



# BOARD PACKAGE

June 1, 2022

Regular Board Meeting – 6:00 p.m.

## REGULAR BOARD MEETING AGENDA

June 1, 2022 – 6:00 P.M.  
Phelan Community Center  
4128 Warbler Road, Phelan, CA 92371  
& Via Conference Call (see below)

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

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

#### REMOTE PARTICIPATION INFORMATION:

##### Dial-in

1-253-215-8782  
Meeting ID: 833 7498 0288  
Passcode: 893786

##### Zoom

<https://us06web.zoom.us/j/83374980288?pwd=Mmt0Z3d6bml5U0w2V3k0aExicDBBZz09>  
Meeting ID: 833 7498 0288  
Passcode: 893786

##### One-Tap Mobile

+12532158782,,83374980288#

#### Remote Comment Procedure:

- You will be muted until you are called on during the public comment period.
- You will be recognized by the last 4 digits of your phone number or Zoom ID and asked if you have a comment.
  - If you do not have a comment, state “no comment.”
  - If you do have a comment, please state your name, where you live, and limit your comment to 5 minutes. After 5 minutes you may be muted so that others can comment.
- You may also email your public comment to the Board Secretary at [kward@pphcsd.org](mailto:kward@pphcsd.org) by 6:00 p.m. on June 1, 2022. Your comment will be added to the record by the Board Secretary.

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



#### Mission Statement:

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

#### Authorized Services:

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

**REGULAR BOARD MEETING – 6:00 P.M.**

**Call to Order** – Pledge of Allegiance

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

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

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

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

3) **Consent Items**

- a) Approval of Board Minutes
- b) Acceptance of Board Stipends/Reimbursements

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

- a) Public Hearing on the 2022/2023 Budget (Fiscal Year Ending June 30, 2023)
  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 the 2022/2023 Budget
    - b. Staff responses to comments, protests, and objections
- b) Discussion & Possible Adoption of Resolution No. 2022-18; Adopting the Budget for Fiscal Year Ending June 30, 2023
- c) Update on the Proposed Civic Center & Phelan Park Expansion Projects
- d) Update on the Status of Negotiations for the Consolidation of Sheep Creek Mutual Water Company into the District

7) **Committee Reports/Comments**

- a) Antelope Valley Adjudication Committee (Ad Hoc)
- b) Engineering Committee (Standing)
- c) Finance Committee (Standing)
- d) Legislative Committee (Standing)
- e) Parks, Recreation & Street Lighting Committee (Standing)
- f) 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 – June 15, 2022

**13) Adjournment**

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

Agenda materials can be viewed online at <http://www.pphcsd.org>



# Agenda Item 3a

Approval of Board Minutes

## **REGULAR BOARD MEETING MINUTES**

May 18, 2022

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

**Board Members Present:** Rebecca Kujawa, President  
Deborah Philips, Vice President (Zoom)  
Kathy Hoffman, Director  
Charlie Johnson, Director  
Mark Roberts, Director

**Board Members Absent:** None

**Staff Present:** Don Bartz, General Manager  
George Cardenas, Engineering Manager  
Kim Ward, HR Manager/Executive Secretary  
Sean Wright, Water Operations Manager  
Chris Cummings, Water Operations Assistant Manager  
Jennifer Oakes, Executive Management Analyst  
Steve Lowrance, Parks Supervisor (Zoom)

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

**Public:** None

### **Call to Order**

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

### **Roll Call**

All Directors were present at roll call.

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

Mr. Bartz requested to remove Item 6e from the Agenda and to add a closed session to this meeting. Director Johnson moved to approve the Agenda as amended. Director Hoffman seconded the motion. A roll call vote was conducted, and the motion passed by the following vote:

AYES: Hoffman, Johnson, Kujawa, Philips, Roberts

NOES: None

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

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

None

**b) Community Reports**

- **County Supervisor** – Sam Shoup, Field Representative for Supervisor Cook, was in attendance but had no update.

**3) Consent Items**

Director Johnson moved to approve the Consent Items. Director Roberts seconded the motion. A roll call vote was conducted, and the motion passed by the following vote:

AYES: Hoffman, Johnson, Kujawa, Philips, Roberts

NOES: None

**4) Matters Removed from Consent Items**

None

**5) Presentations/Appointments**

None

**6) Continued/New Agenda Items****a) Discussion & Possible Action Regarding Proposed Civic Center & Phelan Park Expansion Projects**

Staff Recommendation: For the Board to approve the proposed revision to the Phelan Park site diagram.

Mr. Bartz introduced this item.

Matthew Wilkins, a consultant with KTUA, gave a presentation on the proposed revision of the park layout.

Director Hoffman moved to approve the proposed revision to the Phelan Park site diagram. Director Johnson seconded the motion. A roll call vote was conducted, and the motion passed by the following vote:

AYES: Hoffman, Johnson, Kujawa, Philips, Roberts

NOES: None

**b) Public Hearing on Mitigated Negative Declaration for Wells Nos. 15 & 16 Development Project**

President Kujawa declared the Public hearing open at 6:11 pm.

**1) Secretary's Report**

Ms. Ward reported the District received zero written protests, objections, or comments relating to the hearing on the Mitigated Negative Declaration for Well Numbers 15 & 16 Development Project.

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

Mr. Kennedy reported Notice of Public Hearing was posted on the District websites and in the District office on May 4, 2022, and published in the Daily Press on May 4<sup>th</sup> and May 11<sup>th</sup>, 2022. A copy of the Mitigated Negative Declaration for Well

Numbers 15 & 16 Development Project has been available to view on the District website and in the District office. Compliance with all legal requirements for this hearing were within the manner and time specified in the Government Code.

### 3) Staff's Report

In June of 2021, the District pursued acquiring a 5-acre portion of a 40-acre parcel (APN 3101-31-01) at Azalea Road and Victor Street for a new production well (Well No. 15). In October of 2021, the Board approved the contract with Dodson and Associates to prepare a CEQA study for two (2) wells and transmission pipeline.

In March of 2022, the District received comments from the Mojave Desert Air Quality Management District (MDAQMD), California Department of Fish and Wildlife (CDFW), and Lahontan Regional Water Quality Control Board (LRWQCB). As per AB 52, notices were mailed out on September 28, 2021. General comment was received from the Native American Heritage Commission.

Staff anticipates moving ahead with the drilling of Well No. 15 in late May, should the Board approve the contract for South West Pump and Drilling. The site for future Well No. 16 is located on the District's 40-acre parcel on Sheep Creek Road (APN 3098-071-05), the parcel of the existing water fill station.

### 4) Public Comment, Protests, and Objections

There were no public comments, protests, or objections.

Director Johnson moved to close the Public Hearing. Vice President Philips seconded the motion. A roll call vote was conducted, and the motion passed by the following vote:

AYES: Hoffman, Johnson, Kujawa, Philips, Roberts

NOES: None

The Public Hearing was closed at 6:14 pm.

### c) Discussion & Possible Adoption of Resolution No. 2022-15; Adopting the Mitigated Negative Declaration and Approving the District's Wells Nos. 15 & 16 Development Projects

Staff Recommendation: For the Board to adopt Resolution No. 2022-15; Adopting the Mitigated Negative Declaration and Approving the District's Well No. 15 and 16 Projects (SCH# 2022030213)

Mr. Bartz introduced this item.

Caitlin Dodson Hamilton, a consultant with Dodson & Associates, noted comments received were standard and the main concerns were regarding Joshua trees. She stated they followed the county procedures.

Tom Dodson, a consultant with Dodson & Associates, reported that it was established to stay 40-feet away from Joshua trees, even though California Department of Fish

and Wildlife (CDFW) wants the distance to be 200-feet away. He reported that lack of a CDFW letter or presence indicates acceptance of project mitigation. He also provided an update on the current Joshua tree status.

After discussion, Director Roberts moved to adopt Resolution No. 2022-15. Director Hoffman seconded the motion. A roll call vote was conducted, and the motion passed by the following vote:

AYES: Hoffman, Johnson, Kujawa, Philips, Roberts

NOES: None

d) **Discussion & Possible Adoption of Resolution No. 2022-16; Approving Award of Agreement for the Construction of Well No. 15 to South West Pump and Drilling, Inc.**

Staff Recommendation: For the Board to adopt Resolution No. 2022-16; Approving Award of Agreement for Services to South West Pump and Drilling, Inc. for Construction of Well No. 15.

Mr. Wright introduced this item.

After discussion, Director Hoffman moved to adopt Resolution No. 2022-16. Director Roberts seconded the motion. A roll call vote was conducted, and the motion passed by the following vote:

AYES: Hoffman, Johnson, Kujawa, Philips, Roberts

NOES: None

e) **Discussion & Possible Action Regarding Solid Waste Rates**

Staff Recommendation: For the Board to accept the following residential and commercial solid waste rate changes for FY 2022/2023.

NOTE: This item was removed from the agenda.

f) **Discussion & Possible Action Regarding Possible Initiation of Stage II Water Shortage Measures**

Staff Recommendation: For the Board to authorize staff to begin the process to initiate Stage II water shortage conservation measures.

Ms. Oakes gave a presentation regarding water conservation and the emergency executive order from the state.

Note: The presentation is available on the District's website.

After discussion, there was a Board consensus to move forward with initiating Stage II water shortage conservation measures.

g) **Discussion & Possible Action Regarding Resolution No. 2022-17; Authorizing Remote Teleconference Meetings for the Period of May 31, 2022, to June 30, 2022**

Staff Recommendation: For the Board to adopt Resolution No. 2022-17; Authorizing Remote Teleconference Meetings for the Period of May 31, 2022, to June 30, 2022, should the Board desire to continue holding remote teleconference meetings.

Ms. Ward introduced this item and read an emailed comment from Ms. McAfee regarding her support to continue remote meeting access.

Director Johnson moved to adopt Resolution No. 2022-17. Director Hoffman seconded the motion. Motion passed unanimously.

NOTE: Vice President Philips left the meeting preceding this item.

h) **Discussion & Possible Adoption of Resolution No. 2022-18; Authorizing the General Manager to Sign and File, for and on Behalf of the District, a Financial Assistance Application for a Financing Agreement from the State Water Resources Control Board for the Consolidation of the Sheep Creek Mutual Water System with the District**

Staff Recommendation: For the Board to adopt Resolution No. 2022-18; Authorizing the General Manager to Sign and File, for and on Behalf of the District, a Financial Assistance Application for a Financing Agreement from the State Water Resources Control Board for the Consolidation of the Sheep Creek Mutual Water System with the District

Ms. Oakes introduced this item.

Director Roberts recused himself.

This agenda item will be brought back to the next meeting.

i) **Update on the Wilson Ranch Road Project**

Staff Recommendation: None

Ms. Oakes & Mr. Wright gave a presentation on the Wilson Ranch Road Project.

Note: The presentation is available on the District's website.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Antelope Valley Adjudication Committee (Ad Hoc)** – None.
- b) **Engineering Committee (Standing)** – Discussed Stage II conservation measures & the state required Drought Assessment.
- c) **Finance Committee (Standing)** – Minutes are in the packet.
- d) **Legislative Committee (Standing)** – Brief meeting with representatives.
- e) **Parks, Recreation & Street Lighting Committee (Standing)** – None.
- f) **Waste & Recycling Committee (Standing)** – None.

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

Mr. Bartz thanked staff and stated that he would like a town hall meeting regarding consolidation.

**9) Reports****a) Director's Report**

**Hoffman** – Nothing further to report.

**Philips** – Absent.

**Roberts** – Nothing further to report.

**Johnson** – Nothing further to report.

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

- None

**b) Current Meeting Action Items**

- Technical memo on consolidation to the Board
- Bring the drought assessment back as consent item
- Schedule town hall meeting for consolidation
- Add Item 6h to next meeting
- Solid Waste Rates

**12) Set Agenda for Next Meeting**

- Regular Board Meeting – June 1, 2022

**13) Recess to Closed Session**

With no further business before the Board, the Board recessed to closed session at 7:37 p.m.

**Closed Session:** Conference with Legal Counsel – Anticipated Litigation  
Initiation of Litigation Pursuant to Government Code  
Section 54956.9(d)(4)  
One Potential Case

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

The Board returned to open session at 8:43 p.m.; there was no reportable action.

**15) Adjournment**

With no further business before the Board, the meeting was adjourned at 8:43 p.m.

Agenda materials can be viewed online at <https://www.pphcsd.org>

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Rebecca Kujawa, President of the Board

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Date

---

Kim Ward, HR Manager/Executive Secretary

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Date



# Agenda Item 3b

Approval of Board  
Stipends/Reimbursements

# Phelan Piñon Hills Community Services District

## BOARD STIPEND & EXPENSE VOUCHER/REPORT

<b>2022</b>		AB1234 Compliant						Report of items paid for with District Credit Card***			
*MAXIMUM PAID @ \$120 PER MEETING DAY AND LIMITED TO 10 MEETINGS PER MONTH		Name: <b>Mark Roberts</b> Date: <b>May 26, 2022</b>									
Reimbursed @ 0.585		REIMBURSEMENT REQUESTED						CREDIT CARD EXPENSES			
Date of mtg. or event	A	Expense Description / Business Purpose	*Meeting (\$120 or N/C)	Miles	Mileage**	Meals	Lodging	Other	Meals	Lodging	Other
04/06/22		Board Meeting	120.00		-						
04/13/22		Engineering Committee Meeting	120.00		-						
04/20/22		Board Meeting	120.00		-						
					-						
					-						
					-						
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					-						
					-						
					-						
<b>Totals</b>			<b>360.00</b>	-	-	-	-	-	-	-	-

**A: Board Approved? (section 2.4)**

I certify the expenses listed above are related to my authorized travel according to the Phelan Piñon Hills Community Services District Policies.

**Board member's signature below**

*Mark Roberts*

\_\_\_\_\_  
Signature

Acct #		Totals:							
		Meetings	360.00						
		Mileage	-						
		Meals	-						
		Lodging	-						
		Other	-						
		<b>Grand Total</b>	<b>360.00</b>						

		Meals	-						
		Lodging	-						
		Other	-						

\*\*Mileage is automatically calculated based on the number of miles entered.      \*\*\*Credit card receipts must be turned in to the office within 24 hours of the charge or return to the District.

# Agenda Item 4

Matters Removed from  
Consent Items

# Agenda Item 5

Presentations/Appointments

# Agenda Item 6a

## Public Hearing on the 2022/2023 Budget (Fiscal Year Ending June 30, 2023)

1. Secretary's Report
2. Attorney's Report on Action Taken Prior to this Hearing
3. Staff's Report
4. Public Comment, Protests, and Objections
  - a. Any person may address the Board on the Hearing topic
  - 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 prepared a proposed final budget for fiscal year 2022/2023, which is available for inspection during regular business hours at the District’s headquarters located at 4176 Warbler Road, Phelan, California and online at <https://www.pphcsd.org>.

On June 1, 2022, at 6:00 p.m., the District’s Board of Directors will hold a public hearing to consider adoption of the final budget for the fiscal year 2022/2023. The hearing will be conducted during a regular meeting of the District’s Board of Directors held at the Phelan Community Center located at 4128 Warbler Road, Phelan, California, and via Zoom or telephone conference. Pursuant to the Governor’s Executive Order, members of the Board may attend the meeting via teleconference or video conference and will participate in the meeting to the same extent as if they were present.

All interested persons are invited to review the 2022/2023 budget and to attend the meeting and submit oral and/or written comments to the Board at the time of the hearing. Written comments may be submitted to the Board Secretary via e-mail at [kward@pphcsd.org](mailto:kward@pphcsd.org) or by mail at P.O. Box 294049, Phelan, California 92329. All written comments received prior to the hearing will be added to the record by the Board Secretary.

Pursuant to the provisions of Assembly Bill 361, as a precaution to the Board, District staff, and the general public as a result of the ongoing COVID-19 pandemic, 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 review the 2022/2023 budget, access the meeting link, and for updates regarding the manner in which this hearing will be conducted. The hearing on the budget may be continued from time to time.

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.

By: Don Bartz  
General Manager

# Agenda Item 6b

Discussion & Possible  
Adoption of Resolution No.  
2022-18; Adopting the Budget  
for FY Ending June 30, 2023



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

## MEMORANDUM

**DATE:** June 1, 2022

**TO:** Board of Directors

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

**SUBJECT:** Discussion & Possible Adoption of Resolution No. 2022-18; Adopting the Budget for Fiscal Year Ending June 30, 2023

### STAFF RECOMMENDATION

For the Board to adopt Resolution No. 2022-18; Adopting the Budget for Fiscal Year Ending June 30, 2023.

### BACKGROUND

The Board has reviewed the draft budget detail at several public meetings, including District Finance Committee meetings, workshops, and Board Meetings held February 23, March 22, March 30, and April 19. The budget schedule was made available online, in the newspaper, and in the office to encourage public attendance.

Staff made changes, as recommended by 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.

The Budget hearing took place in tonight's meeting and the next step is to adopt the Budget by approving the attached Resolution No. 2022-18.

### FISCAL IMPACT

\$ (941,534)	Operational	\$ 746,599	Enterprise Fund
<u>\$ 2,672,092</u>	Non-Operational	<u>\$ 983,959</u>	Government Funds
\$ 1,730,558	Net Total	\$ 1,730,558	Total

### ATTACHMENT(S)

Resolution 2022-18  
2022/2023 Final Draft Budget for Fiscal Year Ending June 30, 2023



**RESOLUTION NO. 2022-18**  
**A RESOLUTION OF THE**  
**BOARD OF DIRECTORS OF THE**  
**PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT**  
**ADOPTING THE ANNUAL BUDGET FOR THE**  
**FISCAL YEAR ENDING JUNE 30, 2023**

**WHEREAS**, the Phelan Piñon Hills Community Services District (“the District”) is a community services district organized and operating pursuant to California Government Code Section 61000 et seq., and a local government agency subject to the requirements of the Political Reform Act of 1974, California Government Code Section 81000 et seq.; and

**WHEREAS**, there has been presented to the District’s Board of Directors a proposed Annual Budget for the Fiscal Year Ending June 30, 2023 (“2023 Budget”) in accordance with the requirements of Government Code Section 61110; and

**WHEREAS**, the Board has conducted several budget workshops open to the public and has considered all comments received during those meetings regarding the proposed 2022 Budget; and

**WHEREAS**, on June 1, 2022, the Board conducted a public hearing regarding the proposed 2020 Budget in accordance with the requirements of Government Code Section 61110 and considered all comments received at said hearing; and

**WHEREAS**, the proposed 2023 Budget has been reviewed and considered by the Board of Directors and it has been determined to be in the best interest of the District to adopt said budget for the sound financial operation of the District.

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

1. The 2023 Budget, as detailed in the budget document entitled “2022/2023 Budget for the Fiscal Year Ending June 30, 2023,” is hereby adopted. A copy of the 2023 Budget is attached hereto and incorporated herein by reference.

2. The expenditure amounts designated for Fiscal Year 2022/2023, pursuant to the 2023 Budget, are hereby appropriated and may be expended by the departments or funds for which they are designated, in accordance with the District’s Purchasing Policy.

3. The Recitals set forth above are incorporated herein and made an operative part of this Resolution.

4. If any section, subsection, sentence, clause or phrase in this Resolution or the application thereof to any person or circumstances is for any reason held invalid, the validity of the remainder of this Resolution or the application of such provisions to other

persons or circumstances shall not be affected thereby. The Board of Directors hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses, or phrases or the application thereof to any person or circumstance be held invalid.

5. This Resolution will be effective immediately upon adoption.

**Adopted** this 1st day of June, 2022.

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
President, Board of Directors

ATTEST: \_\_\_\_\_  
Secretary, Board of Directors





PHELAN PIÑON HILLS  
 COMMUNITY SERVICES DISTRICT  
 2022/2023 Budget  
**DRAFT**







# **2022 / 2023 Budget**

For the Fiscal Year Ending  
June 30, 2023

**DRAFT**

**PHELAN PIÑON HILLS  
COMMUNITY SERVICES DISTRICT**

4176 Warbler Road  
Phelan, CA 92395  
(760) 868-1212

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## GFOA DISTINGUISHED BUDGET PRESENTATION AWARD



GOVERNMENT FINANCE OFFICERS ASSOCIATION

### *Distinguished Budget Presentation Award*

PRESENTED TO

**Phelan Pinon Hills Community Services District  
California**

For the Fiscal Year Beginning

**July 1, 2021**

*Christopher P. Morill*

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to Phelan Piñon Hills Community Services District for its annual budget for the fiscal year beginning July 1, 2021. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This is the fifth year the District applied for and received an award with GFOA. This award is valid for a period of one year only. The District believes the current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

## CSMFO OPERATING BUDGET EXCELLENCE AWARD



The California Society of Municipal Finance Officers (CSMFO) presented the Certificate of Award for Operating Budget Excellence to Phelan Piñon Hills Community Services District for the Fiscal Year beginning July 1, 2021. This is the eighth operating budget award the District has applied for and received from the CSMFO. This award is valid for a period of one year.

The District believes the 2022/2023 budget continues to conform to the standards set forth to be eligible for this award and will submit an application accordingly.



# RESOLUTION NO. 2022-\_\_ ADOPTING THE ANNUAL BUDGET

**RESOLUTION NO. 2022-**  
**A RESOLUTION OF THE**  
**BOARD OF DIRECTORS OF THE**  
**PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT**  
**ADOPTING THE ANNUAL BUDGET FOR THE**  
**FISCAL YEAR ENDING JUNE 30, 2023**

**WHEREAS**, the Phelan Piñon Hills Community Services District (“the District”) is a community services district organized and operating pursuant to California Government Code Section 61000 et seq., and a local government agency subject to the requirements of the Political Reform Act of 1974, California Government Code Section 81000 et seq.; and

**WHEREAS**, there has been presented to the District’s Board of Directors a proposed Annual Budget for the Fiscal Year Ending June 30, 2023 (“2023 Budget”) in accordance with the requirements of Government Code Section 61110; and

**WHEREAS**, the Board has conducted several budget workshops open to the public and has considered all comments received during those meetings regarding the proposed 2023 Budget; and

**WHEREAS**, on June 1, 2022, the Board conducted a public hearing regarding the proposed 2023 Budget in accordance with the requirements of Government Code Section 61110 and considered all comments received at said hearing; and

**WHEREAS**, the proposed 2023 Budget has been reviewed and considered by the Board of Directors and it has been determined to be in the best interest of the District to adopt said budget for the sound financial operation of the District.

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

1. The 2023 Budget, as detailed in the budget document entitled “2022/2023 Budget for the Fiscal Year Ending June 30, 2023,” is hereby adopted. A copy of the 2023 Budget is attached hereto and incorporated herein by reference.
2. The expenditure amounts designated for Fiscal Year 2022/2023, pursuant to the 2023 Budget, are hereby appropriated and may be expended by the departments or funds for which they are designated, in accordance with the District’s Purchasing Policy.
3. The Recitals set forth above are incorporated herein and made an operative part of this Resolution.
4. If any section, subsection, sentence, clause or phrase in this Resolution or the application thereof to any person or circumstances is for any reason held invalid, the validity of the remainder of this Resolution or the application of such provisions to other

persons or circumstances shall not be affected thereby. The Board of Directors hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses, or phrases or the application thereof to any person or circumstance be held invalid.

5. This Resolution will be effective immediately upon adoption.

**Adopted** this 2nd day of June, 2022.

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

Rebecca Kujawa  
President, Board of Directors

ATTEST: Kim Ward  
Board Secretary



**PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT**

# **INTRODUCTION**



# PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT

## MESSAGE FROM THE GENERAL MANAGER

June 1, 2022

Board of Directors  
Citizens of the Phelan Piñon Hills Community Services District

On behalf of the Phelan Piñon Hills Community Services District and its staff, I am pleased to present the Budget for Fiscal Year 2022/2023. This Budget has been prepared to meet the many challenges facing the District, including unfunded state mandates, the exorbitant inflation over the past year resulting in rising costs of water operations, parks and recreation programs, and solid waste and recycling. The Budget reflects the District's dedication to provide reasonable levels of service with a commitment to prudent fiscal management by developing policies and procedures that are efficient and cost effective. This Budget has been developed to be fiscally responsible in support of the District's 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.*

### **Where We Have Been**

Over the past several years, the District has been managing state directives for water, including ongoing communications with California legislators to mitigate the impacts to the District. District Directors and management have attended meetings with representatives and continued coalitions with other purveyors to represent our citizens with the Department of Water Resources to address numerous water related issues. Conservation initiatives were brought back as drought conditions deemed necessary. The District was faced with significant water demands by new agricultural grows and worked with enforcement agencies to eliminate illegal production. The Chromium-6 regulations that were rescinded, pending further investigation by the Department of Water Resources, have been moving forward and will receive final determination in the coming months. The District continued to comply with state and federal orders in response to the COVID-19 pandemic and addressed those challenges with resourcefulness while meeting the needs of the community to provide safe, clean water, continuing to operate and maintain District facilities while keeping our employees and customers safe by implementing new practices.

As the State of California experienced another drought year, conservation initiatives resumed, and long-term conservation mandates continued. The District is initiating policies and programs to help customers meet the reduced consumption levels, to be in compliance with the upcoming state mandates. The installation of the new smart meters will enable customers to monitor their consumption in real-time and also help identify if leaks are occurring at their property.

In the spring of 2021, the District experienced a substantial increase in water consumption as well as water loss. Water consumption increased significantly due to new agricultural grows that started up in numerous locations throughout the District, resulting in extremely high demand on the system. The District is not zoned for agricultural, and the District had to quickly adjust its transmission system and source of water supply to meet those demands. Additionally, there were illegal grows on vacant land within the District, resulting in water theft from hydrants and illegal connections to the District's distribution system. County, state, and federal taskforces coordinated to eliminate many of the illegal grows within the District. This is an ongoing effort to protect the District's water supply.

The revised Chromium-6 regulations have yet to be established; recommendations have been presented to the State Water Resource Control Board (SWRCB) for final determination. The District continues to collect a surcharge on the water bills to recover the costs of over \$4.5 million dollars incurred to date for Chromium-6 mitigation related projects that resulted from the state mandates. Additional costs, authorized by the District Board of Directors, associated with meeting the state mandates will continue to be recovered with surcharge revenue for five to six years. Based upon the expenses necessary to meet the revised mandates and to maintain the system adjustments, the surcharge may continue if necessary. In the event the new Chromium-6 levels do not require the District to install additional infrastructure or operating expenses, the surcharge will be removed once the costs have been recovered.

The District continued to manage the impacts of the COVID-19 pandemic. In mid-March 2020, the State of California ordered all non-essential businesses to close, and a stay-at-home order was issued. The District's services are considered essential, and the District continued to operate. However, the District office closed to the public and cancelled all public meetings, gatherings, scheduled events and programs, and continued to operate following state and county guidelines. The District resumed public meetings, via Zoom. District offices were re-opened to the public, with limited access, in order to adhere to COVID -19 requirements, closing to the public again in November and re-opening in January 2021. While there were many modifications necessary, the District as an essential business, was required to continue operating to provide water and maintain all facilities including wells, reservoirs, pipeline, booster pumps, parks, and community centers. Due to COVID -19 mandates and restrictions, community events were limited, moved into the park, were offered on Zoom, or were temporarily eliminated. In 2021/2022, modifications were made to allow most programs, events, and services to resume within state and local guidelines. The District has moved toward the "new normal" with strict cleaning and safety guidelines.

In March 2022, the District adopted a revised strategic plan. The plan identifies strategic elements and goals with an action table to accomplish the goals. The goals outlined throughout this budget reference the Strategic Plan, identified as "SPG#" in this document. The action plan to achieve the goals are addressed and updated periodically, as noted at the bottom of the Vision to Action Table. The table is in the Budgetary Control and Financial Practices section of this document.

## **Accomplishments**

The District continued to face challenges with COVID-19 mandates, working toward reopening all facilities and opening all meetings to the public for in-person attendance, while continuing to supply water to our customers, maintaining infrastructure, facilities, and essential services, and providing a safe environment for our employees and customers. This was a tremendous accomplishment by the District. The District continued to respond to the pandemic by closing the office and facilities as was necessary, closing parks and community centers as necessary, while maintaining high levels of customer service via telephone and limited in-person service as required. District events resumed, and all meetings continued providing online participation, allowing the public to attend in person as was permitted. Meetings took place utilizing new rules and regulations established by following the state and county guidelines. As the District moved toward resuming full operations and programs, the District did so with the safety of our constituents and our staff in the forefront, in compliance with county, state and federal requirements.

Utilizing the Park Masterplan, the District worked with consultants to develop the Civic Center Plaza that includes the Phelan Park Expansion project. The project is adjacent to the future Civic Center Building and Community Center Building located on Sheep Creek Road, north of the existing office and current Phelan Park and Community Center property. The Park expansion project was submitted for Prop 68 grant funds but was declined. The District is moving forward with applying for various grants that are available to help fund the project. The goal is to obtain necessary funding to begin construction on this project in 2023.

The Departmental Presentations (beginning on page 38) include details of accomplishments for 2021/2022 and their status, including: (SPG below are from the prior year Strategic Plan)

- Responding to the COVID-19 pandemic’s ongoing and ever-changing mandates while continuing to provide essential services to the public
- Installation of Phase 2 (of 5) of the District’s five-year meter replacement program. SPG 1.3, 3.6
- Cost reductions – the District saved over \$884,000 in 2021/2022 as a result of purchasing water rights. SPG 1.5
- Water system readiness for growth – the District identified and implemented plans to maintain and better utilize wells, resulting in increased productivity. SPG 1.4
- Development of Phelan Park expansion and civic center plans in compliance with the parks master plan and the strategic plan. SPG 2.4, 2.5 and 3.1
- Increased community outreach – the District continues to reach out to all the organizations within the community to promote understanding and cooperation. SPG 5.2
- Improved customer service – the District continues to work with staff to develop more positive customer service experiences. SPG 6.6
- Developed and Adopted Ordinance to address Short Lived Climate Pollutants – Organic Waste in compliance with SB 1383.
- Water rate and fee study completed in compliance with proposition 218, to address substantial demand of agricultural grows within the District, recommending a multi-year rate change which will be reviewed and considered annually.

### **Upcoming/Ongoing Challenges Facing the District in 2022/2023**

The most significant issues facing the District in 2022/2023 continue to be unfunded state mandates. State mandated challenges include Chromium-6, drought regulations, and implementation of Short-Lived Climate Pollutants – Organic Waste in compliance with SB 1383, to name a few.

The Departmental Presentations (beginning on page 38) include details of goals for 2022/2023, including:

- Impacts of changes to the state water quality regulations: The state adopted new regulations for Chromium-6 in July 2014 and were later rescinded in August 2017. In 2014, the District’s water had traces of Chromium-6, which exceed the maximum contaminant levels (MCL) under the new state regulations. The District began aggressive efforts to meet the state mandate in a timely manner. The District conducted a feasibility study, performed extensive testing, determined the best course of action, and completed preliminary design, environmental review, engineering reports and project design. The regulations were rescinded in August 2017 and the state is reconsidering the MCL for Chromium-6. The District halted all Chromium-6 mitigation work, pending the state’s new regulations and resumed mitigation measures in 2020/2021. The state will move forward with new regulations. The District is worked closely with the state and other agencies to recommend a less aggressive MCL for Chromium-6. The state has brought forth the recommendation for the new MCL and it will go before the state board for consideration and final adoption in the coming months. The District continues to move forward with projects that will mitigate the new standards. For more information, please visit the District’s website.
- Impacts of state mandated water conservation measures: Executive Order B-29-15 and subsequent mandates, resulted in increased expenses for the District accompanied by reduced water sales resulting from conservation programs. Executive Order B-37-16 and SB 555, further specify and evolve conservation requirements and consequences of non-compliance, “making water conservation a California ‘way of life’.” In 2018/2019, due to excessive rainfall, the state

declared the drought officially over. This year, California's lack of rainfall triggered Executive Order N-7-22 prompting mandatory conservation requirements to achieve a reduction up to 20%. The District continues to develop and implement water conservation programs to encourage conservation and to meet state requirements.

- Impacts of AB 401 Low Income Water Rate Assistance Act: This assembly bill was passed in 2015. The bill is aimed at offering rate assistance to low-income customers however, it is still unclear how this will occur. Initial estimates show that each District customer could pay \$7 per month on their water bill. The funds collected would likely be sent to the state and the state would determine how funds are utilized.
- Impacts of AB 939 Integrated Waste Management Act & SB 1383 Short-lived climate pollutants; organic waste. The District is responsible for complying with all state laws governing trash, recycling, and organics (food and green waste). There are new regulations for reporting and organic waste, along with the requirement to provide "curbside" collection of organic waste. Additionally, the District is required to meet the 50% diversion (recycling) requirement, with a goal of 75% diversion, per AB 939. Currently, the District is recycling at a rate of 3% (three percent) District-wide. Until SB 1383, the District fell under the County of San Bernardino's umbrella for meeting state goals and reporting diversion which meant District residential and business recycling quantities were compiled with jurisdictions with higher recycling rates. With the passage of SB 1383, the District must report directly to the state and will be solely responsible for meeting diversion requirements. With the reporting and monitoring requirements for recycling and organics, and for ensuring trash is properly sorted, as well as the requirement to have "curbside" collection of organic waste, the District has determined it is necessary to require all residents and businesses to have trash, recycling, and organic collection service. The timeline for implementation will have minimal impact on program or capital budgets this fiscal year; major impacts will occur in FYE 2024 and 2025.
- No impacts to services in the coming year and no net impacts to staffing levels are expected.

Since the District's formation in 2008, the District has continued to look for cost saving measures and efficiencies. Despite these efforts, the cost of operating the District has continued to rise.

