



# BOARD PACKAGE

September 21, 2022

Regular Board Meeting – 6:00 p.m.

## REGULAR BOARD MEETING AGENDA

September 21, 2022  
Phelan Community Center  
4128 Warbler Road, Phelan, CA 92371  
& Via Conference Call (see below)

### THIS MEETING WILL BE CONDUCTED IN ACCORDANCE WITH THE PROVISIONS OF ASSEMBLY BILL 361, WHICH EFFECTIVE OCTOBER 1, 2021, MODIFIED CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT WITH RESPECT TO REMOTE TELECONFERENCE BOARD MEETINGS DURING PERIODS OF STATE-DECLARED EMERGENCIES.

Pursuant to AB361, and as a precaution to our Board of Directors, District staff, and general public as a result of the ongoing COVID-19 pandemic, the Phelan Piñon Hills Community Services District will hold this meeting of its Board of Directors both in-person at the above location and via teleconference or video conference. Members of the public may watch and participate in the meeting by physical attendance or by Zoom or telephone conference via the remote instructions below.

#### REMOTE PARTICIPATION INFORMATION:

##### Dial-in

1-669-444-9171  
Meeting ID: 897 6454 5126  
Passcode: 602002

##### Zoom

<https://us06web.zoom.us/j/89764545126?pwd=OXBjR0J6OVVtT3BaTWd3bElpT2lQQT09>  
Meeting ID: 897 6454 5126  
Passcode: 602002

##### One-Tap Mobile

+16694449171,,89764545126#

#### Remote Comment Procedure:

- You will be muted until you are called on during the public comment period.
- You will be recognized by the last 4 digits of your phone number or Zoom ID and asked if you have a comment.
  - If you do not have a comment, state “no comment.”
  - If you do have a comment, please state your name, where you live, and limit your comment to 5 minutes. After 5 minutes you may be muted so that others can comment.
- You may also email your public comment to the Board Secretary at [ksevy@pphcsd.org](mailto:ksevy@pphcsd.org) by 6:00 p.m. on September 21, 2022. Your comment will be added to the record by the Board Secretary.

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



#### Mission Statement:

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

#### Authorized Services:

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

**REGULAR BOARD MEETING – 6:00 P.M.**

**Call to Order** – Pledge of Allegiance

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

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

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

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

3) **Consent Items**

- a) Approval of Board Minutes
- b) Acceptance of August Disbursements

4) **Matters Removed from Consent Items**5) **Presentations/Appointments**6) **Continued/New Agenda Items**

- a) Discussion & Possible Action Regarding Addition of New Position for Solid Waste
- b) Discussion & Possible Approval to Enter into a Professional Services Agreement with KTUA for 65% Design Work for the Phelan Community Park Expansion
- c) 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 – October 5, 2022

13) **Adjournment**

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

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

# Agenda Item 3a

Approval of Board Minutes

## **REGULAR BOARD MEETING MINUTES**

September 7, 2022  
Phelan Community Center  
4128 Warbler Road, Phelan, CA 92371  
& Remotely Via Zoom or Conference Call

**Board Members Present:** Rebecca Kujawa, President  
Deborah Philips, Vice President  
Kathy Hoffman, Director  
Mark Roberts, Director

**Board Members Absent:** None

**Staff Present:** Don Bartz, General Manager  
Kim Ward, HR & Solid Waste Manager/District Clerk  
George Cardenas, Engineering Manager  
Sean Wright, Water Operations Manager  
Chris Cummings, Assistant Water Operations Manager  
Jennifer Oakes, Executive Management Analyst

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

### **REGULAR BOARD MEETING – 6:00 P.M.**

#### **Call to Order**

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

#### **Roll Call**

All Directors were present at roll call.

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

Mr. Bartz requests to switch the discussion order of Items 6a and 6c. Vice President Philips moved to approve the Agenda as amended. Director Roberts seconded the motion.  
Motion carried 4-0.

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

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

None; Pre-submitted public comments are attached to the minutes.

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

- **School District** – Dr. Ryan Holman, Superintendent for Snowline School District, provided an update on attendance at ongoing programs. He noted various awards district schools had received.

- **Sheriff** – Captain Jeremy Martinez provided an update on marijuana enforcement and cautioned the public on investigating grows and recommended that they report them instead. He introduced Sergeant Mark Rios, the new commander for the area, who provided the call statistics for the month of August.
- **County Supervisor** – Sam Shoup, Field Representative for Supervisor Cook, thanked the Sheriff's Department for their efforts with Operation Hammer Strike. He noted various community events he has attended and reported that a new four-way stop sign will be placed at Duncan and Johnson.

### 3) **Consent Items**

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

### 4) **Matters Removed from Consent Items**

None

### 5) **Presentations/Appointments**

District staff provided a presentation on 2021/2022 District Improvements.

### 6) **Continued/New Agenda Items**

#### a) **Discussion & Possible Action Regarding Out of District Service Request for APN No. 3066-191-03**

Staff Recommendation: For the Board to consider approval of serving Assessor's Parcel Number (APN) 3066-191-03 which is outside of the District's service boundary and to consider authorizing staff to prepare an Out of District Service Agreement and Will Serve Letter.

Mr. Bartz introduced this item.

Cheryl Rhoden asked if denial can occur in the future and stated she wanted the Board to vote no. She stated she is concerned about other Sheep Creek customers also wanting to connect.

Beth (no last name provided) thanked Don for providing clarity on the issue.

Richard Austin asked what environmental studies had been done.

Ann (no last name provided) stated she concurs with Cheryl Rhoden and asked if the District or school district would be interested in purchasing the parcel.

Meredith Hergenrader thanked staff for the meeting regarding solid waste.

Bob Howard stated he is a lifetime resident of Phelan and has owned the property in question for 50 years. He stated that in 2008-2009, he was going to build a shopping center, theater, and amphitheater that was western themed. He stated the realtor he hired provided information on the Highway 138 widening project to him. He stated Phelan is dying for commercial property and the realtor suggested putting a truck stop, distribution center, or warehouse in his request for service. He stated he has been here

for 75 years and is not looking to hurt the community. He would like a steakhouse, another grocery store, or retails.

Peter Barnes commented on where the request was in the District's Out of District/Boundary Service policy and that the intended use wasn't stated or clear.

After much discussion, the item died for lack of a motion.

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

Staff Recommendation: None

Mr. Cardenas provided an update on the plan check process. Easements need to be submitted in order to abandon the road through the park. KTUA will be bringing a proposal to complete design work to 60%.

No action taken; not an action item.

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

Staff Recommendation: None

Mr. Bartz provided a brief overview of the consolidation efforts to date and stated negotiations have ended upon direction of Dave Nilsen.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Engineering Committee (Standing)** – Minutes are in the packet. Meets next week.
- b) **Finance Committee (Standing)** – Meets in October; a special meeting may be held regarding the draft audit report.
- c) **Legislative Committee (Standing)** – Minutes are in the packet. Meets in November.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Meets in October.
- e) **Waste & Recycling Committee (Standing)** – Minutes are in the packet. Meeting was rescheduled for the following week.

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

Mr. Bartz thanked field staff for their response to a 16" main break in the middle of the night on a holiday.

9) **Reports**

a) **Director's Report**

**Philips** – Attended CSDA and was happy to see how well the District is running in comparison to others.

**Hoffman** – Nothing to report.

**Roberts** – Would like to attend ACWA in December.

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

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



**11) Review of Action Items**

- a) **Prior Meeting Action Items** – None
- b) **Current Meeting Action Items** – Register Director Roberts for ACWA.

**12) Set Agenda for Next Meeting**

- Regular Board Meeting – September 21, 2022

**13) Recess to Closed Session**

With no further business before the Board, the Board recessed to closed session at 7:59 p.m.

**Closed Session:**

Conference with Legal Counsel – Anticipated Litigation  
Initiation of Litigation Pursuant to Government Code  
Section 54956.9(d)(4)  
Two Potential Cases

Conference with Labor Negotiator  
(Government Code Section 54957.6)  
District Designated Representative: Steven M. Kennedy, General Counsel  
Unrepresented Employee: Don Bartz, General Manager

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

The Board returned to open session at 8:44 p.m.

President Kujawa reported, in regard to the first closed session item, the Board authorized settlement of a claim in the amount of \$100. The Board provided direction on the second item.

**15) Continued/New Agenda Items**

- a) **Discussion & Possible Action Regarding Employment Agreement between the District & the General Manager**  
Staff Recommendation: None

Mr. Bartz introduced this item.

Director Hoffman moved to approve the draft contract presented in closed session (see attachment). Director Philips seconded the motion. Motion carried 4-0.

**16) Adjournment**

With no further business before the Board, the meeting was adjourned at 8:46 p.m.

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



## Kim Ward

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**From:** Rebecca Amsden <becca4u2424@hotmail.com>  
**Sent:** Wednesday, September 07, 2022 12:32 PM  
**To:** Kim Ward  
**Subject:** Agenda 6A

To whom it may concern,

I am writing to you concerning the agenda item 6A. I would like to voice my disapproval in the matter. As a neighbor to this block, and living on Avalon, the only other road near town that connect phelan to the 138 besides Beekley, this would cause extreme traffic increases on an already horrible road. Avalon is not safe for the amount of traffic this project would surely bring. Not only is it hard to drive on, but the intersection of avalon and 138 is poorly designed and not maintained and will inevitably lead to fatal accidents. My second concern is the type of human traffic this may bring to the area. If it does become a truck stop, we would be welcoming strangers into an area very very close to a school. Not to mention the light and noise pollution and the removal of so many joshua trees to build here. In my opinion, the value of possible jobs does not out way the cons of traffic, shady people, water usage, removal of joshua trees and light and noise pollution. Please consider the communities voice in this matter.

Becky Amsden

**Karyn Burgen**

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**From:** noreply@getstreamline.com  
**Sent:** Tuesday, September 06, 2022 7:59 PM  
**To:** Customer Service  
**Subject:** New form submission received: Contact Us

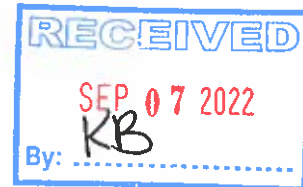


## Contact Us

<b>Message:</b>	We do not want warehouses in our area! We've seen what happens in other residential/rural communities when warehouses come in. Please keep warehouses out of PPH!
<b>Subject:</b>	Warehouses
<b>Your email:</b>	halebon.ann@gmail.com
<b>Your name:</b>	Ann Hale

[Reply / Manage](#)

Powered by [Streamline](#).



## Kim Ward

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**From:** Deborah McAfee <demcafee6@gmail.com>  
**Sent:** Tuesday, September 06, 2022 10:10 PM  
**To:** Kim Ward  
**Subject:** Agenda Item 6a for 9.7.22 meeting

Hi Kim,

Please vote NO on agenda item 6A. It is my understanding the purpose of the request is to provide water service to a parcel of land located on Beekley. If the request passes it is also my understanding the owner intends to develop the land into either a housing development or warehouses. This will destroy our community. We do not need a warehouse in the center of town nor do we need a housing tract. That parcel is gorgeous and has so many lovely Joshua trees growing on it.

PLEASE vote NO on the request to provide water service to this parcel.

Kind regards,  
Debbie McAfee  
76.315.0947

[www.debbiemcafee.com](http://www.debbiemcafee.com)

## Kim Ward

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**From:** Ashley Campbell <akuehl88@gmail.com>  
**Sent:** Wednesday, September 07, 2022 12:29 PM  
**To:** Kim Ward  
**Subject:** Agenda 6A

As a customer of PPHCSD, I'm told and by the state of California, to conserve water use. Please DO NOT approve servicing the new 90 acre distribution/warehouse.  
No to Creeping Consolidation

## EMPLOYMENT AGREEMENT

THIS AGREEMENT, entered into as of August 15, 2022, is by and between PHELAN PINON HILLS COMMUNITY SERVICES DISTRICT, a self-governing special district formed under California Government Code Section 61000 et seq. (“Employer”), and DONALD J. BARTZ, an individual (“Employee”). Employer and Employee agree to the following terms and conditions of employment:

1. Period of Employment.

- (a) Basic Term. Commencing on the date of this Agreement, Employer shall employ Employee for a period of five (5) years expiring on August 15, 2027 (the “Term Date”), as extended under Section 1(b), unless Employee is terminated sooner in accordance with Section 4 below. As used herein, the phrase “Employment Term” shall refer to the entire period of employment of Employee by Employer hereunder, whether for the periods mentioned above or whether extended or earlier terminated as hereinafter provided.
- (b) Renewal. This Agreement shall be automatically renewed for an additional five (5) year period on the Term Date, unless one party gives to the other advance written notice of non-renewal at least sixty (60) days prior to the Term Date. Either party may elect not to renew this Agreement with or without cause, in which case this Section 1(b) shall govern Employee’s termination and not Section 4 [except for Employee’s termination obligations set forth in Section 4(g), which shall remain in effect].

2. Duties and Responsibilities.

- (a) Position. Employee shall serve as the General Manager for the Employer. In that capacity, Employee shall perform all services, acts, and functions necessary or advisable to lawfully manage and conduct the business of Employer in accordance with all legal requirements and the policies, procedures, rules, and regulations established by Employer’s Board of Directors, and subject to the direction, prior consent, and subsequent ratification of Employer’s Board of Directors. Employee shall devote his best efforts and full-time attention to the performance of his duties and shall report directly to Employer’s Board of Directors.
- (b) Availability and Work Schedule. During the Employment Term, Employee shall perform all services required by this Agreement at Employer’s headquarters during Employer’s regular business hours, unless Employee’s presence at other locations or during different times is necessary to fully and completely perform the duties of the position assumed by Employee. In addition, Employee shall

maintain his permanent residence in an area that is in close proximity to Employer's headquarters, and shall otherwise be available to Employer 24 hours a day by telephone or other equipment furnished by Employer for this purpose.

- (c) Prohibited Activities. Except upon the prior written consent and express approval of Employer's Board of Directors, Employee (during the Employment Term) shall not (i) borrow on behalf of Employer any amount of money during any fiscal year; (ii) spend or obligate Employer's funds in amounts in excess of the sums budgeted for expenditure by Employer's Board of Directors; (iii) accept any other employment; (iv) engage directly or indirectly in any other business, commercial, civil, or professional activity, whether or not pursued for pecuniary advantage, that is or may be competitive with Employer, that might create a conflict of interest with Employer, or that otherwise might interfere with the business of Employer or any Affiliate of Employer; or (v) accept any position with an outside agency without prior approval of Employer's Board of Directors. An "Affiliate" shall mean any person or entity that directly or indirectly controls, is controlled by or is under common control with Employer.
- (d) Representations. Employee represents and warrants (i) that he is fully qualified and competent to perform the responsibilities for which he is being hired pursuant to the terms of this Agreement; and (ii) that Employee's execution of this Agreement, his employment with Employer, and the performance of his proposed duties under this Agreement shall not violate any obligation he may have to any former employer (or other person or entity), including any obligations with respect to proprietary or confidential information of any person or entity.

### 3. Compensation.

- (a) Salary. Employer shall pay Employee a salary at the rate of \$261,074.53 per year during the Employment Term in accordance with Employer's duly established practices. On each anniversary during the Employment Term, Employee shall be entitled to an automatic annual cost of living adjustment (COLA) to Employee's salary based upon the applicable published index as reasonably determined by Employer's Board of Directors. COLA shall be applied on July 1 of each year in the same manner as other District employees. Employer may, but is not obligated to, increase Employee's salary as deemed appropriate by Employer's Board of Directors in the exercise of its sole discretion upon completion of its annual review of Employee's job performance.
- (b) Employee's Personal Vehicle Usage. Employer will pay the costs for the fuel utilized by Employee for District purposes during the Employment Term. Employee will be reimbursed at the standard IRS mileage rate less fuel expenses. Employee shall maintain auto insurance and shall name Employer as an additional insured.



- (c) Benefits. During the Employment Term, Employee shall be entitled to receive full contribution by Employer to Employee's retirement account with the Public Employees Retirement System, as well as all other benefits provided by Employer to its exempt employees in accordance with Employer's standard policies. As Employee becomes eligible therefor, Employee shall have the right to participate in and to receive benefits from all present and future benefit plans specified in Employer's policies and generally made available to similarly situated employees of Employer. The amount and extent of benefits to which Employee is entitled shall be governed by the specific benefit plan as amended. Employee also shall be entitled to any benefits or compensation tied to termination as described in Section 4. Nothing stated in this Agreement shall prevent Employer from changing or eliminating any benefit during the Employment Term as Employer, in its sole discretion, may deem necessary or desirable. No statement concerning benefits or compensation to which Employee is entitled shall alter in any way the term of this Agreement, any renewal thereof, or its termination. All compensation and comparable payments to be paid to Employee under this Agreement shall be less withholdings required by law.
- (d) Vacation. Employee shall be entitled to twenty-five (25) days of vacation time annually without loss of compensation commencing on the date of this Agreement. Such vacation time shall not be taken in increments of more than ten (10) consecutive days at a time without prior approval of Employer's Board of Directors. Employee shall give Employer's Board of Directors advance notice in writing of foreseeable absences from his duties under this Agreement lasting five (5) or more days in duration, which notice shall include the reasons, anticipated dates, and duration of any such absence. Employee shall have the option to sell back unused days of vacation time per year in lieu of vacation time off.
- (e) Sick Leave. Upon commencement of this Agreement, Employee shall accrue sick leave in the same manner as regular full-time employees of the District. At the time of termination of employment for whatever reason, unused sick leave shall be cashed out to Employee.
- (f) Administrative Time. During the Employment Term, Employee shall be entitled to eighty (80) hours of Administrative Time annually.
- (g) Professional Dues and Conferences. Employer shall pay all reasonable travel, lodging, and entrance fees and costs associated with Employee's attendance at conferences and seminars, as well as payment of annual dues levied by professional organizations and community affiliation costs that receive prior approval by Employer's Board of Directors. On the anniversary date of this Agreement each year during the Employment Term, Employee shall furnish Employer's Board of Directors a list of the conferences, seminars, professional organizations, and community affiliations that he wishes to attend and/or join.

4. Termination of Employment.

- (a) By Death. The Employment Term shall terminate automatically upon the death of Employee. Employer shall pay to Employee's beneficiaries or estate as appropriate any compensation then due and owing, including payment for accrued, unused paid time off, if any. Thereafter, all obligations of Employer under this Agreement shall cease. Nothing in this section shall affect any entitlement or Employee's heirs to the benefits of any life insurance plan or other applicable benefits.
- (b) By Disability. If by reason of any physical or mental incapacity, Employee has been or will be prevented from properly performing his duties under this Agreement for more than twelve (12) weeks in any one (1) year period, then to the extent permitted by law, Employer may terminate the Employment Term, pursuant to Section 4(c), below, upon two (2) weeks advance written notice. Employer shall pay Employee all compensation to which he is entitled up through the last business day of the notice period; thereafter, all obligations of Employer under this Agreement shall cease. Nothing in this Section shall affect Employee's rights under any applicable Employer disability plan.
- (c) By Employer For Cause. At any time, and without prior notice, Employer may terminate Employee for cause (as defined below). Employer shall pay Employee all compensation then due and owing for the period prior to termination, thereafter all of Employer's obligations under this Agreement shall cease. "Cause" shall include, but not be limited to, unsatisfactory performance, misconduct, moral turpitude, failure to follow policies or procedures, material breach of this Agreement, excessive absenteeism, unlawful conduct off the Employer's premises or during non-working time (which may affect the Employee's relationship to his job and/or the Employer's reputation or good will in the community), layoff pursuant to a bona fide reduction in force, and to the extent permitted by law, unavailability for work due to disability for more than twelve (12) weeks in any one (1) year period (subject to the Employer's rights to deny reinstatement to Employee who shall qualify as a "key employee" to prevent substantial and grievous economic injury to its operations).
- (d) By Employer Not For Cause. Employer may dismiss Employee without cause notwithstanding anything to the contrary contained in or arising from any statements, policies, or practices of Employer relating to the employment, discipline, or termination of its employees. Employer shall pay Employee all compensation then due and owing for the period prior to termination, plus a lump sum cash payment equal to Employee's base salary prorated over the remaining balance of the unexpired Employment Term, or over a period of twelve (12) months, whichever is less, and thereafter all of Employer's obligations under this

Agreement shall cease.

