



BOARD PACKAGE

December 13, 2023

Regular Board Meeting – 5:00 p.m.

REGULAR BOARD MEETING AGENDA

December 13, 2023 – 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
- Acceptance of Disbursements

4) **Matters Removed from Consent Items**

5) **Presentations/Appointments** – None

6) **Continued/New Agenda Items**

- Discussion & Possible Action Regarding Election of Officers
- Discussion & Possible Action Regarding Committee Assignments



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

- c) Discussion & Possible Adoption of Resolution No. 2023-28; Approving the Form of and Authorizing the Execution and Delivery of a First Amendment to Lease Agreement and Memorandum of Lease Agreement and a First Amendment to Site Lease; Approving and Authorizing Execution and Delivery of All Necessary Documents and Other Related Actions in Connection with the Release of Certain Real Property Currently Leased in Connection with the Lease Agreement of the District
 - d) Discussion & Possible Adoption of Resolution No. 2023-29; Authorizing Staff to Execute and Take Actions Necessary for the Purpose of Obtaining Federal Financial Assistance Provided by the Federal Department of Homeland Security and Subgranted Through the State of California for the Fiscal Year 2022 Nonprofit Security Grant Program
 - e) Discussion & Possible Adoption of Resolution No. 2023-30; Authorizing the Adoption and Implementation of an Early Retirement Incentive Program
 - f) Discussion & Possible Action Regarding Purchase and Installation of Pressure Reducing Station for Pinon Hills Road & Sacramento Road
 - g) Discussion & Possible Action Regarding Amendments to Section 3.4.3 “Compensatory Time Off (“Comp Time”)” of the District’s Personnel Manual
 - h) Discussion & Possible Action Regarding Amendments to Section 5.1 “Vacations” of the District’s Personnel Manual
 - i) Update on Solid Waste Program Implementation
 - j) Update on the Proposed Civic Center & Phelan Park Expansion Projects
- 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 – December 27, 2023
- 13) **Recess to Closed Session**

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code Section 54956.8

Property: 17900 Sheep Creek Road, El Mirage, California (APN 0457-161-83 & 0457-161-83)

District Negotiator: Donald J. Bartz, General Manager; Steven M. Kennedy, General Counsel

Negotiating Party: Circle Green, Inc.

Under Negotiation: Price & Terms of Purchase

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code Section 54956.8

Property: Pinon Hills Community Center, 10433 Mountain Road, Pinon Hills, California

District Negotiator: Donald J. Bartz, General Manager; Steven M. Kennedy, General Counsel

Negotiating Party: San Bernardino County Fire Protection District

Under Negotiation: Price & Terms of Use Agreement

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

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

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

Remote Viewing:

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

[PPHCSD YouTube Channel Link](#)

Remote Participation:

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

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

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

Written Comments:

You may also email your public comment to the Board Secretary at ksevy@pphcsd.org by the meeting start time listed on this agenda. Your comment will be added to the record by the Board Secretary.

Please check the District website for updates on this meeting. We encourage you to sign up for our email notifications by emailing ksevy@pphcsd.org 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 8, 2023 – 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
Mark Roberts, Vice President
Chuck Hays, Director
Deborah Philips, Director
Greg Snyder, Director

Board Members Absent: None

Staff Present: Don Bartz, General Manager
Lori Lowrance, Assistant General Manager/CFO
George Cardenas, Engineering Manager
Kim Sevy, HR & Solid Waste Manager/District Clerk
Sean Wright, Water Operations Manager
David Noland, Finance Supervisor
Jen Oakes, Executive Management Analyst

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

Mr. Bartz requested to move Item 6a before Item 5. Director Philips moved to approve the Agenda as amended. Vice President Roberts seconded the motion. Motion carried 5-0.

2) Public Comment

a) General Public

- James Barkan & Star Barkan regarding grievances with the water district.
- Peter Barnes regarding water rates and MWA.

b) Community Reports – None

3) Consent Items

Vice President Roberts moved to approve the consent items. Director Hays seconded the motion. Motion carried 5-0.

4) Matters Removed from Consent Items – None**5) Presentations/Appointments**

- **Adjudication & Watermaster’s Role in Managing the Mojave Basin**

By: Jeff Reuch, Mojave Water Agency

Mr. Reuch provided a presentation on the Mojave adjudication and answered questions from the Board and public.

6) Continued/New Agenda Items**a) Presentation, Discussion, & Possible Acceptance of the Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2023**

Staff Recommendation: For the Board to accept the Annual Comprehensive Financial Report (ACFR) for the Fiscal Year Ended June 30, 2023, 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. Director Snyder seconded the motion. Motion carried 5-0.

b) Update & Discussion Regarding Ongoing Chromium-6 Mitigation

Staff Recommendation: None

Mr. Wright provided an update on the status of Chromium-6 legislation and the District’s mitigation projects.

No action taken; not an action item.

c) Discussion & Possible Approval of Professional Services Agreement with IB Consulting, Inc. to Prepare a Cost-of-Service Analysis for Solid Waste Collection Services

Staff Recommendation: For the Board to authorize staff to enter into a professional services agreement with IB Consulting, Inc., to prepare a cost-of-service analysis for solid waste collection rates.

Ms. Sevy presented this item.

Director Snyder moved to approve the agreement. Director Hays seconded the motion. Motion carried 5-0.

d) Discussion & Possible Action Regarding Modifications to Section 4.2 “Health Benefits” in the District’s Personnel Manual

Staff Recommendation: For the Board to approve the revisions to Section 4.2 of the District's Personnel Manual.

Ms. Sevy presented this item.

President Kujawa moved to approve the agreement. Director Philips seconded the motion. Motion carried 5-0.

e) **Update on Solid Waste Program Implementation**

Staff Recommendation: None

Ms. Sevy provided an update on this item.

No action taken; not an action item.

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

Staff Recommendation: None

Mr. Cardenas provided an update on this item.

No action taken; not an action item.

g) **Discussion & Possible Action Regarding Extension of Circle Green Lease at 17900 Sheep Creek Road, El Mirage, California**

Staff Recommendation: For the Board to approve the Second Amendment to Lease with C&G Partners (Circle Green) for Home Field and George's Field.

Mr. Bartz presented this item.

Consensus of the Board was for legal counsel to draft a revision to the Second Amendment to Lease provided by C&G Partners and then bring this item back to the Board.

7) **Committee Reports/Comments**

- a) **Engineering Committee (Standing)** – The November meeting was cancelled; will meet in December.
- b) **Finance Committee (Standing)** – Nothing to report.
- c) **Legislative Committee (Standing)** – Nothing to report.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Meets next week.
- e) **Waste & Recycling Committee (Standing)** – Meets next week.

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

Mr. Cardenas provided an update on the Phelan Road bridge repair project.

9) **Reports**

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

Hays – Nothing to report.
Snyder – Nothing to report.

b) **President’s Report** – A written report was in the agenda materials.

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

11) **Review of Action Items**

- a) **Prior Meeting Action Items** – Complete
- b) **Current Meeting Action Items** – Post presentations to website.

12) **Set Agenda for Next Meeting**

- Regular Board Meeting – December 13, 2023
NOTE: The November 22, 2023, Board Meeting was cancelled.

13) **Recess to Closed Session**

The Board recessed to Closed Session at 7:07 p.m.

CONFERENCE WITH REAL PROPERTY NEGOTIATORS
 Pursuant to Government Code Section 54956.8
 Property: 17900 Sheep Creek Road, El Mirage, California (APN 0457-161-83 & 0457-161-83)
 District Negotiator: Donald J. Bartz, General Manager; Steven M. Kennedy, General Counsel
 Negotiating Party: Circle Green, Inc.
 Under Negotiation: Price & Terms of Purchase

CONFERENCE WITH REAL PROPERTY NEGOTIATORS
 Pursuant to Government Code Section 54956.8
 Property: Pinon Hills Community Center, 10433 Mountain Road, Pinon Hills, California
 District Negotiator: Donald J. Bartz, General Manager; Steven M. Kennedy, General Counsel
 Negotiating Party: San Bernardino County Fire Protection District
 Under Negotiation: Price & Terms of Use Agreement

14) **Return to Open Session** – Announcement of Reportable Action
The Board returned to open session at 7:45 p.m.; there was no reportable action.

15) **Adjournment**
With no further business before the Board, the meeting was adjourned at 7:46 p.m.

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

Rebecca Kujawa, President of the Board

Date

Kim Sevy, HR & Solid Waste Manager/District Clerk

Date



Agenda Item 3b

Approval of Board
Stipends/Reimbursements

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2023

Name: Chuck Hays
Current Date: November 22, 2023
Reimbursement Month: November

Meeting No. 1:

Date of Meeting/Event: Wednesday, November 01, 2023
Expense Description/Business Purpose: Special Board Meeting
Charge Amount: \$120
Mileage (Distance): 7.3

Meeting No. 2:

Date of Meeting/Event (2): Wednesday, November 08, 2023
Expense Description/Business Purpose (2): Regular Board Meeting
Charge Amount (2): \$120
Mileage (Distance) (2): 7.3

Meeting No. 3:

Date of Meeting/Event (3): Thursday, November 09, 2023
Expense Description/Business Purpose (3): Meeting with GM and David
Charge Amount (3): \$120
Mileage (Distance) (3): 7.3

Meeting No. 4:

Date of Meeting/Event (4): Wednesday, November 15, 2023
Expense Description/Business Purpose (4): Solid Waste and Recycling Meeting
Charge Amount (4): \$120
Mileage (Distance) (4): 7.3

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.:

Chuck Hays

Reimbursement Summary:

TOTAL MILEAGE:	29.20
TOTAL REIMBURSED MILEAGE REQUESTED:	\$19.13
TOTAL MEETINGS:	4
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$480.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$499.13

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2023

Name: Deborah Philips
Current Date: November 2, 2023
Reimbursement Month: October

Meeting No. 1:

Date of Meeting/Event: Monday, October 09, 2023
 Expense Description/Business Purpose: Meeting with GM (rates, solid waste)
 Charge Amount: \$120
 Mileage (Distance):

Meeting No. 2:

Date of Meeting/Event (2): Wednesday, October 11, 2023
 Expense Description/Business Purpose (2): Board Meeting
 Charge Amount (2): \$120
 Mileage (Distance) (2): 10

Meeting No. 3:

Date of Meeting/Event (3): Wednesday, October 18, 2023
 Expense Description/Business Purpose (3): Solid waste and recycling committee
 Charge Amount (3): \$120
 Mileage (Distance) (3): 10

Meeting No. 4:

Date of Meeting/Event (4): Monday, October 23, 2023
 Expense Description/Business Purpose (4): Association of San Bernardino County Special Districts monthly meeting
 Charge Amount (4): \$120
 Mileage (Distance) (4): 76

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:

Deborah Philips

Reimbursement Summary:

TOTAL MILEAGE:	96.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$62.88
TOTAL MEETINGS:	4
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$480.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$542.88

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2023

Name: Deborah Philips
Current Date: Dec 4th 2023
Reimbursement Month: November

Meeting No. 1:

Date of Meeting/Event: November 1st 2023
 Expense Description/Business Purpose: Special Board Meeting
 Charge Amount: \$120
 Mileage (Distance): 10

Meeting No. 2:

Date of Meeting/Event: November 8th 2023
 Expense Description/Business Purpose: Board Meeting
 Charge Amount: \$120
 Mileage (Distance): 10

Meeting No. 3:

Date of Meeting/Event: November 9th 2023
 Expense Description/Business Purpose: Meeting with GM (Budget, parks, chrome 6)
 Charge Amount: \$120
 Mileage (Distance): 14

Meeting No. 4:

Date of Meeting/Event: November 15th 2023
 Expense Description/Business Purpose: Solid Waste and Recycling Committee
 Charge Amount: \$120
 Mileage (Distance): 10

Meeting No. 5:

Date of Meeting/Event: November 20th 2023
 Expense Description/Business Purpose: ASBCSD (Desalination plant in Dana Point)
 Charge Amount: \$120
 Mileage (Distance): 142

Meeting No. 6:

Date of Meeting/Event: November 28th 2023
 Expense Description/Business Purpose: ACWA Fall Conference
 Charge Amount: \$120
 Mileage (Distance): 0

Meeting No. 7:

Date of Meeting/Event: November 29th 2023
 Expense Description/Business Purpose: ACWA Fall Conference
 Charge Amount: \$120
 Mileage (Distance): 0

Meeting No. 8:

Date of Meeting/Event: Thursday, November 30, 2023
 Expense Description/Business Purpose: ACWA Fall Conference
 Charge Amount: \$120
 Mileage (Distance): 0

Meeting No. 9:

Date of Meeting/Event:
 Expense Description/Business Purpose:
 Charge Amount:
 Mileage (Distance):

Meeting No. 10:

Date of Meeting/Event:
 Expense Description/Business Purpose:
 Charge Amount:
 Mileage (Distance):

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:	186.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$121.83
TOTAL MEETINGS:	8
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$960.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$1,081.83

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2023

Name: Greg S Snyder
Current Date: November 8, 2023
Reimbursement Month: September

Meeting No. 1:

Date of Meeting/Event: Tuesday, September 12, 2023
Expense Description/Business Purpose: Parks Committee
Charge Amount: \$120
Mileage (Distance):

Meeting No. 2:

Date of Meeting/Event: Wednesday, September 13, 2023
Expense Description/Business Purpose: Board Meeting
Charge Amount: \$120
Mileage (Distance):

Meeting No. 3:

Date of Meeting/Event: Saturday, September 23, 2023
Expense Description/Business Purpose: Board Meeting
Charge Amount: \$120
Mileage (Distance):

Meeting No. 4:

Date of Meeting/Event: Thursday, September 28, 2023
Expense Description/Business Purpose: Mojave Water Agency Board Meeting
Charge Amount: \$120
Mileage (Distance): 62

Meeting No. 5:

Date of Meeting/Event:
Expense Description/Business Purpose:
Charge Amount:
Mileage (Distance):

Meeting No. 6:

Date of Meeting/Event:
Expense Description/Business Purpose:
Charge Amount:
Mileage (Distance):

Meeting No. 7:

Date of Meeting/Event:
Expense Description/Business Purpose:
Charge Amount:
Mileage (Distance):

Meeting No. 8:

Date of Meeting/Event:
Expense Description/Business Purpose:
Charge Amount:
Mileage (Distance):

Meeting No. 9:

Date of Meeting/Event:
Expense Description/Business Purpose:
Charge Amount:
Mileage (Distance):

Meeting No. 10:

Date of Meeting/Event:
Expense Description/Business Purpose:
Charge Amount:
Mileage (Distance):

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.:

Greg Snyder

Reimbursement Summary:

TOTAL MILEAGE:	62.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$40.61
TOTAL MEETINGS:	4
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$480.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$520.61

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2023

Name: Greg S Snyder
Current Date: October 11, 2023
Reimbursement Month: October

Meeting No. 1:

Date of Meeting/Event: Wednesday, October 11, 2023
 Expense Description/Business Purpose: Board Meeting
 Charge Amount: \$120
 Mileage (Distance):

Meeting No. 2:

Date of Meeting/Event (2):
 Expense Description/Business Purpose (2):
 Charge Amount (2):
 Mileage (Distance) (2):

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.:

Greg Snyder

Reimbursement Summary:

TOTAL MILEAGE:	0.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$0.00
TOTAL MEETINGS:	1
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$120.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$120.00

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2023

Name: Mark Roberts
Current Date: November 6, 2023
Reimbursement Month: August

Meeting No. 1:

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

Meeting No. 2:

Date of Meeting/Event (2):
 Expense Description/Business Purpose (2):
 Charge Amount (2):
 Mileage (Distance) (2):

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:

Mark Roberts

Reimbursement Summary:

TOTAL MILEAGE:	0.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$0.00
TOTAL MEETINGS:	0
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$0.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$0.00

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2023

Name: Mark Roberts
Current Date: November 6, 2023
Reimbursement Month: September

Meeting No. 1:

Date of Meeting/Event: Wednesday, September 13, 2023
 Expense Description/Business Purpose: Regular Board Meeting
 Charge Amount: \$120
 Mileage (Distance):

Meeting No. 2:

Date of Meeting/Event (2): Wednesday, September 27, 2023
 Expense Description/Business Purpose (2): Regular Board Meeting
 Charge Amount (2): \$120
 Mileage (Distance) (2):

Meeting No. 3:

Date of Meeting/Event (3): Wednesday, September 20, 2023
 Expense Description/Business Purpose (3): Engineering Committee Meeting
 Charge Amount (3): \$120
 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:

Mark Roberts

Reimbursement Summary:

TOTAL MILEAGE:	0.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$0.00
TOTAL MEETINGS:	3
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$360.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$360.00

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2023

Name: Mark Roberts
Current Date: November 6, 2023
Reimbursement Month: October

Meeting No. 1:

Date of Meeting/Event: Wednesday, October 18, 2023
 Expense Description/Business Purpose: Engineering Committee Meeting
 Charge Amount: \$120
 Mileage (Distance):

Meeting No. 2:

Date of Meeting/Event (2): Wednesday, October 11, 2023
 Expense Description/Business Purpose (2): Regular Board Meeting
 Charge Amount (2): \$120
 Mileage (Distance) (2):

Meeting No. 3:

Date of Meeting/Event (3): Tuesday, October 24, 2023
 Expense Description/Business Purpose (3): Special Finance Committee Meeting
 Charge Amount (3): \$120
 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:

Mark Roberts

Reimbursement Summary:

TOTAL MILEAGE:	0.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$0.00
TOTAL MEETINGS:	3
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$360.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$360.00

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2023

Name: Mark Roberts
Current Date: December 7th, 2023
Reimbursement Month: November

Meeting No. 1:
 Date of Meeting/Event: November 1st 2023
 Expense Description/Business Purpose: Special Board Meeting
 Charge Amount: \$120
 Mileage (Distance): 0

Meeting No. 2:
 Date of Meeting/Event: November 8th 2023
 Expense Description/Business Purpose: Board Meeting
 Charge Amount: \$120
 Mileage (Distance): 0

Meeting No. 3:
 Date of Meeting/Event: November 28th 2023
 Expense Description/Business Purpose: ACWA Fall Conference
 Charge Amount: \$120
 Mileage (Distance): 101

Meeting No. 4:
 Date of Meeting/Event: November 29th 2023
 Expense Description/Business Purpose: ACWA Fall Conference
 Charge Amount: \$120
 Mileage (Distance): 0

Meeting No. 5:
 Date of Meeting/Event: November 30th 2023
 Expense Description/Business Purpose: ACWA Fall Conference
 Charge Amount: \$120
 Mileage (Distance): 101

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

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

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

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

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

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. *Mark Roberts*

Reimbursement Summary:	
TOTAL MILEAGE:	202.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$132.31
TOTAL MEETINGS:	5
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$600.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$732.31

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2023

Name: Rebecca Kujawa
Current Date: November 29, 2023
Reimbursement Month: November

Meeting No. 1:

Date of Meeting/Event: Wednesday, November 01, 2023
Expense Description/Business Purpose: Special Board Meeting
Charge Amount: \$120
Mileage (Distance): 0

Meeting No. 2:

Date of Meeting/Event (2): Wednesday, November 08, 2023
Expense Description/Business Purpose (2): Regular Board Meeting
Charge Amount (2): \$120
Mileage (Distance) (2): 0

Meeting No. 3:

Date of Meeting/Event (3): Tuesday, November 28, 2023
Expense Description/Business Purpose (3): Park & Rec Committee Meeting
Charge Amount (3): \$120
Mileage (Distance) (3): 0

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:	0.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$0.00
TOTAL MEETINGS:	3
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$360.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$360.00

Agenda Item 3c

Approval of Contractor
Payments

**PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT****PURCHASE ORDER**

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

PO Number: PO-05483**Date:** 04/30/2023**Request #:** PO-05483**Vendor #:** IB CON**ISSUED TO:** IB Consulting, LLC
31938 Temecula Parkway, Suite 350
Temecula, CA 92592-**SHIP TO:** Service
Service
Phelan, CA 92371

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Consulting Svcs. - Budget, Water			01-0-1-53150	Outside Service	38,550.00
2		Consulting Svcs. - Amend PO			01-0-1-53150	Outside Service	10,000.00

Requested By: Angelica Romero**Date:** 4/30/2023**SUBTOTAL:** 48,550.00**TOTAL TAX:** 0.00**SHIPPING:** 23 0.00**TOTAL** 48,550.00**PPHCSD (760) 868-1212 Fax (760) 868-2323**

Payment Approval Form - Contractor/Consultant

Date: 12/1/2023

Name of Vendor: Lilburn Corporation

Description of work: Civic Center Park Environmental Project

Purchase Order # PO-04593

Date of Board Approval June 1, 2021

Original Approved Amount:	\$ 59,000.00
Amount Approved C/O #1	<u>\$9,840.00</u>
Amount Approved C/O #2	<u>\$4,800.00</u>
Amount Approved C/O #3	<u>\$2,325.00</u>

Total Contract Amount \$ 75,965.00

% Completed to Date 82%

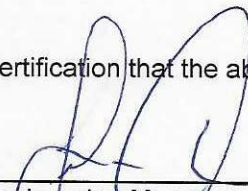
Total Invoiced to Date \$ 62,543.25

Amount Paid to Date 60,243.25

Total Due this Invoice	\$2,300.00
-------------------------------	-------------------

Total Contract Amount After Invoice: \$ 13,421.75

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



Engineering Manager 12/1/2023
Date



General Manager 12/5/23
Date

Approved by Board of Directors: _____
Date

LILBURN CORPORATION

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

INVOICE

No. 23-1114

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

Invoice Date: November 9, 2023
Project No.: 1443
Auth. No.: PO-04593, PO-04712
PO-04851
Due: December 9, 2023*

PHELAN CIVIC CENTER & COMMUNITY PARK PROJECT NO. C0078

Invoice Period: October 9 - November 5, 2023

<i>Professional Services:</i>	Hours	Rate	Total
Task 4: Traffic / VMT Expenses			
Subcontractor (<i>Ganddini</i>)			\$ 2,152.50
Task 4 Total			\$ 2,152.50
Task 8: Initial Study / Notices			
Task 8 Total			\$ -
Task 10: Project Management			
Task 10 Total			\$ -
Task 11: Supplement for 2 Reports			
Document Manager	1.00	\$105.00	\$ 105.00
Environmental Analyst	0.50	\$85.00	\$ 42.50
Task 11 Total			\$ 147.50

CONTRACT SUMMARY

Contract Amount	\$59,000.00
CO #1, #2 & #3	\$16,965.00
Prior Billed	\$60,243.25
This Invoice	\$2,300.00
Total Billed	\$62,543.25
Remaining	\$13,421.75

PO 4593 6/3/21
PO 4712, 4851, & 5706
\$9,800 \$4,800 \$2,325

11/17/23
APPROVED FOR PAYMENT.
PENDING BOARD APPROVAL.