Due to the reduction in property tax values within the District, property tax revenue decreased by over 40% between 2008 and 2012, primarily due to the number of vacant properties within the District. Water revenue decreased by 16% between 2009 and 2012. The cost of pumping water out of the ground, the District's only water source, increased by 18% in 2013, 14% in 2014, 5% in 2015, and continued to increase annually, including a 9% increase in 2020 and a 15% increase in 2021, due to the Southern California Edison rate changes. These increases, along with the impacts of the state mandates, negated the rate increases that were adopted in 2013 and 2015, thus requiring a water rate study in 2020, and again in 2021 due to the agricultural impacts. The rate study outlined recommended water rate changes, which the District adopted. The 2021 water rate study calls for a 6% increase in water rates effective July 1, 2022. The District will receive another increase from Edison of 12% in the coming year, which along with a CPI of 8.6% for January 2021 through January 2022, resulting in a significant increase in general costs of doing business, which will necessitate the 6% increase in water rates that was approved by the Board in 2021.

The District continues to look for alternative ways to increase revenue and decrease expenses to minimize rate changes to customers. In 2012, the District purchased water rights which will result in a savings of

reduced water production fees. The District is saving over \$1,125,775 in the coming year due to water rights purchased (page 88). Even after repaying the \$7.5 million dollar loan, this purchase is estimated to save the District over \$18.6 million dollars. In 2016, the District installed a solar project that results in credits against the District’s most costly and uncontrollable expense: electricity. After loan repayment, the estimated savings due to the solar project are \$8.3 million dollars. The combined results of these two measures are savings estimated to exceed \$26.9 million dollars over thirty years.

The Fiscal Year 2022/2023 Budget is based on Enterprise Fund revenues of \$10,206,595 and Government Fund revenues of \$1,904,115, totaling \$12,110,711; Enterprise Fund expenses of \$9,459,996, and Government Fund expenses of \$920,157, totaling \$10,380,153; for a total net revenue of \$1,730,558.

	2021 Budget	2022 Est YE	2023 Budget	% Over Prior Year Budget	% Over Est Yr End
Enterprise (Water) Revenue	\$9,134,787	\$9,522,884	\$10,206,595	11.7%	7.2%
Enterprise (Water)Expenses	\$8,524,341	\$9,097,602	\$9,459,996	11.0%	4.0%
	\$610,446	\$425,283	\$746,599		
Government Revenue	\$1,641,044	\$1,756,094	\$1,904,115	16.0%	8.4%
Government Expenses	\$726,920	\$613,223	\$920,157	26.6%	50.1%
	\$914,125	\$1,142,871	\$983,959		
Total Revenue	\$10,775,832	\$11,278,978	\$12,110,711	12.4%	7.4%
Total Expenses	\$9,251,261	\$9,710,825	\$10,380,153	12.2%	6.9%
<b>Total Net Revenue</b>	<b>\$1,524,571</b>	<b>\$1,568,154</b>	<b>\$1,730,558</b>		

2022 2023 Budget Year - Finance and Budget Data/Budget Brief and Sum Tables

I would like to thank District staff for their conscientious efforts in prudent management of District resources, enabling the District to reduce expenses whenever possible without reducing the levels of service necessary to meet the demands of good customer service and responsible facilities maintenance.

I want to thank the Board of Directors for their leadership and continued interest in, and support of, the highest level of prudent fiscal management, and for providing the vision, policies, and resources to develop and implement this Budget.

Respectfully submitted,

Don Bartz  
General Manager



## **MISSION STATEMENT**

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

## **VISION STATEMENT**

*The Vision of the Phelan Piñon Hills Community Services District is to develop a Community Services District that enhances the living experience for all people within the District.*

## OFFICIALS

### BOARD OF DIRECTORS

		Term Expires December
Rebecca Kujawa	President	2024
Deborah Philips	Vice President	2022
Kathleen Hoffman	Director	2022
Charlie Johnson	Director	2022
Mark Roberts	Director	2024

Note: Effective May 23, 2017, the election dates (and Directors terms) changed from odd years to even years as a result of SB415. County of San Bernardino Board of Supervisors voted to approve the change of election years in compliance with SB415 and in response to the District's resolution #2016-15.

### DISTRICT MANAGEMENT

Donald Bartz	General Manager
Lori Lowrance	Assistant General Manager / CFO
Kim Ward	Human Resources Manager/Executive Secretary
George Cardenas	Engineering Manager
Sean Wright	Water Operations Manager

District Officials can be reached by calling (760) 868-1212

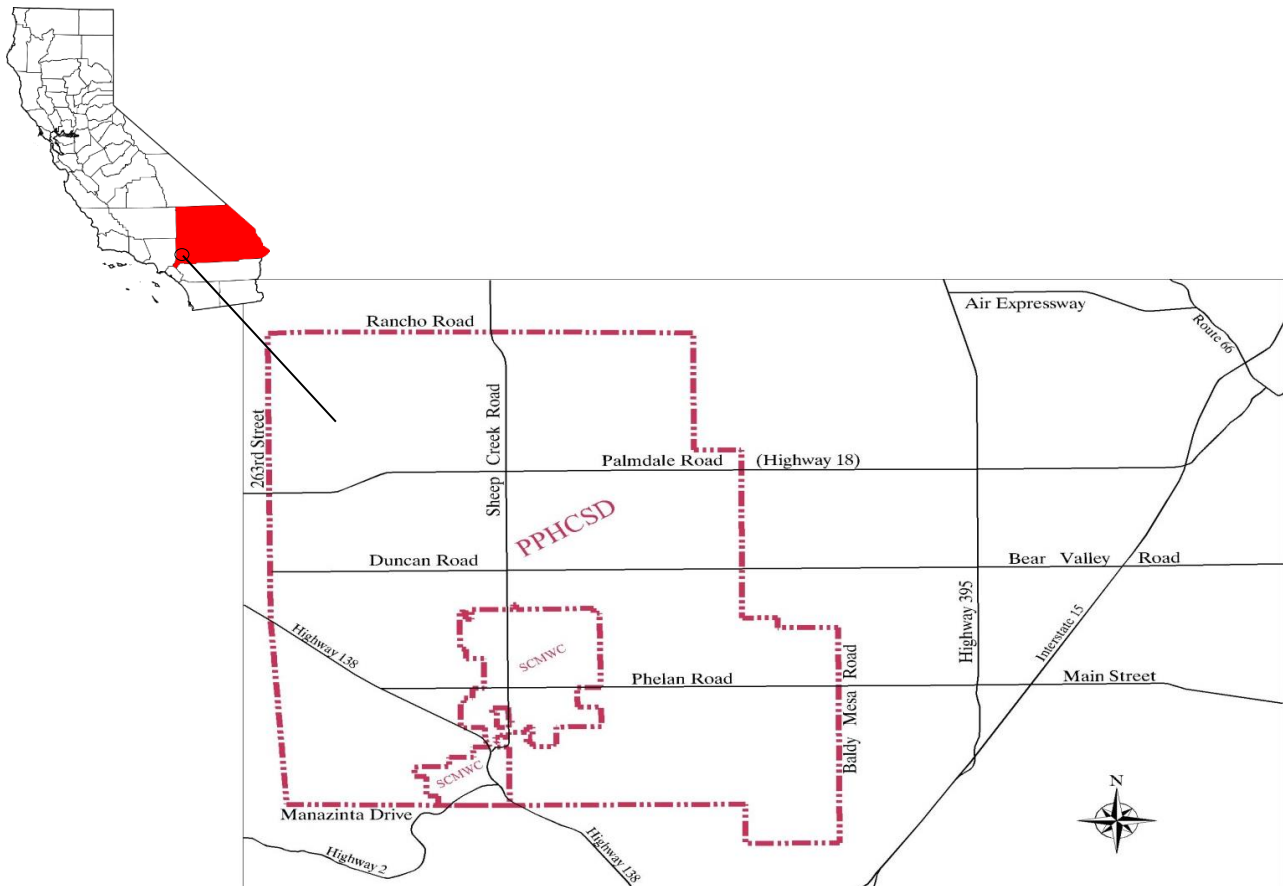
# DISTRICT PROFILE

## History

In February 2008, the citizens of Phelan and Piñon Hills overwhelmingly voted to separate the Water, Parks and Recreation, and Street Lighting Districts from the County and create a Community Services District. The Phelan Piñon Hills Community Services District was established through an election on February 5, 2008. With an 81% approval rating, the voters approved the formation of the District as a consolidation of three Special Districts: Zone-L70 Water, CSA-9 Phelan Parks and Street Lighting and CSA 56-F1 Piñon Hills Parks. This consolidation enabled the communities to establish a form of self-governance while maintaining their individual rural integrity. The 128 square mile District is the largest Community Service District in San Bernardino County. In March 2008, the Phelan Piñon Hills Community Services District was formed (LAFCO Resolution 2994), with a five-member Board of Directors elected to govern the District.

Between March 2008 and June 30, 2008, during the early stages of the transition, the District continued to be operated and maintained by County of San Bernardino Special Districts. From July 1, 2008, through October 2008, the Directors outsourced the operations and maintenance of the District and began the recruitment process. In August, a General Manager was hired and in October through November 2008, the majority of the remaining staff was employed.

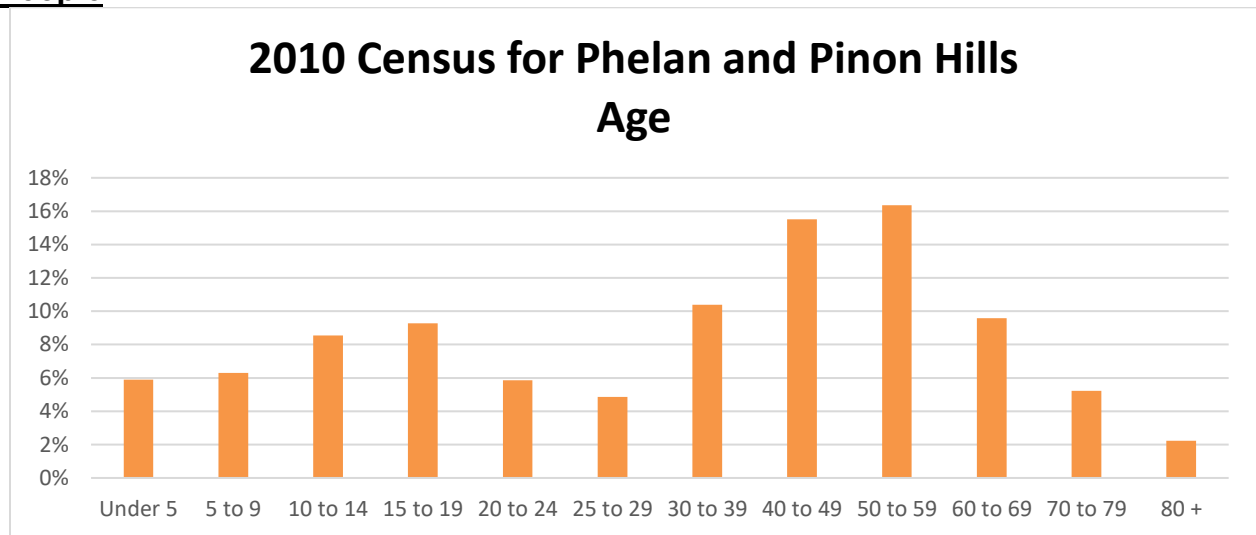
On November 16, 2011, LAFCO held a hearing on proposal 3167 and adopted resolution 3153 approving the activation of solid waste and recycling function and services for the District. On January 24, 2012, the Certificate of Completion was processed, formalizing the change in organization.



## **Local Economy**

The District is located in Phelan and Piñon Hills, California, two unincorporated communities within San Bernardino County. During the first several years, San Bernardino County had witnessed a decrease in economic activity and a downturn in property values. Recent activity within the region, however, suggests a strengthening in home sale median prices and increased commercial activity. The past two years, increased home sales and new building throughout the Inland Empire has provided an upward trend in housing costs.

## **People**



### **Civic Engagement (Countywide)\***

Voter turnout among registered voters (2020) 77%

Voting by mail (2020) 83%

### **Education (Countywide)\***

Residents over age 25 with a bachelor's degree (2019) 23%

High school graduation rate (2019) 80.7%

### **Economy (Countywide)\***

Unemployment rate 3.7% (2019)

9.2% (December 2020)

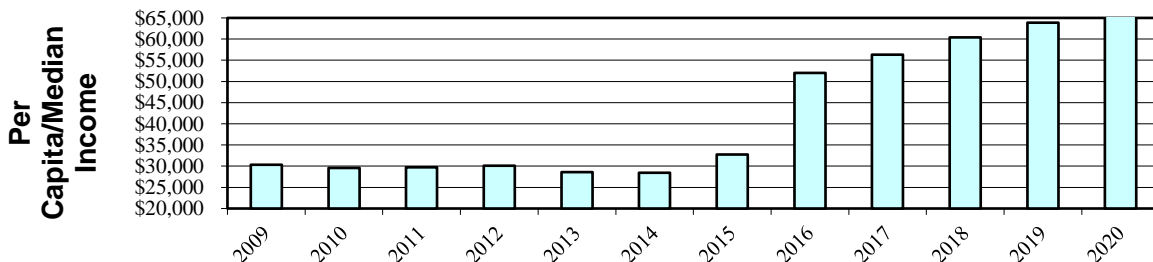
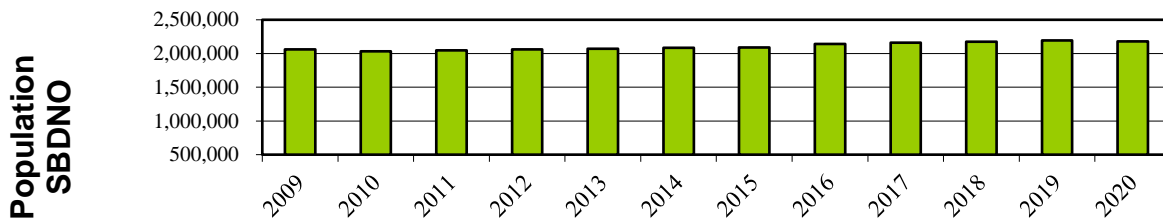
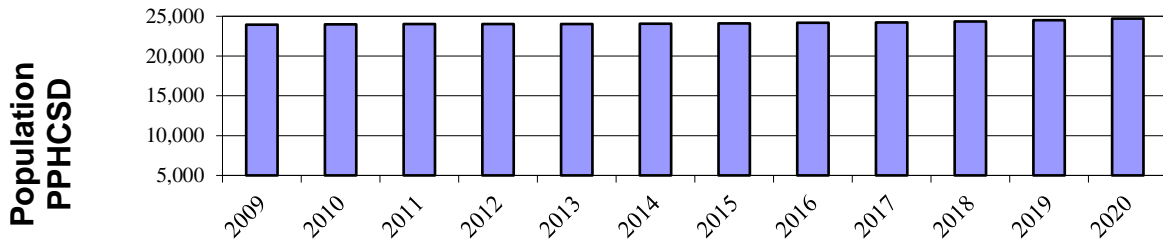
\*San Bernardino County Community Indicators Report 2019, 2020: <https://indicators.sbcounty.gov/economy/>

# Demographic and Economic Statistics

## County of San Bernardino<sup>(2)</sup>

Year	Phelan & Piñon Hills Population (1)	Unemployment Rate	Population	Median Single-Family Home Price	Personal Income per Capita / Median Household Income
2009	23,955	13.5%	2,060,950	123,526	30,363
2010	23,985	14.3%	2,033,141	144,627	29,555
2011	24,013	14.0%	2,046,619	133,950	29,703
2012	24,028	12.6%	2,059,699	145,710	30,081
2013	24,040	9.9%	2,068,610	180,270	28,583
2014	24,058	8.1%	2,085,669	216,570	28,454
2015	24,107	5.8%	2,088,371	230,180	32,747
2016	24,164	6.2%	2,140,096	248,000	52,041
2017	24,225	5.8%	2,160,256	266,250	56,337
2018	24,352	4.2%	2,174,938	290,000	60,420
2019	24,516	3.9%	2,192,203	315,000	63,857
2020	24,725	9.2%	2,180,537	380,250	67,903

Note: Beginning 2016, Personal Income Per Capita was not reported. Median Household Income is reported in County Community Indicators Report.



**Sources:** California Department of Finance and California Labor Market Info, 2010 US Census, California Association of Realtors, and San Bernardino County Community Indicators Report.

**Notes:**

(1) Data is derived from the 2010 census and adjusted for the average population per meter connection. The District has chosen to use this methodology since the District believes that it provides the best approximation of area population.

## **Governance**

The District is governed by an elected, five-member Board of Directors. Board members are elected to a four-year term, participating in the election process, formerly during odd years, effective 2017 (per SB415) changed to even year election cycles. For the currently seated Board, three Directors were elected in November of 2018 and two Directors were elected in November of 2020. The elected Directors set the policies of the District and provide guidance and leadership to the management and staff of the District.

The Board of Directors' regularly scheduled meetings are on the first and third Wednesdays of each month at 6pm in the Phelan Community Center. Additionally, the Directors are assigned to at least two standing committees, and some serve on ad hoc committees as needed. The committees have regularly scheduled monthly meetings for Engineering, and quarterly meetings for Parks, Recreation and Street Lighting, Solid Waste and Recycling, Legislative, and Finance. These meetings are open to the public who are encouraged to attend.

Resolution 2022-01, Section 1.1 states: The Board shall govern the District. The Board shall establish policies, direction, procedures, and oversight for the operation of the District. The Board shall provide for the implementation of those policies which is the responsibility of the District's General Manager.

The elected board members delegate management responsibility of the day-to-day operations of the District to an appointed General Manager who, in turn, employs all personnel at the District, including department managers and supervisors. The District currently engages twenty-six full-time employees and one temporary employee. The District's General Manager, General Counsel, and external Auditor report directly to the Board of Directors.

## **District Services**

As outlined by San Bernardino County LAFCO 3167 Staff Report, the District provides the following within its service area:

Water: Supply water for any beneficial use as outlined in the Municipal Water District Law of 1911 (commencing with Section 71000) of the Water Code.

Park and Recreation: Acquire, construct, improve, maintain, and operate recreation facilities, including, but not limited to, parks and open space in the same manner as a recreation and park district formed pursuant to the Recreation and Park District Law (commencing with Section 5780) of the Public Resources Code.

Street Lighting: Acquire, construct, improve, maintain, and operate street lighting and landscaping on public property, public right-of-way, and public easements.

Solid Waste and Recycling: Collect, transfer, and dispose of solid waste and provide solid waste handling service, including, but not limited to, source reduction, recycling, composting activities, pursuant to Division 30 (commencing with Section 40000), and consistent with Section 41821.2 of the Public Resources Code.

## ***Water***

The primary component of the District is water service. Being efficient in every aspect is essential and will help in improving fiscal responsibility as well as system integrity.

Developing relationships with neighboring water companies, agencies, and resources will enable everyone to be more responsible and efficient; therefore, the District is looking at joint ventures whenever it is viable.

The District operates and maintains a considerable infrastructure in order to provide safe, good tasting water to the residents and businesses within a 128 square mile service area. The water service area is almost entirely residential, with approximately 99 percent of the water service connections serving single-family residences. The water infrastructure consists of 14 wells (approximately 1,000 feet deep) in six well fields, and 35 reservoirs with a combined capacity of approximately 12,000,000 gallons, 4 de-sanding tanks, 25 booster stations, 69 booster pumps, and 32 pressure reducing stations in 17 pressure zones, with approximately 353 miles of pipeline ranging from 4-inches to 16-inches in diameter.

The District obtains its water supply from the local groundwater aquifer which is managed by two water authorities: Mojave Water Agency (MWA) and Antelope Valley Watermaster (AVW). If the District produces more than its allowance of groundwater in the MWA basins, the District may purchase replacement water from MWA, who replenishes the groundwater primarily with imported water from the State Water Project. If the District pumps any water out of the AVW basin, the District must pay the per unit fee, which changes annually.

The District encourages water conservation and offers incentive programs in partnership with the Alliance for Water Awareness and Conservation (AWAC), through the Mojave Water Agency, plus resource material to promote desert landscape. The District is focused on providing service now and for future generations.

### ***Parks and Recreation***

The District operates and maintains community centers with senior centers and two parks. The District continues to expand and improve these facilities to promote use. The District partners with the seniors at the two facilities and throughout the District to create programs that are beneficial to the community at large. The District also partners with local sports organizations and service clubs to create sports programs and activities in the community.

Parks and recreation are a vital component to any community. It not only adds beauty, but provides safe areas for activities of individuals, families, and groups. As part of the District, there are two community centers. These centers are utilized for a wide range of activities and are available to the community for a small fee. The District currently offers several events and activities and continues to explore various recreation ideas for the community.

Adjacent to the centers, the parks have picnic tables, playgrounds, basketball courts and other activities. They are available from morning until dusk. The District is looking to develop a large park facility that will have athletic fields, as well as standard park integrity. The District owns vacant parcels throughout the District for future park and recreation facilities.

### ***Street Lighting***

The streetlights primarily service the business district of Phelan. There are also lights at strategic intersections to help in providing safety to the community. Expansion of the

### **District Profile**

street lighting to other intersections is considered based upon a safety need, but the District does respect the San Bernardino County "Dark Sky" ordinance and encourages residents to do the same.

### ***Solid Waste and Recycling***

The District administers solid waste and recycling programs and is responsible for compliance with state and federal mandates. The District coordinates solid waste and recycling programs and provides a variety of events within the community. The District works closely with the contractual hauler, CR&R, to help accomplish these tasks.

## BY THE NUMBERS: SUMMARY OF DISTRICT INFORMATION

### Phelan Piñon Hills Community Services District Demographic Summary

#### Water System:

Number of Pressure Zones	17
Miles of Water Main	353
Reservoirs	35
Wells	14
Booster Stations	25
Booster Pumps	69
Pressure Reducing Stations	32
Service Connections (Meters)	7,165

#### Parks and Recreation Facilities:

Number of Parks	2
Number of Community Centers	2
Number of Senior Centers	2

#### Street Lighting:

Number of Street Lights	92
Number of Lights at RR Crossings	1

#### Solid Waste and Recycling:

Number of Residential Customers	4,828
Number of Commercial Customers	105

#### Misc. Statistical Information

Population	25,243
Service Area	128 square miles
Employees	26 Full Time, 1 Temp
Enterprise Fund Budget	\$9,459,996
Government Fund Budget	\$920,157
Capital Budget - Funding with Operations	\$305,300



## BUDGET PROCESS AND SCHEDULE

Each year, staff is tasked with preparing a budget for consideration at an annual public hearing in June. The process leading up to the hearing includes several public meetings to provide the Board and the public with information for consideration and opportunity for input on the budget process. These public meetings include workshops, committee meetings, and board meetings.

Beginning in January, managers and supervisors gather information in preparation for the budget. They consider the District goals, department goals, and state and federal mandates. They review various analysis for their areas of responsibility, such as water quality, customer service, conservation, production, and operations. They consider the age, wear and tear, and other impacts to assets in order to determine any repairs or replacements that need to occur. They review and consider operational needs in order to accomplish the tasks necessary to meet goals and mandates. After a complete review and analysis, considering all internal and external impacts, managers and supervisors provide their budgetary requirements for consideration. Board committees review and provide updates to long range capital and maintenance plans for inclusion in the budget. Staff identifies assumptions to be used based on the consumer price index and other economic factors. Considering these guidelines, staff begins the process of developing a Draft Budget. Staff incorporates the data received from managers and committees with the assumptions, as directed by the Board, to generate the Draft Budget. The Draft Budget is prepared by management and presented to the Finance Committee for consideration prior to being presented to the full Board for review. The Final Draft Budget is made available for review by the public and is presented to the Board during the public meeting for final review, consideration, and adoption. All of these meetings are open and public and the District encourages public attendance and participation.

The events listed below were scheduled to promote public participation and ensure the public has the opportunity to become familiar with and involved in the budget process. The Public is invited to all public meetings and encouraged to attend.

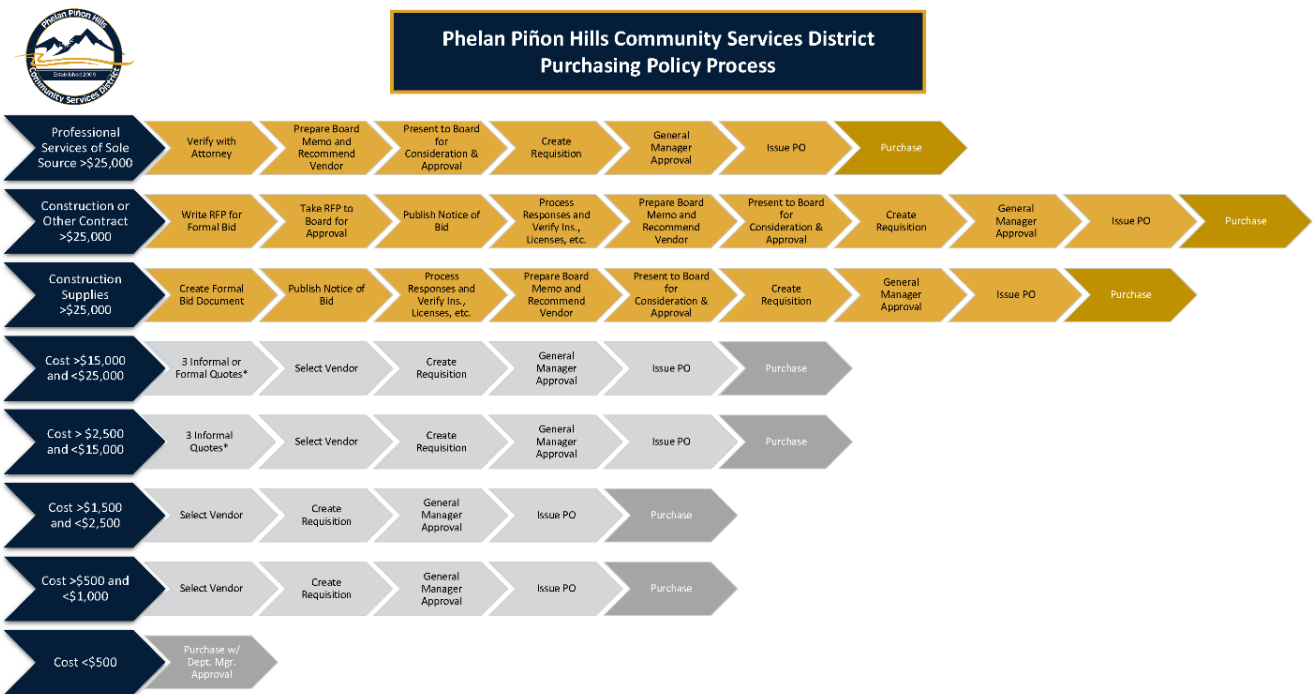
Date/Location	Time	Public Meeting
January & February, 2022	Various	Board Committees and staff develop long range plans and goals. Staff accumulates preliminary budget numbers, quotes and estimates
February 23, 2022 Wednesday Phelan Community Center & Zoom	4:00 PM	Special Board Workshop – Board reviews and approve Long Range Capital Plans, Capital Budgets, and Goals
March 22, 2022 Tuesday Phelan Community Center & Zoom	4:00 PM	Special Finance Committee – Review Draft Budget
March 30, 2022 Wednesday Phelan Community Center & Zoom	4:00 PM	Special Board Workshop – Review Draft Budget
April 19, 2022 Tuesday Phelan Community Center & Zoom	4:00 PM	Finance Committee – Review final draft budget
May 4, 2022 Wednesday Phelan Community Center	5:00 PM 6:00 PM	Special Board Workshop – Review final draft budget (NOTE: This meeting is tentative and was deemed not necessary at the March 30, 2022 meeting) Regular Board Meeting – Review final draft budget and set hearing date
June 1, 2022 Wednesday Phelan Community Center	6:00 PM	Regular Board Meeting - <b>Budget Hearing</b> - Budget approval (with any modifications identified as a result of the hearing)

# BUDGETARY CONTROL AND FINANCIAL PRACTICES

## Budgetary Control

The Board of Directors adopts the Phelan Piñon Hills Community Services District (District) annual budget, after public workshops, public meetings, and a public hearing, by June 30 of each year. The budget is adopted on a basis that does not differ materially from Generally Accepted Accounting Principles (GAAP). The budget is in effect from July 1 of the current year to June 30 of the following year. The Board may modify the budget at any time with majority approval.

The General Manager maintains budgetary controls to ensure compliance with the appropriated budget approved by the Board of Directors. The Board approves the appropriation limit each year and the operational and capital budgets remain under the limit established by law (GANN Limit for appropriations) and approved by the voters in November 2008. The level of budgetary control (the level at which expenditures cannot exceed the adopted amount) is addressed in the District's Budget Policy, Resolution No. 2019-05, section 1122.09, where it states that the General Manager can go over or be under budget on a line-item basis, with explanation, as authorized in the District Purchasing Policy, provided it does not impact the overall Budget. The General Manager is authorized to implement appropriations as approved in the adopted budget, within the parameters of the purchasing policy approved by the Board. It is the responsibility of the General Manager to establish adequate controls to ensure expenditures do not exceed the approved budget. The purchasing policy provides the standards and approval levels by which purchases can be made. Additionally, rules of procedure are established by the General Manager to ensure against abuse of public interest. Supplemental appropriations during the year must be approved by the Board of Directors. These appropriations, representing amendments to the budget during the year, could be significant in relationship to the original budget as adopted.



\*The General Manager may, at their discretion, require formal quotes. Formal quotes are REQUIRED for Capital Expenditures, Contracts for Professional Services or Leases, Annual POs for Supplies, and/or Maintenance and Repair Services. Formal Quotes require a written bid/quote. Informal quotes can be obtained through phone, email, etc. Be prepared to show documentation to auditors and/or managers.

The Board reviews the budget and compares it to actual revenues and expenses at the Finance Committee quarterly. The financial reports are presented to the Board on a quarterly basis for consideration. Budget adjustments may be authorized by the Board of Directors.

## **Accounting and Financial Practices**

The District's accounting and budgetary records are maintained using an accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used, such as unbilled but utilized utility services recorded at year end. The budget detailed in this document is used as a management tool for projecting and measuring revenues and expenses.

The accounts of the District are organized on the basis of funds, each of which is considered a separate accounting entity with a self-balancing set of accounts established for the purpose of carrying out specific activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

Funds are organized into two major categories: Government and Enterprise (or proprietary) categories:

**Government Funds** Parks and Recreation, Street Lighting, and Solid Waste and Recycling.

**Enterprise Funds** Water  
Note: Water activities represent 98% of District functions.

## **Financial Planning**

Since formation in 2008, the District has continued to look for cost saving measures and efficiencies. The District was able to decrease expenses considerably over the County's costs of providing services. Despite the Board's efforts to maintain rates and fees, revenues decreased and the cost of operating the District continued to rise. Due to the economic downturn and housing vacancies within the District, water revenue decreased by over 15% between 2009 and 2012. The economy also caused a reduction in property tax values resulting in a loss of almost 40% of property tax revenue between 2008 and 2012. The cost of pumping water out of the ground, the District's only water source, increased by 18% in 2013, 14% in 2014, 5% in 2015, by another 5% in 2016, and continues to increase annually, including a 9% increase in 2020 and 15% in 2021, due to the Southern California Edison rate changes. These increases, along with significant impacts of the conservation and water quality mandates, negated the rate increases that were adopted in 2013 and implemented each year thereafter, thus requiring a water rate study in 2015, 2020, and again in 2021 due to agricultural impacts. The rate study outlined recommended rate changes, which the District adopted accordingly. The cost of operations continues to rise, including costs of producing and delivering water, and providing clean, safe parks and community centers with programs and activities for the community.

The District continues to look for alternative ways to increase revenue and decrease expenses to minimize rate changes to customers. In 2012 and 2015, the District purchased water rights which result in a savings of reduced water rights fees. Even after repaying the \$7.5 million dollar loan, this purchase is estimated to save the District \$18.6 million dollars over the next thirty years. In 2016, the District installed a solar project that results in credits against the District's most costly (currently over \$1,200,000 per year) expense: electricity. After loan repayment, the estimated savings due to the solar were projected to be \$8.3 million dollars over thirty years. The combined results of these two measures are savings estimated to exceed \$26.9 million dollars over the next thirty years.

## **Current Financial Plans**

In 2012, the District conducted the first water rate and fee study. The study was completed over a six-month period with several public workshops held throughout the process to garner public involvement and input. On February 20, 2013, after exceeding notification and meeting requirements of Proposition 218 (now Articles XII C & D of the California Constitution), the Board held a public hearing on the proposed multi-year rate change and adopted the rate schedule.

In 2015, after state mandated orders were issued to address the drought conditions in the state and state water quality mandates necessitated the plan for a \$17 million dollar blending project, the District completed a second water rate study. The District again exceeded the requirements of Proposition 218 by notification of customers, holding workshops, and conducting public outreach meetings. In January 2016, rate changes were approved that include increased charges to recover the lost revenues and additional costs to the District resulting from the state mandated conservation programs as well as a surcharge to cover the costs to blend water in order to meet the state mandated water quality changes. In 2020 the scheduled rate study was completed. However, in 2021 due to unforeseen agricultural demand on the system the District completed the most recent rate study. The Board of Directors reviews the approved rate changes each year to verify the necessity of the rate change, and to determine if the change can be reduced as a result of District efforts to lower expenses and obtain additional revenues to help mitigate the costs of operations.

