



BOARD PACKAGE

June 26, 2024

Regular Board Meeting – 5:00 p.m.

REGULAR BOARD MEETING AGENDA

June 26, 2024 – 5:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Via Conference Call (see below)

REGULAR BOARD MEETING – 5:00 P.M.

Call to Order – Pledge of Allegiance

Roll Call

1) **Approval of Agenda**

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

a) **General Public**

b) **Community Reports**

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

3) **Consent Items**

- a) Approval of Minutes
- b) Approval of Board Stipends/Reimbursements
- c) Approval of Contractor Payments
- d) Acceptance of May Disbursements
- e) Adoption of Workplace Violence Prevention Plan

4) **Matters Removed from Consent Items**

5) **Presentations/Appointments – None**

6) **Continued/New Agenda Items**

- a) Discussion & Possible Approval of Resolution No. 2024-09; Establishing an Appropriations Limit for Fiscal Year 2024/2025
- b) Public Hearing on the 2024/2025 Budget
 1. Secretary's Report
 2. Attorney's Report on Action Taken Prior to this Hearing
 3. Staff's Report



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

4. Public Comments, Protests, and Objections
 - a. Any person may address the Board on the Budget
 - b. Staff responses to comments, protests, and objections
 - c) Discussion & Possible Adoption of Resolution No. 2024-10; Adopting the Budget for Fiscal Year Ending June 30, 2025
 - d) Discussion & Possible Action Regarding Contract Amendment for Bid Support Services with Wallace Group
 - e) Update on the Civic Center and EOC Project, Park Expansion Project, and Park Enhancement Project
- 7) **Committee Reports/Comments**
- a) Engineering Committee (Standing)
 - b) Finance Committee (Standing)
 - c) Legislative Committee (Standing)
 - d) Parks, Recreation & Street Lighting Committee (Standing)
 - e) Waste & Recycling Committee (Standing)
- 8) **Staff and General Manager’s Report**
- 9) **Reports**
- a) Director’s Report
 - b) President’s Report
- 10) **Correspondence/Information**
- 11) **Review of Action Items**
- a) Prior Meeting Action Items
 - b) Current Meeting Action Items
- 12) **Set Agenda for Next Meeting**
- Regular Board Meeting – July 10, 2024
- 13) **Recess to Closed Session**
 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
 Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2)
 One potential case
- 14) **Return to Open Session** – Announcement of Reportable Action
- 15) **Adjournment**

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

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

Remote Viewing:

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

[PPHCSD YouTube Channel Link](#)

Remote Participation:

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

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

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

Written Comments:

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

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

Agenda Item 3a

Approval of Board Minutes

REGULAR BOARD MEETING MINUTES

May 22, 2024 – 5:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Chuck Hays, President
Greg Snyder, Vice President
Rebecca Kujawa, Director
Mark Roberts, Director

Board Members Absent: Deborah Philips, Director

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

District Counsel: Steve Kennedy, General Counsel

SPECIAL BOARD MEETING – 5:00 P.M.

Call to Order

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

Roll Call

All Directors but Director Philips were present at roll call.

1) Approval of Agenda

Director Roberts moved to approve the Agenda. Director Snyder seconded the motion. Motion carried 4-0.

2) Public Comment

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

3) Consent Items

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

4) Matters Removed from Consent Items – None

5) **Presentations/Appointments** – None

6) **Continued/New Agenda Items**

a) **Discussion & Possible Action Regarding Affiliation Agreement Between San Bernardino County Superintendent of Schools and the District for Work Experience Program**

Staff Recommendation: For the Board to approve the Affiliation Agreement Between San Bernardino County Superintendent of Schools and the District for Work Experience Program.

Ms. Sevy introduced this item.

President Snyder moved to approve the Affiliation Agreement Between San Bernardino County Superintendent of Schools and the District for Work Experience Program. Director Snyder seconded the motion. Motion carried 4-0.

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

Staff Recommendation: None

Mr. Cardenas provided an update on this item.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Engineering Committee (Standing)** – Met last week. Discussed water system updates and repairs.
- b) **Finance Committee (Standing)** – Met May 9th. Reviewed disbursements and quarterly financials.
- c) **Legislative Committee (Standing)** – Meets in June.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Met last week. Reviewed upcoming summer activities and discussed improvements needed at the Piñon Hills Fire Station.
- e) **Waste & Recycling Committee (Standing)** – Met last week. Received an update on uniform collection and reviewed changes to the draft franchise agreement.

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

Nothing further to report.

9) **Reports**

a) **Director's Report**

Roberts – Nothing to report.

Kujawa – Nothing to report.

Snyder – Attended ACWA conference. The governor made a surprise visit and discussed his commitment to do something with the water infrastructure in the Bay/Delta area.