TOTAL AMOUNT DUE \$ 2,300.00

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



PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT PURCHASE ORDER

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

PO Number: PO-04593

Date: 06/03/2021

Request #: PO-04593

Vendor #: LILBURN

ISSUED TO: Lilburn Corp.
 1905 Business Center Drive
 San Bernardino, CA 92408-

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-Park Environmental Civic Center / Community Building and Park Expansion w/ Lilburn Corporation Biological Assessment, Joshua Tree Survey, Permitting Traffic Study and VTM Screening Noise Study Air Quality / Greenhouse Gas Energy Assessment CEQA IS / Public Notices \$59,000	C0078		22-2-0-17000	CIP - Parks & Rec	59,000.00

Requested By: George Cardenas

Date: 6/3/2021

SUBTOTAL:	59,000.00
TOTAL TAX:	0.00
SHIPPING:	26 0.00
TOTAL	59,000.00

Payment Approval Form - Contract/Consultant

Date: 12/1/2023

Name of Vendor: Tom Dodson & Associates

Description of work: CEQA Compliance for Proposed 1.5 Million Gallon Reservoir at 6A

Purchase Order # PO-05528

Date of Board Approval June 14, 2023

Original Approved Amount: \$ 32,000.00

Total Contract Amount \$ 32,000.00

% Completed to Date 24%

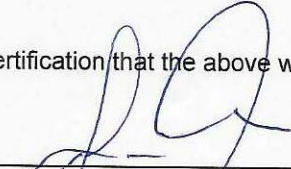
Total Invoiced to Date \$7,820.00

Amount Paid to Date 5,405.00

Total Due this Invoice	\$2,415.00
-------------------------------	-------------------

Total Contract Amount After Invoice: \$ 24,180.00

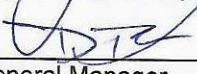
Certification that the above work is completed as reflected on the invoice.



Engineering Manager

12/1/2023

Date



General Manager

12/1/23

Date

Approved by Board of Directors: _____
Date _____

TOM DODSON & ASSOCIATES

PO Box 2307

San Bernardino, CA 92406

Tel: (909) 882-3612



Invoice

DATE	INVOICE NO.
11/20/23	PPH-127-4

BILL TO

Phelan Pinon Hills CSD
 Attn: George Cardenas
 P.O. Box 294049
 Phelan, CA 92329-4049

PROJECT TITLE			DUE DATE
CEQA for proposed 1.5 MG Tank PO#5528			12/20/23
DESCRIPTION	HOURS	RATE	AMOUNT
Env. Specialist II			
10/17 - CEQA support	0.5	115.00	57.50
10/31 - CEQA support	8	115.00	920.00
11/1 - CEQA support	6.5	115.00	747.50
11/2 - CEQA support	3	115.00	345.00
11/4 - CEQA support	2	115.00	230.00
11/13 - CEQA support	0.5	115.00	57.50
11/14 - CEQA support	0.5	115.00	57.50
SUMMARY AS OF NOV 15, 2023 (PPH-127) Contract Amount \$32,000.00 Previously Invoiced \$5,405.00 This Invoice \$2,415.00 Total Invoiced To Date \$7,820.00 Amount Paid \$5,405.00 Invoiced Amount Outstanding \$2,415.00 Balance on Contract \$24,180.00			

Make check payable to Tom Dodson & Associates
 Please remit within 30 days

Tom Dodson

Total

\$2,415.00

APPROVED FOR PAYMENT
 11/21/23
 FINANCIAL BASED APPROVAL



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

PURCHASE ORDER

PO Number: PO-05528

Date: 07/01/2023

Request #: PO-05528

Vendor #: TOMDOD

ISSUED TO: Tom Dodson & Associates
 P.O. Box 2307
 San Bernardino, CA 92405-

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		Proposed 1.5 MG Reservoir - CEQ CEQA compliance proposed IS/MND Technical studies: Air Quality Biological Cultural Resources \$17,000 Intial Study (IS) \$15,000 Services not to exceed \$32,000	C0109		01-0-0-17000	CIP Enterprise Fun	32,000.00

Requested By: George Cardenas

Date: 7/1/2023

SUBTOTAL:	32,000.00
TOTAL TAX:	0.00
SHIPPING:	29 0.00
TOTAL	32,000.00

Agenda Item 3d

Acceptance of Disbursements



Cash Disbursements Report By Payment Number

Payment Dates 10/1/2023 - 10/31/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
561	10/13/2023 101123	ANGROM Reimb. - CalPers Forum Mileage	Angelica Romero	01-0-1-54470		106.50 106.50
562	10/13/2023 093023 093023 093023	CHA HAY September Mileage - CSDA, Board, So September Mileage - CSDA, Board, So September Mileage - CSDA, Board, So	Charles Hays	01-0-1-52210 01-0-1-52214 25-5-1-52210		477.89 -7.34 477.89 7.34
563	10/13/2023 093023 093023 093023	DEBPHI Sept. Mileage - Board, Leg., ASBCSD, Sept. Mileage - Board, Leg., ASBCSD, Sept. Mileage - Board, Leg., ASBCSD,	Deborah Jeanne Philips	01-0-1-52210 01-0-1-52219 25-5-1-52210		103.49 -6.55 103.49 6.55
564	10/13/2023 093023	REBKUJ Sept. Mileage - ASBCSD Meeting	Rebecca A. Kujawa	01-0-1-52212		34.80 34.80
565	10/27/2023 101223	DELAROSA Reimb. - ESRI Conf. Meals & Mileage	Antonio De La Rosa	01-7-7-54470		224.26 224.26
566	10/27/2023 101323	CHRGUA Reimb.- Distribution (D3) Exam Fee	Christopher B Gualco	01-1-1-54260		100.00 100.00
567	10/27/2023 100423	DAVNOL CalPERS Ed Forum Reimb. - Meals &	David Noland	01-0-1-54470		232.11 232.11
568	10/27/2023 110123	MUN DEN Dental Premium - Nov.	Municipal Dental Pool	01-0-0-14130		3,043.24 3,043.24
569	10/27/2023 090623	STETRU Reimb. - Water Distribution (2) Exam	Steve Trujillo	01-1-1-54260		60.00 60.00
34251	10/11/2023 IS676908	ALTLAN (2) Translator Exams - E. Araiza, F. Ra	ALTA Language Services, Inc.	01-0-1-54290		242.00 242.00
34252	10/11/2023 102323 102323-1	ASBCSD October Meeting - Deborah October Meeting - Rebecca	Assn of SB County Special Districts	01-0-1-52239 01-0-1-52232		76.00 38.00 38.00
34253	10/11/2023 30347	AVCOM Answering Service - September	AVCOM Services Inc.	01-0-1-53150		96.50 96.50
34254	10/11/2023 100623 100623 100623	AYSO 16 UG Sponsorship 16 UG Sponsorship 16 UG Sponsorship	AYSO-Region 538	01-1-9-54920 22-0-1-54920 25-5-1-54920		1,000.00 335.00 335.00 330.00
34255	10/11/2023 193 193 193 193 193 193	BRUMCE Legal Services - August Legal Services - August Legal Services - August Legal Services - August Legal Services - August Legal Services - August	Brunick, McElhaney & Kennedy	01-0-0-17000 01-0-1-53120 01-1-1-53120 20-0-1-53120 22-2-0-17000 25-0-1-53120	C0002 OUTSIDE SVCS C0078 OUTSIDE SVCS	7,988.75 2,520.00 2,075.00 2,243.75 537.50 437.50 175.00
34256	10/11/2023 093023	CJ BROWN Professional Services - September	C.J. Brown & Company, CPAS - An Accounting Corp.	01-0-1-53110		500.00 500.00

Cash Disbursements Report

Payment Dates: 10/1/2023 - 10/31/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
34257	10/11/2023	CALTOO	C.T.W.S., LLC			316.14
	822416	Helium for Phelan Phun Days		01-1-9-54500		158.07
	822416	Helium for Phelan Phun Days		22-2-2-54800		158.07
34259	10/11/2023	CED	Consolidated Electrical Distributors Inc			4,438.99
	9085-1040045	Beekley Rd. Vault Transfer Switch		01-1-5-54620		2,758.50
	9085-1040481	Duplexes for Well 15		01-0-0-17000	C0095 OUTSIDE SVCS	10.93
	9085-1040520	Conduit and Nipples for Well 15		01-0-0-17000	C0095 OUTSIDE SVCS	1,357.32
	9085-1040980	Well 17 Electrical		01-0-0-17000	C0072 OUTSIDE SVCS	312.24
34260	10/11/2023	CORE	Core & Main			4,338.66
	T442913	(8) 6x12 Clamps		01-1-0-13010		2,034.32
	T600714	12" Butterfly Discharge Valve 6" MJ fo		01-0-0-17000	C0095 OUTSIDE SVCS	2,304.34
34261	10/11/2023	DVMG	Desert Valley Medical Group Inc			410.00
	13084-1	Medical Screening - S. Madrigal, E. D.		01-0-1-54290		350.00
	13084-2	Medical Screening - DOT L. Marckstad		01-0-1-54290		60.00
34262	10/11/2023	DURDEV	Durban Development			80.00
	100323	Refund for Water Letter		01-1-1-48700		80.00
34263	10/11/2023	GARDA	Garda CL West, Inc			632.53
	10755067	Armored Services - October		01-0-1-54200		632.53
34264	10/11/2023	GEOMON	GEO-Monitor, Inc.			811.50
	27339	Routine Samples		01-1-4-53140		811.50
34265	10/11/2023	GOTO	GoTo Communications, Inc.			730.18
	IN7102304914	Office Phones Support - October		01-0-1-58010		730.18
34266	10/11/2023	GREE SVCS	Greenstone Services Inc.			720.00
	26	Landscape Maint. Phelan & P.H Parks		22-2-2-53150		720.00
34267	10/11/2023	INS PAC	Inspire PAC			750.00
	0000027	Dance & Fitness Classes - June		22-2-2-54800		450.00
	0000028	Dance & Fitness Classes - July		22-2-2-54800		300.00
34268	10/11/2023	HARFRE	Central Purchasing LLC			129.29
	1026438	100W. Solar Panel		01-1-2-54620		129.29
34269	10/11/2023	IB CON	IB Consulting, LLC			12,190.00
	19506	Water Rate Study 2023 - Consent lte		01-0-1-53150		2,190.00
	19506	Water Rate Study 2023		01-0-1-53150		10,000.00
34270	10/11/2023	MIN PRESS	Lee Maxton, Inc.			4,617.21
	94042	2024 District Calendar		01-1-9-54800		2,308.61
	94042	2024 District Calendar		25-5-1-54110		2,308.60
34271	10/11/2023	MAR CON	Martinez Concrete			15,300.00
	605848	Well 15 Concrete Slabs, Material & La		01-0-0-17000	C0095 OUTSIDE SVCS	15,300.00
34272	10/11/2023	ANDTRU	Mills Hardware			778.32
	093023	PVC Ratchet Strap - Truck #22		01-1-2-54620		18.30
	093023	2" PVC Tee		01-1-2-54620		7.53
	093023	Posts, Cleaner, Torch		01-1-2-54620		106.64
	093023	Hose Bib, Drill Bit		01-1-2-54620		53.85
	093023	Paint for 2A-A Site		01-1-2-54620	C0110 OUTSIDE SVCS	104.43
	093023	Hose & WD40 for Site Maintenance		01-1-2-54620		24.76
	093023	Couplings, PVC, and Cap		01-1-2-54620		39.29
	093023	Plywood for Smithson Springs SCADA		01-1-2-54620		54.35
	093023	Garden Hose		01-1-2-54620		10.76
	093023	Chain for Well10 & 11 Fence Repair		01-1-2-54620		22.60
	093023	Well 1B Rehab		01-1-3-54620		64.60
	093023	Zone G Line		01-1-3-54620		14.60

Cash Disbursements Report

Payment Dates: 10/1/2023 - 10/31/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	093023	Bolts, Nuts, Washers for 2A Booster		01-1-5-54620		24.21
	093023	Site 2 Drain Repair		01-1-5-54620		79.69
	093023	Site 2 Drain Repair		01-1-5-54620		49.19
	093023	Site 2 Drain Repair		01-1-5-54620		30.09
	093023	Washers for 2A-A Booster		01-1-5-54620	C0110 OUTSIDE SVCS	2.36
	093023	Blacktop Mix		22-2-2-54620		15.07
	093023	Gloves		22-2-2-54620		15.07
	093023	Square Shovel		22-2-2-54620		40.93
34274	10/11/2023 5814159	GATE HOU SW Ordinance Publishing	GateHouse Media California Holdings, Inc.	25-5-1-54110		2,541.10 2,541.10
34276	10/11/2023 4692111	PATSAL Steel for Pipe Stands at Well 15	Patton Sales Corp	01-0-0-17000	C0095 OUTSIDE SVCS	748.05 748.05
34277	10/11/2023 325	PUMCHE Well 8 Water Meter Testing	Jon Ray Lee	01-1-3-54620		255.00 255.00
34278	10/11/2023 8862	R & C Annual Fuel Tank Testing at Oasis Yar	R & C Compliance Management Service	01-1-1-54320		750.00 750.00
34279	10/11/2023 3045962-IN 7073790-IN	REBEL Fuel - 450Gl, DSL 70 Gl Fuel - 450Gl.	Rebel Oil Company, Inc.	01-1-8-54410 01-1-8-54410		4,837.77 2,721.82 2,115.95
34280	10/11/2023 091323	RED BRICK Civic Center - Partial Phase 2 WQMP	Red Brick Solutions LLC	22-2-0-17000	C0078 OUTSIDE SVCS	6,500.00 6,500.00
34281	10/11/2023 8289182023	ARMELE Electric Work - Site 1B, 1A, 1C, 2C, W	Rodger Ashby	01-1-3-54620		3,375.00 3,375.00
34282	10/11/2023 4879 4890 4891	STEDES County Fees - Civic Center Project County Fees - Civic Center Project County Fees - Phelan Park Project	Steen Design Studio, Inc	01-0-0-17000 01-0-0-17000 22-2-0-17000	C0002 COUNTY FEES C0002 COUNTY FEES C0078 COUNTY FEES	6,105.68 1,212.00 2,906.68 1,987.00
34283	10/11/2023 20798	TIMLOC Lock Replacement & Keys at Pinon Hill	Steven M. Zemba	22-2-2-54620		293.49 293.49
34284	10/11/2023 INV0096983 INV0096984 INV0096985	AQUA MET 3" Hydroverse Meter for Fill Station 3" Hydroverse Meter for Fill Station (486) MXU Single Port Antennas	Aqua Metric Sales Co	01-1-6-54620 01-0-0-17000 01-1-0-13010	C0084 OUTSIDE SVCS	73,456.18 5,718.30 1,111.98 66,625.90
34285	10/11/2023 3581 3581 3582	TOP OPT Pest Control - CSD, (7) Bee Removals Pest Control - CSD, (7) Bee Removals Pest Control - Oasis Yard	Top Option Pest Control	01-0-1-53150 01-1-6-53150 01-1-1-53150		696.00 75.00 525.00 96.00
34286	10/11/2023 100523	TRICOM Annual Veteran's Dinner	Kiwanis Club International Inc	25-5-1-54920		500.00 500.00
34287	10/11/2023 226071 226071 226071	TURSEC Monitoring Services - October Monitoring Services - October Monitoring Services - October	Turner Security, Inc	01-0-1-53150 01-1-1-53150 22-2-2-53150		373.60 46.95 167.80 158.85
34288	10/11/2023 025-438870 025-440263	TYLTEC UB Online Support - Oct. Licenses for Mass Meter Swap	Tyler Technologies, Inc	01-1-6-53170 01-1-6-53170		2,065.00 265.00 1,800.00
34289	10/11/2023 920230545	USA (466)Tickets	Underground Service Alert of So. Cal.	01-1-2-53150		825.50 825.50

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34290	10/11/2023 INV00136328 INV00145576	USABB (5) Liquid Fill Guage Chlorine Pump & Injectors for Well 15	HD Supply, Inc.	01-1-5-54620 01-0-0-17000	C0095 OUTSIDE SVCS	2,397.51 322.08 2,075.43
34291	10/11/2023 60481	WALL GROUP Civic Center - Specs Review	Wallace Group, a California Corporation	01-0-0-17000	C0002 OUTSIDE SVCS	1,830.00 1,830.00
34292	10/11/2023 116529	WIEDRU Background Checks - E. De La Cruz &	Wienhoff & Associates Inc	01-0-1-54290		64.00 64.00
34293	10/25/2023 1574	ADD HEA Heater Repaired at Phelan Sr. Ctr.	Addison Heating & Air Conditioning	22-2-2-54620		481.66 481.66
34294	10/25/2023 15003515033-2 15003515036 15003515036	CALTRANS Interest Balance Pmt #33 Loan Pmt #36 Interest Pmt #36	California Department of Transportation	01-1-1-91010 01-1-0-29740 01-1-1-91010		6,615.39 0.01 6,540.48 74.90
34295	10/25/2023 38990	CSDA 2024 Membership Renewal	California Special Districts Association	01-0-1-54230		9,050.00 9,050.00
34296	10/25/2023 9085-1040724 9085-1040845 9085-1041202	CED Electrical Parts for Well #17 Electrical Parts for Well #17 Electrical Parts for Well #17	Consolidated Electrical Distributors Inc	01-0-0-17000 01-0-0-17000 01-0-0-17000	C0072 OUTSIDE SVCS C0072 OUTSIDE SVCS C0072 OUTSIDE SVCS	296.02 215.39 49.27 31.36
34297	10/25/2023 T440154 T636485 T658236 T663390 T723918	CORE (2) Flex Couplings Non-Inv - (2) Wrenches (2) 6x12 Clamps Non-Inv Bolt & Nut Kits for Well #15 (2) Cla-Val Repair Kits for 4B-C	Core & Main	01-1-0-13010 01-1-2-54650 01-1-0-13010 01-0-0-17000 01-1-5-54620	C0095 OUTSIDE SVCS	1,813.94 513.30 168.09 477.18 261.00 394.37
34298	10/25/2023 109186	SBC PARCELS (2) Parcel Map Revisions	County of San Bernardino	01-1-1-54830		4.00 4.00
34299	10/25/2023 23-227953	SBC LIENS (18) Lien Release Docs.	County of San Bernardino	01-1-1-54830		360.00 360.00
34300	10/25/2023 789174-4538 789423-1564 789666-8478 789666-8478	CR&R Trash - Oasis Yard Oct. Trash - Pinon Hills Park Oct. Trash - Phelan CSD Oct. Trash - Phelan CC Oct.	CR&R Incorporated	01-0-2-58110 22-0-2-58110 01-0-1-58110 22-0-2-58110		1,394.45 388.58 241.01 382.43 382.43
34301	10/25/2023 22855	DES WEST Civic Center - SCE Service Upgrade Co	Design West Engineering, Inc.	01-0-0-17000	C0002 OUTSIDE SVCS	1,200.00 1,200.00
34302	10/25/2023 083123 093023	DONBAR Mileage Reimb. - Aug. Mileage Reimb. - Sept.	Don Bartz	01-0-1-54140 01-0-1-54140		948.50 536.00 412.50
34303	10/25/2023 VVP-0404-1 VVP-0404-1 VVP-0404-1 VVP-0404-2 VVP-0404-2 VVP-0404-2	VALLE Streamed Meetings - Aug. Streamed Meetings - Aug. Streamed Meetings - Aug. Streamed Meetings - Sept. Streamed Meetings - Sept. Streamed Meetings - Sept.	Don Gene Fish Jr.	01-0-1-53150 22-2-2-53150 25-5-1-53150 01-0-1-53150 01-7-7-53150 25-5-1-53150		3,280.00 1,050.00 350.00 350.00 1,050.00 240.00 240.00
34304	10/25/2023 30648 30651	GENPUM Well 1B Rehab- Repair Ectrical Post Well 15 VFD/Transfer Switch	General Pump Company, Inc.	01-1-3-54620 01-0-0-17000	C0095 OUTSIDE SVCS	80,524.20 1,755.30 78,768.90