- (e) By Employee Not for Cause. At any time, Employee may terminate his employment for any reason, with or without cause, by providing Employer thirty (30) days advance written notice. Employer shall have the option in its complete discretion to make Employee's termination effective at any time prior to the end of such notice period, provided Employer pays Employee all compensation due and owing through the last day actually worked, plus an amount equal to the base salary Employee would have earned through the balance of the notice period, not to exceed thirty (30) days; thereafter, all of Employer's obligations under this Agreement shall cease.
  - (f) By Employee for Good Reason. At any time, Employee may terminate his employment for good reason (as defined below) by giving (30) days advance written notice to Employer. "Good Reason" shall be any material breach of this Agreement by Employer that remains uncured at the end of the above notice period. Employer shall have the option in its complete discretion to make Employee's termination effective at any time prior to the end of the above notice period, provided Employer pays Employee all compensation due and owing through the last day actually worked and through the balance of the notice period [not to exceed thirty (30) days]. In the event that good reason is found to exist pursuant to Section 6 of this Agreement, the maximum amount that Employer shall be liable to Employee therefor shall be a monetary sum equal to Employee's base salary prorated over the remaining balance of the unexpired Employment Term, or over a period of twelve (12) months, whichever is less, which shall be in lieu of any damages under this Agreement for any alleged breach. Thereafter, all of Employer's obligations under this Agreement shall cease.
  - (g) Termination Obligations. Employee agrees that all property, including without limitation all equipment, tangible Proprietary Information (as defined below), documents, records, notes, contracts, and computer-generated materials furnished to or prepared by Employee incident to his employment belongs to Employer and shall be returned promptly to Employer upon termination of Employee's employment. Employee's obligations under this subsection shall survive the termination of his employment and the expiration of this Agreement.
5. Proprietary Information. "Proprietary Information" is all information and any idea pertaining in any manner to the business of Employer (or any Affiliate), its employees, agents, contractors, or consultants, which was produced by any employee of Employer in the course of his or her employment or otherwise produced or acquired by or on behalf of Employer. Proprietary Information shall include without limitation, trade secrets, protocol ideas, inventions, processes, formulas, data, know-how, software and other computer programs, copyrightable material, plans, strategies, customer lists and information, financial reports, and the contents of documents protected from disclosure under the California Public Records Act, Government Code Section 6250 et seq., or other

provisions of applicable law. All Proprietary Information not generally known outside of Employer's organization, and all Proprietary Information so known only through improper means, shall be deemed "Confidential Information." During his employment by Employer, Employee shall use Proprietary Information and shall disclose Confidential Information only for the benefit of Employer and as is necessary to perform his job responsibilities under this Agreement. Following any termination of employment, Employee shall not use any Proprietary Information and shall not disclose any Confidential Information except with the express written consent of Employer. By way of illustration and not in limitation of the forgoing, following termination, Employee shall not use any Confidential Information to solicit Employer's customers or to compete against Employer. Employee's obligations under this Section shall survive the termination of his employment and the expiration of this Agreement.

6. Arbitration.

(a) Arbitrable Claims. All disputes between Employee (his attorneys, successors, and assigns) and Employer (its Affiliates, shareholders, directors, officers, employees, agents, successors, attorneys, and assigns) of any kind whatsoever, including without limitation all disputes relating in any manner to the employment or termination of employee and all disputes arising under this Agreement ("Arbitrable Claims"), shall be resolved by arbitration. All persons and entities specified in the preceding sentence (other than Employer and Employee) shall be considered third-party beneficiaries of the rights and obligations created by this Section. Arbitrable Claims shall include but are not limited to contract (express or implied) and tort claims of all kinds, as well as all claims based on any federal, state, or local law, statute, or regulation, excepting only claims under applicable worker's compensation law and unemployment insurance claims. Arbitration shall be final and binding upon the parties and shall be the exclusive remedy for all Arbitrable Claims, except that the Employer may at its option seek injunctive relief and damages in court of any breach of Section 5 of this Agreement. **THE PARTIES HEREBY WAIVE ANY RIGHTS THEY MAY HAVE TO TRIAL BY JURY IN REGARD TO ARBITRABLE CLAIMS.**

(b) Procedure. Arbitration of Arbitrable Claims shall be in accordance with the Employment Dispute Resolution Rules of the American Arbitration Association ("AAA Employment Rules") except as provided otherwise in this Agreement. In any arbitration, the burden of proof shall be allocated as provided by applicable law. Either party may bring an action in court to compel arbitration under this Agreement and to enforce an arbitration award. Otherwise, neither party shall initiate or prosecute any lawsuit or administrative action in any way related to any Arbitrable Claim. All arbitration hearings under this Agreement shall be conducted in San Bernardino County, California. The Federal Arbitration Act shall govern the interpretation and enforcement of this Section 6. The fees of the arbitrator shall be split between both parties equally.

- (c) Confidentiality. All proceedings and all documents prepared in connection with any arbitrable claim shall be confidential and unless otherwise required by law, the subject matter thereof shall not be disclosed to any person other than the parties to the proceedings, their counsel, witnesses, and experts, the arbitrator and if involved, the court and court staff.
  - (d) Continuing Obligations. The rights and obligations of Employee and Employer set forth in Section 6 of this Agreement shall survive the termination of Employee's employment and the expiration of the Employment Term.
7. Notices. Any notice under this Agreement must be in writing and shall be effective upon delivery by hand, upon facsimile transmission to the number provided below (if one is provided), or three (3) business days after deposit in the United States mail, postage prepaid, certified or registered and addressed to Employer at the address below or to Employee at the last known address maintained in Employee's personnel file. Employee shall be obligated to notify Employer in writing of any change in his address. Notice of change of address shall be effective only when done in accordance with this Section.

**Employer's Notice Address:**

Board of Directors  
Phelan Pinon Hills Community Services District  
4176 Warbler Road  
P.O. Box 294049  
Phelan, CA 92329-4049  
FAX Phone No.: (760) 868-2323

8. Action by Employer. All actions required or permitted to be taken under this Agreement by Employer, including without limitation, exercise of discretion, consents, waivers, and amendments to this Agreement, shall be made and authorized only by Employer's Board of Directors. The failure of Employer to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by Employee shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.
9. Integration. This Agreement is intended to be the final, complete, and exclusive statement of the terms of Employee's employment by Employer. This Agreement supersedes all other prior and contemporaneous agreements and statements, whether written or oral, express or implied, pertaining in any manner to the employment of Employee by Employer, and it may not be contradicted by evidence of any prior or contemporaneous statement or agreements. To the extent that the practices, policies, or procedures of Employer now or in the future, apply to Employee and are inconsistent with the terms of this Agreement, the provisions of this Agreement shall control.

10. Amendments. This Agreement may not be modified or amended except by a writing signed by each of the parties hereto. Failure to exercise any right under this Agreement shall not constitute a waiver of such right.
11. Assignment. Employee shall not assign any rights or obligations under this Agreement. Employer may upon prior written notice to Employee assign its rights and obligations hereunder.
12. Severability. If a court or arbitrator holds any provision of this Agreement to be invalid, unenforceable, or void, the remainder of this Agreement shall remain in full force and effect.
13. Attorneys' Fees. In any legal action, arbitration, or other proceeding brought to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs.
14. Governing Law. This Agreement shall be governed by and construed in accordance with the law of the State of California.
15. Interpretation. This Agreement shall be construed as a whole according to its fair meaning and any uncertainty or ambiguity contained herein shall not be interpreted against the party responsible for the drafting of this Agreement. The captions or sections and subsections of this Agreement are for reference only and are not to be construed in any way as a part of this Agreement.
16. Employee Acknowledgment. Employee acknowledges that he has had the opportunity to consult legal counsel in regard to this Agreement, that he has read and understands this Agreement, that he is fully aware of its legal effect, and that he has entered into it freely and voluntarily and based on his own judgment and not on any representations or promises other than those contained in this Agreement.

*[Signatures on following page]*

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective officers as of the date first written above.

EMPLOYER

By: \_\_\_\_\_  
President, Board of Directors  
Phelan Pinon Hills CSD

ATTEST:

By: \_\_\_\_\_  
Secretary  
Phelan Pinon Hills CSD

EMPLOYEE

By: \_\_\_\_\_  
Donald J. Bartz

# Agenda Item 3b

Acceptance of August  
Disbursements





# Cash Disbursements Report

## By Payment Number

Payment Dates 08/01/2022 - 08/31/2022

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
480	8/3/2022 071522	DELAROSA Reimbursement - ESRI Conference Expe...	Antonio De La Rosa	01-7-7-54470		393.33 393.33
481	8/3/2022 073122 073122 073122	DEBPHI July Mileage - Auto Expense July Mileage - Board, Solid Waste, ASBC... July Mileage - Solid Waste	Deborah Jeanne Philips	01-0-1-52210 01-0-1-52219 25-5-1-52210		79.56 -5.85 79.56 5.85
482	8/3/2022 072122 072122	GEOCAR Reimb-Cyber Security Workshop Lunch Reimb.-ESRI Expense	George Cardenas	01-0-1-54470 01-7-7-54470		57.21 42.12 15.09
483	8/3/2022 080122	MUN DEN Dental Premium - Aug.	Municipal Dental Pool	01-0-0-14130		2,951.32 2,951.32
484	8/3/2022 073122 073122 073122 073122	REBKUJ July Mileage - Auto Expense July Mileage - Board, Parks, Solid Waste July Mileage - Parks July Mileage - Solid Waste	Rebecca A. Kujawa	01-0-1-52210 01-0-1-52212 22-0-1-52210 25-5-1-52210		28.56 -11.42 28.56 5.71 5.71
485	8/17/2022 081122	ERIBAR Reimbursement for Tri-State Seminar E...	Eric Barnes	01-1-1-54470		118.02 118.02
486	8/17/2022 14598 14813 14903	IEC Well 15 & Pipeline - Hydraulic Analysis Prop. Well 15 - Proffessional Services Prop. Well #15 Improvement Plans	Infrastructure Engineering Corporation	01-0-0-17000 01-0-0-17000 01-0-0-17000	C0095 OUTSIDE SVCS C0095 OUTSIDE SVCS C0095 OUTSIDE SVCS	6,045.00 2,960.00 2,085.00 1,000.00
487	8/17/2022 081522	KIMWAR Remb. - IPMA HR Conference Flight Fee	Kimberly Ward	01-0-1-54470		616.96 616.96
488	8/17/2022 090122	MUN DEN Dental Premium - Sept.	Municipal Dental Pool	01-0-0-14130		2,902.93 2,902.93
489	8/31/2022 073122-2 083122	DEBPHI July Mileage Rate Adjustment Aug. Mileage - ASBCSD, CSDA, Board M...	Deborah Jeanne Philips	01-0-1-52219 01-0-1-52229		221.69 5.44 216.25
490	8/31/2022 082422 082422	KIMWAR Reimbursed to District for Personal Exp ... CSDA Reimb. - Miles and Meals	Kimberly Ward	01-0-1-54470 01-0-1-54470		123.05 -10.76 133.81
491	8/31/2022 082222	LORLOW CSDA Pre-Conference Mileage Reimb.	Lori Lowrance	01-0-1-54470		109.76 109.76
492	8/31/2022 20337	MIDAME HRA Admin Fee Q2 2022	MidAmerica Administrative & Retirement Solutions, LLC	01-0-1-51230		225.00 225.00
493	8/31/2022 081122	PAUMIH Reimb. - Tri-State Conference Meals	Paul Mihalik	01-1-1-54470		220.22 220.22
494	8/31/2022 073122-2 083122	REBKUJ July Mileage Rate Adjustment Aug. Mileage - Board & Town Hall Meet...	Rebecca A. Kujawa	01-0-1-52212 01-0-1-52212		16.07 3.32 12.75
32940	8/3/2022 08012022	AWWA Membership Renewal	American Water Works Assn	01-0-1-54230		2,443.00 2,443.00

Cash Disbursements Report

Payment Dates: 08/01/2022 - 08/31/2022

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
32941	8/3/2022 101687	SED Sedaru Annual Renewal	Sedaru, Inc.	01-0-0-14100		18,400.00 18,400.00
32942	8/3/2022 21796	AVCOM Answering Svc. - July	AVCOM Services Inc.	01-0-1-53150		143.00 143.00
32943	8/3/2022 32803	BEN AG (1) Fine Mulch - 23 tons	Beneficial Ag Services	01-1-9-54800	C0049 OUTSIDE SERVIC	245.00 245.00
32944	8/3/2022 174 174 174 174 174	BRUMCE Legal Svcs. - June Legal Svcs. - June Legal Svcs. - June Legal Svcs. - June Legal Svcs. - June	Brunick, McElhane & Kennedy	01-0-1-53120 01-0-1-53120 01-1-9-53120 01-7-7-53120 25-0-1-53120	C0085 LEGAL C0049 OUTSIDE SERVIC	3,031.25 1,725.00 387.50 443.75 43.75 431.25
32945	8/3/2022 5118063813 5118063813 5118063819	CINFIR First Aid Supplies - CSD First Aid Supplies - CSD First Aid Supplies - Shop	Cintas	01-0-1-54500 22-0-1-54500 01-1-1-54500		468.22 200.41 4.09 263.72
32946	8/3/2022 9085-1024011 9085-1024265 9085-1024280 9085-1024319	CED (12) Fuses for Wells 1A Booster C Relay 400 amp fuses for well 12,10,14 400 amp fuses for well 12,10,14	Consolidated Electrical Distributors Inc	01-1-5-54620 01-1-3-54620 01-1-5-54620 01-1-5-54620		1,772.20 250.17 85.44 636.19 800.40
32947	8/3/2022 22-217150	SBC LIENS (35) Lien Release Docs.	County of San Bernardino	01-1-1-54830		700.00 700.00
32948	8/3/2022 IN0166332	SBC FIRE CUPA Permit for SBCFPD	County of San Bernardino Fire Department	01-1-1-53160		1,227.00 1,227.00
32949	8/3/2022 21391	DES WEST Civic Center - SCE Service Upgrade Coord...	Design West Engineering, Inc.	01-0-0-17000	C0002 OUTSIDE SVCS	450.00 450.00
32950	8/3/2022 6507EC66-0004	STREAM Website Hosting - Aug.	Digital Deployment, Inc.	01-0-1-53170		300.00 300.00
32951	8/3/2022 073122	DONBAR Mileage Reimbursement - July	Don Bartz	01-0-1-54140		313.56 313.56
32952	8/3/2022 072222	ESS HOME Refund - Existing Stubout	Essential Home Builders, Inc.	01-1-1-82300		1,546.22 1,546.22
32953	8/3/2022 082422	FRO 5072 Phones - Oasis Yard 7/25 - 8/24	Frontier Communications	01-1-1-58010		135.44 135.44
32954	8/3/2022 081822	FRO 8637 Phones - Sr. Ctr. 7/19 - 8/18	Frontier Communications	22-0-1-58010		62.91 62.91
32955	8/3/2022 10703271	GARDA Armored Svcs - Aug	Garda CL West, Inc	01-0-1-54200		619.91 619.91
32956	8/3/2022 68959	HESHOS Hose Repair for Fillstation	Hesperia Hose Supply Inc	01-1-2-54620		41.24 41.24
32957	8/3/2022 215695 215695 215695 215695	INFOSE Postage & Printing - June Postage & Printing - June Postage & Printing - June Postage & Printing - June	Infosend Inc	01-1-6-54860 01-1-9-54800 01-1-9-54890 22-2-2-54800	C0049 OUTSIDE SERVIC	6,861.89 2,619.98 845.08 1,706.56 1,690.27

Cash Disbursements Report

Payment Dates: 08/01/2022 - 08/31/2022

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
32958	8/3/2022 S1057429-001	INLWAT Cla-Val Repair Parts for L1	Inland Water Works Supply Co.	01-1-3-54620		2,058.72 2,097.66
32959	8/3/2022 24852	KOPPIP Insertion Valve at 3C, No Effluent Valve ...	Koppl Pipeline Services	01-1-5-54620		10,125.00 10,125.00
32960	8/3/2022 58100129804 58100129935	LES SCH Trk #22 (2) Tires Trk #17 - Brake Repair	Les Schwab Tire Centers of Central CA, INC.	01-1-8-54710 01-1-8-54710		1,033.46 884.47 148.99
32961	8/3/2022 072822	MAR AUTO Trk #19 - Replaced Back Window	Martinez Auto Glass	01-1-8-54710		678.34 678.34
32962	8/3/2022 68 70	SHINE 7/21 Painting Classes Painting Classes 7/28	Mary Gabriel	22-2-2-54800 22-2-2-54800		1,904.00 938.00 966.00
32963	8/3/2022 073122	ANDTRU Inv #311064 Maint. Supplies Inv #311033 Batteries for Handhelds Inv #311082 Backhoe Keys Inv #311052 Bolts for Valve Replace Inv #311049 Redecrete Mix Inv #311058 Pole Ext. for Pruning Well S... Inv #311026 Bolts for Hydrant Repair Inv #311076 Wire for Puller Service Rep... Inv #311010 Maint. Supplies Inv #311121 Pipe for 4B Drains Inv #311086 Maint. Supplies Inv #311039 Maint. Supplies Inv #311131 Block Caps Inv #311132 Block Caps Inv #311133 Maint. Supplies Inv #311056 Maint. Supplies	Mills Hardware	01-0-1-54620 01-1-2-54500 01-1-2-54620 01-1-2-54620 01-1-2-54620 01-1-2-54620 01-1-2-54620 01-1-2-54620 01-1-2-54650 01-1-5-54620 22-2-2-54620 22-2-2-54620 22-2-2-54620 22-2-2-54620 22-2-2-54620 22-2-2-54620 22-2-2-54620 22-2-2-54620 22-2-2-54620 22-2-2-54620 22-2-2-54620 22-2-2-54620		599.16 49.07 20.46 12.34 31.09 37.43 45.23 24.27 14.16 44.69 111.98 38.32 56.43 72.15 6.01 5.38 30.15
32965	8/3/2022 073122 073122 073122 073122 073122	NAPA Inv #553259 - Trk #25 Cabin Filter Inv #552045 - Trk #20 Air Filter & Lube Inv #553046 - Trk #24 Filter & Oil Inv #552038 - Trk #17 Battery Inv #553989 - Diesel Exhaust Fluid	NAPA Auto Parts	01-1-8-54710 01-1-8-54710 01-1-8-54710 01-1-8-54710 01-1-8-54710		620.13 26.93 53.61 68.70 186.56 284.33
32966	8/3/2022 255803648001	OFFDEP Envelopes	Office Depot	01-0-1-54530		68.56 68.56
32967	8/3/2022 I-02025845 I-02025845 I-02025845 I-02025845 I-02025845 I-02025845 I-02025845 I-02025845 I-02025845 I-02025845 I-02025845 I-02025845 I-02025845 I-02025845	OFFSOL HP TONER 202A TONER 78A PAPER THERMAL PAPER ROLLS CHAIR MAT PRINTBOND PAPER ROLLS EASY TOUCH BLUE PENS ULTRA FINE SHARPIE WRIST COILS STAPLES LARGE BINDER CLIPS NOTEBOOKS- 4/PK	Office Solutions	01-0-1-54530 01-0-1-54530 01-0-1-54530 01-0-1-54530 01-0-1-54530 01-0-1-54530 01-0-1-54530 01-0-1-54530 01-0-1-54530 01-0-1-54530 01-0-1-54530 01-0-1-54530 01-0-1-54530 01-0-1-54530		808.90 67.86 88.14 180.70 231.05 60.33 138.02 11.73 9.42 5.70 2.89 1.76 11.30
32968	8/3/2022 063022 063022	PETCAS - Petty Cash Petty Cash Reconciliation - June Petty Cash Reconciliation - June	Petty Cash	01-0-1-54500 01-0-1-54860		112.43 28.44 -0.73

