



BOARD PACKAGE

July 10, 2024

Regular Board Meeting – 5:00 p.m.

REGULAR BOARD MEETING AGENDA

July 10, 2024 – 5:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Via Conference Call (see below)

REGULAR BOARD MEETING – 5:00 P.M.

Call to Order – Pledge of Allegiance

Roll Call

1) Approval of Agenda

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

a) **General Public**

b) **Community Reports**

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

3) Consent Items

- a) Approval of Minutes
- b) Approval of Board Stipends/Reimbursements
- c) Approval of Contractor Payments

4) Matters Removed from Consent Items

5) Presentations/Appointments – None

6) Continued/New Agenda Items

- a) Public Hearing on Standby & Availability Fees for 2024/2025
 - 1. Secretary's Report
 - 2. Attorney's Report on Action Taken Prior to this Hearing
 - 3. Staff's Report
 - 4. Public Comments, Protests, and Objections
 - a. Any person may address the Board on Standby & Availability Fees for 2024/2025
 - b. Staff responses to comments, protests, and objections



Mission Statement:

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

Authorized Services:

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

- b) Discussion & Possible Adoption of Resolution No. 2024-11; Establishing Water Standby and Availability Fees for 2024/2025
 - c) Public Hearing on Delinquent Water User Charges
 - 1. Secretary's Report
 - 2. Attorney's Report on Action Taken Prior to this Hearing
 - 3. Staff's Report
 - 4. Public Comments, Protests, and Objections
 - a. Any person may address the Board on Delinquent Water User Charges
 - b. Staff responses to comments, protests, and objections
 - d) Discussion & Possible Adoption of Resolution No. 2024-12; Confirming, or Modifying and then Confirming, the Report of Delinquent Water User Charges for the Purpose of Collecting Said Charges on the San Bernardino County Tax Roll
 - e) Discussion & Possible Action Regarding California Special District Association's Board of Directors Election Term 2025-2027; Seat A - Southern Network
 - f) Update on the Civic Center and EOC Project, Park Expansion Project, and Park Enhancement Project
- 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 – July 24, 2024
- 13) **Adjournment**

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

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

Remote Viewing:

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

[PPHCSD YouTube Channel Link](#)

Remote Participation:

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

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

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

Written Comments:

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

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

Agenda Item 3a

Approval of Board Minutes

REGULAR BOARD MEETING MINUTES

June 26, 2024 – 5:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

- Board Members Present:** Chuck Hays, President
Greg Snyder, Vice President
Rebecca Kujawa, Director
Deborah Philips, Director
Mark Roberts, Director
- Board Members Absent:** None
- Staff Present:** Don Bartz, General Manager
George Cardenas, Engineering Manager
Sean Wright, Water Operations Manager
Chris Cummings, Assistant Water Operations Manager
David Noland, Finance Supervisor/Accountant
Jennifer Oakes, Executive Management Analyst
Aimee Williams, Asst. Board Clerk/Administrative Specialist
- District Counsel:** Steve Kennedy, General Counsel

SPECIAL BOARD MEETING – 5:00 P.M.

Call to Order

President Hays called the meeting to order at 5:00 p.m. and the Pledge of Allegiance was conducted.

Roll Call

All Directors were present at roll call.

1) Approval of Agenda

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

2) Public Comment

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

3) Consent Items

President Hays asked to pull Item 3d for discussion. Director Roberts moved to approve the remaining Consent Items. Vice President Snyder seconded the motion. Motion carried 5-0.

4) **Matters Removed from Consent Items**

After discussion, President Hays moved to approve Item 3d. Director Philips seconded the motion. Motion carried 5-0.

5) **Presentations/Appointments** – None

6) **Continued/New Agenda Items**

a) **Discussion & Possible Approval of Resolution No. 2024-09; Establishing an Appropriations Limit for Fiscal Year 2024/2025**

Staff Recommendation: For the Board to approve Resolution 2024-09; Establishing an Appropriations Limit for Fiscal Year 2024/2025.

Mr. Bartz introduced this item.

Director Roberts moved to approve Resolution 2024-09; Establishing an Appropriations Limit for Fiscal Year 2024/2025. Director Philips seconded the motion. Motion carried 5-0.

b) **Public Hearing on the 2024/2025 Budget**

President Hays declared the public hearing open at 5:08 pm.

1) **Secretary's Report**

Mr. Bartz reported that there were zero written protests, objections, or comments on the Proposed Adoption of the Final Budget for fiscal year ending June 30, 2025.

2) **Attorney's Report on Action Taken Prior to this Hearing**

The Attorney, Mr. Kennedy, reported notice of public hearing was published in the Mountaineer Progress on June 6, June 13, and June 20, 2024. The notice was posted in the District office and on the District website on June 6, 2024. Copies of the 2024/2025 Budget were made available in the District office and on the District website in compliance with all legal requirements for the hearing.

3) **Staff's Report**

Mr. Bartz reported the Board reviewed the draft budget detail at several public meetings, including the District Finance Committee meetings, workshops, and Board Meetings held February 21, March 28, April 3, and June 18. The budget schedule was made available online, in the newspaper, and in the office to encourage public attendance.

Staff made changes, as recommended by the Board, throughout the process, and the various draft budgets were made available to the public for review on the District website, in agenda packages, and in the District office.

4) Public Comment, Protests, and Objections

There were no public comments, protests, or objections.

Director Philips moved to close the public hearing. Director Kujawa seconded the motion. Motion carried 5-0 and the public hearing was closed at 5:10 p.m.

c) Discussion & Possible Adoption of Resolution No. 2024-10; Adopting the Budget for Fiscal Year Ending June 30, 2025

Staff Recommendation: For the Board to adopt Resolution No. 2024-10; Adopting the Budget for Fiscal Year Ending June 30, 2025.

Mr. Bartz introduced this item.

Director Kujawa moved to adopt the Budget for Fiscal Year Ending June 30, 2025. Vice President Snyder seconded the motion. Motion carried 5-0.

d) Discussion & Possible Action Regarding Contract Amendment for Bid Support Services with Wallace Group

Staff Recommendation: For the Board to approve the Contract Amendment with Wallace Group for Bid Support Services for the Phase 1 Civic Center / Emergency Operations Center (EOC) Project

Mr. Cardenas introduced this item.

Vice President Snyder moved to approve the Contract Amendment for Bid Support Services with Wallace Group. President Hays seconded the motion. Motion carried 5-0.

e) Update on the Civic Center and EOC Project, Park Expansion Project, and Park Enhancement Project

Staff Recommendation: None

Mr. Cardenas provided an update on this item.

No action taken; not an action item.

7) Committee Reports/Comments

- a) **Engineering Committee (Standing)** – Met last week. Discussed the water system and the implementation of a water meter assistance program.
- b) **Finance Committee (Standing)** – Met last week. Reviewed the final draft budget.
- c) **Legislative Committee (Standing)** – Met June 11th but there was no quorum.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Met last month.
- e) **Waste & Recycling Committee (Standing)** – Met last week. Received an update on uniform collection and route contamination.

8) Staff and General Manager's Report

Nothing further to report.

9) Reports

a) **Director's Report**

Kujawa – Nothing to report.

Philips – Attended CSDA Legislative Days. Discussed ballot initiative 1935 and the issues it would cause for government agencies, but it will not be on the ballot. Also attended ASBCSD where water usage and use of native plants was discussed.

Snyder – Nothing to report.

Roberts – Nothing to report.

b) **President's Report** – Nothing to report.10) **Correspondence/Information** – The items in the packet were noted.11) **Review of Action Items**a) **Prior Meeting Action Items** – Noneb) **Current Meeting Action Items**

- Provide the Board with two years of disbursement history for fuel purchases, food purchases, training and conference purchases, and the policies and procedures related to those items.
- Add an update on the economics of the two PPHCSD Projects

12) **Set Agenda for Next Meeting**

- Regular Board Meeting – July 10, 2024

13) **Recess to Closed Session**

The Board recessed to Closed Session at 5:32 p.m.

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2)

One potential case

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

The Board returned to open session at 6:10 p.m. The Board considered a claim that was presented against the District by Frontier. The Board unanimously voted to reject the claim and instructed Counsel to send notice of the rejection to the Claimant and gave directions to Staff for further handling. There was no other reportable action.

15) **Adjournment**

With no further business before the Board, the meeting was adjourned at 6:10 p.m.

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

Chuck Hays, President of the Board

Date

Aimee Williams, Assistant Board Clerk

Date

Agenda Item 3b

Approval of Board
Stipends/Reimbursements

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

Name: Greg Snyder
Email Address: gsnyder@pphcsd.org
Current Date: May 20, 2024
Reimbursement Month: May

Meeting No. 1:

Date of Meeting/Event: Wednesday, May 01, 2024
Expense Description/Business Purpose: ERIP Review
Charge Amount: \$120
Mileage (Distance): 0

Meeting No. 2:

Date of Meeting/Event (2): Monday, May 06, 2024
Expense Description/Business Purpose (2): ACWA Conference Sacramento
Charge Amount (2): \$120
Mileage (Distance) (2): 416

Meeting No. 3:

Date of Meeting/Event (3): Tuesday, May 07, 2024
Expense Description/Business Purpose (3): ACWA Conference Sacramento
Charge Amount (3): \$120
Mileage (Distance) (3): 0

Meeting No. 4:

Date of Meeting/Event (4): Wednesday, May 08, 2024
Expense Description/Business Purpose (4): ACWA Conference Sacramento
Charge Amount (4): \$120
Mileage (Distance) (4): 0

Meeting No. 5:

Date of Meeting/Event (5): Thursday, May 09, 2024
Expense Description/Business Purpose (5): ACWA Conference Sacramento
Charge Amount (5): \$120
Mileage (Distance) (5): 416

Meeting No. 6:

Date of Meeting/Event (6): Saturday, May 18, 2024
Expense Description/Business Purpose (6): Parks Committee
Charge Amount (6): \$120
Mileage (Distance) (6): 0

Meeting No. 7:

Date of Meeting/Event (7): Wednesday, May 22, 2024
Expense Description/Business Purpose (7): Board Meeting
Charge Amount (7): \$120
Mileage (Distance) (7): 0

Meeting No. 8:

Date of Meeting/Event (8):
Expense Description/Business Purpose (8):
Charge Amount (8):
Mileage (Distance) (8):

Meeting No. 9:

Date of Meeting/Event (9):
Expense Description/Business Purpose (9):
Charge Amount (9):
Mileage (Distance) (9):

Meeting No. 10:

Date of Meeting/Event (10):
Expense Description/Business Purpose (10):
Charge Amount (10):
Mileage (Distance) (10):

Other Expenses:

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

Certification:

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

Greg Snyder

Reimbursement Summary:

TOTAL MILEAGE: 832.00
TOTAL REIMBURSED MILEAGE REQUESTED: \$557.44
TOTAL MEETINGS: 7
TOTAL MEETING REIMBURSEMENT REQUESTED: \$840.00
OTHER EXPENSES REQUESTED: \$0.00
Grand Total Reimbursement Requested: \$1,397.44

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2024

Name: Greg Snyder
Email Address: gsnyder@pphcsd.org
Current Date: July 5, 2024
Reimbursement Month: June

Meeting No. 1:

Date of Meeting/Event: Wednesday, June 26, 2024

Expense Description/Business Purpose: Board Meeting

Charge Amount: \$120

Mileage (Distance):

Meeting No. 2:

Date of Meeting/Event (2):

Expense Description/Business Purpose (2):

Charge Amount (2):

Mileage (Distance) (2):

Meeting No. 3:

Date of Meeting/Event (3):

Expense Description/Business Purpose (3):

Charge Amount (3):

Mileage (Distance) (3):

Meeting No. 4:

Date of Meeting/Event (4):

Expense Description/Business Purpose (4):

Charge Amount (4):

Mileage (Distance) (4):

Meeting No. 5:

Date of Meeting/Event (5):

Expense Description/Business Purpose (5):

Charge Amount (5):

Mileage (Distance) (5):

Meeting No. 6:

Date of Meeting/Event (6):

Expense Description/Business Purpose (6):

Charge Amount (6):

Mileage (Distance) (6):

Meeting No. 7:

Date of Meeting/Event (7):

Expense Description/Business Purpose (7):

Charge Amount (7):

Mileage (Distance) (7):

Meeting No. 8:

Date of Meeting/Event (8):

Expense Description/Business Purpose (8):

Charge Amount (8):

Mileage (Distance) (8):

Meeting No. 9:

Date of Meeting/Event (9):

Expense Description/Business Purpose (9):

Charge Amount (9):

Mileage (Distance) (9):

Meeting No. 10:

Date of Meeting/Event (10):

Expense Description/Business Purpose (10):

Charge Amount (10):

Mileage (Distance) (10):

Other Expenses:

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

Certification:

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

Greg Snyder

Reimbursement Summary:

TOTAL MILEAGE: 0.00

TOTAL REIMBURSED MILEAGE REQUESTED: \$0.00

TOTAL MEETINGS: 1

TOTAL MEETING REIMBURSEMENT REQUESTED: \$120.00

OTHER EXPENSES REQUESTED: \$0.00

Grand Total Reimbursement Requested: \$120.00

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

Name: Mark Roberts
Email Address: mroberts@pphcsd.org
Current Date: July 3, 2024
Reimbursement Month: May

Meeting No. 1:

Date of Meeting/Event:	Wednesday, May 08, 2024
Expense Description/Business Purpose:	Regular Board Meeting
Charge Amount:	\$120
Mileage (Distance):	0

Meeting No. 2:

Date of Meeting/Event (2):	Thursday, May 09, 2024
Expense Description/Business Purpose (2):	Special Finance Committee Meeting
Charge Amount (2):	\$120
Mileage (Distance) (2):	0

Meeting No. 3:

Date of Meeting/Event (3):	Wednesday, May 15, 2024
Expense Description/Business Purpose (3):	Engineering Committee Meeting
Charge Amount (3):	\$120
Mileage (Distance) (3):	0

Meeting No. 4:

Date of Meeting/Event (4):	Wednesday, May 22, 2024
Expense Description/Business Purpose (4):	Regular Board Meeting
Charge Amount (4):	\$120
Mileage (Distance) (4):	0

Meeting No. 5:

Date of Meeting/Event (5):	
Expense Description/Business Purpose (5):	
Charge Amount (5):	
Mileage (Distance) (5):	

Meeting No. 6:

Date of Meeting/Event (6):	
Expense Description/Business Purpose (6):	
Charge Amount (6):	
Mileage (Distance) (6):	

Meeting No. 7:

Date of Meeting/Event (7):	
Expense Description/Business Purpose (7):	
Charge Amount (7):	
Mileage (Distance) (7):	

Meeting No. 8:

Date of Meeting/Event (8):	
Expense Description/Business Purpose (8):	
Charge Amount (8):	
Mileage (Distance) (8):	

Meeting No. 9:

Date of Meeting/Event (9):	
Expense Description/Business Purpose (9):	
Charge Amount (9):	
Mileage (Distance) (9):	

Meeting No. 10:

Date of Meeting/Event (10):	
Expense Description/Business Purpose (10):	
Charge Amount (10):	
Mileage (Distance) (10):	

Other Expenses:

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

Certification:

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

Mark Roberts

Reimbursement Summary:

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

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2024

Name: Mark Roberts
Email Address: mroberts@pphcsd.org
Current Date: July 3, 2024
Reimbursement Month: June

Meeting No. 1:

Date of Meeting/Event:	Thursday, June 13, 2024
Expense Description/Business Purpose:	Special Finance Committee Meeting
Charge Amount:	\$120
Mileage (Distance):	0

Meeting No. 2:

Date of Meeting/Event (2):	Wednesday, June 19, 2024
Expense Description/Business Purpose (2):	Engineering Committee Meeting
Charge Amount (2):	\$120
Mileage (Distance) (2):	0

Meeting No. 3:

Date of Meeting/Event (3):	Wednesday, June 26, 2024
Expense Description/Business Purpose (3):	Regular Board Meeting
Charge Amount (3):	\$120
Mileage (Distance) (3):	0

Meeting No. 4:

Date of Meeting/Event (4):	
Expense Description/Business Purpose (4):	
Charge Amount (4):	
Mileage (Distance) (4):	