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34305	10/25/2023 1026558	HARFRE Well 1B - Solar Charger Tie Downs	Central Purchasing LLC	01-1-3-54620		134.64 134.64
34306	10/25/2023 248309 248309	INFOSE Postage Fees - Sept. Printing Fees - Sept.	Infosend Inc	01-1-6-54860 01-1-6-54890		7,653.80 5,832.18 1,821.62
34307	10/25/2023 17828	JOHPLU Water Heater Replaced at Pinon Hills	John Stepanian	22-2-2-54620		2,495.00 2,495.00
34308	10/25/2023 34828 3492	KTUA Phelan Park Grant (March 2023) Phelan Park Grant - Inv #3492 Balanc	KTU&A Planning & Landcape Architecture	22-2-1-53150 22-2-1-53150		1,356.75 1,293.75 63.00
34309	10/25/2023 58100166739	LES SCH (2) Rear Tires for Equip. #115	Les Schwab Tire Centers of Central CA, INC.	01-1-8-54710		347.86 347.86
34310	10/25/2023 2023092 2023092 2023092 2023102 2023102 2023102	LIN SVC Janitorial Svcs. - CSD Office & Windo Janitorial Svcs. - Oasis Sept. Janitorial Svcs. - CC Windows Sept. Janitorial Svcs. - CSD Janitorial Svcs. - Oasis Janitorial Svcs. -CC Windows	Richard J. Linsalato	01-0-1-54320 01-1-1-54320 22-0-1-54320 01-0-1-54320 01-1-1-54320 22-0-1-54320		1,230.00 380.00 225.00 30.00 340.00 225.00 30.00
34311	10/25/2023 2023-24	LACOTAX APN:3089-021-270 Well #14 FY 2023-	Los Angeles County Tax Collector	01-1-1-59110		198.35 198.35
34312	10/25/2023 093023 093023 83484574	LOWES Inv #210853328 - 2" Conduit for Well Inv #223471304 - Parts for Site 2 Dra Glue & Primer for Oasis Shop	Lowe's Credit	01-0-0-17000 01-1-3-54620 01-1-2-54500	C0095 OUTSIDE SVCS	944.52 416.71 23.74 504.07
34313	10/25/2023 093023	MWA-ALTO 4th Qtr. Admin/Bio Fees	Mojave Basin Area Watermaster	01-1-3-50010		344.94 344.94
34314	10/25/2023 093023	MWA-OESTE 4th Qtr. Admin/Bio Fees	Mojave Basin Area	01-1-3-50010		4,645.35 4,645.35
34315	10/25/2023 I-02166380	OFFSOL Office Supplies - Binder Clips, Calenda	Office Solutions	01-0-1-54530		351.20 351.20
34316	10/25/2023 32169 47536 48985 48991 48995-1	PHEEXP Trk #20 - Oil Change Trk #18 - Front/Rear Brakes Trk #25 - Oil Change Trk #22 - Oil Change Trk #24 - Oil Change	Phelan Express, Inc.	01-1-8-54710 01-1-8-54710 01-1-8-54710 01-1-8-54710 01-1-8-54710		1,509.47 119.22 1,015.01 125.08 125.08 125.08
34318	10/25/2023 7590817575	SCE MISC Well #15 - Electrical Svc. Extension	Southern California Edison	01-0-0-17000	C0095 OUTSIDE SVCS	1,070.48 1,070.48
34319	10/25/2023 4903	STEDES Wall Permit Plan Check County Fee	Steen Design Studio, Inc	01-0-0-17000	C0002 COUNTY FEES	5,021.65 5,021.65
34320	10/25/2023 81089-IN	TESCON Add Lance M. to Scada, Remove Osca	Tesco Controls, Inc	01-1-2-53170		370.00 370.00
34321	10/25/2023 INV0097296	AQUA MET (486) MXU Single Port Antennas	Aqua Metric Sales Co	01-1-0-13010		66,625.90 66,625.90
34322	10/25/2023 3636 3636	TOP OPT Pest Control Oasis (7) Bee Removals	Top Option Pest Control	01-1-1-53150 01-1-6-53150		623.00 98.00 450.00

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	3637	Pest Control - CSD		01-0-1-53150		75.00
34323	10/25/2023 226476 226514	TURSEC (2) Motion Beams Replaced at Solar Video Camera DVR Replacement - Dis	Turner Security, Inc	01-1-2-54620 01-1-1-54620		1,835.00 1,185.00 650.00
34324	10/25/2023 025-440700 025-441148 025-441692 025-442082 025-442191	TYLTEC UB Insite Transaction Fees 7/1 - 9/30 Smart Meter Notifications 7/1 - 9/30 ESS, ERP, Financials Annual Maint. 12 Mass Mtr. Swap Mgmt. Fee UB Online Support - Nov.	Tyler Technologies, Inc	01-1-6-53170 01-1-6-53170 01-0-0-14100 01-1-6-53170 01-1-6-53170		16,565.76 11,610.00 164.40 4,276.36 250.00 265.00
34325	10/25/2023 51520666	UNIVAR Liquid Chlorine - 620 Gl.	UNIVAR INC.	01-1-3-54500		2,518.72 2,518.72
34326	10/25/2023 152125 152561 152606	USABB Adjustable Pipe Wrench Hysrant Sealer Well Socket Set & Pipe Wrench	HD Supply, Inc.	01-1-2-54650 01-1-5-54500 01-1-2-54650		741.14 199.32 210.06 331.76
34327	10/25/2023 24ar1212062	VIS EDGE Base Rate & Copies	Visual Edge IT, Inc.	01-0-1-53150		869.78 869.78
34328	10/25/2023 60568	WALL GROUP Civic Center - Specs Review	Wallace Group, a California Corporation	01-0-0-17000	C0002 OUTSIDE SVCS	5,350.00 5,350.00
DFT0012364	10/11/2023 340000047592	VER FLEET Fleet GPS - September	Verizon Connect Fleet USA, LLC	01-1-8-54300		341.10 341.10
DFT0012365	10/11/2023 092423	SCE 2439-1773 Electricity - Phelan Park 8/24-9/24	Southern California Edison	22-0-2-58110		14.98 14.98
DFT0012366	10/11/2023 093023	SCE 1613-6373 Electricity - R/R Crossing 9/1-9/30	Southern California Edison	23-0-2-58210		18.27 18.27
DFT0012367	10/11/2023 092723	SCE 8362-7804 Electricity - Solar Meter 8/29-9/27	Southern California Edison	01-1-3-58110		653.13 653.13
DFT0012368	10/11/2023 092723	SCE 3752-2894 Electricity - N. Dairy Mobile 8/29-9/2	Southern California Edison	01-1-3-58110		158.57 158.57
DFT0012369	10/11/2023 093023	SCE 5917-6455 Electricity - Phelan Park St. Lights 9/1	Southern California Edison	22-2-2-58110		28.51 28.51
DFT0012370	10/11/2023 092723	SCE 4241-7012 Electricity - Dairy Mobile 8/29-9/27	Southern California Edison	01-1-3-58110		197.94 197.94
DFT0012371	10/11/2023 100123	SCE 7441-5755 Electricity - Pinon Hills CC 8/31-10/1	Southern California Edison	22-0-2-58110		333.06 333.06
DFT0012372	10/11/2023 092723	SCE 7695-0442 Electricity - Fill STation 8/29-9/27	Southern California Edison	01-0-2-58110		25.87 25.87
DFT0012373	10/11/2023 11646R	ACT IT Software Support - October	David Shay	01-0-1-53170		4,257.60 4,257.60
DFT0012374	10/11/2023 RC1001880	RACE Phones Internet - Shop - October	Race Communications	01-1-1-58010		255.00 255.00
DFT0012375	10/11/2023 RC1009001	RACE Phones Internet - CSD - October	Race Communications	01-0-1-58010		255.00 255.00
DFT0012376	10/11/2023 RC1009002	RACE Phones Internet - Phelan CC - Octobe	Race Communications	22-0-1-58010		4.00 204.00

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	RC1009002	Phones Internet - Phelan CC - Octobe		22-0-1-58010		-200.00
DFT0012377	10/11/2023 093023-6781	THEGAS Gas - Pinon Hills Fire 8/25-9/27	The Gas Company	22-0-2-58110		16.27 16.27
DFT0012378	10/11/2023 093023	THEGAS Gas - Pinon Hills 8/25-9/27	The Gas Company	22-0-2-58110		65.99 65.99
DFT0012379	10/11/2023	FBC-DON	First Bank Card			3,570.55
	093023	Fuel - Shell		01-0-1-54140		142.88
	093023	Fuel - 76		01-0-1-54140		175.00
	093023	Shell - Fuel		01-0-1-54140		172.49
	093023	Fuel - 76		01-0-1-54140		137.21
	093023	Rick's Cafe		01-0-1-54440		41.75
	093023	Cracker Barrel		01-0-1-54440		67.90
	093023	Rick's Cafe		01-0-1-54440		86.87
	093023	Rick's Cafe		01-0-1-54440		41.02
	093023	Rick's Cafe		01-0-1-54440		85.27
	093023	Rick's Cafe		01-0-1-54440		40.48
	093023	Rockfish Harbor Grill - CSDA Conferen		01-0-1-54470		108.68
	093023	Southwest Airlines		01-0-1-54470		-599.96
	093023	Crown and Anchor - CSDA Conferenc		01-0-1-54470		49.52
	093023	Southwest Airlines		01-0-1-54470		599.96
	093023	Portola Hotel and Spa		01-0-1-54470		1,227.84
	093023	Mariott Monterey Bay - CSDA Confer		01-0-1-54470		1,193.64
DFT0012380	10/11/2023	FBC-GEORGE	First Bank Card			1,843.77
	093023	Adobe Subscription - Office, Eng., Fiel		01-0-1-53170		263.89
	093023	Rick's Cafe		01-0-1-54440		124.23
	093023	Rick's Cafe - Meeting with Don		01-0-1-54440		39.40
	093023	Mexico Lindo - Post Illegal Grow Mee		01-0-1-54440		37.62
	093023	Staples - HP Laser Jet Printer for Fina		01-0-1-54530		489.36
	093023	Best Buy - Mouse for Macbook		01-0-1-54530		64.15
	093023	Adobe Subscription - Office, Eng., Fiel		01-1-1-53170		47.98
	093023	Amazon - (2) Drone Micro SD Cards		01-1-1-54530		116.34
	093023	Best Buy - UPS Battery Backup		01-1-1-54530		86.99
	093023	Amazon - Micro SD, Charging Cables f		01-1-1-54530		128.16
	093023	Apple - Monthly Cloud Storage		01-1-2-53170		0.99
	093023	76 - Fuel - Truck #28		01-1-8-54410		83.25
	093023	Shell - Fuel - Truck #28		01-1-8-54410		116.01
	093023	Costco - Fuel - Truck #28		01-1-8-54410		57.98
	093023	Adobe Subscription - Office, Eng., Fiel		01-7-7-53170		47.98
	093023	Alvarado Street Brew - CSDA Confere		01-7-7-54470		46.23
	093023	Alvarado Street Brew		01-7-7-54470		40.87
	093023	Starbucks - CSDA Conference		01-7-7-54470		8.40
	093023	Starbucks - CSDA Conference		01-7-7-54470		8.40
	093023	The Fish Hopper		01-7-7-54470		35.54
DFT0012381	10/11/2023	FBC-CHRIS	First Bank Card			644.73
	093023	Amazon - Safety Glasses		01-1-2-54500		17.19
	093023	Amazon - Pipe Extractor Set, Pipe Tap		01-1-2-54620		124.83
	093023	Amazon - Hydrant Pressure Testing		01-1-2-54620		146.59
	093023	Amazon - Fire Hose Adaptors for Fill S		01-1-2-54620		48.72
	093023	Amazon - Hydrant Pressure Testing Va		01-1-2-54620		83.30
	093023	Amazon - Truck #20 Fire Hydrant Wre		01-1-2-54650		42.00
	093023	Amazon - 2 Pack Dewalt Batteries		01-1-2-54650		182.10
DFT0012382	10/11/2023	FBC-HEATHER	First Bank Card			423.09
	093023	Amazon - Mouse Pads, Trash Bags		01-0-1-54530		45.75
	093023	Amazon - Note Pads, Pens		01-0-1-54530		67.32
	093023	Amazon - Gel Pens		01-0-1-54530		12.64

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	093023	Amazon - Pencils, Form Boxes		01-0-1-54530		156.43
	093023	Amazon - Air Freshener Refill, Wrist R		01-0-1-54530		28.36
	093023	Amazon - Recycled Paper		01-0-1-54530		21.13
	093023	Certified Mail - Water Theft Letter		01-1-6-54860		12.35
	093023	Certified Mail - Water Theft Letter		01-1-6-54860		6.75
	093023	Certified Mail - Leak Letters		01-1-6-54860		72.36
DFT0012383	10/11/2023	FBC-LORI	First Bank Card			300.00
	093023	GFOA - Membership Fees for D. Nola		01-0-1-54230		150.00
	093023	CSMFO - Budget Award Application		01-0-1-54530		150.00
DFT0012384	10/11/2023	FRO 5072	Frontier Communications			153.55
	102423	Phones - Oasis Yard 9/25-10/24		01-1-1-58010		153.55
DFT0012385	10/11/2023	FRO 8637	Frontier Communications			64.42
	101823	Phones - Sr. Center 9/19-10/18		22-0-1-58010		64.42
DFT0012386	10/11/2023	FRO 3434	Frontier Communications			196.80
	100923	Phones - Telemetry 9/10-10/9		01-1-5-58010		196.80
DFT0012387	10/11/2023	FBC-STEVE	First Bank Card			788.13
	093023	Amazon - Battery Pack		22-2-2-54620		216.43
	093023	Webstaurant Store - Bar Towels, Tabl		22-2-2-54620		203.95
	093023	Swingset Mall - Swingset Repleaceme		22-2-2-54620		367.75
DFT0012388	10/11/2023	FBC-SEAN	First Bank Card			787.40
	093023	Amazon - Well 15 Pipe Stands		01-0-0-17000	C0095 OUTSIDE SVCS	40.08
	093023	Amazon - Well 15 Pipe Stands		01-0-0-17000	C0095 OUTSIDE SVCS	169.68
	093023	Rick's Cafe		01-0-1-54440		60.22
	093023	Mexico Lindo - Staff Meeting		01-0-1-54440		100.71
	093023	Southern Utah University - E. Barnes		01-1-1-54260		3.42
	093023	Southern Utah University - Book for E		01-1-1-54260		115.79
	093023	EOU Bookstore - Book for S. Wright		01-1-1-54260		95.09
	093023	Amazon - Caps for Pigtail Repair on M		01-1-6-54500		202.41
DFT0012389	10/9/2023	VER AIR	Verizon Wireless			1,216.12
	9945828099	Phones, Jet Packs, Tablets, On Call - A		01-1-1-58010		1,216.12
DFT0012390	10/9/2023	VER AIR	Verizon Wireless			1,386.22
	9945828099-1	Phones, Jet Packs, Tablets, On Call Se		01-1-1-58010		1,386.22
DFT0012392	10/11/2023	FBC-DEBORAH	First Bank Card			1,179.36
	093023	Fuel - Chevron - CSDA Conference		01-0-1-52219		47.38
	093023	Fuel - Chevron - CSDA Conference		01-0-1-52219		52.15
	093023	Portola Hotel and Spa - CSDA Confere		01-0-1-52229		917.37
	093023	Starbucks - CSDA Conference		01-0-1-52229		6.45
	093023	Starbucks - CSDA Conference		01-0-1-52229		6.65
	093023	Starbucks - CSDA Conference		01-0-1-52229		7.65
	093023	Taco Bell - CSDA Conference		01-0-1-52229		11.83
	093023	Starbucks - CSDA Conference		01-0-1-52229		12.45
	093023	Carls Jr. - CSDA Conference		01-0-1-52229		15.52
	093023	Galeria Pizza Nostra		01-0-1-52229		23.00
	093023	Grubhub - CSDA Conference		01-0-1-52229		25.17
	093023	Grubhub - The Meltdown - CSDA Con		01-0-1-52229		25.72
	093023	Grubhub - Panda Express - CSDA Conf		01-0-1-52229		28.02
DFT0012393	10/11/2023	FBC-JENNIFER	First Bank Card			2,726.23
	093023	Zoom - Cloud Recording Subscription		01-0-1-53170		100.00
	093023	Amazon - Batteries for Office		01-0-1-54500		32.29
	093023	Office Depot - Don Name Badge		01-0-1-54530		24.33
	093023	PrintPPS.com - Magnetic Notepads		01-0-1-54530		461.18
	093023	Amazon - Binding Supplies		01-0-1-54530		76.65
	093023	Pizza Factory - Board Meeting		01-0-1-54530		61.94

Cash Disbursements Report

Payment Dates: 10/1/2023 - 10/31/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	093023	Office Depot - Board Name Badge		01-0-1-54530		19.46
	093023	Amazon - Operating Supplies		01-1-1-54500		97.67
	093023	iRepair Medic - Lance's Phone Repair		01-1-1-54500		97.06
	093023	Amazon - Cases for Field iPads		01-1-1-54500		248.71
	093023	iRepair Medic - Chris C. iPad Repair		01-1-1-54500		147.98
	093023	Amazon- Carabiners for Field		01-1-1-54500		32.30
	093023	Amazon - Operating Supplies		01-1-1-54500		31.19
	093023	Amazon - Operating Supplies		01-1-1-54500		107.70
	093023	Amazon - iPad Chargers		01-1-1-54530		42.64
	093023	Amazon - iPad Screen Protectors		01-1-1-54530		19.04
	093023	Amazon - iPad Charger		01-1-1-54530		26.90
	093023	Amazon - iPad Case		01-1-1-54530		63.12
	093023	Mailchimp - Customer E-Bills		01-1-6-53170		120.00
	093023	Car Stickers, Inc.		01-1-8-54710		111.96
	093023	Dick's Sporting Goods - Phun Days Giv		01-1-9-54800		25.00
	093023	Amazon - Phun Days Giveaways		01-1-9-54800		9.02
	093023	Amazon - Phun Days Giveaways		01-1-9-54800		83.73
	093023	Amazon - Tree Lighting Giveaways		22-2-2-54800		126.68
	093023	Amazon - Phun Days Giveaways		22-2-2-54800		83.74
	093023	Dick's Sporting Goods - Phun Days Giv		22-2-2-54800		25.00
	093023	Amazon - Phun Days Giveaways		22-2-2-54800		9.02
	093023	Quality Logo Products - Phun Days Gi		22-2-2-54800		441.92
DFT0012394	10/11/2023	FBC- GREG	First Bank Card - Greg			662.46
	093023	FBC Statement - September		01-0-1-52226		662.46
DFT0012395	10/11/2023	FBC-CHARLES	First Bank Card - Charles			112.33
	093023	Rosines Restaurant - CSDA Conferenc		01-0-1-52224		34.59
	093023	Lalla Oceanside Grill - CSDA Conferen		01-0-1-52224		77.74
DFT0012396	10/11/2023	FBC-KIM	First Bank Card			270.14
	093023	Google Suite		01-0-1-53170		4.64
	093023	Calendar Wiz		01-0-1-53170		14.00
	093023	Pizza Factory - Employee Gift Cards		01-0-1-54260		42.50
	093023	Amazon - Keurig Coffee Machine		01-0-1-54530		176.69
	093023	Amazon - Countertop Compost Bin		25-5-1-54530		32.31
DFT0012397	10/11/2023	FBC-JENNIFER	First Bank Card			661.56
	091223	Vistaprint - Solid Waste Giveaways for		25-5-1-54800		661.56
DFT0012398	10/11/2023	FBC-KIM	First Bank Card			3,552.60
	091923	Amazon - Compost Tumblers		25-5-1-54800	C0106 GRANT	3,552.60
DFT0012399	10/11/2023	FBC-GEORGE	First Bank Card			2,669.36
	091523	Costco - Workstation - Engineering D		01-7-7-54530		2,669.36
DFT0012400	10/11/2023	FBC-SEAN	First Bank Card			982.59
	1123495702	Airgas- Well 15 Welding Materials for		01-0-0-17000	C0095 OUTSIDE SVCS	982.59
DFT0012401	10/11/2023	FBC-CHRIS	First Bank Card			4,272.69
	091223	VV Chevrolet- Trk 23 Cooling Shutter		01-1-8-54710		1,455.14
	1123774282	Airgas-Mig Welding Wire & Supplies-		01-0-0-17000		778.50
	4049862	Amazon - Pipe Threader for Electrical		01-1-2-54650		2,039.05
DFT0012402	10/10/2023	VER AIR	Verizon Wireless			2,405.72
	101023	2 iPads for Field Staff		01-1-1-54530		1,100.98
	101023-1	Field iPad		01-1-1-54530		1,304.74
DFT0012403	10/13/2023	CALPERS 457	California Public Employees' Deferred Compensation Plan			175.00
	INV0005451	Cal PERS 457/ Employer Plan: 450 71		01-1-0-24560		126.28
	INV0005451	Cal PERS 457/ Employer Plan: 450 71		22-2-0-24560		6.23
	INV0005451	Cal PERS 457/ Employer Plan: 450 71		25-5-0-24560		42.49