Cash Disbursements Report

Payment Dates: 08/01/2022 - 08/31/2022

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	063022	Petty Cash Reconciliation - June		22-2-2-54500		28.44
	063022	Petty Cash Reconciliation - June		22-2-2-54800		56.28
32969	8/3/2022	RACE	Race Communications			618.00
	RC719623	Phones-Internet Credit CSD		01-0-1-58010		-100.00
	RC719623	Phones-Internet CSD Aug		01-0-1-58010		254.50
	RC719623	Phones-Internet Shop Aug.		01-1-1-58010		204.50
	RC719623	Phones-Internet Phelan CC Aug		22-0-1-58010		204.50
	RC719623	Phones-Internet Credit Phelan CC		22-0-1-58010		-200.00
	RC719623	Phones-Internet Pinon CC Aug		22-0-1-58010		254.50
32970	8/3/2022	REBEL	Rebel Oil Company, Inc.			2,330.50
	7063658	Fuel - 450 Gl.		01-1-8-54410		2,330.50
32971	8/3/2022	STAINS	Standard Insurance Company			1,007.18
	080122	LTD/Life/AD&D - Aug.		01-0-1-51230		819.06
	080122	LTD/Life/AD&D - Aug.		01-7-7-51230		96.41
	080122	LTD/Life/AD&D - Aug.		22-0-1-51230		91.71
32972	8/3/2022	TIMLOC	Steven M. Zemba			371.35
	20289	(24) Master Padlocks		01-1-2-54500		371.35
32973	8/3/2022	TOPNOT	Top Notch Networking, LLC			4,477.60
	25968	Computer replacement - General Mana...		01-0-1-54770		1,309.80
	25979	Software Support - Aug.		01-0-1-53170		3,167.80
32974	8/3/2022	TOP OPT	Top Option Pest Control			248.00
	2873	General Pest Control CSD - July		01-0-1-53150		75.00
	2873	Bee Svc at 8771 Riggings		01-1-6-53150		75.00
	2874	General Pest Control - Oasis July		01-1-1-53150		98.00
32975	8/3/2022	TRLS	TRLS Engineering, Inc			16,575.00
	4225	Civic Center - Additional Site Grading Pl...		01-0-0-17000	C0002 OUTSIDE SVCS	16,575.00
32976	8/3/2022	TURSEC	Turner Security, Inc			373.60
	214466	Monitoring Svc. Aug		01-0-1-53150		46.95
	214466	Monitoring Svc. Aug		01-1-2-53150		211.75
	214466	Monitoring Svc. Aug		22-2-2-53150		114.90
32977	8/3/2022	USA	Underground Service Alert of So. Cal.			330.05
	22-2300320	USA Dig Safe Regulatory Fee		01-1-1-53160		111.80
	720220539	(119) Tickets		01-1-2-53150		218.25
32978	8/3/2022	WIEDRU	Wienhoff & Associates Inc			32.00
	106878	Background Check - L. Newman		01-0-1-54290		32.00
32982	8/8/2022	MCPEEK	McPeek's Dodge of Anaheim			99,086.90
	080822	Truck Purchase (Trk #29) 2022 2500 Do...		01-1-0-16730		61,543.45
	080822	Trk # 29 Manufacturer Credit		01-1-0-16730		-1,000.00
	080822	Truck #5 Trade-In Value		01-1-1-89110		-6,000.00
	080922	Truck Purchase (Trk #30) 2022 2500 Do...		01-1-0-16730		61,543.45
	080922	Trk #30 Manufactuerer Credit		01-1-0-16730		-1,000.00
	080922	Trk #17 Trade-In Value		01-1-1-89110		-16,000.00
32983	8/17/2022	ADD HEA	Addison Heating & Air Conditioning			487.00
	1434	CSD AC Maintenance		01-0-1-54620		487.00
32984	8/17/2022	ASBCSD	Assn of SB County Special Districts			40.00
	081522	Aug. Meeting - Deborah		01-0-1-52239		40.00
32985	8/17/2022	CORE	Core & Main			2,483.75
	R349311	(70) 1x3 CTS Repair Clamps		01-1-0-13010		2,483.75

Cash Disbursements Report

Payment Dates: 08/01/2022 - 08/31/2022

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
32986	8/17/2022 109036	SBC PARCELS (3) Parcel Map Revisions	County of San Bernardino	01-1-1-54830		6.00 6.00
32987	8/17/2022 732452-4538 732727-1564 732999-8478 732999-8478	CR&R Trash - Oasis Yard Aug. Trash - Pinon Hills Park Aug. Trash - Phelan CSD Aug. Trash - Phelan CC Aug.	CR&R Incorporated	01-0-2-58110 22-0-2-58110 01-0-1-58110 22-0-2-58110		896.47 279.37 194.88 211.11 211.11
32988	8/17/2022 VVP-0393 VVP-0393 VVP-0393 VVP-0393	VALLE Streaming Board Meetings - July Streamed Parks Meetings - July Streamed Movies at the Park - July Streamed Solid Waste Meetings - July	Don Gene Fish Jr.	01-0-1-53150 22-2-2-53150 22-2-2-54800 25-5-1-54800	C0086 OUTSIDE SVCS	2,625.00 1,050.00 350.00 875.00 350.00
32989	8/17/2022 6182	EWIDEV Electrical Box Replaced - Phelan C.C. Un...	Ewing Development	22-2-2-54620		560.00 560.00
32990	8/17/2022 0797283-2	FERGUS Gate Valve for Well #15	Ferguson Enterprises, Inc	01-0-0-17000	C0095 OUTSIDE SVCS	2,894.38 2,894.38
32991	8/17/2022 080722	FRO 5743 Phones - Office 8/7 - 9/6	Frontier Communications	01-0-1-58010		83.02 83.02
32992	8/17/2022 29526 29527	GENPUM Well #10 Booster B Rehab & Spare Mot... Well #10 Booster B Vibration Analysis &...	General Pump Company, Inc.	01-1-5-54620 01-1-5-54620		34,094.30 31,244.30 2,850.00
32993	8/17/2022 25843	GEOMON Routine Samples - July	GEO-Monitor, Inc.	01-1-4-53140		1,748.00 1,748.00
32994	8/17/2022 452	GREEAR Phelan Park Maint-Aug	GreenEarth Landscape	22-2-2-53150		45.00 45.00
32995	8/17/2022 19310	IB CON Revision to 2022 Capacity Fee Study	IB Consulting, LLC	01-1-1-53150		780.00 780.00
32996	8/17/2022 S1054181-004 S1055390-009 S1055390-01 S1057339.02 S1057339-003 S1057668.001-1 S1057668-001-1 S1057759.001 S1057942.001	INLWAT (100) 1" MIP x IPS Corp Stops (100) 1" IPS Corp Stops (25) 6 x1 Saddles 2 1/2" Hose Nozzle 4 1/2" Nozzle for Hydrant Repairs Non-Inventory Items (1) 3/4" Brass Ball Valve Hydrant Repair - Specialty Parts White Marking Paint	Inland Water Works Supply Co.	01-1-0-13010 01-1-0-13010 01-1-0-13010 01-1-2-54620 01-1-5-54620 01-1-6-54620 01-1-0-13010 01-1-5-54620 01-1-2-54620		20,823.46 7,498.11 8,414.20 3,942.30 111.26 1.14 321.63 452.55 176.71 274.12
32997	8/17/2022 34087	KTUA Phelan Community Park - Professional S...	KTU&A Planning & Landcape Architecture	22-2-0-17000	C0078 OUTSIDE SVCS	15,535.00 15,535.00
32998	8/17/2022 58100130289	LES SCH Trk #19 - Rear Shocks Replaced	Les Schwab Tire Centers of Central CA, INC.	01-1-8-54710		300.54 300.54
32999	8/17/2022 22-0730 22-0730-1	LILBURN Civic Center Park Environmental Reports.. Civic Center-Park Environmental Reports..	Lilburn Corp.	22-2-0-17000 22-2-0-17000	C0078 OUTSIDE SVCS C0078 OUTSIDE SVCS	867.50 321.30 546.20
33000	8/17/2022 2022082 2022082 2022082	LIN SVC Janitorial Svcs. - CSD Aug. Janitorial Svcs. - Oasis Aug. Janitorial Svcs. - CC Windows Aug.	Richard J. Linsalato	01-0-1-54320 01-1-1-54320 22-0-1-54320		565.00 310.00 225.00 30.00

Cash Disbursements Report

Payment Dates: 08/01/2022 - 08/31/2022

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
33001	8/17/2022	LOWES	Lowe's Credit			1,894.98
	073122	Inv #70812624 - Tyvek Suits for Clean Up		01-1-2-54500		96.17
	073122	Inv #942136 - Concrete		01-1-2-54620		209.24
	073122	Inv #70047487 - Tools, Tool Box & Exten...		01-1-2-54650		160.01
	073122	Inv #85180725 - Impact for Trk #16		01-1-2-54650		205.59
	073122	Inv #85836870 - Small Tools		01-1-2-54650		458.57
	073122	Inv #70643317 - Small Tools		01-1-2-54650		135.75
	073122	Inv #70661546 - Parts for VBelt & Drive ...		01-1-5-54620		50.62
	70643481	Paint for Fences to Deter Theft on Chain...		01-1-2-54620		579.03
33002	8/17/2022	PAP REC	Paper Recycling & Shredding Specialist			68.00
	523555	On-Site Shredding		01-0-1-53150		68.00
33003	8/17/2022	PHEEXP	Phelan Express, Inc.			450.59
	38061	Trk #21 - Exhaust Leak Repair		01-1-8-54710		200.42
	38167	Trk #23 - Oil Change		01-1-8-54710		133.15
	38174	Trk #19 - Oil Change		01-1-8-54710		117.02
33004	8/17/2022	REBEL	Rebel Oil Company, Inc.			5,433.86
	7063688	Fuel - 500 Gl.		01-1-8-54410		2,610.98
	7067476	Fuel 453 Gl., DSL-100 Gl.		01-1-8-54410		2,822.88
33005	8/17/2022	ARMELE	Rodger Ashby			750.00
	7272022	Electric Repairs - Site 3 Pump C		01-1-5-54620		750.00
33006	8/17/2022	ROSE	Rose Noir Chocolates LLC			184.56
	220018	Kids Baking Class 8/3		22-2-2-54800		184.56
33007	8/17/2022	SO CA FLEET	Southern California Fleet Svcs, Inc.			978.66
	HP16395	#101 90 Day DOT Inspection		01-1-8-54710		209.71
	HP16397	#106 90 Day DOT Inspection		01-1-8-54710		139.81
	HP16398	#107 90 Day DOT Inspection		01-1-8-54710		139.81
	HP16399	#112 90 Day DOT Inspection		01-1-8-54710		139.81
	HP16400A	#113 90 Day DOT Inspection		01-1-8-54710		209.71
	HP16401	#100 90 Day DOT Inspection		01-1-8-54710		139.81
33008	8/17/2022	SO CA WASTE	Southern California Waste Management Forum			570.00
	081522	2022 Waste Mgmt. Conference & Exhibi...		01-0-1-54260		285.00
	081722	2022 Waste Mgmt. Conference & Exhibi...		01-0-1-54260		285.00
33009	8/17/2022	STEDES	Steen Design Studio, Inc			8,655.79
	4756	Civic Center - SB County Plan Check Fees		01-0-0-17000	C0002 COUNTY FEES	8,655.79
33010	8/17/2022	SWRCB	SWRCB-DWOCF			70.00
	081022	Water Distribution D1 Cert. Lane		01-1-1-54260		70.00
33011	8/17/2022	AQUA MET	Aqua Metric Sales Co			31,052.95
	INV0089954	(25) 2" Sensus Meter		01-1-0-13010		16,951.23
	INV0089954	(108) MXU 520 M Single Port Antenna		01-1-0-13010		14,101.72
33012	8/17/2022	TOPNOT	Top Notch Networking, LLC			810.85
	26055	Workstation Replacement - Park's Supe...		22-0-1-54770		810.85
33013	8/17/2022	TRLS	TRLS Engineering, Inc			35,600.00
	4177	Civic Center - Revision to CUP - Svcs for ...		01-0-0-17000	C0002 OUTSIDE SVCS	35,600.00
33014	8/17/2022	UNI SITE	United Site Services of California, Inc.			422.83
	00904242	Porta Potties Rental for Covid Site 8/8 - ...		01-0-1-53150	C0086 OUTSIDE SVCS	422.83
33015	8/17/2022	USPS-VV	United States Postal Service			275.00
	81722	Standard Mail Renewal Fee		01-0-1-54860		275.00
33016	8/17/2022	UNIVAR	UNIVAR INC.			2,095.96
	50442762	Liquid Chlorine - 570 Gl.		01-1-3-54500		2,095.96

Cash Disbursements Report

Payment Dates: 08/01/2022 - 08/31/2022

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
33017	8/17/2022 3433955	XEROX Copier Lease 8/12 - 9/11	Xerox Corporation	01-0-1-54300		280.55 280.55
33018	8/31/2022 23126	AVCOM Answering Svc. - Aug.	AVCOM Services Inc.	01-0-1-53150		111.50 111.50
33019	8/31/2022 175 175 175 175 175	BRUMCE Legal Svcs. - July Legal Svcs. - July Legal Svcs. - July Legal Svcs. - July Legal Svcs. - July	Brunick, McElhane & Kennedy	01-0-1-53120 01-0-1-53120 22-0-1-53120 22-2-0-17000 25-0-1-53120	C0100 OUTSIDE SVCS   C0078 OUTSIDE SVCS	2,425.00 187.50 1,506.25 37.50 506.25 187.50
33020	8/31/2022 51222685523 51222685523 5122268564	CINFIR First Aid Supplies - CSD First Aid Supplies - CSD First Aid Supplies - Shop	Cintas	01-0-1-54500 22-0-1-54500 01-1-1-54500		518.13 197.11 4.02 317.00
33021	8/31/2022 073122 073122 4126440778	CIN UNI Uniform Rental Svcs. - July Uniform Rental Svcs. - July Vehicle Wash Station Supplies	Cintas Corporation	01-1-1-54680 22-2-1-54680 01-1-8-54710		530.65 456.84 37.52 36.29
33022	8/31/2022 073122-2 083122	DONBAR July Mileage Rate Adjustment Mileage Reimbursement - Aug.	Don Bartz	01-0-1-54140 01-0-1-54140		376.59 32.16 344.43
33023	8/31/2022 090122	FRO 5072 Phones - Oasis Yard 8/25 - 9/24	Frontier Communications	01-1-1-58010		138.10 138.10
33024	8/31/2022 081022	FRO 3434 Phones - Telemetry 8/10 - 9/9	Frontier Communications	01-1-5-58010		182.00 182.00
33025	8/31/2022 081922	FRO 8637 Phones - Sr. Ctr. 8/19 - 9/18	Frontier Communications	22-0-1-58010		62.51 62.51
33026	8/31/2022 29563 29584	GENPUM Well #11 Pump & Motor Pulled & Inspec.. 3A Booster B Rehab & Overhaul for Effe...	General Pump Company, Inc.	01-1-3-54620 01-1-5-54620	C0105 OUTSIDE SVCS	25,179.24 12,705.00 12,474.24
33027	8/31/2022 876558453	GRAING (2) Traffic Control Anti-Fatigue Mats	W. W. Grainger, Inc	01-1-2-54500		205.54 205.54
33028	8/31/2022 071622	HAN PAI Painting of interior, Phelan C. C. Unit A	Hannon Painting	22-2-2-54620		3,400.00 3,400.00
33029	8/31/2022 991697	HARFRE Supplies to Secure Fill Station Cash Box	Central Purchasing LLC	01-1-2-54620		71.09 71.09
33030	8/31/2022 69059	HESHOS Fill Station Hose	Hesperia Hose Supply Inc	01-1-2-54620		43.10 43.10
33031	8/31/2022 19286	IB CON Update Capacity Fee Module	IB Consulting, LLC	01-1-1-53150		3,860.00 3,860.00
33032	8/31/2022 216675 216675 218055 218055 218055 218055	INFOSE Postage Mail Prep Fee Postage - July Printing - July Postage & Printing - July Postage & Printing - July	Infosend Inc	01-1-6-54860 01-1-6-54890 01-1-6-54860 01-1-6-54890 01-1-9-54800 22-2-2-54800	C0049 OUTSIDE SERVIC	2,529.51 32.28 8.48 66.21 819.22 801.66 801.66
33033	8/31/2022 S1054407-001	INLWAT (20) Gaskets & (209 Ft.) Ductile Pipe fo...	Inland Water Works Supply Co.	01-0-0-17000	C0095 OUTSIDE SVCS	230,645.44 100,327.92

Cash Disbursements Report

Payment Dates: 08/01/2022 - 08/31/2022

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	S1054407-003	(1792 Ft.) Ductile Pipe for Well #15		01-0-0-17000	C0095 OUTSIDE SVCS	85,924.16
	S1054407-005	(1014Ft.) Ductile Pipe		01-0-0-17000	C0095 OUTSIDE SVCS	48,620.03
	S1055390-011	(1) 6" x 1" Saddle		01-1-0-13010		132.91
33034	8/31/2022	MISS TAN	Miss Tanya's Dance Studio			3,000.00
	SU0002	Dance Classes - July 2021		22-2-2-54800		2,300.00
	SU0002-1	Dance Classes - June		22-2-2-54800		200.00
	SU0002-2	Dance Classes - July		22-2-2-54800		500.00
33035	8/31/2022	MIN PRESS	Lee Maxton, Inc.			4,042.44
	87798	Postcards for Ice Cream Social & Town ...		01-0-1-53150	C0085 OUTSIDE SVCS	1,097.87
	87798	Postcards for Ice Cream Social & Town ...		01-0-1-54920		1,097.86
	87799	Postage for Ice Cream Social & Town Hal..		01-0-1-53150	C0085 OUTSIDE SVCS	923.36
	87799	Postage for Ice Cream Social & Town Hal..		01-0-1-54860		923.35
33036	8/31/2022	MOJPRI	Samuel A. Pulice			83.69
	115382	Late Fee Waver Pads		01-0-1-54530		83.69
33037	8/31/2022	NAPA	NAPA Auto Parts			658.69
	083122	Inv #557400 Trk #1 Battery & Wiper Bla...		01-1-8-54710		429.14
	083122	Inv #555861 - Trk #6 & 106 Repair Suppl...		01-1-8-54710		35.30
	083122	Inv #55587 - Trk #113 Mud Flap		01-1-8-54710		21.00
	083122	Inv #556278 - Generator #106 Repair S...		01-1-8-54710		6.44
	083122	Inv #557458 Trk #1 Battery Core Deposit		01-1-8-54710		-36.00
	083122	Inv #556019 - Trk #113 Springs U-Bolts		01-1-8-54710		90.49
	083122	Inv #556277 - Trk #101 Wipers & Lights		01-1-8-54710		72.14
	083122	Inv #557707 - Trk #21 Air Filter		01-1-8-54710		40.18
33038	8/31/2022	OFFSOL	Office Solutions			4.17
	I-02036228	Office Supplies		01-0-1-54530		4.17
33039	8/31/2022	PATSAL	Patton Sales Corp			330.51
	4461688	Trk #29 & 30 Vise Mounts		01-1-8-54710		279.04
	56380012	Repair Supplies for Fill Station		01-1-2-54620		51.47
33040	8/31/2022	PHEEXP	Phelan Express, Inc.			416.36
	38105	Trk #20 - Oil Change		01-1-8-54710		109.21
	38443	Trk #21 - Oil Change		01-1-8-54710		104.05
	38499	Trk #3 - Oil Change		22-2-8-54710		80.43
	38518	Trk #18 Oil Change & Wiper Repair		01-1-8-54710		122.67
33041	8/31/2022	REBEL	Rebel Oil Company, Inc.			6,980.50
	7067400	Fuel - 589 Gl.		01-1-8-54410		2,907.65
	7067675	Fuel -546 Gl., DSL-238 Gl.		01-1-8-54410		4,072.85
33042	8/31/2022	RES STRA	Resource Strategies, Inc.			723.60
	RSII2029	GIS 2022 Aerial Imagery		01-7-7-54530		723.60
33043	8/31/2022	ARMELE	Rodger Ashby			300.00
	08112022	Electric Repairs - Well #14 Panel		01-1-3-54620		300.00
33044	8/31/2022	ROSE	Rose Noir Chocolates LLC			289.71
	220014	Kids Baking Class		22-2-2-54800		289.71
33045	8/31/2022	STAINS	Standard Insurance Company			1,007.18
	090122	LTD/Life/AD&D - Sept.		01-0-1-51230		845.32
	090122	LTD/Life/AD&D - Sept.		01-7-7-51230		96.41
	090122	LTD/Life/AD&D - Sept.		22-0-1-51230		65.45
33046	8/31/2022	AQUA MET	Aqua Metric Sales Co			184,752.52
	INV0090137	(898) 1" Sensus Meters		01-1-0-13010		140,707.67
	INV0090138	(104) 1" Sensus Meters		01-1-0-13010		15,820.63
	INV0090139	(150) 1" Sensus Meters		01-1-0-13010		22,818.22



