Details, Adult Fitness, Outdoor Classroom			
Connell, Marilyn		10/29/2024	4.00	
	Details, Adult Fitness			
Connell, Marilyn		10/31/2024	1.25	
	Details			
	Totals		101.50	
	Total Labor			

Total this Phase

Total this Project

Total this Report

Payment Approval Form - Contract/Consultant

Date: 12/2/2024

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 71%

Total Invoiced to Date \$44,061.25

Amount Paid to Date \$38,622.50

Total Due this Invoice \$5,438.75

Total Contract Amount After Invoice: \$ 17,938.75

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


Engineering Manager 12/2/24
Date


General Manager 12/2/24
Date

Approved by Board of Directors: _____
Date



WALLACE GROUP

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

November 20, 2024
Project No: 1764-0003-00
Invoice No: 63728
Invoice Total \$5,438.75

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 October 31, 2024

Phase 00200 Management, Meetings, and Coordination

Labor

	Hours	Rate	Amount	
Principal Engineer	.25	245.00	61.25	
Totals	.25		61.25	
Total Labor				61.25
Total this Phase				\$61.25

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

Labor

	Hours	Rate	Amount	
Principal Engineer	20.25	245.00	4,961.25	
Director of Landscape Architecture	2.25	185.00	416.25	
Totals	22.50		5,377.50	
Total Labor				5,377.50
Total this Phase				\$5,377.50

Budget	Current	Prior	To-Date
Labor	5,438.75	29,805.00	35,243.75
Limit			62,000.00
Remaining			26,756.25

Total this Invoice \$5,438.75

Outstanding Invoices

Number	Date	Balance
63474	10/21/2024	1,646.25
Total		1,646.25

DESCRIPTION Civic Center Project November 27, 2024

GL ACCT # C0002 AMT \$5,438.75

NOTES Wallace Group

Bid Support

Contract Amount: \$62,000 Invoice: 63728

PO # 05612 GEN MANAGER 28

DEPT MANAGER [Signature] ADMIN MANAGER _____

Billing Backup

Wednesday, November 20, 2024

Wallace Group Invoice 63728 Dated 11/20/2024 11:51:15 AM

Project	1764-0003-00	Phelan Piñon Hills Community Services District, Phelan Civic Center Bid Support
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Phase	00200	Management, Meetings, and Coordination
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Labor

	Hours	Rate	Amount
Principal Engineer			
Tanaka, Steven 10/28/2024	.25	245.00	61.25
Contract Addendum from Kennedy			
Totals	.25		61.25
Total Labor			61.25
Total this Phase			\$61.25

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

	Hours	Rate	Amount
Principal Engineer			
Tanaka, Steven 9/25/2024	3.00	245.00	735.00
Prepare Draft Front Ends			
Tanaka, Steven 9/26/2024	1.75	245.00	428.75
Landscape Plan Review			
Tanaka, Steven 10/7/2024	1.50	245.00	367.50
Prepare Division 01 Technical Specifications			
Tanaka, Steven 10/7/2024	1.50	245.00	367.50
Prepare Division 01 Technical Specifications			
Tanaka, Steven 10/8/2024	1.00	245.00	245.00
Coordination Meeting			
Tanaka, Steven 10/21/2024	.25	245.00	61.25
Div 01 Specifications			
Tanaka, Steven 10/21/2024	.25	245.00	61.25
Div 01 Specifications			
Tanaka, Steven 10/22/2024	2.50	245.00	612.50
Phelan Park Division 01 Specifications			
Tanaka, Steven 10/23/2024	1.50	245.00	367.50
Division 01 Specifications			
Tanaka, Steven 10/23/2024	2.00	245.00	490.00
Specifications Coordination/Review Meeting with PPHCSD			
Tanaka, Steven 10/24/2024	4.00	245.00	980.00
Front Ends, Division 01 Specifications			
Tanaka, Steven 10/31/2024	1.00	245.00	245.00
Div 01 Specs, Review Bid Schedule			
Director of Landscape Architecture			
Wilkins, Matthew 10/16/2024	1.00	185.00	185.00
Bid Docs			
Wilkins, Matthew 10/25/2024	.50	185.00	92.50
Review Division 1 Specs			
Wilkins, Matthew 10/29/2024	.50	185.00	92.50
Front End Items Meeting Recap			

Project	1764-0003-00	PPHCSD PHELAN CIVIC CENTER BID SUPPORT	Invoice	63728
Wilkins, Matthew	10/31/2024	.25	185.00	46.25
Review Front End Items				
Totals		22.50		5,377.50
Total Labor				5,377.50
			Total this Phase	\$5,377.50
			Total this Project	\$5,438.75
			Total this Report	\$5,438.75

Payment Approval Form - Contract/Consultant

Date: 12/2/2024

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 7%

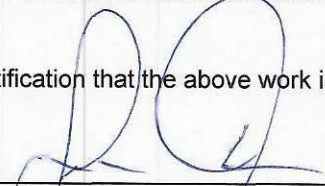
Total Invoiced to Date \$30,453.75

Amount Paid to Date 26,065.00

Total Due this Invoice \$4,388.75

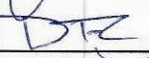
Total Contract Amount After Invoice: \$ 405,357.25

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



Engineering Manager

12/2/24
Date



General Manager

12/3/24
Date

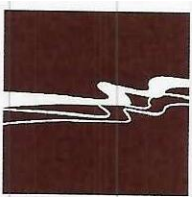
Approved by Board of Directors: _____
Date

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	\$4,388.75

Outstanding Invoices

Number	Date	Balance
63473	10/21/2024	1,987.50
Total		1,987.50

DESCRIPTION Phelan Park Expansion Design November 27, 2024
 GL ACCT # C0078 AMT \$4,388.75
 NOTES Wallace Group
65% Park Design and Planning
-
Contract Amount: \$435,811 Invoice: 63727
 PO # 05614 GEN MANAGER 32
 DEPT MANAGER [Signature] ADMIN MANAGER