Cash Disbursements Report

Payment Dates: 10/1/2023 - 10/31/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
DFT0012404	10/13/2023	CALPERS	Calif Public Employees' Retirement System			4,150.66
	INV0005452	CalPERS/Employee Portion(EE)		01-1-0-24530		3,289.59
	INV0005452	CalPERS/Employee Portion(EE)		01-7-0-24530		300.46
	INV0005452	CalPERS/Employee Portion(EE)		22-2-0-24530		302.20
	INV0005452	CalPERS/Employee Portion(EE)		25-5-0-24530		258.41
DFT0012405	10/13/2023	CALPERS	Calif Public Employees' Retirement System			3,689.62
	INV0005453	CalPERS/Employee Portion(ER)		01-1-0-24530		2,568.51
	INV0005453	CalPERS/Employee Portion(ER)		01-7-0-24530		440.70
	INV0005453	CalPERS/Employee Portion(ER)		22-2-0-24530		465.15
	INV0005453	CalPERS/Employee Portion(ER)		25-5-0-24530		215.26
DFT0012406	10/13/2023	CALPERS	Calif Public Employees' Retirement System			10,066.34
	INV0005454	CalPERS/Employer Portion		01-1-0-24530		7,344.96
	INV0005454	CalPERS/Employer Portion		01-7-0-24530		1,032.61
	INV0005454	CalPERS/Employer Portion		22-2-0-24530		1,073.74
	INV0005454	CalPERS/Employer Portion		25-5-0-24530		615.03
DFT0012407	10/13/2023	CALPERS	Calif Public Employees' Retirement System			24.18
	INV0005455	CalPERS Retirement/ Survivor Benefit		01-1-0-24530		17.98
	INV0005455	CalPERS Retirement/ Survivor Benefit		01-7-0-24530		2.02
	INV0005455	CalPERS Retirement/ Survivor Benefit		22-2-0-24530		2.66
	INV0005455	CalPERS Retirement/ Survivor Benefit		25-5-0-24530		1.52
DFT0012408	10/13/2023	EDD	Employment Development Department			782.18
	INV0005456	State Disability Ins - Payroll Taxes		01-0-0-24510		782.18
DFT0012409	10/13/2023	IRS	Internal Revenue Service			295.26
	INV0005457	Social Security - Payroll Taxes		01-0-0-24510		295.26
DFT0012410	10/13/2023	EDD	Employment Development Department			3.85
	INV0005458	State Employer Training Tax - Payroll T		01-0-0-24510		3.85
DFT0012411	10/13/2023	EDD	Employment Development Department			111.76
	INV0005459	State Unemployment Ins - Payroll Tax		01-0-0-24510		111.76
DFT0012412	10/13/2023	EDD	Employment Development Department			4,217.54
	INV0005460	CA State Income Tax - Payroll Taxes		01-0-0-24510		4,217.54
DFT0012413	10/13/2023	IRS	Internal Revenue Service			3,252.57
	INV0005461	Medicare - Payroll Taxes		01-0-0-24510		3,252.57
DFT0012414	10/13/2023	IRS	Internal Revenue Service			11,323.81
	INV0005462	Federal Income Tax - Payroll Taxes		01-0-0-24510		11,323.81
DFT0012415	10/12/2023	CIN UNI	Cintas Corporation			788.02
	4168034296	Vehicle Wash Station Supplies		01-1-8-54710		39.08
	po-05558	Uniform Rental Svcs. - Sept.		01-1-1-54680		708.50
	po-05558	Blanket PO - Uniform Rental Svcs.		22-2-1-54680		40.44
DFT0012416	10/12/2023	NAPA	NAPA Auto Parts			718.78
	093023	Pump to Transfer Oil		01-1-2-54620		81.88
	093023	Well 1B Flow Meter to Mag Meter		01-1-3-54620		38.78
	093023	Well 1B Mag Meter Standardizing		01-1-3-54620		238.48
	093023	Well 1B Siemens Mag Meter		01-1-3-54620		286.71
	093023	Booster 2C -A & B Clamps for Wire Co		01-1-5-54620		53.57
	093023	Truck #19 - Taillight Bulb		01-1-8-54710		8.61
	093023	Truck #19 - Fuse for Tail Light		01-1-8-54710		10.75
DFT0012417	10/19/2023	VSP	Vision Service Plan			489.51
	819043236	Vision Insurance - Nov.		01-0-0-14130		489.51

Cash Disbursements Report

Payment Dates: 10/1/2023 - 10/31/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
DFT0012418	10/23/2023 D649176	AME SUP Supplemental Life Insurance - Oct.	American Fidelity Assurance	01-0-0-24580		663.24 663.24
DFT0012419	10/19/2023 2160990A	AME FID Flex Spending 10/1	American Fidelity Assurance Company	01-0-0-24580		187.49 187.49
DFT0012420	10/30/2023 110123 PERS 110123 PERS	CalPERS Health PERS Health Premium - Nov. PERS Health Premium Admin Fee - No	California Public Employees' Retirement System	01-0-0-14130 01-0-1-51230		45,106.10 44,962.22 143.88
DFT0012421	10/30/2023 110123 NonPERS 110123 NonPERS	CalPERS Health NonPERS Health Premium - Nov. NonPERS Health Premium Admin Fee	California Public Employees' Retirement System	01-0-0-14130 01-0-1-51230		3,333.43 3,322.80 10.63
DFT0012422	10/31/2023 073123-2	SCE 9515-2666 Electricity - St. Lights July	Southern California Edison	23-3-2-58210		0.22 0.22
DFT0012423	10/31/2023 073123-3	SCE 9515-2666 Electricity - Solar Credits July	Southern California Edison	01-1-3-58115		-4,065.70 -4,065.70
DFT0012424	10/31/2023 083123 083123 083123	SCE 9515-2666 Electricity-Wells, Boosters, Tanks Aug. Electricity-Solar Credits Aug. Electricity-St. Lights Aug.	Southern California Edison	01-1-3-58110 01-1-3-58115 23-3-2-58210		696.86 168,936.55 -169,915.45 1,675.76
DFT0012425	10/31/2023 093023	SCE 9515-2666 Electricity-Wells, Boosters, Tanks, Sep	Southern California Edison	01-1-3-58110		3,825.13 3,825.13
DFT0012426	10/31/2023 093023-1	SCE 9515-2666 Electricity - Solar Credits Sept.	Southern California Edison	01-1-3-58115		-9,303.26 -9,303.26
DFT0012427	10/30/2023 073123-4	SCE 9515-2666 Electricity - St Lights July	Southern California Edison	23-3-2-58210		0.33 0.33
DFT0012428	10/30/2023 073123-5	SCE 9515-2666 Electricity - Solar Credits July	Southern California Edison	01-1-3-58115		-4,066.25 -4,066.25
DFT0012429	10/30/2023 083023-1 083023-1 083023-1	SCE 9515-2666 Electricity-Wells, Boosters, Tanks Aug. Electricity-Solar Credits Aug. Electricity-St. Lights Aug.	Southern California Edison	01-1-3-58110 01-1-3-58115 23-3-2-58210		109,637.79 149,764.93 -41,802.57 1,675.43
DFT0012430	10/30/2023 093023-2 093023-2 093023-2	SCE 9515-2666 Electricity-Wells, Boosters, Tanks Sept Electricity-Solar Credits Sept. Electricity-St. Lights Sept.	Southern California Edison	01-1-3-58110 01-1-3-58115 23-3-2-58210		12,941.07 13,181.86 -1,916.22 1,675.43
DFT0012431	10/25/2023 100723	FRO 5743 Phones - Office 10/7 - 11/6	Frontier Communications	01-0-1-58010		99.24 99.24
DFT0012432	10/26/2023 090723	SCE 1078-5254 Electricity - CC & Sr. Ctr. 9/7 - 10/5	Southern California Edison	22-0-2-58110		520.00 520.00
DFT0012433	10/26/2023 4950114	XEROX Copier Lease 10/12 - 11/11	Xerox Corporation	01-0-1-54300		280.55 280.55
DFT0012434	10/31/2023 092723	SCE 8092-3468 Electricity - NW Dairy Mobile 8/29 - 9	Southern California Edison	01-1-3-58110		87.80 87.80
DFT0012435	10/23/2023 260999A	AME FID Flex Spending 10/15	American Fidelity Assurance Company	01-0-0-24580		187.49 187.49
DFT0012436	10/25/2023 5180381931	CINFIR First Aid Supplies - Shop	Cintas	01-1-1-54500		362.90 362.90

Cash Disbursements Report

Payment Dates: 10/1/2023 - 10/31/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
DFT0012437	10/27/2023	CALPERS 457	California Public Employees' Deferred Compensation Plan			175.00
	INV0005463	Cal PERS 457/ Employer Plan: 450 71		01-1-0-24560		98.02
	INV0005463	Cal PERS 457/ Employer Plan: 450 71		22-2-0-24560		11.74
	INV0005463	Cal PERS 457/ Employer Plan: 450 71		25-5-0-24560		65.24
DFT0012438	10/27/2023	CALPERS	Calif Public Employees' Retirement System			4,161.25
	INV0005464	CalPERS/Employee Portion(EE)		01-1-0-24530		3,176.62
	INV0005464	CalPERS/Employee Portion(EE)		01-7-0-24530		391.68
	INV0005464	CalPERS/Employee Portion(EE)		22-2-0-24530		342.36
	INV0005464	CalPERS/Employee Portion(EE)		25-5-0-24530		250.59
DFT0012439	10/27/2023	CALPERS	Calif Public Employees' Retirement System			3,695.28
	INV0005465	CalPERS/Employee Portion(ER)		01-1-0-24530		2,556.17
	INV0005465	CalPERS/Employee Portion(ER)		01-7-0-24530		441.94
	INV0005465	CalPERS/Employee Portion(ER)		22-2-0-24530		480.66
	INV0005465	CalPERS/Employee Portion(ER)		25-5-0-24530		216.51
DFT0012440	10/27/2023	CALPERS	Calif Public Employees' Retirement System			10,086.28
	INV0005466	CalPERS/Employer Portion		01-1-0-24530		7,218.09
	INV0005466	CalPERS/Employer Portion		01-7-0-24530		1,125.09
	INV0005466	CalPERS/Employer Portion		22-2-0-24530		1,133.73
	INV0005466	CalPERS/Employer Portion		25-5-0-24530		609.37
DFT0012441	10/27/2023	CALPERS	Calif Public Employees' Retirement System			24.18
	INV0005467	CalPERS Retirement/ Survivor Benefit		01-1-0-24530		17.24
	INV0005467	CalPERS Retirement/ Survivor Benefit		01-7-0-24530		2.29
	INV0005467	CalPERS Retirement/ Survivor Benefit		22-2-0-24530		2.88
	INV0005467	CalPERS Retirement/ Survivor Benefit		25-5-0-24530		1.77
DFT0012442	10/27/2023	EDD	Employment Development Department			787.83
	INV0005468	State Disability Ins - Payroll Taxes		01-0-0-24510		787.83
DFT0012443	10/27/2023	EDD	Employment Development Department			3.81
	INV0005469	State Employer Training Tax - Payroll T		01-0-0-24510		3.81
DFT0012444	10/27/2023	EDD	Employment Development Department			110.59
	INV0005470	State Unemployment Ins - Payroll Tax		01-0-0-24510		110.59
DFT0012445	10/27/2023	EDD	Employment Development Department			4,431.95
	INV0005471	CA State Income Tax - Payroll Taxes		01-0-0-24510		4,431.95
DFT0012446	10/27/2023	IRS	Internal Revenue Service			3,193.12
	INV0005472	Medicare - Payroll Taxes		01-0-0-24510		3,193.12
DFT0012447	10/27/2023	IRS	Internal Revenue Service			12,286.55
	INV0005473	Federal Income Tax - Payroll Taxes		01-0-0-24510		12,286.55
DFT0012452	10/25/2023	RACE	Race Communications			104.00
	RC1009000	Phones Internet Credit - Pinon Hills C		22-0-1-58010		-100.00
	RC1009000	Phones Internet - Pinon Hills CC - Oct.		22-0-1-58010		204.00
DFT0012464	10/26/2023	WEST GOV UNI	Western Governors University			3,955.00
	102623	Fall - (4) Classes - A. Williams		01-0-1-54260		3,955.00
DFT0012477	10/26/2023	SCE 9587-0653	Southern California Edison			2,039.35
	092423-1	Electricity - Office 8/24-9/24		01-0-1-58110		2,039.35
DFT0012478	10/26/2023	SCE 9587-0653	Southern California Edison			2,039.35
	092423-2	Electricity - Office 8/24-9/24		01-0-1-58110		2,039.35
Payment Total:						682,085.87

Report Summary

Fund Summary

Fund	Payment Amount
01 - WATER FUND	640,256.34
20 - GOV'T GENERAL FUND	537.50
22 - PARKS & RECREATION	23,265.34
23 - STREET LIGHTING	5,045.44
25 - SOLID WASTE	12,981.25
Grand Total:	682,085.87

Account Summary

Account Number	Account Name	Payment Amount
01-0-0-14100	Prepaid Expense	4,276.36
01-0-0-14130	Prepaid Benefit	51,817.77
01-0-0-17000	CIP Enterprise Funds	126,044.58
01-0-0-24510	Payroll Tax Payable	40,800.82
01-0-0-24580	Supplemental Ins W/H P	1,038.22
01-0-1-51230	Employee Group Insuran	154.51
01-0-1-52210	Board Exp - Auto Expens	-13.89
01-0-1-52212	Board - Auto Expense/K	34.80
01-0-1-52214	Board - Auto Expense/H	477.89
01-0-1-52219	Board - Auto Expense/P	203.02
01-0-1-52224	Board - Meals,Travel Exp	112.33
01-0-1-52226	Board - Meals,Travel Exp	662.46
01-0-1-52229	Board - Meals,Travel Exp	1,079.83
01-0-1-52232	Board - Education,Traini	38.00
01-0-1-52239	Board - Education,Traini	38.00
01-0-1-53110	Auditing & Accounting F	500.00
01-0-1-53120	Legal Services	2,075.00
01-0-1-53150	Outside Service	15,453.23
01-0-1-53170	Software Support	4,640.13
01-0-1-54140	Auto Expense	1,576.08
01-0-1-54200	Credit Card Fee & Bank	632.53
01-0-1-54230	Dues & Subscriptions	9,200.00
01-0-1-54260	Education & Training	3,997.50
01-0-1-54290	Employment Expense	716.00
01-0-1-54300	Equipment Rental / Leas	280.55
01-0-1-54320	General Maintenance	720.00
01-0-1-54440	Meeting, Seminar & Sup	725.47
01-0-1-54470	Travel Expense	2,918.29
01-0-1-54500	Operating Supplies	32.29
01-0-1-54530	Office Supplies	2,206.59
01-0-1-58010	Telephone	1,084.42
01-0-1-58110	Utilities	4,461.13
01-0-2-58110	Utilities	414.45
01-1-0-13010	Inventory - Water Field P	136,276.60
01-1-0-24530	Retirement W/H Payable	26,189.16
01-1-0-24560	Retirement 457 W/H Pay	224.30
01-1-0-29740	Loan Payable - CalTrans	6,540.48
01-1-1-48700	Administrative Fees	80.00
01-1-1-53120	Legal Services	2,243.75
01-1-1-53150	Outside Service	361.80
01-1-1-53170	Software Support	47.98
01-1-1-54260	Education & Training	374.30
01-1-1-54320	General Maintenance	1,200.00
01-1-1-54500	Operating Supplies	1,125.51
01-1-1-54530	Office Supplies	2,888.91
01-1-1-54620	Repair & Maintenance	650.00
01-1-1-54680	Uniforms	708.50
01-1-1-54830	State & County Fees & S	364.00

Account Summary

Account Number	Account Name	Payment Amount
01-1-1-58010	Telephone	3,010.89
01-1-1-59110	Property Taxes	198.35
01-1-1-91010	Interest Expense	74.91
01-1-2-53150	Outside Service	825.50
01-1-2-53170	Software Support	370.99
01-1-2-54500	Operating Supplies	521.26
01-1-2-54620	Repair & Maintenance	2,242.12
01-1-2-54650	Small Tools	2,962.32
01-1-3-50010	MWA/AVW Admin. & Bi	4,990.29
01-1-3-54500	Operating Supplies	2,518.72
01-1-3-54620	Repair & Maintenance	6,186.85
01-1-3-58110	Utilities	336,805.91
01-1-3-58115	Utilities - Solar Credits	-231,069.45
01-1-4-53140	Laboratory Analysis	811.50
01-1-5-54500	Operating Supplies	210.06
01-1-5-54620	Repair & Maintenance	3,714.06
01-1-5-58010	Telephone	196.80
01-1-6-53150	Outside Service	975.00
01-1-6-53170	Software Support	14,474.40
01-1-6-54500	Operating Supplies	202.41
01-1-6-54620	Repair & Maintenance	5,718.30
01-1-6-54860	Postage & Mailing	5,923.64
01-1-6-54890	Printing	1,821.62
01-1-8-54300	Equipment Rental / Leas	341.10
01-1-8-54410	Fuel Costs	5,095.01
01-1-8-54710	Vehicle Maintenance	3,482.87
01-1-9-54500	Operating Supplies	158.07
01-1-9-54800	Programs (Wtr Conserva	2,426.36
01-1-9-54920	Public Relation	335.00
01-7-0-24530	Retirement W/H Payable	3,736.79
01-7-7-53150	Outside Service	240.00
01-7-7-53170	Software Support	47.98
01-7-7-54470	Travel Expense	363.70
01-7-7-54530	Office Supplies	2,669.36
20-0-1-53120	Legal Services	537.50
22-0-1-54320	General Maintenance	60.00
22-0-1-54920	Public Relation	335.00
22-0-1-58010	Telephone	172.42
22-0-2-58110	Utilities	1,573.74
22-2-0-17000	CIP - Parks & Rec	8,924.50
22-2-0-24530	Retirement W/H Payable	3,803.38
22-2-0-24560	Retirement 457 W/H Pay	17.97
22-2-1-53150	Outside Service	1,356.75
22-2-1-54680	Uniforms	40.44
22-2-2-53150	Outside Service	1,228.85
22-2-2-54620	Repair & Maintenance	4,129.35
22-2-2-54800	Programs (Park & Rec)	1,594.43
22-2-2-58110	Utilities	28.51
23-0-2-58210	Utilities - Street Lights	18.27
23-3-2-58210	Utilities - Street Lights	5,027.17
25-0-1-53120	Legal Services	175.00
25-5-0-24530	Retirement W/H Payable	2,168.46
25-5-0-24560	Retirement 457 W/H Pay	107.73
25-5-1-52210	Board Exp - Auto Expens	13.89
25-5-1-53150	Outside Service	590.00
25-5-1-54110	Advertising	4,849.70
25-5-1-54530	Office Supplies	32.31
25-5-1-54800	Programs (Solid Waste)	4,214.16

Account Summary

Account Number	Account Name	Payment Amount
25-5-1-54920	Public Relation	830.00
	Grand Total:	682,085.87

Project Account Summary

Project Account Key	Payment Amount	
None	544,235.90	
C0002 COUNTY FEES	9,140.33	
C0002 OUTSIDE SVCS	10,900.00	
C0072 OUTSIDE SVCS	608.26	
C0078 COUNTY FEES	1,987.00	
C0078 OUTSIDE SVCS	6,937.50	
C0084 OUTSIDE SVCS	1,111.98	
C0095 OUTSIDE SVCS	103,505.51	
C0106 GRANT	3,552.60	
C0110 OUTSIDE SVCS	106.79	
	Grand Total:	682,085.87

Agenda Item 4

Matters Removed from
Consent Items

Agenda Item 5

Presentations/Appointments

Agenda Item 6a

Discussion & Possible Action Regarding
Election of Officers



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 13, 2023
TO: Board of Directors
FROM: Don Bartz, General Manager
By: Kim Ward, HR & Solid Waste Manager/District Clerk
SUBJECT: Discussion & Possible Action Regarding Election of Officers

STAFF RECOMMENDATION

Staff recommends for the Board to elect a President and Vice President for 2024.

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 2024.

FISCAL IMPACT

None

ATTACHMENT(S)

None

Agenda Item 6b

Discussion & Possible Action Regarding
Committee Assignments



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W. www.pphcsd.org

MEMORANDUM

DATE: December 13, 2023

TO: Board of Directors

FROM: Don Bartz, General Manager
By: Kim Ward, HR & Solid Waste Manager/District Clerk

SUBJECT: Discussion & Possible Action Regarding Committee Appointments

STAFF RECOMMENDATION

Staff recommends for the Board to appoint District Committees for 2024 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

Discussion & Possible Adoption of Resolution No. 2023-28; Approving the Form of and Authorizing the Execution and Delivery of a First Amendment to Lease Agreement and Memorandum of Lease Agreement and a First Amendment to Site Lease; Approving and Authorizing Execution and Delivery of All Necessary Documents and Other Related Actions in Connection with the Release of Certain Real Property Currently Leased in Connection with the Lease Agreement of the District



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W. www.pphcsd.org

MEMORANDUM

DATE: December 13, 2023

TO: Board of Directors

FROM: Don Bartz, General Manager
By: Lori Lowrance, Assistant General Manager/CFO

SUBJECT: Discussion and Possible Adoption of Resolution No. 2023-28; Approving the Form of and Authorizing Execution and Delivery of a First Amendment to Lease Agreement and Memorandum of Lease Agreement, and a First Amendment of Site Lease; Approving and Authorizing Execution and Delivery of All Necessary Documents and Other Related Actions in Connection with the Release of Certain Real Property Currently Leased in Connection with the Lease Agreement of the District

STAFF RECOMMENDATION

Staff recommends the Board adopt Resolution No. 2023-28; Approving the Form of and Authorizing Execution and Delivery of a First Amendment to Lease Agreement and Memorandum of Lease Agreement, and a First Amendment of Site Lease; Approving and Authorizing Execution and Delivery of All Necessary Documents and Other Related Actions in Connection with the Release of Certain Real Property Currently Leased in Connection with the Lease Agreement of the District.