Cash Disbursements Report

Payment Dates: 08/01/2022 - 08/31/2022

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	INV0090298	Yearly AMI Meter Basestation Support ...		01-1-6-53170		5,406.00
33047	8/31/2022 VoIP1604895	TOPNOT Office Phone - 8/20 - 9/19	Top Notch Networking, LLC	01-0-1-58010		454.80 454.80
33048	8/31/2022 2933 2934 2934	TOP OPT General Pest Control Oasis - Aug. General Pest Control CSD- Aug. (5) Bee Removals - Aug	Top Option Pest Control	01-1-1-53150 01-0-1-53150 01-1-6-53150		548.00 98.00 75.00 375.00
33049	8/31/2022 025388670 025388670 025388670 025-390351	TYLTEC Content Manager Annual Fees UB Online Support - Sept. 1 Time Fee Per Meter - Qty. (1,851) Annual Maint. Financials - FA, Purchasin...	Tyler Technologies, Inc	01-0-0-14100 01-1-6-53170 01-1-6-53170 01-0-0-14100		26,476.94 13,437.81 265.00 4,812.60 7,961.53
33050	8/31/2022 209716097-001	UNIREN Forklift Rental to Offload 12" Ductile at ...	United Rentals	01-0-0-17000	C0095 OUTSIDE SVCS	691.78 691.78
33051	8/31/2022 50497881	UNIVAR Liquid Chlorine - 600 Gl.	UNIVAR INC.	01-1-3-54500		2,206.28 2,206.28
33052	8/31/2022 450121	VALCON Stakes for New Meters	Valley Construction Supply	01-1-6-54500		282.64 282.64
33053	8/31/2022 25AR1491278	IMA SOU Base Rate & Copies	Visual Edge, Inc.	01-0-1-53150		661.97 661.97
DFT0011257	8/3/2022 063022-4585	THEGAS Gas - Phelan CC 6/22-6/30	The Gas Company	22-0-2-58110		18.97 18.97
DFT0011258	8/3/2022 072222-4585	THEGAS Gas - Phelan CC 7/1 -7/22	The Gas Company	22-0-2-58110		52.15 52.15
DFT0011259	8/3/2022 063022-4084	THEGAS Gas - Phelan Sr. Ctr. 6/22 - 6/30	The Gas Company	22-0-2-58110		3.94 3.94
DFT0011260	8/3/2022 072222-4084	THEGAS Gas - Phelan Sr. Ctr. 7/1 - 7/22	The Gas Company	22-0-2-58110		10.85 10.85
DFT0011261	8/4/2022 072922 072922 072922 072922	FBC-ERNESTO Tri-State Seminar - E. Barnes Tri-State Seminar - E. Araiza South Point - Tri State Stay Deposit Erne... South Point - Tri State Stay Deposit Eric	First Bank Card	01-1-1-54260 01-1-1-54260 01-1-1-54470 01-1-1-54470		378.80 99.00 99.00 90.40 90.40
DFT0011262	8/4/2022 073122 073122 073122 073122 073122 073122	FBC-CHRIS Amazon - Personal Charge in Error (Will... AWWA - D3 Prep Course for C. Gualco Tri-State Registration for Paul Amazon - Sunscreen Grainger - Spare Fuses for Sites Safelite - Trk #19 Windshield Repair	First Bank Card	01-0-1-54530 01-1-1-54260 01-1-1-54260 01-1-2-54500 01-1-3-54620 01-1-8-54710		1,590.48 4.99 524.98 99.00 53.88 418.82 488.81
DFT0011263	8/4/2022 073122 073122 073122 073122 073122 073122 073122 073122 073122	FBC-DON On X Maps - Drone Mapping App Shell - Fuel 76 - Fuel Chevron - Fuel Shell - Fuel Exxon - Fuel Ricks Cafe - Sheep Creek Meeting Ricks Cafe - Meeting with Deborah Ricks Cafe - Staff Meeting	First Bank Card	01-0-1-53170 01-0-1-54140 01-0-1-54140 01-0-1-54140 01-0-1-54140 01-0-1-54140 01-0-1-54440 01-0-1-54440 01-0-1-54440	C0085 OUTSIDE SVCS	1,348.77 99.99 137.51 110.04 168.65 92.97 130.51 37.68 38.30 39.49

Cash Disbursements Report

Payment Dates: 08/01/2022 - 08/31/2022

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	073122	Ricks Cafe - Staff Meeting		01-0-1-54440		106.64
	073122	Ricks Cafe - Staff Meeting		01-0-1-54440		104.31
	073122	Ricks Cafe		01-0-1-54440		40.38
	073122	Richies - Circle Green Meeting		01-0-1-54440		44.02
	073122	Ricks Cafe - Staff Meeting		01-0-1-54440		77.86
	073122	Ricks Cafe - Staff Meeting		01-0-1-54440		60.48
	073122	Ricks Cafe - Meeting with Sean & Chris		01-1-1-54440		59.94
DFT0011264	8/4/2022	FBC-GEORGE	First Bank Card			4,039.12
	073122	Adobe Subscription for Don		01-0-1-53170		8.77
	073122	Best Buy - HDMI Cable		01-0-1-54530		75.00
	073122	Costco - Flowers & Snacks for Charlie's ...		01-0-1-54530		493.71
	073122	Apple - iCloud Storage		01-1-1-53170		0.99
	073122	Shell - Trk #28 Fuel		01-1-8-54410		125.39
	073122	TripCo - Fuel for Trk #28		01-1-8-54410		100.00
	073122	Team Speed Wash - Trk #28 Car Wash		01-1-8-54710		10.00
	073122	Team Speed Wash - Trk #28		01-1-8-54710		10.00
	073122	Microsoft - for Cindy s In Error, TNN will...		01-7-7-53170		99.99
	073122	Tacos el Gordo-ESRI Conference Expens...		01-7-7-54470		47.62
	073122	Omni Hotel - ESRI Conference Parking F...		01-7-7-54470		15.00
	073122	Union Kitchen-ESRI Conference Expense...		01-7-7-54470		49.98
	073122	Tin Fish - ESRI Conference Expense (Ton...		01-7-7-54470		46.81
	073122	Broken Yolk-ESRI Conference Expense (...		01-7-7-54470		42.37
	073122	Casa Guadalajara - ESRI Conference Exp...		01-7-7-54470		39.89
	073122	Omni Hotel - ESRI Conference Parking F...		01-7-7-54470		35.00
	073122	Red Robin - ESRI Conference Expense		01-7-7-54470		28.90
	073122	Omni Hotel - ESRI Conference Parking F...		01-7-7-54470		23.00
	073122	Broken Yolk-ESRI Conference Expense T...		01-7-7-54470		49.10
	073122	Stone Brwing - ESRI Conference Expense		01-7-7-54470		27.66
	073122	Omni Hotel - ESRI Conference Stay for T...		01-7-7-54470		1,623.15
	073122	Omni Hotel - ESRI Conference Stay for ...		01-7-7-54470		1,020.15
	073122	Starbucks - ESRI Conference Expense		01-7-7-54470		5.93
	073122	Starbucks - ESRI Conference Expense		01-7-7-54470		8.29
	073122	Starbucks - ESRI Conference Expense		01-7-7-54470		8.29
	073122	Starbucks - ESRI Conference Expense		01-7-7-54470		10.50
	073122	Omni Hotel - ESRI Conference Parking F...		01-7-7-54470		20.00
	073122	Starbucks - ESRI Conference Expense		01-7-7-54470		13.63
DFT0011265	8/4/2022	FBC-LORI	First Bank Card			226.71
	073122	SDA Annual Conference		01-0-1-54260		50.00
	073122	Marriott - for CSDA Conference		01-0-1-54470		176.71
DFT0011266	8/4/2022	FBC-STEVE	First Bank Card			821.55
	073122	Diamond Environmnetal - Sanitation Re...		01-0-1-53150	C0085 OUTSIDE SVCS	481.75
	073122	The Webstaurant - Towels		22-2-2-54620		86.85
	073122	Dunn Eddwards - Paint for PH CC		22-2-2-54620		252.95
DFT0011267	8/4/2022	FBC-DEBORAH	First Bank Card			176.71
	073122	Marriott - CSDA Conference Stay		01-0-1-52229		176.71
DFT0011268	8/4/2022	FBC-KIM	First Bank Card			1,561.16
	073122	Calendar Wiz		01-0-1-53170		14.00
	073122	Zoom Subscription		01-0-1-53170	C0086 OUTSIDE SVCS	159.96
	073122	UCR - Managing High Performance Cour...		01-0-1-54260		275.00
	073122	UCR - Role as Supervisor Course for Trac...		01-0-1-54260		225.00
	073122	Crumb Cookies - for Safety Training		01-0-1-54260		44.00
	073122	Pitney Bowes Postage Meter Fee		01-0-1-54300		37.70
	073122	Marriott-CSDA Annual Conference Depo...		01-0-1-54470		176.71
	073122	Marriott-CSDA Annual Conference Depo...		01-0-1-54470		176.71
	073122	Envelope Superstore		01-0-1-54530		138.02
	073122	Amazon - 2 Cables		01-0-1-54530		29.50

Cash Disbursements Report

Payment Dates: 08/01/2022 - 08/31/2022

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	073122	Rubber Stamp - 1 Stamp		01-0-1-54530		38.74
	073122	Amazon - Tissue Case		01-0-1-54530		43.63
	073122	Amazon - Banker Boxes		01-0-1-54530		156.99
	073122	Amazon - Poster		01-0-1-54530		16.15
	073122	Amazon - Binder		01-0-1-54530		19.33
	073122	The Gallery Collection - Birthday Cards		01-0-1-54530		77.98
	073122	Amazon - Batteries		01-0-1-54530		30.61
	073122	Pitnew Bowes - Postage Refill		01-0-1-54860		8.61
	073122	Pitney Bowes - Credit for Unused Posta...		01-0-1-54860		-176.12
	073122	Cert. Mail Labels - Leak Letters		01-1-6-54860		68.64
DFT0011269	8/4/2022	FBC-SEAN	First Bank Card			1,327.22
	073122	Stater Bros - Water for Consolidation Ev...		01-0-1-54500	C0085 OUTSIDE SVCS	75.31
	073122	Driving Test - DOT Class for Paul		01-1-1-54260		99.00
	073122	Grandview - Tri-State Stay for Paul		01-1-1-54260		253.74
	073122	Amazon - Water Distribution Book for C...		01-1-1-54260		126.87
	073122	OSHA Training - E. Barnes		01-1-1-54260		59.00
	073122	Downtown Burgers - Safety Training		01-1-1-54260		64.65
	073122	UPS - Returned Part to Elemech		01-1-1-54860		1.00
	073122	Amazon - Chain Vise & Tire Inflator		01-1-2-54650		300.89
	073122	Ditch Witch - Vactor #113 Filters		01-1-8-54710		346.76
DFT0011270	8/4/2022	THEGAS	The Gas Company			67.39
	072922-6056	Gas - Pinon Hills CC 6/29 - 7/29		22-0-2-58110		67.39
DFT0011271	8/4/2022	THEGAS	The Gas Company			14.79
	072922-6781	Gas - Pinon Hills Fire 6/29 -7/29		22-0-2-58110		14.79
DFT0011272	8/4/2022	FBC-JENNIFER	First Bank Card			1,043.39
	073122	Amazon - Yr-End Safety Award Items		01-0-1-54260		188.51
	073122	Amazon - Yr-End Safety Award Items		01-0-1-54260		185.54
	073122	Amazon - Yr-End Safety Award Items		01-0-1-54260		77.57
	073122	Amazon - Yr-End Safety Award Items		01-0-1-54260		60.07
	073122	Amazon - Yr-End Safety Award Items		01-0-1-54260		53.88
	073122	Amazon - Yr-End Safety Award Items		01-0-1-54260		36.64
	073122	Amazon - Badge Holders		01-0-1-54530		24.75
	073122	Dollar Tree - Town Hall Meeting Supplies		01-0-1-54530	C0085 OUTSIDE SVCS	4.04
	073122	Zazzle - Desk Name Plate		01-0-1-54530		34.37
	073122	Walmart - Town Hall Meeting Supplies		01-0-1-54530	C0085 OUTSIDE SVCS	25.30
	073122	Amazon - Ipad Cover for Field		01-1-2-54500		63.52
	073122	Moo Print - Trk #28 Sticker		01-1-8-54710		24.99
	073122	NRG - Leak Tabs		01-1-9-54800		264.21
DFT0011273	8/11/2022	SCE 1613-6373	Southern California Edison			15.77
	073122	Electricity - R/R Crossings 7/1-7/31		23-0-2-58210		15.77
DFT0011274	8/10/2022	SCE 2439-1773	Southern California Edison			1.76
	063022	Electricity - Phelan Park 6/27 - 6/30		22-0-2-58110		1.76
DFT0011275	8/10/2022	SCE 2439-1773	Southern California Edison			11.24
	072622	Electricity - Phelan Park 7/1 -7/26		22-0-2-58110		11.24
DFT0011276	8/10/2022	SCE 3752-2894	Southern California Edison			159.79
	073122	Electricity - N. Dairy Mobile 6/30 - 7/31		01-1-3-58110		159.79
DFT0011277	8/10/2022	SCE 5917-6455	Southern California Edison			24.15
	073122	Electricity - Phelan Park St. Lights 7/1 - 7...		22-2-2-58110		24.15
DFT0011278	8/10/2022	SCE 4241-7012	Southern California Edison			165.40
	073122	Electricity - S. Dairy Mobile 6/30 - 7/31		01-1-3-58110		165.40

## Cash Disbursements Report

Payment Dates: 08/01/2022 - 08/31/2022

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
DFT0011279	8/10/2022 073122	SCE 8092-3468 Electricity - NW Dairy Mobile 6/30 -7/31	Southern California Edison	01-1-3-58110		82.64 82.64
DFT0011280	8/3/2022 071822 071822	FBC-KIM High Desert Party Rentals for Town Hall... High Desert Party Rentals for Town Hall...	First Bank Card	01-0-1-53150 01-0-1-54920	C0085 OUTSIDE SVCS	1,013.87 506.93 506.94
DFT0011281	8/3/2022 071122	FBC-STEVE Safelite Auto Glass - Trk #26 Windshiled...	First Bank Card	22-2-8-54710		924.30 924.30
DFT0011282	8/3/2022 261371881 742177	FBC-CHRIS Mouser - Motor Savers for Booster Sites Hi-Grade - Concrete Insertion Valve Rep...	First Bank Card	01-1-3-54620 01-1-3-54620		2,004.93 1,476.21 528.72
DFT0011283	8/5/2022 INV0005015 INV0005015	CALPERS 457 Cal PERS 457/ Employer Plan: 450 717 - ... Cal PERS 457/ Employer Plan: 450 717 - ...	California Public Employees' Deferred Compensation Plan	01-1-0-24560 22-2-0-24560		275.00 268.77 6.23
DFT0011284	8/5/2022 INV0005016 INV0005016 INV0005016 INV0005016	CALPERS CalPERS/Employee Portion(EE) CalPERS/Employee Portion(EE) CalPERS/Employee Portion(EE) CalPERS/Employee Portion(EE)	Calif Public Employees' Retirement System	01-1-0-24530 01-7-0-24530 22-2-0-24530 25-5-0-24530		2,912.23 2,398.74 239.46 215.06 58.97
DFT0011285	8/5/2022 INV0005017 INV0005017 INV0005017	CALPERS CalPERS/Employee Portion(ER) CalPERS/Employee Portion(ER) CalPERS/Employee Portion(ER)	Calif Public Employees' Retirement System	01-1-0-24530 01-7-0-24530 22-2-0-24530		3,425.81 2,687.35 394.11 344.35
DFT0011286	8/5/2022 INV0005018 INV0005018 INV0005018 INV0005018	CALPERS CalPERS/Employer Portion CalPERS/Employer Portion CalPERS/Employer Portion CalPERS/Employer Portion	Calif Public Employees' Retirement System	01-1-0-24530 01-7-0-24530 22-2-0-24530 25-5-0-24530		8,020.63 6,385.51 835.97 733.90 65.25
DFT0011287	8/5/2022 INV0005019 INV0005019 INV0005019 INV0005019	CALPERS CalPERS Retirement/ Survivor Benefits CalPERS Retirement/ Survivor Benefits CalPERS Retirement/ Survivor Benefits CalPERS Retirement/ Survivor Benefits	Calif Public Employees' Retirement System	01-1-0-24530 01-7-0-24530 22-2-0-24530 25-5-0-24530		23.25 18.42 2.09 2.58 0.16
DFT0011288	8/5/2022 INV0005020	CALPERS 457 457 Loan Payback	California Public Employees' Deferred Compensation Plan	01-1-0-24560		136.03 136.03
DFT0011289	8/5/2022 INV0005021	EDD State Disability Ins - Payroll Taxes	Employment Development Department	01-0-0-24510		935.30 935.30
DFT0011290	8/5/2022 INV0005022	IRS Social Security - Payroll Taxes	Internal Revenue Service	01-0-0-24510		171.70 171.70
DFT0011291	8/5/2022 INV0005023	EDD CA State Income Tax - Payroll Taxes	Employment Development Department	01-0-0-24510		3,752.85 3,752.85
DFT0011292	8/5/2022 INV0005024	IRS Medicare - Payroll Taxes	Internal Revenue Service	01-0-0-24510		2,781.90 2,781.90
DFT0011293	8/5/2022 INV0005025	IRS Federal Income Tax - Payroll Taxes	Internal Revenue Service	01-0-0-24510		10,759.80 10,759.80
DFT0011294	8/18/2022 062922 062922	SCE 8362-7804 Electricity - Solar Meter June Electricity - Solar Credits June	Southern California Edison	01-1-3-58110 01-1-3-58115		608.51 618.77 -10.26