WALLACE GROUP

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

November 20, 2024

Project No: 1764-0002-00

Invoice No: 63727

Invoice Total \$4,388.75

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 October 31, 2024

Phase 00100 Project Management & Administration

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Project Management & Admin	32,165.00	53.4432	14,733.75	2,456.25
Total Fee	32,165.00		14,733.75	2,456.25
Total Fee				2,456.25
Total this Phase				\$2,456.25

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

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Final Schmtc Plns 35% Cmpltn of CUP Pln	83,083.00	19.5678	14,355.00	1,902.50
Total Fee	83,083.00		14,355.00	1,902.50
Total Fee				1,902.50
Total this Phase				\$1,902.50

Phase 00300 50% Design Development

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
50% Design Development	181,900.50	3.9647	7,181.75	30.00
Total Fee	181,900.50		7,181.75	30.00
Total Fee				30.00
Total this Phase				\$30.00

Phase 00400 65% Design Development

Billing Backup

Wednesday, November 20, 2024

Wallace Group Invoice 63727 Dated 11/20/2024 11:51:12 AM

Project	1764-0002-00	Phelan Piñon Hills Community Services District, Community Park Design Development & Management
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Phase	00100	Project Management & Administration
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Labor

	Hours
Director of Landscape Architecture	
Wilkins, Matthew 10/1/2024 Proj. Management	.75
Wilkins, Matthew 10/2/2024 Proj. Management - Sub Invoices	.50
Wilkins, Matthew 10/7/2024 Proj. Management	.25
Wilkins, Matthew 10/8/2024 Proj. Management Billing	.50
Wilkins, Matthew 10/11/2024 Meeting to Discuss SCE Requirements	.50
Wilkins, Matthew 10/14/2024 Team Meeting	1.00
Wilkins, Matthew 10/15/2024 Proj. Management	.50
Wilkins, Matthew 10/17/2024 Proj. Management	.50
Wilkins, Matthew 10/21/2024 Proj. Management	.50
Wilkins, Matthew 10/22/2024 Proj. Management	1.50
Wilkins, Matthew 10/24/2024 Proj. Management	2.00
Wilkins, Matthew 10/25/2024 Proj. Management	2.00
Wilkins, Matthew 10/29/2024 Proj. Management	1.00
Wilkins, Matthew 10/30/2024 Proj. Management	.50
Project Assistant III	
Mendoza Pacheco, Gabriela 9/11/2024 MJW Project Management Assistance.	.75
Mendoza Pacheco, Gabriela 10/9/2024 MJW Project Management Assistance.	.75
Mendoza Pacheco, Gabriela 10/18/2024 MJW Project Management Assistance.	.25
Totals	13.75
Total Labor	

Total this Phase

Phase	00200	Fnl Schmtc Plns 35% & Cmpltn of CUP Plns
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Labor			Hours
Landscape Designer II			
Connell, Marilyn	8/13/2024	Exhibit for Team Meting, Next Phase, Proj. Organization	2.50
Connell, Marilyn	8/14/2024	Exhibit for Team Meting, Next Phase	2.50
Connell, Marilyn	8/15/2024	Exhibit for Team Meeting, Next Phase, Team Meeting	3.50
Landscape Designer I			
Bruno, Ioanna	8/1/2024	Inspirational Wayfinding Boards	1.00
Connell, Marilyn	10/22/2024	Plan updates, Con Docs, Site Furnishings Specs	2.00
Connell, Marilyn	10/23/2024	Plan updates, Con Docs, Adult Exercise	2.00
Connell, Marilyn	10/25/2024	Plan updates, Team Meeting, Con Docs	2.00
Totals			15.50
Total Labor			
			Total this Phase

Phase	00300	50% Design Development		
Labor			Hours	
Landscape Designer I				
Bruno, Ioanna	10/1/2024	Team Coordination	.25	
Totals			.25	
Total Labor				
			Total this Phase	
			Total this Project	
			Total this Report	

Agenda Item 4

Matters Removed from
Consent Items

Agenda Item 5

Presentations/Appointments

Agenda Item 6a

Discussion & Possible Action Regarding
Election of Officers

MEMORANDUM

DATE: December 11, 2024
TO: Board of Directors
FROM: Don Bartz, General Manager
By: Aimee Williams, Assistant District Clerk/Administrative Specialist
SUBJECT: Discussion & Possible Action Regarding Election of Officers

STAFF RECOMMENDATION

Staff recommends for the Board to elect a President and Vice President for 2025.

BACKGROUND

Each year, a President and Vice President are chosen at the second meeting in December for a term beginning in January, per Resolution No. 2022-01, Section 1.2:

1.2 **Officers**

1.2.1 Within 45 days after each general District or unopposed election, the Board shall meet and elect the officers of the Board. The Board shall elect its officers annually at its second meeting in December.

1.2.2 The officers of the Board are President and Vice-President. The President shall preside over meetings of the Board and the Vice-President shall serve in the President's absence or inability to serve. The Board may create additional offices and elect members to those offices, provided no members of the Board shall hold more than one office.

This item is on the agenda for the Board to elect the Board President and Vice President for 2025.

FISCAL IMPACT

None

ATTACHMENT(S)

None

Agenda Item 6b

Discussion & Possible Action Regarding
Committee Appointments

MEMORANDUM

DATE: December 11, 2024

TO: Board of Directors

FROM: Don Bartz, General Manager
By: Aimee Williams, Assistant District Clerk/Administrative Specialist

SUBJECT: Discussion & Possible Action Regarding Committee Appointments

STAFF RECOMMENDATION

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

BACKGROUND

Per District policy, a review of the Board's committees shall be conducted annually. This review is customarily conducted at the last meeting in December to facilitate scheduling for the upcoming year.