Meeting No. 5:

Date of Meeting/Event (5):	
Expense Description/Business Purpose (5):	
Charge Amount (5):	
Mileage (Distance) (5):	

Meeting No. 6:

Date of Meeting/Event (6):	
Expense Description/Business Purpose (6):	
Charge Amount (6):	
Mileage (Distance) (6):	

Meeting No. 7:

Date of Meeting/Event (7):	
Expense Description/Business Purpose (7):	
Charge Amount (7):	
Mileage (Distance) (7):	

Meeting No. 8:

Date of Meeting/Event (8):	
Expense Description/Business Purpose (8):	
Charge Amount (8):	
Mileage (Distance) (8):	

Meeting No. 9:

Date of Meeting/Event (9):	
Expense Description/Business Purpose (9):	
Charge Amount (9):	
Mileage (Distance) (9):	

Meeting No. 10:

Date of Meeting/Event (10):	
Expense Description/Business Purpose (10):	
Charge Amount (10):	
Mileage (Distance) (10):	

Other Expenses:

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

Certification:

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

Mark Roberts

Reimbursement Summary:

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

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

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

Meeting No. 1:

Date of Meeting/Event:	Thursday, June 06, 2024
Expense Description/Business Purpose:	Mojave Water Agency Technical Advisory Committee
Charge Amount:	\$120
Mileage (Distance):	74

Meeting No. 2:

Date of Meeting/Event (2):	Monday, June 10, 2024
Expense Description/Business Purpose (2):	Meeting with GM (potential future well site)
Charge Amount (2):	\$120
Mileage (Distance) (2):	

Meeting No. 3:

Date of Meeting/Event (3):	Monday, June 17, 2024
Expense Description/Business Purpose (3):	Association of San Bernardino County Special Districts (water wise native
Charge Amount (3):	\$120
Mileage (Distance) (3):	82

Meeting No. 4:

Date of Meeting/Event (4):	Wednesday, June 19, 2024
Expense Description/Business Purpose (4):	Solid Waste and Recycling Committee
Charge Amount (4):	\$120
Mileage (Distance) (4):	10

Meeting No. 5:

Date of Meeting/Event (5):	Wednesday, June 26, 2024
Expense Description/Business Purpose (5):	Board Meeting
Charge Amount (5):	\$120
Mileage (Distance) (5):	10

Meeting No. 6:

Date of Meeting/Event (6):	Thursday, June 27, 2024
Expense Description/Business Purpose (6):	Meeting with GM (grants, parks, solid waste)
Charge Amount (6):	\$120
Mileage (Distance) (6):	

Meeting No. 7:

Date of Meeting/Event (7):	
Expense Description/Business Purpose (7):	
Charge Amount (7):	
Mileage (Distance) (7):	

Meeting No. 8:

Date of Meeting/Event (8):	
Expense Description/Business Purpose (8):	
Charge Amount (8):	
Mileage (Distance) (8):	

Meeting No. 9:

Date of Meeting/Event (9):	
Expense Description/Business Purpose (9):	
Charge Amount (9):	
Mileage (Distance) (9):	

Meeting No. 10:

Date of Meeting/Event (10):	
Expense Description/Business Purpose (10):	
Charge Amount (10):	
Mileage (Distance) (10):	

Other Expenses:

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

Certification:

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

Deborah Philips

Reimbursement Summary:

TOTAL MILEAGE:	176.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$117.92
TOTAL MEETINGS:	6
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$720.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$837.92

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

Name: Rebecca Kujawa
Email Address: rkujawa@pphcsd.org
Current Date: June 27, 2024
Reimbursement Month: June

Meeting No. 1:
Date of Meeting/Event: Monday, June 10, 2024
Expense Description/Business Purpose: ASBCSD Board Meeting
Charge Amount: \$120
Mileage (Distance): 0

Meeting No. 2:
Date of Meeting/Event (2): Wednesday, June 19, 2024
Expense Description/Business Purpose (2): Engineering Committee Meeting
Charge Amount (2): \$120
Mileage (Distance) (2): 10.2

Meeting No. 3:
Date of Meeting/Event (3): Wednesday, June 26, 2024
Expense Description/Business Purpose (3): Regular Board Meeting
Charge Amount (3): \$120
Mileage (Distance) (3): 10.2

Meeting No. 4:
Date of Meeting/Event (4): Thursday, June 27, 2024
Expense Description/Business Purpose (4): Mojave Water Agency Board Meeting
Charge Amount (4): \$120
Mileage (Distance) (4): 64

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

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

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

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

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

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

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

Certification:

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

Rebecca Kujawa

Reimbursement Summary:	
TOTAL MILEAGE:	84.40
TOTAL REIMBURSED MILEAGE REQUESTED:	\$56.55
TOTAL MEETINGS:	4
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$480.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$536.55

Agenda Item 3c

Approval of Contractor
Payments

Payment Approval Form - Contract/Consultant

Date: 7/3/2024

Name of Vendor: Tesco Controls, Inc

Description of work: Well #15 Telemetry Purchase & Programming Equipment

Purchase Order # PO-05758

Date of Board Approval March 8, 2023

Original Approved Amount: \$ 143,000.00

Total Contract Amount \$ 143,000.00

% Completed to Date 100%

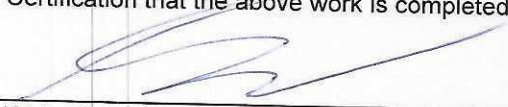
Total Invoiced to Date \$143,000.00

Amount Paid to Date

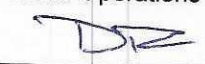
Total Due this Invoice \$18,000.00

Total Contract Amount After Invoice: \$ -

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


Water Operations Manager

7-3-24
Date


General Manager

7/5/24
Date

Approved by Board of Directors:

Date

Invoice

TESCO CONTROLS, LLC
8440 Florin Road
Sacramento, CA 95828
(916) 395-8800
AR@tescocontrols.com

Invoice Number: 0082427-IN
Invoice Date: 3/19/2024
Customer Number: PHEL
Job Number: 43889XL
Order Date: 3/13/2023
Salesperson: CE

Sold To:
PHELAN PINON HILLS CSD
P.O. BOX 294049
PHELAN, CA 92329-4049

Ship To:
PHELAN PINON HILLS CSD
P.O. BOX 294049
PHELAN, CA 92329-4049

43889XL/WELL 15 CP & INTEG

SEAN WRIGHT/760-885-7255

Customer P.O.	Ship VIA		Ship Date		Terms	
NTP - EMAIL					NET 30 DAYS	
Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
	TESCO QUOTE NO.: 22D093Q02 PHELAN PINON HILLS CSD WELL 15 CONTROL PANEL AND INTEGRATION					
50CP	EACH	1.00	1.00	0.00	18,000.00	18,000.00
PROGRESS BILLING NO. 03						
PER ATTACHED PAY ESTIMATE NO. 03						

Remittance Details

ACH: Tesco Controls, LLC Check: Tesco Controls, LLC
Account #: 796152905 PO Box 103214
Routing #: 322271627 Pasadena, CA
Bank: JPMorgan Chase 91189-3214

Net Invoice: 18,000.00
Less Discount: 0.00
Freight: 0.00
Sales Tax: 0.00
Invoice Total: 18,000.00

THANK YOU

Phelan Piñon Hills Community Services District T-4389XL : Well 15 Control Panel and Integration Q3 PAY ESTIMATE:							
						CONTRACT DATE: 03/13/23 PO/CONTRACT NO.: PPHCSD TODAY'S DATE: 03/16/24	
SCHEDULE OF VALUES							
I.D.	DESCRIPTION	VALUE	WORK COMPLETE		TOTAL COMPLETE TO DATE	TOTAL % COMPLETE	BALANCE TO FINISH
			PREVIOUS	THIS PERIOD			
1	Engineered Submittals	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 15,000.00	100%	\$ -
2	RTU Control Panel	\$ 75,000.00	\$ 75,000.00	\$ -	\$ 75,000.00	100%	\$ -
3	Loose Components and Spare parts	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00	100%	\$ -
4	Professional Services						
	Radio Survey	\$ 17,000.00	\$ 17,000.00	\$ -	\$ 17,000.00	100%	\$ -
	PLC Programming	\$ 15,000.00	\$ 7,500.00	\$ 7,500.00	\$ 15,000.00	100%	\$ -
	SCADA Programming	\$ 15,000.00	\$ 7,500.00	\$ 7,500.00	\$ 15,000.00	100%	\$ -
5	Start up & Training	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 3,000.00	100%	\$ -
6	Change Orders:						
		\$ -	\$ -	\$ -	\$ -	0%	\$ -
		\$ -	\$ -	\$ -	\$ -	0%	\$ -
		\$ -	\$ -	\$ -	\$ -	0%	\$ -
		\$ -	\$ -	\$ -	\$ -	0%	\$ -
		\$ -	\$ -	\$ -	\$ -	0%	\$ -
		\$ -	\$ -	\$ -	\$ -	0%	\$ -
TOTAL		\$ 143,000.00	\$ 125,000.00	\$ 18,000.00	\$ 143,000.00	100%	\$ -
Equipment and Services identified in this schedule represent project milestones and a payment schedule intended to represent a simplified breakdown of project deliverables. Values assigned to these milestones may not accurately represent their individual value and are subject to revision based on the overall project development and implementation.							
System Supplier's Certification: Tesco Controls, Inc. (System Supplier) certifies that to the best of its knowledge, information and belief, the work covered by this application for payment has been completed in accordance with the Contract documents, that all amounts have been paid for work which previous certificates for payment were issued and payments received from the Contractor or Owner (as applicable), and that current payment shown herein is now due.							
Project Billing Summary							
1. ORIGINAL CONTRACT AMOUNT \$ 143,000.00 2. CHANGE ORDERS \$ - 3. CONTRACT TOTAL TO DATE 143,000.00 4. AMOUNT BILLED THIS APPLICATION \$ 18,000.00 5. AMOUNT OWED OUTSTANDING \$ - 6. BALANCE TO FINISH \$ -							
PAYMENT APPLICATION RECOMMENDED/APPROVED BY: Sean Wright							
BY: _____ DATE: _____							



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

PURCHASE ORDER

PO Number: PO-05758

Date: 12/18/2023

Request #: PO-05758

Vendor #: TESCON

ISSUED TO: Tesco Controls, Inc
P.O. Box 103214
Pasadena, CA 91189-3214

SHIP TO: Service
Service
Phelan, CA 92371

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		well 15 scada panel and integrati	C0095		01-0-0-17000	CIP Enterprise Fun	143,000.00
well 15 scada panel and integration							

Requested By: Sean Wright

Date: 12/18/2023

PPHCSD (760) 868-1212 Fax (760) 868-2323

SUBTOTAL:	143,000.00
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	143,000.00

Payment Approval Form - Contract/Consultant

Date: 7/5/2024

Name of Vendor: Wallace Group

Description of work: Phelan Park Improvements - ARPA

Purchase Order # PO-05789

Date of Board Approval June 14, 2023

Original Approved Amount: \$ 103,987.00

Total Contract Amount \$ 103,987.00

% Completed to Date 12%

Total Invoiced to Date \$12,361.68

Amount Paid to Date 6,582.48

Pending Invoice \$ 3,374.20

Total Due this Invoice \$2,405.00

Total Contract Amount After Invoice: \$ 91,625.32

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


HR & Solid Waste Manager/District Clerk

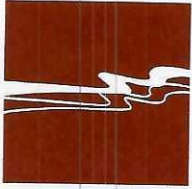
7/5/2024
Date


General Manager

7/5/24
Date

Approved by Board of Directors:

Date



WALLACE GROUP

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

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

May 20, 2024

Project No: 1764-0005-01

Invoice No: 62355

Invoice Total **\$2,405.00**

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

Professional services rendered through April 30, 2024

Phase 00101 Management & Meetings
Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Management & Meetings	2,440.00	72.6947	1,773.75	0.00
Total Fee	2,440.00		1,773.75	0.00
Total Fee				0.00
Total this Phase				0.00

Phase 00102 QA/QC
Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
QA/QC	4,040.00	0.00	0.00	0.00
Total Fee	4,040.00		0.00	0.00
Total Fee				0.00
Total this Phase				0.00

Phase 00201 Site Analysis
Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
LA Site Analysis	1,715.00	45.6268	782.50	0.00
TRL Site Analysis	1,886.00	0.00	0.00	0.00
Total Fee	3,601.00		782.50	0.00
Total Fee				0.00
Total this Phase				0.00

Phase 00301 Schematic Plan

Project	1764-0005-01	PPHCSD PHELAN COMMUNITY PARK ARPA IMPROV			Invoice	62355
Total this Phase					0.00	
Phase	00801	Structural Support Allowance				
Fee						
Billing Phase		Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing	
Structural Support Allowance		2,875.00	0.00	0.00	0.00	
Total Fee		2,875.00		0.00	0.00	
		Total Fee				0.00
Total this Phase					0.00	
Total this Invoice					\$2,405.00	

**PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT**

P.O. Box 294049

Phelan, CA 92329-4049

(760) 868-1212

PURCHASE ORDER**PO Number:** PO-05789**Date:** 11/30/2023**Request #:** PO-05789**Vendor #:** WALL GROUP**ISSUED TO:** Wallace Group, a California Corporation
612 Clarion Court
San Luis Obispo, CA 93401-**SHIP TO:** Service
Service
Phelan, CA 92371

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Phelan Park Improvements - ARP	C0111		22-2-0-17000	CIP - Parks & Rec	103,987.00

Contract Payment
Board Approval June 14, 2023

Requested By: K. Sevy

Date: 1/1/2024

PPHCSD (760) 868-1212 Fax (760) 868-2323

SUBTOTAL:	103,987.00
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	103,987.00

Payment Approval Form - Contract/Consultant

Date: 7/3/2024

Name of Vendor: Wallace Group

Description of work: Phelan Park Improvements - ARPA

Purchase Order # PO-05789

Date of Board Approval June 14, 2023

Original Approved Amount: \$ 103,987.00

Total Contract Amount \$ 103,987.00

% Completed to Date 10%

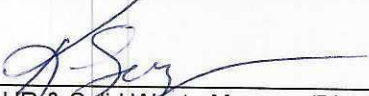
Total Invoiced to Date \$9,956.68

Amount Paid to Date 6,582.48

Total Due this Invoice	\$3,374.20
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Total Contract Amount After Invoice: \$ 94,030.32

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



HR & Solid Waste Manager/District Clerk

7/5/2024

Date

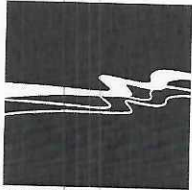


General Manager

7/5/24

Date

Approved by Board of Directors: _____
Date _____



WALLACE GROUP

DESCRIPTION Phelan Park Improvements - ARPA
GL ACCT # CO III AMT \$ 3374.20

Wallace Group
A California Corporation
612 Clarion Court

San Luis Obispo, CA 93401

Phone: 805-544-4011 Fax: 805-544-4294

DEPT MGR

GEN MGR

ADMIN MGR

June 21, 2024

Project No: 1764-0005-01

Invoice No: 62546

Invoice Total **\$3,374.20**

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

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

Professional services rendered through May 31, 2024

Phase 00101 Management & Meetings

Fee

Billing Phase

Management & Meetings

Total Fee

Contract
Amount

Percent
Complete

Previous Fee
Billing

Current Fee
Billing

2,440.00

85.4508

1,773.75

311.25

2,440.00

1,773.75

311.25

Total Fee

311.25

Total this Phase

\$311.25

Phase 00102 QA/QC

Fee

Billing Phase

QA/QC

Total Fee

Contract
Amount

Percent
Complete

Previous Fee
Billing

Current Fee
Billing

4,040.00

0.00

0.00

0.00

4,040.00

0.00

0.00

Total Fee

0.00

Total this Phase

0.00

Phase 00200 Site Survey

Fee

Billing Phase

Site Survey

Total Fee

Contract
Amount

Percent
Complete

Previous Fee
Billing

Current Fee
Billing

12,095.00

0.00

0.00

0.00

12,095.00

0.00

0.00

Total Fee

0.00

Total this Phase

0.00

Phase 00201 Site Analysis

Fee

Project	1764-0005-01	PPHCSD PHELAN COMMUNITY PARK ARPA IMPROV			Invoice	62546
Billing Phase		Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing	
LA Site Analysis		1,715.00	50.5831	782.50	85.00	
TRL Site Analysis		1,886.00	0.00	0.00	0.00	
Total Fee		3,601.00		782.50	85.00	
Total Fee					85.00	
				Total this Phase	\$85.00	
Phase Fee	00301	Schematic Plan				
Billing Phase		Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing	
Schematic Plan		7,422.00	44.2771	3,286.25	0.00	
Total Fee		7,422.00		3,286.25	0.00	
Total Fee					0.00	
				Total this Phase	0.00	
Phase Fee	00401	60% PS&E				
Billing Phase		Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing	
60% PS&E		21,465.00	23.5695	3,145.00	1,914.20	
Total Fee		21,465.00		3,145.00	1,914.20	
Total Fee					1,914.20	
				Total this Phase	\$1,914.20	
Phase Fee	00501	90% PS&E				
Billing Phase		Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing	
90% PS&E		32,809.25	3.2422	0.00	1,063.75	
Total Fee		32,809.25		0.00	1,063.75	
Total Fee					1,063.75	
				Total this Phase	\$1,063.75	
Phase Fee	00601	100% PS&E				
Billing Phase		Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing	
100% PS&E		19,509.00	0.00	0.00	0.00	
Total Fee		19,509.00		0.00	0.00	
Total Fee					0.00	