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

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

11) **Review of Action Items**

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

12) **Set Agenda for Next Meeting**

- Regular Board Meeting – June 12, 2024

15) **Adjournment**

With no further business before the Board, the meeting was adjourned at 5:19 p.m.

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

Chuck Hays, President of the Board

Date

Kim Sevy, HR & Solid Waste Manager/District Clerk

Date

Agenda Item 3b

Approval of Board
Stipends/Reimbursements

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2024

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

Meeting No. 1:

Date of Meeting/Event: Tuesday, April 02, 2024
Expense Description/Business Purpose: Dairy Adhoc
Charge Amount: \$120
Mileage (Distance):

Meeting No. 2:

Date of Meeting/Event (2): Wednesday, April 03, 2024
Expense Description/Business Purpose (2): Board Budget Workshop
Charge Amount (2): \$120
Mileage (Distance) (2):

Meeting No. 3:

Date of Meeting/Event (3): Thursday, April 04, 2024
Expense Description/Business Purpose (3): Well 15 Dedication
Charge Amount (3): \$120
Mileage (Distance) (3):

Meeting No. 4:

Date of Meeting/Event (4): Friday, April 19, 2024
Expense Description/Business Purpose (4): Regular Board Meeting
Charge Amount (4): \$120
Mileage (Distance) (4):

Meeting No. 5:

Date of Meeting/Event (5): Sunday, April 14, 2024
Expense Description/Business Purpose (5): Special District Leadership Academy
Charge Amount (5): \$120
Mileage (Distance) (5): 150

Meeting No. 6:

Date of Meeting/Event (6): Monday, April 15, 2024
Expense Description/Business Purpose (6): Special District Leadership Academy
Charge Amount (6): \$120
Mileage (Distance) (6):

Meeting No. 7:

Date of Meeting/Event (7): Tuesday, April 16, 2024
Expense Description/Business Purpose (7): Special District Leadership Academy
Charge Amount (7): \$120
Mileage (Distance) (7):

Meeting No. 8:

Date of Meeting/Event (8): Wednesday, April 17, 2024
Expense Description/Business Purpose (8): Special District Leadership Academy
Charge Amount (8): \$120
Mileage (Distance) (8): 150

Meeting No. 9:

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

Meeting No. 10:

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

Other Expenses:

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

Certification:

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

Greg Snyder

Reimbursement Summary:

TOTAL MILEAGE:	300.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$201.00
TOTAL MEETINGS:	8
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$960.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$1,161.00

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2024

Name: Chuck Hays
Email Address: chays@pphcsd.org
Current Date: May 30, 2024
Reimbursement Month: May

Meeting No. 1:
Date of Meeting/Event: Wednesday, May 01, 2024
Expense Description/Business Purpose: Review of ERIP Ad-Hoc
Charge Amount: \$120
Mileage (Distance): 0

Meeting No. 2:
Date of Meeting/Event (2): Monday, May 06, 2024
Expense Description/Business Purpose (2): Agenda Review with GM
Charge Amount (2): \$120
Mileage (Distance) (2): 6.4

Meeting No. 3:
Date of Meeting/Event (3): Wednesday, May 08, 2024
Expense Description/Business Purpose (3): Board Meeting
Charge Amount (3): \$120
Mileage (Distance) (3): 6.4

Meeting No. 4:
Date of Meeting/Event (4): Thursday, May 09, 2024
Expense Description/Business Purpose (4): Special Finance Committee
Charge Amount (4): \$120
Mileage (Distance) (4): 6.4

Meeting No. 5:
Date of Meeting/Event (5): Tuesday, May 14, 2024
Expense Description/Business Purpose (5): Discussion with District General Counsel
Charge Amount (5): \$120
Mileage (Distance) (5): 0

Meeting No. 6:
Date of Meeting/Event (6): Wednesday, May 15, 2024
Expense Description/Business Purpose (6): Solid Waste Committee
Charge Amount (6): \$120
Mileage (Distance) (6): 6.4

Meeting No. 7:
Date of Meeting/Event (7): Tuesday, May 21, 2024
Expense Description/Business Purpose (7): Discussion with District General Counsel
Charge Amount (7): \$120
Mileage (Distance) (7): 0

Meeting No. 8:
Date of Meeting/Event (8): Wednesday, May 22, 2024
Expense Description/Business Purpose (8): Board Meeting
Charge Amount (8): \$120
Mileage (Distance) (8): 6.4

Meeting No. 9:
Date of Meeting/Event (9): Tuesday, May 28, 2024
Expense Description/Business Purpose (9): Discussion with District Legal Counsel
Charge Amount (9): \$120
Mileage (Distance) (9): 0

Meeting No. 10:
Date of Meeting/Event (10): Wednesday, May 29, 2024
Expense Description/Business Purpose (10): Discussion with District Legal Counsel
Charge Amount (10): \$120
Mileage (Distance) (10): 0