FISCAL IMPACT

None

ATTACHMENT(S)

Current Committee Assignments & Schedule
Committee Roles & Responsibilities

District Meetings List

Board Meeting

Regular Meetings: Second & Fourth Wednesday of the Month

Meeting Time: 5:00pm

Board Members: Chuck Hays, Rebecca Kujawa, Deborah Philips, Mark Roberts, Greg Snyder

Engineering – Standing Committee

Meeting Frequency: Monthly

Meeting Dates: Third Wednesday of each Month

Meeting Time: 4:30pm

Committee Members: Rebecca Kujawa, Mark Roberts

Finance – Standing Committee

Meeting Frequency: Quarterly

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

Meeting Time: 4:00pm

Committee Members: Mark Roberts, Chuck Hays

Legislative – Standing Committee

Meeting Frequency: Quarterly

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

Meeting Time: 3:00pm

Committee Members: Deborah Philips, Greg Snyder

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, Greg Snyder

Waste & Recycling – Standing Committee

Meeting Frequency: Monthly

Meeting Dates: Third Wednesday of Each Month

Meeting Time: 2:30pm

Committee Members: Chuck Hays, Deborah Philips

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 develop or 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 come into compliance with state laws and regulations in a manageable timeframe.
- 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 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: December 11, 2024
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

ATTACHMENT(S)

Park Expansion Costs
Park Enhancement Costs
Park Enhancement Project Timeline
Civic Center Project Timeline
Civic Center/Emergency Operation Center Costs

Phelan Park Expansion Costs*				
Vendor Name	Services Provided	Total Expended	Total Outstanding	Comments
Brunick, McElhaney & Kennedy	Legal Services	\$ 1,893.75		
DUKE Cultural Resources Management, LLC	Future Phelan Park-Cultural/Paleontological Study	\$ 3,896.82		
KTU&A Planning & Landcape Architecture	Phelan Park Expansion - Planning Services	\$ 343,266.25		
Lilburn Corp.	Environmental	\$ 59,000.00		
Randall C. Arnold Jr	Biological/Joshua Tree ITP	\$ 31,650.00		
Red Brick Consulting Engineers & Architects	Civic Center - Partial Phase 2 WQMP	\$ 6,500.00		
Steen Design Studio, Inc	Required Fees/Master Plan/Perc Test	\$ 112,614.08		
TRLS Engineering, Inc	Parcel Merge	\$ 3,700.00		
Wallace Group, a California Corporation	65% Design Services	\$ 26,065.50	\$ 409,745.50	Some sub-contractors are billed under Wallace Group
	Total	\$ 588,586.40	\$ 409,745.50	

*Through 10/31/24

Phelan Park Enhancement Costs*				
Vendor Name	Services Provided	Total Expended	Total Outstanding	Comments
Wallace Group, a California Corporation	Design/Plans/Studies	\$ 48,734.50	\$ 56,342.50	Some sub-contractors are billed under Wallace Group. Previous outstanding amount did not include entire approved amount for design, just fees and topographic survey.
Wallace Group, a California Corporation	Topographic Study	\$ -	\$ 12,095.00	
TRLS	Parking Lot Design	\$ 8,347.46	\$ -	Some fees included
	Total	\$ 57,081.96	\$ 68,437.50	

**Through 10/31/2024*

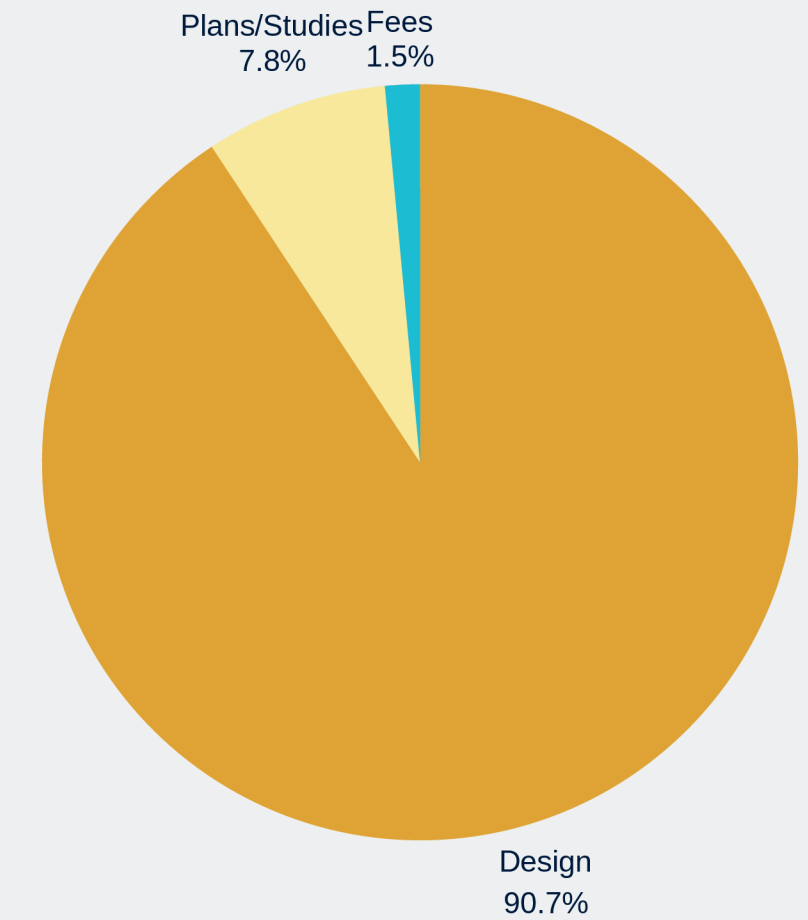
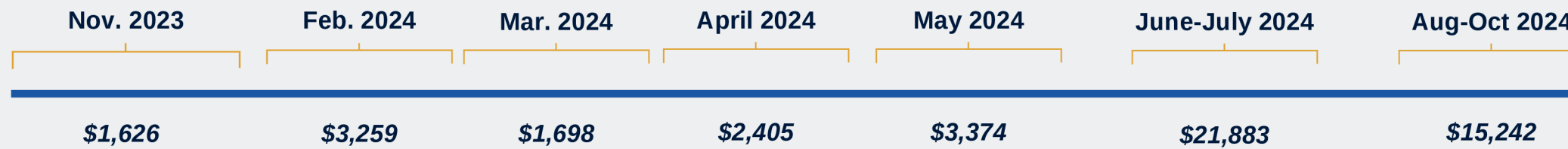
Park Enhancement Project (ARPA & Per Capita Grant)