Project	1764-0005-01	PPHCSD PHELAN COMMUNITY PARK ARPA IMPROV	Invoice	62546
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Total this Phase 0.00

Phase 00701 Bid Ready PS&E
Fee

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

Total this Phase 0.00

Phase 00801 Structural Support Allowance
Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Structural Support Allowance	2,875.00	0.00	0.00	0.00
Total Fee	2,875.00		0.00	0.00
Total Fee				0.00

Total this Phase 0.00

Total this Invoice \$3,374.20

Outstanding Invoices

Number	Date	Balance
62355	5/20/2024	2,405.00
Total		2,405.00

Project	1764-0005-01	PPHCSD PHELAN COMMUNITY PARK ARPA IMPROV	Invoice	62546
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Billing Backup

Wallace Group

Invoice 62546 Dated 6/21/2024

Friday, June 21, 2024

12:14:08 PM

Project	1764-0005-01	Phelan Piñon Hills Community Services District, Phelan Community Park ARPA Improvements
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Phase	00101	Management & Meetings
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Labor

		Hours
Director of Landscape Architecture		
Wilkins, Matthew	5/9/2024	.25
Proj. Management		
Wilkins, Matthew	5/13/2024	.50
Proj. Management		
Wilkins, Matthew	5/14/2024	.25
Proj. Management		
Wilkins, Matthew	5/23/2024	.50
Proj. Management		
Project Assistant III		
Mendoza Pacheco, Gabriela	5/31/2024	.25
MJW Project Management Assistance.		
Totals		1.75
Total Labor		

Total this Phase

Phase	00201	Site Analysis
-------	-------	---------------

Labor

		Hours
Land Surveyor II		
Garcia Fabian, Luz	5/17/2024	.50
Shape Files and Project Discussion with MW		
Totals		.50
Total Labor		

Total this Phase

Phase	00401	60% PS&E
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Labor

		Hours
Director of Landscape Architecture		
Wilkins, Matthew	5/1/2024	1.00
Discuss ARPA Area		
Wilkins, Matthew	5/3/2024	.50
Meeting Prep		
Wilkins, Matthew	5/7/2024	1.00
Meeting Prep		
Wilkins, Matthew	5/8/2024	6.00
Meeting & Travel		
Totals		8.50
Total Labor		

Project	1764-0005-01	PPHCSD PHELAN COMMUNITY PARK ARPA IMPROV	Invoice	62546
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Total this Phase

Phase 00501 90% PS&E

Labor

		Hours
Director of Landscape Architecture		
Wilkins, Matthew	5/21/2024	.25
Review Files		
Wilkins, Matthew	5/23/2024	.25
PSE Prep		
Wilkins, Matthew	5/28/2024	1.00
90% PSE		
Wilkins, Matthew	5/29/2024	1.50
90% PSE		
Wilkins, Matthew	5/30/2024	1.75
90% PSE		
Wilkins, Matthew	5/31/2024	1.00
90% PSE		
Totals		5.75
Total Labor		

Total this Phase

Total this Project

Total this Report



PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT PURCHASE ORDER

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

PO Number: PO-05789

Date: 11/30/2023

Request #: PO-05789

Vendor #: WALL GROUP

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

SHIP TO: Service
Service
Phelan, CA 92371

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Phelan Park Improvements - ARP	C0111		22-2-0-17000	CIP - Parks & Rec	103,987.00
Contract Payment Board Approval June 14, 2023							

Requested By: K. Sevy

Date: 1/1/2024

PPHCSD (760) 868-1212 Fax (760) 868-2323

SUBTOTAL:	103,987.00
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	103,987.00

Payment Approval Form - Contract/Consultant

Date: 7/3/2024

Name of Vendor: Wallace Group

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

Purchase Order # PO-05614

Date of Board Approval June 14, 2023

Original Approved Amount: \$ 435,811.00

Total Contract Amount \$ 435,811.00

% Completed to Date 6%

Total Invoiced to Date \$25,378.75

Amount Paid to Date 19,336.25

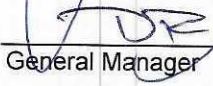
Pending Invoice \$ -

Total Due this Invoice \$4,161.25

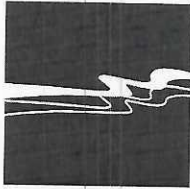
Total Contract Amount After Invoice: \$ 410,432.25

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

 7/5/2024
Engineering Manager Date

 7/5/24
General Manager Date

Approved by Board of Directors: _____
Date



WALLACE GROUP

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

DESCRIPTION

Phelan Park Expansion - 05% Design Docs.

GL ACCT #

000078

AMT

\$4161.25

NOTES

PO #

DEPT MGR

PO: 056014
WALLGROU

GEN MGR

ADMIN MGR

June 21, 2024

Project No: 1764-0002-00

Invoice No: 62545

Invoice Total \$4,161.25

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

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

Professional services rendered through May 31, 2024

Phase 00100 Project Management & Administration
 Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Project Management & Admin	32,165.00	26.8304	8,028.75	601.25
Total Fee	32,165.00		8,028.75	601.25
Total Fee				601.25
Total this Phase				\$601.25

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

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Final Schmtc Plns 35% Cmpltn of CUP Pln	83,083.00	10.8656	5,685.00	3,342.50
Total Fee	83,083.00		5,685.00	3,342.50
Total Fee				3,342.50
Total this Phase				\$3,342.50

Phase 00300 50% Design Development
 Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
50% Design Development	181,900.50	3.9482	6,964.25	217.50
Total Fee	181,900.50		6,964.25	217.50
Total Fee				217.50
Total this Phase				\$217.50

Phase 00400 65% Design Development
 Fee

Project	1764-0002-00	PPHCSD COMMUNITY PARK DESIGN DEVELOP	Invoice	62545
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Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
65% Design Development	138,362.50	0.3903	540.00	0.00
Total Fee	138,362.50		540.00	0.00
	Total Fee			0.00
		Total this Phase		0.00
		Total this Invoice		\$4,161.25

Outstanding Invoices

Number	Date	Balance
62353	5/20/2024	1,881.25
Total		1,881.25

Project	1764-0002-00	PPHCSD COMMUNITY PARK DESIGN DEVELOP	Invoice	62545
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Billing Backup

Wallace Group

Invoice 62545 Dated 6/21/2024

Friday, June 21, 2024

12:14:05 PM

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

		Hours
Director of Landscape Architecture		
Wilkins, Matthew	5/6/2024	.25
Proj. Management		
Wilkins, Matthew	5/8/2024	.50
Proj. Management		
Wilkins, Matthew	5/9/2024	.25
Proj. Management		
Wilkins, Matthew	5/10/2024	.25
Coordination		
Wilkins, Matthew	5/13/2024	1.00
Meeting Regarding ITP		
Wilkins, Matthew	5/29/2024	.50
Site CAD Files for JT		
Wilkins, Matthew	5/30/2024	.50
Site CAD Files for JT		
Totals		3.25
Total Labor		

Total this Phase

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

		Hours
Civil Engineer III		
Hausman, Michael	5/8/2024	.25
Aerial imagery		
Land Surveyor II		
Garcia Fabian, Luz	5/23/2024	2.00
GIS Files to CAD conversion		
Director of Landscape Architecture		
Wilkins, Matthew	5/6/2024	1.00
Design Review with Project Team and Discuss Project Tasks		
Wilkins, Matthew	5/13/2024	1.00
Review JT Materials		
Wilkins, Matthew	5/21/2024	1.00
Review Files, Coordination		
Wilkins, Matthew	5/23/2024	.50
Proj. Management, Base Review and JT Exhibit		
Landscape Designer I		
Connell, Marilyn	5/6/2024	3.00
Con Docs		
Connell, Marilyn	5/7/2024	3.00
Community Park Expansion Preliminary Drawings		
Connell, Marilyn	5/8/2024	.75
Team Meeting Project Updates		

Project	1764-0002-00	PPHCSD COMMUNITY PARK DESIGN DEVELOP	Invoice	62545
Connell, Marilyn	5/9/2024	.25		
	Con Docs Community Park Extension			
Connell, Marilyn	5/13/2024	5.00		
	Team Meeting, Details, Plan Progress, Specifications			
Connell, Marilyn	5/14/2024	3.50		
	Team Meeting, Details, Plan Progress, Specifications			
Connell, Marilyn	5/21/2024	2.25		
	Site Plan, Joshua Trees			
Connell, Marilyn	5/23/2024	1.00		
	Site Plan, Joshua Trees, Team Coordination			
Connell, Marilyn	5/30/2024	.50		
	Team Coordination			
	Totals	25.00		
	Total Labor			

Total this Phase

Phase 00300 50% Design Development

Labor

		Hours	
	Landscape Architect II		
Baird, Suzanne	5/6/2024	.50	
	Design Team Review Project Scope		
Baird, Suzanne	5/7/2024	.25	
	Concept Design Review		
Baird, Suzanne	5/9/2024	.25	
	Concept Design Review		
Baird, Suzanne	5/13/2024	.50	
	Research Site Furnishing-Greenhouse		
	Totals	1.50	
	Total Labor		

Total this Phase

Total this Project

Total this Report



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

PURCHASE ORDER

PO Number: PO-05614

Date: 08/25/2023

Request #: PO-05614

Vendor #: WALL GROUP

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

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

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

Requested By: George Cardenas

Date: 8/25/2023

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

PPHCSD (760) 868-1212 Fax (760) 868-2323

Payment Approval Form - Contract/Consultant

Date: 7/3/2024

Name of Vendor: Steen Design Studio, Inc.

Description of work: Civic Center Building Revision

Purchase Order # PO-05909

Date of Board Approval May 22, 2024

Original Approved Amount: \$ 31,100.00

Total Contract Amount \$ 31,100.00

% Completed to Date 50%

Total Invoiced to Date \$15,500.00

Amount Paid to Date 0.00

Total Due this Invoice	\$15,500.00
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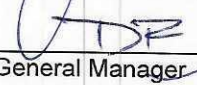
Total Contract Amount After Invoice: \$ 15,600.00

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



Engineering Manager

7/5/2024
Date



General Manager

7/5/24
Date

Approved by Board of Directors:

Date

STEENO DESIGN STUDIO, INC.
11774 HESPERIA ROAD, SUITE B1
HESPERIA, CA 92345

Invoice

Date	Invoice #
6/18/2024	4968

Bill To

PPHCSD
 PO BOX 294049
 PHELAN, CA 92329-4049

Terms
Due on receipt

Description	Total Fee
ARCHITECTURAL SERVICES PER AGREEMENT FOR REVISIONS TO CONSTRUCTION DOCUMENTS OF 14,034 SF CIVIC CENTER BUILDING TO COMPLY WITH FEMA REQUIREMENTS:	15,500.00
RETAINER (50%): \$15,500	
DESCRIPTION <u>Civic Center Project</u> <u>June 18, 2024</u>	
<u>GL ACCT #</u> <u>CO002</u> <u>AMT</u> <u>\$15,500.00</u>	
NOTES <u>Steen Design Studios - 50% Retainer</u>	
<u>FEMA reqmt' revisions to building plans, construction docs., coordination.</u>	
<u>Contract Amount: \$31,000</u> <u>Invoice #: 4968</u>	
PO # <u>05909</u> GEN MANAGER <u>Board Approval 5/22</u>	
DEPT MANAGER <u>[Signature]</u> ADMIN MANAGER	

Please remit to address above. Thank you.

Phone #	Web Site	Fax #
760-244-5001	www.SteenDesign.com	760-244-1948



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

PURCHASE ORDER

PO Number: PO-05909

Date: 05/09/2024

Request #: PO-05909

Vendor #: STEDES

ISSUED TO: Steeno Design Studio, Inc
11774 Hesperia Road, Suite B1
Hesperia, CA 92345-

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

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Civic Center Building Revisions - Revisions to: Construction Documents (dwgs.) Mechanical Engineering Electrical Engineering Structural Revisions Coordination: Engineers, FEMA, County submittals Total: \$31,100.00	C0002		01-0-0-17000	CIP Enterprise Fun	31,100.00

Requested By: George Cardenas

Date: 5/9/2024

PPHCSD (760) 868-1212 Fax (760) 868-2323

SUBTOTAL:	31,100.00
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	31,100.00

3) Consent Items

Director Roberts requested to remove Item 3h and moved to approve the remainder consent items. Director Philips seconded the motion. Motion carried 4-0.

4) Matters Removed from Consent Items

Director Roberts made a recommendation regarding Item 3h before it is brought back to the Board.

5) Presentations/Appointments

- Presentation of 2024 Earth Day Art Contest Winners
By: Kim Sevy, Solid Waste Manager

Awards were presented as follows:

- Third Place: Esteban Gutierrez, Scarlett Mihalik, Bode Walczynski, and Evelyn Murillo Marron.
- Second Place: Leo Munoz, Hector Munoz, Gabriel Karsten, and Stephanie Jimenez.
- First Place: Jace Cianciolo, Eleanor Mae Gernon, Violet Verdin, and Emily Whitecotton

- Presentation on Chromium-6 Regulations
By: Jen Oakes, Executive Management Analyst & Sean Wright, Water Operations Manager

Mr. Wright provided a presentation on Chromium-6 regulations.

6) Continued/New Agenda Items**a) Discussion & Possible Action Regarding Declaration of Surplus Meter Reading Equipment**

Staff Recommendation: For the Board to declare the old meter reading equipment as surplus to allow staff to seek auction or disposal value.

Mr. Wright introduced this item.

Director Roberts moved to declare the old meter reading equipment as surplus and for staff to attempt to donate the meter reading equipment to another water agency first before seeking auction value or disposing of it. Director Philips seconded the motion. Motion carried 4-0.

b) Discussion & Possible Adoption Regarding Modifications for Proposed Civic Center & Emergency Operations Center Project

Staff Recommendation (Modified): For the Board to authorize staff to move forward with proposed modifications necessary to comply with FEMA requirements.

Mr. Cardenas introduced this item.

Director Roberts moved to approve the staff recommendation. Director Kujawa seconded the motion. Motion carried 4-0.

c) **Discussion & Possible Action Regarding Approval of Contact Between the County of San Bernardino and the Phelan Piñon Hills Community Services District for the Purpose of Providing Funding Support for the Civic Center & Emergency Operations Center Project in an Amount not to Exceed \$500,000.**

Staff Recommendation: For the Board to approve the contract between the County of San Bernardino and the Phelan Piñon Hills Community Services District in order to receive funding for the Civic Center & Emergency Operations Center Project.

Ms. Sevy introduced this item.

President Hays moved to approve the Contract between the County of San Bernardino and the Phelan Piñon Hills Community Services District in order to receive funding for the Civic Center & Emergency Operations Center Project. Director Philips seconded the motion. Motion carried 4-0.

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

NOTE: This item was discussed after the first presentation in Item 5.