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

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

Charles Hays

Reimbursement Summary:	
TOTAL MILEAGE:	32.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$21.44
TOTAL MEETINGS:	10
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$1,200.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$1,221.44

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2024

Name: Deborah Philips
Email Address: dphilips@pphcsd.org
Current Date: June 3, 2024
Reimbursement Month: May

Meeting No. 1:

Date of Meeting/Event: May 7th
 Expense Description/Business Purpose: CR&R Tour
 Charge Amount: \$120
 Mileage (Distance): 142

Meeting No. 2:

Date of Meeting/Event (2): May 8th
 Expense Description/Business Purpose (2): Board Meeting
 Charge Amount (2): \$120
 Mileage (Distance) (2): 10

Meeting No. 3:

Date of Meeting/Event (3): May 15th
 Expense Description/Business Purpose (3): Solid Waste and Recycling Committee
 Charge Amount (3): \$120
 Mileage (Distance) (3): 10

Meeting No. 4:

Date of Meeting/Event (4): May 20th
 Expense Description/Business Purpose (4): California Special Districts Association Legislative Days
 Charge Amount (4): \$120
 Mileage (Distance) (4): 40 (Pick up rental car)

Meeting No. 5:

Date of Meeting/Event (5): May 21st
 Expense Description/Business Purpose (5): California Special Districts Association Legislative Days
 Charge Amount (5): \$120
 Mileage (Distance) (5): 0

Meeting No. 6:

Date of Meeting/Event (6): May 22nd
 Expense Description/Business Purpose (6): California Special Districts Association Legislative Days
 Charge Amount (6): \$120
 Mileage (Distance) (6): 0

Meeting No. 7:

Date of Meeting/Event (7): May 23rd
 Expense Description/Business Purpose (7): Meeting with Senator Ochoa Bogh Chief of Staff
 Charge Amount (7): \$120
 Mileage (Distance) (7): 40 (Drop off rental car)

Meeting No. 8:

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

Meeting No. 9:

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

Meeting No. 10:

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

Other Expenses:

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

Certification:

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

Deborah Philips

Reimbursement Summary:

TOTAL MILEAGE:	242.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$162.14
TOTAL MEETINGS:	7
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$840.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$1,002.14

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2024

Name: Rebecca Kujawa
Email Address: rkujawa@pphcsd.org
Current Date: May 22,2024
Reimbursement Month: May

Meeting No. 1:
Date of Meeting/Event: Wednesday, May 08, 2024
Expense Description/Business Purpose: Regular Board Meeting
Charge Amount: \$120
Mileage (Distance): 0

Meeting No. 2:
Date of Meeting/Event (2): Monday, May 13, 2024
Expense Description/Business Purpose (2): ASBCSD Board Meeting
Charge Amount (2): \$120
Mileage (Distance) (2): 0

Meeting No. 3:
Date of Meeting/Event (3): Tuesday, May 14, 2024
Expense Description/Business Purpose (3): Park Committee Meeting
Charge Amount (3): \$120
Mileage (Distance) (3): 0

Meeting No. 4:
Date of Meeting/Event (4): Wednesday, May 15, 2024
Expense Description/Business Purpose (4): Engineering Committee Meeting
Charge Amount (4): \$120
Mileage (Distance) (4): 0

Meeting No. 5:
Date of Meeting/Event (5): Wednesday, May 22, 2024
Expense Description/Business Purpose (5): Regular Board Meeting
Charge Amount (5): \$120
Mileage (Distance) (5): 0

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

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

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

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

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

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

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

Rebecca Kujawa

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

Agenda Item 3c

Approval of Contractor
Payments

Payment Approval Form - Contract/Consultant

Date: 5/23/2024

Name of Vendor: Lilburn Corporation

Description of work: Phelan Civic Center NEPA for EOC

Purchase Order # PO-05829

Date of Board Approval February 28, 2024

Original Approved Amount: \$ 48,500.00

Total Contract Amount \$ 48,500.00

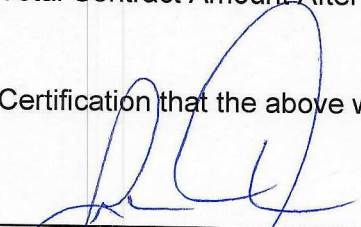
% Completed to Date 39%

Total Invoiced to Date \$19,030.00

Total Due this Invoice \$5,425.00

Total Contract Amount After Invoice: \$ 29,470.00

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



Engineering Manager 6/4/24
Date



General Manager 6/4/24
Date

Approved by Board of Directors: _____

Date

LILBURN CORPORATION

INVOICE

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

No. 24-0538

TO: Phelan Pinon Hills Community Services
 Attn: George Cardenas
 4176 Warbler Road
 Phelan, CA 92329
 email: gcardenas@pphcsd.org

Invoice Date: May 23, 2024
 Project No.: 1556
 Auth. No.: PO-05829
Due: June 22, 2024*