Grant Amount: \$457,194 (ARPA) + \$179,297 (Per Capita)

Funding Source: ARPA, Per Capita Grant, District Funds

Estimated Completion Date: December 2026

Project Expenditure Breakdown (through 10/31/24)

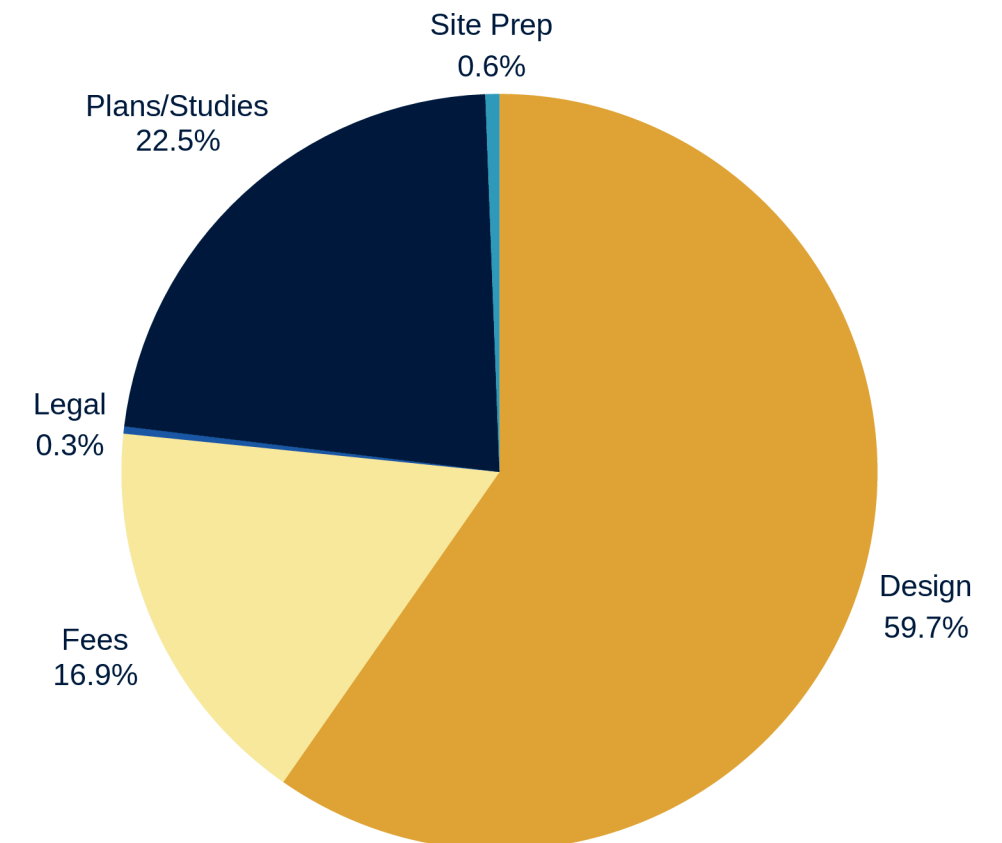
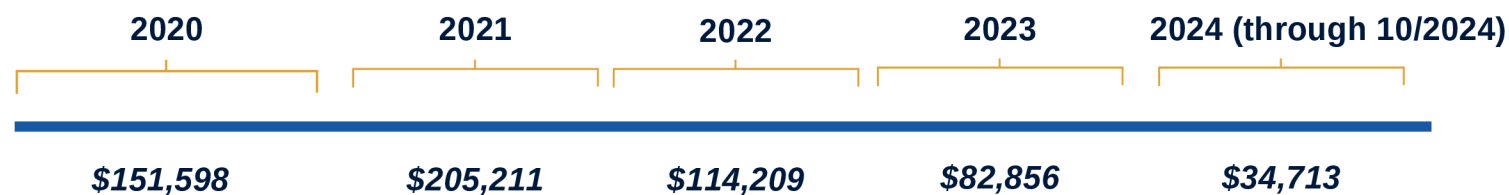


Park Expansion Project

Funding Source: District Funds, Possible Future Grants

Estimated Completion Date: TBD

Project Expenditure Breakdown (through 10/31/24)