BACKGROUND

The District owns parcel number 0457-161-84, approximately 143 acres, formerly part of Meadowbrook Dairy. The District wishes to split that property and sell portions of it. However, that property was encumbered when the District obtained a finance lease (for the Civic Center Building) using the solar project that is located on the property as the asset for the finance lease. In January 2023, the District entered into a finance lease agreement with Muni Financial and Truist Bank which incumbered the Solar Project, located on approximately eight acres on the northeast corner of parcel number 0457-161-84. The District needs to have the finance lease amended to release the portions of the property that do not include the Solar Project.

Staff recommends that the Board approve the Resolution, authorizing the amendments to the agreements to release portions of the property and the applicable transactional documents for the finance lease amendments and the execution of such documents and the consummation of such transactions and all acts, conditions and things required accordingly.

FISCAL IMPACT

None

RESOLUTION NO. 2023-28

RESOLUTION OF THE BOARD OF DIRECTORS OF THE PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF A FIRST AMENDMENT TO LEASE AGREEMENT AND MEMORANDUM OF LEASE AGREEMENT AND A FIRST AMENDMENT TO SITE LEASE; APPROVING AND AUTHORIZING EXECUTION AND DELIVERY OF ALL NECESSARY DOCUMENTS AND OTHER RELATED ACTIONS IN CONNECTION WITH THE RELEASE OF CERTAIN REAL PROPERTY CURRENTLY LEASED IN CONNECTION WITH THE LEASE AGREEMENT OF THE DISTRICT

WHEREAS, the Phelan Piñon Hills Community Services District, a community services district duly organized and validly existing under and pursuant to the laws of the State of California (the “*District*”) entered into a lease agreement in the original aggregate principal amount of \$6,040,000, payment of which is provided by lease payments made by the District under the Lease Agreement, dated as of January 1, 2023 (as amended, the “*Lease Agreement*”) by and between the District and the Municipal Finance Corporation (the “*Corporation*”), a corporation duly organized and existing under and by virtue of the laws of the State of California and in concordance with that certain Site Lease, dated as of January 1, 2023 (as amended, the “*Site Lease*”) by and between the District and the Corporation; and

WHEREAS, pursuant to the Site Lease, the District leased to the Corporation certain real property, including all buildings and improvements thereon and to be located thereon (the “*Property*”) and the Corporation, pursuant to the terms of the Lease Agreement, leased the Property back to the District; and

WHEREAS, the District and the Corporation desire to release a certain portion of real property from the lien of the Lease Agreement and the Site Lease (the “*Released Property*”); and

WHEREAS, Section 4.6 of the Lease Agreement enables the District to release the Released Property from the lien of the Lease Agreement and the Site Lease; and

WHEREAS, the District and the Corporation propose to amend the Lease Agreement and the Site Lease to effect the release of the Released Property from the lien of the Lease Agreement and the Site Lease; and

WHEREAS, the District and the Corporation propose to enter into a First Amendment to Lease Agreement and Memorandum of Lease Agreement dated as of December 1, 2023 by and between the Corporation and the District (the “*First Amendment to Lease Agreement*”) in order to effect the release of the Released Property from the lien of the Lease Agreement; and

WHEREAS, the District and the Corporation propose to enter into a First Amendment to Site Lease dated as of December 1, 2023 (the “*First Amendment to Site Lease*”) by and between

the District and the Corporation in order to effect the release of the Released Property from the lien of the Site Lease; and

WHEREAS, there have been made available (by filing with the Secretary of the Board) or presented to the Board of Directors of the District (the “**Board**”) proposed forms of (collectively the “**Transaction Documents**”) (a) the First Amendment to Lease Agreement; and (b) the First Amendment to Site Lease; and

WHEREAS, the Board desires to authorize and direct the execution of such documents and the consummation of such transaction; and

WHEREAS, all acts, conditions and things required by the Constitution and laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the District is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transaction for the purpose, in the manner and upon the terms herein provided.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the District, as follows:

SECTION 1. The proposed forms of the Transaction Documents presented to this meeting and on file with the Secretary of the Board is hereby approved. The members of the Board, and the General Manager, or any designee thereof, (the “**Authorized Representatives**”) are each hereby authorized and directed, for and in the name and on behalf of the District, to execute, acknowledge and deliver to the District said Transaction Documents, in substantially said forms, with such changes therein as the Authorized Representatives executing the same on behalf of the District may approve, such approval to be conclusively evidenced by such Authorized Representative’s execution and delivery thereof and the Secretary of the Board is authorized to attest to the Transaction Documents, as needed.

SECTION 2. The Authorized Representatives of the District are hereby authorized and directed, jointly and severally, to do any and all things which they may deem necessary or advisable in order to consummate the transactions herein authorized and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution, including, but not limited to, terminating and releasing the existing Property, preparation of title reports and/or purchase of a title insurance policy, certificates required in connection with any consent or approval needed prior to the completion of the transaction, engagement of professionals and other consultants as are necessary or desirable to accomplish the purposes of this transaction and to execute and delivery the Transaction Documents and other related documents. The appropriate officers of the District are hereby authorized and directed to execute and deliver any and all certificates, written requests and other certificates necessary or desirable to accomplish the transaction contemplated herein and to take such actions and to execute such documents as may be necessary to effectuate the purposes of the agreements referenced herein and of this Resolution.

SECTION 3. All actions heretofore taken by any Authorized Representatives of the District, with respect to the execution and delivery or in connection with or related to any of the agreements referenced herein, are hereby approved, confirmed and ratified.

[Signatures on the following page]

PASSED, APPROVED, and ADOPTED at a regular meeting of the Board of Directors of the Phelan Piñon Hills Community Services District, this 13th day of December, 2023.

AYES:

NOES:

ABSENT:

ABSTAIN:

Rebecca Kujawa, President
Board of Directors

Attest:

Kimberly Sevy, Secretary
Board of Directors

RECORDING REQUESTED BY:
County of San Bernardino

AND WHEN RECORDED
RETURN TO:
Kutak Rock LLP
5 Park Plaza, Suite 1500
Irvine, California 82614-8595
Attention: Albert R. Reyes, Esq.

THIS TRANSACTION IS EXEMPT FROM CALIFORNIA DOCUMENTARY TRANSFER TAX PURSUANT TO SECTION 11929 OF THE CALIFORNIA REVENUE AND TAXATION CODE. THIS DOCUMENT IS EXEMPT FROM RECORDING FEES PURSUANT TO SECTION 27383 OF THE CALIFORNIA GOVERNMENT CODE.

FIRST AMENDMENT TO LEASE AGREEMENT AND MEMORANDUM OF LEASE AGREEMENT

This FIRST AMENDMENT TO LEASE AGREEMENT AND MEMORANDUM OF LEASE AGREEMENT (this "First Amendment"), dated for convenience as of December 1, 2023, is between Phelan Piñon Hills Community Services District, a community services district organized and existing under the Constitution and laws of the State of California (the "District"), as lessor, and the Municipal Finance Corporation, a corporation duly organized and existing under the laws of the State of California (the "Corporation"), as lessee.

B A C K G R O U N D :

1. The Corporation and the District entered into a Lease Agreement dated as of January 1, 2023, a memorandum of which was recorded on January 13, 2023, as Document No. 2023-0009942 in the official records of the County of San Bernardino (the "County"), as amended by this First Amendment to Lease Agreement and Memorandum of Lease Agreement dated as of December 1, 2023, and recorded concurrently herewith (as amended, the "Lease Agreement").

2. In connection with the execution and delivery of the Lease Agreement, the District and the Corporation also executed a Site Lease dated as of January 1, 2023, and recorded on January 13, 2023, as Document No. 2023-0009941 in the official records of the County (the "Site Lease").

3. The Lease Agreement was executed and delivered in order to finance the construction and improvement of certain real property owned by the District.

4. Pursuant to and in accordance with Section 4.6 of the Lease Agreement, the District and the Corporation now desire to release a certain portion of the Property (as defined in the Lease Agreement) from the Lease Agreement (the "Released Property").

5. The District and the Corporation desire to amend Exhibit A to the Lease Agreement to replace the legal description of the Property for the legal description, which is identified as Appendix A attached hereto, in order to release the Released Property from the lien of the Lease Agreement.

6. The conditions specified in Section 4.6 of the Lease Agreement to be satisfied prior to such release of the Released Property have been satisfied.

NOW, THEREFORE, in consideration of the mutual agreements and covenants herein contained and for other valuable consideration, the District and the Corporation do hereby agree as follows:

SECTION 1. *Released Property.* The District and the Corporation hereby agree to amend Exhibit A to the Lease Agreement to replace the legal description of the Property for the legal description, which is identified as Appendix A attached hereto, in order to release the Released Property from the lien of the Lease Agreement.

SECTION 2. *Authority.* This First Amendment is being executed pursuant to and in accordance with Section 4.6 of the Lease Agreement.

SECTION 3. *Lease Agreement Continues in Effect.* Except as amended and supplemented by this First Amendment, the Lease Agreement shall remain in full force and effect and capitalized terms used but not defined herein shall have the meanings set forth in the Lease Agreement.

SECTION 4. *Execution in Counterparts.* This First Amendment may be executed in any number of counterparts, each of which shall be deemed to be an original but all together shall constitute but one and the same agreement. It is also agreed that separate counterparts of this First Amendment may be separately executed by the Corporation and the District, all with the same force and effect as though the same counterpart had been executed by both the District and the Corporation.

SECTION 5. *Effective Date.* This First Amendment shall become effective upon the recordation hereof in the official records of the County.

IN WITNESS WHEREOF, the Corporation and the District have caused this First Amendment to be executed in their respective names by their duly authorized officers, all as of the date first above written.

Attest

PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT,
as Lessor

By _____
Name
Title

By _____
Donald Bartz,
General Manager

Attest

MUNICIPAL FINANCE CORPORATION,
as Lessee

By _____
Name
Title

By _____
William A. Morton,
President

APPENDIX A

DESCRIPTION OF PROPERTY REMAINING AFTER RELEASE OF RELEASED PROPERTY

RECORDING REQUESTED BY:
County of San Bernardino

AND WHEN RECORDED
RETURN TO:
Kutak Rock LLP
5 Park Plaza, Suite 1500
Irvine, California 82614-8595
Attention: Albert R. Reyes, Esq.

THIS TRANSACTION IS EXEMPT FROM CALIFORNIA DOCUMENTARY TRANSFER TAX PURSUANT TO SECTION 11929 OF THE CALIFORNIA REVENUE AND TAXATION CODE. THIS DOCUMENT IS EXEMPT FROM RECORDING FEES PURSUANT TO SECTION 27383 OF THE CALIFORNIA GOVERNMENT CODE.

FIRST AMENDMENT TO SITE LEASE

This FIRST AMENDMENT TO SITE LEASE (this "First Amendment"), dated for convenience as of December 1, 2023, is between the Phelan Piñon Hills Community Services District, a community services district organized and existing under the Constitution and laws of the State of California (the "District"), as lessor, and Municipal Finance Corporation, a corporation duly organized and existing under the laws of the State of California (the "Corporation"), as lessee.

B A C K G R O U N D :

1. The Corporation and the District entered into a Lease Agreement dated as of January 1, 2023, a memorandum of which was recorded on January 13, 2023, as Document No. 2023-0009942 in the official records of the County of San Bernardino (the "County"), as amended by a First Amendment to Lease Agreement and Memorandum of Lease Agreement dated as of December 1, 2023, and recorded concurrently herewith (as amended, the "Lease Agreement").
2. In connection with the execution and delivery of the Lease Agreement, the District and the Corporation also executed a Site Lease dated as of January 1, 2023, and recorded on January 13, 2023, as Document No. 2023-0009941 in the official records of the County (the "Site Lease").
3. The Lease Agreement was executed and delivered in order to finance the construction and improvement of certain real property owned by the District.
4. Pursuant to and in accordance with Section 4.6 of the Lease Agreement, the District and the Corporation now desire to release a certain portion of the Property (as defined in the Lease Agreement) from the Lease Agreement (the "Released Property").

5. The District and the Corporation to amend Exhibit A to the Lease Agreement to replace the legal description of the Property for the legal description, which is identified as Appendix A attached hereto, in order to release the Released Property from the lien of the Site Lease.

6. The conditions specified in Section 4.6 of the Lease Agreement to be satisfied prior to such release of the Released Property have been satisfied.

NOW, THEREFORE, in consideration of the mutual agreements and covenants herein contained and for other valuable consideration, the District and the Corporation do hereby agree as follows:

SECTION 1. *Released Property.* The District and the Corporation hereby agree to amend Exhibit A to the Site Lease to replace the legal description of the Property for the legal description, which is identified as Appendix A attached hereto, in order to release the Released Property from the lien of the Site Lease.

SECTION 2. *Authority.* This First Amendment is being executed in furtherance of the substitution of property being undertaken by the District and the Corporation in accordance with Section 4.6 of the Lease Agreement.

SECTION 3. *Site Lease Continues in Effect.* Except as amended and supplemented by this First Amendment, the Site Lease shall remain in full force and effect.

SECTION 4. *Execution in Counterparts.* This First Amendment may be executed in any number of counterparts, each of which shall be deemed to be an original but all together shall constitute but one and the same agreement. It is also agreed that separate counterparts of this First Amendment may be separately executed by the Corporation and the District, all with the same force and effect as though the same counterpart had been executed by both the Corporation and the District.

SECTION 5. *Effective Date.* This First Amendment shall become effective upon the recordation hereof in the official records of the County.

IN WITNESS WHEREOF, the District and the Corporation have caused this First Amendment to be executed by their respective officers thereunto duly authorized, all as of the day and year first above written.

Attest

PHELAN PIÑON HILLS COMMUNITY
SERVICES DISTRICT,
as Lessor

By _____
Name
Title

By _____
Donald Bartz,
General Manager

Attest

MUNICIPAL FINANCE CORPORATION,
as Lessee

By _____
Name
Title

By _____
William A. Morton,
President

APPENDIX A

**DESCRIPTION OF PROPERTY REMAINING AFTER RELEASE OF RELEASED
PROPERTY**

Agenda Item 6d

Discussion & Possible Adoption of Resolution No. 2023-29; Authorizing Staff to Execute and Take Actions Necessary for the Purpose of Obtaining Federal Financial Assistance Provided by the Federal Department of Homeland Security and Subgranted Through the State of California for the Fiscal Year 2022 Nonprofit Security Grant Program

MEMORANDUM

DATE: December 13, 2023

TO: Board of Directors

FROM: Don Bartz, General Manager
By: Kim Sevy, HR & Solid Waste Manager/District Clerk

SUBJECT: Discussion & Possible Adoption of Resolution No. 2023-29; Authorizing Staff to Execute and Take Actions Necessary for the Purpose of Obtaining Federal Financial Assistance Provided by the Federal Department of Homeland Security and Subgranted Through the State of California for the Fiscal Year 2022 Nonprofit Security Grant Program

STAFF RECOMMENDATION

For the Board to adopt Resolution No. 2023-29; Authorizing Staff to Execute and Take Actions Necessary for the Purpose of Obtaining Federal Financial Assistance Provided by the Federal Department of Homeland Security and Subgranted Through the State of California for the Fiscal Year 2022 Nonprofit Security Grant Program.

BACKGROUND

Staff submitted a Community Project Funding Request ("Request") in the amount of \$2 million to help fund a portion of the Civic Center Project which will house the Community/Board Room that also will serve as the area's Community Emergency Operations Center. The \$2 million request was funded in the FY2023 Omnibus appropriations bill which the Senate and House passed at the end of December 2022.

CalOES issued grant documents to the District to complete as they will be administering the funds. Staff has been working with CalOES on FEMA requirements. One of the FEMA requirements is for the District to adopt a resolution authorizing staff to execute and take actions necessary for the purpose of obtaining these funds.

FISCAL IMPACT

None

ATTACHMENT(S)

Resolution No. 2023-29

Governing Body Resolution

BE IT RESOLVED BY THE Board of Directors
 (Governing Body)
 OF THE Phelan Pinon Hills Community Services District THAT
 (Name of Applicant)
Donald Bartz, OR
 (Name or Title of Authorized Agent)
George Cardenas, OR
 (Name or Title of Authorized Agent)
 _____,
 (Name or Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the named Applicant, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining federal financial assistance provided by the federal Department of Homeland Security and subgranted through the State of California for the following Grant Award:

FY 2022 Nonprofit Security Grant Program
 (List Grant Year and Program)

Passed and approved this 13th day of December, 20 2023

Certification

I, Kimberly Sey, duly appointed and
 (Name)

Clerk Of the Board of Directors of the Phelan Pinon Hills Community Services District
 (Title) (Governing Body)

do hereby certify that the above is a true and correct copy of a resolution passed and approved by the
13th day of December, 20 2023

HR & Solid Waste Manaer/District Clerk
 (Official Position)

 (Signature) (Date)

Agenda Item 6e

Discussion & Possible Adoption of Resolution No. 2023-30; Authorizing the Adoption and Implementation of an Early Retirement Incentive Program

MEMORANDUM

DATE: December 13, 2023

TO: Board of Directors

FROM: Don Bartz, General Manager
By: Kim Sevy, HR & Solid Waste Manager/District Clerk

SUBJECT: Discussion & Possible Adoption of Resolution No. 2023-30; Authorizing the Adoption and Implementation of an Early Retirement Incentive Program

STAFF RECOMMENDATION

For the Board to adopt Resolution No. 2023-30; Authorizing the Adoption and Implementation of an Early Retirement Incentive Program.

BACKGROUND

In an effort to reduce the District's operating costs, and in consideration of succession planning which will develop into re-organization of certain positions, the concept of an early retirement incentive program (ERIP) has been proposed. Staff have worked to develop a comprehensive proposal for Board consideration.

Should the ERIP be approved by the Board, it would be realistic to estimate that the District could save in excess of \$837,840 over the first five years (including Salary, CalPERS, Workers Comp Insurance, and Payroll Taxes) and in excess of \$70,000 per year thereafter (for CalPERS only), without impact to staffing levels or services to District customers.

A detailed program overview is attached for Board review and discussion.

FISCAL IMPACT

Potential District savings up to approximately \$837,840 over five years depending on participation.

ATTACHMENT(S)

ERIP Detailed Discussion
Resolution No. 2023-30
ERIP Policy

EARLY RETIREMENT INCENTIVE PROGRAM

SUMMARY

In an effort to reduce the District's operating costs, and in consideration of succession planning which will develop into re-organization of certain positions, the concept of an early retirement incentive program (ERIP) has been proposed. Staff have worked to develop a comprehensive proposal for Board consideration. Should the ERIP be approved by the Board, it would be realistic to estimate that the District could save in excess of \$837,840 over the first five years (including Salary, CalPERS, Workers Comp Insurance, and Payroll Taxes) and in excess of \$70,000 per year thereafter (for CalPERS only), without impact to staffing levels or services to District customers.

DISCUSSION

Early Retirement Incentive Plan (ERIP)

The primary objective of an ERIP is to accelerate the retirement rate over and above natural attrition to facilitate specific District objectives, such as reorganization, fiscal savings, etc. Fiscal savings are achieved by replacing the retiring employee, who is typically at the top of the salary schedule and is in a higher CalPERS classification. The salary schedule provides a spread from entry employees to top step employees, the resulting salary differential is sufficient to pay for the cost of the plan and generate additional savings over and above natural attrition. Additionally, savings can be generated by non-replacement of retiring employees and/or reorganization so that the higher-level position's duties are dispersed to existing staff, resulting in redistribution of other positions' duties, creating a need at a lower level for staffing or outsourcing of periodic duties that may arise.

Given the development of the District's succession plan, and considering pension reform legislation passed by the state in 2012 (effective 2013), employer related costs for new employees hired by the District are significantly reduced. Staff have been analyzing the feasibility of offering an ERIP. An ERIP can provide the District with the opportunity to capitalize on cost-saving opportunities while simultaneously offering employees a valuable benefit.

How the ERIP Works for the Employee

The ERIP is designed to allow eligible employees the opportunity to retire earlier than they may have been planning. Several factors influence an employee's planned retirement date, such as: the employee's age, the number of years of service (with CalPERS and/or other retirement organizations), and the employee's eligibility for post-retirement medical benefits, such as Medicare. By offering retirement age employees (excluding the General Manager) a severance package that includes limited, and narrow in application, post-retirement benefits, employees who are interested in retiring early may be incentivized to do so.

Employees must be employed by the District for at least 15 years at the time of their last day of employment, be of retirement age or older based on the CalPERS plan they are in through the District, and be within five years of likely retirement to be considered for this program.