PHELAN CIVIC CENTER NEPA FOR EOC

Invoice Period: April 22 - May 19, 2024

<i>Professional Services:</i>	Hours	Rate	Total
Task 1: Proposed Action Alternative			
Task 1 Total			\$ -
Task 2: NEPA Document			
Principal	6.00	\$245.00	\$ 1,470.00
Environmental Analyst	31.00	\$110.00	\$ 3,410.00
Expenses			
Task 2 Total			\$ 4,880.00
Task 3: Project Management & Meetings			
Principal	2.00	\$245.00	\$ 490.00
Environmental Analyst	0.50	\$110.00	\$ 55.00
Task 3 Total			\$ 545.00

DESCRIPTION	NEPA - Civic Center Project	June 3, 2024
	GL ACCT #	AMT
	CO002	\$5,425.00

NOTES Lilburn Corp.
for FEMA Grant EOC Funding

Invoice #: 24-0538

PO # 05829 GEN MANAGER _____
 DEPT MANAGER [Signature] ADMIN MANAGER _____

CONTRACT SUMMARY	
Contract Amount	\$48,500.00
Prior Billed	\$13,605.00
This Invoice	\$5,425.00
Total Billed	\$19,030.00
Remaining	\$29,470.00

TOTAL AMOUNT DUE \$ 5,425.00

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



PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT PURCHASE ORDER

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

PO Number: PO-05829

Date: 03/05/2024

Request #: PO-05829

Vendor #: LILBURN

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

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

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Civic Center FEMA EOC - NEPA St Lilburn Corp. Prepare NEPA Document for Emergency Operations Center CEQA document has been approved by San Bernardino County 1st version of draft EA - 2 months Completion in 3 months from the date of authorization to proceed. Amount not to exceed: \$48,500	C0002		01-0-0-17000	CIP Enterprise Fun	48,500.00

Requested By: George Cardenas

Date: 3/5/2024

SUBTOTAL:	48,500.00
TOTAL TAX:	0.00
SHIPPING:	17 0.00
TOTAL	48,500.00

Payment Approval Form - Contract/Consultant

Date: 6/4/2024

Name of Vendor: Tom Dodson & Associates

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

Purchase Order # PO-05528

Date of Board Approval June 14, 2023

Original Approved Amount: \$ 32,000.00

Total Contract Amount \$ 32,000.00

% Completed to Date 79%

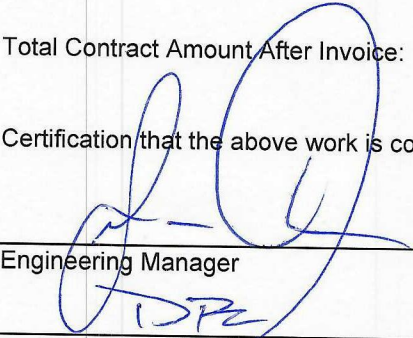
Total Invoiced to Date \$25,159.70

Amount Paid to Date 23,323.62

Total Due this Invoice **\$1,836.08**

Total Contract Amount After Invoice: \$ 6,840.30

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

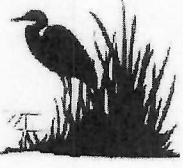


Engineering Manager 6/4/24
Date

General Manager 6/4/24
Date

Approved by Board of Directors: _____
Date

TOM DODSON & ASSOCIATES
 PO Box 2307
 San Bernardino, CA 92406
 Tel: (909) 882-3612



Invoice

DATE	INVOICE NO.
5/20/24	PPH-127-9

BILL TO

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

PROJECT TITLE

CEQA for proposed 1.5 MG Tank
 PO#5528

DUE DATE
 6/19/24

DESCRIPTION	HOURS	RATE	AMOUNT
Env. Specialist II			
4/29 - CEQA support	2	115.00	230.00
4/30 - CEQA support	3	115.00	345.00
5/1 - CEQA support	0.5	115.00	57.50
5/2 - CEQA support	2	115.00	230.00
Admin / WP / Graphics			
4/30 - Initial Study	1.75	55.00	96.25
5/1 - Initial Study	0.5	55.00	27.50
5/2 - Initial Study	1	55.00	55.00
ODCs			
FedEx Postage			
USPS Postage (priority)		46.77	46.77
Newspaper notice (The Sun) 5/6/24		78.80	78.80
		669.26	669.26

SUMMARY AS OF MAY 15, 2024 (PPH-127)

Contract Amount	\$32,000.00
Previously Invoiced	\$23,323.62
This Invoice	\$1,836.08
Total Invoiced To Date	\$25,159.70
Amount Paid	\$23,323.62
Invoiced Amount Outstanding	\$1,836.08
Balance on Contract	\$6,840.30