The Chromium-6 mitigation project was implemented in response to requirements by the State of California which lowered the acceptable levels of Chromium-6 that can be detected in drinking water from 50 parts per billion (ppb) to 10 ppb. While the levels found in the District's water supply (at certain sources) remain significantly below the federal standards (100 ppb) and the former state standards (50 ppb), it slightly exceeded the state standards established on July 1, 2014 of 10 ppb. After significant review and consideration, it was determined that blending the District's water with water from a new source would meet the mandated water quality standards. The cost of the facilities that would enable blending was projected to be \$17 million dollars. The District was seeking grants and low interest loans to help reduce the impact to the customers. The District was in the process of implementing its compliance project when the State Water Resources Control Board reversed its ruling, changing the MCL back to 50 ppb. It is expected that the MCL will be reduced again, however the revised MCL is unknown at this time. The District has spent approximately \$4.5 million dollars toward the compliance project, and has approved an additional \$6.6 million dollars in projects to meet the state's mandates. The total of approximately \$11.1 million dollars of the revised projects is \$5.9 million dollars less than the original estimated \$17 million dollars. The District will continue to collect the surcharge from customers to recover the funds expended.

In 2015/2016, the District completed installation of a 1.16-megawatt solar project, which is projected to save the District more than \$8.3 million dollars over a thirty-year period. The District receives credits for electricity produced from the solar project that to help offset the considerable electric costs.

### **Long-Term Financial Plans**

The District has developed 10-year plans for infrastructure repair, replacement, and additions. The additional facilities for the Water Fund are projected based on the District's Water Master Plan as growth occurs. A Parks Master Plan was completed in 2019 outlining long range plans and priorities. Parks and Recreation and Solid Waste and Recycling plans are developed by staff and the Committees. The repairs and replacements for all funds are based on estimated useful life of District facilities. These plans are updated and reviewed by the Board of Directors each year.

### **District Strategic Plan**

The District updated and adopted the Strategic Plan in 2021/2022. The plan was developed by BHI Management Consulting. BHI had numerous meetings with the Board of Directors, management, staff, and the public, to bring forth a comprehensive plan that provides focus for development of the District. The plan's current Vision to Action Table is on the following pages. The full plan is available on the District's website and is sited throughout this document in reference to goals and plans for the coming year.

## STRATEGIC PLAN VISION TO ACTION TABLE

Strategic Element	Strategic Goals	Completion Time Frame
1.0 Water Operations	1.1 Sheep Creek Mutual Water Company Consolidation 1.2 Chromium-6 Mitigation 1.3 Water Conservation 1.4 Water Resources 1.5 Water Production & Storage 1.6 Meter Replacement Program 1.7 Emergency Preparedness 1.8 Complete Civic Center	2023/2024  2022/2023 2022/2023 2022/2023 2022/2024 2025 2023/2024 2024
2.0 Parks & Recreation	2.1 Phelan Community Park Expansion 2.2 Parks Master Plan Update 2.3 Complete Parks Portion of the Civic Center Building 2.4 Public and Private Partnerships for Parks and Recreation Programs 2.5 Community Recreation Building/ Gymnasium	2027 2024/2025 2023/2024  Ongoing  Ongoing
3.0 Solid Waste, Recycling, & Organics Disposal Compliance	3.1 Franchise Amendment 3.2 Adopt Ordinance for Uniform Residential & Commercial Solid Waste, Recycling, & Organics Collection 3.3 School Outreach Program 3.4 SB 1383 Procurement Policy 3.5 SB 1383 Edible Food Recovery Program 3.6 SB 1383 Outreach & Education 3.7 Additional Diversion Programs	2022 2022  Ongoing 2022 2022 Ongoing Ongoing
4.0 Fiscal Efficiency	4.1 Annual Budget Process 4.2 Periodic Financial Studies 4.3 Connection Fee Analysis 4.4 Annual Audit 4.5 Fiscal Policies 4.6 Financing	Ongoing Ongoing 2022/2023 Annual Ongoing Ongoing
5.0 Strategic Partners and Public Affairs	5.1 Increase Communication to the Public 5.2 Community Business & Organization Outreach 5.3 Involvement in Professional Organizations 5.4 Outreach to Legislators and Local Agencies	Ongoing Ongoing  Ongoing  Ongoing
6.0 Personnel Management	6.1 Retention & Development 6.2 Internal Communication 6.3 Team Building 6.4 Succession Planning 6.5 Personnel Policies	Ongoing Ongoing Ongoing 2022/2023 2022/2023



## FINANCIAL POLICIES

Phelan Piñon Hills Community Services District financial policies include many of the District's financial management practices that are used by District staff as guidelines for operational and strategic decision making related to current and future financial matters. The purpose of establishing these policies is to set parameters in which the District can operate to best serve its constituents. Some policies are flexible when they are utilized by District staff as management tools to monitor the District's finances, while others are restrictive to emphasize accountability.

These policies are drafted as living documents to maintain their effectiveness in order to accommodate changes. District staff and Board Members review these policies periodically to accommodate minor changes to the existing policy or major changes in financial priorities as approved by the Board of Directors at its sole discretion.

The District's primary financial policies encompass the following areas:

- Budget Policy
- Investment Policy
- Reserves Policy
- Revenue Policy
- Purchasing Policy

### **Budget Policy – Resolution 2019-05**

The Budget Policy formally documents the budget goals and practices. The budget policy addresses legal requirements, balanced budget definition and goals, periodic reporting requirements, and assumption guidelines. The District considers a budget as balanced if there are sufficient net revenues to cover the cost of operations and debt service.

### **Investment Policy – Resolution 2020-01**

The Investment Policy provides guidelines for ensuring the safety of funds invested while maximizing investment interest income to the District. The policy and procedures are written to be in accordance with California Government Code Sections 53600 et seq. and 53635 et seq. The three principle investment factors of Safety, Liquidity, and Yield are to be taken into consideration, in the specific order listed, when making investment decisions.

### **Reserves Policy – Resolution 2020-02**

The District Reserves Policy was established to protect the District's customers, taxpayers, investments in various assets and commitments under numerous financial, regulatory, and contractual obligations. The efficient management of these reserves, when combined with their appropriate fortification, add additional assurance that current levels of safety, service reliability, and quality will continue.

Reserves are broken down into three areas: Operations, Property Plant and Equipment Replacement, and Disaster Response.

- Operating Reserves has a goal of six months, and no less than three months, of operations, based on the current budget, and includes a debt service reserve, as required by debt covenants.
- Property, Plant and Equipment (PPE) Reserves has a goal of two times, not to exceed four times, of the total annual depreciation. This is to assure there is adequate funding available to make major repairs (extending the useful life of the asset), and replace PPE as is necessary.

- Disaster Response Reserves has a goal of 10% of total assets (excluding Land and Water Rights). This is to help ensure that, in the event of a disaster, the District will have the funds necessary to repair and/or replace assets that are damaged.
- Rate Stabilization Reserves has a goal of 5% to 10% of water revenues. This is to help smooth out revenue variability resulting from various factors.

**Revenue Policy – Resolution 2021-20**

The Revenue Policy establishes the District’s basic policies and procedures concerning revenues received by the District. The policy shall include guidelines to design, maintain and administer a revenue system that will assure a reliable, equitable, diversified, and sufficient revenue stream to support District services, in accordance with GAAP, and state and federal laws.

Revenue received by the District shall be utilized in accordance with this policy. Revenue received for specific funds within the District shall be utilized for expenses and obligations incurred by that fund. Revenue received into the Governmental Fund will be distributed in accordance with the Budget and the policies and approved by the Board of Directors.

**Purchasing Policy – Resolution 2022-05**

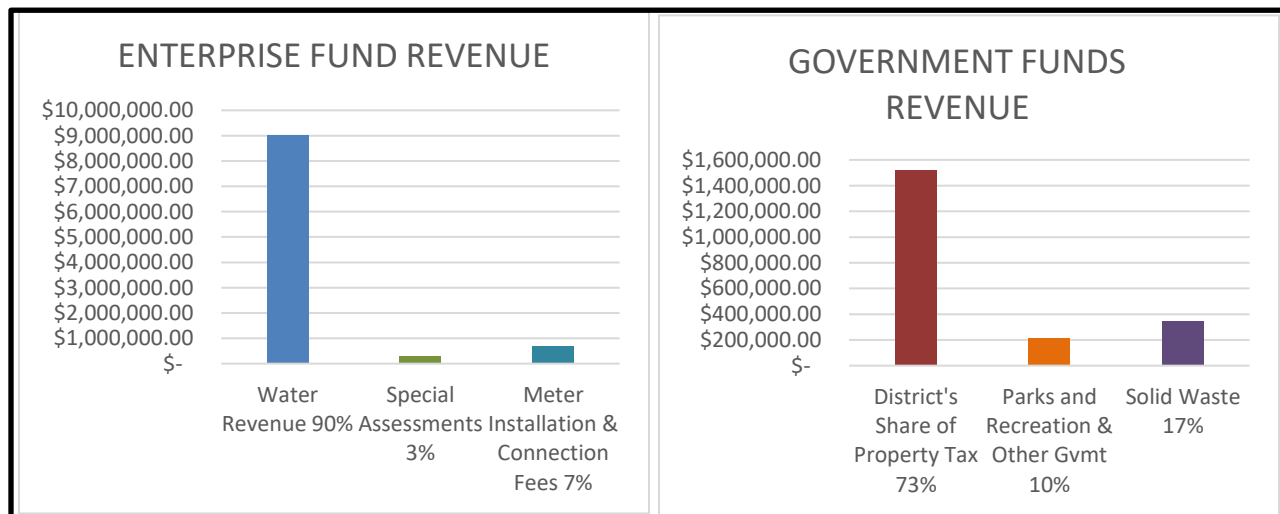
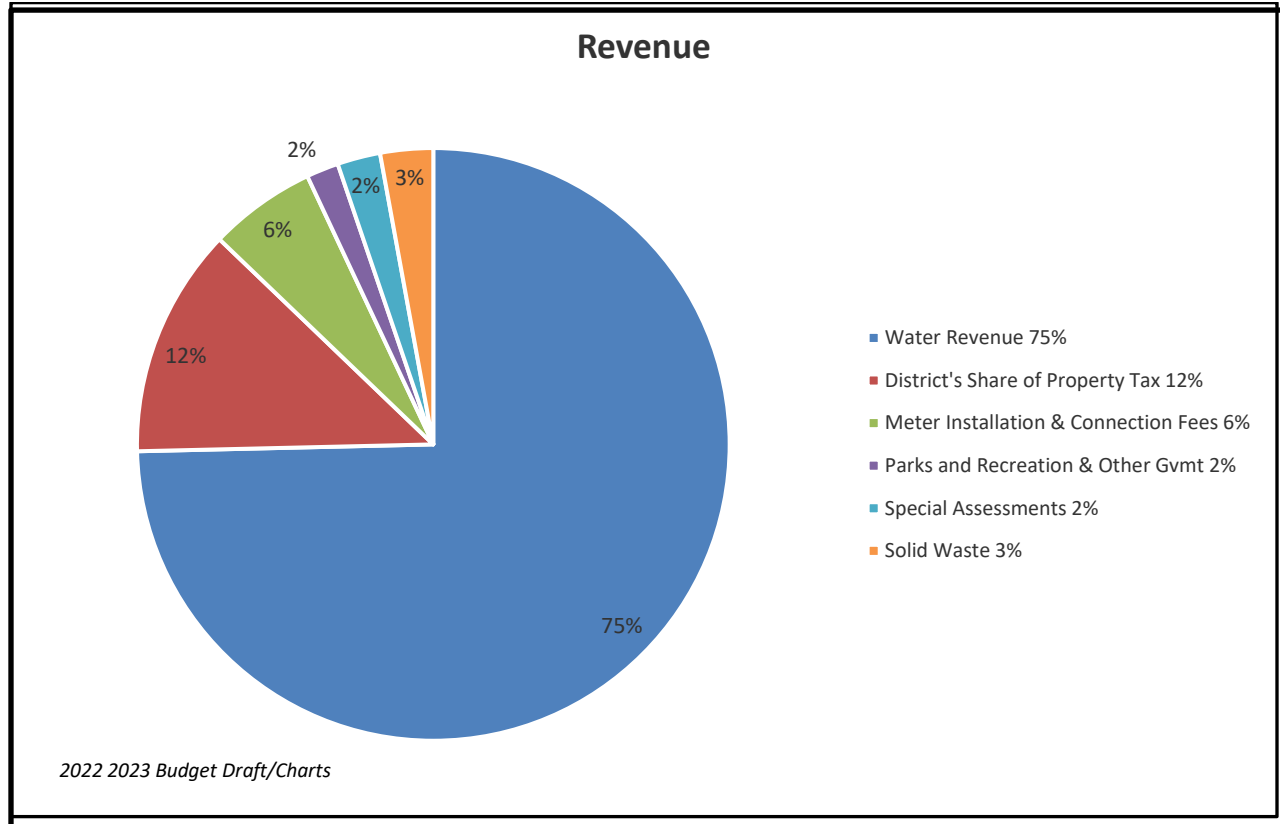
The Purchasing Policy standardizes the purchasing procedures of the District, thereby securing advantages of a centralized and uniform purchasing policy, saving the taxpayers money and increasing public confidence in the procedures for District purchasing; to promote the fair and equitable treatment of all customers and suppliers, and to set forth the duties and responsibilities of the General Manager and District staff. The purchasing policy is reviewed periodically and updated as deemed appropriate by the Board of Directors.

A summary of the Purchasing Policy, as adopted by Resolution #2022-05:

- Less than \$5,000    Managed by rules of procedures established by the General Manager
- \$5,000 - \$15,000    Requires three quotations and approval of the General Manager
- \$15,000-\$25,000    Requires price quotations and informal or formal bids and approval of the General Manager
- Exceeding \$25,000    Requires Board approval

## SOURCES OF REVENUE

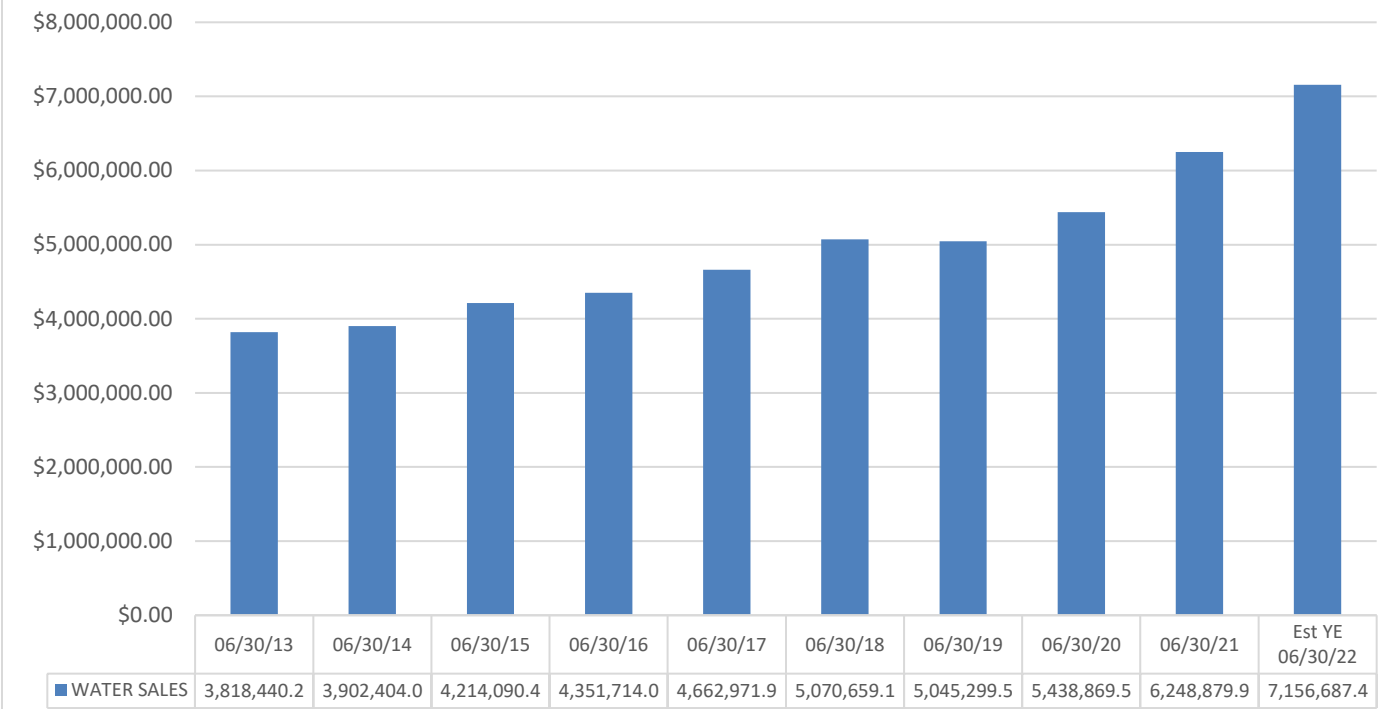
The District receives revenue from two primary sources: Water sales and use fees, and property tax. The basis for budgeted water revenue is a 6% increase consumption and meter fees. Based on the water rate study, a rate change of 6% is scheduled to be effective July 1, 2022. The basis for property tax revenue budgeted is as reported from the County for the coming year. The District is projecting a resumption of most events and programs for the coming year.



**Water Revenue: Sales and Use Fees** (75% of total revenue) – Enterprise Fund – The District’s primary business activities are from the administration, production, treatment, and distribution of water through approximately 7,165 meters to approximately 25,243 residents.



### Water Sales Revenue History



2022 2023 Budget/History Charts

Rates and fees are determined based on the costs of production, treatment, distribution, administration of water service, state and federal mandates, and debt service. In 2012, the District enlisted an outside consultant to prepare the District’s first rate and fee study. As a result of the study, the rate structure was modified and a multi-year rate change was approved in February 2013, after exceeding Proposition 218 requirements for public meetings, notification, and a protest hearing. In 2015, the District contracted for a new water rate study as a result of the impacts from the state mandated water conservation orders. The rate structure was reconfigured to address drought impacts and incorporate a drought surcharge. The Board approved the multi-year water rate structure which included water rate changes of approximately 6% per year beginning July 1, 2016. In 2019, the District entered into agreement for the most recent Water Rate and Fee Study. The Board approved the multi-year water rate structure which includes water rate changes of approximately 6% per year beginning July 1, 2020. The 2020 rate change was deferred to February 1, 2021, in response to the COVID-19 pandemic. Revenues necessary to meet operational requirements will be transferred from the Operations Reserve Fund. In the spring of 2021, in response to unforeseen agricultural usage the District conducted another rate study to define the impact of the exorbitant amount of water being consumed. The Board approved the revised rate schedule to be effective January 1, 2022.

## Historical and Future (Pending Board Review) Water Rates

	Water Rates - Approved January 20, 2016			Water Rates - Approved May 6, 2020		Water Rates - Approved December 1, 2021				
	Effective 07/01/17	Effective 07/01/18	Effective 07/01/19	Effective 02/01/21	Effective 07/01/21	Effective 01/01/22	Effective 07/01/22	Effective 07/01/23	Effective 07/01/24	Effective 07/01/25
<b>FIXED CHARGE PER METER</b>	<b>Monthly</b>			<b>Monthly</b>		<b>Monthly</b>				
<b>Meter Size</b>										
3/4"	\$17.90	\$18.16	\$19.16	\$22.28	\$23.62	\$22.80	\$24.17	\$25.63	\$27.17	\$28.81
1"	\$27.46	\$27.89	\$29.56	\$32.06	\$33.99	\$34.50	\$36.57	\$38.77	\$41.10	\$43.57
1 1/2"	\$51.34	\$52.21	\$55.54	\$56.71	\$59.91	\$63.75	\$67.58	\$71.64	\$75.94	\$80.50
2"	\$80.00	\$81.39	\$86.72	\$85.85	\$91.01	\$98.85	\$104.79	\$111.08	\$117.75	\$124.82
3"	\$146.87	\$149.47	\$159.47	\$178.76	\$189.49	\$210.00	\$222.60	\$235.96	\$250.12	\$265.13
4"	\$242.41	\$246.74	\$263.41	\$315.68	\$334.63	\$373.80	\$396.23	\$420.01	\$445.22	\$471.94
<b>CHROMIUM 6 SURCHARGE</b>		<b>\$9.71</b>	<b>\$9.71</b>							
	<b>\$9.71</b>	<del>\$12.12</del>	<del>\$12.19</del>	<b>\$9.71</b>	<b>\$9.71</b>	<b>\$9.71</b>	<b>\$9.71</b>	<b>\$9.71</b>	<b>\$9.71</b>	<b>\$9.71</b>
<b>CONSUMPTION</b>										
<b>Residential</b>										
Tier 1	\$2.35	\$2.39	\$2.53	\$2.64	\$2.80	\$2.73	\$2.90	\$3.08	\$3.27	\$3.47
Tier 2	\$3.71	\$3.77	\$4.00	\$4.01	\$4.26	\$3.12	\$3.31	\$3.51	\$3.73	\$3.96
Tier 3						\$7.53	\$7.99	\$8.47	\$8.98	\$9.52
<b>Commercial</b>										
Tier 1	\$2.81	\$2.85	\$3.02	\$3.06	\$3.25	\$3.65	\$3.87	\$4.11	\$4.36	\$4.63
Tier 2	\$2.81	\$2.85	\$3.02	\$3.06	\$3.25	\$3.65	\$3.87	\$4.11	\$4.36	\$4.63
<b>School</b>										
Tier 1	\$2.98	\$2.03	\$3.21	\$3.53	\$3.75	\$3.96	\$4.20	\$4.46	\$4.73	\$5.02
Tier 2	\$2.98	\$3.03	\$3.21	\$3.53	\$3.75	\$3.96	\$4.20	\$4.46	\$4.73	\$5.02

Tier 1: 0 to 9 units

Tier 2: 9 to 29 units

Tier 3: > 29 units

The Chromium-6 Surcharge is collected to recover Chromium-6 costs. In August 2017, the Chromium-6 regulation was rescinded, pending further review by the Department of Water Resources (DWR). The District has spent approximately \$4.5 million dollars to date and has projects pending or in progress of \$6.6 million dollars. The surcharge will continue until costs have been recovered.

Chromium-6 costs to date:	\$4,503,000
Additional project costs	<u>\$6,594,000</u>
Total costs, pending state mandate	\$11,097,000
Est. Surcharge collected through 06/30/22	<u>\$4,869,000</u>
Total remaining costs to be recovered	\$6,228,000

Beginning on 07/01/18 (or when the Chromium-6 project is added to the system) the surcharge was scheduled to increase to cover the increased operational expenses of the additional operating assets. This increase was deferred, pending completion of the project.

In 2012 the District conducted its first water rate study. The rates went into effect March 1, 2013.

July 1, 2015, the District converted to monthly billing. The above rates were divided by 2 for monthly billing.

The most current water rate study is available online. For additional information on the rate structure and the components driving the rate changes, please refer to this study at [www.pphcsd.org](http://www.pphcsd.org).

**Property Tax Revenue** (12% of total revenue) – Government Fund - The District receives a small share (approximately 7%) of the General Tax Levy: the 1% Ad Valorem tax.

### Property Tax Revenue

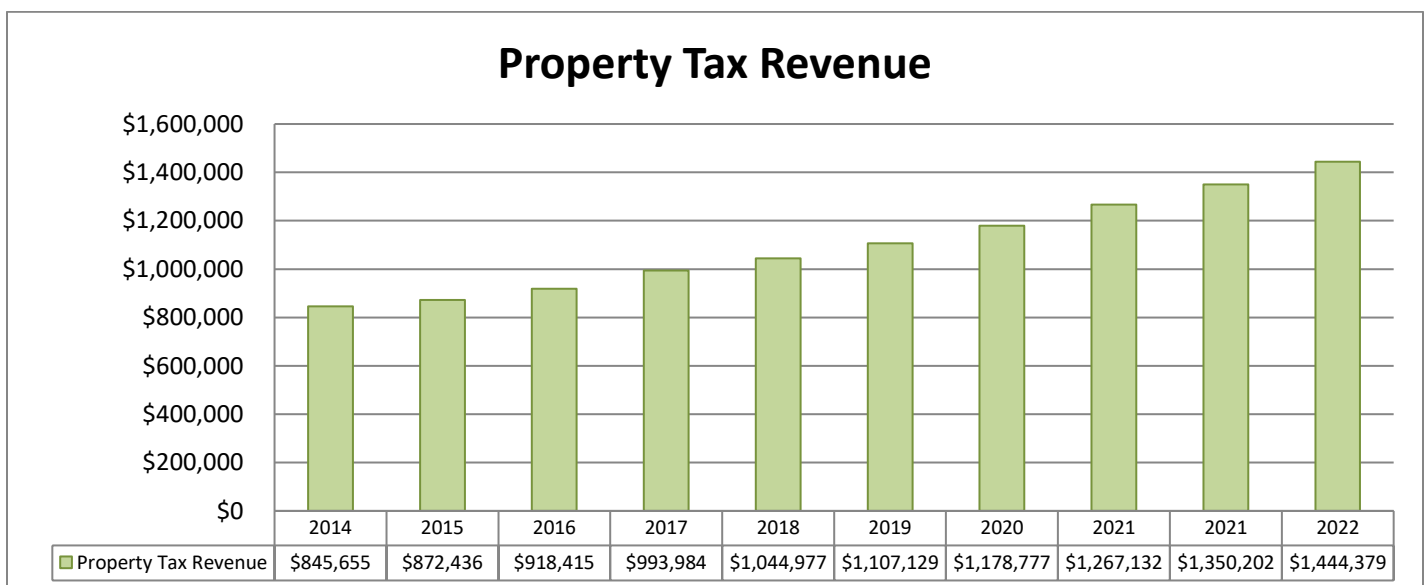


County's Share of General Tax Levy  
\$17,973,383

PPHCSD's Share of General Tax Levy  
\$1,444,379 = 7 cents of each dollar

2022 2023 Budget Year - Finance and Budget Data/Property Tax Revenue

Historical property tax revenue shows a significant decrease in property tax revenue between 2009 and 2014. This was due to the economic downturn that began in 2009 and leveled out in 2013: Property values dropped significantly, which impacted property tax revenue, stabilizing in 2014. Property values in the District have slowly begun rising, resulting in additional revenue, as indicated on the table below. Because the District was formed in 2008, and fund balances were at reasonable levels, impacts to service remained minimal throughout the economic downturn. Annual property tax allocation is provided by the County Auditor/Controller/Treasurer/Tax Collector each January. Net Agency Valuations are available on the County website under Property Tax Publications.



**Special Assessments (aka: Standby Charge or Water Availability Fees) (2% of total revenue)**

– Enterprise Fund - This fee is applied to unmetered (undeveloped) properties within 660' of a water line. This charge is applied to the property tax roll. Once a meter is installed at a property, the standby charge stops as the property owner is then charged a monthly meter fee, the revenue from which is then water revenue. An engineer's report was completed in 2013, and an update is provided each year. The following is found on page 2 of the report:

The standby charge of the CSD may be used for any purpose pursuant to the Act, commencing with Government Code Section 54984.2, whether the water service is actually used or not. The standby charge may also vary according to land uses, benefit derived or to be derived from the use or availability of facilities to provide water, or the degree of availability or quantity of the use of the water to the affected lands. The charge may be imposed on an area, frontage, or parcel basis, or a combination thereof.

The standby charge methodology is employed throughout the CSD service area and is only levied against undeveloped parcels to provide equity between existing ratepayers and future customers, not currently connected to the system, by charging a portion of the cost to maintain the water system to undeveloped parcels that have the potential to develop in the future.

**Solid Waste Revenue (3% of total revenue)** – Government Fund - The District receives a small percent of the Solid Waste Fees collected by the authorized collection entity.

**Meter Installation and Connection Fees (6% of total revenue)** – Enterprise Fund - The charges associated with installing a new meter to a property that does not currently have water service. As building was slow between 2009 and 2014, this revenue stream had been low. Over the past several years, there has been an increase in new homes being built. This trend is expected to decrease slightly in the coming year.

Meter Installation Fees are charged to recover the cost of purchasing and installing a meter to serve water to a property.

Connection Fees pay for that connection's share of wells, reservoirs, transmission pipeline, and other facilities necessary to bring water to the customer's property. Connection Fees are based on the size of the meter and the demand that size meter places on the system.

**Parks and Recreation and Other Government Revenue (2% of total revenue)** – Government Fund - Fees charged for various program participation (classes, etc.), facility rental (community center rental fees, etc.), and other fees and charges for programs and events sponsored by the Parks and Recreation department (such as the Farmers Market and Senior Lunches). Additionally, this includes lease revenue from other government properties.



**PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT**

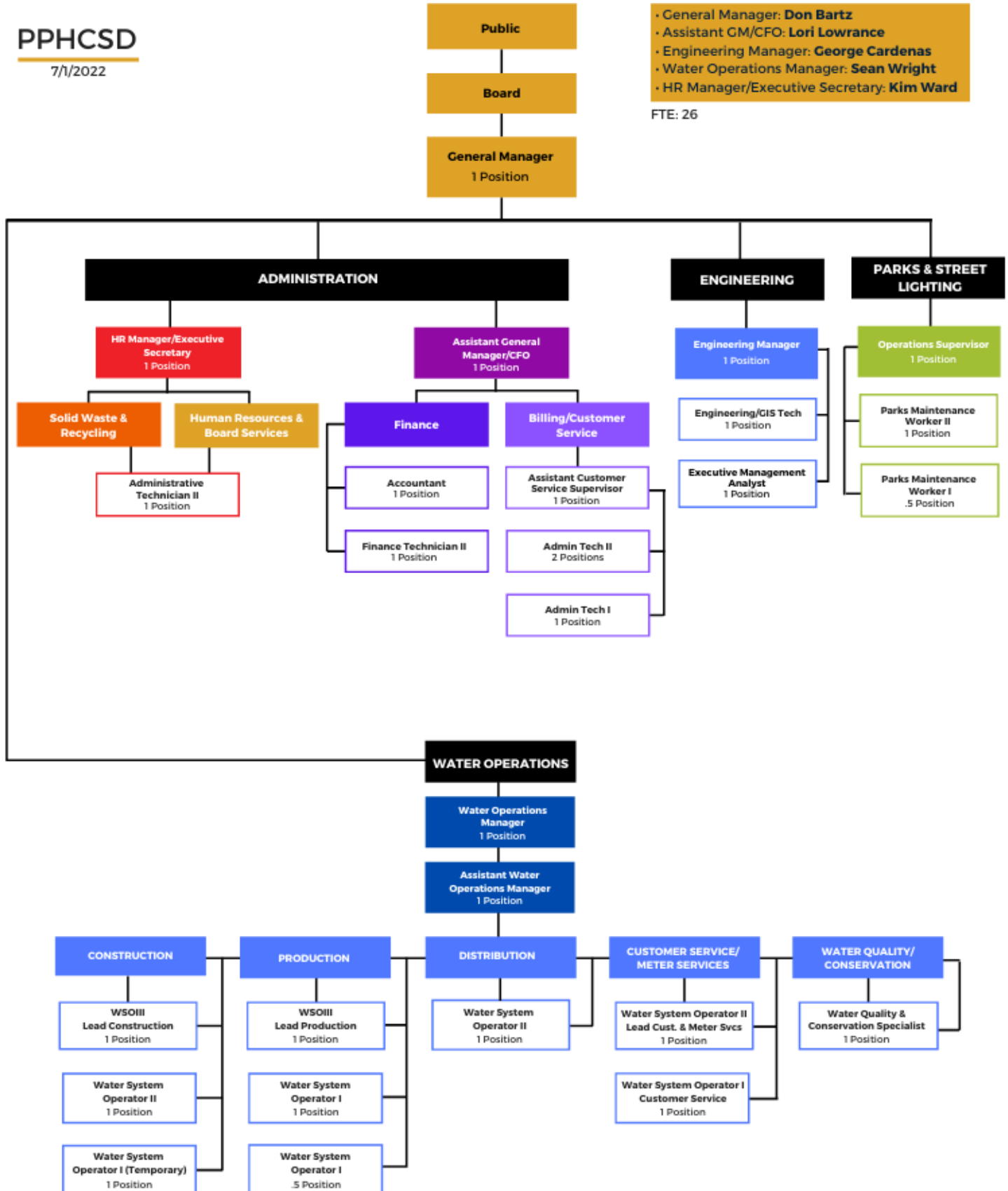
# **DEPARTMENTAL** **PRESENTATIONS**

# ORGANIZATIONAL CHART

**PPHCSD**  
7/1/2022

- General Manager: **Don Bartz**
- Assistant GM/CFO: **Lori Lowrance**
- Engineering Manager: **George Cardenas**
- Water Operations Manager: **Sean Wright**
- HR Manager/Executive Secretary: **Kim Ward**

FTE: 26



## STAFFING LEVELS AND SUMMARY OF PERSONNEL

<b>Fiscal Year Ending</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>General Manager</b>	1	1	1	1	1	1	1	1	1	1
<b>ADMINISTRATION</b>										
Assistant General Manager / CFO	1	1	1	1	1	1	1	1	1	1
HR Manager/Exec. Secretary	1	1	1	1	1	1	1	1	1	1
Admin. & Customer Service Staff	3	3	5	5	5	4.5	4.5	4	4.5	4.5
Finance Staff	2	2	2	2	2	2	2	2	2	2
<b>TOTAL</b>	<b>7</b>	<b>7</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>8.5</b>	<b>8.5</b>	<b>8</b>	<b>8.5</b>	<b>8.5</b>
<b>ENGINEERING</b>										
Engineering Manager	1	1	1	1	1	1	1	1	1	1
Eng. GIS Tech GIS (Outside Contractor)	(1)	(1)	1	1	1	1	1	1	1	1
Executive Management Analyst										1
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>WATER OPERATIONS</b>										
Water Operations Manager	1	1	1	1	1	1	1	1	1	1
Assistant Water Operations Manager										1
Water Quality & Consvrtn Specialist		1	1	1	1	1	1	1	1	1
Water Operations Supervisor	2	2	1	1	1	1	2	2	2	0
Conservation Program Admin.			1	1	1	1	1	1	1	0
Lead Water Operators										3
Water Operators	6	6	8	8	8	8	7	7	6.5	5.5
<b>TOTAL</b>	<b>9</b>	<b>10</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>11.5</b>	<b>11.5</b>
<b>PARKS AND RECREATION</b>										
Park Supervisor	1	1	1	1	1	1	1	1	1	1
Park Workers (2 PT 2009-2020)	2	2	2	2	2	2	2	2	1.5	1.5
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2.5</b>	<b>2.5</b>
<b>STREET LIGHTING</b>										
Street Light Staff	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SOLID WASTE</b>										
Solid Waste Staff (Outside Contractor)	(1)	(1)	(1)	(1)	(1)	0.5	0.5	0.5	0.5	0.5
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>
<b>TOTAL STAFF</b>	<b>21</b>	<b>22</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>26</b>	<b>27</b>

NOTE: In 2007/2008 CSA70L, County Water, employed 31 full-time equivalents (FTE) to operate the water district.