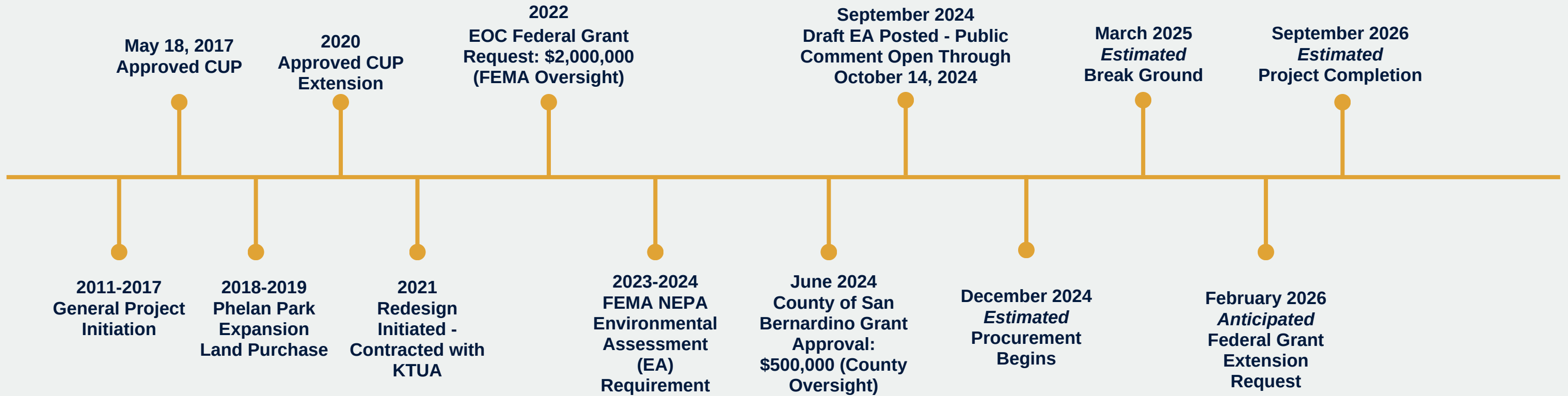
Civic Center Project

Funding Sources: Federal Grant, County Grant, District Funds

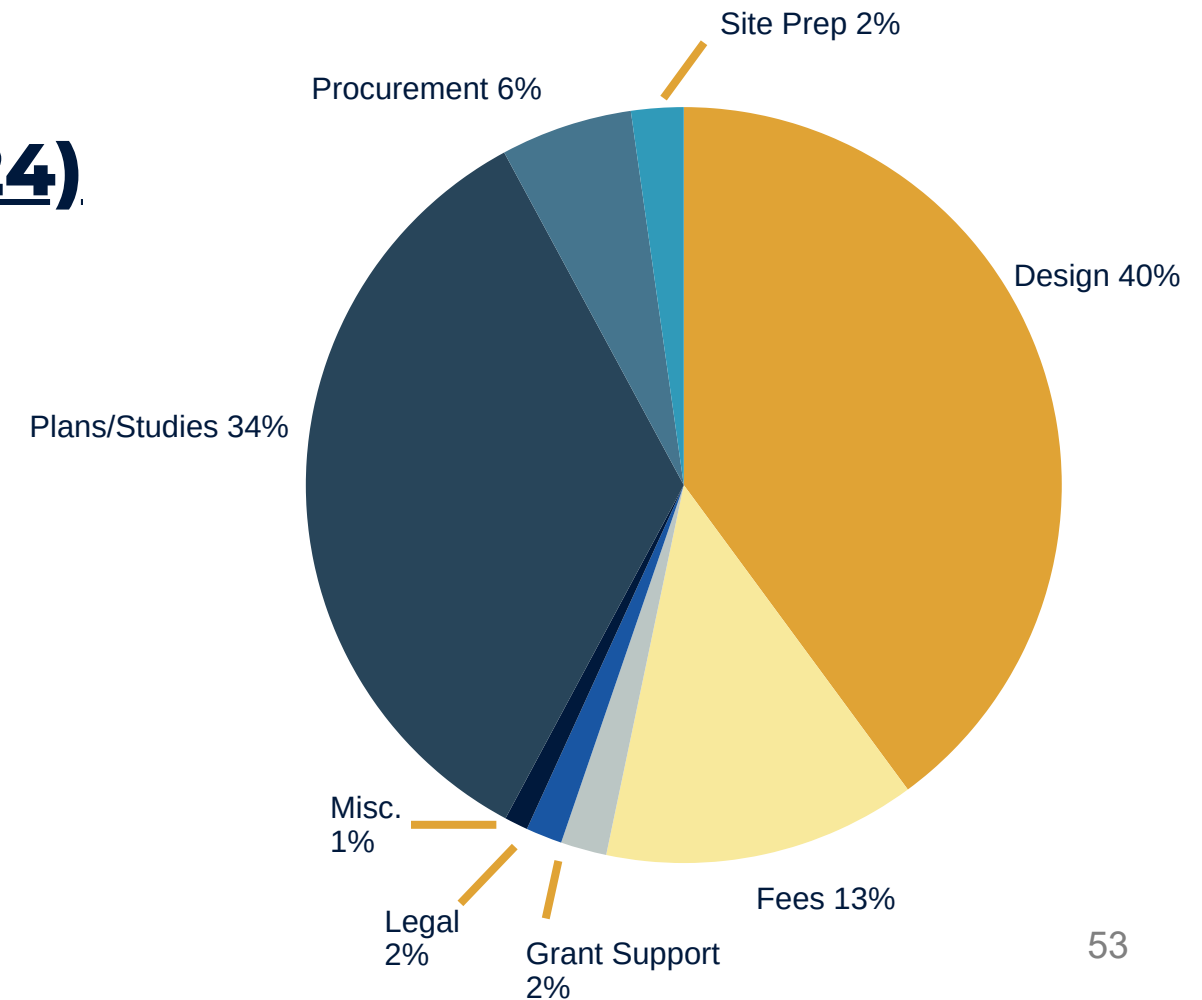
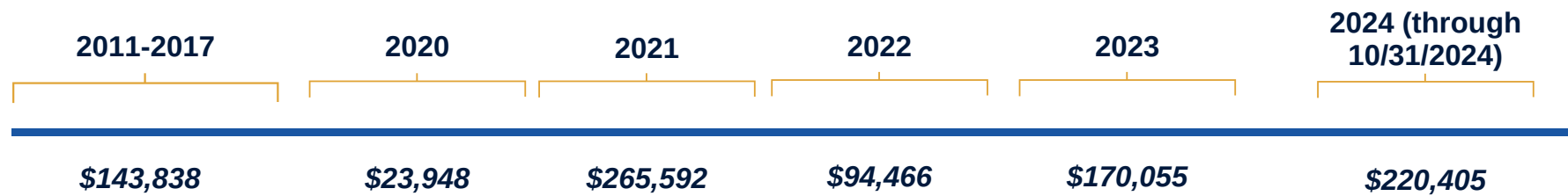
Grants Total: \$2,500,000

Estimated Completion Date: December 2026

Timeline



Project Expenditure Breakdown (through 10/31/2024)