Employees who qualify for ERIP will need to consider the incentives, along with the impact to their retirement years of service as planned and determine if the ERIP is an option for them. Employees seeking to participate in the ERIP are strongly encouraged to seek independent counsel as to their retirement rights.

How the ERIP Works for the District

The primary objective of a retirement incentive is to increase and accelerate the retirement rate over and above natural attrition to allow the employer the ability to achieve specific financial and operational goals. Financial savings are achieved through such a program by determining which retiring employees will be replaced, and also replacing the retiring employee, who is typically at the top of the salary range, with an employee near or at the entry point of the salary range. Additionally, employees hired after 2012 are at a lower pension tier.

Eligibility Requirements

In order to be eligible for the ERIP, employees must be all of the following:

- Currently employed by the District as of January 1, 2024.
- Have achieved fifteen (15) years of service or more with the District as of May 31, 2024.
- Be of retirement age or older based on the CalPERS plan they are in through the District.
- Resign from District employment with an effective date no later than May 31, 2024.
- Retire under CalPERS effective no later than June 1, 2024.

Severance Package

Eligible employees who take advantage of the ERIP will receive:

- Two (2) weeks of severance pay for each full year of District service (taxable but not subject to CalPERS)
- Medical insurance as follows:
 - A contribution of \$650/month into the District's HRA plan, or up to \$1,600 per month in a District contribution towards District medical benefits, up to age 65, for a maximum of five (5) years
 - After age 65, until age 68, a \$500/month contribution into the District's HRA plan for a maximum of three (3) years

Estimated ERIP Cost Savings

Currently, there are four employees eligible for the ERIP. Based on an analysis conducted by staff, it is estimated that, considering the severance pay portion of the program is paid year one, the District would not see cost savings until year two.

The table below assumes the replacement staff will be CalPERS Classic Tier II. If the replacement staff is PEPRA, the total five-year savings are estimated to be up to \$883,683. After the first five years, there will be an estimated \$70,000 (Tier II) - \$78,299 (PEPRA) per year savings in CalPERS contributions.

	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29
Early Retirement Costs	(344,223.31)	(44,400.00)	(31,200.00)	(31,200.00)	(25,200.00)
Salary, CalPERS, PR Tax and Workers Comp Savings	230,334.66	245,536.75	261,742.17	279,017.16	297,432.29
Annual Savings (Costs)	(113,888.65)	201,136.75	230,542.17	247,817.16	272,232.29
Cumulative Savings (Costs)	(113,888.65)	87,248.10	317,790.27	565,607.43	837,839.71

Analysis Method of Calculation

The analysis compares the savings projected over a five-year period from the ERIP effective date in the 2024 Fiscal Year, to the savings expected over the five-year period including the severance package. The analysis examines current and future costs and compensation differentials, including projections of compensation increases for COLA and merit.

The basis model of calculation is as follows:

- + Savings due to Early Retirement
- Retirement Incentive Costs
- = Net Savings

ERIP PROGRAM TIMELINE

ACTION	DATE
Board Approval of ERIP	December 13, 2023
Employee Enrollment Workshop/Meeting with HR	January 1 -31, 2024
Employee Enrollment Window Closes	January 31, 2024
Status Report to Board	February 14, 2024
District Transition Period (hiring/training/etc)	February 15 - May 31, 2024
Last Day of District Employment	May 31, 2024
District Funds ERIP	May 31, 2024
Employee(s) Retire Under CalPERS	June 1, 2024

RESOLUTION NO. 2023-30

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT AUTHORIZING THE ADOPTION AND IMPLEMENTATION OF AN EARLY RETIREMENT INCENTIVE PROGRAM

WHEREAS, The Phelan Piñon Hills Community Services District (the “District”) is faced with the repercussions of hyperinflation and the impact on the District finances, and

WHEREAS, Staff was tasked with identifying potential savings mechanisms for the District that provide opportunities that would be in the best fiscal interest of the District and its employees, and

WHEREAS, It is determined that development of an Early Retirement Incentive Program (ERIP) may provide such mechanisms by providing a program to eligible employees who wish to voluntarily exercise their option to separate from District service; and

NOW THEREFORE, be it resolved that:

1. The District has developed an ERIP that provides opportunities for the District to reduce expenses (Exhibit A), while providing employees with an opportunity to attain early retirement; and
2. The District hereby appoints the General Manager, or his/her designee, as the District Plan Administrator for the Early Retirement Incentive Program; and
3. The District’s Plan Administrator is hereby authorized to execute the ERIP legal and administrative documents on behalf of the District and take whatever additional actions are necessary or required to administer the District’s ERIP.

APPROVED, SIGNED, AND ADOPTED by the Board of Directors of the Phelan Piñon Hills Community Services District at a regular meeting held on the 13th day of December, 2023, by the following vote:

AYES:
NOES:
ABSTENTIONS:
ABSENT:

President, Board of Directors

ATTEST

Secretary

EXHIBIT A

**Phelan Piñon Hills Community Services District
EARLY RETIREMENT INCENTIVE PROGRAM**

1.0 Eligibility

Those Employees, with the exclusion of the General Manager, who:

- A. Are employed by the District as of January 1, 2024; and
- B. Are fifty-five (55) years of age (or older) as of May 31, 2024; and
- C. Have achieved fifteen (15) years of District service as of May 31, 2024; and
- D. Resign from District employment no later than May 31, 2024; and
- E. Provide notification of resignation of employment and intent to participate in the ERIP, no later than January 31, 2024; and
- F. Retire under CalPERS effective no later than June 1, 2024.

2.0 Participation Requirements

- 2.1 Participating employees shall submit all required enrollment materials and District Letter of Resignation to the District Plan Administrator on or before the deadline date of January 31, 2024. Resignations of participants are irrevocable as of the enrollment deadline and may not be rescinded unless the District withdraws the incentive pursuant to Paragraph 2.2 below.
- 2.2 If after the close of the enrollment window the District determines that the plan does not meet the District's fiscal and operational objectives, the District may withdraw the incentive, provided it notifies the employees of the withdrawal of the incentive on or before February 15, 2024. If the District withdraws the incentive for employees, their Letter of Resignation will automatically be rescinded.
- 2.3 Participation in the retirement incentive requires:
 - a) Submission of required enrollment materials and District Letter of Resignation to the District by January 31, 2024;
 - b) Resignation from District employment no later than May 31, 2024; and
 - c) Retirement from CalPERS on or before June 1, 2024.

3.0 Incentive Package

- 3.1 Severance Pay:
 - a) Severance pay equivalent to two weeks of regular hourly pay for each full year of District service, not subject to CalPERS retirement benefits
- 3.2 Medical Insurance:
 - a) A contribution of \$650/month into the District's HRA plan, or up to \$1,600 per month in a District contribution towards District medical benefits, up to age 65, for a maximum of five (5) years
 - b) After age 65, until age 68, a \$500/month contribution into the District's HRA plan up to age 68 for a maximum of three (3) years

4.0 **Projected Timeline**

- A. Board approval of Employee Retirement Incentive Program:
December 13, 2023

- B. Employee Enrollment Workshop/Meeting with HR:
January 2024

- C. Employee Enrollment Window Closes:
January 31, 2024

- D. Status Report to Board:
February 14, 2024

- E. District Transition Period (Processing/Hiring/Training etc.):
February 15, 2024 – May 31, 2024

- F. Employee(s) Last Day of District Employment:
May 31, 2024

- G. District Funds ERIP:
May 31, 2024

- H. Employee(s) Retire Under CalPERS:
June 1, 2024

Agenda Item 6f

Discussion & Possible Action Regarding
Purchase and Installation of Pressure
Reducing Station for Pinon Hills Road &
Sacramento Road

MEMORANDUM

DATE: December 13, 2023

TO: Board of Directors

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

SUBJECT: Discussion & Possible Action Regarding Purchase and Installation of Pressure Reducing Station for Pinon Hills Road & Sacramento Road

STAFF RECOMMENDATION

Staff recommends that the Board approve the purchase and installation of a 2-way pressure-reducing station located at Pinon Hills Road & Sacramento Road.

BACKGROUND

The District currently utilizes 7,400' of 16" C-900 (DR-25) pipeline to convey water from Well 14 to the distribution system, this pipeline has a working pressure of up to 165 pounds per square inch depending on distribution system variables including pump operation, system demand, and valve orientation. This segment of the pipeline has accounted for a total of 5 major leaks since January 2020 with four different sections splitting the entire length of the pipe, such disruptions impact Water Operation's ability to convey water and can cost in excess of \$9,000 per repair for materials and labor excluding potential liabilities to the District from damages.

By reducing the operating pressure of this pipeline, the occurrences of such major leaks will be less likely. A pressure-reducing station will give staff the ability to control pressure along the pipeline increasing the pressure only when operational needs require the use of Well 14 resulting in a hybrid or two-directional pressure-reducing station indicated by a 12" pressure sustaining-pressure relief application in the current flow and a 6" pressure reducing application in the proposed directional flow.

Quotations were sought from multiple waterworks supply companies (4), having received the following summarized proposals.

FISCAL IMPACT

- This was not budgeted for FY 23/24
- \$57,725.72

ATTACHMENT(S)

- CoreandMain Quotation
- G.A. Osborne Quotation



Bid Proposal for 12" CLA VAL & VAULT

CUSTOMER	PHELAN PINON HILLS CSD 12336 OASIS ROAD PINON HILLS, CA 92372	Job 12" CLA VAL & VAULT PHELAN, CA Bid Date: 06/28/2023 Bid #: 3193765
	Sales Representative Kenneth Perteet (M) 760-559-0501 (T) 909-883-8941 Kenneth.Perteet@coreandmain.com	Core & Main 2468 Miramonte Drive San Bernardino, CA 92405 (T) 9098838941
CONTACT		
NOTES		



Bid Proposal for 12" CLA VAL & VAULT

PHELAN PINON HILLS CSD

Job Location: PHELAN, CA

Bid Date: 06/28/2023

Core & Main 3193765

Core & Main

2468 Miramonte Drive

San Bernardino, CA 92405

Phone: 9098838941

Fax: 9098814041

Seq#	Qty	Description	Units	Price	Ext Price
10	1	12" 50G-90BDPVYKCX D/S 150# WITH CHECK FEATURE	EA	23,150.00	23,150.00
		X=SST TUBE & FITTINGS			
40	1	CLA VAL 6" #90G-01 PRV COA90-01BCPSVYKX E999996 DSSSB150AG P/N: 20868962C	EA	9,200.00	9,200.00
70	1	J&R 5X5X5 H20 TRAFFIC VAULT OPEN BOTTOM	EA	12,215.91	12,215.91
90	2	16X12 MJXFLG RED CI C110 IMP	EA	1,353.66	2,707.32
100	2	RM 16RGAP 16 ROMAGRIP DI	EA	305.99	611.98
110	2	12X6 FLG TEE C110 IMP	EA	826.17	1,652.34
120	1	12 A2362-6 FLG E397 RW DI GV OL ON 10 MIL EPOXY HF	EA	1,920.00	1,920.00
130	2	6 A2362-6 FLG RW DI GV OL ON	EA	870.10	1,740.20
140	2	6 FLG 90 C110 IMP	EA	188.00	376.00
				Sub Total	53,573.75
				Tax	4,151.97
				Total	57,725.72

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/TandC/>



Quote

Page: 1

Quote expires
December 13, 2023 12:00 am

G.A. Osborne Pipe & Supply
18485 Stoddard Wells Rd.
(Mail To: PO Box 1836)
(Victorville, CA 92393)
Victorville, CA 92394
760-243-1443
gaosborne.com

Ticket #: 101-Q5317
Ticket date: 11/13/23
Station: OFFICE1

Sold to: PHELAN PINON HILLS CSD
PO BOX 294049
PHELAN, CA 92329-4049
760 868-1212/760-221-0706

Ship to:

Customer #: 101-10146 **Ship date:** **Ship-via code:**
Sales Rep: JARED **Location:** 101 **Terms:** Net due in 30 days

Quantity	Item #	Description	Ship-from location	Price	Selling unit	Ext prc
2	10590	6" FL x FL 90		359.00	EACH	718.00
		*** Compare at \$ 397.37 You saved \$ 38.37 EACH				
2	14028	6" Flange Gate Valve w Wheel		647.89	EACH	1,295.78
		*** Compare at \$ 769.40 You saved \$ 121.51 EACH				
2	14031	12" Flange Gate Valve w Wheel		2,391.00	EACH	4,782.00
		*** Compare at \$ 3,071.95 You saved \$ 680.95 EACH				
2	MISC	16 MJ x Flange Adapter		1,062.00	EACH	2,124.00
2	MISC	16" x 12" 150# Flange Reducer		693.00	EACH	1,386.00
2	MISC	12" x 12" x 6" Flange Tee		974.85	EACH	1,949.70
1	MISC	12" 585LW Swing Check VA		8,140.00	EACH	8,140.00
1	MISC	12" 50G-90BDPVYKCX w/ Check, Tube, Fittings		27,749.00	EACH	27,749.00
1	MISC	6" ClaVal #90G-01 PRV		9,347.00	EACH	9,347.00

101-Q5317

Quote

Quote expires
December 13, 2023 12:00 am

G.A. Osborne Pipe & Supply
18485 Stoddard Wells Rd.
(Mail To: PO Box 1836)
(Victorville, CA 92393)
Victorville, CA 92394
760-243-1443
gaosborne.com

Ticket #: 101-Q5317
Ticket date: 11/13/23
Station: OFFICE1

Sold to: PHELAN PINON HILLS CSD
PO BOX 294049
PHELAN, CA 92329-4049
760 868-1212/760-221-0706

Ship to:

Customer #: 101-10146 **Ship date:** **Ship-via code:**
Sales Rep: JARED **Location:** 101 **Terms:** Net due in 30 days

Quantity	Item #	Description	Ship-from location	Price	Selling unit	Ext prc
----------	--------	-------------	--------------------	-------	--------------	---------

User: JARED	Total line items: 9	Sale subtotal:	57,491.48
		Tax:	4,455.59
		Total:	61,947.07

Total savings: \$1,681.66

Thank you for shopping at
G.A. Osborne Pipe & Supply!

101-Q5317

Agenda Item 6g

Discussion & Possible Action Regarding Amendments to Section 3.4.3 “Compensatory Time Off (“Comp Time”)” of the District’s Personnel Manual

MEMORANDUM

DATE: December 13, 2023

TO: Board of Directors

FROM: Don Bartz, General Manager
By: Kim Sevy, HR & Solid Waste Manager/District Clerk

SUBJECT: Discussion & Possible Action Regarding Amendments to Section 3.4.3 Compensatory Time Off (“Comp Time”) of the District’s Personnel Manual

STAFF RECOMMENDATION

For the Board to approve the amendments to Section 3.4.3 Compensatory Time Off (“Comp Time”).

BACKGROUND

The Phelan Piñon Hills Community Services District (District) strives to ensure that employees are generally able to complete their work tasks within the normal workday and workweek. In case of an emergency, or unforeseen circumstances, an employee may be required to work more than their regularly scheduled work hours therefore earning overtime.

“Comp time,” or compensatory time, is an alternate way of rewarding overtime work. Instead of paying an hourly employee time-and-a-half for work done over the time allotted in the normal work week, the District allows an hour and a half of time off for each hour of overtime worked should an employee elect that option.

The District’s existing comp time policy was established in September of 2014. Since that time, changes have been made in how comp time is designated for payroll purposes. Additionally, the policy was not clear on maximum accrual allowed per calendar year or with wage changes related to COLA as COLA was not a District policy at the time the policy was adopted. The attached policy addresses these issues.

FISCAL IMPACT

Fiscal impact will be based on overtime worked and comp time utilization. It is expected there will be additional overtime paid out rather than comped, however operations staff have been working diligently to minimize overtime in their department. Overtime in other departments is minimal.

ATTACHMENT(S)

Redlined Policy Amendment
Clean Policy Amendment

3.4.3 Compensatory Time Off (“Comp Time”)

A. Comp Time in Lieu of Pay

Employees who work overtime may elect to be compensated for overtime hours worked by either receiving pay in the amount of one and a half times their hourly rate, ~~(up to four hours)~~ or by accruing comp time at one and a half times the overtime hours ~~worked~~. Employees who work double-time ~~(overtime in excess of four hours)~~ may elect to be compensated for double-time hours by either receiving pay in the amount of two times their hourly rate, or by accruing comp time at twice the double-time hours worked.

The District reserves the right to require employees to take overtime and double-time pay in lieu of comp time for overtime and double-time earned by employees working outside of their normal job duties.

B. Designation of Comp Time ~~on Time Sheet~~

~~In order to~~To accrue comp time for overtime or double-time worked, employees must designate in writing that they want their overtime or double-time to accrue as comp time. This is achieved when the employee ~~marks an “X” in the appropriate box on their time sheet~~ sends an email to the designated payroll personnel.

C. Accrual of Comp Time

The maximum amount of comp time an employee can accrue is 40 hours ~~per calendar year~~. After 40 hours have accrued ~~as comp time in a calendar year~~, all overtime and double-time must be paid to the employee as part of their regular paycheck. Any accrued comp time will be paid out at the payroll period preceding the employee’s anniversary date. Additionally, whenever an employee receives a pay-rate change, ~~with the exception of COLA~~, any accrued comp time will be paid out during the payroll period before the new pay rate goes into effect. All employees with accrued comp time in excess of 40 hours on the effective date of this policy shall receive a payout of comp time accrual in excess of 40 hours during the next regular payroll period ~~and will not be able to accrue comp time for the remainder of the year~~.

D. Converting Comp Time to Other Time Off Benefits

Comp time may be used in lieu of vacation leave or when vacation leave is exhausted. As with vacation time, using comp time to take time off requires advanced scheduling and approval by the employee’s department supervisor(s) or manager (see section 5.1.2 “Scheduling” in the Manual).

After all sick leave is exhausted, an employee with accrued comp time may use comp time as sick leave, however all sick leave procedures must be followed (see section 5.3.2 “Procedures” in the Manual).

3.4.3 **Compensatory Time Off (“Comp Time”)**

A. **Comp Time in Lieu of Pay**

Employees who work overtime may elect to be compensated for overtime hours worked by either receiving pay in the amount of one and a half times their hourly rate, or by accruing comp time at one and a half times the overtime hours worked. Employees who work double-time may elect to be compensated for double-time hours by either receiving pay in the amount of two times their hourly rate, or by accruing comp time at twice the double-time hours worked.

The District reserves the right to require employees to take overtime and double-time pay in lieu of comp time for overtime and double-time earned by employees working outside of their normal job duties.

B. **Designation of Comp Time**

To accrue comp time for overtime or double-time worked, employees must designate in writing that they want their overtime or double-time to accrue as comp time. This is achieved when the employee sends an email to the designated payroll personnel.

C. **Accrual of Comp Time**

The maximum amount of comp time an employee can accrue is 40 hours per calendar year. After 40 hours have accrued as comp time in a calendar year, all overtime and double-time must be paid to the employee as part of their regular paycheck. Any accrued comp time will be paid out at the payroll period preceding the employee’s anniversary date. Additionally, whenever an employee receives a pay-rate change, with the exception of COLA, any accrued comp time will be paid out during the payroll period before the new pay rate goes into effect. All employees with accrued comp time in excess of 40 hours on the effective date of this policy shall receive a payout of comp time accrual in excess of 40 hours during the next regular payroll period and will not be able to accrue comp time for the remainder of the year.

D. **Converting Comp Time to Other Time Off Benefits**

Comp time may be used in lieu of vacation leave or when vacation leave is exhausted. As with vacation time, using comp time to take time off requires advanced scheduling and approval by the employee’s department supervisor(s) or manager (see section 5.1.2 “Scheduling” in the Manual).

After all sick leave is exhausted, an employee with accrued comp time may use comp time as sick leave, however all sick leave procedures must be followed (see section 5.3.2 “Procedures” in the Manual).

Agenda Item 6h

Discussion & Possible Action Regarding
Amendments to Section 5.1 “Vacations” of
the District’s Personnel Manual

MEMORANDUM

DATE: December 13, 2023

TO: Board of Directors

FROM: Don Bartz, General Manager
By: Kim Sevy, HR & Solid Waste Manager/District Clerk

SUBJECT: Discussion & Possible Action Regarding Amendments to Section 5.1 “Vacations” of the District’s Personnel Manual

STAFF RECOMMENDATION

For the Board to approve the amendments to Section 5.1 “Vacations” of the District’s Personnel Manual.

BACKGROUND

The District provides vacation for rest, relaxation, and renewal to each employee who has been employed for one year from date of hire. Since adoption of the District’s Personnel Manual in January 2009, the District’s definition of full-time has changed and many District employees have obtained 10 or more years of service.

This amendment will update the definition of a full time employee, change round the accrual amount for the 1-4 years of service category to 3.08 (our system does not allow three decimal spaces), increase the amount of vacation that is allowed to accumulate, address what happens when maximum accumulation is reached, and increase the amount of vacation time that can be sold and better define when it can be sold. It also puts into policy the requirement to schedule vacation time utilization a minimum of one week in advance, except for emergencies.