2015/16: The District added 1 full-time and 1 part-time staff in administration to accommodate monthly billing + 2 part-time water operations staff for conservation enforcement (as per the state mandate).

2017/2018: One part-time position was converted to full-time to accommodate additional field work for monthly billing, disconnects and leak detection.

2018/2019: The Board approved converting two part-time positions to one full-time position to reduce turn-over and improve efficiencies.

2020/2021: One admin/customer service position is being changed to part-time and one parks position is being changed to full-time.

2021/2022: One admin/customer service position is reverting back to full time.

2022/2023: One water operations position is a temporary position

## JOB CLASSIFICATIONS AND SALARY RANGES

### 2022/2023 Job Classifications

Job Classification Title	Salary Range	Minimum Hourly Salary	Maximum Hourly Salary
ACCOUNTANT	30	\$37.46	\$48.69
ADMINISTRATIVE TECHNICIAN I	8	\$21.75	\$28.28
ADMINISTRATIVE TECHNICIAN II	12	\$24.01	\$31.21
ADMINISTRATIVE TECHNICIAN III	17	\$27.17	\$35.32
ASSISTANT CUSTOMER SERVICE SUPERVISOR	17	\$27.17	\$35.32
ASSISTANT GENERAL MANAGER / CFO	60	\$78.56	\$102.13
ASSISTANT WATER OPERATIONS MANAGER*	35	\$42.38	\$55.08
CUSTOMER SERVICE SUPERVISOR	24	\$32.30	\$41.98
ENGINEERING MANAGER	40	\$47.95	\$62.33
ENGINEERING GIS TECHNICIAN	23	\$31.50	\$40.96
EXECUTIVE MGMNT ANALYST/CONSERVATION PRGM ADMIN	30	\$37.46	\$48.69
FINANCE SPECIALIST III	25	\$33.10	\$43.04
FINANCE TECHNICIAN I	15	\$25.86	\$33.62
FINANCE TECHNICIAN II	19	\$28.54	\$37.11
GENERAL MANAGER (CONTRACT)	69	\$98.11	\$127.54
HR MANAGER/EXECUTIVE SECRETARY	38	\$45.63	\$59.32
LEAD CUSTOMER SERVICE/WATER SYSTEM OPERATOR	20	\$29.26	\$38.03
LEAD CONSTRUCTION WATER SYSTEM OPERATOR*	27	\$34.77	\$45.21
LEAD PRODUCTION WATER SYSTEM OPERATOR*	27	\$34.77	\$45.21
PARKS MAINTENANCE I	2	\$18.76	\$24.39
PARKS MAINTENANCE II	6	\$20.71	\$26.92
PARKS OPERATIONS SUPERVISOR	30	\$37.46	\$48.69
WATER CONSERVATION SPECIALIST/WTR SYS OPERATOR II	20	\$29.26	\$38.03
WATER OPERATIONS SUPERVISOR	27	\$34.77	\$45.21
WATER OPERATIONS MANAGER	41	\$49.14	\$63.88
WATER QUALITY / CONSERVATION SPECIALIST	24	\$32.30	\$41.98
WATER SYSTEM OPERATOR I	13	\$24.61	\$31.99
WATER SYSTEM OPERATOR II	17	\$27.17	\$35.32
WATER SYSEM OPERATOR III	23	\$31.50	\$40.96



## 2022/2023 Salary Ranges

Salary Range	Monthly		Hourly	
	Minimum	Maximum	Minimum	Maximum
1	3,172	4,124	18.30	23.79
2	3,251	4,228	18.76	24.39
3	3,334	4,333	19.23	25.00
4	3,417	4,441	19.71	25.62
5	3,501	4,552	20.20	26.26
6	3,590	4,666	20.71	26.92
7	3,678	4,783	21.22	27.60
8	3,770	4,902	21.75	28.28
9	3,865	5,024	22.30	28.99
10	3,962	5,150	22.86	29.71
11	4,060	5,278	23.43	30.45
12	4,162	5,410	24.01	31.21
13	4,266	5,546	24.61	31.99
14	4,373	5,685	25.23	32.80
15	4,482	5,828	25.86	33.62
16	4,595	5,973	26.51	34.46
17	4,710	6,122	27.17	35.32
18	4,826	6,276	27.85	36.21
19	4,947	6,432	28.54	37.11
20	5,071	6,592	29.26	38.03
21	5,197	6,758	29.98	38.99
22	5,327	6,927	30.73	39.96
23	5,461	7,100	31.50	40.96
24	5,598	7,277	32.30	41.98
25	5,738	7,460	33.10	43.04
26	5,881	7,646	33.93	44.11
27	6,027	7,836	34.77	45.21
28	6,178	8,032	35.64	46.34
29	6,334	8,234	36.54	47.50
30	6,492	8,439	37.46	48.69
31	6,654	8,650	38.39	49.90
32	6,820	8,866	39.35	51.15
33	6,991	9,088	40.33	52.43
34	7,166	9,316	41.34	53.75
35	7,345	9,548	42.38	55.08
36	7,528	9,787	43.43	56.46

## 2022/2023 Salary Ranges - continued

Salary Range	Monthly		Hourly	
	Minimum	Maximum	Minimum	Maximum
37	7,716	10,031	44.52	57.87
38	7,910	10,282	45.63	59.32
39	8,107	10,540	46.77	60.81
40	8,311	10,803	47.95	62.33
41	8,518	11,072	49.14	63.88
42	8,731	11,349	50.37	65.47
43	8,949	11,633	51.63	67.11
44	9,173	11,925	52.92	68.80
45	9,403	12,222	54.25	70.51
46	9,638	12,527	55.60	72.27
47	9,879	12,842	56.99	74.09
48	10,125	13,162	58.42	75.93
49	10,378	13,491	59.87	77.83
50	10,637	13,828	61.37	79.78
51	10,903	14,174	62.90	81.78
52	11,176	14,528	64.48	83.82
53	11,456	14,892	66.09	85.91
54	11,742	15,264	67.74	88.06
55	12,036	15,647	69.44	90.27
56	12,335	16,036	71.17	92.52
57	12,644	16,437	72.95	94.83
58	12,960	16,849	74.77	97.21
59	13,284	17,271	76.64	99.64
60	13,617	17,702	78.56	102.13
61	13,958	18,144	80.53	104.68
62	14,306	18,598	82.54	107.30
63	14,664	19,063	84.60	109.98
64	15,031	19,539	86.72	112.73
65	15,406	20,029	88.88	115.55
66	15,791	20,529	91.10	118.44
67	16,187	21,041	93.39	121.39
68	16,591	21,569	95.72	124.43
69	17,006	22,107	98.11	127.54
70	17,431	22,660	100.56	130.73

## EMPLOYEE COMPENSATION AND BENEFITS

### **Compensation**

With the exception of the General Manager, who is under contract with the District, employees are compensated based on the salary ranges established by the District. Salary ranges are adjusted each year based on the Cost of Living Adjustment (COLA) rate. Employees may receive increases for COLA and/or performance-based merit within the parameters established by the Board during the budget process.

The Employee Personnel Manual addresses salary ranges, COLA and merit as follows:

Section 3.7 Salary Ranges - The District has established pay ranges for the various job classifications of employees. In doing this, several factors were considered, including: the prevailing rates for similar positions in other similar agencies; the level of responsibility, technical qualifications, and the relative degree of interaction and decision making. Salary ranges are guidelines for budgetary purposes only and may not be adhered to strictly. Employees will be placed in their salary ranges according to their education, experience, and performance. In some cases, employees may be paid at a rate below the listed salary range for their job classification.

Section 3.7.1 Cost of Living Adjustment (COLA) - It is the intent of the District to keep employee salaries and salary ranges at pace with inflation. The Consumer Price Index (CPI) for all urban consumers within Riverside and San Bernardino County is used as a guideline. The December-to-December time frame for the prior year establishes the Cost of Living Adjustment (COLA) rate each year. Employee salaries and salary ranges are adjusted accordingly, effective July 1st, and reflect the updated amount on the minimum and maximum salary rate for each position within the District. The December-to-December time frame is no longer available for the Riverside and San Bernardino County area, therefore the District is using January of current year compared to January of prior year. The personnel manual has not yet been updated to reflect this adjustment.

Section 3.7.2 Merit Increase - Merit is based on an employees' performance evaluation. The allowable percentage for merit increases will be approved during the budget process.

### **Benefits**

Retirement – The District contracts with CalPERS for employee retirement. There are three tiers: Classic Tier 1, Classic Tier 2 and PEPRRA. The District does not participate in Social Security.

Medical, Dental, Vision Insurance – The District contributes up to \$1,374 per month per employee for Medical, Dental, and Vision insurance premiums contracted through the Districts insurance providers.

Life Insurance – The District provides life insurance in an amount equal to the employee's annual salary.

Disability Insurance – The District provides State Disability Insurance and Long-Term Disability Insurance.

Tuition Reimbursement – The District provides reimbursement for authorized educational expenses.

## DEPARTMENT OVERVIEW

The Phelan Piñon Hill Community Services District has two funds, Enterprise and Government, and six departments within those funds.

The Enterprise Fund includes the following departments:

Water Operations

The Government Fund includes the following departments:

Parks and Recreation  
Street Lighting  
Solid Waste and Recycling

The costs associated with the following departments are charged directly to the fund and department for which work, or services are performed, and/or materials are utilized:

Administration  
Engineering

The District allocates staff time based on the actual time employees spend in various fund in various departments within those funds. While there are designated staff for Water and Parks and Recreation, those staff members sometimes work in other departments and that labor and associated benefits are charged to those departments.

Administration and Engineering staff are shared amongst both funds and all departments as needed. Labor and benefits are allocated directly to the fund and department where the time is spent. All expenses are allocated in the same manner: directly to the fund and department to which it is being used.

A cost allocation study performed by the District in June 2014 indicates that 98% of all District functions are related to the production, distribution, customer service of water operations and billing and collections of water accounts. Of the remaining 2%, the majority is related to Parks and Recreation activities. Only a very small amount of resources is attributable to the administration and operation of Street Lighting and Solid Waste and Recycling.

The District completed its most recent Strategic Plan in March 2022. The plan is updated annually, or as needed, to provide current goals in the Vision to Action Plan. References to the plan are identified in the Message from the General Manager and in the following department goals with “SPG#” for each goal. The current year Vision to Action Plan can be found on page 23 of this document and the full document can be found at [www.pphcsd.org](http://www.pphcsd.org).



## ADMINISTRATION AND FINANCE

Administration and Finance is responsible for general administration and fiscal support to the Board, Management, Supervisors, and all departments within the District. These duties include complete financial and accounting support for all departments, providing great service to customers and staff, administrative duties to the Board, risk management, Human Resources, document management, public relations, facilities reservations, accounting, accounts payable, accounts receivable, payroll, debt service, water billing, and revenue collection.

**Organization:** The staff consists of nine employees (8.5 FTE): Two managers, four full-time plus one part time (FT position shared with solid waste) and two finance employees.

### Primary Services:

- Implement District policies, pursuant to Board direction.
- Board Administration: notification of meetings, preparation of meeting packages, recording of minutes, assuring compliance with Brown Act and legal mandates.
- Risk Management: administration of safety programs, processing claims, identifying safety risks, and obtaining quotes.
- Human Resources: recruitment, retention & succession planning, compensation and benefits administration, employee development, orientation and training, employee and labor relations, HR process development.
- Customer Service: answering calls, receiving and processing payments, processing new, closing and changes to customer accounts, processing billing, current and past due account processing, assists customers with trouble shooting account problems, administering events reservations and community calendar.
- Accounting: accounts payable, accounts receivable, inventory, journal entries, payroll, financial statements, and audit preparation.
- Cash Management: investment of District funds.
- Budget: development, administration, and management of budget process and implementation.

Customer Service A/R Activities	Annual Quantity 2021/2022	Annual Quantity 2020/2021	Annual Quantity 2019/2020	Annual Quantity 2018/2019	Annual Quantity 2017/2018	Annual Quantity 2016/2017	Annual Quantity 2015/2016
<b>Payments</b>							
Cash	4,368	3,510	8,699	9,876	10,343	10,464	10,171
Check	8,716	7,506	9,078	10,805	10,013	11,552	10,187
Credit Cards	1,530	1,016	2,480	2,747	3,103	3,237	2,958
Mail	15,926	21,359	22,483	23,253	27,283	28,212	31,769
Online	36,690	32,170	24,256	21,790	18,606	16,328	14,474
<b>TOTAL</b>	<b>67,230</b>	<b>65,561</b>	<b>66,996</b>	<b>68,471</b>	<b>69,348</b>	<b>69,793</b>	<b>69,559</b>

Payments Received and Processed	Annual Quantity 2021/2022	Annual Quantity 2020/2021	Annual Quantity 2019/2020	Annual Quantity 2018/2019	Annual Quantity 2017/2018	Annual Quantity 2016/2017	Annual Quantity 2015/2016
Water	67,068	65,447	66,711	68,167	69,057	69,575	69,312
Government (Parks/Solid Waste, etc)	162	114	285	304	291	300	269
<b>TOTAL</b>	<b>67,230</b>	<b>65,561</b>	<b>66,996</b>	<b>68,471</b>	<b>69,348</b>	<b>69,875</b>	<b>69,559</b>

Customer Service Other Activities	Annual Quantity 2021/2022	Annual Quantity 2020/2021	Annual Quantity 2019/2020	Annual Quantity 2018/2019	Annual Quantity 2017/2018	Annual Quantity 2016/2017	Annual Quantity 2015/2016
Service Orders Processed	3,930	4,289	4,680	4,606	5,308	5,288	5,324
Assisted Customers at Counter	14,614	12,032	20,257	23,428	23,459	25,253	23,316

Accounting Activities	Annual Quantity 2021/2022	Annual Quantity 2020/2021	Annual Quantity 2019/2020	Annual Quantity 2018/2019	Annual Quantity 2017/2018	Annual Quantity 2016/2017	Annual Quantity 2015/2016
Checks Processed	2,358	2,448	2,476	2,076	1,911	3,030	2,405
Accounts Payable Transactions	16,236	10,612	12,135	12,054	14,245	16,182	18,912
Payroll Transactions	2,622	2,550	2,491	2,516	2,519	2,832	3,175
Journal Entries Transactions	2,095	1,600	1,378	1,464	2,448	2,490	2,337
Fixed Asset Transactions	284	269	240	265	247	254	282
Inventory Transactions	1,818	1,540	1,668	1,974	2,599	2,648	1,788
Water Bills Processed	86,195	85,015	83,984	83,225	82,139	82,091	82,043
Monthly Invoices Processed	368	168	220	222	186	184	173

Note: Beginning July 1, 2015, the District converted from bi-monthly billing to monthly billing, adding one full-time and one part-time staff to accommodate the additional work resulting from monthly billing.

From March 17, 2020, through May 15 and December 7 through January 4, 2021, the District offices were closed to the public due to the COVID-19 pandemic. Staff continued to work alternating work schedules, in some cases, and customers paid their bills via online, drop box and mail when they could not come into the office.

**Projects in Progress and/or Completed in 2021/2022 (SPG #'s are from previous plan):**

- Receive CAFR Award from GFOA (Government Finance Officers Association) – SPG 4.4, 4.5 - Complete
- Receive Budget Award from GFOA and CSMFO – SPG 4.1, 4.5 - Complete
- Maintain Transparency Certification from California Special District Association (CSDA) - Ongoing
- Provide outstanding customer service – SPG 6.6 - Ongoing
- Explore and implement treasury options – SPG 4.7 - Ongoing
- Update policies and procedures – SPG 4.6 - Ongoing
- Cross-training program – SPG 6.5 - Ongoing
- Development of Succession and Retention Planning Program – SPG 6.1 - Ongoing
- Finalize update to Employee Personnel Manual – SPG 6.4 – 80% Complete
- Implement Key CIP Projects – SPG 3.4 - Complete
- Maintain and update maintenance measures – SPG 3.6 – Ongoing
- Implement new meter reading software and customer service portal – SPG 1.3, 3.4 & 3.6

**2022/2023 Goals (based on the newly adopted strategic plan):**

- Receive CAFR Award from GFOA (Government Finance Officers Association) – SPG 4.5, 4.5
- Receive Budget Award from GFOA and CSMFO – SPG 4.1, 4.5
- Maintain Transparency Certification from California Special District Association (CSDA) - SPG 4.5
- Continue providing outstanding customer service – SPG 6.5
- Continue to explore and implement treasury options – SPG 4.6
- Continue to update policies and procedures – SPG 4.5
- Continue cross-training program – SPG 6.1, 6.4
- Continue development of Succession and Retention Planning Program – SPG 6.1, 6.4
- Finalize update to Employee Personnel Manual – SPG 6.5
- Implement Key Strategic Goal Projects – SPG 4.0, 5.0, 6.0
- Continue to implement new meter reading software and customer service portal – SPG 1.3, 1.6



## ENGINEERING

The Engineering Department provides professional planning and engineering services to customers, both internal and external. Further, it is charged with overseeing, planning, designing, and implementing numerous projects outlined by the District's adopted Water Master Plan and integrating and coordinating those projects in conjunction with outside programs and agencies. Additionally, it provides for quality development through customer service, and timely and effective management of development and compliance processes.

**Organization:** The staff consists of one manager, one analyst, and one technician (3 FTE).

### Primary Services:

- Implement District policies pursuant to Board direction
- GIS
  - Administration of District's ArcGIS Enterprise & ArcGIS Online system.
  - Compiling and integrating various sources of information i.e., State of California, US Census Bureau, County of San Bernardino, etc.
  - Maintain server permissions & integration and communication between 3<sup>rd</sup> party application(s) i.e., Sedaru
  - Design high quality map and product outputs with GIS.
  - GIS Mobile and Desktop product customization and maintenance for specific department needs.
- Project and contract management
- Capital Improvement Program (CIP) development
- Water resources planning
- Maintenance of facilities master plan and hydraulic models for water system
- Engineering analysis of new construction and development projects
- Plan check and permitting for construction
- As-built management
- Develop and coordinate Request for Proposal (RFP) for District projects
- Participate in Mojave Water Agency's Technical Advisory Committee
- Participate in various joint agency programs (County Utility Committee, Caltrans, etc.)
- Process water inquiries / water availability inquiries / fire flow letters
- Coordinate general IT services – servers and workstations
- Annual Water Loss Audit
- Annual Water Shortage Assessment
- Strategic Plan development
- Monthly water production/consumption reports using field and customer data
- Monthly data collection of fire department usage, Sheep Creek Mutual Water Company production, water quality samples, private well installations, and District usage
- Quarterly and Annual Mojave Water Master and Antelope Valley Water Master reports
- Data analysis, reports, and presentations for other departments and management as requested
- Grant applications and maintenance
- Water conservation program administration
- Participate in AWAC
- Operations, Parks, and Solid Waste Departmental Support: advertising, social media, programs, and website maintenance
- District Staff Support: Maps, applications, presentations, data management, analysis and reports, graphs, signage, etc.



<b>Fiscal Year 2021/2022</b>	
<b>Project Management</b>	
Total Projects (new to this FY)	7
<b>In-House Design</b>	
Water Pipeline Design	1
<b>Field Verification and Documentation of Facilities (GPS/Mapping)</b>	
Water Meters (new, relocated and stub outs)	73
Wells	2
Hydrants	5
Valves	2
Air Vac/Blow offs	5
Mainline Extension, Private	4
Mainline Repairs	2
<b>GIS (Facility Mapping)</b>	
Updates to segregated Public Web Map only (Geodatabase updates are now automated with GIS Portal)	12
Base map (San Bernardino County Parcels) Download	2
Roads (San Bernardino County) Download	2
Imagery (MWA) Download	0
Meter Updates	1211
Service Line Replacements	139
Valve Exercise Tracking	406
Fire Hydrant Servicing	337
Mainline Repairs	3
<b>Maps/Exhibits/Graphs/Presentations - Created/Distributed</b>	
Various Projects, District Events and System Analysis	74
<b>Water Facility Information Distribution</b>	
Roadway Projects: As-Built (proposed design projects)	2
Request for Public Records	3
<b>Plan Check</b>	
Mainline Extension, Private	10
<b>Development Services</b>	
Water Availability Inquiries	458
Will Serve Letters	282
Fire Flow Reports	102

**Projects in Progress and/or Completed in 2021/2022 (SPG #'s are from previous plan):**

- Expand GIS application and field data to include links to as-built, easements, etc. – SPG 1.3, 3.6 - Complete
- Civic Center Complex - Consultants / County coordination – SPG 2.4 80% Complete
- Phelan Park Expansion Project – Planning; Consultants/County – SPG 2.4 - 40% Complete
- Pressure Zone 7 Expansion (Tank 6A capacity mitigation) pipeline projects – study in 2020 WMP and field testing SPG 1.3, 3.4 - 20% Complete (CIP Budget for 2022-2023)
- Expand GIS platform – transfer to a server-based system (SQL Server configuration and data migration) - SPG 3.4 - Complete
- Thermal Imagery leak detection program - SPG 1.1 - 20% Complete
- Chromium-6 Mitigation Project – Engineering Study of potential revised mandates pending State's MCL - SPG 1.6 - Ongoing
- 2020 Water Master Plan (WMP) – Review, manage completion with consultant – to be complete by July 2021– SPG 3.1, 3.4 - Complete
- Smithson Springs – Tank and Pipeline Study/Design – SPG 1.4 0% - Ongoing
- Water meter replacement AMI GIS integration – Phase II – SPG 3.4 - Complete
- Deployment of single sign-on (SSO) GIS Portal/Enterprise server. - Complete
- Phase II update to Azure Active Directory & Microsoft 365. 20% - Complete
- Wilson Ranch Road grading plan design – SPG 3.4 - Complete
- Well equipping and pipeline design – SPG 3.4 60% Complete
- Sheep Creek Water Company consolidation management coordination and projects – SPG 3.4 - 40% Complete
- Public Water Line Map located in District website. Map viewed = 3,464 (July 2021 – April 2022) - Complete
- Vehicle Safety and Fuel Portal mobile application – Complete
- Expand GIS Applications to include Production Analytics, CIP tracking, and Incident Reporting SPG 3.6 - Ongoing

**2022/2023 Goals (based on the newly adopted strategic plan):**

- Civic Center Project - Consultants / County coordination – SPG 1.8
- Phelan Park Expansion Project – Planning; Consultants / County – SPG 2.1
- Pressure Zone 7 Expansion – Pinon Hills Road Pipeline Project - SPG 1.5
- Thermal Imagery leak detection program - SPG 1.3
- Chromium-6 Mitigation Project – Engineering study of potential revised mandates pending final State's MCL - SPG 1.6
- Smithson Springs – Tank and Pipeline Study/Design – SPG 1.5
- Phase II update to Azure Active Directory & Microsoft 365
- Water pipeline lowering by import - grading plan design – SPG 1.7
- Well No. 15 equipping and pipeline contract support – SPG 1.5
- Sheep Creek Water Company consolidation management coordination and projects – SPG 1.1

## WATER OPERATIONS

Water Operations is responsible for the production, treatment, and distribution of reliable high-quality groundwater to the District's customers in an efficient manner. Water Operations personnel focus on reliability and accountability in the operation and maintenance of a vast array of production, conveyance, distribution facilities, and processes and systems to protect public health and to maintain high quality water consistent with all regulations. Water Operations personnel also perform monitoring, implement processes, and conduct analysis to ensure the water delivered to the customers meets and exceeds all regulatory requirements.

**Organization:** The staff consists of one manager, one assistant manager, three lead water operators, one water quality specialist, five water operators, and one part-time (FT position shared with parks operations) water operator (11.5 FTE). Water conservation enforcement is conducted by water operators.

**Primary Services:**

- Implement District policies pursuant to Board direction.
- Water Production: maintain and repair wells, boosters and reservoirs; read and record well meters and production facilities; monitor Supervising Control and Data Acquisition (SCADA) system and analyze production data to ensure adequate production.
- Water Quality: take samples for lab analysis, prepare DHS reports, prepare consumer confidence report, treat water (Chlorination), process and follow up on water quality complaints.
- Transmission and Distribution: repair leaks, replace damaged waterlines, maintain and repair and replace valves and hydrants, construction inspections, new service installations, USA markings, vehicle maintenance, and complete service orders for District facilities.
- Meter Services: read meters, disconnect/reconnect service, meter maintenance, relocate, replace, and data log meters, site analysis for water usage, and complete service orders for customer accounts.
- Water Conservation: develop and administer water conservation programs, participate in water conservation events, and work with other agencies on regional water conservation programs.
- General: inventory, facility maintenance, recording of GPS coordinates and updates of facilities on maps, participates in and assures compliance with safety programs and the Emergency Response Plan.

Water System	
Service Area	128 square miles
Number of Pressure Zones	17
Miles of Water Main	353
Wells (1,000'+ deep) - Active	14
Reservoirs	35
Booster Stations	25
Booster Pumps	69
Pressure Reducing Stations	32
Service Connections (Meters)	7,147

<b>Water Operations Activities</b>	<b>Annual</b>
Water Quality Samples Taken	627
USA's Marked	2,543
Service Orders Completed	4,289
Services Disconnected/Reconnected Shut-off Cycle	0

<b>Water Operations Activities</b>	<b>Annual</b>
Main/Service Line Leaks repaired	419
Service Line Replacements	139
Hydrant Repairs	7

**Projects in Progress and/or Completed in 2021/2022 (SPG #'s are from previous plan):**

- Valve Maintenance and Exercising Program - 2,200 a year goal – SPG 1.3, 3.6 - Ongoing
- Hydrant Maintenance and Flushing Program 600 a year goal – SPG 1.3, 3.6 - Ongoing
- Dead-end Flushing Program all flushed yearly no exceptions – SPG 1.3, 3.6 - Ongoing
- Service Line Replacement Program 150 a year goal – SPG 1.1, 1.3, 1.5, 3.6 - Ongoing
- Cross Connection Prevention Program - Ongoing
- Air-Vac Maintenance and Flushing Program 150 a year goal – SPG 1.3, 3.6 - Ongoing
- Monthly tank inspections and annual overflows to ensure good sanitary practices – SPG 1.3, 3.6 - Ongoing
- Quarterly sand testing of wells and boosters – SPG 1.3, 3.6 - Ongoing
- PRV maintenance and repair program – SPG 1.3, 3.6 - Ongoing
- Provide training and education to all staff in OSHA regulations including trench shoring, confined space entry, fall protection, and traffic safety – SPG 6.5 - Ongoing
- Train all staff on SCADA system – SPG 6.5 - Ongoing
- Adhere to strict and accurate inventory standards – SPG 3.3, 3.4, 3.6 - Ongoing
- Perform annual pump efficiency at wells and boosters – SPG 1.3, 3.6 - Complete
- Perform annual meter certifications at all wells – SPG 1.3, 3.6 - Complete
- Systematic and thorough cleaning of selected reservoirs - SPG 1.3, 3.6 – Complete
- Drop section water mains per the 10-Year Maintenance Plan- SPG 1.3, 3.6 – Complete
- Interior coating of reservoirs per the 10-Year Maintenance Plan- SPG 1.3, 3.6 - Complete
- Phase 2 of 5 Meter change-out program, AMI- SPG 1.3, 3.6 – 75% Complete and Ongoing
- Develop additional water production supply plan – SPG 1.3, 1.5 - Complete

**2022/2023 Goals (based on the newly adopted strategic plan):**

- Continue Valve Maintenance and Exercising Program - 2,200/year goal – SPG 1.5
- Continue Hydrant Maintenance and Flushing Program 600/year goal – SPG 1.5
- Continue Dead-end Flushing Program all flushed yearly no exceptions – SPG 1.4, 1.5
- Continue Service Line Replacement Program 150/year goal – SPG 1.3, 1.5
- Continue Cross Connection Prevention Program – SPG 1.4
- Continue Air-Vac Maintenance and Flushing Program 150/year goal – SPG 1.3, 1.5
- Continue Monthly tank inspections and annual overflows to ensure good sanitary practices – SPG 1.5
- Continue Quarterly sand testing of District wells and boosters – SPG 1.5
- Continue PRV maintenance and repair program – SPG 1.3, 1.5
- Continue to provide training and education to all staff in OSHA regulations including trench shoring, confined space entry, fall protection, and traffic safety – SPG 6.2, 6.3, 6.5

**2022/2023 Goals Continued (based on the newly adopted strategic plan):**

- Continue to train all staff on SCADA system – SPG 6.5
- Continue strict and accurate inventory standards – SPG 4.4, 4.5
- Perform annual pump efficiency at District wells and boosters – SPG 1.5
- Perform annual meter certifications at all District wells – SPG 1.1, 1.3, 1.4, 1.5
- Systematic and thorough cleaning of selected District reservoirs - SPG 1.5
- Drop section water mains per the 10-Year Maintenance Plan- SPG 1.5
- Interior coating of reservoirs per the 10-Year Maintenance Plan- SPG 1.5
- Phase 3, 4, and 5 of Meter change-out program, AMI- SPG 1.6
- Develop additional water production supply plan – SPG 1.2, 1.5



## PARKS AND RECREATION

Parks and Recreation manages and maintains District owned parks and recreation facilities to provide quality and safe facilities to meet the needs of the community. It provides planning for facility development and improvement projects. Additionally, it provides development of projects and events for recreation, programs, and activities of the District.

**Organization:** The staff consists of one supervisor, one full-time parks and recreation worker and one part-time (FT position shared with water operations) parks and recreation worker (2.5 FTE).

**Primary Services:**

- Implement District policies pursuant to Board direction.
- Work collaboratively with local entities, including the Snowline School District, Phelan and Piñon Hills Chambers of Commerce, Phelan and Piñon Hills senior groups, various clubs and sports groups.
- Grounds keeping, tree service, facility clean-up: raking, weeding, picking up litter, emptying trash and recycling.
- Repair and maintenance park structures and playgrounds: inspect equipment for safety and vandalism; perform preventative maintenance and repairs as needed.
- Community Center and Senior Center reservations, repairs and maintenance; opening/closing centers; cleaning and supplying facilities daily.
- Develop and provide a variety of recreation programs.
- Develop, provide, and participate in community events.

Parks and Recreation Facilities:	
Number of Parks	2
Number of Community Centers	2
Number of Senior Centers	2

Parks and Recreation Activities*	2021/2022	Phelan Community Center/Park	Piñon Hills Community Center/Park	Office
Phelan CC/Park, Rental/Activities	229	229		
Phelan PPHCSD Activities	11	11		
Board Meetings	27	27		
Committee Meetings	26	26		0
Piñon Hills CC Rental/Park, Rentals/Activities	94		94	
Piñon Hills PPHCSD Activities	0		0	
<b>TOTAL</b>	<b>387</b>	<b>293</b>	<b>94</b>	<b>0*</b>

\*COVID-19 pandemic impacts: From March 17, 2020 through May 15 and December 7 through January 4, 2021 the District offices were closed to the public. From March 2020 through April 2021, activities in the parks were limited and the community centers were closed to the public. In the 2021/22 fiscal year, the District was able to resume sum of the activities and continue to make efforts to restore all Parks and Recreation activities.

Due to COVID-19 mandates and restrictions, community center events were limited, moved into the park, offered on Zoom, or temporarily eliminated. Modifications were made to allow most programs, events, and services to continue to be offered to the community within the guidelines mandated. In the 2021/22 fiscal year, the District was able to resume sum of the activities and continue to make efforts to restore all Parks and Recreation activities.