DESCRIPTION CEQA - Proposed 6A tank May 20, 2024
 GL ACCT # _____ AMT 1836.08
 NOTES Tom Dodson and Associates
Proposed 1.5 MG tank
IS and CEQA Support / Advertisement / USPS
Amount: \$32,000 - balance after 5/20 invoice - \$6,840.30
 PO # 5528 GEN MANAGER _____
 DEPT MANAGER [Signature] ADMIN MANAGER _____

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

Tom Dodson

Total

19
\$1,836.08

DAILY JOURNAL CORPORATION
CALIFORNIA NEWSPAPER SERVICE BUREAU

P.O. Box 54026 LOS ANGELES CALIFORNIA 90054-0026
 PHONE: (213) 229-5300 FAX (213) 229-5481
 FEDERAL TAX ID:95-4133299

LEGAL ADVERTISING
INVOICE

Invoice Number B3809522	Date 5/6/2024
Customer Account Number 1124133897	
Customer Payment Reference	
Special Project	

Ordered by:
 CHRISTINE CAMACHO
 TOM DODSON & ASSOCIATES
 PO BOX 2307
 SAN BERNARDINO, CA 92406 USA

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Type	Order No	Description	Amount
Invoice	B3809522	PPH-127 NOA GPN GOVT PUBLIC NOTICE 89900 SAN BERNARDINO COUNTY SUN 05/06/2024 \$ 3.07 ** 109 AgateLines * 2 Cols * 1 Ins	669.26 669.26

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Christine Camacho
TOM DODSON & ASSOCIATES
PO BOX 2307
SAN BERNARDINO, CA - 92406-2307

SB #: 3809522

**Notice of Availability and
Intent to Adopt a Mitigated
Negative Declaration
for the Phelan Piñon Hills
Community Services District
Reservoir 6A-2 Project**

The Phelan Piñon Hills Community Services District (PPHCS or District) has prepared an Initial Study for the Phelan Piñon Hills Community Services District Reservoir 6A-2 Project, which recommends that a Mitigated Negative Declaration (MND) be issued, and the District has authorized the release of the proposed Mitigated Negative Declaration for public review and comment for the above project.

The District seeks to install a 1.5 million gallon (MG) reservoir at the District's existing Reservoir 6A site. The proposed 1.5 MG Reservoir 6A-2 would be installed within Assessor's Parcel Numbers (APNs) 3037-071-06 and 3037-071-08, which are owned by the District. The size of the whole of the project site, inclusive of the existing 0.4 MG Reservoir 6A, is 1.01 acres, but the area of disturbance is anticipated to be less than one acre as no modifications to the existing Reservoir 6A are proposed. The purpose of the proposed project is to provide additional storage capacity for pressure zone 6. The new reservoir will also allow for the existing reservoir to be taken out of service when required for routine maintenance.

The District has prepared an Initial Study (IS) and MND to evaluate the project impacts and has concluded the project will not have any significant negative impacts on the environment upon implementation of the recommended mitigation measures.

A copy of the Initial Study and all other material which constitutes the record of proceedings upon which the District based its decision to adopt this MND may be obtained at the District's website (<https://www.pphcsd.org/>) and in person at office at 4176 Warbler Road, Phelan, California 92371. The CEQA-required public review period of the Initial Study/Mitigated Negative Declaration begins May 6, 2024 and ends on June 5, 2024 (30-days). Written comments on the Initial Study should be submitted to George Cardenas at the mailing address listed above no later than June 5, 2024 by 5:00 PM. Mr. Cardenas may be contacted at GCardenas@pphcsd.org or (760) 868-1212.

The District Board will notice the public when a Hearing date is scheduled. The technical and

PROOF OF PUBLICATION

(2015.5 C.C.P.)

State of California)
County of SAN BERNARDINO) ss

Notice Type: GPN - GOVT PUBLIC NOTICE

Ad Description:
PPH-127 NOA

I am a citizen of the United States and a resident of the State of California; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the printer and publisher of the SAN BERNARDINO COUNTY SUN, a newspaper published in the English language in the city of SAN BERNARDINO, county of SAN BERNARDINO, and adjudged a newspaper of general circulation as defined by the laws of the State of California by the Superior Court of the County of SAN BERNARDINO, State of California, under date 06/27/1952, Case No. 73081. That the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

05/06/2024

Executed on: 05/06/2024
At Riverside, California

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Signature



* A 0 0 0 0 0 6 7 5 8 9 6 7 *

environmental issues related to this project may be discussed at this meeting. Please contact Mr. George Cardenas if you have questions regarding the PPHCSD's review process for considering the IS/MND.