Staff Recommendation: None

Matt Wilkins of Wallace Group provided an update on this item.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Engineering Committee (Standing)** – Meets next week.
- b) **Finance Committee (Standing)** – Meets tomorrow.
- c) **Legislative Committee (Standing)** – Noted that Legislative Days are upcoming.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Meets next week.
- e) **Waste & Recycling Committee (Standing)** – Meets next week.

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

Nothing further to report.

9) **Reports**

a) **Director's Report**

Roberts – Nothing to report.

Philips – Attended a tour at CR&R.

Kujawa – Prepared a written report; it will be attached to the minutes.

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

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

Agenda Item 4

Matters Removed from
Consent Items

Agenda Item 5

Presentations/Appointments

Agenda Item 6a

Public Hearing on Standby & Availability Fees for 2024/2025

1. Secretary's Report
2. Attorney's Report on Action Taken Prior to this Hearing
3. Staff's Report
4. Public Comments, Protests, and Objections
 - a. Any person may address the Board on Standby & Availability Fees for 2024/2025
 - b. Staff responses to comments, protests, and objections

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Board of Directors of the Phelan Piñon Hills Community Services District ("District") adopted Resolution No. 2024-08 at its meeting on May 22, 2024, to initiate proceedings to fix, adjust, levy and collect a water standby charge in accordance with Section 61124(a) of the California Government Code and the applicable provisions of the Uniform Standby Charge Procedures Act, California Government Code Section 54984 et seq. ("the Act"). The Resolution is on file and available for inspection and copying at the District office located at 4176 Warbler Road, Phelan, California, and online at <https://www.pphcsd.org>.

The standby charge proposed to be adopted by the Board of Directors is based upon the report of a qualified engineer, IB Consulting, Inc., which is also on file and available for inspection and copying at the District's office located at the above address. No change in the amount of the standby charge, or the methodology used to calculate said charge, that was levied by the District in 2023/2024 is being proposed for 2024/2025.

Before taking final action on the proposed standby charge, the Board of Directors will hold a public hearing at a regular meeting of the District's Board of Directors scheduled for July 10, 2024, at 5:00 p.m. The District will hold this meeting of its Board both in-person at the Phelan Community Center located at 4128 Warbler Road, Phelan, California, and via teleconference or video conference through the remote instructions located on the District's website. Members of the public are encouraged to visit the District's website at <http://www.pphcsd.org> or call the District office at (760) 868-1212 to access the meeting link, and for updates regarding the manner in which this hearing will be conducted.

Any landowner desiring to protest the proposed standby charge as described in Resolution No. 2024-08 may file a written protest with the District. Each protest must contain a description of the land owned (this can be done by including the Assessor Parcel Number) and be signed by the owner of the property as shown on the last equalized tax roll of the County of San Bernardino. All protests must be received by the District no later than the close of the public hearing on July 10, 2024. At the public hearing, the Board of Directors will hear public testimony and protests and consider taking final action on whether or not to adopt the standby charge.

Protests may be made by sending them to the Board Secretary, Phelan Piñon Hills Community Services District, at 4176 Warbler Road, Phelan, California 92371 or P.O. Box 294049, Phelan, California 92329-4049. Mailed protests must be received by the District prior to the close of the public hearing on July 10, 2024. The Board may be precluded from adopting the standby charge as proposed if the number of written protests received by the District prior to the close of the public hearing represent the designated proportion of parcels subject to the proposed assessment set forth under applicable law.

If you have any questions regarding the proposed standby charge or would like additional information, please contact District staff at (760) 868-1212 during regular business hours.

Posted: June 20, 2024

Published: June 20, June 27, July 4, 2024

Agenda Item 6b

Discussion & Possible Adoption of Resolution
No. 2024-11; Establishing Water Standby and
Availability Fees for 2024/2025

MEMORANDUM

DATE: July 10, 2024

TO: Board of Directors

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

SUBJECT: Discussion & Possible Adoption of Resolution No. 2023-18; Establishing Standby & Availability Fees for 2024/2025

STAFF RECOMMENDATION

For the Board to adopt Resolution No. 2024-11; Establishing Standby & Availability Fees for 2024/2025.

BACKGROUND

In order to collect Standby Revenue, each year the District must take certain steps, in compliance with Government Code Sections 61124(a), 54984 et seq., and 6066, including: 1) Initiating Proceedings to Fix, Levy And Collect Water Standby Assessments For The Fiscal Year, establishing a hearing date, 2) Notify the general public with publications in the newspaper on two separate dates, and 3) Conduct the Public Hearing.

The standby fee has been a means to collect funds from parcels within the District to help support the system and keep it “ready to serve” those who wish to connect to the system. Staff is not recommending any changes to the current rates and collections: Standby charges are currently calculated as follows:

\$20.00 per full acre (1 Equivalent Billing Unit = EBU), plus \$20.00 times .5 EBU, times the fractional portion of the parcel (2 $\frac{3}{4}$ acres = \$47.50). This is charged to all non-metered properties that are within 660' of a water line within the District boundaries.

On May 22, 2024, the Board of Directors adopted Resolution No. 2024-08; Initiating Proceedings to Fix, Levy and Collect Water Standby Assessments for the Fiscal Year 2024/2025 and the Hearing Date was scheduled for July 10, 2024.

A full copy of the affected parcels and corresponding fees have been made available for public review. 3,556 parcels were included in the previous final levy submittal in Fiscal Year 2023/2024. As part of preparing the preliminary Fiscal Year 2024/2025 Assessment Roll, parcels that were recently developed, or pulled a permit since the last levy submittal, were removed. In addition, parcel changes were captured related to subdivisions and parcel mergers throughout the year. As a result, the Assessment Roll for FY 2025 now includes 3,502 parcels. The Assessment Roll has been provided to the Board Secretary separately as it is too voluminous to include herein. This may change as parcels connect to the District's water system before the final report is submitted to the county.

FISCAL IMPACT

Estimated revenue of \$279,708.50

ATTACHMENT(S)

Resolution No. 2024-11

RESOLUTION NO. 2024-11
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE PHELAN PINON HILLS COMMUNITY SERVICES DISTRICT
ESTABLISHING WATER STANDBY AND AVAILABILITY FEES FOR 2024/2025

WHEREAS, the Phelan Pinon Hills Community Services District (“the District”) is a Community Services District organized and operating pursuant to Government Code 61000 et seq.

WHEREAS, the District is authorized by Government Code Section 61124(a) to impose standby charges for water services pursuant to the Uniform Standby Charge Procedures Act, Government Code Section 54984 et seq. (“the Act”).

WHEREAS, under the Act, the District is authorized to fix before August 10 of any given year a water standby charge on land within its jurisdiction to which water service is made available for any purpose by the District, whether the water services are actually used or not.

WHEREAS, under the Act, the District’s Board of Directors (“the Board”) may establish schedules varying the charge according to land uses, benefit derived or to be derived from the use, availability of facilities to provide water service, the degree of availability or quantity of the use of the water to the affected lands, and may restrict the assessment to one or more improvement districts or zones of benefit established within the jurisdiction of the District, and may impose the charge on an area, frontage, or parcel basis, or a combination thereof.

WHEREAS, pursuant to Resolution No. 2994 of the Local Agency Formation Commission of the County of San Bernardino (“LAFCO”), the District is the successor agency to County Service Area 9, County Service Area 56 Improvement Zone F-1, and County Service Area 70 Improvement Zones L and P-4 (“the CSAs”).

WHEREAS, Condition No. 14 of LAFCO Resolution No. 2994 expressly states that “[a]ll previously authorized charges, fees, assessments, and/or taxes of [the CSAs] in effect upon the effective date of this reorganization shall be continued and assumed by the [District], as the successor agency, in the same manner as provided in the original authorization pursuant to the provisions of Government Code Section 56886(t) ...”

WHEREAS, Government Code Section 56886(t) provides that LAFCO Resolution No. 2994 contains the exclusive terms and conditions for the change of organization from the CSAs to the District is it related to the “extension or continuation of any previously authorized charge, fee, assessment, or tax by [the District as the] successor local agency in the affected territory.”

WHEREAS, prior to the adoption of LAFCO Resolution No. 2994, the territory within the CSAs was subject to a water standby and availability charge that had been fixed, levied, and imposed upon such lands.

WHEREAS, the Board wishes to continue, extend, and assume all previously authorized water standby and availability charges that had been fixed, levied, and imposed upon lands within the CSAs.

WHEREAS, on May 22, 2024, the Board adopted Resolution No. 2024-08 initiating proceedings to fix, adjust, levy, and collect water standby and availability fees for 2024/2025 in accordance with Government Code Section 54984.3 and scheduled a public protest hearing on July 10, 2024.

WHEREAS, beginning on or about June 20, 2024, the District published a Notice of Public Hearing concerning the Board's intent to adopt water standby and availability fees for 2024/2025 in a newspaper of general circulation within the District once a week for two successive weeks pursuant to the Act and Government Code Section 6066.

WHEREAS, on July 10, 2024, at 5:00 p.m., at the Phelan Community Center located at 4128 Warbler Road, Phelan, California, the Board held a public protest hearing to hear and consider any and all objections or protests regarding the imposition of the charge, which hearing was duly conducted in the manner set forth in the Act.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Phelan Pinon Hills Community Services District as follows:

1. The public interest and necessity requires the Board to adopt this Resolution hereby fixing, levying, and collecting water standby and availability charges on all properties within the District which are within six hundred sixty (660) feet of a water main from which water service is furnished by the District pursuant to applicable law, including but not limited to the pertinent provisions of the Act, Condition No. 14 of LAFCO Resolution No. 2994, and/or Government Code Section 56886(t).

2. The written protests received by the Board which were not withdrawn at the time of its determination represented less than fifteen percent (15%) of the parcels subject to the charges set forth herein.

3. The standby charge hereby levied by the Board is based upon the report of a qualified engineer, which is on file with the District. The content and findings of said report are hereby adopted in full by the Board and are incorporated herein in full by this reference, including, but not limited to, any and all statements and determinations specifically relating to each of the following:

a. A description of the charge and the method by which it is proposed to be imposed;

b. A compilation of the amount of the charge proposed for each parcel subject to the charge;

c. A statement of the methodology and rationale followed in determining the degree of benefit conferred by the service for which the proposed charge is made;

d. The District's legal ability to fix and adjust a standby charge, the

amount of the proposed charge, and the properties affected thereby;

- e. A description of the lands upon which the charge is proposed to be imposed; and
- f. The amount of the proposed charge for each of the lands so described.

4. The Board, acting in its capacity as the governing body of the District, hereby resolves and orders:

a. That there are hereby fixed, in and for the District, water standby charges for each parcel of real property therein in the amount of twenty dollars (\$20.00) per full acre in a parcel, plus the proportionate share of the charge of ten dollars (\$10.00) for any portion of a parcel which may exceed an exact number of acres.

b. That for parcels of less than one (1) acre total, the water standby charges continued herein for the District shall be twenty dollars (\$20.00).

c. That water availability or standby charges shall apply to each parcel of real property within the District which is within six hundred sixty (660) feet of a water main from which water service is furnished by said District.

d. That the charges fixed and established herein shall be effective on and after July 1, 2024, and shall be operative during Fiscal Year 2024/2025.

5. The Board hereby authorizes the District's General Manager to take any and all actions necessary to carry out the intent of the Board as set forth herein, and to cause the charges fixed and established herein to be collected at the same time, and in the same manner, as the levying of special assessments on the 2024/2025 San Bernardino County Tax Roll, and/or to be otherwise collected in accordance with all legally-permissible methods available under applicable law. If any charge hereby adopted becomes delinquent, the amount of the delinquency, together with any interest and penalties thereon, shall constitute a lien on the affected property to the fullest extent legally allowable under applicable law.

PASSED AND ADOPTED by the Board of Directors of the Phelan Piñon Hills Community Services District, State of California, this 10th day of July 2024, by the following vote:

AYES:	Directors:
NOES:	Directors:
ABSENT:	Directors:
ABSTAIN:	Directors:

President of Phelan Piñon Hills
Community Services District and of the Board of
Directors thereof.

STATE OF CALIFORNIA)
) ss.
COUNTY OF SAN BERNARDINO)

I, Kimberly Sevy, Clerk of the Board of Directors of the Phelan Pinon Hills Community Services District, California, hereby certify the foregoing to be a full, true and correct copy of the record of the action as the same appears in the Official Minutes of said Board at its meeting of July 10, 2024.

Kimberly Sevy
Secretary, Board of Directors
Phelan Pinon Hills Community Services District

By _____

Agenda Item 6c

Public Hearing on Delinquent Water User Charges

1. Secretary's Report
2. Attorney's Report on Action Taken Prior to this Hearing
3. Staff's Report
4. Public Comments, Protests, and Objections
 - a. Any person may address the Board on Delinquent Water User Charges
 - b. Staff responses to comments, protests, and objections

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the General Manager of the Phelan Piñon Hills Community Services District ("District") has filed a report with the District's Board of Directors that describes the amount of unpaid charges and delinquencies for each affected parcel within the District, and that the District's Board of Directors will hold a public hearing to consider adoption of a resolution adding such delinquent non-paid charges to the annual taxes levied upon the property for which the charges are delinquent and unpaid.

The hearing will be held at a regular meeting of the District's Board of Directors scheduled for July 10, 2024, at 5:00 p.m. The District will hold this meeting of its Board both in-person at the Phelan Community Center located at 4128 Warbler Road, Phelan, California, and via teleconference or video conference through the remote instructions located on the District's website. Members of the public are encouraged to visit the District's website at <http://www.pphcsd.org> or call the District office at (760) 868-1212 to access the meeting link, and for updates regarding the manner in which this hearing will be conducted.

All interested persons are invited to attend the meeting and submit oral and/or written comments to the Board at the time of the public hearing. Written comments may also be submitted to the Board Secretary via e-mail at ksevy@pphcsd.org or by mail at P.O. Box 294049, Phelan, California 92329. All oral and written comments received by the Board and/or Board Secretary prior to the close of the public hearing will be considered and included in the record.

For more information, you may contact District staff at the District's offices located at 4176 Warbler Road, Phelan, California, or by telephone at (760) 868-1212, during regular business hours. All persons are further invited to review the report and proposed resolution, copies of which will be available for public inspection beginning ten (10) days prior to the above meeting, during regular business hours at the District's headquarters located at 4176 Warbler Road, Phelan, California.

Posted: June 20, 2024

Published: June 20, June 27, July 4, 2024

Agenda Item 6d

Discussion & Possible Adoption of Resolution No. 2024-12; Confirming, or Modifying and then Confirming, the Report of Delinquent Water User Charges for the Purpose of Collecting Said Charges on the San Bernardino County Tax Roll

MEMORANDUM

DATE: July 10, 2024

TO: Board of Directors

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

SUBJECT: Discussion & Possible Adoption of Resolution No. 2024-12; Confirming, or Modifying and then Confirming, the Report of Delinquent Water User Charges for the Purpose of Collection of Said Charges on the San Bernardino County Tax Roll

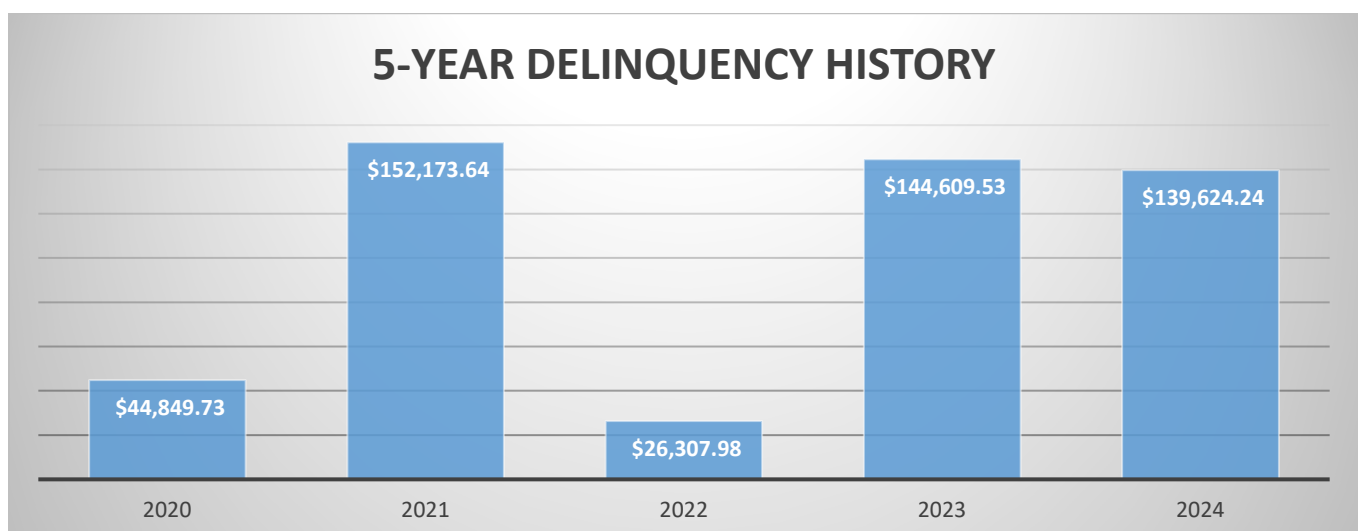
STAFF RECOMMENDATION

For the Board to adopt Resolution No. 2024-12; Confirming, or Modifying and then Confirming, the Report of Delinquent Water User Charges for the Purpose of Collection of Said Charges on the San Bernardino County Tax Roll.