**Weekly Events:**

- Phelan Farmers Market
- Senior Line Dancing

**Monthly Events:**

- Phelan Senior Lunch Program
- Piñon Hills Senior Lunch Program
- Teaching Garden Workshops (w/Michelle Hannon and Guests)

**Annual Events, to include Partnerships with Other Agencies – SPG 2.5:**

- Composting Workshop (w/Guest Instructor, master composter)
- Archery – weekly summer activity (w/Mojave Archers)
- Painting Classes – weekly summer activity (w/Guest Instructor)
- Movie Nights – weekly summer activity(w/Kiwanis)
- Kids Gymnastics (w/High Desert Gymnastics)
- Dance Class (w/Tanya’s Dance Studio)
- Baking Class’s (w/Guest Instructor)
- Senior Health Fair (w/Snowline JUSD, Sheriff’s Dept. and 1<sup>st</sup> District Supervisors Office)
- Get to Know Your Native Plants/Butterflies (w/Transition Habitat Conservancy)
- Phelan Phun Days (w/Phelan Chamber)
- Various programs (w/Phelan Memorial Library)
- Music in the Park (w/Phelan Chamber)
- Christmas Tree Lighting Ceremony (w/Phelan Chamber)

**Projects in Progress and/or Completed in 2021/2022 (SPG #'s are from previous plan):**

- Improve park operations – SPG 2.2, 3.6 - Ongoing
- Provide additional training for staff – SPG 6.5 - Ongoing
- Pursue additional recreation programs in partnership with businesses, clubs, and local sports associations – SPG 2.5 - Ongoing
- Pursue additional recreational programs to meet community needs – Ongoing
- Repair or replace approved equipment and facilities from the 10-year maintenance plan – SPG 3.4, 3.6 – Ongoing
- Use the parks master plan information as a guideline for all parks and recreation planning - SPG 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.4 - Ongoing
- Work on preparations of Phelan Park Expansion Project – SPG 2.3 - Ongoing

**2022/2023 Goals (based on the newly adopted strategic plan):**

- Continue to use the parks master plan information as a guideline for all parks and recreation planning - SPG 2.1, 2.2, 2.3, 2.4, 2.5
- Continue to improve park operations – SPG 2.1, 2.2, 2.3, 2.4, 2.5
- Continue working on preparations of Phelan Park Expansion Project – SPG 2.1, 2.2, 2.3, 2.4, 2.5
- Continue pursuit of additional recreation programs in partnership with businesses, clubs, and local sports associations – SPG 2.2, 2.4
- Continue pursuit of additional recreational programs to meet community needs – SPG 2.1, 2.2, 2.3, 2.4, 2.5
- Continue to repair or replace approved equipment and facilities from the 10-year maintenance plan – SPG 2.2
- Continue to provide additional training for staff – SPG 2.2, 6.1, 6.2, 6.3, 6.4, 6.5





## STREET LIGHTING

Streetlights primarily service the business district of Phelan. The District does have some streetlights at strategic intersections to help in providing safety to the community. The District considers expansion of street lighting to other intersections based upon a safety need, but the District respects the San Bernardino County “Dark Sky” ordinance and encourages residents to do the same.

**Organization:** The administration of street lighting is performed by the administrative staff and the Board of Directors, as necessary.

**Primary Services:**

- Implement District policies pursuant to Board direction.
- Process requests for streetlights as received from the public.
- Identify areas where streetlights may be added to the system.

Street Lighting:	
Number of Street Lights	92
Number of Lights at RR Crossings	1

**Projects in Progress and/or Completed in 2021/2022:**

- There were no requests for streetlights in 2021/2022.

**2022/2023 Goals:**

- Identify additional locations that may benefit from streetlights
- Process requests for additional streetlights

# SOLID WASTE AND RECYCLING

## Solid Waste

The District administers solid waste, recycling, and organics programs. Solid waste, recycling, and organics collection services are contracted with CR&R. The District works closely with CR&R to coordinate various programs and provide a variety of recycling events within the community.

**Organization:** The administration of solid waste and recycling is performed by one District manager and various administrative employees representing the equivalent of one full time employee (1 FTE). The District staff perform tasks, and charge this department as necessary, to meet the needs accordingly.

### Primary services:

- Implement District policies pursuant to Board direction
- Monitor compliance with Franchise Agreement
- Monitor compliance with state and local regulations
- Coordinate community events

Solid Waste and Recycling:	
Number of Residential Customers	4,828
Number of Commercial Customers	105

### Programs:

- Earth Day Art Contest
- Residential Tire Amnesty Program
- Community Clean-up Days
- Mattress Recycling
- Residential Recycling Drop-off

### Projects in Progress and/or completed in 2021/2022 (SPG #'s are from previous plan):

- School Outreach (Mr. Eco, Education, Partnerships) – SPG 7.4 - Ongoing
- Implementation of organic waste collection for required businesses – SPG 7.1 - Ongoing
- Expand voluntary residential collection participation – SPG 7.3 - Ongoing
- Develop/expand new partnerships – SPG 7.3 - Ongoing
- Amend Franchise Agreement with CR&R – SPG 3.1 (new plan) - Complete
- Adopt Ordinance for Uniform Residential and Commercial Solid Waste, Recycling, and Organics Collection – SPG 3.2 (new plan) - Complete

### 2022/2023 Goals (based on the newly adopted strategic plan):

- Adopt a procurement policy in compliance with SB 1383 – SPG 3.4
- Implement an edible food recovery program in compliance with SB 1383 – SPG 3.5
- School Outreach (Mr. Eco, other partnerships) – SPG 3.3
- Educate commercial customers on new requirements – SPG 3.6
- Educate customers on upcoming requirements – SPG 3.6
- Implement new collection ordinance requirements – SPG 3.2
- Develop and expand partnerships for disposal of organic waste – SPG 3.7

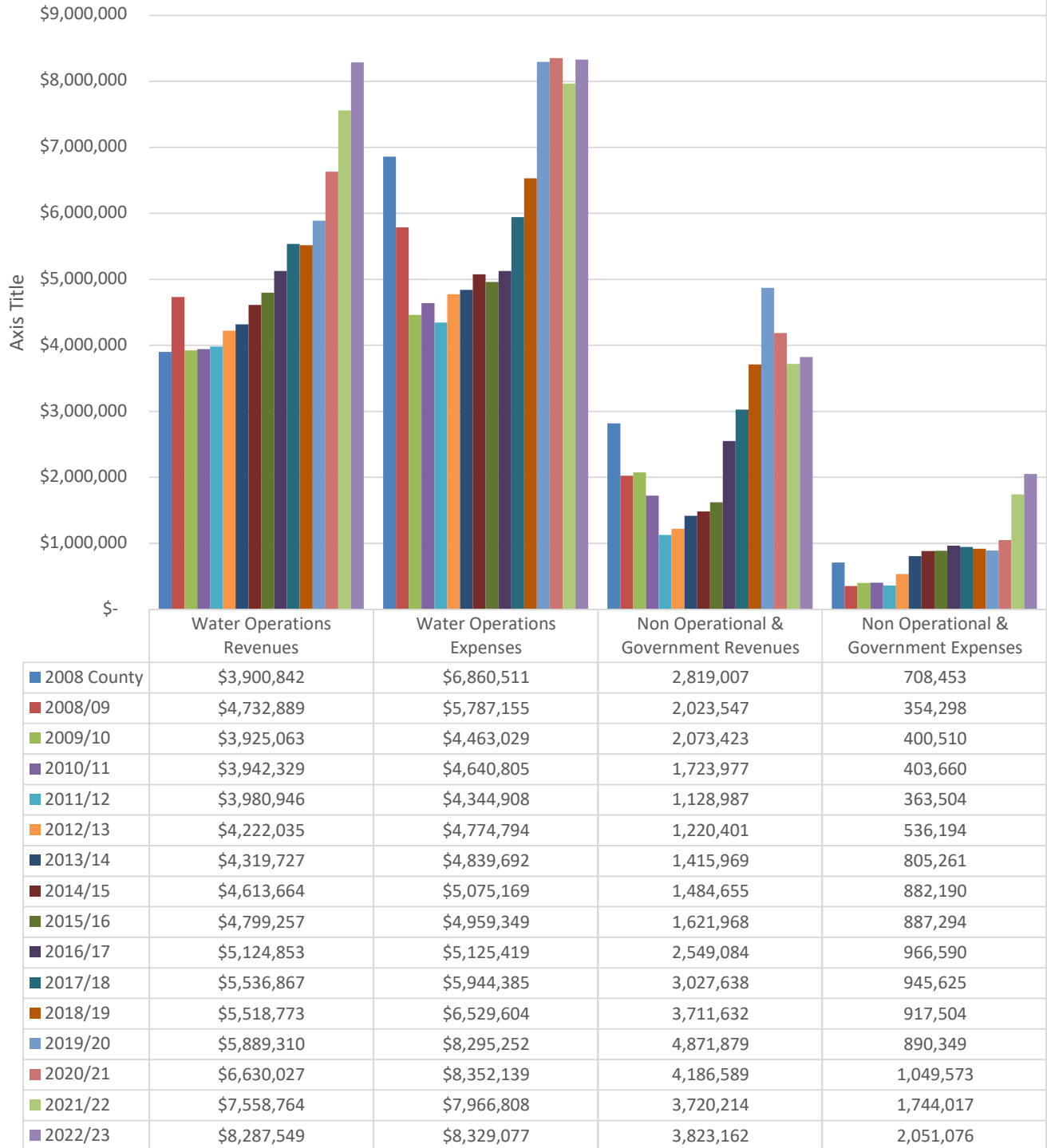


**PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT**

# **BUDGET FINANCIAL** **REPORTS**



## FINANICAL HISTORY AND BUDGET COMPARISON



## BUDGET OVERVIEW

The 2022/2023 Budget was prepared with the following assumptions for increases as compared to estimated year-end figures: water revenues increase by 6%, and expenditures increase by 3%, except where certain increases/decreases are known and noted below. The lines (such as “line 2/20”) identified below are in the Budget Summary and Budget Detail, respectively.

2022/2023 Budget	Enterprise Fund	Government Fund	Total
Operational Revenues	\$8,287,549	\$16,640	\$8,304,189
Operational Expenses	-\$8,329,077	-\$916,646	-\$9,245,723
<b>Net Revenue from Operations</b>	<b>-\$41,528</b>	<b>-\$900,006</b>	<b>-\$941,534</b>
Non-Operational Revenues	\$1,919,046	\$1,887,476	\$3,806,522
Non-Operational Expenses	-\$1,130,919	-\$3,511	-\$1,134,430
<b>Net Revenue from Non-Ops</b>	<b>\$788,127</b>	<b>\$1,883,965</b>	<b>\$2,672,092</b>
<b>Sub-Total Revenue</b>	<b>\$746,599</b>	<b>\$983,959</b>	<b>\$1,730,558</b>
Unfunded Depreciation	\$708,432	\$37,104	\$745,536
Principal Payments on Loans	-\$625,392	\$0	-\$625,392
<b>Sub-Total Revenue</b>	<b>\$829,639</b>	<b>\$1,021,063</b>	<b>\$1,850,701</b>
Repayment of Reserves	-\$558,200	-\$164,488	-\$722,688
Capital Budget	-\$270,300	-\$35,000	-\$305,300
<b>Total Net Revenue</b>	<b>\$1,139</b>	<b>\$821,574</b>	<b>\$822,713</b>

### OPERATIONAL INCOME:

Water revenue budgeted for 2022/2023 assumes a rate change that will provide an additional 6% in revenue from meter fees, and water consumption, plus assumes an additional 105 new meter connections. Water rate increases as proposed in the Water Rate Study in 2021 were approved pending budgetary demands, up to 6% per year. (Line 3/22)

Special Assessments, standby fees applied to vacant, unmetered, land, are expected to be slightly less in the coming year due to anticipated growth. (Line 4/25)

Parks fees reflect a slight increase over 2021/2022 budget as scheduled programs and rental fees are expected to increase. (Line 5/28)

The total net operational income is projected to be \$8,304,189. This equates to an increase of \$729,111 compared to the current estimated year end operating revenue. (Line 7/33)

## **OPERATIONAL EXPENSES:**

Water Purchases are expected to increase in the coming year due to annual increases of the cost of Antelope Valley water and increased production. The Antelope Valley adjudication was settled and the judgement was ordered, which created a new cost of replacement water in that basin. This will be an ongoing cost for water pumped out of that basin. There is an increase in fees by the Mojave Watermaster. The MWA expense remains steady as the District purchased water rights that eliminated the annual expense for replacement water of over \$1,126,000, producing a net savings of \$776,731 after the loan payment (Line 10/41).

Salaries and Benefits reflect a 6.3% increase over the 2021/2022 estimated year end. The 2022/2023 Budget includes a 8.6% increase for COLA, a 2.5% potential increase for merit, if warranted, salary range adjustments, and an decrease in overtime. (Line 11/53)

Board Compensation is estimated to increase this year as education, training, and meetings are expected to resume. In 2021/2022 COVID-19 mandates were less restricted, and attendance at various activities slowly began to resume resulting in a 41.9% increase over the prior year estimated year end expenses. (Line 12/60)

Professional Fees are estimated to be 0.1% lower due to a reduction in outside services and general increases in water quality testing. (Line 13/69)

Services and Supplies is 15.7% higher due to an increase in insurance costs, fuel, and programs. Most of the programs were halted or significantly diminished in the prior year due to COVID-19 mandates. It is expected that these programs will resume in the coming year. (Line14/101)

Utilities are 5.6% higher due to a projected increase of 12% by Edison in the coming year. (Line 15/107)

Depreciation and Amortization is based on the addition of assets as projects are completed and new assets are added. Property taxes are on District owned properties that are not within the District boundary. The District annexed most of the land, which has reduced property tax. (Line 16/113)

Total operational expenses are estimated to increase by 7.8% over estimated year end.

## **NON-OPERATIONAL INCOME:**

Property Tax revenue is projected to increase by 6.6% this year. After years of reductions due to foreclosures and a decline in property values, the economic forecast for the area shows that values are increasing. Property tax diverted to Water Operations is being reduced by 10% (\$52,000) each year to eliminate Water Operations reliance on non-operational income within ten years (by 2025). (Line 21/132)

Penalties and Other Fees are expected to increase by 6.0% in 2022/2023 over the prior year estimated year end revenues. (Line 22/135)

Solid Waste revenue is expected to have an 8.6% increase in the coming year. (Line 23/138)

Meter Installation and Connection Fees are expected to decrease 5%. In the past few years, the area saw an increased demand for home building which drove revenue up. The meter installations for the coming year are estimated to be residential and slightly lower than current growth. (Line 24/143)

Total Non-Operational Income shows a 2.8% increase due to an increase in property tax revenue and interest income, less the expiration of revenue from one lease agreement. (Line 25/154)

**NON-OPERATIONAL EXPENSES:**

Other Expenses which include loan related expenses will decrease slightly this year due to aging loans and the refinance of two prior loans. (Line 29/163)



## 2022/2023 BUDGET

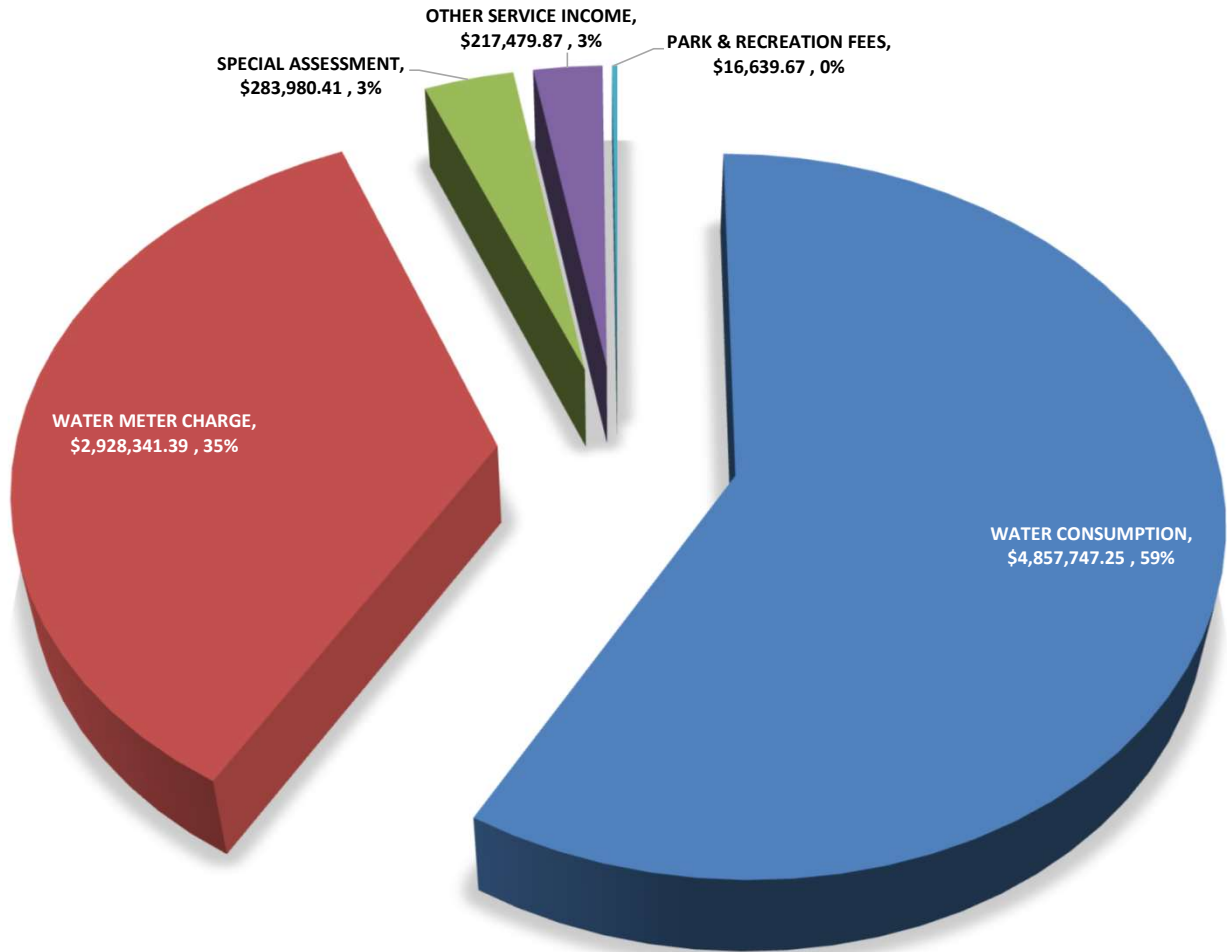
		TOTAL ENTERPRISE FUNDS	TOTAL GOVERNMENT FUNDS	TOTAL ALL FUNDS
		2022/2023 BUDGET	2022/2023 BUDGET	2022/2023 BUDGET
1	Operational Income/Expense			
2	Income			
3	<b>WATER SALES</b>			
4	<b>WATER CONSUMPTION</b>			
5	40010 Water Sales - Residential - C	4,196,474.46	0.00	4,196,474.46
6	40020 Water Sales - Commercial - C	35,041.62	0.00	35,041.62
7	40030 Water Sales - Fire Protection-C	0.00	0.00	0.00
8	40060 Water Sales - Multiple Res - C	3,596.81	0.00	3,596.81
9	40070 Water Sales - School - C	421,449.57	0.00	421,449.57
10	40090 Water Sales - Construction - C	196,818.57	0.00	196,818.57
11	40110 Water Sales - Non-Potable Water	4,366.22	0.00	4,366.22
12	<b>Total WATER CONSUMPTION</b>	4,857,747.25	0.00	4,857,747.25
13	<b>WATER METER CHARGE</b>			
14	41010 Water Sales - Residential - M	2,816,683.24	0.00	2,816,683.24
15	41020 Water Sales - Commercial - M	22,662.07	0.00	22,662.07
16	41030 Water Sales - Fire Protection-M	3,083.23	0.00	3,083.23
17	41060 Water Sales - Multiple Res - M	2,897.75	0.00	2,897.75
18	41070 Water Sales - School - M	36,535.87	0.00	36,535.87
19	41090 Water Sales - Construction - C	46,479.23	0.00	46,479.23
20	41090 Water Sales - Non-Potable Water	0.00	0.00	0.00
21	<b>Total WATER METER CHARGE</b>	2,928,341.39	0.00	2,928,341.39
22	<b>Total · WATER SALES</b>	7,786,088.64	0.00	7,786,088.64
23	<b>SPECIAL ASSESSMENT</b>			
24	74110 Special Assessments	283,980.41	0.00	283,980.41
25	<b>Total · SPECIAL ASSESSMENT</b>	283,980.41	0.00	283,980.41
26	<b>PARKS</b>			
27	47600 Park & Recreation Fee	0.00	16,639.67	16,639.67
28	<b>Total · PARKS</b>	0.00	16,639.67	16,639.67
29	<b>OTHER SERVICE INCOME</b>			
30	48200 Other Services Incomes	117,482.68	0.00	117,482.68
31	48700 Administrative Fees	99,997.19	0.00	99,997.19
32	<b>Total · OTHER SERVICE INCOME</b>	217,479.87	0.00	217,479.87
33	<b>Total Income from Operations</b>	8,287,548.93	16,639.67	8,304,188.59
34	<b>Gross Profit</b>	8,287,548.93	16,639.67	8,304,188.59
35	Expense			
36	<b>WATER PURCHASES</b>			
37	50010 MWA WM Admin. & Bio Fee	18,000.00	0.00	18,000.00
38	50020 MWA WM Make Up Water	1,000.00	0.00	1,000.00
39	50030 MWA WM Replacement Water	100,000.00	0.00	100,000.00
40	50040 Water Purchases - Other	0.00	0.00	0.00
41	<b>Total · WATER PURCHASES</b>	119,000.00	0.00	119,000.00

		TOTAL ENTERPRISE FUNDS	TOTAL GOVERNMENT FUNDS	TOTAL ALL FUNDS
		2022/2023 BUDGET	2022/2023 BUDGET	2022/2023 BUDGET
<b>42</b>	<b>SALARIES &amp; BENEFIT</b>			
43	51110 Salaries & Wages	1,765,085.24	278,277.21	2,043,362.45
44	51120 Vacations	131,259.20	22,279.97	153,539.17
45	51130 Holiday	79,065.55	13,439.63	92,505.18
46	51140 Sick Pay	92,390.18	14,661.41	107,051.59
47	51150 Misc Earn	81,951.76	8,206.98	90,158.74
48	51170 Overtime	178,487.24	10,620.07	189,107.32
49	51210 Payroll Taxes	39,411.04	5,853.01	45,264.06
50	51220 Worker's Compensation	29,429.57	7,050.52	36,480.09
51	51230 Employee Group Insurance	352,556.77	62,417.02	414,973.80
52	51240 Retirement	258,872.04	40,600.53	299,472.57
<b>53</b>	<b>Total · SALARIES &amp; BENEFIT</b>	<b>3,008,508.61</b>	<b>463,406.36</b>	<b>3,471,914.96</b>
<b>54</b>	<b>BOARD COMPENSATIONS</b>			
55	52110 Board Director's Fee	38,700.00	4,500.00	43,200.00
56	52210 Board Exp - Auto Expense	3,500.00	250.00	3,750.00
57	52220 Board Exp - Meals & Lodging	14,000.00	0.00	14,000.00
58	52230 Board Exp - Education/Training	6,000.00	0.00	6,000.00
59	52240 Board Exp - Insurance & Other Exp	55,000.00	3,200.00	58,200.00
<b>60</b>	<b>Total · BOARD COMPENSATIONS</b>	<b>117,200.00</b>	<b>7,950.00</b>	<b>125,150.00</b>
<b>61</b>	<b>PROFESSIONAL FEE</b>			
62	53110 Auditing & Accounting Fees	25,000.00	0.00	25,000.00
63	53120 Legal Services	85,831.30	2,500.00	88,331.30
64	53130 Engineering	0.00	0.00	0.00
65	53140 Laboratory Analysis	49,000.00	0.00	49,000.00
66	53150 Outside Service	158,631.00	12,100.00	170,731.00
67	53160 Permits & Fees	44,715.86	1,200.00	45,915.86
68	53170 Software Support	146,346.08	383.01	146,729.09
<b>69</b>	<b>Total · PROFESSIONAL FEE</b>	<b>509,524.24</b>	<b>16,183.01</b>	<b>525,707.25</b>
<b>70</b>	<b>SERVICE AND SUPPLIES</b>			
71	54110 Advertising	11,550.00	20,050.00	31,600.00
72	54140 Auto Expense	14,793.08	0.00	14,793.08
73	54170 Auto Allowance	0.00	0.00	0.00
74	54200 Credit Card Fee & Bank Charges	81,915.19	0.00	81,915.19
75	54230 Dues & Subscriptions	15,053.00	1,200.00	16,253.00
76	54260 Education & Training	51,300.00	2,000.00	53,300.00
77	54290 Employment Expense	2,780.00	0.00	2,780.00
78	57110 Equipment Rental/ Lease	12,200.00	1,500.00	13,700.00
79	54320 General Maintenance	8,634.31	5,107.77	13,742.08
80	54350 Insurance	191,675.18	4,853.02	196,528.20
81	54380 Insurance - Vehicle	38,846.52	4,347.98	43,194.50
82	54410 Fuel Costs	158,550.00	6,510.80	165,060.80
83	54440 Meeting, Seminar & Supplies	9,109.63	330.00	9,439.63
84	54470 Travel Expense	31,600.00	2,100.00	33,700.00
85	54500 Operating Supplies	65,485.00	6,500.00	71,985.00
86	54530 Office Supplies	44,472.45	1,500.00	45,972.45
87	54620 Repair & Maintenance	765,601.52	119,800.00	885,401.52
88	54650 Small Tools	22,600.00	1,500.00	24,100.00
89	54680 Uniforms	15,042.67	2,000.00	17,042.67

		TOTAL ENTERPRISE FUNDS	TOTAL GOVERNMENT FUNDS	TOTAL ALL FUNDS
		2022/2023 BUDGET	2022/2023 BUDGET	2022/2023 BUDGET
90	54710 Vehicle Maintenance	47,000.00	2,000.00	49,000.00
91	54740 Easement Lease	603.00	0.00	603.00
92	54770 Computer & Equipment Maint	4,100.00	0.00	4,100.00
93	54800 Programs (Wtr Cons, parks,etc)	12,500.00	66,930.00	79,430.00
94	54801 Senior Lunch Program	0.00	22,600.00	22,600.00
95	54802 Farmers Market	0.00	500.00	500.00
96	54803 Fall Festival	0.00	0.00	0.00
97	54830 State & County Fees & Services	17,200.00	200.00	17,400.00
98	54860 Postage & Mailing	51,344.70	0.00	51,344.70
99	54890 Printing	20,202.09	0.00	20,202.09
100	54920 Public Relation	1,500.00	10,000.00	11,500.00
101	<b>Total · SERVICE AND SUPPLIES</b>	1,695,658.34	281,529.57	1,977,187.91
102	<b>UTILITIES - Electric/Phone/Gas</b>			
103	58010 Telephone	25,100.00	3,960.00	29,060.00
104	58110 Utilities - Operations	1,372,105.81	32,927.27	1,405,033.08
105	58115 Utilities - Solar Credit	(300,501.00)	0.00	(300,501.00)
106	58111 Utilities - Street Lights	0.00	17,929.74	17,929.74
107	<b>Total · UTILITIES - Electric/Phone/Gas</b>	1,096,704.81	54,817.02	1,151,521.82
108	<b>OTHER- Depreciation/Amort, etc.</b>			
109	59310 Bad Debt	11,401.59	0.00	11,401.59
110	59110 Property Taxes	0.00	0.00	0.00
111	59120 Depreciation & Amortization	1,771,079.21	92,760.00	1,863,839.21
112	59310 Other Operating Expenses	0.00	0.00	0.00
113	<b>Total · OTHER- Depreciation/Amort, etc.</b>	1,782,480.80	92,760.00	1,875,240.80
114	<b>Total Expense</b>	8,329,076.80	916,645.94	9,245,722.74
115	<b>Net Operational Income</b>	(41,527.87)	(900,006.27)	(941,534.15)
116	<b>Other Income/Expense</b>			
117	<b>Other Income</b>			
118	<b>PROPERTY TAXES</b>			
119	71110 Property Taxes - Curr Sec	0.00	1,316,075.66	1,316,075.66
120	71120 Property Taxes - Curr Unsec	0.00	50,028.76	50,028.76
121	71130 Property Taxes - Curr Supplimen	0.00	26,736.11	26,736.11
122	71140 Property Taxes - Curr Unitary	0.00	48,489.75	48,489.75
123	71150 Property Taxes - Curr Other	0.00	3,048.37	3,048.37
124	72110 Property Taxes - Prior Sec	0.00	22,519.89	22,519.89
125	72120 Property Taxes - Prior Unsec	0.00	204.73	204.73
126	72130 Property Taxes - Prior Supplimn	0.00	11,477.71	11,477.71
127	72150 Property Taxes - Prior Other	0.00	1,453.32	1,453.32
128	73160 Property Taxes - Homeowner	0.00	10,400.47	10,400.47
129	73170 Tax Penalties & Others	20,511.40	7,603.31	28,114.71
130	<b>SUB-TOTAL PROPERTY TAX REVENUE</b>	20,511.40	1,498,038.09	1,518,549.49
131	71500 Property Tax	156,000.00	(156,000.00)	0.00
132	<b>Total · PROPERTY TAXES</b>	176,511.40	1,342,038.09	1,518,549.49
133	<b>PENALTIES &amp; OTHER FEE</b>			
134	86120 Penalties & Other Fees	151,094.70	0.00	151,094.70
135	<b>Total · PENALTIES &amp; OTHER FEE</b>	151,094.70	0.00	151,094.70

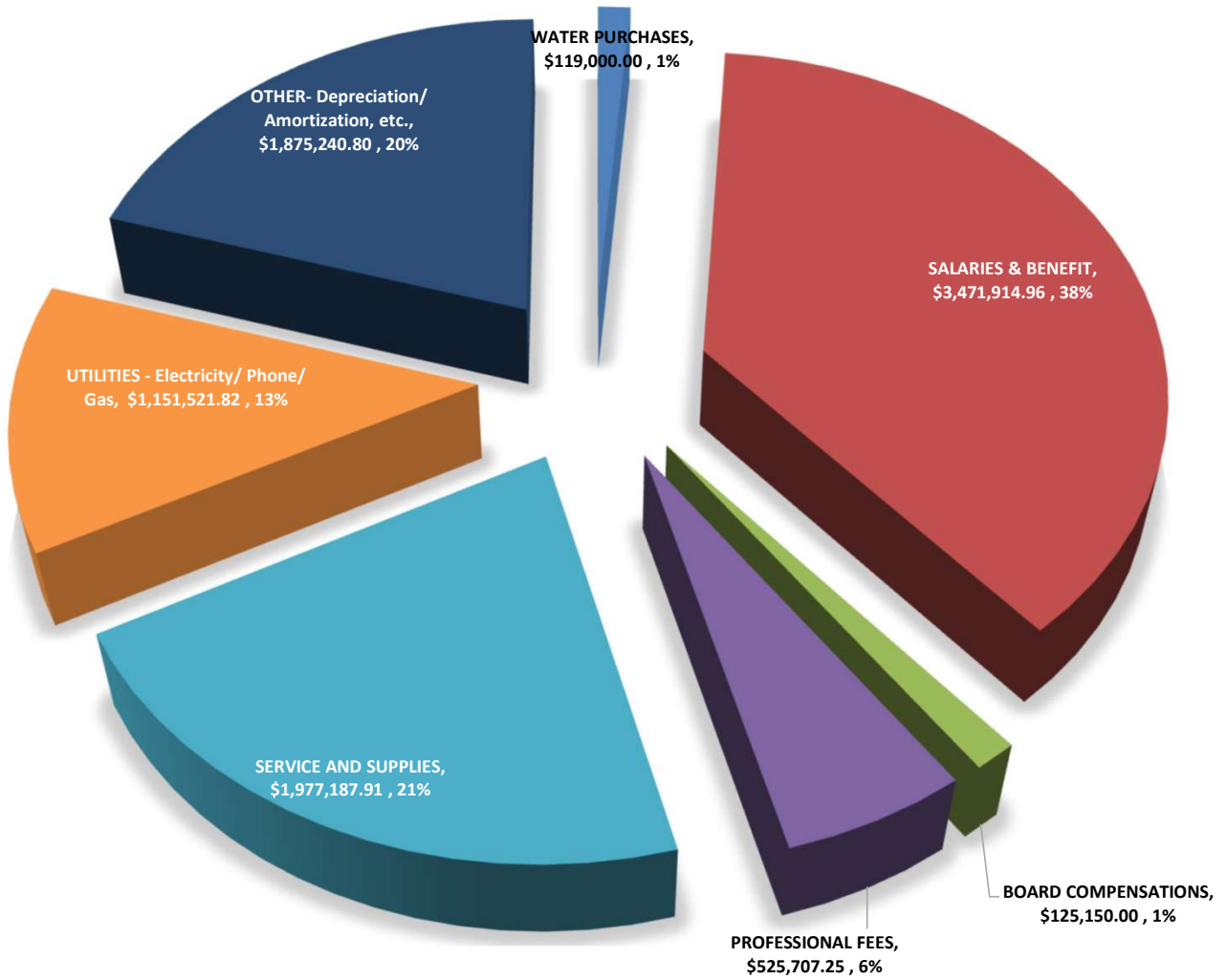
		TOTAL ENTERPRISE FUNDS	TOTAL GOVERNMENT FUNDS	TOTAL ALL FUNDS
		2022/2023 BUDGET	2022/2023 BUDGET	2022/2023 BUDGET
136	<b>SOLID WASTE</b>			
137	76100 Solid Waste Franchise Fee	0.00	349,039.51	349,039.51
138	<b>Total · SOLID WASTE</b>	0.00	349,039.51	349,039.51
139	<b>METER INSTALLATION/FEES/CONNECTION</b>			
140	45300 Meter Installation	145,128.58	0.00	145,128.58
141	45400 Permits & Inspections	10,502.39	0.00	10,502.39
142	45500 Connection Fee	552,289.42	0.00	552,289.42
143	<b>Total · METER INSTALLATION/FEES/CONNECTION</b>	707,920.39	0.00	707,920.39
144	<b>OTHER INCOME</b>			
145	88110 Interest Income	46,500.00	30,410.00	76,910.00
146	88120 Other Income - Water Other	1,968.14	0.00	1,968.14
147	88125 Other Income - Senior Lunch	0.00	1,500.00	1,500.00
148	88126 Other Income - Farmers Mkt	0.00	0.00	0.00
149	88126 Other Income - Fall Festival	0.00	0.00	0.00
150	88128 Other Income - Farmers Mkt MM	0.00	0.00	0.00
151	88150 Other Income	1,467.69	0.00	1,467.69
152	88170 Other Income	0.00	0.00	0.00
153	88175 Property Rental Income	0.00	158,084.00	158,084.00
153	88176 Property Other Income	0.00	6,404.12	6,404.12
153	88300 Chromium 6 Surcharge	833,584.08	0.00	833,584.08
154	<b>Total · OTHER INCOME</b>	883,519.91	196,398.12	1,079,918.03
155	<b>Total Other Income</b>	1,919,046.40	1,887,475.72	3,806,522.12
156	<b>Other Expense</b>			
157	<b>Other Expense</b>			
158	91010 Interest Expense	255,065.00	0.00	255,065.00
159	92010 Loan Administrator Fee	17,270.00	0.00	17,270.00
160	92500 Chromium 6 Expenses	833,584.08	0.00	833,584.08
161	93010 Tax Deduction	0.00	3,510.88	3,510.88
162	95010 Net Incr/Decr in Fair Value	25,000.00	0.00	25,000.00
163	<b>Total · Other Expense</b>	1,130,919.08	3,510.88	1,134,429.96
164	<b>Total Other Expense</b>	1,130,919.08	3,510.88	1,134,429.96
165	<b>Net Other Income</b>	788,127.32	1,883,964.84	2,672,092.16
166	<b>Net Income</b>	<b>746,599.45</b>	<b>983,958.56</b>	<b>1,730,558.01</b>
	Depr & Amort 40% (Fund = 60%)	708,431.68	37,104.00	745,535.68
	Principal Payments	(625,392.26)	0.00	(625,392.26)
	<b>Net Profit (Loss) after depreciation &amp; principal pmt on loans</b>	<b>829,638.87</b>	<b>1,021,062.56</b>	<b>1,850,701.43</b>
	Repayment of Reserves	558,200.00	164,488.12	722,688.12
	Capital Projects/Purchases	270,300.00	35,000.00	305,300.00
	<b>TOAL NET INCOME AFTER ALL OBLIGATIONS</b>	<b>1,138.87</b>	<b>821,574.44</b>	<b>822,713.31</b>