5/6/24

SBS-3809522#



PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT PURCHASE ORDER

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

PO Number: PO-05528

Date: 07/01/2023

Request #: PO-05528

Vendor #: TOMDOD

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

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

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Proposed 1.5 MG Reservoir - CEQ CEQA complianc proposed IS/MND Technical studies: Air Quality Biological Cultural Resources \$17,000 Intial Study (IS) \$15,000 Services not to exceed \$32,000	C0109		01-0-0-17000	CIP Enterprise Fun	32,000.00

Requested By: George Cardenas **Date:** 7/1/2023

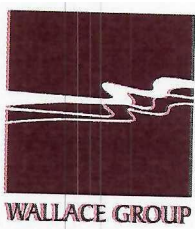
SUBTOTAL:	32,000.00
TOTAL TAX:	0.00
SHIPPING:	23 0.00
TOTAL	32,000.00

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
65% Design Development	138,362.50	0.3903	0.00	540.00
Total Fee	138,362.50		0.00	540.00
	Total Fee			540.00
			Total this Phase	\$540.00
			Total this Invoice	\$1,881.25

DESCRIPTION Phelan Park Expansion Design May 23, 2024
GL ACCT # AMT
\$1,881.25

NOTES Wallace Group
65% Design Development 14-acre Phelan Park
Invoice #: 62353

PO # 5614 GEN MANAGER _____
 DEPT MANAGER  ADMIN MANAGER _____



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

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

May 20, 2024
 Project No: 1764-0002-00
 Invoice No: 62353
Invoice Total \$1,881.25

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

Professional services rendered through April 30, 2024

Phase 00100 Project Management & Administration

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Project Management & Admin	32,165.00	24.9611	6,965.00	1,063.75
Total Fee	32,165.00		6,965.00	1,063.75
Total this Phase				1,063.75
Total this Phase				\$1,063.75

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

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Final Schmtc Plns 35% Cmpltn of CUP Pln	83,083.00	6.8426	5,407.50	277.50
Total Fee	83,083.00		5,407.50	277.50
Total this Phase				277.50
Total this Phase				\$277.50

Phase 00300 50% Design Development

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
50% Design Development	181,900.50	3.8286	6,964.25	0.00
Total Fee	181,900.50		6,964.25	0.00
Total this Phase				0.00
Total this Phase				0.00

Phase 00400 65% Design Development

	26
--	-----------

Billing Backup

Tuesday, May 21, 2024

Wallace Group Invoice 62353 Dated 5/20/2024 8:56:27 AM

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

Phase 00100 Project Management & Administration

Labor

			Hours
Director of Landscape Architecture			
Wilkins, Matthew	3/1/2024		.25
Coordination with Project Team			
Wilkins, Matthew	3/11/2024		.25
Project Management			
Wilkins, Matthew	3/18/2024		.25
Team Coordination			
Wilkins, Matthew	3/20/2024		.25
PM and Coordination			
Wilkins, Matthew	3/21/2024		.25
PM and Coordination			
Wilkins, Matthew	3/24/2024		.25
PM and Coordination			
Wilkins, Matthew	4/9/2024		.50
Team Coordination			
Wilkins, Matthew	4/10/2024		.25
Team Coordination			
Wilkins, Matthew	4/11/2024		.50
Team Coordination			
Wilkins, Matthew	4/12/2024		.25
Proj. Management			
Wilkins, Matthew	4/18/2024		.25
Proj. Management			
Wilkins, Matthew	4/19/2024		1.00
Proj. Management			
Wilkins, Matthew	4/23/2024		.50
Proj. Coordination			
Wilkins, Matthew	4/24/2024		.50
Proj. Management			
Wilkins, Matthew	4/25/2024		.50
Proj. Coordination			
Totals			5.75
Total Labor			

Total this Phase

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

Labor

			Hours
Director of Landscape Architecture			
Wilkins, Matthew	3/11/2024		.50
Project Coordination & Management			
Wilkins, Matthew	3/15/2024		.50

	Design Review		
Wilkins, Matthew		3/25/2024	.25
	Coordination with TRLS		
Wilkins, Matthew		3/29/2024	.25
	Coordination with TRLS		
	Totals		1.50
	Total Labor		

Total this Phase

Phase 00400 65% Design Development

Labor			Hours
	Landscape Designer I		
Connell, Marilyn		4/8/2024	.50
	Team Communication and File Transfer		
Connell, Marilyn		4/9/2024	3.00
	Con Docs, Details and Team Organization		
Connell, Marilyn		4/10/2024	1.00
	Team Communication and File Transfer		
	Totals		4.50
	Total Labor		