BACKGROUND

In order to collect delinquent water user charges on the San Bernardino County Tax Roll, each year the District must take certain steps, in compliance with Government Code 61115(b), including: 1) prepare and file with the Board a report that describes each affected parcel of real property and the amount of charges delinquent for each affected parcel as of June 30, 2024; and 2) publish notice of time and place for a public hearing by the Board to hear and consider adoption and/or revision of the charges and penalties contained in the report of the District's General Manager.

The fiscal impact is subject to change pending receipt of customer payments. Delinquent customers were mailed notification regarding this process and given an opportunity to remedy. The final list will be submitted to the County of San Bernardino for collection not later than August 10, 2024, and will be updated as necessary until submittal.



FISCAL IMPACT

Estimated collection of up to \$139,624.24 in outstanding account balances (total delinquency amount as of July 3, 2024).

ATTACHMENT(S)

Resolution No. 2024-12

RESOLUTION NO. 2024-12

RESOLUTION OF THE BOARD OF DIRECTORS OF THE PHELAN PINON HILLS COMMUNITY SERVICES DISTRICT IN THE COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ACTING IN ITS CAPACITY AS THE GOVERNING BODY – CONFIRMING, OR MODIFYING AND THEN CONFIRMING, THE REPORT OF DELINQUENT WATER USER CHARGES FOR THE PURPOSE OF COLLECTING SAID CHARGES ON THE SAN BERNARDINO COUNTY TAX ROLL

WHEREAS, the Phelan Pinon Hills Community Services District (“District”) is a community services district organized and operating pursuant to California Government Code Section 61000 et seq.;

WHEREAS, Section 61115(b) of the Government Code authorizes the District’s Board of Directors (“Board”) to provide that any charges and penalties may be collected on the tax roll in the same manner as property taxes;

WHEREAS, Section 61115(b) of the Government Code provides that the District’s General Manager must prepare and file with the Board a report that describes each affected parcel of real property and the amount of charges and delinquencies for each affected parcel for the year.

WHEREAS, Section 61115(b) of the Government Code further provides that the District’s General Manager must publish notice of the time and place for a public hearing by the Board to hear and consider adoption and/or revision of the charges and penalties contained in the report of the District’s General Manager.

WHEREAS, on July 10, 2024, on motion of Director _____, duly seconded by Director _____, and carried, the following resolution is adopted:

SECTION 1. The Board hereby finds and determines:

(a) That the report of the District’s General Manager on delinquent and unpaid charges for water and other services within the District that remain unpaid and delinquent for thirty days or more on July 10, 2024, which is attached hereto and incorporated herein by this reference, is hereby adopted and approved by the Board and confirmed for each parcel of property within the District as set forth in said report.

(b) That a public hearing on said report was held on this date and that any protests or objections regarding the appropriateness of the charges or their collection on the tax roll were heard and considered by the Board.

SECTION 2. The Board, acting in its capacity as the governing body of the District, therefore hereby resolves and orders:

(a) That the Clerk of the Board is hereby directed to certify to the passage of this resolution and to forward a copy of same to each of the following public bodies and officers:

1. The Auditor/Controller of the County of San Bernardino;
2. The Treasurer-Tax Collector of the County of San Bernardino;

(b) That the Clerk of the Board is hereby further directed to forward a certified copy of said report to the Auditor/Controller of the County of San Bernardino.

(c) That the unpaid and delinquent charges for each corresponding parcel of property within the District identified in the attached report of the District's General Manager, as confirmed by the Board, are fixed in the amount set forth in said report and shall be collected on the tax roll in the same manner and at the same time as general County ad valorem property taxes are collected for fiscal year 2024/2025.

PASSED AND ADOPTED by the Board of Directors of the Phelan Pinon Hills Community Services District, State of California, by the following vote:

AYES: Directors:

NOES: Directors:

ABSENT: Directors:

ABSTAIN: Directors:

President of Phelan Piñon Hills
Community Services District and of
the Board of Directors thereof

STATE OF CALIFORNIA)
) ss.
COUNTY OF SAN BERNARDINO)

I, Kimberly Sevy, Secretary to the Board of Directors of the Phelan Pinon Hills Community Services District, California, hereby certify the foregoing to be a full, true and correct copy of the record of the action as the same appears in the Official Minutes of said Board at its meeting of July 10, 2024.

Kimberly Sevy
Secretary to the Board of Directors
of the Phelan Pinon Hills Community Services District

By _____

Agenda Item 6e

Discussion & Possible Action Regarding
California Special District Association's Board
of Directors Election Term 2025-2027; Seat A -
Southern Network

MEMORANDUM

DATE: July 10, 2024

TO: Board of Directors

FROM: Don Bartz, General Manager
By: Kim Ward, HR Manager/Executive Secretary

SUBJECT: Discussion & Possible Action Regarding California Special District Association's Board of Directors Election Term 2025-2027; Seat A - Southern Network

RECOMMENDATION

For the Board to vote for one candidate for California Special District Association's Board of Directors Election Term 2025-2027; Seat A - Southern Network

BACKGROUND

The California Special Districts Association (CSDA) 2024 Board Elections are underway. As a member of CSDA, the District is entitled to one vote for the CSDA Board of Directors Seat A. Should the Board desire, they may vote for one of the following nine candidates:

- Jo MacKenzie (incumbent)
- Jason Dafforn
- Ross Leja

The ballot is to be submitted electronically by July 26, 2024. Attached are the candidate information sheets and candidate statements.

FISCAL IMPACT

None

ATTACHMENTS

Candidate Information and Statements



**California Special
Districts Association**
Districts Stronger Together

2024 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: JO MacKENZIE

District/Company: Vista Irrigation District, *CSDA District of Distinction, Platinum Level*

Title: Director, Certificate in Special District Governance

Elected/Appointed/Staff: Elected

Length of Service with District: 32 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

- ✚ CSDA Board of Directors, President 2011, Vice President 2010, Treasurer 2008-2009
- ✚ CSDA Finance Corporation Board of Directors, 2007-present; President 2012, 2013, 2015- present
- ✚ Special District Leadership Foundation Board of Director, Treasurer, currently Vice President
- ✚ Fiscal and Audit Committees, rewrote 'Treasurer Job Description'; Membership Committee 2011-present; Chair 2020-2021, 2022 and 2024
- ✚ Legislative Committee 2004-present; Chair, 2006-2010 and 2012
- ✚ CSDA San Diego Chapter, Board of Directors, 1993-present; President 1998-2000; presently serve on the Chapter Executive Board
- ✚ Attend all Annual Conferences and Legislative Days

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

- ✚ ACWA: Past Board Director; Local Government, Chair 2014-2015 and Membership Committee
- ✚ ACWA Region 10 Board of Directors, Vice Chair, Alternate Chair, Director 1997-2010
- ✚ The California Association of Local Agency Formation Commissions (CALAFCO), Board Member and Legislative Committee member, 2017-2023

3. List local government involvement (such as LAFCO, Association of Governments, etc.):

- ✚ San Diego LAFCO, 1994-present: Commission Chair 2018 & 2019; Alternate 5 years; Special District Advisory Committee 14 years, Chair 2005-2009
- ✚ City of San Marcos Planning and Traffic Commissions
- ✚ Personally initiated the City of San Marcos Budget Review Committee in 1980, Chair 1996-2006
- ✚ Resource Conservation District of Greater San Diego County, Association Director, 2016 to present

4. List civic organization involvement and recognitions

- ✚ Special District Official of the Year by PublicCEO
- ✚ CSDA Legislative Advocate of the Year, 2011
- ✚ Graduate of CSDA's Special District Leadership Academy
- ✚ San Marcos Chamber of Commerce, Lifetime Ambassador
- ✚ Graduate of Leadership 2000, Cal State San Marcos
- ✚ Vista Community Development Associates, Treasurer
- ✚ Soroptimist International



RE-ELECT JO MACKENZIE

PROVEN EXPERIENCE LEADING SPECIAL DISTRICTS

- **DEDICATED**
- **FISCALLY RESPONSIBLE**
- **COMMITTED TO SPECIAL DISTRICTS**

It has been a privilege and honor to serve on the CSDA Board of Directors (Board) representing the Southern Network. Serving on the Board requires a commitment of time; I am in Sacramento at least twice a month for CSDA meetings. I have served as President, Vice President and Treasurer, and served as a Chair and/or member of the various committees. In 2010 and 2011, respectively, I was recognized as CSDA's Legislative Advocate of the Year and by PublicCEO as Special District Official of the Year.

During my tenure on the CSDA Board, I have formed working relationships throughout the Network and State that have given me an insight regarding the needs of special districts. Based on these insights and input from other CSDA directors, CSDA has worked to provide webinars at no cost to its members, begun offering the leadership academy three times a year and on-line, and the SDLF Board eliminated budget limits for scholarships. I serve on the CSDA and SDLF Boards, and I am proud of the collaboration that allows all special districts to take advantage of CSDA's programs.

During my term, I have been committed to continue building on the present foundation of CSDA's educational programs, state and federal legislative advocacy, and public outreach. CSDA is now the "voice of Special Districts", "the third leg of local government", and the 'go-to' association for legislative issues.

My proven leadership and public service experience, commitment to fiscal responsibility, and comprehensive LAFCO and special district knowledge make me the most qualified candidate to represent the Southern Network.

I have a true passion for and proven experience in leading Special Districts. I would be honored to continue serving on the CSDA Board as your Southern Network Director.

I am asking for your **Vote**.

ELECTRONIC VOTING ENDS JULY 26 AT 5:00 P.M.

**50+ CSDA EDUCATIONAL OPPORTUNITIES ARE LISTED ON
CSDA'S HOME PAGE**

From: Ramae Ogilvie <ROgilvie@vidwater.org>

Sent: Wednesday, June 05, 2024 3:22 PM

Subject: Jo MacKenzie for CSDA Board of Directors, Southern Network, Seat A

On behalf of the Vista Irrigation District (VID), I am requesting your agency's support and vote for Jo MacKenzie for the California Special Districts Association (CSDA) Board of Directors for the Southern Network, Seat A. We are fortunate to have such a qualified candidate in Director MacKenzie. She has the unanimous support of VID's Board, as noted in the attached letter from VID's Board President Richard Vásquez.

Having known Director MacKenzie for more than 20 years and working with her at VID, I can attest to her very active involvement in special districts and her acquired comprehensive knowledge in statewide and local special districts issues. Attached you will find a candidate's statement summarizing Director MacKenzie's qualifications. As you will see, she possesses the knowledge and experience necessary to be an outstanding, engaged and highly effective CSDA Board member.

I urge your Board of Directors to vote for Jo MacKenzie to continue her service as Seat A Director for the Southern Network on the CSDA Board; electronic ballots will be emailed to your district's contact person on June 10, 2024 and must be received by CSDA by 5:00 PM on July 26, 2024. Please do not hesitate to contact me if have any questions or need additional information. Thank you for your consideration.

Regards,

Brett Hodgkiss

General Manager

bhodgkiss@vidwater.org



1391 Engineer Street • Vista, California 92081-8840
Phone (760) 597-3100 • Fax: (760) 598-8757
www.vidwater.org

Board of Directors

Richard L. Vásquez, *President, Division 2*
Marty Miller, *Division 1*
Peter Kuchinsky II., *Division 3*
Patrick H. Sanchez, *Division 4*
Jo MacKenzie, *Division 5*

Administrative Staff

Brett L. Hodgkiss
General Manager
Ramae A. Ogilvie
Board Secretary
Elizabeth A. Mitchell
General Counsel

June 5, 2024

Re: Jo MacKenzie for CSDA Board of Directors, Southern Network, Seat A

Dear Board President:

On February 20, 2024, the Vista Irrigation District (VID) Board nominated Jo MacKenzie to the California Special Districts Association (CSDA) Board of Directors for the Southern Network, Seat A. As President of the Board, I'm requesting that your Board cast its vote for Jo MacKenzie, CSDA Board of Directors. Electronic ballot voting begins on June 10, 2024.

Jo's enthusiasm, commitment, and comprehensive knowledge of special districts have brought a high level of experience to the CSDA Board of Directors. Jo believes it is important that CSDA continue to be the voice of all special districts and build on the present foundation of legislative advocacy, educational programs, and public outreach.

Currently serving on the CSDA Board of Directors (Past President, 2011), Jo serves on the CSDA Legislative Committee; she served as the Committee Chair from 2006-2010 and in 2012 and was named Legislative Advocate of the Year in 2010. Jo currently serves as President of the CSDA Finance Corporation, and Vice President of the Special District Leadership Foundation. She also serves on the CSDA Member Services Committee and is very active with the San Diego Chapter of CSDA, serving as its President 1998-2000.

Jo was elected to the VID Board of Directors in 1992 and has since served as President nine times. She is currently a Commissioner on the San Diego Local Agencies Formation Commission (LAFCO) and served as Chair in 2019-2020; Jo has continuously served in various capacities on LAFCO since 1994. She has also served on the California Association LAFCO Board of Directors. Jo is a past Board Director for the Association of California Water Agencies and currently serves on its Membership and Local Government committees.

Jo is active in her local community, having served on the City of San Marcos Planning Commission, Traffic/Safety Commission, Budget Review Committee and Affordable Housing Task Force. She has also been active in the San Marcos Chamber of Commerce for over 30 years, serving as a Board Member and a Life Member Ambassador.

Jo is extremely active and engaged in all aspects of California special districts and her wealth of experience makes her the obvious choice for Southern Network, Seat A. I urge your Board to vote for Jo MacKenzie to continue her service as Seat A Director for the Southern Network. Thank you for your support!

Very truly yours,

Richard L. Vásquez
President, Board of Directors



California Special
Districts Association
Districts Stronger Together

2024 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Jason Dafforn

District/Company: Valley Sanitary District

Title: General Manager

Elected/Appointed/Staff: Staff

Length of Service with District: 1 year

- 1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

Attend CSDA Conference and Leadership Academy

- 2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

ACWA, CASA

- 3. List local government involvement (such as LAFCo, Association of Governments, etc.):**

N/A

- 4. List civic organization involvement:**

Desert Recreation Foundation Board of Directors

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**

My name is Jason Dafforn. I am a Licensed Civil Engineer in the State of California with over 30 years of experience in the water and wastewater industry. I have 17 years of experience as a utility manager working for California local governments, including over eight years working for a special district.

California's special districts play a crucial role in the daily lives of millions, providing essential services ranging from water and sanitation to fire protection, healthcare, and many others. The California Special District Association (CSDA) provides resources, training, state and federal advocacy, and professional development to help special districts across the State flourish.

Today, special districts are confronted with unprecedented challenges. As a special district manager, I have gained a comprehensive understanding of these challenges, which positions me to provide valuable guidance and develop effective resolutions. My fresh ideas and unique perspective will enable the Board of Directors to proactively address current issues and future challenges, keeping CSDA ahead of the curve.