FISCAL IMPACT

None

ATTACHMENT(S)

Vacation Policy – Redlined

Vacation Policy – Clean

5.1 **VACATIONS:** The District provides vacation for rest, relaxation, and renewal to each employee who has been employed for one year from date of hire, which is accrued from their anniversary date. Although vacation is provided for rest, a supervisor may grant an employee’s request to use vacation for illness, disability, and or personal reasons. Disputes arising from this paragraph shall not be subject to Chapter 7 “Standards of Conduct and Employee Discipline Policy”.

5.1.1 **Accumulation:** For each full-time (~~30-40~~ hours per week) employee, vacation days shall be earned per biweekly pay period as follows:

Employed Earns:

YEARS OF SERVICE	VACATION DAYS
1-4	10 days (80 hours @ 3.07708 /pp)
5-9	15 days (120 hours @ 4.61/pp)
10-20	20 days (160 hours @ 6.15/pp)
20+	25 days (200 hours @ 7.69/pp)

Part-time regular employees shall earn vacation prorated on actual hours worked. Exempt positions will, at the time of hire, begin at two (2) weeks per year. Vacation time may be accumulated up to a maximum of ~~160-200~~ hours (~~4-5~~ weeks). ~~After maximum accumulation, vacation accrual will be paid out during regular payroll. An employee may, at the discretion of the District, receive pay on their anniversary date for a maximum of forty (40) hours of his or her earned vacation instead of taking time off.~~ New employees will not be authorized vacation time off until completion of one (1) year of continuous employment. If employment is terminated for any reason, the earned vacation will be paid through the last day of employment.

5.1.2 **Scheduling:** Vacations must be scheduled ~~and approved by, and approved as far in advance as possible, by an employee’s immediate supervisor~~ as far in advance as possible. ~~Requests less than one (1) week in advance will not be approved except for verifiable emergencies not covered under the District’s Sick Leave Policy. Such emergency requests must be approved by the General Manager. Verbal approval, except in emergencies, is not sufficient; employees must use the District’s official request system.~~ Each Manager will maintain a quarterly schedule of vacations. Managers will coordinate vacation schedules internally to minimize impact on the District’s operation with a minimum of thirty (30) ~~days-noticedays’ notice.~~

While on vacation, if an employee exceeds his/her earned vacation time, he/she shall be considered on a personal unpaid leave of absence subject to the provisions of the Personal Leave of Absence Policy.

5.1.3 Selling of Vacation Time: ~~As discussed in Section 5.1.1, u~~Upon approval of the Department Manager and the General Manager, a maximum of ~~40-120~~ hours of vacation time may be sold ~~during the pay period prior to the~~ ~~on an~~ employee's anniversary date. All employees are required to take a minimum of five, ~~consecutive,~~ ~~work days~~workdays off each year; ~~therefore~~therefore, a minimum of forty (40) hours of vacation time needs to be available after payout for use. A form is to be filled out by the employee, and then approved by the Department Manager and the General Manager, ~~prior to~~ ~~commencing vacation~~employees anniversary date.

5.1 **VACATIONS:** The District provides vacation for rest, relaxation, and renewal to each employee who has been employed for one year from date of hire, which is accrued from their anniversary date. Although vacation is provided for rest, a supervisor may grant an employee’s request to use vacation for illness, disability, and or personal reasons. Disputes arising from this paragraph shall not be subject to Chapter 7 “Standards of Conduct and Employee Discipline Policy.”

5.1.1 **Accumulation:** For each full-time (40 hours per week) employee, vacation days shall be earned per biweekly pay period as follows:

Employed Earns:

YEARS OF SERVICE	VACATION DAYS
1-4	10 days (80 hours @ 3.08/pp)
5-9	15 days (120 hours @ 4.61/pp)
10-20	20 days (160 hours @ 6.15/pp)
20+	25 days (200 hours @ 7.69/pp)

Part-time regular employees shall earn vacation prorated on actual hours worked. Exempt positions will, at the time of hire, begin at two (2) weeks per year. Vacation time may be accumulated up to a maximum of 200 hours (5 weeks). After maximum accumulation, vacation accrual will be paid out during regular payroll. . New employees will not be authorized vacation time off until completion of one (1) year of continuous employment. If employment is terminated for any reason, the earned vacation will be paid through the last day of employment.

5.1.2 **Scheduling:** Vacations must be scheduled and approved as far in advance as possible. Requests less than one (1) week in advance will not be approved except for verifiable emergencies not covered under the District’s Sick Leave Policy. Such emergency requests must be approved by the General Manager. Verbal approval, except in emergencies, is not sufficient; employees must use the District’s official request system. Each Manager will maintain a quarterly schedule of vacations. Managers will coordinate vacation schedules internally to minimize impact on the District’s operation with a minimum of thirty (30) days’ notice.

While on vacation, if an employee exceeds his/her earned vacation time, he/she shall be considered on a personal unpaid leave of absence subject to the provisions of the Personal Leave of Absence Policy. Additionally, while on vacation, if an employee becomes ill, the vacation request shall be converted to sick leave and will be subject to all District sick leave requirements.

5.1.3 Selling of Vacation Time: Upon approval of the Department Manager and the General Manager, a maximum of 120 hours of vacation time may be sold during the pay period prior to the employee's anniversary date. All employees are required to take a minimum of five, consecutive, workdays off each year; therefore, a minimum of forty (40) hours of vacation time needs to be available after payout for use. A form is to be filled out by the employee, and then approved by the Department Manager and the General Manager, prior to employees anniversary date.

Agenda Item 6i

Update on Solid Waste Program
Implementaiton



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 13, 2023
TO: Board of Directors
FROM: Don Bartz, General Manager
By: Kim Sevy, HR & Solid Waste Manager/District Clerk
SUBJECT: Update on Solid Waste Program Implementation

STAFF RECOMMENDATION

None

BACKGROUND

Staff will update the Board on Solid Waste Program Implementation.

FISCAL IMPACT

None

ATTACHMENT(S)

Billing Inserts – CR&R

- Monthly Bin Customers
- Quarterly Barrel Customers

Copy of Direct Mailer

What Goes Where

RECYCLABLES

- Aluminum
- Cardboard
- Glass
- Metal
- Paper
- Plastic



ORGANICS

- | | |
|---------------------|---------------|
| From The Kitchen | From The Yard |
| • Dairy | • Flowers |
| • Food Soiled Paper | • Grass |
| • Fruits | • Leaves |
| • Grains | • Prunings |
| • Meat | • Weeds |
| • Seafood | |
| • Vegetables | |



**FOOD WASTE MUST BE PLACED
IN PLASTIC BAGS AND PLACED
INSIDE ORGANICS CART**

LANDFILL

- Ceramics
- Coat Hangers
- Diapers
- Mirrors
- Paper Towels
- Pet Waste/Cat Litter
- Styrofoam
- Tissue Paper
- Waxed Paper



NO HAZARDOUS WASTE

Trash service has changed.



Separate collection begins January 1st

CR&R collection customers will receive the 3-container system by January 1, 2024. Begin separating your trash into the appropriate container starting January 1, 2024. See reverse side for sorting assistance.

What if I do not want the new carts?

Source separation is required by the state. You need three containers in order to source separate. Beginning January 1, 2024, you can no longer put everything in the trash. Most solid waste is recyclable or compostable. Visit www.PPHCSD.org/residential to use the Sorting Wizard. Information on "what goes where" is also on the back of this flyer. If you have not already completed your application confirming your service type and verifying your contact information, please visit www.PPHCSD.org/residential or scan the QR code below.

Learn More:

www.PPHCSD.org/residential

Questions?

(760) 868-1212

Complete your application online:



What Goes Where

RECYCLABLES

- Aluminum
- Cardboard
- Glass
- Metal
- Paper
- Plastic



ORGANICS

- | | |
|---------------------|---------------|
| From The Kitchen | From The Yard |
| • Dairy | • Flowers |
| • Food Soiled Paper | • Grass |
| • Fruits | • Leaves |
| • Grains | • Prunings |
| • Meat | • Weeds |
| • Seafood | |
| • Vegetables | |



**FOOD WASTE MUST BE PLACED
IN PLASTIC BAGS AND PLACED
INSIDE ORGANICS CART**

LANDFILL

- Ceramics
- Coat Hangers
- Diapers
- Mirrors
- Paper Towels
- Pet Waste/Cat Litter
- Styrofoam
- Tissue Paper
- Waxed Paper



NO HAZARDOUS WASTE

THE WAY WE DISPOSE OF TRASH HAS CHANGED



Separate collection begins January 1st

Source separation is required by the state. Beginning January 1, 2024, CR&R collection customers must begin separating trash into the appropriate container. Visit www.PPHCSD.org/residential to use the Sorting Wizard and for additional source separation information. Information on "what goes where" was provided with your new 3-cart system. If you have not already completed your application confirming your service type and verifying your contact information, please visit www.PPHCSD.org/residential or visit the District office.

What if I am a Self-Hauler?

Phelan and Piñon Hills residents can self-haul using their dump card at no additional charge. No permit is required and keeping receipts is no longer necessary now that San Bernardino County is able to provide reports on dump card utilization. San Bernardino County operates the Phelan Transfer Station (dump). They will begin requiring source separation and disposal for all self-haulers in 2024. If you have not already completed your application confirming your self-hauler status, please visit www.PPHCSD.org/residential or visit the District office.

Learn More:

www.PPHCSD.org/residential

Questions?

(760) 868-1212



Agenda Item 6j

Update on the Proposed Civic Center & Phelan
Park Expansion Projects



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

MEMORANDUM

DATE: December 13, 2023
TO: Board of Directors
FROM: Don Bartz, General Manager
By: Kim Sevy, HR & Solid Waste Manager/District Clerk
SUBJECT: Update on the Proposed Civic Center & Phelan Park Expansion Project

STAFF RECOMMENDATION

None

BACKGROUND

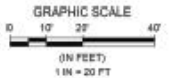
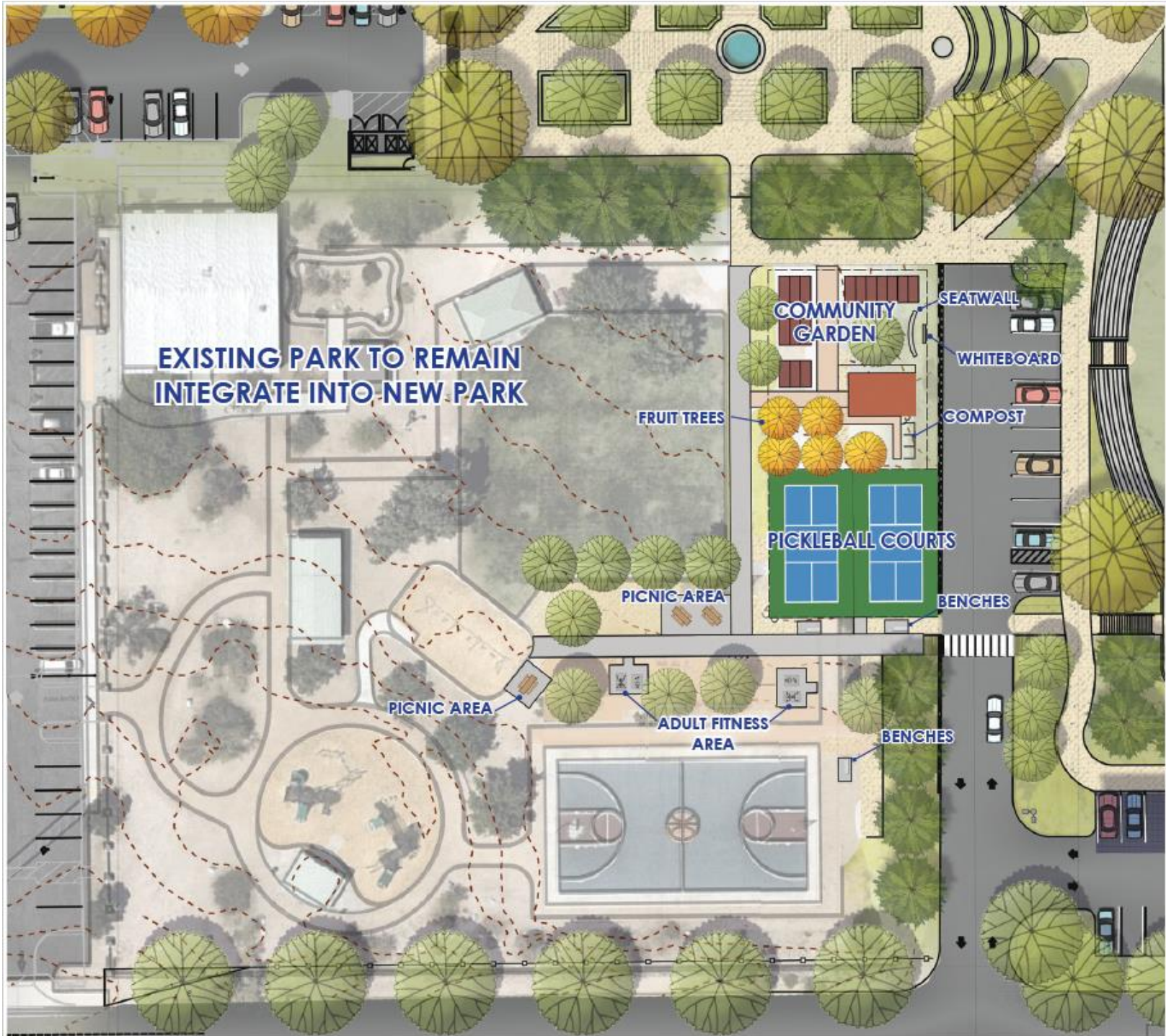
Staff will update the Board on the Proposed Civic Center and Phelan Park Expansion Project.

FISCAL IMPACT

None

ATTACHMENT(S)

None



Agenda Item 7

Committee Reports/Comments

SPECIAL SOLID WASTE & RECYCLING COMMITTEE MEETING MINUTES

November 8, 2023 – 2:30 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Deborah Philips
Chuck Hays

Board Members Absent: None

Staff Present: Kim Sevy, HR & Solid Waste Manager/District Clerk

CR&R Staff Present: Brandon McGill, Operations Manager

Call to Order

Director Philips called the meeting to order at 2:30 p.m.

Roll Call

All Committee Members were present at Roll Call.

1) **Approval of Agenda**

Director Hays moved to approve the Agenda. Director Philips seconded the motion.
Motion passed unanimously.

2) **Public Comment**

None

3) **Approval of Minutes**

Director Philips moved to approve the minutes. Director Hays seconded the motion.
Motion passed unanimously.

4) **Review of Solid Waste Events**

Ms. Sevy reviewed the programs and events. The HHW event was well attended.

5) **Update on Uniform Collection**

Ms. Sevy reported on the implementation of the collection program.

6) **SB 1383 & Recycling Requirements**

Ms. Sevy provided an update on SB 1383 & recycling requirements.

7) **Staff Reports**

A written report was included in the packet. Staff submitted for the new round of SB 1383 assistance funds.

8) **Review of Action Items**

- a) **Prior Meeting** – Complete
- b) **Current Meeting** – Insert in bin customer bills.

9) **Set Agenda for Next Meeting** – Special Meeting December 6, 2023

10) **Adjournment**

With no further business before the Committee, the meeting adjourned at 2:45 p.m.

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

SPECIAL ENGINEERING COMMITTEE MEETING MINUTES

December 6, 2023, 2023 – 4:30 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

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

Staff Present: Don Bartz, General Manager
George Cardenas, Engineering Manager
Kim Sevy, HR & Solid Waste Manager/District Clerk
Sean Wright, Water Operations Manager
Chris Cummings, Water Operations Assistant Manager
Tony De La Rosa, Engineering Technician
Jennifer Oakes, Executive Management Analyst

Call to Order

Director Roberts called the meeting to order at 4:32 p.m.

Roll Call

All Committee Members were present at Roll Call.

1) **Approval of Agenda**

Mr. Cardenas requested to move Item 8 before Item 4. President Kujawa moved to approve the agenda, as amended. Vice President Roberts seconded the motion. Motion passed unanimously.

2) **Public Comment** – None

3) **Approval of Minutes**

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

4) **Oeste Recharge Study Project**

Mr. Wright provided an update on this item. MWA is currently in the RFP process for the project. Information was included in the Agenda materials.

5) **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 reported on this item. Booster repair is underway at two sites. Dead end flushing is in progress. Sheep Creek Wash bridge repair is underway by the county. Tank washouts are occurring.

6) **Smithson Springs Update**

Mr. Wright reported that the vegetation is thick. No flow data was available.

7) **State Regulations Update**

Mr. Wright reported on the information provided in the agenda packet. Ms. Oakes noted the water audit was submitted and data from it will be used to calculate the District's water use objective.

8) **Discussion Regarding Sedaru Software Replacement**

Mr. Cardenas and Mr. De La Rosa provided an update on this item. This will go to the Board in January.

9) **Review of Current Projects**

- **Well No. 15**
- **Well No. 17**
- **Future Well No. 18**
- **Tank 6A**

Mr. Wright and Mr. Cardenas provided updates on the current projects.

10) **Staff Reports**

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

11) **Review of Action Items**

a) **Prior Meeting**

- Presentation on Chromium-6 to Board in October - Complete
- Oeste production numbers and return flows – not available until February 2024

b) **Current Meeting** – None

12) **Set Agenda for Next Meeting** – January 17, 2023

- Remove Item 8

13) **Adjournment**

With no further business before the Committee, the meeting adjourned at 5:11 p.m.

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

SPECIAL SOLID WASTE & RECYCLING COMMITTEE MEETING MINUTES

December 6, 2023 – 2:30 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Deborah Philips
Chuck Hays

Board Members Absent: None

Staff Present: Kim Sevy, HR & Solid Waste Manager/District Clerk

CR&R Staff Present: Brandon McGill, Operations Manager

Call to Order

Director Philips called the meeting to order at 2:30 p.m.

Roll Call

All Committee Members were present at Roll Call.

1) **Approval of Agenda**

Director Hays moved to approve the Agenda. Director Philips seconded the motion.
Motion passed unanimously.

2) **Public Comment**

None

3) **Approval of Minutes**

Director Philips moved to approve the minutes. Director Hays seconded the motion.
Motion passed unanimously.

4) **Review of Solid Waste Events**

Ms. Sevy reviewed the programs and events. A tire collection event is scheduled for December 9, 2023.

5) **Update on Uniform Collection**

Ms. Sevy reported on the implementation of the collection program and presented upcoming billing inserts and a direct mailer.

6) **SB 1383 & Recycling Requirements**

Ms. Sevy provided an update on the status of the District's SB 1383 compliance order.

7) **Staff Reports**

Nothing further to report; a report was provided in the packet.

8) **Review of Action Items**

- a) **Prior Meeting** – Complete
- b) **Current Meeting** – Insert in bin customer bills.

9) **Set Agenda for Next Meeting** – January 17, 2024

10) **Adjournment**

With no further business before the Committee, the meeting adjourned at 2:54 p.m.

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

SPECIAL PARKS, RECREATION & STREET LIGHTING COMMITTEE MEETING MINUTES

November 28, 2023
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

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

Board Members Absent: None

Staff Present: Steve Lowrance, Parks Supervisor
Jennifer Oakes, Executive Management Analyst
Kim Sevy, HR & Solid Waste Manager/District Clerk

Guests/Public: None

Call to Order

President Kujawa called the meeting to order at 4:30 p.m.

Roll Call

All Committee Members were present at Roll Call.

- 1) **Approval of Agenda**
Director Snyder moved to approve the Agenda. President Kujawa seconded the motion. Motion passed unanimously.
- 2) **Public Comment** – None
- 3) **Approval of Minutes**
Director Snyder moved to approve the Minutes. President Kujawa seconded the motion. Motion passed unanimously.
- 4) **Review & Discussion Regarding Parks and Recreation Events & Programs**
Mr. Lowrance reviewed the parks and recreation events and programs for the year and discussed the upcoming tree lighting ceremony event.
- 5) **Update Regarding Phelan Park Expansion**
Ms. Sevy provided an update on the APRA portion of the park expansion and reviewed the map provided in the agenda packet.
- 6) **Update on Phelan Farmers Market**
Mr. Lowrance provided an update on the farmer's market.

- 7) **Update on Teaching Garden**
Mr. Lowrance provided an update on the teaching garden and noted the attendance at the special garden workshop on composting and tree planting.
- 8) **Staff Report**
A written report was included in the packet.
- 9) **Committee Comments**
None
- 10) **Review of Action Items**
 - a) **Prior Meeting** – None
 - b) **Current Meeting** – None
- 11) **Set Agenda for Next Meeting** – February 13, 2023
- 12) **Adjournment**
With no further business before the Committee, the meeting adjourned at 4:43 p.m.