Civic Center/Emergency Operations Center Costs*				
Vendor Name	Services Provided	Total Expended	Total Outstanding	Comments
ALR Engineering & Testing	Proposed Admin Building - modified WQMP	\$ 2,000.00		
Archaeological Information Center	Historical Record Search/APN: 3066-261-10	\$ 151.95		
Brunick, McElhaney & Kennedy	Legal Services	\$ 14,252.50		
California Department of Fish and Wildlife	FEES - Fees/License	\$ 2,216.25		
County of San Bernardino	FEES - Fees/License	\$ 57,113.01		
CR&R Incorporated	Disposal Fee for Clean Up on Future Admin Site	\$ 644.26		
David Evans and Associates, Inc.	Civic Center Street Improvements Traffic Study	\$ 29,613.46		
Debbie L. Van Dam	Easement Purchase APN:3066-251-06	\$ 10,000.00		
Design West Engineering, Inc.	Civic Center - SCE Service Upgrade Coordination	\$ 12,075.00		
DUKE Cultural Resources Management, LLC	Civic Center-Cultural/Paleontological Study	\$ 4,776.30		
Gary Van Dam	Easement Purchase APN:3066-251-05	\$ 7,875.00		
Hall & Foreman Inc	Traffic Engineering Report/Admin Property	\$ 6,770.82		
Inland Signs, Inc.	Project Signage	\$ 9,231.48		
KTU&A Planning & Landcape Architecture	Civic Center Landscape-Hardscape Const. Docs	\$ 24,650.00		
Lilburn Corp.	CEQA/NEPA	\$ 33,710.75	\$ 30,062.50	
Merrell-Johnson Engineering Inc	Geotechnical/Infiltration Study	\$ 15,111.00		
Orange Coast Title Company	Preliminary Title Report/APN: 3066-261-10	\$ 400.00		
Paul A. Penardi	Acoustical Analysis/Admin Property	\$ 860.00		
Plannet, LLC	Civic Center Building - A/V design/Technology Design	\$ 24,991.00		
Randall C. Arnold Jr	Biological Report/APN: 3066-261-10	\$ 5,325.00		
Red Brick Consulting Engineers & Architects	Research LOMR & Site Plan, WQMP, FEMA Compliance	\$ 12,345.00		
Richtig Inc.	Civic Center - Topographic/Boundary/RS	\$ 11,495.00		
Rider Levett Bucknall, LTD	Cost Estimate, RFQ/RFP	\$ 28,000.00		
Steen Design Studio, Inc	Architectual Services/Project Fees	\$ 358,286.28	\$ 1,335.70	A lot of the cost incorporates required fees.
TRLS Engineering, Inc	Lot merger, grading plan, geotechnical, revision to CUP	\$ 186,278.00	\$ 23,460.00	
Wallace Group, a California Corporation	Specs review, bid docs, grant assistance, landscape design services	\$ 60,133.75	\$ 35,866.25	
	Total	\$ 918,305.81	\$ 90,724.45	

*Through 10/31/2024

Agenda Item 7

Committee Reports/Comments

Agenda Item 8

Staff & General Manager's Report



Phelan Piñon Hills Community Services District

4176 Warbler Road - PO Box 2940449 - Phelan, CA 92329-4049 - (760) 868-1212 - Fax (760) 868-2323

Assistant General Manager / CFO's Report

October 2024

FINANCIAL DATA:

Enterprise Fund (Water Operations)				
	October	YTD	Total Budget	% of Total Budget
Operational Revenue	\$860,304.49	\$3,731,383.84	\$9,495,007.53	39%
Operational Expenses	\$540,624.63	\$2,794,482.54	\$9,559,717.66	29%
Net Income (Loss)	\$319,679.86	\$936,901.30	-\$64,710.13	-1448%
Non-Operational Revenue	\$281,945.64	\$1,059,014.32	\$2,362,005.60	45%
Non-Operational Expenses	\$4,843.98	\$10,562.27	\$1,306,552.00	1%
Net Income (Loss)	\$277,101.66	\$1,048,452.05	\$1,055,453.60	99%
Total Revenue	\$1,142,250.13	\$4,790,398.16	\$11,857,013.13	40%
Total Expense	\$545,468.61	\$2,805,044.81	\$10,866,269.66	26%
Total Net Income (Loss)	\$596,781.52	\$1,985,353.35	\$990,743.47	200%

Capital Outlay/Principal Pmts/C6 **\$885,312.55** **\$2,653,428.76**

Government Funds (Parks, Street Lighting, Solid Waste & Recycling)				
	October	YTD	Total Budget	% of Total Budget
Operational Revenue	\$43,748.94	\$180,707.49	\$613,384.00	29%
Operational Expenses	\$62,204.37	\$279,064.16	\$1,202,185.78	23%
Net Income (Loss)	-\$18,455.43	-\$98,356.67	-\$588,801.78	17%
Non-Operational Revenue	\$50,161.46	\$194,359.49	\$2,293,588.83	8%
Non-Operational Expenses	\$4,443.38	-\$23,720.27	\$59,380.94	-40%
Net Income (Loss)	\$45,718.08	\$218,079.76	\$2,234,207.89	10%
Total Revenue	\$93,910.40	\$375,066.98	\$2,906,972.83	13%
Total Expense	\$66,647.75	\$255,343.89	\$1,261,566.72	20%
Total Net Income (Loss)	\$27,262.65	\$119,723.09	\$1,645,406.11	7%

GOVERNMENT FUNDS:	General	Parks and Rec	Street Lighting	Property Tax	Solid Waste	Total
Revenue YTD	142,746.74	105,507.70	397.58	18,836.57	107,578.39	375,066.98
Expense YTD	-8,735.67	199,518.76	5,062.20	-2,059.94	61,558.54	255,343.89
Total Net Income (Loss)	151,482.41	-94,011.06	-4,664.62	20,896.51	46,019.85	119,723.09

	Enterprise	Government	Total
Cash Available	\$1,316,588.90	\$11,126,748.65	\$12,443,337.55
Cash Reserves	\$18,206,603.84	\$788,916.00	\$18,995,519.84
Total Cash	\$19,523,192.74	\$11,915,664.65	\$31,438,857.39