## Cash Disbursements Report

Payment Dates: 08/01/2022 - 08/31/2022

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
DFT0011295	8/18/2022 053022	SCE 9515-2666 Electricity - Solar Credits 5/2-5/31	Southern California Edison	01-1-3-58115		-1,506.27 -1,506.27
DFT0011296	8/18/2022 062922 062922 062922	SCE 9515-2666 Electricity- Wells, Boosters, Tanks Electricity-Solar Credits Electricity-St. Lights	Southern California Edison	01-1-3-58110 01-1-3-58115 23-3-2-58210		91,851.54 124,545.67 -34,159.29 1,465.16
DFT0011299	8/18/2022 073122	SCE 7441-5755 Electricity -Pinon Hills CC 7/5-8/2	Southern California Edison	22-0-2-58110		498.32 498.32
DFT0011300	8/18/2022 73122 73122	SCE 9515-2666 Electricity - Wells, Boosters, Tanks Electricity - Solar Credits	Southern California Edison	01-1-3-58110 01-1-3-58115		18,022.49 24,723.81 -6,701.32
DFT0011301	8/18/2022 9912486886 9912486886	VER AIR Phones-Ipad for Ernesto Phones-Jet Packs, Tablets,On-Call July	Verizon Wireless	01-1-1-54530 01-1-1-58010		1,350.86 399.64 951.22
DFT0011302	8/25/2022 16887064	CalPER FY 2021-22 GASB 68 Reports & Schedul...	CalPERS	01-0-1-53110		1,050.00 1,050.00
DFT0011303	8/30/2022 090122 PERS 090122 PERS 090122 PERS	CalPERS Health PERS Health Premium - Sept. PERS Health Premium Admin Fee - Sept. PERS Health Share Premium - Sept.	California Public Employees' Retirement System	01-0-0-14130 01-0-1-51230 01-1-1-51230		37,093.14 36,916.78 124.21 52.15
DFT0011304	8/30/2022 090122 NonPERS 090122 NonPERS	CalPERS Health NonPERS Health Premium - Sept. NonPERS Health Premium Admin Fee - ...	California Public Employees' Retirement System	01-0-0-14130 01-0-1-51230		3,378.47 3,367.36 11.11
DFT0011305	8/16/2022 6056778	AME FID Flex Spending 7/15	American Fidelity Assurance Company	01-0-0-24580		257.78 257.78
DFT0011306	8/18/2022 6057282	AME FID Flex Spending 7/29	American Fidelity Assurance Company	01-0-0-24580		257.78 257.78
DFT0011307	8/22/2022 6059200	AME FID Flex Spending 8/15	American Fidelity Assurance Company	01-0-0-24580		257.78 257.78
DFT0011308	8/18/2022 022422 022422 052922 052922 053022 062622 062622 070121	SCE 9587-0653 Electricity - Office 1/26 - 2/24 Electricity - Solar Credit 1/26 - 2/24 Electricity-Credits 4/27-5/25 Bill Prep 7/... Electricity-Credits 4/27-5/25 Bill Prep 7/... Electricity-Office 4/27-5/25 Bill Prep 7/... Electricity - Office 5/26 - 6/26 Electricity - Solar Credits 5/26 - 6/26 Electricity - Office Solar Credits (Prior Yr...	Southern California Edison	01-0-1-58110 01-1-3-58115 01-1-3-58115 01-1-3-58115 01-0-1-58110 01-0-1-58110 01-1-3-58115 01-1-3-58115		578.47 1,344.03 -99.30 -278.96 -1,134.41 1,134.41 1,896.29 -444.00 -1,839.59
DFT0011309	8/19/2022 INV0005026 INV0005026	CALPERS 457 Cal PERS 457/ Employer Plan: 450 717 - ... Cal PERS 457/ Employer Plan: 450 717 - ...	California Public Employees' Deferred Compensation Plan	01-1-0-24560 22-2-0-24560		275.00 257.70 17.30
DFT0011310	8/19/2022 INV0005027 INV0005027 INV0005027 INV0005027	CALPERS CalPERS/Employee Portion(EE) CalPERS/Employee Portion(EE) CalPERS/Employee Portion(EE) CalPERS/Employee Portion(EE)	Calif Public Employees' Retirement System	01-1-0-24530 01-7-0-24530 22-2-0-24530 25-5-0-24530		2,912.23 2,422.00 242.37 203.70 44.16
DFT0011311	8/19/2022 INV0005028 INV0005028	CALPERS CalPERS/Employee Portion(ER) CalPERS/Employee Portion(ER)	Calif Public Employees' Retirement System	01-1-0-24530 01-7-0-24530		3,425.81 2,657.86 394.11

Cash Disbursements Report

Payment Dates: 08/01/2022 - 08/31/2022

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	INV0005028	CalPERS/Employee Portion(ER)		22-2-0-24530		373.84
DFT0011312	8/19/2022	CALPERS	Calif Public Employees' Retirement System			8,020.63
	INV0005029	CalPERS/Employer Portion		01-1-0-24530		6,371.82
	INV0005029	CalPERS/Employer Portion		01-7-0-24530		839.19
	INV0005029	CalPERS/Employer Portion		22-2-0-24530		760.75
	INV0005029	CalPERS/Employer Portion		25-5-0-24530		48.87
DFT0011313	8/19/2022	CALPERS	Calif Public Employees' Retirement System			23.25
	INV0005030	CalPERS Retirement/ Survivor Benefits		01-1-0-24530		18.41
	INV0005030	CalPERS Retirement/ Survivor Benefits		01-7-0-24530		2.10
	INV0005030	CalPERS Retirement/ Survivor Benefits		22-2-0-24530		2.61
	INV0005030	CalPERS Retirement/ Survivor Benefits		25-5-0-24530		0.13
DFT0011314	8/19/2022	CALPERS 457	California Public Employees' Deferred Compensation Plan			136.03
	INV0005031	457 Loan Payback		01-1-0-24560		127.10
	INV0005031	457 Loan Payback		22-2-0-24560		8.93
DFT0011315	8/19/2022	EDD	Employment Development Department			936.62
	INV0005032	State Disability Ins - Payroll Taxes		01-0-0-24510		936.62
DFT0011316	8/19/2022	EDD	Employment Development Department			3,665.21
	INV0005033	CA State Income Tax - Payroll Taxes		01-0-0-24510		3,665.21
DFT0011317	8/19/2022	IRS	Internal Revenue Service			2,740.86
	INV0005034	Medicare - Payroll Taxes		01-0-0-24510		2,740.86
DFT0011318	8/19/2022	IRS	Internal Revenue Service			10,466.99
	INV0005035	Federal Income Tax - Payroll Taxes		01-0-0-24510		10,466.99
DFT0011319	8/26/2022	SCE 1078-5254	Southern California Edison			1,291.25
	071122	Electricity - CC & CSD 7/11 - 8/8		22-0-2-58110		1,291.25
DFT0011320	8/26/2022	SCE 8362-7804	Southern California Edison			612.74
	073122	Electricity - Solar Meter July		01-1-3-58110		622.47
	073122	Electricity - Solar Credits July		01-1-3-58115		-9.73
DFT0011321	8/31/2022	SCE 9515-2666	Southern California Edison			7,320.39
	073122	Electricity-Wells, Boosters, Tanks		01-1-3-58110		8,803.38
	073122	Electricity-Solar Credits		01-1-3-58115		-2,932.38
	073122	Electricity-St. Lights		23-3-2-58210		1,449.39
DFT0011322	8/31/2022	SCE 9587-0653	Southern California Edison			1,688.35
	072622	Electricity - Office 6/27 - 7/26		01-0-1-58110		2,219.98
	072622	Electricity - Solar Credit 6/27 - 7/26		01-1-3-58115		-531.63
DFT0011323	8/31/2022	THEGAS	The Gas Company			15.29
	082222-4084	Gas - Phelan Sr. Ctr. 7/22 - 8/22		22-0-2-58110		15.29
DFT0011324	8/31/2022	THEGAS	The Gas Company			73.85
	082222-4585	Gas - Phelan CC 7/22 - 8/22		22-0-2-58110		73.85
DFT0011325	8/31/2022	SCE 2439-1773	Southern California Edison			12.41
	042622	Electricity - Phelan Park Solar Credit		01-1-3-58115		-41.15
	052522	Electricity - Phelan Park 4/27-5/25		22-0-2-58110		17.26
	062622	Electricity - Phelan Park 5/26 -6/26		22-0-2-58110		19.04
	072722	Electricity - Phelan Park 7/27 - 8/24		22-0-2-58110		17.26
<b>Payment Total:</b>						<b>1,122,543.71</b>

## Report Summary

## Fund Summary

Fund	Payment Amount
01 - WATER FUND	1,084,737.06
22 - PARKS & RECREATION	38,445.56
23 - STREET LIGHTING	2,930.32
25 - SOLID WASTE	1,197.85
<b>Grand Total:</b>	<b>1,127,310.79</b>

## Account Summary

Account Number	Account Name	Payment Amount
01-0-0-14100	Prepaid Expense	39,799.34
01-0-0-14130	Prepaid Benefit	46,138.39
01-0-0-17000	CIP Enterprise Funds	305,784.06
01-0-0-24510	Payroll Tax Payable	36,211.23
01-0-0-24580	Supplemental Ins W/H Pa...	773.34
01-0-1-51230	Employee Group Insurance	2,024.70
01-0-1-52210	Board Exp - Auto Expense	-17.27
01-0-1-52212	Board - Auto Expense/Kuj...	44.63
01-0-1-52219	Board - Auto Expense/Phil...	85.00
01-0-1-52229	Board - Meals,Travel Expe...	392.96
01-0-1-52239	Board - Education,Trainin...	40.00
01-0-1-53110	Auditing & Accounting Fe...	1,050.00
01-0-1-53120	Legal Services	3,806.25
01-0-1-53150	Outside Service	5,664.16
01-0-1-53170	Software Support	3,750.52
01-0-1-54140	Auto Expense	1,329.83
01-0-1-54200	Credit Card Fee & Bank C...	619.91
01-0-1-54230	Dues & Subscriptions	2,443.00
01-0-1-54260	Education & Training	1,766.21
01-0-1-54290	Employment Expense	32.00
01-0-1-54300	Equipment Rental / Lease	318.25
01-0-1-54320	General Maintenance	310.00
01-0-1-54440	Meeting, Seminar & Suppl...	549.16
01-0-1-54470	Travel Expense	1,422.02
01-0-1-54500	Operating Supplies	501.27
01-0-1-54530	Office Supplies	2,178.43
01-0-1-54620	Repair & Maintenance	536.07
01-0-1-54770	Computer & Equip Maint...	1,309.80
01-0-1-54860	Postage & Mailing	1,030.11
01-0-1-54920	Public Relation	1,604.80
01-0-1-58010	Telephone	692.32
01-0-1-58110	Utilities	6,805.82
01-0-2-58110	Utilities	279.37
01-1-0-13010	Inventory - Water Field Pa...	233,323.29
01-1-0-16730	Trucks	121,086.90
01-1-0-24530	Retirement W/H Payable	22,960.11
01-1-0-24560	Retirement 457 W/H Pay...	789.60
01-1-1-51230	Employee Group Insurance	52.15
01-1-1-53150	Outside Service	4,836.00
01-1-1-53160	Permits & Fees	1,338.80
01-1-1-53170	Software Support	0.99
01-1-1-54260	Education & Training	1,495.24
01-1-1-54320	General Maintenance	225.00
01-1-1-54440	Meeting, Seminar & Suppl...	59.94
01-1-1-54470	Travel Expense	519.04
01-1-1-54500	Operating Supplies	580.72
01-1-1-54530	Office Supplies	399.64
01-1-1-54680	Uniforms	456.84
01-1-1-54830	State & County Fees & Se...	706.00

## Account Summary

Account Number	Account Name	Payment Amount
01-1-1-54860	Postage & Mailing	1.00
01-1-1-58010	Telephone	1,429.26
01-1-1-82300	Meter Installation	1,546.22
01-1-1-89110	Gain / Loss on Sales of As...	-22,000.00
01-1-2-53150	Outside Service	430.00
01-1-2-54500	Operating Supplies	810.92
01-1-2-54620	Repair & Maintenance	1,545.07
01-1-2-54650	Small Tools	1,305.50
01-1-3-54500	Operating Supplies	4,302.24
01-1-3-54620	Repair & Maintenance	17,611.85
01-1-3-58110	Utilities	159,721.93
01-1-3-58115	Utilities - Solar Credits	-49,688.29
01-1-4-53140	Laboratory Analysis	1,748.00
01-1-5-54620	Repair & Maintenance	59,470.75
01-1-5-58010	Telephone	182.00
01-1-6-53150	Outside Service	450.00
01-1-6-53170	Software Support	10,483.60
01-1-6-54500	Operating Supplies	282.64
01-1-6-54620	Repair & Maintenance	321.63
01-1-6-54860	Postage & Mailing	2,787.11
01-1-6-54890	Printing	827.70
01-1-8-54410	Fuel Costs	14,970.25
01-1-8-54710	Vehicle Maintenance	6,252.23
01-1-9-53120	Legal Services	443.75
01-1-9-54800	Programs (Wtr Conservati...	2,155.95
01-1-9-54890	Printing	1,706.56
01-7-0-24530	Retirement W/H Payable	2,949.40
01-7-7-51230	Employee Group Insurance	192.82
01-7-7-53120	Legal Services	43.75
01-7-7-53170	Software Support	99.99
01-7-7-54470	Travel Expense	3,523.69
01-7-7-54530	Office Supplies	723.60
22-0-1-51230	Employee Group Insurance	157.16
22-0-1-52210	Board Exp - Auto Expense	5.71
22-0-1-53120	Legal Services	37.50
22-0-1-54320	General Maintenance	30.00
22-0-1-54500	Operating Supplies	8.11
22-0-1-54770	Computer & Equip Maint...	810.85
22-0-1-58010	Telephone	384.42
22-0-2-58110	Utilities	2,519.35
22-2-0-17000	CIP - Parks & Rec	16,908.75
22-2-0-24530	Retirement W/H Payable	2,636.79
22-2-0-24560	Retirement 457 W/H Pay...	32.46
22-2-1-54680	Uniforms	37.52
22-2-2-53150	Outside Service	509.90
22-2-2-54500	Operating Supplies	28.44
22-2-2-54620	Repair & Maintenance	4,508.24
22-2-2-54800	Programs (Park & Rec)	8,801.48
22-2-2-58110	Utilities	24.15
22-2-8-54710	Vehicle Maintenance	1,004.73
23-0-2-58210	Utilities - Street Lights	15.77
23-3-2-58210	Utilities - Street Lights	2,914.55
25-0-1-53120	Legal Services	618.75
25-5-0-24530	Retirement W/H Payable	217.54
25-5-1-52210	Board Exp - Auto Expense	11.56
25-5-1-54800	Programs (Solid Waste)	350.00
	<b>Grand Total:</b>	<b>1,127,310.79</b>



**Project Account Summary**

<b>Project Account Key</b>	<b>Payment Amount</b>
**None**	784,217.46
C0002 COUNTY FEES	8,655.79
C0002 OUTSIDE SVCS	52,625.00
C0049 OUTSIDE SERVIC	2,335.49
C0078 OUTSIDE SVCS	16,908.75
C0085 LEGAL	387.50
C0085 OUTSIDE SVCS	3,152.24
C0086 OUTSIDE SVCS	1,632.79
C0095 OUTSIDE SVCS	244,503.27
C0100 OUTSIDE SVCS	187.50
C0105 OUTSIDE SVCS	12,705.00
<b>Grand Total:</b>	<b>1,127,310.79</b>

# Agenda Item 4

Matters Removed from  
Consent Items

# Agenda Item 5

Presentations/Appointments

# Agenda Item 6a

Discussion & Possible Action  
Regarding Addition of New  
Position for Solid Waste

## MEMORANDUM

**DATE:** September 21, 2022

**TO:** Board of Directors

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

**SUBJECT:** Discussion & Possible Action Regarding Addition of a Full-time Position for Solid Waste

### STAFF RECOMMENDATION

For the Board to authorize the addition of a fulltime position for solid waste.

### BACKGROUND

The District is in the process of implementing services in order to comply with SB 1383 and other CalRecycle requirements. Many of the tasks have been absorbed by existing staff however, with upcoming implementation of commercial organics service in January 2023, and uniform residential service in July 2023, it is necessary to hire an additional staff member.

Some of the duties of this position will include:

- Providing customer service related to solid waste, including processing new customer forms and answering routine questions related to District solid waste and recycling programs.
- Preparing and processing self-hauler permits and de minimis applications.
- Meeting with business owners, property owners, and property managers to educate on District programs.
- Conducting site audits with CR&R staff, preparing citations, and compiling various report data.
- Representing the District's Solid Waste Department at various community events.
- Attending the District's Waste & Recycling Committee meetings and other outside agency meetings pertaining to solid waste and recycling as directed.
- Ensuring District staff and locations are compliant with solid waste and recycling requirements by monitoring trash and educating District employees on proper disposal methods.
- Scheduling community and school outreach programs.

The District was waiting to hire for this position until the disposition of Sheep Creek employees was known. Due to the end of consolidation negotiations, and the need to train and educate the new employee, as well as develop programs and procedures before implementation of uniform solid waste service, it is necessary to fill this position as soon as possible.

**FISCAL IMPACT**

Funding for this position will primarily come from solid waste. For the remainder of the 2022/2023 budget year, the total employment expenses are as follows:

	Minimum Rate	Maximum Rate
	\$24.01	\$31.21
Annual Wages (prorated)	\$37,455.60	\$48,687.60
District Taxes/Ret. Cont./Insurance (prorated)	\$4,253.82	\$5,292.31
Max District Health Benefits Cont. (prorated)	\$13,338.00	\$13,338.00
Total for Remainder of FY	\$55,047.42	\$67,317.91

**ATTACHMENT(S)**

None

# Agenda Item 6b

Discussion & Possible Approval to Enter into a Professional Services Agreement with KTUA for 65% Design Work for the Phelan Community Park Expansion

## MEMORANDUM

**DATE:** September 21, 2022

**TO:** Board of Directors

**FROM:** Don Bartz, General Manager  
By: George Cardenas, Engineering Manager

**SUBJECT:** Discussion & Possible Approval to Enter into a Professional Services Agreement (PSA), with KTUA, for professional Landscape Architectural services for the Phelan Community Park Design Development Phases

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### STAFF RECOMMENDATION

Staff recommends for the Board to approve the PSA with KTUA for the amount not to exceed \$464,905.

### BACKGROUND

Revision to a Conditional Use Permit (CUP) approval and permitting of the Civic Center project requires an approved CUP for the Phelan Community Park project. In August of 2020, the Board approved a PSA with KTUA, David Evans and Associates, TRLS Engineering and Tom Dodson Inc. for a 35% preliminary park design and revision to the current CUP of the Civic Center Project, including grading, street design, geotechnical/biological reports for \$421,325.

On May 18, 2022, the Board approved the final park layout of preliminary park design proposed by KTUA. Staff and the design team have worked on closely in coordinating with the county with the phasing of the Civic Center and Phelan Park projects.

The scope of work proposed herein shall provide a 65% of full construction documents package for the Phelan Community Park CUP submittal. It is anticipated, the scope of work, shall be completed by the end of 2023.

### FISCAL IMPACT:

\$464,905

### ATTACHMENTS:

KTUA letter and proposal, Fee Table, Phelan Community Park Expansion Conceptual Master Plan layout, attachment B (schematic),





September 16, 2022

Attn: **Don Bartz**  
Reference: **Park Master Plan  
Design Development Phases (65% of full Construction Documents)**  
Project: **Phelan Community Park**

**Proposal**

Dear Mr. Bartz;

We are excited to continue working with the Phelan / Pinon Hills Community Services District (District) and to submit our professional Landscape Architectural services and fees for the Phelan Community Park Design Development Phases of the project.

The limits of the Phelan Community Park project (Project) is approximately 22.7 acres (see Attachment B – Park Master Plan). The site can be further defined and broken into the following areas:

**Area A (New Community Park):**

A 14-acre plot of land that is on the eastern portion of the site. This area is currently an open field occupied by native flora and open dirt roads. This area is planned to have the a multipurpose lawn, skatepark and bicycle pump track, drop off area, two multi-purpose athletic fields, a dog park, two playgrounds (tot lot and 5-12 year old), a restroom building, equestrian center & parking, detention basin/s, parking lots, walkways, and native vegetation.

**Area B (Civic Center Site):**

A 5-acre plot that is on the western edge of the site and currently graded. This area is planned to have the civic center building, the main park entrance, parking lots, community center & gymnasium, community skatepark, a splash pad, entry & event plazas, and terraced & outdoor seating. As the civic center has been designed through construction documents, this area is not included in this scope of services. See Attachment B for delineation.