Together, we hold the power to shape the future and provide exceptional resources for special districts in California. By ensuring they remain at the forefront of delivering essential services and improving the quality of life for all residents, we can make a significant impact.

Let us build a stronger, more resilient future for California's special districts and the communities they serve.



California Special
Districts Association
Districts Stronger Together

2024 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: ROSS A. LEJA
District/Company: JURUPA AREA RECREATION & PARK DISTRICT
Title: DIRECTOR DIVISION 5
Elected/Appointed/Staff: ELECTED
Length of Service with District: 6 YEARS

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

NO

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

NO

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

NONE

4. List civic organization involvement:

JURUPA CHILDRENS CHRISTMAS PARTY

JURUPA DISTRICT LIONS CLUB

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**

I am running for the open board position to bring representation for the Inland Empire to CSDA and grow CSDA in the Inland Empire. San Bernardino and Riverside Counties, together known as the Inland Empire, is one of the fastest growing regions of California and home to over 80 special districts. However, the Inland Empire currently has no representation on the Southern District Board.

I currently serve on the Board of Directors for the Jurupa Area Recreation and Parks District (JARPD). Our district serves the city of Jurupa Valley and a portion of the city of Eastvale. I have been in this position for six years. During this time we have grown our district by fourteen facilities. I have made it a mission to develop relationships with the other special districts in our area to help JARPD better serve its residents. I look forward to expanding this mission to the other special districts in the Inland Empire if I am elected to the Board representing the Southern District

I am an eight year Air Force Veteran, husband, father and grandfather. My wife of 49 years and I have made our home in Jurupa Valley for over three decades. I have served on the City of Jurupa Valley Traffic Safety Committee, acting as its first chair for three years. I also served on the Jurupa Unified School District Citizen Oversight Committee for a \$144 million bond measure as both Vice Chair and Chair. A cause close to my heart is my work with the Jurupa Children's Christmas Party, an organization that has distributed presents to underprivileged in Jurupa Valley for over 40 years.

I have always considered service to my country and community a privilege and would like to continue by serving on the board of the California Special Districts Association.

Agenda Item 6f

Update on the Civic Center and EOC Project,
Park Expansion Project, and Park
Enhancement Project

MEMORANDUM

DATE: July 10, 2024

TO: Board of Directors

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

SUBJECT: Update on the Civic Center and EOC Project, Park Expansion Project, and Park Enhancement Project

STAFF RECOMMENDATION

None

BACKGROUND

Staff will update the Board on the Phelan Park Expansion Project.

NOTE: Staff is in the process of update the "Overview of Current PPHCSD Projects (Government Funded)" document in the manner requested by the Board at the June 26, 2024, Board meeting.

FISCAL IMPACT

None

ATTACHMENT(S)

Overview of Current Projects (Government Fund)

Draft Quarterly Report to be Submitted to County ARPA Team for Park Enhancement Project

Park Enhancement Project Timeline

Overview of Current PPHCSD Projects

Government Funded (in part or in whole)

- **CIVIC CENTER & EMERGENCY OPERATIONS CENTER**

Budget: \$10,700,000 + \$116,480 (FEMA Redesign) = \$10,816,480

Funding Sources:

- \$2,000,000 FEMA Grant – In progress. Estimated approval Fall 2024.
- \$500,000 County Grant – Approved by County BOS on June 25, 2024
- \$6,040,000 Site Lease from Muni Financial – Secured
- \$2,276,480 District Funds

Estimated Completion Date: June 2026

Current Status: In re-design and NEPA process for FEMA requirements.

Description: Multi-use building that includes:

- Administrative Offices
- Emergency Operations Center
- Community Center

- **PHELAN COMMUNITY PARK ENHANCEMENT PROJECT**

Budget: \$915,000 + Additional Parking Lot Costs (estimate in progress)

Funding Sources:

- \$457,194 County ARPA Grant Funds
- \$177,952 State Parks and Recreation Grant (for parking lot)
- \$457,806 District Funds

Estimated Completion Date: September 2025

Current Status: Final design work and parking lot plan in progress.

Description: Park enhancements on existing park site:

- | | |
|----------------------|--------------------|
| ○ Pickle Ball Courts | ○ New ADA Pathways |
| ○ Exercise Equipment | ○ Parking Lot |
| ○ Community Garden | Improvements |

- **PHELAN COMMUNITY PARK EXPANSION PROJECT**

Budget: \$4,000,000 (Phase I)

Funding Sources:

- Unknown Grant Funds
- \$4,000,000 District Funds

Estimated Completion Date: TBD – dependent on grant funding

Current Status: 65% design phase & environmental study to apply for grants.

Description: Park expansion onto 14-acre site:

Phase I

- | | |
|-------------------------|--------------------------|
| ○ Soccer Field | ○ Dog Park |
| ○ Muti-Use/Event Field | ○ Native Serenity Garden |
| ○ Terraced Seating | ○ New Playground |
| ○ Pump Track/Skate Park | ○ Additional Restrooms |

Phase II

- Baseball Field
- Equestrian Area

- **Phelan Community Park Gymnasium/Community Center**

Future Phase III – Conceptual at this time but accounted for in planning for projects surrounding site.

Phelan Community Park Enhancement Project: Garden Learning Center, Pickleball Courts, Fitness Equipment, Picnic Areas, and Exercise Trails

Project Identification Number: 1013411

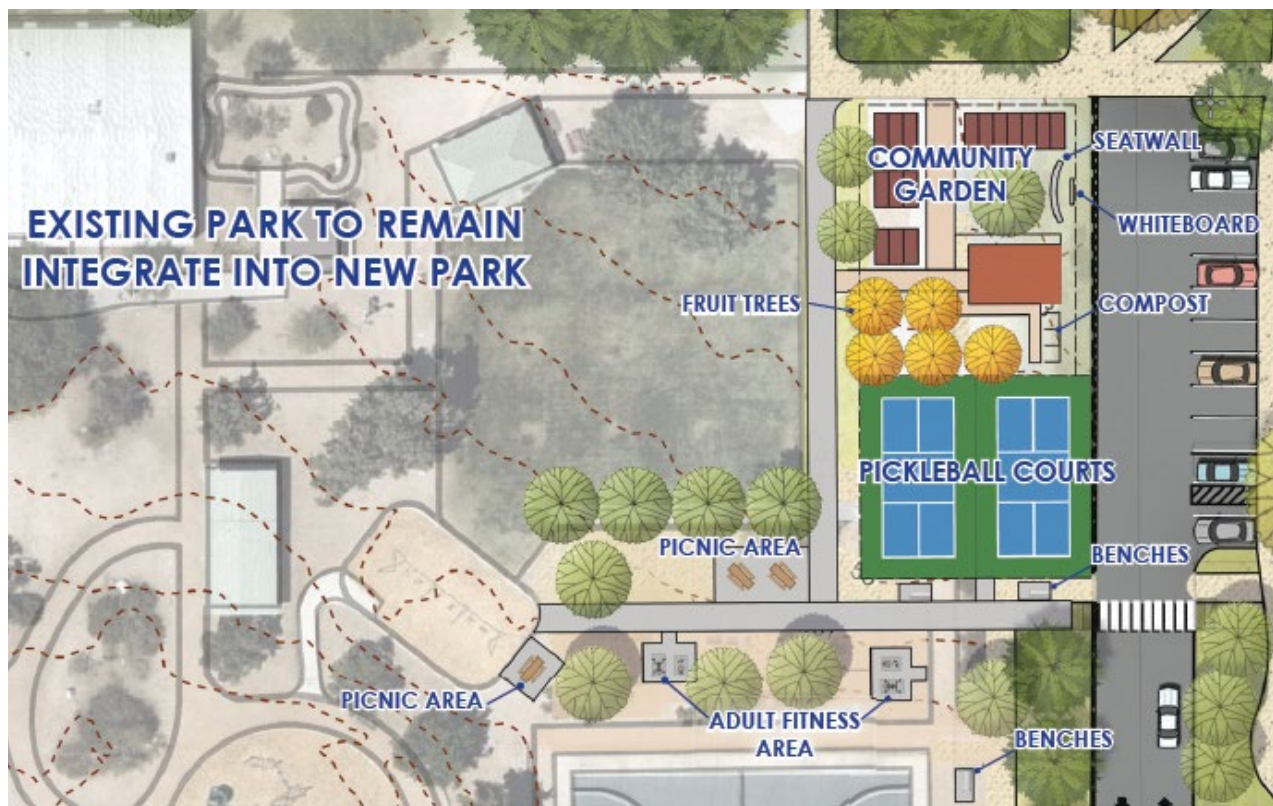
Funding Amount: \$457,194.00

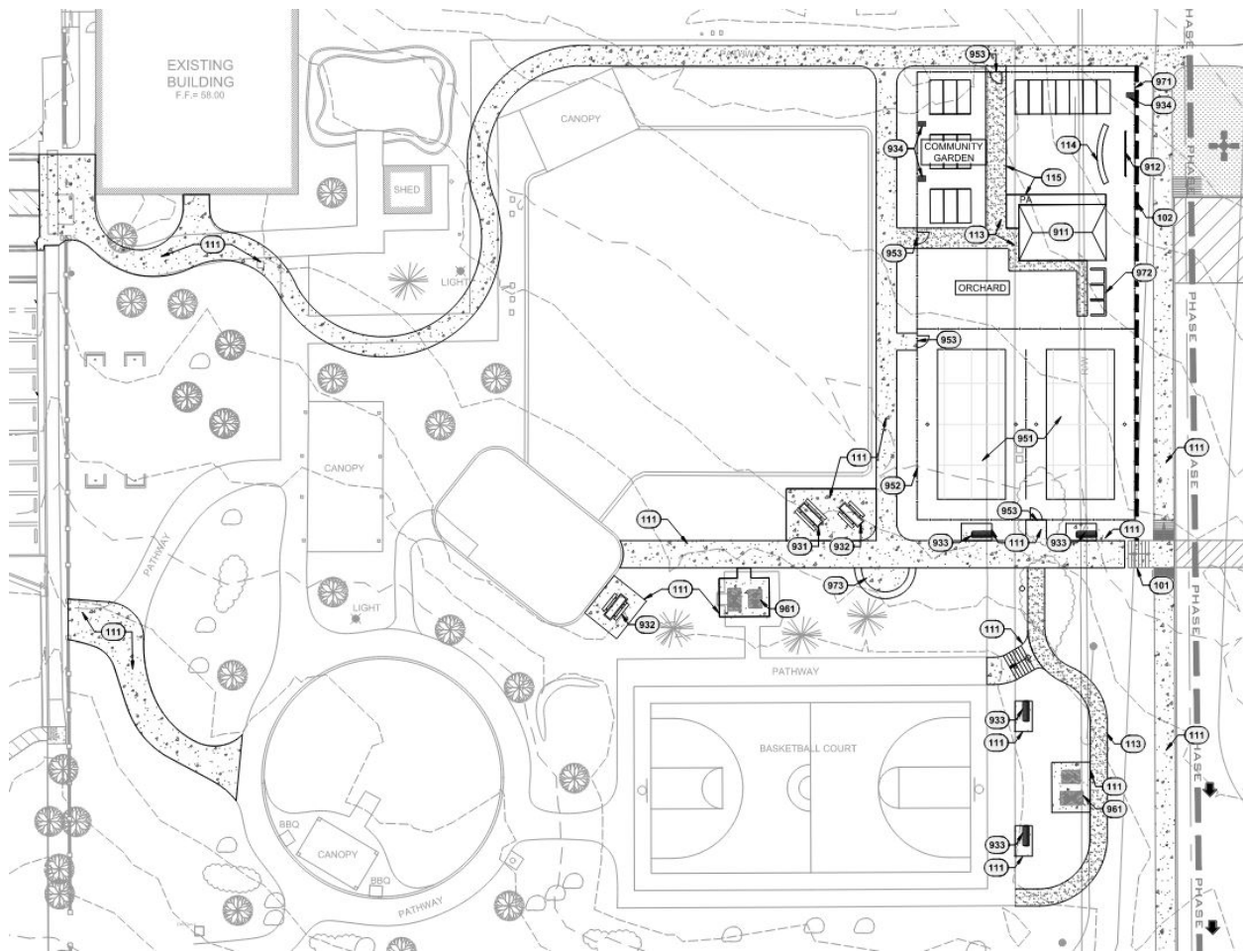
Project Expenditure Category: Negative Economic Impact

Progress Percentage: Currently the project is at 5% completed. This project is in the planning and design phase. Project management and design was awarded to Wallace Group and they are in the process of finalizing the layout with the new ADA pathways based on a site survey conducted by Tom Ragen. The District is on track with the project schedule (attached).

Spending Percentage: The allocation is for construction and materials only and therefore does not include staff time or professional services. 0% has been spent on construction-related costs.

Photos: (NOTE: Parking lot to east is not included in scope of this project)





Reporting Period: April 1, 2024 – June 30, 2024

Draft

Task	Duration (working days)*	Due Date
------	-----------------------------	----------

Legend

-  Task Duration
-  Milestone / Key Date
-  Grant Deadline

80

Agenda Item 7

Committee Reports/Comments

District Meetings List

Board Meeting

Regular Meetings: Second & Fourth Wednesday of the Month

Meeting Time: 5:00pm

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

Engineering – Standing Committee

Meeting Frequency: Monthly

Meeting Dates: Third Wednesday of each Month

Meeting Time: 4:30pm

Committee Members: Rebecca Kujawa, Mark Roberts

Finance – Standing Committee

Meeting Frequency: Quarterly

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

Meeting Time: 4:00pm

Committee Members: Mark Roberts, Chuck Hays

Legislative – Standing Committee

Meeting Frequency: Quarterly

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

Meeting Time: 3:00pm

Committee Members: Deborah Philips, Greg Snyder

Parks, Recreation & Street Lighting – Standing Committee

Meeting Frequency: Quarterly

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

Meeting Time: 4:30pm

Committee Members: Rebecca Kujawa, Greg Snyder

Waste & Recycling – Standing Committee

Meeting Frequency: Monthly

Meeting Dates: Third Wednesday of Each Month

Meeting Time: 2:30pm

Committee Members: Chuck Hays, Deborah Philips

Agenda Item 8

Staff & General Manager's Report

MANAGEMENT REPORT

DATE: July 3, 2024
PREPARED BY: Kim Sevy, HR & Solid Waste Manager
SUBJECT: May 2024 Manager's Report

SOLID WASTE & RECYCLING

Customer Data:

<u>COMMERCIAL ACCOUNTS</u>	<u>NO.</u>	<u>CITATIONS ISSUED</u>	<u>NO.</u>
Trash	111	Commercial	0
Recycling	107	Residential	0
Organics	57		
		<u>PERMITS ACTIVE</u>	<u>NO.</u>
<u>SCHOOL ACCOUNTS</u>	<u>NO.</u>	Self-Haul - Commercial Recycling	5
Trash	16	Self-Haul - Commercial Organics	12
Recycling	16	Self-Haul - Residential Recycling	N/A
Organics (Roll Off)	2	Self-Haul - Residential Organics	N/A
		SB1383 Exemptions – Commercial	42
<u>RESIDENTIAL ACCOUNTS</u>	<u>NO.</u>	<u>TEMPORARY SERVICE</u>	<u>NO.</u>
Total Trash	5765	Temporary - Trash	30
Barrel Customers	4382	Temporary - Recycling	0
Bin Customers	1383		

TOTAL APPLICATIONS as of 5/31/2024:

CR&R - Confirming or Modifying	1,591	48.10%
CR&R - Change to Self-Haul	80	2.42%
Current Self-Hauler - Confirming	867	26.21%
Current Self-Hauler - Change to CR&R	144	4.35%
New Resident/Self-Haul	74	2.24%
New Resident/Start CR&R Service	552	16.69%
TOTAL	3,308	100.00%

TOTAL CR&R	69%
TOTAL Self-Haul	31%

Self-Hauler Data:

TOTAL Number of Self-Hauls to Transfer Station: 3,236
TOTAL Number of Unique Self-Hauls to Transfer Station: 1,715
TOTAL Self-Haul Tonnage: 758.21

Notable Activity:

- Weekly meetings with CR&R staff

Recent & Upcoming Events:

- Earth Day Art Contest – Awards presented at 5/8/2024 Board meeting

- Free Tire Disposal Day – June 8, 2024 – 8am – Noon at CR&R Yard

HUMAN RESOURCES

Statistical Data:

- Full Time Employees: 27
 - Engineering: 3
 - Water (Field): 9.5
 - Parks & Rec: 2.5
 - Administration: 12
- Part Time Employees: 0
- Temporary Employees: 0
- Open Positions: 1

MISCELLANEOUS

Recent District Events:

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

- None

Website Data:

	Page Name	Total Views	Unique Users
1	Phelan Piñon Hills Community Services District	3,278	1,873
2	My Account - Phelan Piñon Hills Community Services District	3,021	1,365
3	Water Department - Phelan Piñon Hills Community Services District	646	428
4	Services - Phelan Piñon Hills Community Services District	423	289
5	Click on an Image Below to Sign Up for the Class	381	143
6	Board of Directors Meeting - Phelan Piñon Hills Community Services District	347	246
7	Events - Phelan Piñon Hills Community Services District	320	183
8	Residential - Phelan Piñon Hills Community Services District	307	176
9	Contact Us - Phelan Piñon Hills Community Services District	291	200
10	Apply for Service - Phelan Piñon Hills Community Services District	260	124
11	Employment - Phelan Piñon Hills Community Services District	245	185
12	Solid Waste and Recycling - Phelan Piñon Hills Community Services District	231	160
13	Meetings - Phelan Piñon Hills Community Services District	220	63
14	Parks and Recreation - Phelan Piñon Hills Community Services District	176	97
15	Rates and Fees - Phelan Piñon Hills Community Services District	176	106
16	Calendar - Phelan Piñon Hills Community Services District	150	90
17	Contractors - Phelan Piñon Hills Community Services District	120	63
18	Community Centers - Phelan Piñon Hills Community Services District	106	65
19	Engineering Committee Meeting	101	77
20	Project List - Phelan Piñon Hills Community Services District	98	80

Grants

- **SB 1383 Local Compliance Grant**
 - On February 26, 2024, The District was notified of a pending award in the amount of \$75,360. On March 27, 2024, the District was notified the program budget was approved and the District could begin incurring expenses.
- **Community Project Funding Request – 2023**
 - Wallace Group has taken the lead on this grant process, and Engineering is reporting on the progress of this project.
 - Weekly meetings with FEMA and CALOES
- **Community Project Funding Request – 2024**
 - Staff submitted a Community Project Funding Request (“Request”) in the amount of \$2,000,000 to help fund a Tank 6A-2. Staff is pleased to report the District’s full Request was selected by the Congressman as one of the 15 projects he submitted to the House Appropriations Committee.
 - The House and Senate passed the budget package that included the District’s request. At some point, HUD will reach out to the District to begin the grant process.
- **Community Project Funding Request – 2025**
 - The request window unofficially opened on 3/28/2024.
 - Staff met with Congressman Obernolte’s staff to discuss a new request to cover the additional expenses of the Civic Center/EOC redesign for the new FEMA standards. Because of timing issues for additional funding, and additional project delays as a result, a request was not submitted.
- **American Rescue Program Act (ARPA) Funds – Park Improvement**
 - Staff worked with consultants and submitted a request to the county. The county approved \$457,194 in ARPA funds for construction of certain parks elements.
 - Staff has been working with Wallace Group on park elements and presented to the Parks Committee in November.
 - A survey is underway for ADA requirements before park design begins in order to ensure parks design meets all applicable ADA requirements.
 - The tentative project budget and timeline have been prepared and design work is in progress.
- **County Funding Request**
 - Staff requested funding from the county for the Civic Center & EOC in order to help with additional costs, including county plan check fees, for project modifications due to FEMA. Supervisor Cook requested \$500,000 in discretionary funds for the District. A contract will be drafted and presented to the District’s Board in May. Expected County approval is on June 25, 2024, provided there are no major contract changes.

MANAGEMENT REPORT

DATE: July 3, 2024
PREPARED BY: Kim Sevy, HR & Solid Waste Manager
SUBJECT: **June 2024 Manager's Report**

SOLID WASTE & RECYCLING

Customer Data:

<u>COMMERCIAL ACCOUNTS</u>	<u>NO.</u>	<u>CITATIONS ISSUED</u>	<u>NO.</u>
Trash	112	Commercial	0
Recycling	107	Residential	0
Organics	57		
		<u>PERMITS ACTIVE</u>	<u>NO.</u>
<u>SCHOOL ACCOUNTS</u>	<u>NO.</u>	Self-Haul - Commercial Recycling	5
Trash	16	Self-Haul - Commercial Organics	12
Recycling	16	Self-Haul - Residential Recycling	N/A
Organics (Roll Off)	2	Self-Haul - Residential Organics	N/A
		SB1383 Exemptions – Commercial	42
<u>RESIDENTIAL ACCOUNTS</u>	<u>NO.</u>	<u>TEMPORARY SERVICE</u>	<u>NO.</u>
Total Trash	5787	Temporary - Trash	43
Barrel Customers	4396	Temporary - Recycling	0
Bin Customers	1385		

TOTAL APPLICATIONS as of 6/30/2024:

CR&R - Confirming or Modifying	1606	47.44%
CR&R - Change to Self-Haul	82	2.42%
Current Self-Hauler - Confirming	869	25.67%
Current Self-Hauler - Change to CR&R	151	4.46%
New Resident/Self-Haul	82	2.42%
New Resident/Start CR&R Service	595	17.58%
TOTAL	3,385	100.00%

TOTAL CR&R	69%
TOTAL Self-Haul	31%

Self-Hauler Data:

TOTAL Number of Self-Hauls to Transfer Station: 6,676 (significantly more than last month)
TOTAL Number of Unique Self-Hauls to Transfer Station: 1,737 (almost same number of unique users)
TOTAL Self-Haul Tonnage: 1,639.05 (significantly more than last month)

Notable Activity:

- CAP is complete (see attached letter from CalRecycle)
- Weekly meetings with CR&R staff
 - Barrel theft is becoming problematic as instances increase
 - Contamination in recycling is reducing but organics is still contaminated

Recent & Upcoming Events:

- Free Tire Disposal Day – June 8, 2024 – 8am – Noon at CR&R Yard
- Used Oil Filter Exchange – August 31, 2024 – 9am-2pm at AutoZone in Phelan
- HHW Collection Event – September 28, 2024 – 9am-1pm at 1450 State Hwy 2, Wrightwood

HUMAN RESOURCESStatistical Data:

- Full Time Employees: 27
 - Engineering: 3
 - Water (Field): 9.5
 - Parks & Rec: 2.5
 - Administration: 12
- Part Time Employees: 0
- Temporary Employees: 0
- Open Positions: 1

MISCELLANEOUSElection 2024

Website has been updated to include pertinent District election information:

www.pphcsd.org/election-2024

See flyer attached to this report.

Recent District Events:

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

- None

Website Data:

	Page Name	Total Views	Unique Users
1	My Account - Phelan Piñon Hills Community Services District	3,485	1,468
2	Phelan Piñon Hills Community Services District	3,256	1,891
3	Water Department - Phelan Piñon Hills Community Services District	706	464
4	Events - Phelan Piñon Hills Community Services District	469	287
5	Services - Phelan Piñon Hills Community Services District	428	304
6	Board of Directors Meeting	346	286
7	Residential - Phelan Piñon Hills Community Services District	299	149
8	Contact Us - Phelan Piñon Hills Community Services District	292	219
9	Apply for Service - Phelan Piñon Hills Community Services District	272	130
10	Employment - Phelan Piñon Hills Community Services District	255	176
11	Click on an Image Below to Sign Up for the Class	206	106
12	Sign Up for Classes - Phelan Piñon Hills Community Services District	202	114
13	Solid Waste and Recycling	196	131
14	Meetings - Phelan Piñon Hills Community Services District	176	52

15	Parks and Recreation - Phelan Piñon Hills Community Services District	171	124
16	Rates and Fees - Phelan Piñon Hills Community Services District	151	103
17	Calendar - Phelan Piñon Hills Community Services District	124	77
18	Community Water Fill Station	118	71
19	Contractors - Phelan Piñon Hills Community Services District	107	62
20	Solid Waste & Recycling Committee Meeting	107	96

Grants

- **SB 1383 Local Compliance Grant**

- On February 26, 2024, The District was notified of a pending award in the amount of \$75,360. On March 27, 2024, the District was notified the program budget was approved and the District could begin incurring expenses.

- **Community Project Funding Request – 2023**

- Wallace Group has taken the lead on this grant process, and Engineering is reporting on the progress of this project.
- Weekly meetings with FEMA and CALOES

- **Community Project Funding Request – 2024**

- Staff submitted a Community Project Funding Request ("Request") in the amount of \$2,000,000 to help fund a Tank 6A-2. Staff is pleased to report the District's full Request was selected by the Congressman as one of the 15 projects he submitted to the House Appropriations Committee.
- The House and Senate passed the budget package that included the District's request. At some point, HUD will reach out to the District to begin the grant process.

- **Community Project Funding Request – 2025**

- The request window unofficially opened on 3/28/2024.
- Staff met with Congressman Obernolte's staff to discuss a new request to cover the additional expenses of the Civic Center/EOC redesign for the new FEMA standards. Because of timing issues for additional funding, and additional project delays as a result, a request was not submitted.

- **American Rescue Program Act (ARPA) Funds – Park Improvement**

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

- **County Funding Request**

- Staff requested funding from the county for the Civic Center & EOC in order to help with additional costs, including county plan check fees, for project modifications due to

FEMA. Supervisor Cook requested \$500,000 in discretionary funds for the District. A contract will be drafted and presented to the District's Board in May. The county approved the contract on June 25, 2024..



Sent via Certified Mail

July 3, 2024

Kimberly Sevy
HR & Solid Waste Manager/District Clerk
Phelan Pinon Hills Community Services District
PO Box 294049
Phelan, CA 92329

Subject: Corrective Action Plan 1699.SLCP.CAP.2023.2 for Phelan Pinon Hills
Community Services District

Dear Kimberly Sevy:

Thank you and your team for working with the Department of Resources Recycling and Recovery (CalRecycle) to complete the tasks outlined in Phelan Pinon Hills Community Services District (Jurisdiction) SB 619 Corrective Action Plan (CAP). This letter serves to inform you that the final dates in the Jurisdiction's CAP have passed, and the oversight period has concluded.

If you have any additional documentation that supports the completion of tasks in your CAP that was not previously provided to the Jurisdiction and Agency Compliance and Enforcement (JACE) staff, then please provide those documents to your current JACE representative by July 12, 2024.

Please note that all jurisdictions are subject to an evaluation pursuant to Section 18996.1 of Title 14 of the California Code of Regulations. JACE staff will reach out to you within the next 12 months to schedule an evaluation. Once the Jurisdiction's evaluation is initiated, JACE staff will request the Jurisdiction's SB 1383 Implementation Record, which should include but not be limited to all records generated through the previous CAP oversight period. The evaluation will include findings specific to the previous CAP implementation. An evaluation may include site visits, inspections by JACE staff, and requests for additional supporting documentation. Local Assistance and Market Development (LAMD) staff are available to assist you with understanding the requirements of an evaluation as well as Implementation Recordkeeping.

Thank you for your cooperation and continued efforts. If you have any questions about this letter, do not hesitate to contact Alan Ilusorio at Alan.Ilusorio@CalRecycle.ca.gov or (916) 322-1896.

Sincerely,

Ashlee M. Yee, Branch Chief
Jurisdiction and Agency Compliance and Enforcement Branch

cc: Andrew Parrish, JACE Manager, CalRecycle
Alan Ilusorio, JACE Supervisor, CalRecycle
Joseph Rasmussen, LAMD Manager, CalRecycle
Melissa Vargas, LAMD Supervisor, CalRecycle
Benjamin Johnson, LAMD Integrated Waste Management Specialist, CalRecycle

Agenda Item 9

Director Reports

Agenda Item 10

Correspondence/Information

SUMMER FUN

KIDS PAINTING CLASS WITH SHINE BRIGHT PAINT

Thursdays - June 13, 20, 27 & July 11, 18, 25

Ages 5-12: 9 AM

Ages 13 & Up: 11 AM

Phelan Community Center - RSVP Required

4176 Warbler Road, Phelan

KIDS ARCHERY LESSONS WITH THE MOJAVE ARCHERS

Thursdays - June 13, 20, 27 & July 11, 18

9 AM - 11 AM

4093 Olivera Rd., Phelan

West Corner of Cayucos Dr. and Sheep Creek Rd



**Go Play
at the Park**

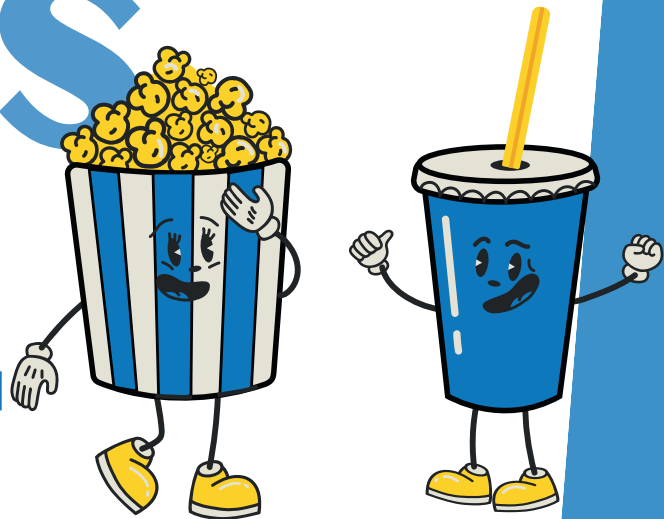
Phelan Piñon Hills CSD Parks and Recreation

RSVP REQUIRED
WWW.PPHCSD.ORG/EVENTS
OR SCAN



SUMMER MOVIE NIGHTS

**FRIDAY NIGHTS
AT DUSK
PHELAN COMMUNITY PARK
4176 WARBLER ROAD, PHELAN
HOSTED BY THE
TRI-COMMUNITY KIWANIS**



**ELEMENTAL
JUNE 7**

**RUBY GILLMAN,
TEENAGE KRAKEN
JUNE 14**

**WONKA
JUNE 21**

**THE LITTLE
MERMAID (2023)
JUNE 28**

**WISH
JULY 12**

**THE SUPER MARIO
BROS. MOVIE
JULY 19**

**TROLLS BAND
TOGETHER
JULY 26**



**Go Play
at the Park**

Phelan Piñon Hills CSD Parks and Recreation

**LEARN MORE
WWW.PPHCSD.ORG**

Learn How To:

Look for Leaks

Here are a few ways to try to determine if you have a leak that is causing water to go through your meter. Locating leaks helps save water and helps you save money.



1 Low Flow/Leak Indicator:

Your water meter has a "leak indicator" that shows if water is going through the meter. To check this leak indicator, look for a small spinning red triangle on your meter or a "+" sign if you have a digital meter screen. Shut off all water using devices in your home. If the triangle still continues to spin or if there is still a plus sign on your meter, you have a leak somewhere on your property.

2 Water Softener/Filter Check:

Do you have a water softener, filter, or other treatment device anywhere in your home? Check to make sure it is cycling properly.

3 Toilet Tank Dye Test:

Toilets are notorious water wasters. If you have a small leak in the seal of the flapper mechanism in your toilet, you may not hear it running, but large amounts of water can be wasted this way. To test your toilets, put a few drops of food coloring, or dye tablets in the toilet tank and wait 15-20 minutes without flushing. Check the toilet bowl. If you have any colored water appear in your toilet bowl, this means you have a leaky toilet that needs to be repaired. A darker colored dye (blue or green) works best for this test, or come by the District office and pick up some complimentary dye tablets.

4 Toilet Tank Dye Test:

Another way to determine if you have a leak is to conduct a time test. Look at your water meter and take note of the read. Do not use any water for at least 30 minutes. Look at the meter read again. If it has changed that means that water is running through your meter. You can repeat this test multiple times while isolating different fixtures to determine where the water is going.