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

Agenda Item 8

Staff & General Manager's Report



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MANAGEMENT REPORT

DATE: December 4, 2023
PREPARED BY: Kim Sevy, HR & Solid Waste Manager
SUBJECT: November 2023 Manager's Report

SOLID WASTE & RECYCLING

Customer Data:

<u>COMMERCIAL ACCOUNTS</u>	<u>NO.</u>	<u>CITATIONS ISSUED</u>	<u>NO.</u>
Trash	91	Commercial	0
Recycling	87	Residential	0
Organics	35		
		<u>PERMITS ACTIVE</u>	<u>NO.</u>
		Self-Haul - Commercial Recycling	4
		Self-Haul - Commercial Organics	11
		Self-Haul - Residential Recycling	N/A
		Self-Haul - Residential Organics	N/A
		SB1383 Exemptions – Commercial	45
<u>SCHOOL ACCOUNTS</u>	<u>NO.</u>	<u>TEMPORARY SERVICE</u>	<u>NO.</u>
Trash	16	Temporary - Trash	21
Recycling	16	Temporary - Recycling	0
Organics (Roll Off)	1		
<u>RESIDENTIAL ACCOUNTS</u>	<u>NO.</u>		
Total Trash	5,511		
Total Recycling	34		
Total Organics	N/A		
Barrel Customers	4,118		
Bin Customers	1,393		

TOTAL APPLICATIONS (12/1/2023)

CR&R - Confirming or Modifying	1,281	49.59%
CR&R - Change to Self-Haul	51	1.97%
Current Self-Hauler - Confirming	797	30.86%
Current Self-Hauler - Change to CR&R	114	4.41%
New Resident/Self-Haul	27	1.05%
New Resident/Start CR&R Service	313	12.12%
TOTAL	2,583	100.00%

TOTAL CR&R 66%
 TOTAL Self-Haul 34%

Self-Hauler Data:

TOTAL Number of Self-Hauls to Transfer Station: 1,591
 TOTAL Number of Unique Self-Hauls to Transfer Station: 1,139
 TOTAL Self-Haul Tonnage: 340.59

Notable Activity:

- Weekly meetings with CR&R staff
- Food scrap containers are available in the District office
- Submitted for SB 1383 Grant
- Rate study upcoming

Recent & Upcoming Events:

- Kiwanis Meeting
 - November 9, 2023
 - VFW Phelan
- Free Tire Disposal Day
 - December 9, 2023 – 8am-noon
 - CR&R Service Yard

HUMAN RESOURCESStatistical Data:

- Full Time Employees: 27
 - Engineering: 3
 - Water (Field): 10.0
 - Parks & Rec: 2
 - Administration: 12
- Part Time Employees: 0
- Temporary Employees: 0
- Open Positions: 0

MISCELLANEOUSRecent District Events:

(for Park & Rec events, see Park Operations Supervisor's Report)

- None

Website Data:

	Page Name	Total Views	Unique Users
1	My Account - Phelan Pinon Hills Community Services District	3172	1493
2	Phelan Pinon Hills Community Services District – Main Page	3169	1903
3	Water Department - Phelan Pinon Hills Community Services District	616	446
4	Residential - Phelan Pinon Hills Community Services District	443	230
5	Services - Phelan Pinon Hills Community Services District	439	311
6	Events - Phelan Pinon Hills Community Services District	268	156
7	Contact Us - Phelan Pinon Hills Community Services District	263	205
8	Sign Up for Classes - Phelan Pinon Hills Community Services District	233	99
9	Apply for Service - Phelan Pinon Hills Community Services District	221	112
10	Solid Waste and Recycling - Phelan Pinon Hills Community Services District	210	153
11	Meetings - Phelan Pinon Hills Community Services District	182	60
12	Employment - Phelan Pinon Hills Community Services District	173	124
13	Board of Directors Meeting Phelan Pinon Hills Community Services District	120	40
14	Calendar - Phelan Pinon Hills Community Services District	117	66
15	Rates and Fees - Phelan Pinon Hills Community Services District	99	69
16	Board Members - Phelan Pinon Hills Community Services District	92	49
17	Contractors - Phelan Pinon Hills Community Services District	81	42

18	Parks and Recreation - Phelan Pinon Hills Community Services District	77	47
19	Projects - Phelan Pinon Hills Community Services District	74	41
20	Upcoming Classes - Phelan Pinon Hills Community Services District	65	40

Grants

- **SB 1383 Local Compliance Grant**

- Submitted in January 2022. The District was awarded \$20,000. Grant funds have been used to pay for Solid Waste consultant.
- Staff submitted for the 2023 program grant in the amount of \$75,000.

- **Community Project Funding Request - 2023**

- Wallace Group has taken the lead on this grant as it progresses. The District was notified at the end of November of a NEPA requirement which could delay the construction until September 2024.
- Staff submitted a Community Project Funding Request ("Request") in the amount of \$2 million to help fund a portion of the Civic Center Project which will house the Community/Board Room that also will serve as the area's Community Emergency Operations Center. The \$2 million request was funded in the FY2023 Omnibus appropriations bill which the Senate and House passed at the end of December. CalOES issued grant documents to the District to complete as they will be administering the funds. Staff has been working with CalOES on FEMA requirements.

- **Community Project Funding Request - 2024**

- Staff submitted a Community Project Funding Request ("Request") in the amount of \$2,000,000 to help fund a Tank 6A-2. Staff is pleased to report the District's full Request was selected by the Congressman as one of the 15 projects he submitted to the House Appropriations Committee.
- There is an approximately year-long process before final approval. The Request must be reviewed and approved by the House Appropriations Committee who will then craft legislation in the form of funding bills which are then consolidated with the Senate Appropriations Committee's funding bills. The consolidated funding bill is then signed into law by the President and funding is then distributed. After funding is distributed, the District will have approximately 12-24 months to complete the project and is subject to an audit by the Government Accountability Office. During this time, it is possible that funding for such Requests may disappear, however all indications show that funding is likely to continue for now.

- **County American Rescue Program Act (ARPA) Funds**

- Staff worked with consultants and submitted a request to the county. The county approved \$457,194 in ARPA funds for construction of certain parks elements.
- Staff has been working with Wallace Group on park elements and presented to the Parks Committee in November.
- A survey is underway for ADA requirements before park design begins in order to ensure parks design meets all applicable ADA requirements.



Water Operations Manager's Report November 2023

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	51 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	0 samples	Yearly	All in compliance.
Radiological (Gross Alpha)	0 samples	Every 3 Years	All in compliance.
Trichloropropane 1,2,3-TCP	0 samples	Quarterly	All in compliance.
Regulated VOC	0 samples	As needed	All in compliance.
Nitrate as N	0 samples	As needed	All in Compliance.
Chromium 6	0 samples	Quarterly	All in Compliance.
Secondary GP'S	0 samples	As needed	All in Compliance.
Uranium	0 samples	As needed	All in Compliance

Production and Service Order Report

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

Total Monthly Production	174.75 A. F. 9 % less than 2022
2022 Monthly Production	179.40 A. F.
USA's Marked	154
Service Orders Completed	538 service orders completed
Main/Service Line Leaks	31 service line leaks were repaired. 0 Main line leak/ breaks repaired
Hydrant Repairs/Replacements	2 hydrants repaired/1 replaced
Residential Meters Sold	5
Commercial Meters Sold	0
YTD Total Meters Sold (Calendar)	48 (86 in 2022) (95 in 2021)
Construction Meters Out	3
Service Lines Replaced	0

Job Code Summary

Job Code	Total Completed
C-Lock - Lock	98
C-Read & Unlock-Open - Read & Unlock - Opening	10
C-Read & Unlock-OC-DM - Read & Unlock - Opening-OC-DM	34
D-Closing Read & Lck - Closing Read & Lock DO NOT USE	4
D-Closing Read-OC-DM - Closing Read & Lock-OC-DM DO NOT USE	4
M- Investigate Lock - Verify Meter Still Locked	10
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	6
M-Data - Data Log	1
M-Bees- Bees	0
M-Investigate Leak - Investigate Leak	0
M-Investigate No Wtr - Investigate No Water	1
M-Lock No N/O Info - Meter Locked No New Owner Info	0
M-Low/No Consumption - Investigate Low/No Consumption	1
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	3
M-R/R Gate Valve - Repair/ Replace Gate Valve	1
M-Read - Read (do not update Read)	2
M-Repair Svc Line - Repair Service Line	31
M-Repair/Install Box - Meter Box	1
M-Replace Serv Line - Replace Service Line	0

M-Stake Meter Loc - Stake Meter Location	0
M-Status - Status	6
M-Turn off-Cust Req - Turn off - Customer Request	2
M-UNLOCK – UNLOCK	23
M-Verify Leak Repair - Verify Leak Repaired	1
M-Water Loss Leak - Door Hanger Water Loss Leak	5
M-Water Quality Taste - Water Quality - Taste	0
S- Replace Register - Register Not Sending Signal	256
S- Meter Downsize - Meter Downsizing	0
Service Change - Service Status Change	0
S-Replace Mtr & Reg - Replace Entire Meter Max Life Usage	0
S-Replace Reg Hotrod - Replace Register Hotrod Died	0
S-Replace Register - Replace Register Mueller	0
S-Replace Mtr- Replace Entire Meter Bottom Seal Leaking	0
Grand Totals	507

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 September 0.34 AF, YTD 7.87 AF @ \$1055 per AF replacement C/Y 2023
- Valves and Hydrants Maintenance: 24 hydrants flushed and painted YTD Total-95
- Service line replacement program. 25 Replaced Calendar Year to Date, 12 Replaced Fiscal Year to Date
- Air-Vac maintenance & flushing program-0 Flushed & Maintenance YTD-0 of 336 Total Project 0% Complete
- Cla-Val automatic controls valves being systematically rebuilt as a water conservation measure- 25 Complete YTD Water savings from this project is 17 GPM and counting in conjunction with operational efficiency @ 7MG
- Water Meter Replacement Project- 6485 of 7204 Replaced – 90 % Complete
- Outfitting & Equipping of Mountain well (Well 17)- 99% Complete
- Well 15 Outfitting, and Equipping - 92% Complete
- Site 2 Booster C rehab- pump and motor failed- 5% Complete
- Site 1B Booster A Motor failure & rehab- 5 % Complete

Projects Completed

- Well Meter and inter-tie Meter annual accuracy program FY 22/23- 100 % Complete
- Electrical Efficiency test performed @ every booster and well within the District- 100% Complete with summaries of notable replacements attached
- 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, 41 Year to Date Turned of 4291
- 192 Dead ends flushed of 317 = every year no matter what < No goal, this is mandatory
- 1936 hydrants = 75 flushed this Year to Date 162 Painted Goal is 968 annually, this is done Bi-Annual
- Tank washouts of 10&11
- Smithson Springs SCADA hub building replaced
- Wing wall additions to Phelan Road Bridge protecting in-place water main- 100% Complete

- The Fill Station Stats For Year to Date 2023



- Well 15 Progression







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 2023

FINANCIAL DATA:

Enterprise Fund (Water Operations)				
	October	YTD	Total Budget	% of Total Budget
Operational Revenue	\$648,611.86	\$2,956,883.74	\$8,262,070.27	36%
Operational Expenses	\$538,878.25	\$2,536,891.45	\$8,403,260.49	30%
Net Income (Loss)	\$109,733.61	\$419,992.29	-\$141,190.22	-297%
Non-Operational Revenue	\$258,376.54	\$753,673.45	\$2,198,541.94	34%
Non-Operational Expenses	-\$329.09	\$42,153.12	\$1,273,352.20	3%
Net Income (Loss)	\$258,705.63	\$711,520.33	\$925,189.74	77%
Total Revenue	\$906,988.40	\$3,710,557.19	\$10,460,612.21	35%
Total Expense	\$538,549.16	\$2,579,044.57	\$9,676,612.69	27%
Total Net Income (Loss)	\$368,439.24	\$1,131,512.62	\$783,999.52	144%
Capital Outlay/Principal Pmts/C6		\$978,330.42	\$2,404,131.87	

Government Funds (Parks, Street Lighting, Solid Waste & Recycling)				
	October	YTD	Total Budget	% of Total Budget
Operational Revenue	\$90,573.94	\$233,131.71	\$764,906.58	30%
Operational Expenses	\$69,298.05	\$301,401.75	\$1,261,551.16	24%
Net Income (Loss)	\$21,275.89	-\$68,270.04	-\$496,644.58	14%
Non-Operational Revenue	\$48,531.76	\$358,803.56	\$2,009,362.33	18%
Non-Operational Expenses	-\$329.49	\$4,254.67	\$110,914.35	4%
Net Income (Loss)	\$48,861.25	\$354,548.89	\$1,898,447.98	19%
Total Revenue	\$139,105.70	\$591,935.27	\$2,774,268.91	21%
Total Expense	\$68,968.56	\$305,656.42	\$1,372,465.51	22%
Total Net Income (Loss)	\$70,137.14	\$286,278.85	\$1,401,803.40	20%

GOVERNMENT FUNDS:	General	Parks and Rec	Street Lighting	Property Tax	Solid Waste	Total
Revenue YTD	351,107.08	87,807.73	300.54	58,656.13	94,063.79	591,935.27
Expense TYD	9,528.90	201,474.17	6,790.21	1,679.34	86,183.80	305,656.42
Total Net Income (Loss)	341,578.18	-113,666.44	-6,489.67	56,976.79	7,879.99	286,278.85

	Enterprise	Government	Total
Cash Available	\$134,987.39	\$8,685,387.15	\$8,820,374.54
Cash Reserves	\$17,479,623.31	\$686,392.00	\$18,166,015.31
Total Cash	\$17,614,610.70	\$9,371,779.15	\$26,986,389.85

ADMINISTRATIVE DATA: October 2023

	July	August	September	October
Water Consumption (HCF):				
2023/2024	128,339	117,034	85,694	92,884
2022/2023	118,787	131,091	98,735	93,012
2021/2022	144,605	154,570	126,601	92,468
Meters In Ground:				
	7255	7263	7265	7273
Meter Permits Issued:				
	3	10	6	6
Lock-offs:				
	61	70	96	82

Customer Service A/R Activities	October Quantity		October \$ Received	
Payments				
Cash	535	9.49%	\$76,289.95	9.34%
Check	586	10.40%	\$247,040.65	30.25%
Credit Card (counter)	202	3.58%	\$43,137.68	5.28%
Mail (checks)	946	16.78%	\$82,538.85	10.11%
E-Check	308	5.46%	\$28,315.99	3.47%
Online (credit card)	<u>3,060</u>	<u>54.28%</u>	<u>\$339,305.93</u>	<u>41.55%</u>
TOTAL	5,637	100.00%	\$816,629.05	100.00%

Payments Received and Processed	October Quantity	Enterprise	Government
Water	5,612	5,612	
Gvmt (Rentals, Classes, Franchise fee, et	<u>25</u>		<u>25</u>
	5,637	5,612 99.6%	25 0.4%

Customer Service Other Activities	October Quantity	Enterprise	Government
Service Orders Processed	467	467	
Assisted Customers at Counter	<u>1,323</u>	<u>1,298</u> 98.1%	<u>25</u> 1.9%
	1,790	1,765	25

Agenda Item 9

Director Reports

Agenda Item 10

Correspondence/Information

Thank you



Phelan

Pinon Hills

Q CSD!

-Kiana
Gabriel



THANK

YOU



Cally

Thank you Phelan, Piñon Hills, CSD
for all the contributions and
help towards the Phelan Pageant.
It was so kind of you to do
such a thing. Have a good day.

Priscilla Reyes

Little Miss
Phelan

May the lord
reward you for
your kindness
Ruth 1:8

Iris

Senate

CERTIFICATE OF RECOGNITION

Presented to

*Phelan Pinon Hills
Community Services District
Sen. Rosilicie Ochoa Bogh Town Hall*

*In recognition of your contributions to the community and for promoting civic participation. Community engagement is necessary for good governance and a cornerstone of the legislative process.
You have my most sincere appreciation.*

Presented on This 5th day of December, 2023



**ROSILICIE OCHOA BOGH
SENATOR, 23RD DISTRICT**

Winter Conservation Tips



Pro Tip:

The most important preventative measure you can take to save water in the winter is to prevent frozen pipes by wrapping any exposed ones.

- Be aware that water needs of plants (including grass) drop dramatically in the winter.
- Only water between 9 am and 3 pm from November to May.
- If a shower head can fill a one-gallon bucket in less than 20 seconds, replace it with a water efficient showerhead.

- Replace old toilets with more efficient, low-flow toilets and save as much as five gallons per flush.
- Don't let water run continuously while brushing teeth or shaving.
- Take showers instead of baths.
- Reuse water when you can. A bucket in the shower can catch water for plants and clean-up jobs.
- Fix leaks. A faucet that drips can waste up to 3,280 gallons of water per year.
- Only run your dishwasher and washing machine with full loads.
- Use a carwash to wash vehicles, boats, and motorcycles.
- Make sure you know where the shut-off valve is for your home. Due to extreme temperature changes, pipes expand and contract which can cause breaks. Knowing where your shut off valve is can be the difference between a huge bill or a much smaller one.
- Install a tankless water heater for shorter water heat-up times.
- Disconnect and drain outdoor hoses to prevent a freeze from occurring at the faucet or pipe.
- Insulate all pipes that might be exposed to cold weather.



Community Action Partnership of San Bernardino County (CAPSBC)

Low-Income Household Water Assistance Program (LIHWAP)



What is LIHWAP?

- **LIHWAP** stands for the Low-Income Household Water Assistance Program.
- It is a federally funded program that offers a **one-time** payment, **up to a maximum of \$2,000**, to help you pay your current or past-due water and/or wastewater bills that accrued during **any timeframe**.

Get help paying your water bill

Income guidelines:

Household Size	Monthly Income
1	\$2,700.17 & below
2	\$3,531.00 & below
3	\$4,361.83 & below
4	\$5,192.75 & below
5	\$6,023.59 & below
6	\$6,854.43 & below
7	\$7,010.21 & below
8	\$7,166.00 & below
9	\$7,321.78 & below
10	\$7,477.56 & below

Who qualifies?

- Your household may qualify if your total household gross income is at or below 60% of the State Median Income or a household member is a current recipient of CalFresh or CalWORKs.
- You receive service from a participating community water system or wastewater treatment provider (private wells and septic excluded). Visit our website for a list of participating providers.
- Renters may also qualify if your water and/or wastewater bill is included in your rental payment, and you are past due on rent.

How do I apply for services?

To learn more or to start an application:

- Call **909-723-1500**
- E-mail utilityassistance@capsbc.org
- Visit us at www.capsbc.org/lihwap



Community Action Partnership of San Bernardino County (CAPSBC)

Programa de Asistencia de Agua para Hogares de Bajos Ingresos (LIHWAP)



¿Qué es LIHWAP?

- **LIHWAP** significa Programa de Asistencia de Agua para Hogares de Bajos Ingresos.
- Es un programa financiado con fondos federales que ofrece un **pago único**, hasta un **máximo de \$ 2,000**, para ayudarlo a pagar sus **facturas actuales o vencidas de agua y / o aguas residuales** que se acumularon durante **cualquier período de tiempo**.

Reciba ayuda para pagar su factura del agua

Guía de ingresos:

Tamaño del Hogar	Ingresos Mensuales
1	\$2,700.17 o menos
2	\$3,531.00 o menos
3	\$4,361.83 o menos
4	\$5,192.75 o menos
5	\$6,023.59 o menos
6	\$6,854.43 o menos
7	\$7,010.21 o menos
8	\$7,166.00 o menos
9	\$7,321.78 o menos
10	\$7,477.56 o menos

¿Quién califica?

- Su hogar puede calificar si el ingreso bruto total de su hogar es igual o inferior al 60% del ingreso medio estatal o si un miembro del hogar es un beneficiario actual de CalFresh o CalWORKs.
- Usted recibe servicio de un sistema de agua comunitario participante o proveedor de tratamiento de aguas residuales (pozos privados y sépticos excluidos). Visite nuestro sitio web para obtener una lista de los proveedores participantes.
- Los inquilinos también pueden calificar si su factura de agua y / o aguas residuales está incluida en su pago de alquiler, y usted está atrasado en el alquiler.

¿Cómo solicito servicios?

Para obtener más información o iniciar una aplicación:

- Llamar al **909-723-1500**
- Correo electrónico: utilityassistance@capsbc.org
- Visítenos en www.capsbc.org/lihwap



TRASH DISPOSAL HAS CHANGED



Separate collection begins January 1st

- CR&R collection customers will receive the 3-container system by January 1, 2024. Begin separating your trash into the appropriate container starting January 1, 2024. See reverse side for sorting assistance.

Have you completed your application?

- Complete the application at the District Office located at 4176 Warbler Road in Phelan.
- Visit our website at www.PPHCSD.org/residential or scan the QR code below for additional information and to complete your application online.
- All residents of Phelan and Pinon Hills must complete an application, including existing CR&R customers, new customers, and self-haulers.

Learn More:

www.PPHCSD.org/residential

Questions?

(760) 868-1212

Complete your application online:

- All residents of Phelan and Pinon Hills must complete an application, including existing CR&R customers, new customers, and self-haulers.



What Goes Where

RECYCLABLES

- Aluminum
- Cardboard
- Glass
- Metal
- Paper
- Plastic



ORGANICS

- | | |
|---------------------|---------------|
| From The Kitchen | From The Yard |
| • Dairy | • Flowers |
| • Food Soiled Paper | • Grass |
| • Fruits | • Leaves |
| • Grains | • Prunings |
| • Meat | • Weeds |
| • Seafood | |
| • Vegetables | |



**FOOD WASTE MUST BE PLACED
IN PLASTIC BAGS AND PLACED
INSIDE ORGANICS CART**

LANDFILL

- Ceramics
- Coat Hangers
- Diapers
- Mirrors
- Paper Towels
- Pet Waste/Cat Litter
- Styrofoam
- Tissue Paper
- Waxed Paper



NO HAZARDOUS WASTE

Agenda Item 11

Review of Action Items

Agenda Item 12

Set Agenda for Next Meeting