**Area C (Existing Community Park):**

A 3.7-acre existing park that currently has the District’s offices, a parking lot, picnic areas, a basketball court, and an open lawn. The intention of this area is to be further blended and incorporated into the expanded Area A and B areas. This area will include the relocated community garden and a tennis court with pickleball court inlays.

The scope of work in this contract shall provide a complete package for the CUP completion and will further design of these three project areas, combining them into one comprehensive site and preparing them to a level where further construction documents can be developed with better understanding of grading, utility, and hardscape/softscape connections.

All phases of the work will include various meetings with the District and project team to ensure the site is balanced and coordinated with the District desires and performance requirements per County and Regional standards. This effort will provide you with updated visuals and renderings so that you can continue to promote the park and future efforts and raising funding for the construction effort. The team will also ensure proper project management and administration of the scope of work are handled using standard care throughout the duration of the project. The team anticipates that the work described herein this scope of services shall be completed by the end of 2023.

The fees for this scope were done using bottom-up estimates for the work anticipated but also using industry standards. Per industry standards, the typical percentage applied to development projects is 10% of the total project construction costs. Per previous cost studies, the cost of the Phelan Community Park was anticipated to be around \$17 million. Taking 10% of the \$17 million would mean that the total soft costs for the project should be around \$1.7 million. The completion of the scope in this contract would take the design from 35% schematic to 65% design development, constituting 30% of the total production effort. Taking 30% of the \$1.7 million the target soft costs for this project would be approximately \$510,000. The fees shown in this scope of work match the target industry standard for soft costs.

The following is a summary of the phases and tasks, which are separated into task groups for clarity of the scope:

### **Phase 1: Project Management and Administration**

- 1.1 Meetings with County Staff
- 1.2 CEQA Administration and Support
- 1.3 Correspondence and Team Management
- 1.4 Project Timeline Support & Strategy
- 1.5 Rendered Site Plan and Updated 3D Graphics
- 1.6 Overall Project Management & Administration

### **Phase 2: Final Schematics (35%) & Completion of CUP Plans**

- 2.1 Final Site Base
- 2.2 Final Schematic Landscape Plan
- 2.3 Final Schematic Restroom Building Plans
- 2.4 Final Schematic Grading and Drainage Plan
- 2.5 Final Hydrology Plan, Drainage & WQMP Reports
- 2.6 Final Schematic Road & Parking Lot Layout Plan
- 2.7 Final Schematic Utility Layout Plan
- 2.8 Final Schematic Lighting Plan
- 2.9 Team Meetings (4 total)
- 2.10 Quality Control / Project Management

### **Phase 3: Draft Design Development (50%)**

- 3.1 Demolition Plans, Notes & Details
- 3.2 Construction Plans, Notes & Details
- 3.3 Restroom Building, Plans, Notes & Details
- 3.4 Planting Plans, Notes & Details
- 3.5 Irrigation Plans, Notes & Details
- 3.6 Grading and Drainage Plans, Notes & Details
- 3.7 Utility Plans, Notes & Details
- 3.8 Electrical Plans, Notes & Details
- 3.9 Skatepark and Pump Track Plans, Notes & Details
- 3.10 Outline Specifications
- 3.11 Internal Cost Estimate (20% contingency)
- 3.12 Team Meetings (4 total)
- 3.13 Quality Control / Project Management

### **Phase 4: Final Design Development (50%)**

- 4.1 Demolition Plans, Notes & Details
- 4.2 Construction Plans, Notes & Details
- 4.3 Restroom Building, Plans, Notes & Details
- 4.4 Planting Plans, Notes & Details
- 4.5 Irrigation Plans, Notes & Details
- 4.6 Grading and Drainage Plans, Notes & Details
- 4.7 Utility Plans, Notes & Details
- 4.8 Electrical Plans, Notes & Details
- 4.9 Skatepark and Pump Track Plans, Notes & Details
- 4.10 Outline Specifications
- 4.11 Internal Cost Estimate (20% contingency)
- 4.12 Team Meetings (4 total)
- 4.13 Quality Control / Project Management

The following details our proposed scope of work per task:

- I. SCOPE OF WORK (See Exhibit A – Estimate of Services):

### **Phase 1: Project Management and Administration**

This phase of the scope is for the general project management and administration. The KTUA team will work with the District and County staff for the tasks needed under this scope of services. This phase is anticipated to run the duration of the project.

#### 1.1 Meetings with County Staff:

KTUA and Steeno Design will have up to three (3) meetings with County Staff for the CUP and other items of the project. These meetings are anticipated to be videoconference or teleconference calls.

#### 1.2 CEQA Administration and Support:

KTUA will assist the District in preparing and facilitating the project CEQA working with the selected environmental team. KTUA will help prepare maps and graphics and will help to

facilitate up to four (4) meeting with the CEQA team. KTUA can also work with the project team throughout the duration of the project. CEQA discussions can occur with the project team during the team meetings stated under task 2.8.

1.3 Correspondence and Team Meeting Preparation:

KTUA will work with the District and project team throughout the duration of the project. KTUA will correspond with the District, project team, County staff, and other entities via email and will help manage the team meetings, deliverables, and other project requirements. KTUA will prepare agendas and meeting minutes and will circulate these with the project team.

1.4 Project Timeline Support:

KTUA will assist with the timeline and will provide an updated timeline and schedule for the project throughout the duration of the scope of services. KTUA will work with the District and project team to ensure that the project is moving forward in a timely manner and will bring any delays up to the District if they occur.

1.5 Rendered Site Plan and Updated 3D Graphics (4 total):

The project team will update the site plan rendering and 3D model graphics. The scope includes four (4) perspective renderings. The perspective renderings are intended to capture a bird's eye perspective of the park and include various amenities to help convey the general feel of the proposed design. Additional renderings may be developed at a fee/rate.

1.6 Overall Project Management & Administration:

KTUA will serve as the primary filter for the project team and will provide QAQC services throughout the duration of the scope of services. Invoicing and progress reports will be prepared with the appropriate backup material and submitted to the client on a monthly basis. As part of this process, KTUA will prepare and maintain all the required documents for the District's records.

Deliverables:

- Meeting Agendas and Minutes
- Project Timeline Updates (monthly)
- Updated Rendered Site Plan & 3D Perspectives (4 total)
- Project Management & Administration (QAQC, invoicing, progress reports)

Meetings:

- Three (3) Teleconference/Videoconference Meetings with County Staff
- Four (4) Meetings with CEQA Team And District

**Phase 2: Final Schematics (35%) & Completion of CUP Plans**

2.1 Final Site Base:

The final site base will be a done in AutoCAD and will refine the various site elements based on any changes that occur due to further schematic engineering studies. This site base plan will allow the schematic package to be finalized and will be provided to Steeno Design for the final site plan.

## 2.2 Final Schematic Landscape Plan:

The final schematic landscape plan will be done using CAD and will take the various landscape site elements and define them in a greater level of design detail and placement. The plants anticipated for the project will be shown in a 'such as' manner and sizes will be generically shown.

## 2.3 Final Schematic Restroom Building Plans

The team will provide final schematic restroom building plans to be provided by the manufacturer. The team will format the sheets to be consistent with the overall package and will provide other requisite information per the County's requirements.

## 2.4 Final Schematic Grading and Drainage Plan

The team's civil engineer will provide a final schematic grading and drainage plan which will indicate the grading and drainage of the site and will include earth work quantities.

## 2.5 Hydrology, Drainage & WQMP Reports

The team's civil engineer will provide hydrology, drainage, and Water Quality Management (WQMP) Reports per the County's requirements.

## 2.6 Final Schematic Road & Parking Lot Layout Plan

The team's civil engineer will provide schematic road and parking lot layout plans which will include the needed items sufficient for County review.

## 2.7 Final Schematic Utility Layout Plan

The team's civil engineer will provide schematic utility layout plans which will indicate the anticipated septic/leach field areas and domestic water points of connection and lines to the restroom building.

## 2.8 Final Schematic Electrical/Lighting Plan

The schematic electrical and lighting plan shall include the anticipated electrical service connection, parking lot lighting, pathway/walkway lighting, landscape lighting, and electrical power indications to the sports field lighting. This will be done in a final schematic format for CUP review purposes.

## 2.9 Team Meetings (4 total)

KTUA and the project team will attend up to four (4) project status video/teleconference calls throughout the duration of the phase for any project needs, feedback, data, and general coordination.

## 2.10 Quality Control & Project Management:

The project team will provide QAQC services throughout the duration of the phase for the drawings and products developed. This task also includes general email correspondence and submittal coordination for the project team.

### Deliverables:

- Final Schematic Landscape Plan
- Final Schematic Grading and Drainage Plan

- Final Hydrology, Drainage & WQMP Reports
- Final Schematic Road & Parking Lot Layout Plan
- Final Schematic Utility Layout Plan
- Final Schematic Electrical/Lighting Plan

Meetings:

- Four (4) Tele/Videoconference Meetings

**Phases 3 & 4: Draft & Final Design Development (50% & 65%)**

Design Development Package:

The design development package will further define the various project elements which are essential for construction tie-ins, cost estimating, and other final construction document tasks. The package shall include the following components:

- ✓ Demolition Plans, Notes & Details
- ✓ Construction Plans, Notes & Details
- ✓ Building Plans, Notes & Details
- ✓ Planting Plans, Notes & Details
- ✓ Irrigation Plans, Notes & Details
- ✓ Grading and Drainage Plans, Notes & Details
- ✓ Utility Plans, Notes & Details
- ✓ Electrical Plans, Notes & Details
- ✓ Skatepark and Pump Track Plans, Notes & Details

3/4.1 Demolition Plans, Notes & Details:

The team will produce a draft demolition plan at 40' scale with notes, details, and callouts to help describe the demolition of the site. This plan will also include the description of existing features that shall be retained and protected in place.

3/4.2 Construction Plans, Notes & Details:

This plan will specifically call out all landscape site improvements at 20' scale, and identify their materials, colors, finishes and will refer to construction details and specifications required to install the work. Details include new walkways and handrails to comply with accessibility standards.

3/4.3 Building Plans, Notes & Details:

The team will provide final restroom building plans, notes, and details to be provided by the manufacturer. The team will format the sheets to be consistent with the overall package and will provide other requisite information for the District's review.

3/4.4 Planting Plans, Notes & Details:

This plan will graphically locate and identify planting materials to be at 20' scale, including specific quantities, sizes and varieties and planting legend to install plant materials.

3/4.5 Irrigation Plans, Notes & Details:

This plan will diagrammatically layout landscape irrigation piping, valves, control equipment, sprinkler heads and related irrigation equipment for the irrigation of planting areas, at 20' scale. Pipe and equipment sizing will not be included at this level but standard size equipment will be assumed for cost purposes. The team will coordinate with the Civil and Electrical subs as required. A preliminary Water Efficient Landscape Worksheet shall be provided inclusive of the Hydrozone information table and Water budget calculations (MAWA, ETWU) as required.

#### 3/4.6 Grading and Drainage Plans, Notes & Details:

These plans will be provided by the team's civil engineer and will indicate the grading and drainage and will indicate the grading and spot elevations to accommodate all of the new park improvements and stormwater BMPs. Earthwork quantities will be calculated with the intent to create a balanced site. In addition, the plans will include general civil notes, typical sections and details, and erosion control plans at a design development level.

#### 3/4.7 Utility Plans, Notes & Details:

These plans will be provided by the team's civil engineer and will show the sewage and wet utility improvements required to support the new park improvements. The team's civil engineer will coordinate with the utility companies for new services and meters to the park site for domestic water to confirm service charges and equipment needs.

#### 3/4.8 Electrical Plans, Notes & Details:

These plans will provide the lighting and electrical design of the site at 20' scale. The lighting plan shall include the anticipated electrical service connection, parking lot lighting, pathway/walkway lighting, landscape lighting, and electrical power indications to the sports field lighting. The design will include the power and lighting systems and title 24 documentation for lighting and electrical distribution systems. The plans will also include any telecom systems and the team's electrical engineer will coordinate with associated telecom vendor for power and raceway requirements.

#### 3/4.9 Skatepark and Pump Track Plans, Notes & Details:

These plans will provide location of design perimeter and elements using horizontal coordinate curve data and/or horizontal dimensioning; show vertical spot elevations of skatepark and pump track surfaces and adjacent elements; show locations and sizing of necessary drainage structures, sizing and location of pipe daylight, invert and finish grades of drains; show vertical cross sections sufficient to relay all sculptural and geometric elements within the design; show vertical relations of skatepark and pump track perimeter to adjacent grades, berms, buffers & landscaping areas; provide keynote legend depicting section cuts in plan view; show horizontal and vertical dimensions on cross sections; Identify location of all concrete control joints, sawcut joints, expansion joints, and cold joints; and provide sufficient detailing for the skatepark and pump track.

#### 3/4.10 Outline Specifications:

The outline specification document shall include the anticipated specification sections that are needed for the project. The specification sections shall be in CSI format from Division 01 through 32. The specification outline will highlight various

items that are intended in the overall project design and will be used for future project planning and documentation purposes.

3/4.11 Construction Estimate:

The construction estimate shall establish the framework for the various project elements, cost categories, and summarize the cost of the amenity areas. The estimate may also include itemized figures that are defined within the schematic design package. The construction estimate will include a contingency based on the design development nature of the design.

3/4.12 Team Meetings:

KTUA and the project team will attend up to eight (8) project status video/teleconference calls throughout the duration of both phases for any project needs, feedback, data, and general coordination.

3/4.13 Quality Control & Project Management:

The project team will provide QAQC services throughout the duration of the phase for the drawings and products developed. This task also includes general email correspondence and submittal coordination for the project team.

Deliverables:

- Demolition Plans, Notes & Details
- Construction Plans, Notes & Details
- Planting Plans, Notes & Details
- Irrigation Plans, Notes & Details
- Grading and Drainage Plans, Notes & Details
- Utility Plans, Notes & Details
- Electrical Plans, Notes & Details
- Skatepark and Pump Track Plans, Notes & Details
- Construction Estimate

Meetings:

- Eight (8) Tele/Videoconference Meetings

II. PROFESSIONAL FEES (See Exhibit A – Estimate of Services for Detailed Breakdown):

<b>Phase 1 – Project Management and Administration.....</b>	<b>\$47,730</b>
<b>Phase 2: Final Schematic Plan (35%) &amp; Completion of CUP .....</b>	<b>\$105,555</b>
<b>Phase 3: Draft Design Development (50%) .....</b>	<b>\$177,985</b>
<b>Phase 4: Final Design Development (65%).....</b>	<b>\$128,635</b>
<b>Structural Engineer Allowance .....</b>	<b>\$5,000</b>
<b>Project Reimbursables* .....</b>	<b>\$500</b>

*\*Reimbursables include workshop materials, reproduction, mileage and other misc. expense.  
 KTUA will submit receipts of materials with reimbursable invoice.*

**TOTAL .....****\$464,905.00**



### III. EXCLUSIONS:

The following scope items are excluded from the KTUA Scope of Services:

1. CUP and ZC processing (to be done by District/Steen Design)
2. Areas outside of the defined project limits (see exhibit B)
3. Plans for any improvements not specifically described in the Scope of Work
4. Construction Documents
5. Drainage/Water Lift Stations
6. Traffic Signal Design, Traffic Control Plans, or Street Lighting Plans (Public or Private)
7. Off-site Sewer, Water, or Storm Drain Design.
8. Stormwater Pollution Prevention Plan (SWPPP), QSP/QSD Services or other professional Civil Engineering services beyond the nature of this scope
9. County or Agency Processing & Processing Fees
10. CEQA or environmental services
11. Development of Easement Plats, Map Waivers, Maps, or Parcel Maps
12. Geotechnical studies
13. Investigation or treatment of hazardous materials/wastes which may be associated with, on, or beneath the site
14. Design of the solar PV system is excluded. Electrical scope is to coordinate with the solar PV designer/contractor and design the electrical distribution system to accommodate the solar PV system.
15. LEED, Sites or other certifications
16. Architectural plans will be integrated into the park plan (fee not in this contract)
17. Phasing Plans

### IV. ADDITIONAL SERVICES:

Additional Services - All services beyond those specified in this agreement will be provided under an hourly arrangement. The following shall be considered as additional services:

- A. Any changes and revisions to the site plan or program requested by the Client, reviewing public agencies, or other authorized parties, after the plans have been approved.
- B. Additional meetings above and beyond those outlined in the scope above.
- C. Preparing phased drawings, studies, reports and/or drawings required because of revisions in the criteria or project program, making revisions to drawings, specifications or other documents when such revisions are inconsistent with approvals or instructions previously given; or performing services required to prepare alternate schemes for Client consideration beyond those prepared under the normal pursuit of a project of this nature.
- D. Preparing additional studies reports or drawings and/or making modifications to the existing documents due to changes of laws or codes by any governmental agency having jurisdiction over the project.
- E. Providing special analysis of Client needs not covered by this contract.
- F. All plan-processing fees are to be paid by client before plan submittal.
- G. All additional services requested by the Client above and if our office must attend any public hearings or make presentations to public agencies beyond

those specified above shall be paid for by the Client, at the below rates for staff members.

H. All work shall be billed at the following hourly rates:

Administration .....	\$80.00/hour
Designer/ Draftsperson.....	\$105.00/hour
Senior Designer.....	\$125.00/hour
Associate II.....	\$145.00/hour
Senior Associate II .....	\$175.00/hour
Principal II.....	\$205.00/hour

- i. All hourly rates for services required and/or performed for this project after December of each year are subject to a maximum increase of five percent (5%) per annum for cost of doing business increase.
- ii. Fee payment request for time and material work, additional services, and other reimbursable costs will be due and payable at the first of each month for items furnished and work completed.
- iii. It is hereby agreed that failure by the Client to pay promptly all amounts due hereunder this Agreement to the Landscape Architect, as and when the same becomes due, will excuse further performance by the Landscape Architect until all such payments have been made; and under such circumstances the Landscape Architect may, at his option, add interest to accounts thirty (30) days past due at the rate of one percent (1%) per month on the unpaid balance of the account due and assessed until such overdue balance has been paid in full. The Client shall pay for all legal costs and attorney's fees resulting from any legal action required to collect those fees, which remain unpaid for a period in excess of ninety (90) days.
- iv. Additional requirements and services listed in other agreements with the Client are specifically excluded from this proposal unless specifically agreed to in writing.

V. **CLIENT RESPONSIBILITIES:**

The Client shall be responsible and agree to provide or cause to be provided to the Landscape Architect, at no cost to the Landscape Architect, (if available) the following:

- A. Electronic base plan set up in Auto Cad format version 2010 min., DXF, DWG or EXE. CAD files shall be accompanied by file per settings, names of files, reference files, named views, (indicate if in paper space or model space). Description of CAD file layers (name and indicate on, off, frozen, etc.); showing exact locations, elevations, and sizes of proposed structures and improvements. Certified land survey of the site, giving grades and lines of streets, pavements and adjoining properties, rights-of-ways, restrictions, easements, zoning, deed restrictions and contours of the site; locations, dimensions and complete data pertaining to existing improvements, plantings, and available services and utilities both public and private. Prints denoting accurate to scale plans and drawings.

- B. Providing promptly full information regarding the requirements for the project.
- C. Designating a representative to act in its behalf with respect to the project. A Client representative shall examine documents submitted by Landscape Architect and shall render decisions pertaining thereto promptly to avoid unreasonable delay in the progress of Landscape Architect's services.
- D. Certifications - Guarantees and Warrantees: The firm shall not be required to execute any document that would result in its certifying, guaranteeing or warranting the existence of conditions whose existence the firm cannot ascertain.

We look forward to the opportunity to continue the work to create a special space for the communities of Phelan and Piñon Hills.