*Still can't find that leak?
Contact a plumber or our
office for further tips at
760-868-1212.*

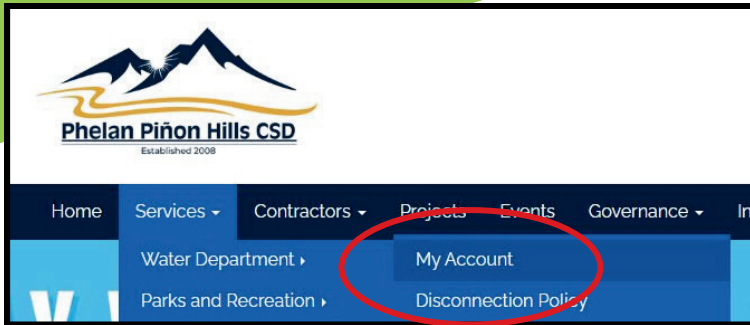
4176 Warbler Road
Phelan, CA 92371
760-868-1212
www.pphcsd.org



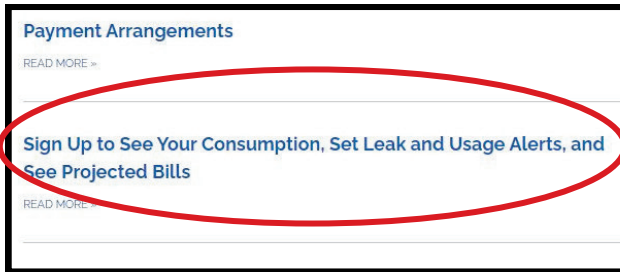
Ready to Take Control of Your Water Bill?

Monitor Your Usage • Set Billing & Consumption Thresholds • Sign Up for Leak Alerts

Follow these steps to log into your customer portal where you can view your consumption graph, pay bills, and sign up to be notified when you have a leak or reach your chosen threshold.



1. Go to www.pphcsd.org and select “My Account” from the menu.

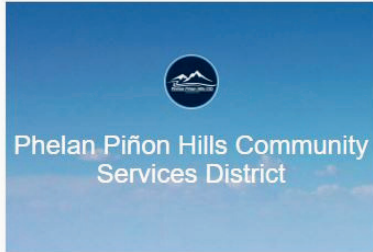


2. Scroll down and select “Sign Up to See Your Consumption, Set Leaks, and Usage Alerts”.



3. Select “Sign In/Register” in the top right corner.





Register

Email required

john.smith@example.com

Password required

Password

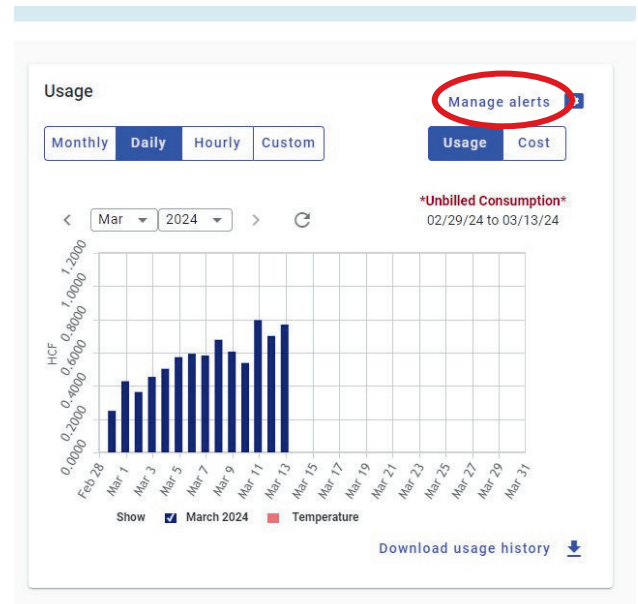
Confirm Password required

Confirm Password

Name

4. Log in or register for an account.

5. To sign up for alerts select “Manage Alerts”.



Receive alert if estimated billing amount exceeds

Billing threshold 80

Your average bill for the last 12 months was \$416.00. Your highest bill in the last 12 months was \$664.00.

Consumption Threshold Alerts

Notify me if my daily usage exceeds

Water (HCF) 3.10

Average daily use = 3.10 HCF

Notify me if my monthly usage exceeds

Water (HCF) 90.00

Average monthly use = 90.00 HCF

Cancel Sign up

6. Select which alerts you would like to receive.

Notice of Water Rate Change

The District provides water service to approximately 7,200 customers, and monthly water service fees are the primary source of revenue to operate the water system. Revenues received from water service fees are used solely to fund the water enterprise. The objective of the proposed five-year rate schedule is to fully fund operations, address capital replacement, and adequately build-up reserves to meet reserve policies for Fiscal Year 2024-2028. In addition, the District needs to ensure adequate funding to address additional capital and operating expenses. The new rates for the District's water service fees were adopted by the Board on October 11, 2023, after a public hearing and several public meetings. The new rates are based on a comprehensive rate study prepared by an independent consultant.

Water rates for all District customers are scheduled to change. The new rates will begin July 1, 2024, and will be reflected on your billing statement received in August.

FIXED CHARGES - \$/MONTH						
METER SIZE	Current	Effective 11/1/2023	Effective 7/1/2024	Effective 7/1/2025	Effective 7/1/2026	Effective 7/1/2027
3/4"	\$25.63	\$31.02	\$35.76	\$39.75	\$45.88	\$53.13
1"	\$38.77	\$46.70	\$53.61	\$59.41	\$68.36	\$78.95
1 1/2"	\$71.64	\$85.90	\$98.22	\$108.56	\$124.56	\$143.50
2"	\$111.08	\$132.94	\$151.76	\$167.54	\$192.00	\$220.96
3"	\$235.96	\$281.90	\$321.31	\$354.31	\$405.56	\$466.25
4"	\$420.01	\$501.42	\$571.16	\$629.55	\$720.28	\$827.73
Chromium-6 Surcharge	\$9.71	\$9.71	\$9.71	\$9.71	\$9.71	\$9.71

VARIABLE RATES - \$/UNIT (1 UNIT/HCF = 748 GALLONS)						
CUSTOMER CLASS	Current	Effective 11/1/2023	Effective 7/1/2024	Effective 7/1/2025	Effective 7/1/2026	Effective 7/1/2027
RESIDENTIAL						
Tier 1	\$3.08	\$3.46	\$4.04	\$4.55	\$5.20	\$5.96
Tier 2	\$3.51	\$4.25	\$4.97	\$6.27	\$7.28	\$8.36
Tier 3*	\$8.47	N/A	N/A	N/A	N/A	N/A
COMMERCIAL						
Tier 1	\$4.11	\$3.46	\$4.04	\$4.55	\$5.20	\$5.96
Tier 2	N/A	\$4.25	\$4.97	\$6.27	\$7.28	\$8.36
INSTITUTIONAL						
Tier 1	\$4.46	\$3.46	\$4.04	\$4.55	\$5.20	\$5.96
Tier 2	N/A	\$4.25	\$4.97	\$6.27	\$7.28	\$8.36

NEW TIER STRUCTURE – ALL CUSTOMER CLASSES						
TIER DEFINITIONS	Current	Effective 11/1/2023	Effective 7/1/2024	Effective 7/1/2025	Effective 7/1/2026	Effective 7/1/2027
Tier 1	0-9 units	0-11 units	0-11 units	0-9 units	0-8 units	0-7 units
Tier 2	9-29 units	11+ units	11+ units	9+ units	8+ units	7+ units
Tier 3*	29+ units	N/A	N/A	N/A	N/A	N/A

*Effective 11/1/23, the District will only have Tier 1 and Tier 2 water rates; Tier 3 will be obsolete.

***If you have any questions, please contact the District at (760) 868-1212.
For additional information, please visit our website at www.pphcsd.org***

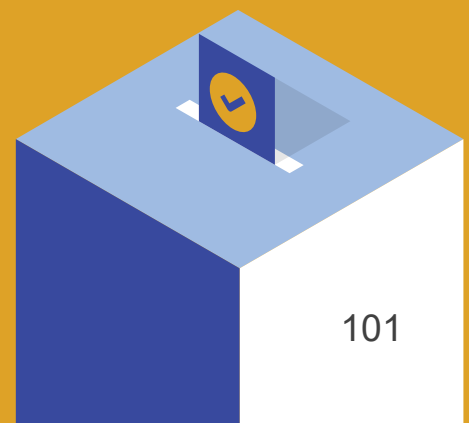


IMPORTANT ELECTION DATES

2024 GENERAL ELECTION

July 15, 2024	Candidate filing begins for all offices
August 9, 2024	Candidate filing deadline for all offices
October 1, 2024	Voter Guides delivered to U.S. Post Office
October 7, 2024	Early voting begins
October 7, 2024	Mail Ballots delivered to U.S. Post Office
October 21, 2024	Voter registration deadline
October 29, 2024	Deadline to request a replacement mail ballot
November 5, 2024	Election Day – 2024 Presidential General Election

Visit our website at:
[PPHCSD.org/Election-2024](https://www.pphcSD.org/Election-2024)
for additional information on how to run
for a seat on our Board of Directors



JOIN US!

Saturday
August 31, 2024



FREE!

USED OIL FILTER
EXCHANGE & RECYCLING EVENT

Bring your **USED OIL FILTERS** to exchange for up to
\$15 OIL FILTER VOUCHER
(1 voucher per household)

Join Us!

August 31, 2024, 9 a.m. to 2 p.m.



AutoZone

4071 Phelan Road, Phelan, CA 92371

Keep in mind...

- Vouchers must be redeemed by **2 p.m. Saturday, August 31, 2024** at the participating store, no exchange or cash refund after event
- Recycle oil filter safely: **drain used oil filters for 12 hours** and transport in non-leaking container or bag
- Available to San Bernardino County residents only – **BRING ID**

**For more information, visit sbcfire.org/hhw or
call **909.382.5401** or **1.800.Oily Cat (645.9228)****



San Bernardino County Tri-Community Residents:

HOUSEHOLD HAZARDOUS WASTE COLLECTION

Saturday, September 28, 2024 | 9a.m. to 1p.m.

1450 State Highway 2, Wrightwood, CA (County Transportation/Flood Yard)



We Accept...

- Antifreeze
- Auto & Household Batteries
- Computer Monitors, TVs
- CPUs, Printers
- Fluorescent Tubes
- Home-Generated Sharps/Needles in approved container
- Household Cleaners
- Medications – separate liquids from solids (excluding controlled substances)
- Microwave Ovens
- Motor Oil/Used Filters
- Musical Cards, Clothes Irons
- Paint Products
- Pesticides & Fertilizers
- Space Heaters, Stereos, Radios
- Telephones
- VCRs/DVD Players

We Do NOT Accept...

- Asbestos
- Business/Commercial Wastes
- Explosives
- Medical Wastes other than sharps
- Radioactive Wastes
- Reactives
- Tire, Appliances, Furniture, Air Conditioner, etc.
- Wastes from foreclosed properties & non-profit organizations

Take the last step! Recycle your USED MOTOR OIL and OIL FILTERS!

- Dumping used oil (or any chemical) is a crime – legally and environmentally
- Dumped oil contaminates ground water – our drinking water source
- Used oil is insoluble and can contain toxic chemicals
- Used oil kills plant and aquatic life
- One pint of used oil can create an acre-sized oil slick on surface waters



Remember when recycling oil to...

- Drain your oil from cars, trucks, motorcycles, boats, recreational vehicles, lawnmowers, etc., into a reusable, sealable container.
- Do not dump oil on the ground, in the gutter or storm drain, or throw in the trash
- Do not mix anything with the oil (water, paint, pesticides, diesel, antifreeze or gasoline)

Call us today to find out how to get a free oil container at the next Oil Filter Event in your City/Town.

Before transporting, be sure that...

- Waste is properly labeled or in its original container
- The container is no larger than 5 gallons. Transport no more than 15 gallons or 125 lbs.
- Containers are sound and not leaking
- Sharps/needles are in approved container, illegal to transport in plastic bag, coffee cans or other non approved container
- Waste is **securely placed in the back of the vehicle** for safe transport

The following guidelines apply:

- Household Hazardous Waste ONLY. No Business-Generated Waste Accepted
- San Bernardino County Residents ONLY. Identification will be required
- No Early Birds (waste brought before 9:00a.m. will not be accepted)
- Waste must be accepted by County Fire Protection District personnel.

For questions or more information, contact:

San Bernardino County Fire Protection District, Household Hazardous Waste Program

1.800.OILY.CAT (1.800.645.9228)

Visit sbcfire.org/hhw



Cosponsored by San Bernardino County Board of Supervisors
and San Bernardino County Fire Protection District



Condado de San Bernardino:

RECOLECCIÓN DE DESECHOS PELIGROSOS DEL HOGAR

Sábado, 28 de Septiembre de 2024 | 9a.m. a 1p.m.

1450 State Highway 2, Wrightwood, CA (County Transportation/Flood Yard)



RECYCLE
ACEITE USADO

Financiado Por
CalRecycle

Aceptamos...

- Aceite para cocinar
- Aceite y filtros usados provenientes del hogar
- Anticongelante
- Baterías del hogar y de vehículos
- Fertilizantes
- Limpiadores químicos (hogar y piscina)
- Medicamentos personales – separe líquidos y sólidos (excluye sustancias controladas)
- Productos de pintura
- Pesticidas y fertilizantes
- Objetos punzantes/aguja generados en casa. Traer en contenedor aprobado
- Televisores y monitores de la computadora
- CPU's e impresoras
- Tubos fluorescentes
- Microondas
- Teléfonos celulares, teléfonos
- Calentadores de espacio, estéreos, radios
- Aparato de video/CD
- Tarjetas musicales, planchas

NO Aceptamos...

- Asbestos/amianto
- Aparatos domésticos y muebles
- Desperdicio comercial
- Desperdicio de jardinería
- Desperdicio médico
- Desperdicio reactivo y radioactivo
- Explosivos
- Llantas
- Desechos de propiedades hipotecadas y organizaciones sin fines de lucro

¡Demos el ultimo paso! ¡Reciclemos el aceite de motor y los filtros de aceite usados!

- El abandono ilegal de aceite usado (ó cualquier otro químico) es un crimen—legal y del medio ambiente.
- El abandono ilegal de aceite usado contamina el agua potable.
- Aceite usado no se puede diluir y puede contener químicos tóxicos.
- Aceite usado mata plantas y vida acuática.
- Medio litro de aceite usado puede crear por lo menos 1 acre de contaminación en el agua potable.



Al reciclar aceite recuerde lo siguiente...

- Cuando saque el aceite usado de sus vehículos, camiones, motos, lanchas, cortadoras de césped, etc. póngalo en un contenedor que se pueda cerrar y que sea reutilizable.
- No ponga su aceite usado en el suelo, ni en los canales, desagües ó basureros.
- No mezcle nada con su aceite usado (agua, pintura, pesticidas, diesel, anticoagulantes ó gasolina).

Guías de transporte...

- El desperdicio debe estar en su contenedor original ó con las etiquetas adecuadas identificando el contenido.
- La cantidad de desperdicio que transporte no puede ser más de 15 galones ó 125 libras. Los contenedores no deben ser mas grandes que 5 galones cada uno.
- Los contenedores deben ser sólidos, estar sellados y sin agujeros.
- Los objetos punzantes/aguja deben estar en un contenedor aprobado. No se aceptarán objetos punzantes en bolsas de plástico, latas de café o otros recipientes.
- El desperdicio esta puesto en su vehiculo para transportar de forma segura.

Se aplican las siguientes directivas:

- Solo desechos peligrosos del hogar
- Solo para residentes del Condado de San Bernardino. Para verificar su dirección traiga una identificación o una factura de un servicio público
- No se aceptaran a residentes que traigan su desperdicio antes de las 9:00 am
- Los desechos deben ser aceptados por el personal del Distrito de Protección contra Incendios del Condado de San Bernardino
- Permanecer en el vehículo en todo momento

Para más información llame

Distrito de Protección Contra Incendios del Condado de San Bernardino,
Programa de Desechos Peligrosos del Hogar:

1.800.OILY.CAT (1.800.645.9228)

Visite sbcfire.org/hhw



Copatrocinado por la Junta de Supervisores del Condado de San Bernardino
y Distrito de Protección contra Incendios del Condado de San Bernardino



Agenda Item 11

Review of Action Items

Agenda Item 12

Set Agenda for Next Meeting