## OPERATIONAL REVENUES



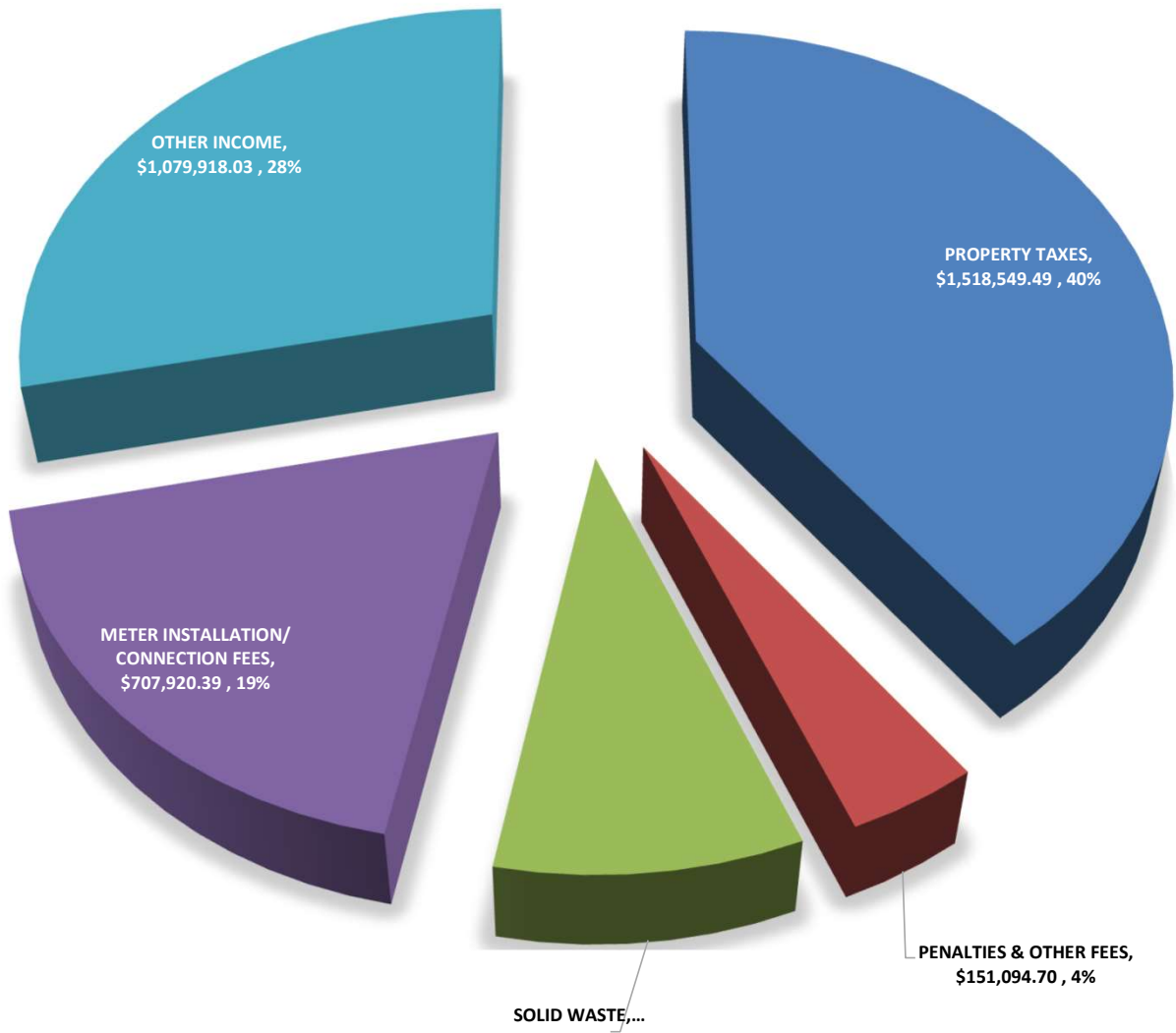
■ WATER CONSUMPTION ■ WATER METER CHARGE ■ SPECIAL ASSESSMENT ■ OTHER SERVICE INCOME ■ PARK & RECREATION FEES

## OPERATIONAL EXPENSES



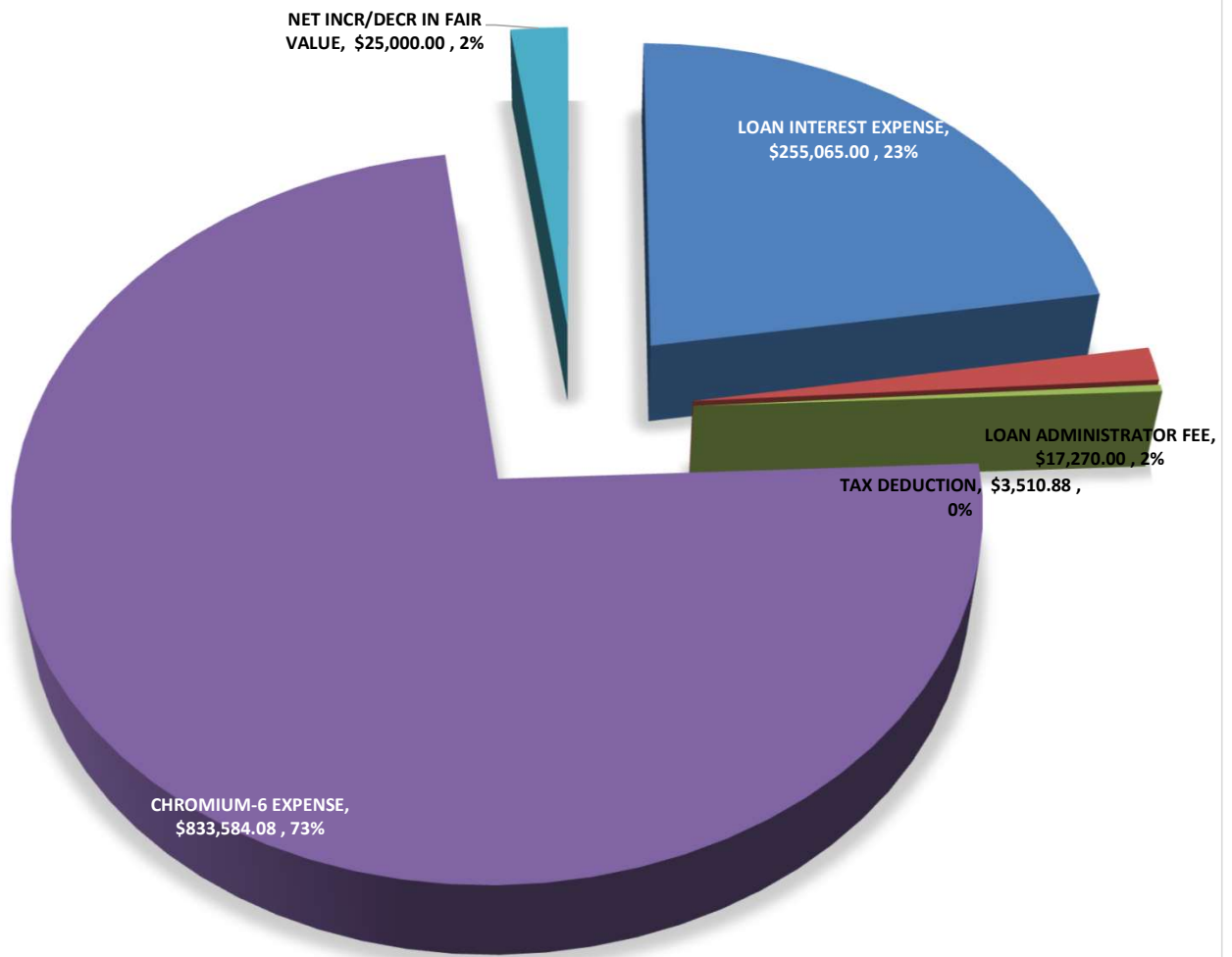
- WATER PURCHASES
- SALARIES & BENEFIT
- BOARD COMPENSATIONS
- PROFESSIONAL FEES
- SERVICE AND SUPPLIES
- UTILITIES - Electricity/ Phone/ Gas
- OTHER- Depreciation/ Amortization, etc.

## NON-OPERATIONAL REVENUES



■ PROPERTY TAXES ■ PENALTIES & OTHER FEES ■ SOLID WASTE ■ METER INSTALLATION/ CONNECTION FEES ■ OTHER INCOME

## NON-OPERATIONAL EXPENSES



■ LOAN INTEREST EXPENSE ■ LOAN ADMINISTRATOR FEE ■ TAX DEDUCTION ■ CHROMIUM-6 EXPENSE ■ NET INCR/DECR IN FAIR VALUE



Phelan Pinon Hills Community Services District

BUDGET SUMMARY COMPARISON 2022/2023

Table with columns: Assumes: % Over Est Year End (Rates/Revenue Expense), Prior Year Budget, Proposed Budget, EST YE 21/22, Proposed 2022/2023 BUDGET, and Total Enterprise/Government/All Funds. Rows include Operational Income/Expense, Non-Operational Income/Expense, and various expense categories like Water Purchases, Salaries & Benefits, and Depreciation.







**Phelan Pinon Hills Community Services District**  
**BUDGET DETAIL COMPARISON 2022/2023**

Assumes: Rates/Revenue Expenses	% Over Est Year End 6.00% 3.00%	TOTAL ENTERPRISE FUNDS				TOTAL GOVERNMENT FUNDS				TOTAL ALL FUNDS				Bud vs Bud	Bud vs Est YE	21/22 Budget vs. Actual Est YE	Line #
		Prior Year 2020/2021 Budget	Prior Year 2021/2022 Budget	Actual EST YE 21/22	Proposed 2022/2023 BUDGET	Prior Year 2020/2021 Budget	Prior Year 2021/2022 Budget	Actual EST YE 21/22	Proposed 2022/2023 BUDGET	Prior Year 2020/2021 Budget	Prior Year 2021/2022 Budget	Actual EST YE 21/22	Proposed 2022/2023 BUDGET				
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**Phelan Pinon Hills Community Services District**  
**BUDGET DETAIL COMPARISON 2022/2023**

Assumes: Rates/Revenue Expenses	% Over Est Year End 6.00% 3.00%	TOTAL ENTERPRISE FUNDS				TOTAL GOVERNMENT FUNDS				TOTAL ALL FUNDS				Bud vs Bud	Bud vs Est YE	21/22 Budget vs. Actual Est YE	Line #
		Prior Year 2020/2021 Budget	Prior Year 2021/2022 Budget	Actual EST YE 21/22	Proposed 2022/2023 BUDGET	Prior Year 2020/2021 Budget	Prior Year 2021/2022 Budget	Actual EST YE 21/22	Proposed 2022/2023 BUDGET	Prior Year 2020/2021 Budget	Prior Year 2021/2022 Budget	Actual EST YE 21/22	Proposed 2022/2023 BUDGET				
167	Fund Depr @ 60% = add back 40%	874,265.96	756,124.71	695,606.87	708,431.68	41,047.69	34,288.81	35,543.45	37,104.00	915,313.64	790,413.52	731,150.32	745,535.68	-5.7%	2.0%	Add back in 40% not Funded.	167
168	Principal Payments Due on Loan	561,664.12	654,615.30	547,292.35	625,392.26	0.00	0.00	0.00	0.00	561,664.12	654,615.30	547,292.35	625,392.26	-4.5%	14.3%	Principal portion of loans increase as interest decreases each year.	78,099.91 168
169	<b>TOTAL NET INCOME (AFTER DEPR AND PRIN)</b>	354,818.40	711,955.48	573,597.26	829,638.87	904,971.56	948,413.40	1,178,414.26	1,021,062.56	1,259,789.95	1,660,368.88	1,752,011.53	1,850,701.43	11.5%	5.6%		169
170	Repayment of Property Plant & Equip Reserves				279,100.00	See Col. M & N Line 151 & 152			82,244.06	Lease Revenue			361,344.06			Per Rate Study, Board wishes to repay reserves over 5 years	4.4 170
171	Repayment of Disaster Response Reserves				279,100.00	See Col. M & N Line 151 & 152			82,244.06	Lease Revenue			361,344.06			Total due Reserves for 2012 Water Rights	3,200,000.00 171
172	<b>TOTAL NET INCOME (After Repayment of Reserves)</b>				271,438.87				856,574.44				1,128,013.31			Total due Reserves for 2015 Water Rights	2,556,098.00 172
173	Capital Budget				270,300.00				35,000.00				305,300.00			Total due AVW water	1,191,000.00 173
174	<b>TOTAL NET INCOME (After CIP)</b>				1,138.87				821,574.44				822,713.31			Note: 2015 Water Rights are part of C6 and will be repaid with C6 funding	174
175																Note: Dairy Lease Income is used on line 170/171 to pay down reserves	175
176	2021/2022 Debt Service	2021 Solar&Fac	2012 (Water)	Caltrans (HWY 1)	TOTAL LOANS											loans. Board will decide at 2nd meeting in June.	176
177	Principal	382,892.20	216,545.75	25,954.31	\$ 625,392.26												177
178	Interest	139,329.89	115,228.24	507.24	\$ 255,065.37												178
179	Fees	0.00	17,270.15	0.00	\$ 17,270.15												179
180		522,222.09	349,044.14	26,461.55	\$ 897,727.78												180
181	Solar Portion	338,964.38														AVW to be repaid over 5 years = annual repayment	238,200.00 181
182	Estimated Solar Credits:	-300,501.00														2012 Water Rights paid over 10 years = annual repayment	320,000.00
183																Total annual amount to repay reserves	558,200.00
184	Total Operating Revenue	6,247,448.39	6,860,395.16	7,558,764.34	8,287,548.93	27,355.73	15,000.00	16,313.40	16,639.67	6,274,804.12	6,875,395.16	7,575,077.74	8,304,188.59			1/2 to Replacement Reserves 1/2 to Disaster Reserves	279,100.00
185	Total Non-Operating Revenue	2,413,484.50	2,274,392.05	1,964,119.98	1,919,046.40	1,565,572.51	1,626,044.48	1,739,780.59	1,887,475.72	3,979,057.01	3,900,436.53	3,703,900.57	3,806,522.12				
186	<b>Total Revenue</b>	<b>8,660,932.89</b>	<b>9,134,787.21</b>	<b>9,522,884.32</b>	<b>10,206,595.32</b>	<b>1,592,928.24</b>	<b>1,641,044.48</b>	<b>1,756,093.99</b>	<b>1,904,115.39</b>	<b>10,253,861.13</b>	<b>10,775,831.69</b>	<b>11,278,978.31</b>	<b>12,110,710.71</b>				
187																	
188	Total Operating Expense	7,418,585.43	7,373,585.19	7,966,808.13	8,329,076.80	725,980.88	723,642.29	609,781.13	916,645.94	8,144,566.31	8,097,227.48	8,576,589.27	9,245,722.74				
189	Total Non-Operating Expense	1,200,130.90	1,150,755.95	1,130,793.44	1,130,919.08	3,023.49	3,277.60	3,442.04	3,510.88	1,203,154.39	1,154,033.55	1,134,235.48	1,134,429.96				
190	<b>Total Expense</b>	<b>8,618,716.33</b>	<b>8,524,341.14</b>	<b>9,097,601.57</b>	<b>9,459,995.88</b>	<b>729,004.37</b>	<b>726,919.89</b>	<b>613,223.17</b>	<b>920,156.82</b>	<b>9,347,720.70</b>	<b>9,251,261.03</b>	<b>9,710,824.75</b>	<b>10,380,152.70</b>				

## FUND BALANCES AND CASH FLOW PROJECTIONS

	Enterprise Fund	Government Funds	Total
<b>CASH FLOW PROJECTION</b>			
Est. Cash in Bank Beginning Balance 07/01/22	\$ 12,180,238.21	\$ 8,198,806.25	\$ 20,379,044.46
Board Approved Reserves	<u>(10,417,969.00)</u>	<u>(632,780.00)</u>	<u>(11,050,749.00)</u>
Total Fund Balance (Cash Available)	\$ 1,762,269.21	\$ 7,566,026.25	\$ 9,328,295.46
<b>OPERATIONAL ACTIVITIES</b>			
Net Profit (Loss)	\$ 746,599.45	\$ 983,958.56	\$ 1,730,558.01
Depreciation @ 40% (not funding 40%)	708,431.68	37,104.00	745,535.68
Depreciation @ 60% (funding 60%)	<u>1,062,647.53</u>	<u>55,656.00</u>	<u>1,118,303.53</u>
Cash available from operations	\$ 2,517,678.66	\$ 1,076,718.56	\$ 3,594,397.22
<b>INVESTMENT ACTIVITIES</b>			
Projects	\$ (2,512,300.00)	\$ (3,035,000.00)	\$ (5,547,300.00)
Capital Purchases	<u>(113,000.00)</u>	<u>0.00</u>	<u>\$ (113,000.00)</u>
Total Investment Activity	\$ (2,625,300.00)	\$ (3,035,000.00)	\$ (5,660,300.00)
<b>FINANCE ACTIVITIES</b>			
Loans (Principal)	<u>\$ (625,392.26)</u>	<u>\$ -</u>	<u>\$ (625,392.26)</u>
Total Finance Activity	\$ (625,392.26)	\$ -	\$ (625,392.26)
<b>NET CASH FROM ACTIVITIES</b>			
	\$ (733,013.60)	\$ (1,958,281.44)	\$ (2,691,295.04)
Transfer of funds or Reserves	<u>(558,200.00)</u>	<u>(164,488.12)</u>	<u>(722,688.12)</u>
<b>Net Cash Available for Future Projects</b>	<b>\$ 471,055.61</b>	<b>\$ 5,443,256.69</b>	<b>\$ 5,914,312.30</b>
<b>Estimated Ending Fund Balance at 06/30/23</b>			

## RESERVES

### Phelan Piñon Hills Community Service District 2021/2022 Schedule Adopted February 16, 2022

BOARD DESIGNATED RESERVES	ENTERPRISE	GOVERNMENT	Total
1. UNRESTRICTED RESERVES	Fund 01	Fund 20/22/24/25	
<b>1A. Contingency and Operations (Goal = 6 mo. No less than 3 mo.)</b>			
2021/22 Budget Total	\$8,524,341	\$934,920	\$9,459,261
Less:			
Depreciation	1,890,312	85,722	1,976,034
Debt Service (Interest)	<u>336,495</u>		<u>336,495</u>
	6,297,534	849,198	7,146,731
<b>Reserve @ Three Months =</b>	<u>x 3/12</u>	<u>x 3/12</u>	<u>x 3/12</u>
Contingency and Operating Reserve	1,574,383	212,299	1,786,683
Debt Service Reserve - Loans (1 yr P&I)	<u>930,160</u>		<u>930,160</u>
<b>TOTAL RESERVE FOR OPERATIONS</b>	<b><u>\$2,504,544</u></b>	<b><u>\$212,299</u></b>	<b><u>\$2,716,843</u></b>
<b>1B. Property, Plant, and Equipment Replacement Reserve (Goal = 2 to 4 Years of Depreciation)</b>			
Annual Depreciation YE 06/30/21	1,885,592	84,252	1,969,844
<b>Reserve = (Goal = 4x Annual Depreciation. No less than 2x)</b>	5,656,776	3 210,630	5,867,406
<b>Reserves used for WRAP project funding 2012</b>	-886,751	*	-886,751
<b>Reserves used for Water Rights funding AVW</b>	<u>-595,500</u>	*	<u>-595,500</u>
<b>TOTAL RESERVE FOR REPLACEMENT</b>	<b><u>\$4,174,525</u></b>	<b><u>\$210,630</u></b>	<b><u>\$4,385,155</u></b>
<b>1C. Disaster Response Reserve (Goal = 10% of Depreciable Asset Value)</b>			
Total Assets (Excluding Land& Wtr Rts) 06/30/21	48,960,124	2,098,500	51,058,624
<b>Reserve @ 10% =</b>	4,896,012	209,850	5,105,862
<b>Reserves used for WRAP project funding 2012</b>	-886,751	*	-886,751
<b>Reserves used for Water Rights funding AVW</b>	<u>-595,500</u>	*	<u>-595,500</u>
<b>TOTAL RESERVE FOR DISASTER</b>	<b><u>\$3,413,762</u></b>	<b><u>7% \$209,850</u></b>	<b><u>\$3,623,612</u></b>
<b>1D. Rate Stabilization Reserves (Goal 5% to 10% of Water Revenue)</b>			
2021/2022 Budget for Water Meter and Consumption	<u>\$6,502,778</u>		<u>6,502,778</u>
Reserve = (Goal = 10%. No less than 5%)	<u>\$325,139</u>	5%	<u>\$325,139</u>
<b>TOTAL RESERVES</b>	<b><u>\$10,417,970</u></b>	<b><u>\$632,779</u></b>	<b><u>\$11,050,749</u></b>
<b>2. ADDITIONAL RESERVES IDENTIFIED BY THE BOARD</b>			
Capital, Projects*, & Replacement Budget Current Year	<u>945,000</u>	<u>1,186,000</u>	<u>2,131,000</u>
<b>TOTAL FUNDS NEEDED FOR CAPITAL PROJECTS</b>	<b><u>\$945,000</u></b>	<b><u>\$1,186,000</u></b>	<b><u>\$2,131,000</u></b>

\* WRAP = Water Rights Acquisition Project. The Board elected to borrow reserve funds to provide the cash necessary to fund this project. Dairy lease revenue is used to reimburse for 2012 WRAP funding and Chromium-6 revenue is used to reimburse for 2015 Water Rights funding.

## DEBT SERVICE

The District currently has one loan with California Infrastructure and Economic Development Bank (CIEDB or I-Bank), one loan with Municipal Finance Corporation and one loan with Caltrans. All of these loans are for the Enterprise Fund, specifically water facilities.

2012 CIEDB Loan titled "Water Rights" consists of the acquisition of 2,335 acre feet of water rights in the Oeste subarea of the Mojave Groundwater Basin. Original loan = \$7,500,000 @ 2.04%.

2021 Municipal Finance Corporation Loan is a refinancing of the 2002 CIEDB Loan, which had an interest rate of 3.5%, for water facilities constructed under the County prior to 2008, and the 2014 MUNI Loan, which had an interest rate of 3.75%, for the construction of 1.16 megawatt solar field. Refinancing Loan = \$5,567,100 @ 2.7%.

2014 Caltrans Highway 138 Loan for the lowering of waterlines along Highway 138 in preparation of the Highway 138 expansion. Loan = \$252,633 @ .912%.

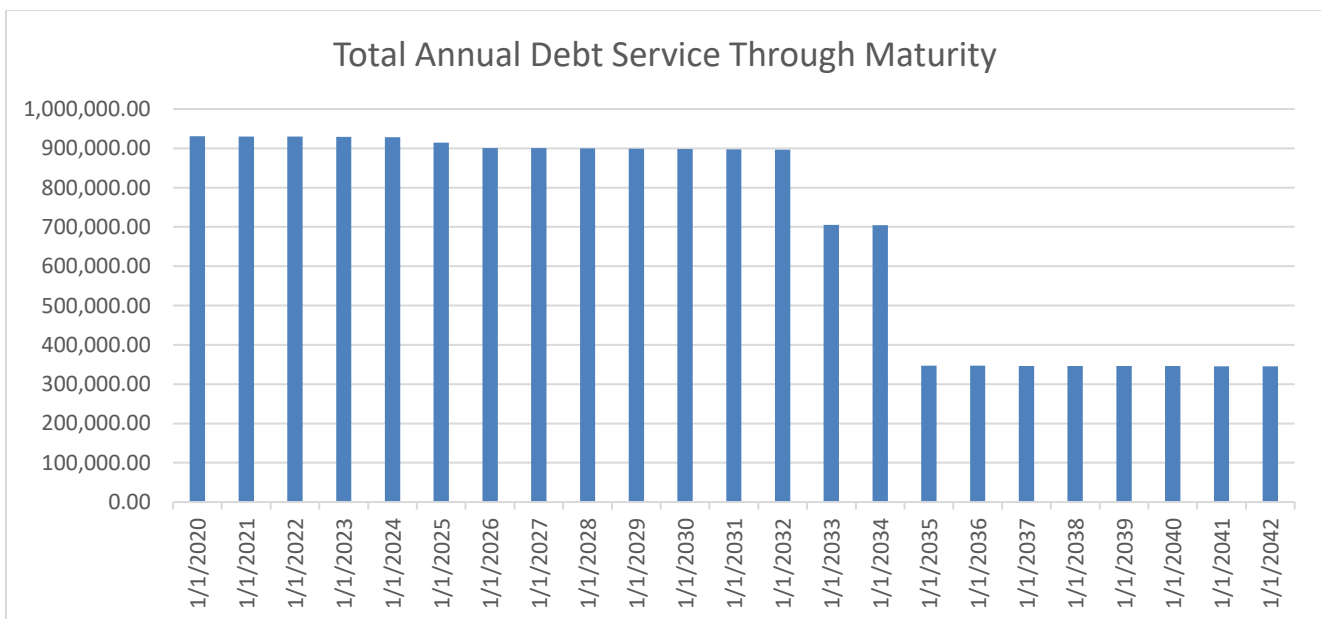
Payment Date	Ending Principal Balance	Principal Payment	Interest Payment	Total Principal & Interest	Annual Fee	Total Payment	Total Payment Fiscal Year Ending June 30
<b>2012 I-Bank Loan (Water Rights) Year 10 of 30 2.04% Interest Rate</b>							
08/01/22	\$5,540,170	\$216,546	\$58,719	\$275,264	\$17,270	\$292,534	
02/01/23			\$56,510	\$56,510		\$56,510	\$349,044
<b>2021 Muni Loan (Solar/Facilities) Year 2 of 14 2.7% Interest Rate</b>							
08/01/22	\$5,567,101	\$119,722	\$70,503	\$190,225		\$190,225	
02/01/23		\$263,170	\$68,827	\$331,997		\$331,997	\$522,222
<b>2015 CalTrans Loan (Hwy 138 project) Year 7 of 10 1.5% Interest Rate</b>							
07/01/22	\$65,332	\$6,466	\$149	\$6,615		\$6,615	
10/01/22	\$58,865	\$6,481	\$134	\$6,615		\$6,615	
01/01/23	\$52,384	\$6,496	\$119	\$6,615		\$6,615	
04/01/23	\$45,888	\$6,511	\$105	\$6,615		\$6,615	\$26,462
<b>Total</b>		<b>\$625,392</b>	<b>\$255,065</b>	<b>\$880,458</b>	<b>\$17,270</b>	<b>\$897,728</b>	<b>\$897,728</b>

Note: May 18, 2021 the District refinanced the 2002 I-Bank and the 2014 Muni Loans. These two loans were replaced with the 2021 Muni Loan, saving the District approximately \$338,971 over the remaining 13 years.



## REVENUE COVERAGE:

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Est YE	Budget
	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
<b>Gross Revenues</b>										
Water Fund Revenues	\$4,275,300	\$4,907,466	\$5,647,864	\$5,528,945	\$6,259,044	\$6,522,410	\$7,986,510	\$8,151,034	\$8,484,602	\$9,217,011
Property Tax & other Revenue	562,080	548,350	659,452	467,845	427,907	379,279	328,234	277,825	228,511	176,511
<b>Total Revenue</b>	<b>4,837,380</b>	<b>5,455,816</b>	<b>6,307,316</b>	<b>5,996,790</b>	<b>6,686,951</b>	<b>6,901,689</b>	<b>8,314,745</b>	<b>8,428,859</b>	<b>8,713,113</b>	<b>9,393,523</b>
<b>Operating Expenses</b>										
Water Fund Expenses	-\$5,121,970	-\$5,104,705	-\$5,083,277	-\$5,561,306	-\$6,349,040	-\$6,891,795	-\$8,666,425	-\$8,869,201	-\$7,966,808	\$8,329,077
Less Depreciation	1,229,221	1,257,916	1,273,292	1,476,403	1,924,171	2,010,956	1,980,658	1,885,592	1,739,017	1,771,079
<b>Total Water Fund Expenses</b>	<b>-\$3,892,749</b>	<b>-\$3,846,789</b>	<b>-\$3,809,985</b>	<b>-\$4,084,903</b>	<b>-\$4,424,869</b>	<b>-\$4,880,839</b>	<b>-\$6,685,767</b>	<b>-\$6,983,609</b>	<b>-\$6,227,791</b>	<b>\$6,557,998</b>
<b>Net Revenues Water Fund</b>	<b>\$944,631</b>	<b>\$1,609,027</b>	<b>\$2,497,331</b>	<b>\$1,911,886</b>	<b>\$2,262,082</b>	<b>\$2,020,850</b>	<b>\$1,628,978</b>	<b>\$1,445,250</b>	<b>\$2,485,322</b>	<b>\$2,835,525</b>
<b>Senior and Parity Debt Service</b>										
2002 Water Facilities	\$199,077	\$198,779	\$198,470	\$198,151	\$197,820	\$197,477	\$197,123	\$196,756	\$0	\$0
2014 Solar Project		150,150	357,591	357,591	357,591	357,591	357,591	357,591	0	0
2012 Water Rights	368,852	351,719	350,061	349,925	349,787	349,645	349,500	349,351	349,199	349,044
2021 Refinancing Loan									522,222	522,222
2014 Hwy 138		13,231	26,462	26,462	26,462	26,462	26,462	26,462	26,462	26,462
<b>Combined Total Annual Debt</b>	<b>\$567,930</b>	<b>\$713,879</b>	<b>\$932,584</b>	<b>\$932,129</b>	<b>\$931,660</b>	<b>\$931,175</b>	<b>\$930,676</b>	<b>\$930,160</b>	<b>\$897,883</b>	<b>\$897,728</b>
<b>Debt Service Coverage</b>	<b>166%</b>	<b>225%</b>	<b>268%</b>	<b>205%</b>	<b>243%</b>	<b>217%</b>	<b>175%</b>	<b>155%</b>	<b>277%</b>	<b>316%</b>



Debt Service

## APPROPRIATIONS LIMIT

The 2022/2023 appropriations limit was set by Resolution #2022- and approved by the Board of Directors on June 15, 2022.

<b>PHELAN PINON HILLS COMMUNITY SERVICES DISTRICT APPROPRIATIONS LIMIT CALCULATION</b>		
FISCAL YEAR 2022/2023		
1	PRICE FACTOR U.S. CAPITA PERSONAL INCOME CPI	7.55%
2	POPULATION PERCENT CHANGE	0.14%
3	PER CAPITA CONVERTED TO A RATIO:	1.07550
4	POPULATION CONVERTED TO A RATIO:	1.00140
5	CALCULATION FACTOR FOR RATIO OF CHANGE:	1.07701
6	PRIOR YEAR (21/22) APPROPRIATION LIMIT	\$4,284,693
7	CURRENT YEAR APPROPRIATION LIMIT	\$4,614,638

The appropriations limit was implemented by Propositions 4 and 111, which produced restrictions on the amount of revenue that can be appropriated in any fiscal year. The limit applies only to revenue received from the General Tax Levy, and excludes any funds spent on capital improvement projects. All Tax Revenue is received to the Government Funds and part is distributed to the Enterprise Fund, as determined each year in the budget process. The total amount of Tax Revenue received is well below the current appropriation limit.

The appropriations limit must be reviewed and calculated each year to assure compliance. This action is a formality for Phelan Piñon Hills Community Services District, at this time, for two reasons: 1) the tax revenues the District receives are less than the appropriations limit, and 2) the tax revenue received can be designated to be spent on capital improvement projects, which would exclude the revenues from limitation.

Pursuant to Condition No. 17 of LAFCO Resolution No. 2994, the District's permanent appropriations limit was established at the first District election held November 8, 2011. Measure G passed by an overwhelming majority, establishing the base appropriations limit.