Respectfully,



Michael L. Singleton,  
Principal KTUA, RLA  
AICP-CTP and LEED AP

<b>Exhibit A</b> Estimate of Services <b>Phelan / Piñon Community Services District</b> Community Park Design Development  Staff Member: Billing Rate:		KTUA					TRLS			EDI		ARC			RLB		Task Hours	Task Fee	
		Principal Planner / Landscape Architect	Project Manager / Landscape Architect	Sr. Landscape Architect	Sr. Irrigation Manager	Sr. Designer	Designer Support	Principal Civil Engineer	Civil Project Manager	Wet Utilities	Electrical / Lighting Engineer	Electrical / Lighting Designer	Sr. Skateboard Park Designer	Sr. Pump Track Designer	Skatepark and Pump Track Engineer	Sr. Cost Estimator			Cost Estimator
		Michael Singleton	Matt Wilkins	Cheri Blatner	Bernard Everling	David Jamesson	Gwen Stark	Tom Ragan	TBD	TBD	Rodelio Dantes	Edwardo David	Nathan Bemo	Alon Karpman	Andras Hordos	TBD			TBD
		\$205	\$145	\$175	\$175	\$125	\$105	\$190	\$170	\$130	\$165	\$150	\$170	\$170	\$175	\$185	\$165		
<b>Phase 1: Project Management and Administration</b>																			
1.1	Meetings with County Staff (3 total)	6	6	6														18	\$3,150
1.2	CEQA Admin. and Team Coordination of Products	12	40	8														60	\$9,660
1.3	Correspondence and Team Meeting Preparation	8	24	8	4	8												52	\$8,220
1.4	Project Timeline Support	2	6	2														10	\$1,630
1.5	Rendered Site Plan and Updated 3D Graphics (4 total)	2	12	2		24	36											76	\$9,280
1.6	Overall Project Management & Administration	18	40	24	12													94	\$15,790
<b>Sub-total Hours:</b>		<b>48</b>	<b>128</b>	<b>50</b>	<b>16</b>	<b>32</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>310</b>	
<b>Sub-total Costs:</b>		<b>\$9,840</b>	<b>\$18,560</b>	<b>\$8,750</b>	<b>\$2,800</b>	<b>\$4,000</b>	<b>\$3,780</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$47,730</b>
						Reim. Costs:	\$0	Reim. Costs:			\$0	Reim. Costs:		\$0	Reim. Costs:		\$0	<b>Total Reim.</b>	\$0
						Total Labor and Reim.	\$47,730	Total			\$0	Total		\$0	Total		\$0	<b>Total Fee</b>	\$47,730
<b>Phase 2: Final Schematic Plan (35%) &amp; Completion of CUP Plans</b>																			
2.1	Final Site Base	2	8	6		18	4											38	\$5,290
2.2	Final Schematic Landscape Plan	2	8	6	4	18	8											46	\$6,410
2.3	Final Schematic Restroom Building Plans	1	4	2		8												15	\$2,135
2.4	Final Schematic Grading and Drainage Plan	2	8	4				30	40	20								104	\$17,370
2.5	Final Hydrology, Drainage & WQMP Reports		2					10	20									32	\$5,590
2.6	Final Schematic Road & Parking Lot Layout Plan	2	6	2				40	60	20								130	\$22,030
2.7	Final Schematic Utility Layout Plan		4		2			24	60	24								114	\$18,810
2.8	Final Schematic Electrical/Lighting Plan		4	2							16	40						62	\$9,570
2.9	Team Meetings (4 total)	4	8	8		4	4	8				8						44	\$7,020
2.10	Quality Control / Project Management	6	24	12	8	12		8										70	\$11,230
<b>Sub-total Hours</b>		<b>19</b>	<b>76</b>	<b>42</b>	<b>14</b>	<b>60</b>	<b>16</b>	<b>120</b>	<b>180</b>	<b>64</b>	<b>16</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>655</b>	
<b>Sub-total Costs</b>		<b>\$3,895</b>	<b>\$11,020</b>	<b>\$7,350</b>	<b>\$2,450</b>	<b>\$7,500</b>	<b>\$1,680</b>	<b>\$22,800</b>	<b>\$30,600</b>	<b>\$8,320</b>	<b>\$2,640</b>	<b>\$7,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$105,455</b>
						Reim. Costs:	\$100	Reim. Costs:			\$0	Reim. Costs:		\$0	Reim. Costs:		\$0	<b>Total Reim.</b>	\$100
						Total Labor and Reim.	\$33,995	Total			\$61,720	Total		\$9,840	Total		\$0	<b>Total Fee</b>	\$105,555

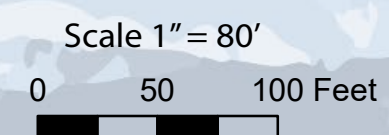
<b>Exhibit A</b> Estimate of Services <b>Phelan / Piñon Community Services District</b> Community Park Design Development		KTUA					TRLS			EDI		ARC			RLB		Task Hours	Task Fee				
		Principal Planner / Landscape Architect	Project Manager / Landscape Architect	Sr. Landscape Architect	Sr. Irrigation Manager	Sr. Designer	Designer Support	Principal Civil Engineer	Civil Project Manager	Wet Utilities	Electrical / Lighting Engineer	Electrical / Lighting Designer	Sr. Skateboard Park Designer	Sr. Pump Track Designer	Skatepark and Pump Track Engineer	Sr. Cost Estimator			Cost Estimator			
		Staff Member: <b>Michael Singleton</b>	<b>Matt Wilkins</b>	<b>Cheri Blatner</b>	<b>Bernard Everling</b>	<b>David Jamesson</b>	<b>Gwen Stark</b>	<b>Tom Ragan</b>	<b>TBD</b>	<b>TBD</b>	<b>Rodelio Dantes</b>	<b>Edwardo David</b>	<b>Nathan Bemo</b>	<b>Alon Karpman</b>	<b>Andras Hordos</b>	<b>TBD</b>			<b>TBD</b>			
Billing Rate:	\$205	\$145	\$175	\$175	\$125	\$105	\$190	\$170	\$130	\$165	\$150	\$170	\$170	\$175	\$185	\$165						
<b>Phase 3: Draft Design Development (50%)</b>																						
3.1	Demolition Plans, Notes & Details	2	6	4	2	8	8											30	\$4,170			
3.2	Construction Plans, Notes & Details	4	36	16		80	40											176	\$23,040			
3.3	Restroom Building Plans, Notes & Details	1	4	2		8												15	\$2,135			
3.4	Planting Plans, Notes & Details	4	16	8		40	20											88	\$11,640			
3.5	Irrigation Plans, Notes & Details	2	8	4	18	4	60											96	\$12,220			
3.6	Grading and Drainage Plans, Notes & Details		2					40	60	16								118	\$20,170			
3.7	Utility Plans, Notes & Details		2					40	60	16								118	\$20,170			
3.8	Electrical Plans, Notes & Details		2								8	32						42	\$6,410			
3.9	Skatepark and Pump Track Plans, Notes & Details		2										24	18	90			134	\$23,180			
3.10	Outline Specifications	2	8	12	4			16			4	8	4	4	20			82	\$14,130			
3.11	Internal Cost Estimate	1	2	1									4	2	4	60	40	114	\$20,090			
3.12	Team Meetings (4 total)	8	8	8	4	8	4	8				8	4	1	4	4	4	73	\$11,990			
3.13	Quality Control / Project Management	4	18	8	12	6		4										52	\$8,440			
<b>Sub-total Hours</b>		<b>28</b>	<b>114</b>	<b>63</b>	<b>40</b>	<b>154</b>	<b>132</b>	<b>108</b>	<b>120</b>	<b>32</b>	<b>12</b>	<b>48</b>	<b>36</b>	<b>25</b>	<b>118</b>	<b>64</b>	<b>44</b>	<b>1138</b>				
<b>Sub-total Costs</b>		\$5,740	\$16,530	\$11,025	\$7,000	\$19,250	\$13,860	\$20,520	\$20,400	\$4,160	\$1,980	\$7,200	\$6,120	\$4,250	\$20,650	\$11,840	\$7,260		\$177,785			
						Reim. Costs:	\$200				Reim. Costs:	\$0			Reim. Costs:	\$0			<b>Total Reim.</b>	\$200		
						Total Labor and Reim.	\$73,605				Total	\$45,080			Total	\$31,020			<b>Total Fee</b>	\$177,985		
<b>Phase 4: Final Design Development (65%)</b>																						
4.1	Demolition Plans, Notes & Details	2	6	4	2	8	8											30	\$4,170			
4.2	Construction Plans, Notes & Details	6	28	12		60	40											146	\$19,090			
4.3	Restroom Building Plans, Notes & Details	1	4	2		8												15	\$2,135			
4.4	Planting Plans, Notes & Details	4	14	6		36	18											78	\$10,290			
4.5	Irrigation Plans, Notes & Details	2	6	4	12	4	40											68	\$8,780			
4.6	Grading and Drainage Plans, Notes & Details		2					24	48	16								90	\$15,090			
4.7	Utility Plans, Notes & Details		2					16	32	16								66	\$10,850			
4.8	Electrical Plans, Notes & Details		2								8	24						34	\$5,210			
4.9	Skatepark and Pump Track Plans, Notes & Details		2										10	10	28			50	\$8,590			
4.10	Outline Specifications	2	8	6	4			8			4	4	4	4	10			54	\$9,210			
4.11	Internal Cost Estimate		2										2	2	2	40	20	68	\$12,020			
4.12	Team Meetings (4 total)	8	8	8	4	8	4	8				8	4	1	4	4	4	73	\$11,990			
4.13	Quality Control / Project Management	4	24	16	18			4										66	\$11,010			
<b>Sub-total Hours:</b>		<b>29</b>	<b>108</b>	<b>58</b>	<b>40</b>	<b>124</b>	<b>110</b>	<b>60</b>	<b>80</b>	<b>32</b>	<b>12</b>	<b>36</b>	<b>20</b>	<b>17</b>	<b>44</b>	<b>44</b>	<b>24</b>	<b>838</b>				
<b>Sub-total Costs:</b>		\$5,945	\$15,660	\$10,150	\$7,000	\$15,500	\$11,550	\$11,400	\$13,600	\$4,160	\$1,980	\$5,400	\$3,400	\$2,890	\$7,700	\$8,140	\$3,960		\$128,435			
						Reim. Costs:	\$200				Reim. Costs:	\$0			Reim. Costs:	\$0			<b>Total Reim.</b>	\$200		
						Total Labor and Reim.	\$66,005				Total	\$29,160			Total	\$13,990			<b>Total Fee</b>	\$128,635		
Total Hours per position:		<b>124</b>	<b>426</b>	<b>213</b>	<b>110</b>	<b>370</b>	<b>294</b>	<b>288</b>	<b>380</b>	<b>128</b>	<b>40</b>	<b>132</b>	<b>56</b>	<b>42</b>	<b>162</b>	<b>108</b>	<b>68</b>					
		<b>\$25,420</b>	<b>\$61,770</b>	<b>\$37,275</b>	<b>\$19,250</b>	<b>\$46,250</b>	<b>\$30,870</b>	<b>\$54,720</b>	<b>\$64,600</b>	<b>\$16,640</b>	<b>\$6,600</b>	<b>\$19,800</b>	<b>\$9,520</b>	<b>\$7,140</b>	<b>\$28,350</b>	<b>\$19,980</b>	<b>\$11,220</b>					
						Grand Total Labor Costs:	\$220,835				Labor Costs:	\$135,960			Labor Costs:	\$26,400			Labor Costs:	\$45,010	Labor Costs:	\$31,200
						Grand Total Reim. Costs:	\$500				Reim. Costs:	\$0			Reim. Costs:	\$0			Reim. Costs:	\$0	Reim. Costs:	\$0
						% of Total	48%				% of Total	29%			% of Total	6%			% of Total	10%	% of Total	7%

GRAND TOTAL LABOR	\$459,405
GRAND TOTAL REIM.	\$500
STUCTURAL SUPPORT ALLOWANCE	\$5,000
<b>GRAND TOTAL</b>	<b>\$464,905</b>



PHELAN COMMUNITY PARK  
 CONCEPTUAL  
 MASTER PLAN

**DRAFT**  
 September 2022



Prepared for:



Prepared by:

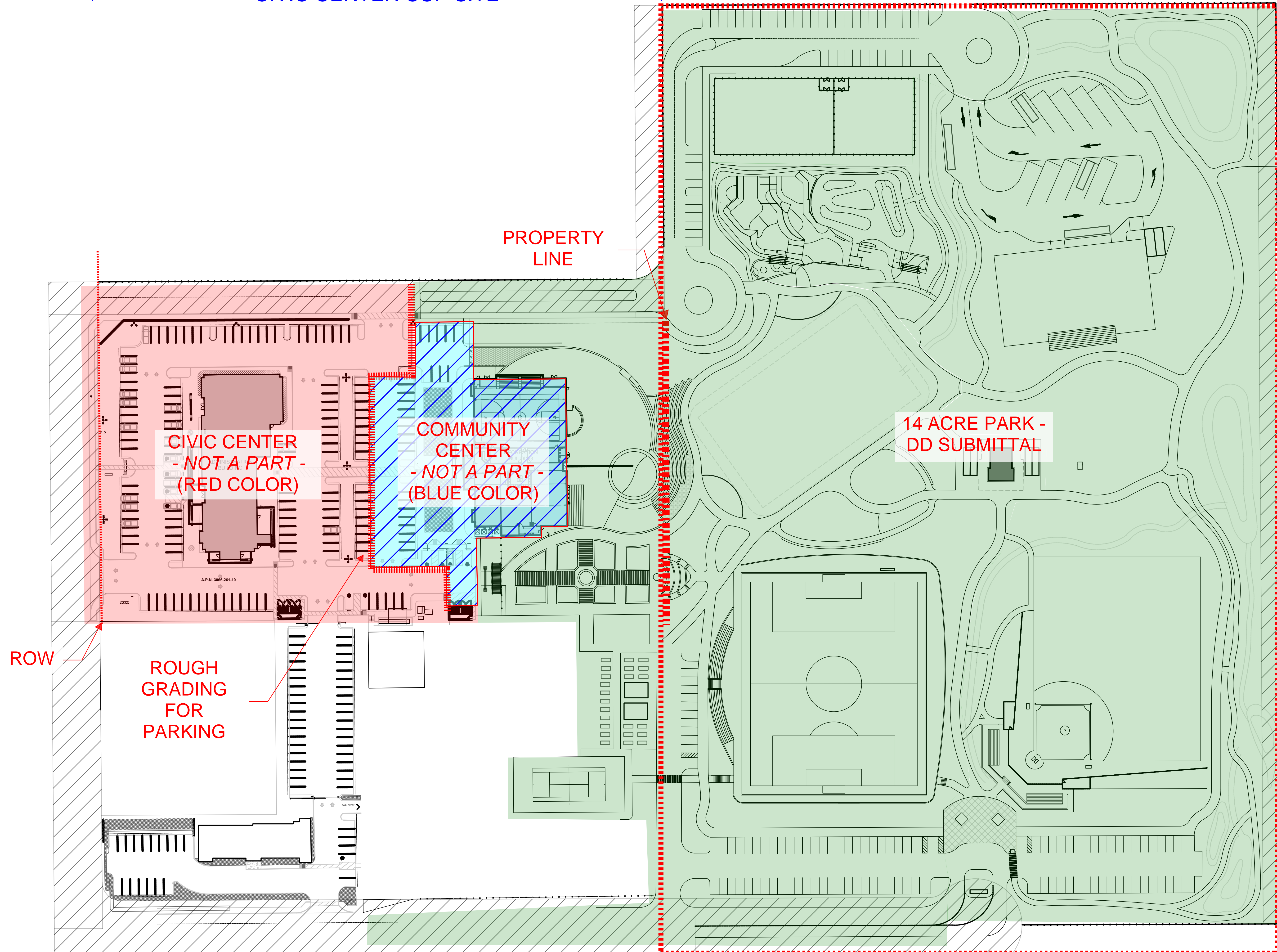


3916 Normal Street  
 San Diego, CA 92103  
 619-294-4477  
 www.ktua.com

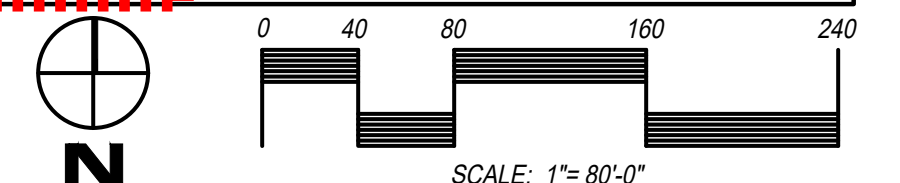
# ATTACHMENT B

CIVIC CENTER CUP SITE

14-ACRE PARK CUP SITE



## PHELAN COMMUNITY PARK



# Agenda Item 6c

Update on the Proposed Civic  
Center & Phelan Park Expansion  
Projects





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

## MEMORANDUM

**DATE:** September 21, 2022  
**TO:** Board of Directors  
**FROM:** Don Bartz, General Manager  
By: Kim Ward, HR Manager/Executive Secretary  
**SUBJECT:** Update on the Proposed Civic Center & Phelan Park Expansion Project

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### 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

# Agenda Item 8

Staff & General Manager's Report



# Phelan Piñon Hills Community Services District

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

## Assistant General Manager / CFO's Report

August 2022

### FINANCIAL DATA:

Enterprise Fund (Water Operations)				
	August	YTD	Total Budget	% of Total Budget
Operational Revenue	\$805,293.46	\$1,566,059.42	\$8,287,548.92	19%
Operational Expenses	\$474,781.49	\$1,095,692.29	\$8,329,076.79	13%
<b>Net Income (Loss)</b>	<b>\$330,511.97</b>	<b>\$470,367.13</b>	<b>-\$41,527.87</b>	<b>-1133%</b>
Non-Operational Revenue	\$239,530.05	\$363,287.95	\$1,763,046.40	21%
Non-Operational Expenses	\$0.00	-\$229,963.61	\$974,919.08	-24%
<b>Net Income (Loss)</b>	<b>\$239,530.05</b>	<b>\$593,251.56</b>	<b>\$788,127.32</b>	<b>75%</b>
Total Revenue	\$1,044,823.51	\$1,929,347.37	\$10,050,595.32	19%
Total Expense	\$474,781.49	\$865,728.68	\$9,303,995.87	9%
<b>Total Net Income (Loss)</b>	<b>\$570,042.02</b>	<b>\$1,063,618.69</b>	<b>\$746,599.45</b>	<b>142%</b>
<b>Capital Outlay/Principal Pmts/C6</b>		<b>\$787,662.65</b>	<b>\$4,642,476.34</b>	

Government Funds (Parks, Street Lighting, Solid Waste & Recycling)				
	August	YTD	Total Budget	% of Total Budget
Operational Revenue	\$63,971.40	\$85,665.09	\$531,667.30	16%
Operational Expenses	\$46,322.21	\$107,718.72	\$916,645.95	12%
<b>Net Income (Loss)</b>	<b>\$17,649.19</b>	<b>-\$22,053.63</b>	<b>-\$384,978.65</b>	<b>6%</b>
Non-Operational Revenue	\$0.00	\$10.77	\$1,528,448.08	0%
Non-Operational Expenses	\$0.00	\$0.00	\$159,510.88	0%
<b>Net Income (Loss)</b>	<b>\$0.00</b>	<b>\$10.77</b>	<b>\$1,368,937.20</b>	<b>0%</b>
Total Revenue	\$63,971.40	\$85,675.86	\$2,060,115.38	4%
Total Expense	\$46,322.21	\$107,718.72	\$1,076,156.83	10%
<b>Total Net Income (Loss)</b>	<b>\$17,649.19</b>	<b>-\$22,042.86</b>	<b>\$983,958.55</b>	<b>-2%</b>

GOVERNMENT FUNDS:	General	Parks and Rec	Street Lighting	Property Tax	Solid Waste	Total
Revenue YTD	44,550.90	2,510.00	0.00	10.77	38,604.19	85,675.86
Expense TYD	1,058.37	94,388.32	1,465.16	0.00	10,806.87	107,718.72
<b>Total Net Income (Loss)</b>	<b>43,492.53</b>	<b>-91,878.32</b>	<b>-1,465.16</b>	<b>10.77</b>	<b>27,797.32</b>	<b>-22,042.86</b>

	Enterprise	Government	Total
Cash Available	\$834,155.84	\$7,757,088.60	\$8,591,244.44
Cash Reserves	\$11,205,033.30	\$632,780.00	\$11,837,813.30
Total Cash	\$12,039,189.14	\$8,389,868.60	\$20,429,057.74

**ADMINISTRATIVE DATA:** August 2022

<b>Water Consumption (HCF):</b>	May	June	July	August
2022	96,898	113,493	118,854	131,055
2021	113,358	183,812	144,605	153,959
2020	95,706	150,140	125,663	155,787

<b>Meters In Ground:</b>	May	June	July	August
	7182	7189	7193	7201

<b>Meter Permits Issued:</b>	May	June	July	August
	6	8	4	13

<b>Lock-offs:</b>	May	June	July	August
	56	72	55	49

<b>Customer Service A/R Activities</b>	August Quantity		August \$ Received	
<b>Payments</b>				
Cash	518	8.94%	\$90,901.41	9.62%
Check	859	14.83%	\$320,608.18	33.94%
Credit Card (counter)	158	2.73%	\$39,183.40	4.15%
Mail (checks)	1,191	20.56%	\$118,278.18	12.52%
Online (credit card)	3,068	52.95%	\$375,543.07	39.76%
<b>TOTAL</b>	<b>5,794</b>	<b>100.00%</b>	<b>\$944,514.24</b>	<b>100.00%</b>

<b>Payments Received and Processed</b>	August Quantity	Enterprise	Government
Water	5,774	5,774	
Gvmt (Rentals, Classes, Franchise fee, et	20		20
	<u>5,794</u>	<u>5,774</u>	<u>20</u>
		99.7%	0.3%

-147

<b>Customer Service Other Activities</b>	August Quantity	Enterprise	Government
Service Orders Processed	383	383	
Assisted Customers at Counter	1,535	1,515	20
	<u>1,918</u>	<u>1,898</u>	<u>20</u>
		98.7%	1.3%



## Water Operations Manager's Report August 2022

### Introduction

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

### Summary

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

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

### Water Quality Samples

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

TEST TYPE	NO. OF COLLECTIONS THIS MONTH	TESTING SCHEDULE	NOTES
Raw water and Bac-t samples	46 samples	Monthly	All in compliance, Sampled Weekly
General physical samples	6 samples	Monthly	All in compliance, Sampled Weekly
TTHM/HAA5	0 samples sets	Quarterly	All in compliance.
UCMR 4	0 sample sets	TBD	All in Compliance.
Inorganics	0 samples	Yearly	All in compliance.
Radiological (Gross Alpha)	0 samples	Every 3 Years	All in compliance.
Trichloropropane 1,2,3-TCP	0 samples	Quarterly	All in compliance.
Regulated 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.