Total this Phase

Total this Project

Total this Report



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

PURCHASE ORDER

PO Number: PO-05614

Date: 08/25/2023

Request #: PO-05614

Vendor #: WALL GROUP

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

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

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

Requested By: George Cardenas

Date: 8/25/2023

SUBTOTAL:	435,811.00
TOTAL TAX:	0.00
SHIPPING:	29 0.00
TOTAL	435,811.00

Agenda Item 3d

Acceptance of May
Disbursements



Cash Disbursements Report By Payment Number

Payment Dates 05/01/2024 - 05/31/2024

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Project Account Key	Payment Amount
Payment Number	Payable Number	Description	Vendor Name	Account Number		Item Amount
625	5/10/2024	CHA HAY	Charles Hays			36.98
	043024	April Mileage-Board, GM, Ad-Hoc, Wel..		01-0-1-52214		36.98
626	5/10/2024	DEBPHI	Deborah Jeanne Philips			72.36
	043024	April Mileage-Board, Leadership Acad...		01-0-1-52219		72.36
627	5/10/2024	DENMOR	Dennis Morrison			857.49
	043024	Health Insurance Reimb. - Apr.		22-2-2-51230		857.49
628	5/10/2024	GENPUM	General Pump Company, Inc.			56,949.42
	31222	Well #2 Motor Failure - Pulled & Inspe...		01-1-3-54620		7,118.00
	31235	Booster C at Site 2 Upsize & Overhaul		01-1-5-54620		49,831.42
629	5/10/2024	KARBUR	Karyn M. Burgen			55.49
	041824	Reimb. - Business Admin Textbook		01-0-1-54260		55.49
630	5/10/2024	KIMSEV	Kimberly Sevy			126.18
	041124	Reimb - Women in Water Workshop ...		01-0-1-54470		32.36
	041124	Reimb - Circle Green Escroq Postage		01-0-1-54860		63.20
	043024	Reimb. - Al in Public Sector Training Mi..		01-0-1-54470		30.62
631	5/10/2024	REBEL	Rebel Oil Company, Inc.			7,339.71
	7088642	Fuel - 454 Gl., DSL - 300 Gl.		01-1-8-54410		3,690.37
	7088811	Dsl - 375 Gl.		01-1-8-54410		1,788.90
	7089244	Fuel - 450 Gl.		01-1-8-54410		871.39
	7089630	Fuel - 124 Gl., DSL - 86 Gl.		01-1-8-54410		989.05
632	5/10/2024	TESCON	Tesco Controls, Inc			1,430.00
	81943R-IN	SCADA Reparis - Firewall Blocking Out...		01-1-2-54620		980.00
	82740-IN	SCADA Repairs-Alarms/Operators not...		01-1-2-54620		450.00
633	5/24/2024	AIMWIL	Aimee Williams			77.72
	050724	CR&R Tour Mileage Reimb.		01-0-1-54470		77.72
634	5/24/2024	Greg Sny	Gregory Snyder			201.00
	043024	April Mileage - Leadership Academy C...		01-0-1-52216		201.00
635	5/24/2024	LINSMI	Linda Smith			342.52
	043024	Health Premium Adjustment - April		25-5-1-51230		10.00
	050124	Health Insurance Premium - May		25-5-1-51230		332.52
636	5/24/2024	MUN DEN	Municipal Dental Pool			3,475.85
	060124	Dental Premium - Dental		01-0-0-14130		3,475.85
637	5/24/2024	REBEL	Rebel Oil Company, Inc.			3,551.89
	7089971	Fuel - 325 Gl.		01-1-8-54410		1,551.05
	7090617	Fuel - 425 Gl.		01-1-8-54410		2,000.84
34771	5/8/2024	ADD HEA	Addison Heating & Air Conditioning			192.00
	1646	Phelan Sr. Ctr. Roof repairs		22-2-2-54620		192.00
34772	5/8/2024	AQU	Aquanuity, Inc.			14,000.00
	1157	Aquanuity - Hydraulic Modeling Softw...		01-7-7-53170		14,000.00
34774	5/8/2024	AVCOM	AVCOM Services Inc.			70.00
	34105	Answering Svc. - Apr.		01-0-1-53150		70.00