ADMINISTRATIVE DATA: October 2024

Water Consumption (HCF):	July	August	September	October
2024	153,317	108,330	106,698	102,938
2023	128,323	122,600	86,337	92,855
2022	118,787	131,091	98,735	93,012

Meters In Ground:	July	August	September	October
	7331	7339	7340	7348

Meter Permits Issued:	July	August	September	October
	6	7	5	8

Lock-offs:	July	August	September	October
	83	79	53	109

Note: September lock-offs delayed one week due to fires

Customer Service A/R Activities	October Quantity		October \$ Received	
Payments				
Cash	556	9.55%	\$106,054.22	10.37%
Check	528	9.07%	\$250,094.92	24.45%
Credit Card (counter)	214	3.68%	\$42,470.38	4.15%
Mail (checks)	551	9.47%	\$63,122.74	6.17%
E-Check	591	10.15%	\$69,482.60	6.79%
Online (credit card)	<u>3,380</u>	<u>58.08%</u>	<u>\$491,494.99</u>	<u>48.06%</u>
TOTAL	5,820	100.00%	\$1,022,719.85	100.00%

Payments Received and Processed	October Quantity	Enterprise	Government
Water	5,790	5,790	
Gvmt (Rentals, Classes, Franchise fee, et	<u>30</u>		<u>30</u>
	5,820	5,790 99.5%	30 0.5%

Customer Service Other Activities	October Quantity	Enterprise	Government
Service Orders Processed	295	295	
Assisted Customers at Counter	<u>1,298</u>	<u>1,268</u> 97.7%	<u>30</u> 2.3%
	1,593	1,563	30



Water Operations Manager's Report November 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	47 samples	Monthly	All in compliance, Sampled Weekly
General physical samples	6 samples	Monthly	All in compliance, Sampled Weekly
TTHM/HAA5	0 samples sets	Quarterly	All in compliance.
Title 22	0 sample sets	TBD	All in Compliance.
Inorganics	1 samples	Yearly	All in compliance.
Radiological (Gross Alpha)	1 samples	Every 3 Years	All in compliance.
Trichloropropane 1,2,3-TCP	0 samples	Quarterly	All in compliance.
Regulated VOC	1 samples	As needed	All in compliance.
Nitrate as N	2 samples	As needed	All in Compliance.
Chromium 6	15 samples	Quarterly	All in Compliance.
Secondary GP'S	1 samples	As needed	All in Compliance.
Lead & Copper	0 samples	Every 3 Years	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.

Total Monthly Production	185.45 A. F. 6 % more than 2023
2023 Monthly Production	174.75 A. F.
USA's Marked	227
Service Orders Completed	225 service orders completed
Main/Service Line Leaks	9 service line leaks were repaired. 0 Main line leak/ breaks repaired
Hydrant Repairs/Replacements	0 hydrants repaired/0 replaced
Residential Meters Sold	3
Commercial Meters Sold	0
YTD Total Meters Sold (Calendar)	61 (56 in 2023) (86 in 2022) (95 in 2021)
Construction Meters Out	2
Service Lines Replaced	16

Job Code Summary

Job Code	Total Completed
C-Lock - Lock	90
C-Read & Unlock-Open - Read & Unlock - Opening	5
C-Read & Unlock-OC-DM - Read & Unlock - Opening-OC-DM	33
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	9
M- Verify Acct Class - Verify Account Class	0
M- Water Audit - Audit Water Usage	10
M-Backflow - Backflow Information	0
M-Cost Estimate Req - Cost Estimate Request	1
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	1
M-Pressure Ck Hi-Low - Pressure Check Hi-Low	2
M-R/R Angle Stop - Repair/ Replace Angle Stop	1
M-R/R Gate Valve - Repair/ Replace Gate Valve	3
M-Read - Read (do not update Read)	0
M-Repair Svc Line - Repair Service Line	9
M-Repair/Install Box - Meter Box	0
M-Replace Serv Line - Replace Service Line	16

M-Stake Meter Loc - Stake Meter Location	3
M-Status - Status	3
M-Turn off-Cust Req - Turn off - Customer Request	2
M-UNLOCK – UNLOCK	19
M-Verify Leak Repair - Verify Leak Repaired	0
M-Water Loss Leak - Door Hanger Water Loss Leak	2
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	1
S-Replace Reg Hotrod - Replace Register Hotrod Died	0
S-MXU Change Out	3
S-Replace Register- Replace Register	0
Grand Totals	216

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 @ \$1190 per AF replacement C/Y 2024
- Wells 1B & 2A Electrical overhaul and upgrade- 20% Complete
- Valves and Hydrants Maintenance: 116 hydrants flushed and painted YTD Total-187
- 0 Dead ends flushed of 317 = every year no matter what < No goal, this is mandatory
- Tank washouts of Site 2-1, Site 2-2, 3A (Contract Scope is 10 per year)
- Service line replacement program. 249 Replaced Calendar Year to Date, 134 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 22 GPM and counting in conjunction with operational efficiency @ 11MG

Projects Completed

- Total Non-Revenue Water “Water Loss” is 12 % for Calendar Year 2024
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
Well 15 accounted for 33% of the water the District produced for the month of October
- 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
- 0 Valves Turned this month as part of the district Valve Exercising Program, 118 Year to Date Turned of 4291
- 1936 hydrants = 167 flushed this Year to Date 246 Painted Goal is 968 annually, this is done Bi-Annual
- Vegetation is being mitigated and disposed of on all Water Operations Facilities

The Fill Station Year To Date Statistics



Agenda Item 9

Director Reports

Agenda Item 10

Correspondence/Information



4th Annual
**Christmas Tree
Lighting Ceremony**

December 6, 2024 | Phelan Park
5:30 PM | 4176 Warbler Rd.

5:30 pm - Hot Chocolate Served
5:45 pm - Serrano Choir Performance
6:00 pm - Tree Lighting Ceremony
Santa Arrives!