The District establishes the appropriations limit each year, based on the prior year limit calculated by the means identified by the Department of Finance each year for the unincorporated area of San Bernardino County.

Each year, in compliance with Government Code Section 61113, the Board adopts a resolution to set the annual appropriations limit for the District. All of the documentation used for the determination of the proposed appropriations limit was available to the public in the Board Package for the meeting at which the resolution is considered and adopted.



**PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT**

# **CAPITAL IMPROVEMENT** **PROGRAM**

## CAPITAL IMPROVEMENT PROJECTS

Capital projects and expenditures at the Phelan Piñon Hills Community Services District are purchased in accordance with the District's Purchasing Policy. The cost must exceed \$5,000 and have an expected life of more than one year to be capitalized. (The District carefully reviews all equipment before determining if a replacement is necessary and does not solely consider age, but also the cost to keep in service and the anticipated remaining usefulness). To determine the priority of construction projects, the District evaluates the needs of all the departments and prioritizes the requests with the available funding. The recently updated 2020 Water Master Plan has been used as a resource in the development of the Ten Year Capital Plan that is utilized for budgeting purposes.

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### ***Chromium-6 Mitigation to meet revised MCL mandates***

The proposed \$17M Chromium-6 Mitigation project contract with Infrastructure Engineering Corporation (IEC), initiated in January of 2017 was suspended in late 2017. On May 31, 2017, the Superior Court of Sacramento County issued a judgment invalidating the hexavalent chromium maximum contaminant levels (MCL) for drinking water. In March of 2022, the State Water Board released its proposed MCL of 10 parts per billion (ppb). Public workshop and opportunity for public comments. Systems with 1,000 to 10,000 service connections would be required to comply with the MCL within three years of rule adoption. Water Board is evaluating comments received regarding treatment technologies and cost estimating methodology. The projects proposed include well modifications with further testing and validations.

***\$2,355,000 budgeted for studies / testing / operations***

***Impact on future construction budgets TBD***

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### ***Pressure Zone 6 Improvement - Pinon Hills Road Water Pipeline***

Over the last 3-years, the District has looked into improving system pressures in 2 locations. 2020 Water Master Plan (WMP) listed improving system pressure on the west end of Maria Road in pressure zone (PZ) 6 with expanding PZ 7 with 1,300 lineal feet of 8-inch pipeline on Pinon Hills Road between Nielson Road and Maria Road. The updated hydraulic model in the WMP validated the PZ deficiency. Distribution system and customers in PZ6 would benefit with the proposed project. District staff prepared design drawings for this project. The project will be brought to the Board for approval as required by the District's purchasing policy.

***\$157,300 budgeted for pipeline installation***

***\$0 impact on future operating budgets***

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### ***Civic Center and Phelan Park Expansion***

Staff will coordinate with consultants concluding County permitting approval of design plans and construction documents for Phase 1, Civic Center Project which includes off-site development and on-site infrastructure design. The project has moved into the final stage of the California Environmental Quality Act (CEQA) for noticing. The project will include rough grading on the proposed Phelan Park Expansion site for the Civic Center Project and utility infrastructure. The District anticipates groundbreaking of Phase 1 in late 2022 with a completion date 12-months thereafter.

The preliminary design of the Phelan Park Expansion has been presented to and vetted by the community. The proposed park site plan is being used for possible grant funding.

**\$8,000,000 budgeted for site development / engineering / construction**

**Impact on future operating budgets TBD**

**Meter Replacement – Phases 3-5**

The District’s water meters are aging out and it is necessary to replace them to provide the utmost accuracy as well as prevent water loss and minimize unaccountable water events. Additionally, new technology is available that provides greater customer service options to help customers become aware of leaks in a timelier manner as well as providing better accessibility for water consumption tracking by the customer. The full meter change out is schedule to take place in five phases over a 5-year period. The budget will allow the final three phases to be completed in fiscal year 2022/2023.

**\$1,700,000 budgeted for phases 3, 4, & 5 \$0 impact on future operating budgets**

**Solid Waste Projects**

The Solid Waste Committee has requested funds be allocated for the Solid Waste and Recycling demands of the District. These projects will be brought before the Board as the need is identified.

**\$35,000 budgeted for projects \$TBD impact on future operating budgets**

**Vehicle Replacement – Two Trucks**

The District has several vehicles that are nearing the end their projected life cycle. As the mileage has increased, the maintenance issues have increased, costing the District additional funds as well as employee efficiency when the vehicles break down or are out of service. The District has looked at other options for vehicles (natural gas, various types and models, etc.) and will continue to do so as opportunities arise. This is a place holder for possible replacement of two trucks that are similar to the vehicles currently in service. Purchases are made if the need arises and only after Board approval.

**\$100,000 budgeted for vehicle replacement \$0 impact on future operating budgets**

**Computers / Equipment / Software**

The District is proposing to upgrade all Windows software and perform certain computer upgrades to accommodate the mandatory upgrade. Additionally, there are two computers and equipment that is nearing the end of its life expectancy and will need to be replaced this year. The District replaces computers and equipment as is necessary to meet operational demands.

The 3-year ESRI GIS Small Utility License Agreement (SULA) expires December 2022. SULA renewal of a 3-year agreement is budgeted to continue the expansion of the District’s GIS database utilized by field staff, Engineering, Data Analysis, and public information access.

**\$13,000 budgeted for computers / equipment / software \$0 impact on future operating budgets**

Note: All purchases are made within the provisions set forth in the Purchasing Policy. The above items that exceed \$25,000 will be brought to the Board for approval prior to authorizing the purchase.

## CAPITAL EXPENDITURE BUDGET 2022/2023 Budget

	DESCRIPTION/LOCATION	ESTIMATE	FUNDING SOURCE
<b><u>CIP PROJECTS</u></b>			
1	Chromium 6 Mitigation	2,355,000.00	B
2	Future Civic Center	5,000,000.00	E
3	Master Plan Projects	157,300.00	C
4	Meter Replacement	1,700,000.00	D
	Total Water Fund Projects	\$ 9,212,300.00	
5	Future Civic Center	3,000,000.00	I
6	Solid Waste	35,000.00	H
	Total Government Fund Projects	\$ 3,035,000.00	
	<b>TOTAL CIP PROJECTS</b>	<b>\$ 12,247,300.00</b>	
 <b><u>CAPITAL PURCHASES</u></b>			
7	Vehicle	100,000.00	A
8	Computers & Software	13,000.00	A/H
	<b>TOTAL CAPITAL PURCHASES</b>	<b>\$ 113,000.00</b>	
	<b>TOTAL CIP PROJECTS AND CAPITAL PURCHASES</b>	<b>\$ 12,360,300.00</b>	
 <b><u>FUNDING SOURCES</u></b>			
Ent	A Reserve and Depreciation Funded 60% of Depreciation	A \$ 113,000.00	
Ent	B Chromium 6 Surcharge	B 2,355,000.00	
Ent	C Connection Fees	C 157,300.00	
Ent	D Reserves and Grants	D 1,700,000.00	
Ent	E Loan and/or Grants	E 5,000,000.00	
Gvt	F Reserve and Depreciation Funded 60% of Depreciation	F	
Gvt	G *Property Plant and Equipment Replacement Reserve	G	
Gvt	H Existing Funds Available or Operational Revenue	H 35,000.00	
Gvt	I Existing Funds, Loan and/or Grants	I 3,000,000.00	
		\$ 12,360,300.00	

\* Note: Board will identify how reserves will be replaced.

All above items are from the District 10-year CIP plan  
 Note: Items 1-4 are developed in the Engineering Committee  
 Item 5-6 were developed in the Parks and Recreation Committee  
 Item 8 is from IT Annual Recommendations



**PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT**

# **BUDGET FORECAST**

## BUDGET FIVE YEAR FORECAST

PPHCSD Forecast Model						
Assumptions	2023/24	2024/25	2025/26	2026/27	2027/28	
Rate Increase	6.0%	6.0%	6.0%	6.0%	6.0%	
COLA/Merit	5.0%	5.0%	5.0%	5.0%	5.0%	
Expenses	2.5%	2.5%	2.5%	2.5%	2.5%	
<b>PROPOSED</b>						
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
<b>1 Operating Revenue - Enterprise Fund</b>						
2 Water Sales	\$ 7,786,089	\$ 8,253,254	\$ 8,748,449	\$ 9,273,356	\$ 9,829,758	\$ 10,419,543
3 Special Assessments	283,980	281,141	278,329	275,546	272,790	270,063
4 Other Services	217,480	230,529	244,360	259,022	274,563	291,037
5 Total Operating Revenues	<u>\$ 8,287,549</u>	<u>\$ 8,764,923</u>	<u>\$ 9,271,139</u>	<u>\$ 9,807,924</u>	<u>\$ 10,377,111</u>	<u>\$ 10,980,643</u>
<b>7 Operating Expenses - Enterprise Fund</b>						
8 Water Purchases	119,000	121,975	125,024	128,150	131,354	134,638
9 Board Compensation	117,200	120,130	123,133	126,212	129,367	132,601
10 Professional Services	509,524	522,262	535,319	548,702	562,419	576,480
11 Salaries and Benefits - Enterprise	3,008,509	3,158,934	3,316,881	3,482,725	3,656,861	3,839,704
12 Services and Supplies - Enterprise	1,695,658	1,738,050	1,781,501	1,826,039	1,871,690	1,918,482
13 Rents and Leases	-	-	-	-	-	-
14 Utilities	1,096,705	1,124,122	1,152,225	1,181,031	1,210,557	1,240,821
15 Depreciation	1,771,079	1,864,746	2,010,079	2,140,879	2,271,046	2,334,546 <sup>A</sup>
16 Other	11,402	11,687	11,979	12,278	12,585	12,900
17 Total Operating Expenses	<u>\$ 8,329,077</u>	<u>\$ 8,661,906</u>	<u>\$ 9,056,142</u>	<u>\$ 9,446,015</u>	<u>\$ 9,845,879</u>	<u>\$ 10,190,171</u>
18						
19 <b>Net Operational Income Water</b>	<b>\$ (41,528)</b>	<b>\$ 103,017</b>	<b>\$ 214,997</b>	<b>\$ 361,909</b>	<b>\$ 531,233</b>	<b>\$ 790,472</b>
20						
<b>21 Operating Revenue and Expense - Government Fund</b>						
22 Ordinary Income Government Funds	16,640	16,640	16,640	16,640	16,640	16,640
23 Ordinary Expense Government Funds	(916,646)	(939,562)	(963,051)	(987,127)	(1,011,806)	(1,037,101)
24 <b>Net Operational Income Government</b>	<b>\$ (900,006)</b>	<b>\$ (922,922)</b>	<b>\$ (946,411)</b>	<b>\$ (970,488)</b>	<b>\$ (995,166)</b>	<b>\$ (1,020,461)</b>
25						
<b>26 Non-Operating Revenues (Expenses) - Enterprise Fund</b>						
27 Investment Earnings	46,500	48,825	51,266	53,830	56,521	59,347
28 Investment Expense	(297,335)	(360,565)	(342,390)	(324,171)	(305,078)	(285,375)
29 Property Taxes	176,511	124,511	72,511	20,511	(31,489)	(83,489)
30 Other Income, Penalties, etc	988,115	1,037,520	339,396	356,366	374,184	392,894
31 Other Income, Grants, etc	-	384,174	399,882	416,177	433,082	433,082
32 Connection Fees	707,920	750,396	795,419	843,145	893,733	947,357
33 Other Expense	(833,584)	(841,920)	(196,656)	(201,572)	(206,612)	(211,777)
34 <b>Net Non-Operating Revenues (Expenses)</b>	<b>\$ 788,127</b>	<b>\$ 1,142,942</b>	<b>\$ 1,119,429</b>	<b>\$ 1,164,285</b>	<b>\$ 1,214,343</b>	<b>\$ 1,252,039</b>
35						
<b>36 Non-Operating Revenues (Expenses) - Government Fund</b>						
37 Investment Earnings	30,410	31,931	33,527	35,203	36,964	38,812
38 Property Taxes	1,342,038	1,409,140	1,479,597	1,553,577	1,631,256	1,712,818
39 Other Income	165,988	170,968	176,097	181,380	186,821	192,426
40 Income Solid Waste	349,040	359,511	370,296	381,405	392,847	404,632
41 Other Expense	(3,511)	(3,686)	(3,871)	(4,064)	(4,267)	(4,481)
42 <b>Net Non-Operating Revenues (Exp) Gvmt</b>	<b>\$ 1,883,965</b>	<b>\$ 1,967,863</b>	<b>\$ 2,055,646</b>	<b>\$ 2,147,501</b>	<b>\$ 2,243,620</b>	<b>\$ 2,344,207</b>
43						
44 <b>Net Income</b>	<b>\$ 1,730,558</b>	<b>\$ 2,290,899</b>	<b>\$ 2,443,661</b>	<b>\$ 2,703,207</b>	<b>\$ 2,994,029</b>	<b>\$ 3,366,258</b>
45						
46 Depreciation Unfunded (40%)	\$ 745,536	\$ 745,898	\$ 804,032	\$ 856,352	\$ 908,418	\$ 933,818
47 Loan Principal Payments	(1,458,976)	(569,596)	(1,391,969)	(1,409,910)	(1,428,438)	(1,434,326)
48 <b>Net Cash Avail for Projects/Reserves</b>	<b>\$ 1,017,117</b>	<b>\$ 2,467,202</b>	<b>\$ 1,855,724</b>	<b>\$ 2,149,649</b>	<b>\$ 2,474,010</b>	<b>\$ 2,865,750</b>
Beginning Cash in Bank (1)	\$ 20,379,044	\$ 16,854,165	\$ 17,475,215	\$ 16,021,986	\$ 15,377,162	\$ 15,198,800
RESERVES	(11,050,749)	(12,480,209)	(13,362,209)	(14,554,209)	(15,659,009)	(16,760,009) <sup>B</sup>
FUNDED DEPRECIATION (60%)	1,118,304	1,118,848	1,206,048	1,284,528	1,362,628	1,400,728
CIP PROJECTS	(5,547,300)	(2,810,000)	(4,360,000)	(3,924,000)	(3,905,000)	(1,905,000) <sup>C</sup>
CAPITAL PURCHASES	(113,000)	(155,000)	(155,000)	(155,000)	(110,000)	(110,000)
<b>CASH BALANCE = AVAILABLE CASH</b>	<b>\$ 5,803,416</b>	<b>\$ 4,995,006</b>	<b>\$ 2,659,777</b>	<b>\$ 822,953</b>	<b>\$ (460,209)</b>	<b>\$ 690,268</b>

**NOTES:**

(1) Beginning Cash in Bank (in Forecast Years = Cash Balance from Prior Year + Reserves Prior Year)

A: Depreciation changes based on the additional assets (CIP Projects) added in the prior year.

B: Based on average of reserve levels recommended by Directors + Assumes additional assets each year x .08 = additional reserves + reimbursement for reserve loans

C: From 10-year CIP Plan





**PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT**

# **STATISTICS AND TRENDS**

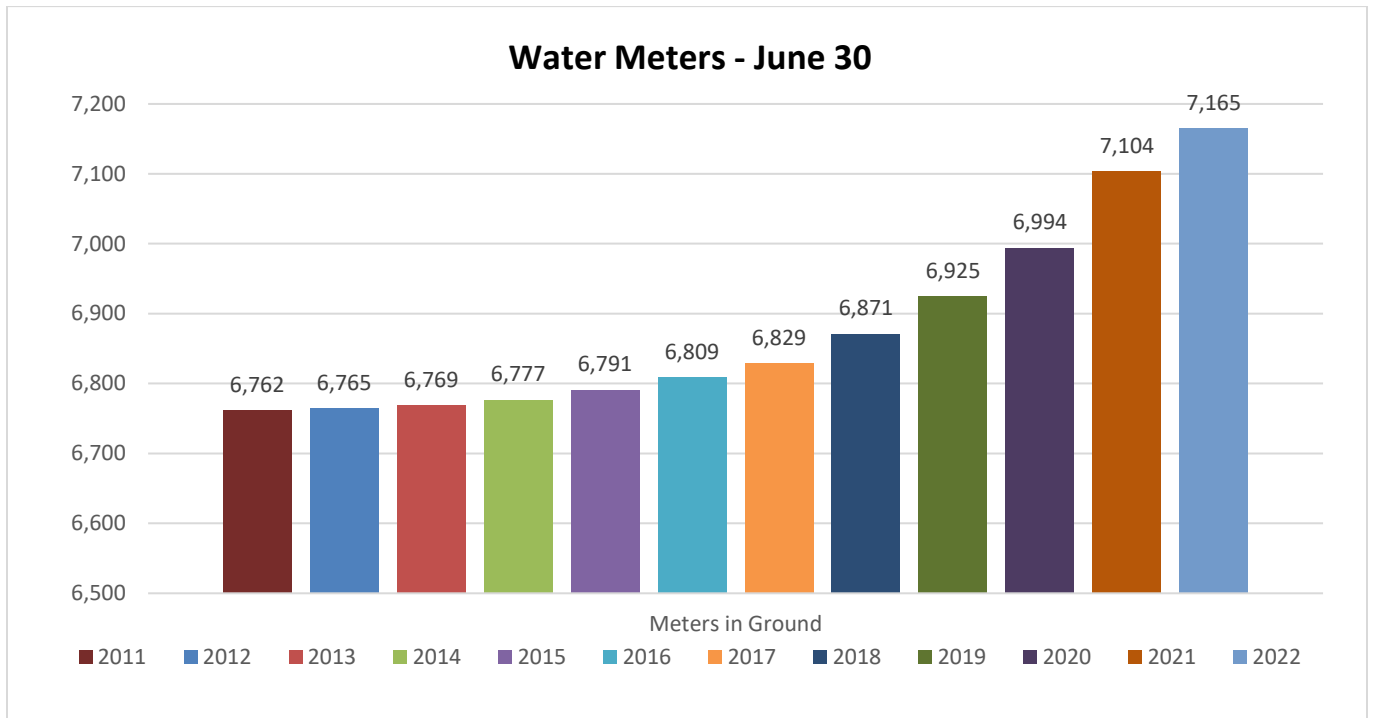
## WATER SYSTEM STATISTICS AND HISTORICAL INFORMATION

<b>NUMBER OF WATER CUSTOMERS as of June 30 each year</b>										
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Current Fiscal Year 2022</b>
<b>Residential</b>	6,714	6,719	6,735	6,753	6,756	6,817	6,847	6,925	7,013	7,064
<b>Commercial</b>	51	51	51	49	49	50	71	74	77	80
<b>Industrial</b>	3	4	4	4	4	4	7	11	14	21
<b>Other</b>										
<b>TOTAL</b>	6,768	6,774	6,790	6,806	6,809	6,871	6,925	7,010	7,104	7,165

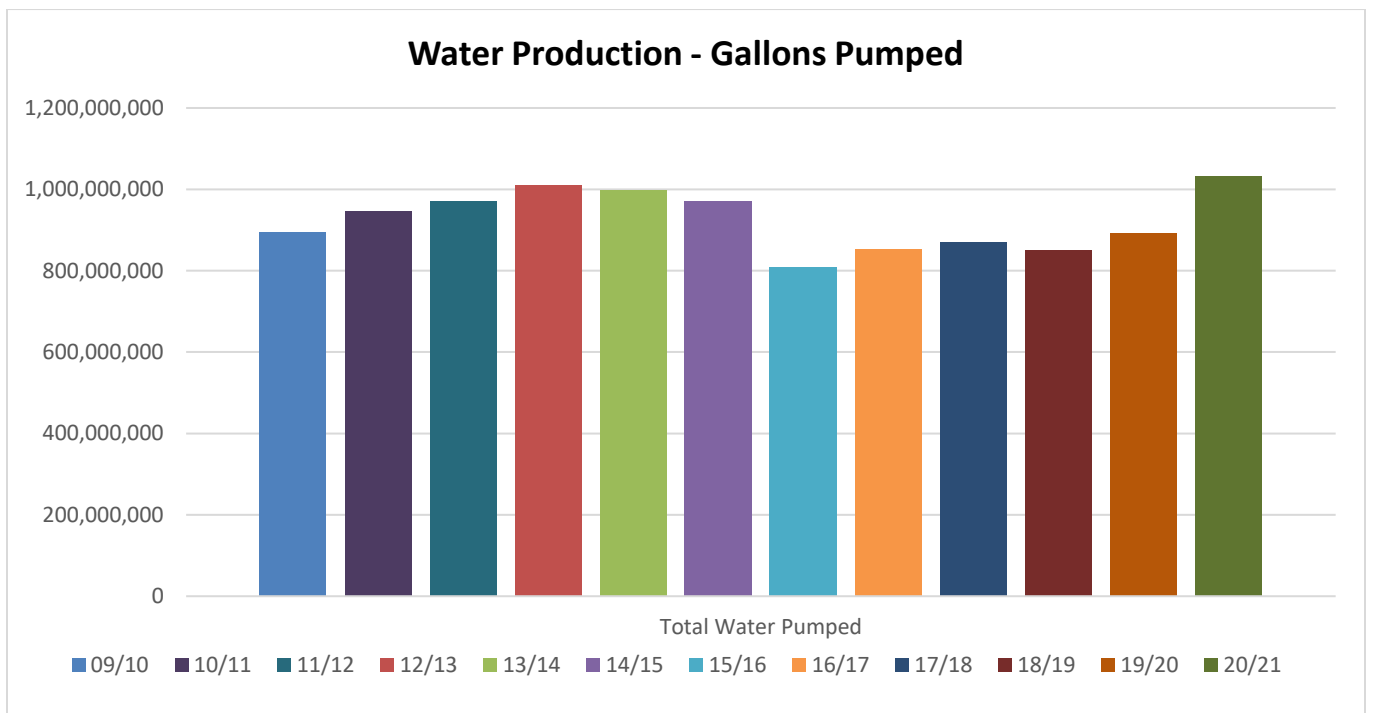
<b>CURRENT AND HISTORICAL AVERAGE MONTHLY USER CHARGE PER RESIDENTIAL ACCOUNT (includes minimum + 15 HCF of water for 3/4" meter)</b>									
									<b>Current Fiscal Year</b>
<b>6/30/2013</b>	<b>6/30/2014</b>	<b>6/30/2015</b>	<b>6/30/2016</b>	<b>6/30/2017</b>	<b>6/30/2018</b>	<b>6/30/2019</b>	<b>6/30/2020</b>	<b>6/30/2021</b>	<b>6/30/2022</b>
41.69	45.95	49.12	60.81	63.85	66.94	67.86	71.23	77.07	75.80

<b>TEN LARGEST SYSTEM USERS as of 06/30/2022</b>					
<b>User</b>	<b>Annual Usage</b>	<b>% of System Use</b>	<b>Annual Gross Revenues</b>	<b>% of System Revenues</b>	<b>Customer Class <small>(Residential/Commercial/ Industrial/Other)</small></b>
SNOWLINE JUSD	98,314	8.23%	\$381,589	4.92%	INSTITUTIONAL
WENDY'S WATER TRUCK COMPANY	10,324	0.86%	\$65,528	0.85%	INDUSTRIAL (HYD)
BAOMING HUANG	4,241	0.35%	\$18,787	0.24%	RESIDENTIAL
LBJ TRUCKING	4,098	0.34%	\$28,077	0.36%	INDUSTRIAL (HYD)
FRANCISCO BARRAGAN	3,354	0.28%	\$14,744	0.19%	RESIDENTIAL
MYONG CHA (GRACE) PAK	3,217	0.27%	\$14,829	0.19%	RESIDENTIAL
JIKAI LIANG	2,946	0.25%	\$13,381	0.17%	RESIDENTIAL
CMC INVESTMENTS LLC	2,833	0.24%	\$13,960	0.18%	RESIDENTIAL
DANIEL & KARLA BETCHER	2,588	0.22%	\$11,473	0.15%	RESIDENTIAL
PACIFIC WATER TRUCKS	2,425	0.20%	\$16,193	0.21%	INDUSTRIAL (HYD)
<b>TOTAL</b>	<b>134,340</b>	<b>11.24%</b>	<b>\$578,561</b>	<b>7.46%</b>	

## HISTORICAL METERS IN GROUND AND PRODUCTION



The District experienced slow growth between 2009 and 2015 due to the economic conditions in the County. This has improved in recent years and continues to show upward economic trends.



Water production dropped in 09/10 due to economic impacts. It continued to rise through 12/13 and then dropped again in 15/16 due to the statewide drought and conservation mandates implemented by the District.

# HISTORICAL AND FUTURE (PENDING BOARD REVIEW) WATER RATES

Meter Size	Water Rates Approved February 20, 2013				Water Rates - Approved January 20, 2016				Water Rates - Approved May 6, 2020				Water Rates - Approved December 1, 2021					
	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	
	03/01/2013*	01/01/2014	01/01/2015**	01/01/2016	02/01/2016	07/01/2016	07/01/2017	07/01/2018	07/01/2019	02/01/2020	07/01/2020	02/01/2021	07/01/2021	01/01/2022	07/01/2022	07/01/2023	07/01/2024	07/01/2025
<b>FIXED CHARGES PER METER</b>																		
	Bi-Monthly				Monthly				Monthly				Monthly					
3/4"	\$31.37	\$33.75	\$35.77	\$18.96	\$16.97	\$17.90	\$18.16	\$19.16	\$22.28	\$23.62	\$24.17	\$22.80	\$25.63	\$27.17	\$28.81			
1"	\$41.65	\$44.81	\$47.49	\$25.17	\$25.91	\$27.46	\$27.89	\$29.56	\$32.06	\$33.99	\$36.57	\$34.50	\$38.77	\$41.10	\$43.57			
1 1/2"	\$67.35	\$72.45	\$76.80	\$40.70	\$48.24	\$51.34	\$52.21	\$55.54	\$56.51	\$59.91	\$67.58	\$63.75	\$71.64	\$75.94	\$80.50			
2"	\$98.19	\$105.63	\$111.97	\$59.34	\$75.04	\$80.00	\$81.39	\$86.72	\$85.85	\$91.01	\$104.79	\$98.85	\$111.08	\$117.75	\$124.82			
3"	\$170.14	\$183.05	\$194.03	\$102.83	\$137.57	\$146.87	\$149.47	\$159.47	\$178.76	\$189.49	\$222.60	\$210.00	\$235.96	\$250.12	\$265.13			
4"	\$272.94	\$293.64	\$311.26	\$164.96	\$226.91	\$242.41	\$246.74	\$263.41	\$315.68	\$334.63	\$396.23	\$373.80	\$420.01	\$445.22	\$471.94			
Chromium 6 Surcharge	N/A	N/A	N/A	N/A	N/A	\$9.71	\$9.71	\$9.71	\$9.71	\$9.71	\$9.71	\$9.71	\$9.71	\$9.71	\$9.71	\$9.71	\$9.71	\$9.71
<b>CONSUMPTION</b>																		
Residential																		
Tier 1	\$1.69	\$1.89	\$2.02	\$2.17	\$2.50	\$2.35	\$2.39	\$2.53	\$2.64	\$2.80	\$2.90	\$2.73	\$3.08	\$3.27	\$3.47			
Tier 2	\$1.95	\$2.18	\$2.33	\$2.50	\$3.95	\$3.71	\$3.77	\$4.00	\$4.01	\$4.26	\$3.31	\$3.12	\$3.51	\$3.73	\$3.96			
Tier 3											\$7.99	\$7.53	\$8.47	\$8.98	\$9.52			
Commercial																		
Tier 1	\$1.69	\$1.89	\$2.02	\$2.17	\$2.99	\$2.81	\$2.85	\$3.02	\$3.06	\$3.25	\$3.87	\$3.65	\$4.11	\$4.36	\$4.63			
Tier 2	\$1.95	\$2.18	\$2.33	\$2.50														
School Institutional																		
Tier 1	\$1.69	\$1.89	\$2.02	\$2.17	\$3.17	\$2.98	\$3.03	\$3.21	\$3.53	\$3.75	\$4.20	\$3.96	\$4.46	\$4.73	\$5.02			
Tier 2	\$1.95	\$2.18	\$2.33	\$2.50														

2022 2023 Budget Draft

Current Rates: Tier 1 = 0 to 9 units, Tier 2 = 9 to 29 units, Tier 3 = 29 plus units

The most current water rate study is available online. For additional information on the rate structure and the components driving the rate changes, please refer to this study at [www.pphcsd.org](http://www.pphcsd.org).

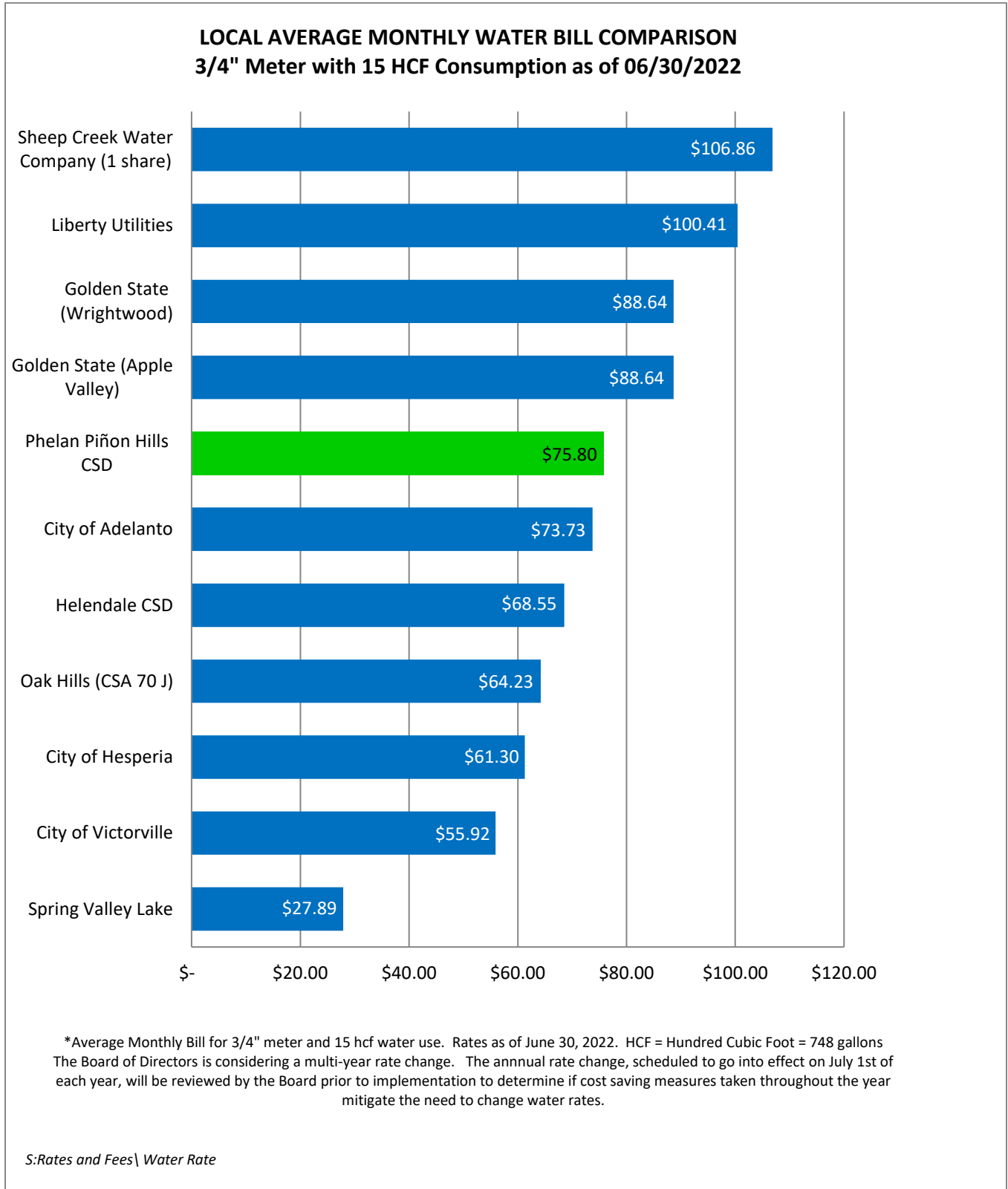
In 2012 the District conducted its first water rate study. The rates went into effect March 1, 2013.

July 1, 2015 the District converted to monthly billing. The above rates were divided by 2 for monthly billing.

Beginning on 07/01/18 (or when the Chromium-6 project is added to the system) the surcharge was scheduled to increase to cover the increased operational expenses of the additional operating assets. This increase was deferred, pending completion of the project.

The Chromium-6 Surcharge is collected to recover Chromium-6 related costs which began in 2015, including debt service on a loan that will be acquired when construction begins. In August 2017, the Chromium-6 regulation was rescinded, pending further review by the Department of Water Resources (DWR). The District resumed Chromium-6 mitigation projects in 2020. The District has expended approximately \$4.8 million dollars to date and has projects pending of \$2.3 million dollars. The surcharge will continue for approximately 7 additional years, or until costs have been recovered.

# WATER BILL COMPARISON TO LOCAL WATER PROVIDERS



Average monthly bill for ¾" meter and 15 HCF (748 gallons per hundred cubic foot) water usage.

## WATER RIGHTS

The District's water comes from deep aquifers within the Mojave Basin Area. Mojave Water Agency (MWA), specifically the Watermaster, is responsible for the adjudicated basin from which the District pumps water. Through the adjudication water purveyors within the basin were assigned water rights, based on the amount of water they pumped historically. The water rights were ramped down to the "Free Production Allowance" (FPA), currently 65%. Water purveyors, such as the District, have the right to produce (pump) the FPA water each year. Any amount of water pumped in excess of the FPA is considered overproduction and must be replaced to maintain a balanced water basin. Replacement water is paid for through MWA\*.