<b>Total Monthly Production</b>	321.72 A. F. 15 % less than 2013 11% less than 2021
<b>2013 Monthly Production</b>	379.30 A. F.
<b>USA's Marked</b>	130
<b>Service Orders Completed</b>	491 service orders completed
<b>Main/Service Line Leaks</b>	75 service line leaks repaired. 1 Main line leak/ breaks repaired
<b>Hydrant Repairs/Replacements</b>	0 hydrant repaired/0 replaced
<b>Residential Meters Sold</b>	13
<b>Commercial Meters Sold</b>	0
<b>YTD Total Meters Sold (Calendar)</b>	63 (95 in 2021)
<b>Construction Meters Out</b>	4
<b>Service Lines Replaced</b>	9

### Job Code Summary

<b>Job Code</b>	<b>Total Completed</b>
C-Lock - Lock	49
C-Read & Unlock-Open - Read & Unlock - Opening	12
C-Read & Unloc-OC-DM - Read & Unlock - Opening-OC-DM	47
D-Closing Read & Lck - Closing Read & Lock DO NOT USE	4
D-Closing Read-OC-DM - Closing Read & Lock-OC-DM DO NOT USE	0
M- Investigate Lock - Verify Meter Still Locked	30
M- Verify Acct Class - Verify Account Class	0
M- Water Audit - Audit Water Usage	3
M-Backflow - Backflow Information	0
M-Cost Estimate Req - Cost Estimate Request	0
M-Data - Data Log	12
M-Bees- Bees	0
M-Investigate Leak - Investigate Leak	0
M-Investigate No Wtr - Investigate No Water	2
M-Lock No N/O Info - Meter Locked No New Owner Info	0
M-Low/No Consumption - Investigate Low/No Consumption	7
M-Meter Leaking - Meter Leaking	1
M-Meter UTL - Buried - Meter UTL - Buried	2
M-Pressure Ck Hi-Low - Pressure Check Hi-Low	2
M-R/R Angle Stop - Repair/ Replace Angle Stop	0
M-R/R Gate Valve - Repair/ Replace Gate Valve	5
M-Read - Read (do not update Read)	3
M-Repair Svc Line - Repair Service Line	75
M-Repair/Install Box - Meter Box	0
M-Replace Serv Line - Replace Service Line	9

M-Stake Meter Loc - Stake Meter Location	0
M-Status - Status	6
M-Turn off-Cust Req - Turn off - Customer Request	6
M-UNLOCK – UNLOCK	30
M-Verify Leak Repair - Verify Leak Repaired	4
M-Water Loss Leak - Door Hanger Water Loss Leak	7
M-Water Quality Taste - Water Quality - Taste	0
S- Replace Register - Register Not Sending Signal	0
S- Meter Downsize - Meter Downsizing	0
Service Change - Service Status Change	0
S-Replace Mtr & Reg - Replace Entire Meter Max Life Usage	11
S-Replace Reg Hotrod - Replace Register Hotrod Died	53
S-Replace Register - Replace Register Mueller	0
S-Replace Mtr- Replace Entire Meter Bottom Seal Leaking	9
Grand Totals	491

### 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 11 Production loss due to holes in column pipe- SCADA monitoring of well meters avoided possible destruction of well casing due to jetting from holes. Well rehabilitation is underway 20% Complete.
- Well 14 Production for June 0.13 AF, YTD 2.09 AF @ \$1055 per AF replacement C/Y 2022
- Valves and Hydrants Maintenance: 0 hydrants flushed and painted YTD Total-42
- Service line replacement program on target to meet current established goals. 138 Replaced Calendar Year To Date, 10 Replaced Fiscal Year To Date
- Air-Vac maintenance & flushing program-1 Flushed & Maintenance YTD-72 of 336 Total Project 21% Complete
- Cla-Val automatic controls valves being systematically rebuilt as a water conservation measure- 15 Complete YTD Water savings from this project is 15 GPM and counting in conjunction with operational efficiency @ 7MG
- Water Meter Replacement Project- 2978 of 7201 Replaced – 42 % Complete
- Equipping Community Fill Station with 200 Amp Electric service- 20% Complete

### Projects Completed

- Successfully deployed emergency backup generators to 4 locations on 3 occasions in June 5 events Total for 22
- 12" Ductile pipe received for well 15 on-site for installation once viability is determined - 100% Complete
- Tank 1A-3 Interior coating sand, blast, re-coat- 100% Complete
- Replacement of Booster motor B at site Well 10- 100% Complete
- Re-wiring of site 5A Boosters A, B, C and control wiring-100% Complete
- Well Meter and inter-tie Meter annual accuracy program FY 21/22- 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, 152 Year To Date Turned of 4291
- 317 Dead ends flushed of 317 = every year no matter what < No goal, this is mandatory
- 1936 hydrants = 3 flushed this Year To Date 162 Painted Goal is 968 annually, this is done Bi-Annual
- Tank washouts of 1B-2,1B-1,3B,3C,1C-1,5A,1A-3, Well 2-1, 4A, Well 2-2, Zone G Complete
- "Z" meters locates & installs- 18 total 100% Complete
- 4,209,304 Gallons Dispensed from Community Fill Station YTD



## Parks, Recreation & Street Lighting Report August 2022

### Introduction

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

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

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

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

### Monthly Activity Report

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

Location	Paid Rental	District Use	Donated Use
Phelan Community Center	0	10	1
Phelan Senior Center	0	1	8
Piñon Hills Community Center	6	0	7
Miscellaneous	0	0	0
Phelan Park	0	4	1

### **Events and Classes**

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

- Upcoming Parks Committee Meeting – October 11, 2022, 4:00 pm Phelan C.C.
- Farmers Market – Mondays, 2:00 pm – 6:00 pm (Phelan C. C. parking lot starting Aug. 8, 2022)
- Line Dancing – Every Friday, 9:00 am – 10:30 am, Phelan C.C.
- Senior Lunches – Monthly  
(TBD, discussions are currently in process with the senior groups regarding the senior lunches)
  - 1st Wednesday at Phelan C.C.
  - 3rd Thursday at Pinon Hills C.C.
- Movies in the Park – Fridays 6/10/2022 thru 9/16/2022 Dusk, in Phelan Park
- Kids Baking Class – Wednesday 8/3/2022 10am – 12 noon, at Phelan C.C.
- Town Hall w/Representatives – 8/6/2022 – 10 am Phelan C.C.
- Gardening Class – Feeding Plants, Saturday 8/13/2022, 10am, Teaching Garden
- Gardening Class – Starting Winter Seedlings, Saturday 9/10/2022, 10am, Teaching Garden  
(Learn to Garden classes are held at the Teaching Garden, just north of PPHCSD Office)

### **Projects/Activities in Process**

- Parks Budget for 2022/2023 – CIP projects are in process and ongoing. Phelan C.C Unit A interior painting done in August. Pinon Hills C.C. restroom plastic wall panels, replacement scheduled in September. Pinon Hills Park swing set retaining wall, scheduled in early September.
- Phelan Park Expansion Project – Design with phase planning is in process for the District owned parks properties east of Phelan Park – 4.22-acre parcel, APN 3066-261-08, and adjoining 10-acre parcel, APN 3066-251-14.
- Land and Water Conservation Grant application, requesting 2.7M, to help fund the Phelan Park expansion project was submitted to the state. The District was not selected to receive funding through this grant.
- Efforts on funding source possibilities for the Phelan Park expansion project are ongoing.
- Parks Master Plan – Action plan needs are being implemented and are ongoing.

## MANAGEMENT REPORT

**DATE:** September 1, 2022  
**PREPARED BY:** Kim Ward, HR & Solid Waste Manager  
**SUBJECT:** August 2022 Manager's Report

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### SOLID WASTE & RECYCLING

#### Customer Data:

<u>COMMERCIAL ACCOUNTS</u>	<u>NO.</u>	<u>CITATIONS ISSUED</u>	<u>NO.</u>
Trash	122	Commercial	0
Recycling	121	Residential	0
Organics	N/A		
		<u>PERMITS ACTIVE</u>	<u>NO.</u>
<u>RESIDENTIAL ACCOUNTS</u>	<u>NO.</u>	Self-Haul - Commercial Recycling	0
Trash	5,054	Self-Haul - Commercial Organics	0
Recycling	34	Self-Haul - Residential Recycling	N/A
Organics	N/A	Self-Haul - Residential Organics	N/A

#### Notable Activity:

- Completed and submitted Initial Compliance Report to CalRecycle
- Completed and submitted MCR/MORE Quarterly Report to SB County
- Toured CR&R yard and conducted several site assessments for stolen commercial recycling carts with CR&R
- Continuing to promote CR&R residential service to increase voluntary participation.
  - Monthly mailers in customer bills
  - Information in new customer packets
  - Social media ads
  - Information in District office

#### Upcoming/Current Events:

- Used Oil Filter Exchange and Recycling Event
  - September 10, 2022 – 9am-2pm
  - AutoZone - Phelan
- Community Clean-up & Tire Day
  - November 5, 2022 – 8am-noon
  - CR&R Service Yard

#### Recent Events:

- Waste Tire Collection Event
  - August 13, 2022 – 8am-noon
  - CR&R Service Yard

### HUMAN RESOURCES

#### Statistical Data:

- Full Time Employees: 26
  - Engineering: 3

- Water (Field): 10.5
- Parks & Rec: 2.5
- Administration: 10
- Part Time Employees: 0
- Temporary Employees: 0
- Open Positions: 0

## **MISCELLANEOUS**

### Upcoming District Events:

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

### Recent Events:

- Town Hall & Ice Cream Social  
August 6, 2022 – 10am  
Moved to Phelan Community Center  
Attendees: Congressman Obernolte, Senator Ochoa-Bogh, Sheriff Dicus, Assemblyman Smith  
Recording: <https://www.youtube.com/watch?v=kY5vhVXWuhA&t=1360s>

### Upcoming Board Election

- 3 seats are up for election
- Filing closed on August 12.
- The official notice of election is posted online and in the District Office.

### Website Data (for August 2022)

Main Page	3,475
My Account	3,137
Water Department	463
Services	369
Apply for Service	233
Contact Us	201
Solid Waste	188
Events	171
Rates & Fees	169
Meetings	164
Parks & Recreation	157
Employment	132
Board Members	92
Calendar	92
Board Meetings	84
New Connections	82
Other Payment Options	62
District Management	59
Rules & Regulations	55
Finance & Budget	50

## Grants

- **SB 1383 Local Compliance Grant**
  - Submitted in January 2022. The District was awarded \$20,000.
- **Small Scale Water Efficiency Grant**
  - \$75,000 to be disbursed when meters for Phase 3a are purchased. Verified meter purchase is in compliance with federal requirements.
- **Community Project Funding Request**
  - Staff submitted a Community Project Funding Request (“Request”) in the amount of \$2,000,000 to help fund a portion of the Civic Center Project which will house the Community/Board Room that also will service as the area’s Community Emergency Operations Center to Congressman Jay Obernolte. A total of 31 Requests were submitted to the Congressman for consideration. 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 and receipt of funds. 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 (March 15, 2022, this year for last year’s requests) 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.
  - Staff submitted additional information to Appropriations, per request, and CalOES has agreed to act as the District’s grant administrator for the funds.
- **Land and Water Conservation Fund Grant (Park Project)**
  - Submitted a \$2.7million application in January 2022. The District was not awarded a grant but was told that projects with completed CEQA and project design score higher and to submit for the next round of funding.

# Agenda Item 9

Director Reports

# Agenda Item 10

Correspondence/Information

# BILLING SCHEDULE

## SEPTEMBER 2022

**September 1**

- Bills mailed for **August 2022** charges

**September 13**

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

**September 14**

- Disconnection date for **July 2022** bill

**September 22**

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

## OCTOBER 2022

**October 1**

- Bills mailed for **September 2022** charges

**October 17**

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

**October 18**

- Disconnection date for **August 2022** bill

**October 24**

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

## NOVEMBER 2022

**November 1**

- Bills mailed for **October 2022** charges

**November 14**

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

**November 15**

- Disconnection date for **September 2022** bill

**November 21**

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

### Holiday Closures

Labor Day- Monday, September 5, 2022

Veterans Day- Friday, November 11, 2022

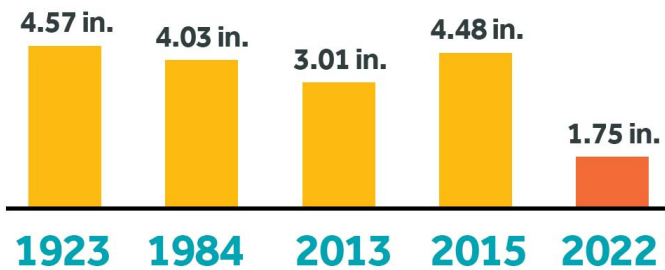
Thanksgiving - Thursday and Friday, November 24 & 25, 2022



# Conservation Conversation

Californians are being called on to conserve 20%. Learn how to do your part at [pphcsd.org](http://pphcsd.org) or [saveourwater.org](http://saveourwater.org).

## JANUARY-MARCH 2022 WAS THE DRIEST EVER



Inches equal precipitation

This year, California saw its driest January through March on record, leaving our state in a severe drought.

California is in its third year of severe drought. We rely on snowpack for our water. This year's April 1 snow survey of the northern Sierras was only at 4% of average.

The governor has mandated that all Californians conserve up to 20%.

The District has implemented Stage 2 of its Drought Contingency Plan and Water Conservation Ordinance. **See reverse side** for all Stage 1 and Stage 2 water restrictions.

4176 Warbler Road  
Phelan, CA  
760-868-1212  
[www.pphcsd.org](http://www.pphcsd.org)

CONSERVATION  
IT'S OUR WAY OF LIFE



# Stage 1\*

- Watering of lawns, grass, shrubbery, and ground cover is only permitted between 6 pm and 9 am from June to October, and between 9:00 am and 3:00 pm from November to May.
- Irrigation 48 hours after measurable rainfall is prohibited.
- Washing of hard surfaces (driveway, parking lots, etc.) is prohibited with the exception of to eliminate risk of fire, contamination, or used for public health/safety needs.
- Washing of vehicles must be done using a hose with an automatic shut-off nozzle or similar device that ceases to dispense water when not in use.
- Water use causing flooding or runoff into gutters, driveways, streets, non-irrigated areas, or adjacent properties is prohibited.
- Water leaks/breaks once found must be repaired promptly.
- Everyone is encouraged to install low flush toilets, shower heads, flow reducers, and faucet aerators.
- Evaporation resistant covers and water recirculation systems are required for all swimming pools and hot tubs of at least 600 gallons capacity.

# Stage 2\*

- All Stage 1 prohibitions in effect.
- Persons using water for agricultural practices shall use irrigation equipment and practices which are the most efficient possible. The District will require owners of these practices to prepare a water conservation plan as needed.
- Irrigation of landscaping or other outdoor vegetation, plantings, lawns, or other growth is not permitted to exceed reduction amount required.
- The free flow of water away from an irrigated site shall be presumptively considered excessive irrigation and a waste of water.
- All pools, of any size, shall use covers and shall recirculate water.

\*See [pphcsd.org](http://pphcsd.org) for a complete list of water conservation requirements.



Free

# MATTRESS RECYCLING

Bring all of your recyclables and old mattresses  
and recycle them for free at CR&R\*

9828 Buckwheat Road, Phelan  
760-868-6353



PHELAN PIÑON HILLS CSD  
SOLID WASTE  
SERVICES 

**CR&R**  
INCORPORATED  
environmental services

\*Residents only during normal  
business hours.

# WINTERIZING YOUR SWAMP COOLER

## SAVE WATER AND OPERATE YOUR COOLER EFFICIENTLY

### Cool Rules

- Delay turning on your cooler until the outside temperature reaches 85 degrees. You will save 50% more water.
- Turn on the water pump a few minutes before turning on the fan. This saturates the pads first, making your cooler more efficient.
- Crack a window in the rooms you are cooling.
- Use ceiling fans to circulate air.
- In the evenings, operate your cooler fan without the water pump.
- Install a thermostat so your cooler can be as water and energy wise as possible.

### Winterizing Your Swamp Cooler

When the weather begins to cool, it is time to winterize your evaporative cooler. If you do these few simple things, you will minimize your cooler problems when the hot weather hits.

- Get rid of minerals in the bottom tray. Vinegar can be used to dissolve the buildup.
- Clean out the tray at the bottom of the cooler. Drain the water and gently scrape it out.
- Inspect the water trough for clogged holes. Clean as necessary.
- Thoroughly dry the tray and inspect it for signs of cracking.
- Coat the entire tray with submarine sealer or another product to prevent rust.
- To prevent freezing of the cooler's water line, disconnect the water line from the cooler and blow out the water.
- Cover your cooler to protect it and to keep cold air out of your house.





2ND ANNUAL

# *Christmas Tree* **LIGHTING**

*And Visit from Santa Claus*

2ND OF DECEMBER | 6 O'CLOCK PM

PHELAN COMMUNITY PARK | 4176 WARBLER RD, PHELAN, CA

PRESENTED BY PHELAN PINON HILLS CSD

PARKS AND RECREATION DEPARTMENT

*Hot Chocolate and Candy Canes to Be Served*



# Agenda Item 11

Review of Action Items

# Agenda Item 12

Set Agenda for Next Meeting