Enjoy Hot Chocolate and Candy Canes

*Bring a toy to donate to the SB
County Fire Department's
Spark of Love Toy Drive*



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

**Go
Play
at the Park**
Phelan Pinon Hills CSD Parks and Recreation

PLEASE JOIN US FOR OUR



Christmas Painting Class

DECEMBER 7, 2024 ● 9 AM-AGES 5-12
11 AM-AGES 13 AND UP

PHELAN SENIOR CENTER
4128 WARBLER ROAD
PHELAN, CA

RSVP REQUIRED
WWW.PPHCSD.ORG/EVENTS



JOIN US FOR A CHRISTMAS THEMED

Kids Baking Class

DECEMBER 14, 2024
10:00 AM - 12:00 PM
PHELAN SENIOR CENTER
4128 WARBLER RD.
PHELAN, CA
AGES 5-17

Come Join Us to
Make and Decorate Sugar Cookies

RSVP Required

RSVP At: www.pphcsd.org/sign-up-for-classes

**All minors must be accompanied by an adult.*

**Go
Play
at the Park**
Phelan Piñon Hills CSD Parks and Recreation

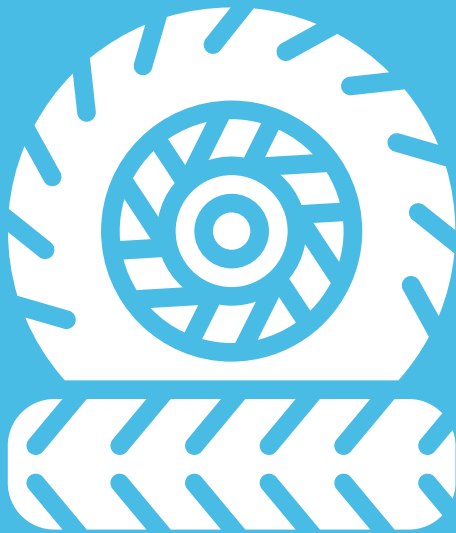
4176 Warbler Rd
Phelan, CA 92371
760-868-1212
www.pphcsd.org


Phelan Piñon Hills CSD
Established 2008

FREE **Dec. 14,** 2024 **TIREDAY**

8 AM - 12 PM

Drop Off Location:
9828 Buckwheat Rd
Phelan, CA



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

 **Free Tire Collection**

 **No Commercial Tires**

Questions? Call 760-868-1212

CR&R
INCORPORATED
environmental services

CalRecycle



PHELAN PIÑON HILLS CSD
SOLID WASTE SERVICES


Phelan Piñon Hills CSD
Established 2008

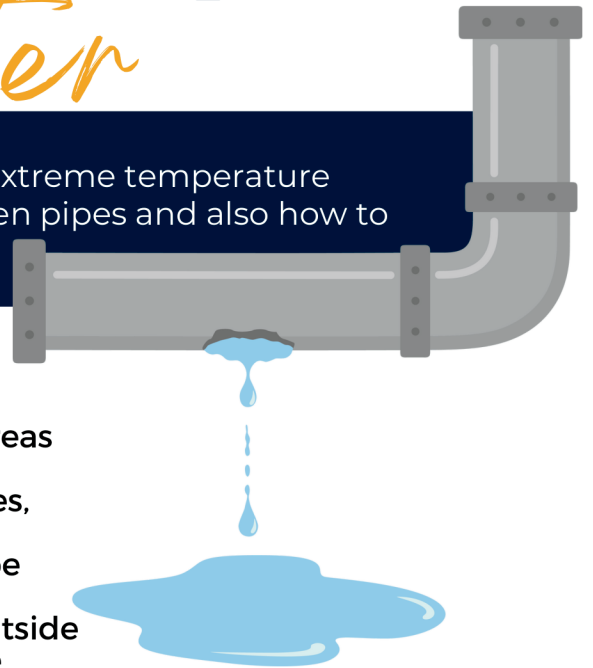


Learn How To:

Protect Your Pipes

This Winter

Exposed pipes are especially vulnerable to the extreme temperature changes in the winter. Learn how to prevent frozen pipes and also how to safely deal with pipes if they do freeze.



Prevent Frozen Pipes

- **Wrap Your Pipes** - Check around your home for areas where water supply lines are located and are in unheated and exposed areas. Look in crawl spaces, attics, garages, and under kitchen and bathroom cabinets. Both hot and cold water pipes should be insulated.
- **Let Water Drip** - When the weather is very cold outside (such as at night), let the cold water drip from the faucet being served by exposed pipes. Make sure to capture this water in a bucket for use elsewhere. Running water through the pipe - even at a trickle - helps prevent pipes from freezing.
- **Leave the Heat On** - If you will be going away during cold weather, leave the heat on in your home. Set the temperature no lower than 55 degrees fahrenheit.

To Thaw Frozen Pipes

- **When in Doubt** - If you turn on a faucet and only a trickle comes out, suspect a frozen pipe. Locate the suspected frozen area of the water pipe. Likely places include pipes running against exterior walls or where your water service enters your home through the foundation.
- **Let Water Run** - Keep the faucet open. As you treat the frozen pipe and the frozen area begins to melt, water will begin to flow through the frozen area.
 - **Warm it Up** - Apply heat to the frozen section of pipe using an electric heating pad wrapped around the pipe, an electric hair dryer, a portable space heater, or wrapping pipes with towels soaked in hot water. Apply heat until full water pressure is restored.
 - **DO NOT** use a blowtorch, kerosene or propane heater, charcoal stove, or other open flame devices.
 - **Call for Help** - If you are unable to locate the frozen area or have other problems, call a licensed plumber.

For more information and other useful tips, visit our website at www.pphcsd.org or follow us on Facebook and Instagram.

4176 Warbler Road
Phelan, CA 92371
760-868-1212
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Agenda Item 11

Review of Action Items

Agenda Item 12

Set Agenda for Next Meeting