The District owns water rights in two of the sub-areas within the MWA's jurisdiction. Most of the rights are in the OESTE subarea. When the District was formed, it owned 1,416-acre feet of water rights in the OESTE subarea. The District has since purchased additional 3,164 acre feet of water rights. As water production increases due to growth, and the FPA is reduced due to ramp down, the District ultimately have water replacement obligations. In the meantime, the water rights we have purchased mitigate replacement water costs, thus providing a significant savings to the rate payers.

Historical Water Rights , Production and Water Replacement OESTE Subarea												
Water Year End Sept 30:	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
PPHCSD Water Rights OESTE	1,416	1,416	1,416	3,751	3,751	4,680	4,680	4,680	4,680	4,680	4,680	4,680
Free Production %	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	75%	65%
PPHCSD Free Production Allowance	1,133	1,133	1,133	3,001	3,001	3,744	3,744	3,744	3,744	3,744	3,510	3,042
Production	1,790	1,662	1,720	2,133	2,076	1,957	1,539	1,834	2,451	2,472	2,525	2,920
Overproduction	657.2	529.2	587.2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Cost per AF MWA	\$395	\$395	\$405	\$425	\$448	\$484	\$515	\$556	\$578	\$591	\$604	\$563
Amount due to MWA	\$259,594	\$209,034	\$237,816	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b><i>If the District had not purchased additional water rights:</i></b>												
Overproduction				1,000	943	824	406	701	1,318	1,339	1,463	2,000
Amount due to MWA (savings due to purchase of additional water rig				\$425,000	\$422,464	\$398,816	\$209,090	\$389,756	\$761,804	\$791,349	\$883,652	\$1,125,775
12/2012 Purchased water rights from Meadowbrook Dairy				2,235								
07/2015 Purchased water rights from Aqua Capital				929								
Total additional water rights purchased				3,164								

Data obtained from Mojave Water Agency: <http://www.mojavewater.org/downloads.html> Main Volume, Attachment B

2022 2023 Budget Draft/MWA

\*Note: Sometimes other purveyors have unused FPA that they either carry-over for future use or can lease to other purveyors who may need the water that year.

## DISTRICT PROFILE

### History

In February 2008, the citizens of Phelan and Piñon Hills overwhelmingly voted to separate the Water, Parks and Recreation, and Street Lighting Districts from the County and create a Community Services District. The Phelan Piñon Hills Community Service District was established through an election on February 5, 2008. With an 81% approval rating. The voters approved the formation of the District as a consolidation of three Special Districts: Zone-L70 Water, CSA-9 Phelan Parks and Street Lighting and CSA56-F1 Piñon Hills Parks. In 2012 the District activated Solid Waste and Recycling services.

The consolidation enabled the communities to establish a form of self-governance while maintaining their individual rural integrity. The 1.28 square mile District is the largest Community Service District in San Bernardino County. In March 2008, the Phelan Piñon Hills Community Services District was formed (LAFCO Resolution 2994), with a five-member Board of Directors elected to govern the District.

### Governance

The District is governed by an elected, five-member Board of Directors. Board members are elected to a four year term, participating in the election process during odd years.

The Board of Directors' regularly scheduled meetings are on the first and third Wednesdays of each month at 6pm in the Phelan Community Center. Additionally, the Directors are assigned to at least two standing committees and some serve on ad hoc committees as needed. The committees have regularly scheduled monthly meetings for Engineering, Parks & Recreation, Government Affairs, and Finances. These meetings are open to the Public whom are encouraged to attend.

### District Services

The District provides the following within its service area:

- ◆ Water
- ◆ Park and Recreation
- ◆ Street Lighting
- ◆ Solid Waste and Recycling



Phelan Piñon Hills  
Community Services District

## BOARD OF DIRECTORS

	Term Expires	December
<b>Rebecca Kujawa</b> President	2024	
<b>Deborah Phillips</b> Vice President	2022	
<b>Kathleen Hoffman</b> Director	2022	
<b>Charlie Johnson</b> Director	2022	
<b>Mark Roberts</b> Director	2024	

## DISTRICT MANAGEMENT

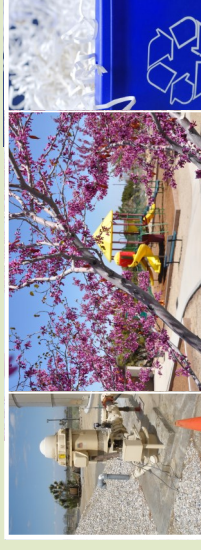
Donald Bartz	General Manager
Lori Lowrance	Assistant General Manager/CFO
Kim Ward	Human Resources Manager/Executive Secretary
George Cardenas	Engineering Manager
Sean Wright	Water Operations Manager

## MISSION STATEMENT

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

Please visit the District's website at [PPHCSD.ORG](http://PPHCSD.ORG) for additional information and upcoming events.

# 2022/2023 BUDGET



WATER  
PARKS AND RECREATION  
STREET LIGHTING  
SOLID WASTE AND RECYCLING



*Budget in Brief*



Phelan Piñon Hills Community Services District  
4176 Warbler Road, Phelan, CA 92371  
760-868-1212



# By the Numbers

## Phelan Piñon Hills Community Services District

### Water System:

Number of Pressure Zones	17
Miles of Water Main	353
Reservoirs	35
Wells	14
Booster Stations	25
Booster Pumps	69
Pressure Reducing Stations	32
Service Connections (Meters)	7,165

### Parks and Recreation Facilities:

Number of Parks	2
Number of Community Centers	2
Number of Senior Centers	2

### Street Lighting:

Number of Street Lights	92
Number of Lights at RR Crossings	1

### Solid Waste and Recycling:

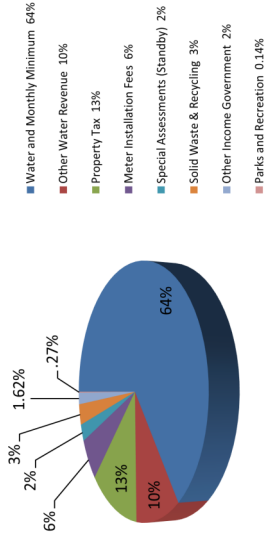
Number of Residential Customers	4,828
Number of Commercial Customers	105

### Misc. Statistical Information

Population	25,243
Service Area	128 square miles
Employees	26 Full Time , 1 Temp
Enterprise Fund Budget	\$9,459,996
Government Fund Budget	\$ 920,157
Capital Budget	\$ 305,300

# FY 2022/2023 Budget in Brief

## Resources



## "Where the Money Comes From"

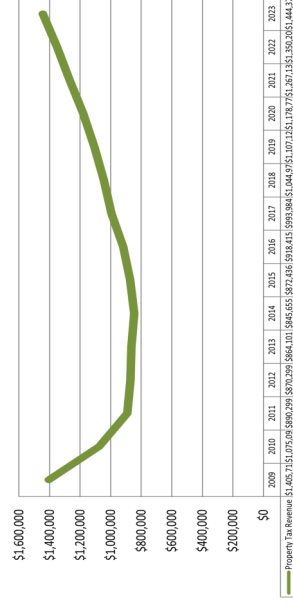
Revenue	2022/2023
Water and Monthly Minimum	\$7,786,089
Other Water Revenue	\$1,252,094
Property Tax	\$1,518,549
Meter Installation Fees	\$707,920
Special Assessments (Standby)	\$293,980
Solid Waste & Recycling	\$349,040
Other Income Government	\$196,398
Parks and Recreation	\$16,640
<b>TOTAL REVENUE</b>	<b>\$12,110,711</b>



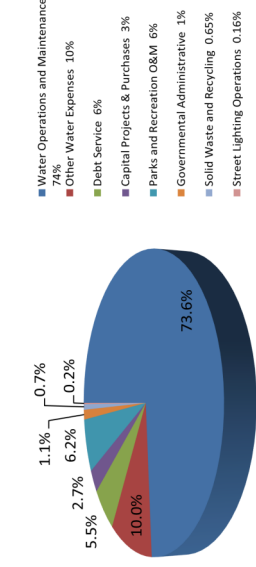
County's Share of General Tax Levy  
\$1,444,379 = 7 cents of each dollar

2022-2023 Budget Year - Finance and Budget Data/Property Tax Revenue

## Property Tax Revenue



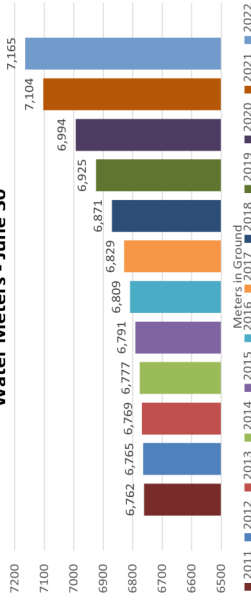
## Expenditures



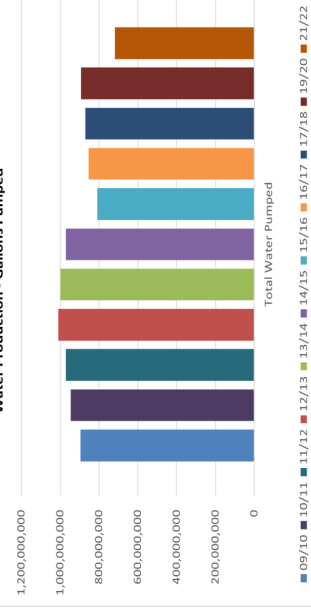
## "Where the Money Goes"

Expenditures	2022/2023
Water Operations and Maintenance	\$8,329,077
Other Water Expenses	\$1,130,919
Debt Service	\$625,392
Capital Projects & Purchases	\$305,300
Parks and Recreation O&M	\$699,319
Governmental Administrative	\$128,822
Solid Waste and Recycling	\$73,613
Street Lighting Operations	\$18,403
<b>TOTAL EXPENDITURES</b>	<b>\$11,310,845</b>

## Water Meters - June 30



## Water Production - Gallons Pumped







**PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT**

# **GLOSSARY OF ACRONYMS**

# **AND TERMS**

## GLOSSARY OF ACRONYMS

<b>AF</b>	Acre-Foot (of water)
<b>CAFR</b>	Comprehensive Annual Financial Report
<b>CalPERS</b>	California Employees Public Retirement System
<b>CIP</b>	Capital Improvement Program
<b>COLA</b>	Cost of Living Adjustment
<b>CPI</b>	Consumer Price Index
<b>CSMFO</b>	California Society of Municipal Finance Officers
<b>FTE</b>	Full Time Equivalent
<b>GAAP</b>	Generally Accepted Accounting Principles
<b>GASB</b>	Governmental Accounting Standards Board
<b>GIS</b>	Geographic Information System
<b>GFOA</b>	Governmental Finance Officers of America
<b>HCF</b>	Hundred Cubic Feet (of water)
<b>SCADA</b>	Supervisory Control and Data Acquisition System

## GLOSSARY OF TERMS

**Accrual** - The recognition of a revenue or expense in a current period even though the actual cash may not be received or paid until a following period.

**Accrual Basis of Accounting** - The accounting basis used by Phelan Piñon Hills Community Services District under which transactions are recognized when they occur, regardless of the timing of cash receipts and disbursements.

**Acre-foot (AF) of Water** - The volume of water that covers one acre to a depth of one foot; 43,560 cubic feet; 1,233.5 cubic meters; 325,872 gallons.

**Amortization** - Gradual reduction, redemption, or liquidation of the balance of an account according to a specified times and amounts.

**Appropriation** - An authorization granted by a legislative body to incur obligations and to make expenditures for specific purposes. This is usually time sensitive and must be used by a specific deadline.

**Assets** - Resources owned or controlled by the District with the expectation that it will provide future benefit. District assets include cash, receivables, inventory, water rights, and utility infrastructure.

**Audit** - An examination of the books and records of Phelan Piñon Hills Community Services District to determine financial status and results of operations (excess or loss).

**Balanced Budget** - The District considers a budget as balanced if there are sufficient net revenues to cover the cost of operations and debt service. The District will always adopt a budget that is balanced. The District considers a budget as fully funded if the budget is balanced and there is sufficient cash from operations to contribute the amounts necessary to fund the Operating Funds, the Capital Improvement Funds and the Rate Stabilization Funds as outlined in the District's Cash Reserve Policy. The District will strive toward a fully funded budget. If there is a revenue gap, the budget will indicate how and when this gap will be eliminated.

**Board of Directors** - The Phelan Piñon Hills Community Services District is governed by a Board, the members of which are elected by the voters within the District boundaries. The Board sets policy and provides overall leadership for Phelan Piñon Hills Community Services District including the mission, goals, priorities, and resource allocation.

**Budget** - A balanced financial plan for a given period of time, which includes appropriations and revenues which finance the various District funds. The District's budget is considered to be a spending plan and a policy guide.

**Budget Calendar** - The schedule of key dates or milestones which the District follows in the preparation, adoption, and administration of the budget.

**Budgetary Control** - The control of management in accordance with the approved budget to keep expenditures within the limitations of available appropriations and available revenues.

**California Society of Municipal Finance Officers (CSMFO)** – CSMFO is the preeminent resource for promoting excellence in government finance. Their mission is to serve all government finance professionals through innovation, collaboration, continuing education and professional development.

**CalPERS** - California Employees Public Retirement System.

**Capital Assets** - Physical assets used in operations that have initial useful lives of more than one year. District capital assets include land, buildings, improvements, vehicles, equipment, and infrastructure.

**Capital Contributions** - Amounts received that are often restricted for building or purchasing capital assets, or the receipt of an actual capital asset.

**Capital Equipment (Assets)** - Fixed assets such as vehicles, computers, equipment, technical instruments, etc., which have a life expectancy of more than one year and a value over \$5,000.

**Capital Improvement Program (CIP)** - A long range construction plan to be incurred each year over a number of years to meet the capital needs of the Phelan Piñon Hills Community Services District for the benefit of the community as a whole.

**Capital Improvement Projects** - Projects related to the construction, acquisition, and renovation of capital assets.

**Capital Project** - Major construction, acquisition, or renovation which increases the useful life of the District's assets or adds to the value of physical assets.

**Cash** - Legal tender held in bank accounts and marketable securities. Cash as reported on the balance sheet may also include assets that can be converted into cash immediately.

**Change in Fund Balance** - The increase or decrease from year to year in cash for a specific fund.

**Change in Net Assets** - The increase or decrease from year to year in Net Assets which are the sum total of assets less liabilities plus the change in the Statement of Revenues, Expenses and Changes in Net Assets.

**Charges for Services** - Fees and other charges to the users or recipients of goods and services the District provides, such as water service.

**Consumer Price Index (CPI)** - A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living or doing business (i.e., economic inflation).

**Debt Service** - The payment of interest and principal on amounts borrowed.

**Enterprise Fund** - A type of fund that separately accounts for goods and services provided by the District, generally on a user-charge basis. The District has a Water Enterprise.

**Expenditures** - The outflow of cash, a promise to pay, or other financial resources in return for goods and services that have been received.

**Expense** - The recognition on the Statement of Revenues, Expenses and Changes in Net Assets of a use of resources. Expenses may not match expenditures due to the accrual basis of accounting utilized by the District.

**Financial Statement** - A set of summary documents which pertain to financial information that consist of the following: Balance Sheet, Schedule of Revenues and Expenses, Statement of Cash Flows, and, in the District's case, various supplements, schedules, etc.

**Fiscal Year** - The typical period covered by an agency's budget and financial statements. The District operates on the 12-month fiscal year beginning July 1<sup>st</sup> and ending June 30<sup>th</sup> of every year.

**Fixed Asset** - An item of long-term character and/or of a significant set value. These include buildings, vehicles, certain office equipment, etc.

**Full-Time Equivalent (FTE)** – The sum of employees, including part-time staff, which total one full-time position. For example, two part-time employees who work 20 hours each, would equal one full-time equivalent.

**Fund** - A fiscal and accounting entity created by an agency for the purpose of tracking the finances of a particular activity or group of activities.

**Fund Balance** - Cash remaining after expenditures (including debt payments, capital expenditures and changes in working capital) are subtracted from receipts.

**Generally Accepted Accounting Principles (GAAP)** - Uniform minimum standards for guidelines for external financial accounting including the reporting of financial statements. GAAP encompasses the conventions, rules, and procedures that define accepted accounting principles. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB).

**Geographic Information System (GIS)** - An organized collection of computer hardware, software and geographic data designed to efficiently capture, store, update, manipulate, analyze, and display all forms of geographically referenced information.

**Government Fund** - A type of fund that separately accounts for goods and services provided by the District, generally on a user-charge basis. The District has Parks and Recreation, Street Lighting, and Solid Waste activities that are in the Government Fund.

**Governmental Accounting Standards Board (GASB)** - Their mission is to establish and improve standards of state and local governmental accounting and financial reporting that will result in useful information for users of financial reports.

**Governmental Finance Officers of America (GFOA)** - Their purpose is to enhance and promote the professional management of governments for the public benefit. The GFOA accomplishes this mission by identifying and developing financial policies and practices, and promoting them through education, training and leadership.

**Groundwater** - Water produced by pumping from underground.

**Hundred Cubic Feet (HCF)** - The unit measure that is used for water billing purposes. 1 HCF = Approximately 748 gallons.

**Infrastructure** - Especially long-lasting capital assets that are stationary, can be preserved for significantly greater periods than most capital assets, and typically are part of a large system of assets, such as water mains and sewers.

**Interest Expense** - The cost of using borrowed money; it is typically a percentage of principal. Interest costs paid by the Phelan Piñon Hills Community Services District on interest and debt service.

**Interest Income** - Income received by the District from cash and investments.

**Maintenance** - Activities that keep assets in good working order, but do not significantly increase the capacity or life of an asset.

**Meter** - An instrument of measuring the flow of water and providing service to an account.

**Net Change in Cash** - The remainder after expenditures (including debt payments, fund transfers, capital expenditures and changes in working capital) are subtracted from receipts; a positive number indicates an increase in cash, while a negative number indicates a decrease in cash.

**Net Revenue** - Revenue less expenses for the purpose of calculating the District's Pledged Revenue Coverage. This calculation does not include depreciation, amortization or interest expense related to external debt.

**Non-Operational Expense** - Expenses that are not attributed to operations, such as loan fees, interest expense, etc.

**Non-Operational Revenue** - Revenues that are not a result of revenue received for service provided or facilities utilized, such as interest income.

**Operating Expenses (or Expenditures)** - The costs of producing and providing goods and services. Electricity to pump water out of the ground, wages for personnel operating the system, fuel for vehicles assisting with customer accounts, etc.

**Operating Revenues (or Receipts)** - Fees and charges generated by the production and provision of goods and services to customers of the District. Water, community center rental fees, etc.

**Operational Expenses** - Same as Operating Expenses (or Expenditures) above.

**Operational Revenue** - Same as Operating Revenues (or Receipts) above.

**Pledged Revenue Coverage** - The ratio of net revenue to annual debt service. The District's debt obligations require that the District maintain at least a 1.10 ratio. New debt requires a 1.15 to 1.20 ratio.

**Policy** - Statement of principle or of guiding actions that imply clear commitment. Directional orders that set forth guidelines to meet goals and objectives.

**Principal** – The original amount borrowed, or the amount remaining after payments are made, for bonds, loans, or other debt instrument.

**Property Taxes** - The District receives approximately 7% (7 cents of each dollar) of the 1% property tax levied against parcels of land within the Phelan Piñon Hills Community Services District.

**Proprietary Funds** – There are two types of proprietary funds: enterprise funds and internal service funds. References in this document to proprietary fund(s) are enterprise fund(s). The District has one enterprise fund at this time: Water.

**Proposition 218** (aka Prop 218) - The legislation that was approved by California voters, in November of 1996 (now Articles XIII C and D of the California Constitution), that mandated certain rules, notification requirements, and protest hearings take place in order to implement or change taxes, assessments, and certain rates and fees. For the Phelan Piñon Hills Community Services

District, it set forth certain notification and protest hearing requirements in order to change water rates. The District exceeded these requirements in 2012 and 2013, when the District established multi-year rate changes after an extensive water rate study, multiple public meetings, multiple notices, and a protest hearing in February 2013.

**Recreation Fees** - Revenue received from day use and special events within the Parks & Recreation District.

**Reserve** - Amount in a fund used to meet cash requirements, emergency expenditures or other future defined requirements.

**Reserve Balance** - Current balance of specific funds that are set aside for future purposes and therefore cannot or should not be appropriated for general uses.

**Resolution** - Special or temporary order of a legislative body requiring less formality than a statute or ordinance.

**Revenue** - Income received to finance the operations of the Phelan Piñon Hills Community Services District.

**Salary & Benefits** - Salary and wage expenses paid by the District to employees for regular pay, sick pay, vacation pay, holiday pay, safety pay, overtime pay, and other miscellaneous pay. Benefits include payroll taxes (such as Medicare), workers compensation, group insurance (such as medical, dental, vision, and disability insurance) and retirement (such as CalPERS). This section also includes temporary, seasonal, and part time pay expenses. Note: The District does not participate in Social Security for employees who are members of CalPERS.

**Services & Supplies** - Accounts established that cover expenditures for most operating costs for departments and their programs.

**Special District** - Independent unit of local government organized to perform special & specific functions.

**Supervisory Control and Data Acquisition System (SCADA)** - The computer system that collects data, processes the data and allows operating personnel to take corrective actions. For the District, this system is used to track and monitor well activity, tank levels.

**Useful Life** - Period during which a capital asset is expected to be usable for District operations.

**Water Conservation** - Reducing the demand for water through activities that alter water use practices, e.g., improving efficiency in water use, and reducing losses of water from leaks.

**Water Quality** - The chemical, physical and biological characteristics of water with respect to its suitability for a particular purpose. The same water may be of good quality for one purpose or use, and bad for another, depending on its characteristics and the requirements for the particular use.

**Well** - A vertical drilled hole into an underground formation to obtain a source of water, to monitor ground water quality or to determine the position of the water table.

# Agenda Item 6c

Update on the Proposed Civic  
Center & Phelan Park Expansion  
Projects





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

## MEMORANDUM

**DATE:** June 1, 2022

**TO:** Board of Directors

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

**SUBJECT:** Update on the Proposed Civic Center & Phelan Park Expansion Project

---

### STAFF RECOMMENDATION

None

### BACKGROUND

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

### FISCAL IMPACT

None

### ATTACHMENT(S)

None

# Agenda Item 6d

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



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

## MEMORANDUM

**DATE:** June 1, 2022

**TO:** Board of Directors

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

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

---

### STAFF RECOMMENDATION

None

### BACKGROUND

Staff will update the Board on the status of negotiations for the consolidation of Sheep Creek Mutual Water Company.

### FISCAL IMPACT

None

### ATTACHMENT(S)

None



*Get the Scoop*

ON CONSOLIDATION

ICE CREAM SOCIAL  
AND TOWN HALL  
IN THE PARK

Join us for ice cream and a discussion about the possible consolidation of Phelan Piñon Hills Community Services District and Sheep Creek Mutual Water Company.

SATURDAY, JULY 23  
10 AM  
PHELAN PARK



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

# Agenda Item 7

Committee Reports/Comments

## **ENGINEERING COMMITTEE MEETING MINUTES**

May 11, 2022 – 4:00 p.m.  
Phelan Community Center  
4128 Warbler Road, Phelan, CA 92371  
& Remotely Via Zoom or Conference Call

**Board Members Present:** Mark Roberts, Director (Chair)  
Kathy Hoffman, Director  
Charlie Johnson (non-participating)

**Board Members Absent:** None

**Staff Present:** Don Bartz, General Manager  
Sean Wright, Water Operations Manager  
Chris Cummings, Water Operations Assistant Manager  
George Cardenas, Engineering Manager  
Tony De La Rosa, Engineering Technician  
Jennifer Oakes, Executive Management Analyst  
Aimee Williams, Administrative Technician II

**Guests/Public:** None

### **Call to Order**

Director Roberts called the meeting to order at 4:00 p.m.

### **Roll Call**

All Committee Members were present at Roll Call.

- 1) **Approval of Agenda**  
Director Hoffman moved to approve the Agenda. Director Roberts seconded the motion. Motion passed unanimously.
- 2) **Public Comment** – None
- 3) **Approval of Minutes**  
Director Hoffman moved to approve the Minutes. Director Roberts seconded the motion. Motion passed unanimously.
- 4) **Oeste Recharge Study Project**  
Nothing new to report.
- 5) **Discussion Regarding Water System**
  - **Pumps and Wells Services Agreement**
  - **10-Year Tank Rehabilitation & Maintenance Service**
  - **Water Quality**

- **Service Line Replacement Program Update**
- **Other Repairs/Replacements/Updates/Maintenance**

Mr. Wright provided an update on the water system. The SCADA server was recently completed and updated. Tank 1A3 interior coating has been completed. Approximately 39% of the District's meters have been updated to new Sensus meters. He stated the Wilson Ranch pipeline protection project was completed and drone footage of the project will go to the Board meeting next week.

6) **Smithson Springs Update**

Mr. Wright reported that the flow is 2.5gpm at the upper weir and 2gpm at the lower weir.

7) **State Regulations Update**

Ms. Oakes provided a handout and discussed state requirements for reporting water demand. A preliminary report is due to the state on June 1st; final report is due July 1st. Stage II water conservation measures were discussed, and information will go to the Board next week.

NOTE: The meeting handout is available on the District's website.

8) **Review of Current Projects**

- **Pressure Zone 6**

Mr. Cardenas reported that a mainline extension on Pinon Hills Road is scheduled for next fiscal year. Nothing further to report.

- **New Well No. 15**

Mr. Cardenas reported there will be a public hearing regarding CEQA and an agenda item regarding the contract for drilling Well No. 15 at next week's Board meeting.

9) **Staff Reports**

Nothing further to report.

10) **Review of Action Items**

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

11) **Set Agenda for Next Meeting** – June 8, 2022

12) **Adjournment**

With no further business before the Committee, the meeting adjourned at 4:25 p.m.

Agenda materials can be viewed online at <https://www.pphcsd.org>

## **SPECIAL LEGISLATIVE COMMITTEE MEETING MINUTES**

May 12, 2022

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

**Board Members Present:** Deborah Philips, Chair/Vice President  
Kathy Hoffman, Director

**Board Members Absent:** None

**Staff Present:** Kim Ward, HR Manager/Executive Secretary  
Aimee Williams, Administrative Technician II

**Guests/Public:** None

### **Call to Order**

Vice President Philips called the meeting to order at 3:00 p.m.

### **Roll Call**

All Committee Members were present at Roll Call.

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

Director Hoffman moved to approve the Agenda. Vice President Philips seconded the motion. Motion passed unanimously.

#### **2) Public Comment – None.**

#### **3) Approval of Minutes**

Vice President Philips moved to approve the Minutes. Director Hoffman seconded the motion. Motion passed unanimously.

#### **4) Update from Representatives**

- **Congress**

Hayden Bartz, Field Representative for Congressman Obernolte's office, discussed gas prices, inflation, and illegal immigration, and the bills that Congressman Obernolte supports related to these issues.

- **County Supervisor**

Sam Shoup, Field Representative for Supervisor Cook, thanked Assemblyman Smith's and Congressman Obernolte's offices for their support on marijuana enforcement and harsher penalties for illegal marijuana grows. He also thanked the Sheriff's Department and Marijuana Enforcement Team (MET) for their continued efforts with Operation Hammerstrike. He reported that the county was involved in a combined Off Highway Vehicle (OHV) education effort with the Sheriff Department,



Bureau of Land Management (BLM), Hesperia Parks Department, and other agencies to notify OHV enthusiasts of safety regulations and legal OHV riding areas. He noted that ballots went out and should be arriving soon.

- **State Assembly**

Kassie Vickers, Field Representative for Assemblyman “Smitty” Smith, reported that the United States Adaptive Recreation Center (USARC) was awarded Nonprofit of the Year. She discussed current bills related to abortion (AB2232), penalties and fines for illegal marijuana grows (AB 2728), and state contractors licensing fee reduction for veterans (AB 2105). She noted that gas prices are up nearly 40% from last year and stated that Assemblyman Smith is opposed to Governor Newsom’s gas tax rebates; says drivers should pay less at the pump.

5) **Staff Reports/Committee Comments**

Ms. Ward reported that she attended the county meeting regarding Joshua trees and letters of support were requested. Staff will draft and submit a support letter on behalf of the District.

6) **Review of Action Items**

- a) **Prior Meeting** – None
- b) **Current Meeting** – Letter of support regarding Joshua trees

7) **Set Agenda for Next Meeting** – August 11, 2022

8) **Adjournment**

With no further business before the Committee, the meeting adjourned at 3:20 p.m.

Agenda materials can be viewed online at <https://www.pphcsd.org>

# Agenda Item 8

Staff & General Manager's Report

# Agenda Item 9

Director Reports

# Agenda Item 10

Correspondence/Information

# BILLING SCHEDULE



## JUNE 2022

**June 1**

- Bills mailed for **May 2022** charges

**June 14**

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

**June 15**

-Disconnection date for **April 2022** bill

**June 22**

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



## JULY 2022

**July 1**

- Bills mailed for **June 2022** charges

**July 18**

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

**July 19**

-Disconnection date for **May 2022** bill

**July 25**

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



## AUGUST 2022

**August 1**

- Bills mailed for **July 2022** charges

**August 15**

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

**August 16**

-Disconnection date for **June 2022** bill

**August 22**

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



Effective July 1, 2022 credit card fee will increase to \$3.00

Holiday Closures

Fourth of July-Monday, July 4, 2022

# Now it's easier than ever to pay Your Bill

Take advantage of all of our payment options to ensure you don't miss a payment.

And follow us on Facebook to stay up to date on when your bill is due!

**Did you know?** Effective July 1, 2022 the convenience fee for use of a credit/debit card will be increased from \$2 to \$3. You can avoid this fee by setting up auto pay using your bank account. Call today or visit our website for more information.



**Auto Pay-** Establish a recurring monthly payment using your Visa\*, Mastercard\*, Discover Card\*, or your bank account.



**Pay by Phone-** We now offer the option of paying your bill over the phone with your credit card\*. Simply call 760-868-1212 and select option 1.



**Pay Online-** You can pay your bill online at your convenience at [pphcsd.org](http://pphcsd.org).



**Pay in Person or By Mail-** You may always pay in our office or by mail. We accept cash, check, and credit cards\*.

**\*A \$3 convenience fee applies to all credit card payments effective July 1, 2022.**



760-868-1212  
[www.pphcsd.org](http://www.pphcsd.org)

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



Phelan Piñon Hills CSD

Invites Everyone to Come for...

Family Faves.

# MOVIE NIGHTS IN THE PARK

Every Friday Night at Dusk

Phelan Community Park  
June 10 - September 16

Co-hosted by the Tri-Community Kiwanis

**June 10**  
Encanto

**June 17**  
The Greatest Showman

**June 24**  
Lego Batman Movie

**July 1**  
The Princess Bride

**July 8**  
Up

**July 15**  
Enchanted

**July 22**  
Ron's Gone Wrong

**July 29**  
School of Rock

**Aug. 5**  
The BFG

**Aug. 12**  
Mary Poppins Returns

**Aug. 19**  
Megamind

**Aug. 26**  
Jumanji (1995)

**Sept. 2**  
Emperor's New Groove

**Sept. 9**  
Wonder

**Sept. 16**  
Clifford the Big Red Dog

FREE



Phelan Piñon Hills CSD Parks and Recreation

# UPCOMING

## SUMMER FUN

Check Out Our  
Upcoming Events  
this Summer!



### Wednesdays



#### Kids Baking Classes

June 22, July 20, and August 3: 10am-12pm  
Come learn how to make pretzels, ice cream,  
and rocky road cookies! Kids ages 5 and up  
are welcome! Phelan Community Center -  
RSVP Required

### Thursdays



#### Painting in the Park

Every Thursday, June 16 - July 28  
Ages 5-12: 9 am  
Ages 13 & Up: 11 am  
Phelan Community Park - RSVP Required

### Thursdays



#### Kids Archery Lessons

Every Thursday, June 16 - July 28  
9am - 11am  
West corner of Cayucos and Sheep Creek Rd  
Hosted by Mojave Archers

### Fridays



#### Dance in the Park

Every Friday, June 17 - July 29  
10am - 11:30am  
All ages welcomed  
Hosted by Miss Tanya's Dance Studio

### Fridays



#### Movies in the Park

Every Friday at Dusk, June 10 - Sept. 16  
Hosted by the Tri-Community Kiwanis

### Varied



#### Jr. Ninja Warrior Classes

June 14, June 21, and June 28  
9am - Ages 4-8  
10am - Ages 9-15  
Held at High Desert Gymnastics/Soaring High  
Academy  
Call: 760-868-4747

For more  
information and  
to RSVP:  
760-868-1212  
or  
[www.pphcsd.org](http://www.pphcsd.org)





PHELAN PIÑON HILLS  
COMMUNITY SERVICES  
DISTRICT

# Town Hall and Ice Cream Social in the Park

SATURDAY  
AUGUST 6, 2022  
PHELAN PARK  
10:00 AM



## Meet Your Representatives



*Join us for ice cream with your  
representatives and neighbors.*



TOWN HALL AND  
ICE CREAM SOCIAL  
IN THE PARK



**Jay Obernolte**  
Congressman



**Shannon Dicus**  
Sheriff



**Paul Cook**  
County Supervisor



**Thurston  
"Smitty" Smith**  
Assemblyman



**Rosilicie  
Ochoa Bogh**  
Senator

### PPHCSD Board of Directors

Rebecca Kujawa  
Deborah Philips  
Kathy Hoffman  
Charlie Johnson  
Mark Roberts

For more details, contact us:  
**760-868-1212**  
[www.pphcsd.org](http://www.pphcsd.org)

# Agenda Item 11

Review of Action Items

# Agenda Item 12

Set Agenda for Next Meeting