Cash Disbursements Report

Payment Dates: 05/01/2024 - 05/31/2024

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
34775	5/8/2024 CD42007-8205	BABLAB UCMR-5 Round 1 of 2	Babcock Laboratories, Inc.	01-1-4-53140		4,193.00 4,193.00
34776	5/8/2024 050824	BOD WAL Earth Day Art Contest Winner ...	Bode Walczynski	25-5-1-54800		50.00 50.00
34777	5/8/2024 199 199 199 199	BRUMCE Legal Svcs. - March Legal Svcs. - March Legal Svcs. - March Legal Svcs. - March	Brunick, McElhane & Kennedy	01-0-1-53120 01-1-1-53120 20-0-1-53120 25-0-1-53120		7,042.50 2,227.50 345.00 4,395.00 75.00
34778	5/8/2024 050124	CIR GREE Grant of Easement Consideration	Circle Green Inc.	20-0-1-53150		10.00 10.00
34779	5/8/2024 9085-1047253 9085-1047461 9085-1047641	CED Electrical Parts for Site 2 Booser C Ups... Electrical Parts for Site C1 Switchgear ... Transfer Switch & Parts for CI Electrica..	Consolidated Electrical Distributors Inc	01-1-5-54620 01-1-5-54620 01-1-5-54620		833.56 189.23 226.87 417.46
34780	5/8/2024 U539317 U582934 U669989 U669989 U706489	CORE (68) 1 IPS Clamp (9) 1 MIP x IPS Corp Stop (10) 1" CTS x MIP Brass Insta-Tite (10) 12 x 1 SSDS Saddle Tapping Bits for New Svc Installs	Core & Main	01-1-0-13010 01-1-0-13010 01-1-0-13010 01-1-0-13010 01-1-6-54620		6,644.83 2,458.94 807.61 386.29 2,934.57 57.42
34781	5/8/2024 109263	SBC PARCELS (6) Parcel Map Revisions	County of San Bernardino	01-1-1-54830		12.00 12.00
34782	5/8/2024 13013	CPS HR HR Consulting Svcs.	CPS HR Consulting	01-0-1-53150		1,880.00 1,880.00
34783	5/8/2024 043024	DONBAR Mileage Reimb. - Apr.	Don Bartz	01-0-1-54140		571.50 571.50
34784	5/8/2024 050824	ELE MAE Earth Day Art Contest Winner ...	Eleanor Mae Gernon	25-5-1-54800		100.00 100.00
34785	5/8/2024 050824	EMI WHI Earth Day Art Contest Winner ...	Emily Whitecotton	25-5-1-54800		100.00 100.00
34786	5/8/2024 050824	EST GUT Earth Day Art Contest Winner ...	Esteban Gutierrez	25-5-1-54800		50.00 50.00
34787	5/8/2024 050824	EVE MUR Earth Day Art Contest Winner ...	Evelyn Murillo Marron	25-5-1-54800		50.00 50.00
34788	5/8/2024 050824	GAB KAR Earth Day Art Contest Winner ...	Gabriel Karsten	25-5-1-54800		75.00 75.00
34789	5/8/2024 28044 28134	GEOMON Routine Samples - March Routine Samples - Apr.	GEO-Monitor, Inc.	01-1-4-53140 01-1-4-53140		5,586.00 3,649.00 1,937.00
34790	5/8/2024 IN7102914204	GOTO Office Phones Support - May	GoTo Communications, Inc.	01-0-1-58010		723.57 723.57
34791	5/8/2024 050824	HEC MUN Earth Day Art Contest Winner ...	Hector Munoz	25-5-1-54800		75.00 75.00
34792	5/8/2024 71723	HESHOS Hose for #102 - Old Hoses Leaked	Hesperia Hose Supply Inc	01-1-8-54710		333.34 333.34

Cash Disbursements Report

Payment Dates: 05/01/2024 - 05/31/2024

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
34793	5/8/2024 050824	JACE Earth Day Art Contest Winner ...	Jace Cianciolo	25-5-1-54800		100.00 100.00
34794	5/8/2024 050824	LEO MUN Earth Day Art Contest Winner ...	Leo Munoz	25-5-1-54800		75.00 75.00
34795	5/8/2024 24-0345 24-0435	LILBURN Civic Center FEMA EOC - NEPA Study Civic Center FEMA EOC - NEPA Study	Lilburn Corp.	01-0-0-17000 01-0-0-17000	C0002 OUTSIDE SVCS C0002 OUTSIDE SVCS	6,675.00 4,865.00 1,810.00
34796	5/8/2024 MRM24	MOJRES Lease Carryover Svc. Fee	Mojave Resource Management, LLC	01-1-3-50040		642.00 642.00
34797	5/8/2024 043024 043024 043024 043024	NAPA Inv #616390 - Trk #108 Spar Plugs Inv #617199 - Trk #24 Air Filter Inv #614931 - Trk #27 Air & Cabin Filter Inv #617130 - Trk #113 Air Filter	NAPA Auto Parts	01-1-8-54710 01-1-8-54710 01-1-8-54710 01-1-8-54710		372.06 18.06 73.58 95.12 185.30
34798	5/8/2024 4809006	PATSAL Steel Plates for Vice Mounts	Patton Sales Corp	01-1-2-54620		251.49 251.49
34799	5/8/2024 54035	PHEEXP Trk #29 - Oil Change	Phelan Express, Inc.	01-1-8-54710		125.08 125.08
34800	5/8/2024 050324	RAYWAT Changed Water Filter in CSD Kitchen	Kleen H2O Inc	01-0-1-54620		225.00 225.00
34801	5/8/2024 032504122024-1 0401232024 32504122024	ARMELE Assistance with Level Transducer at ... Site 2 Booster C upsize & Upgrade Transfer Switch Installs-7B, Beekley, G...	Rodger Ashby	01-1-5-54620 01-1-5-54620 01-1-5-54620		13,175.00 100.00 9,900.00 3,175.00
34802	5/8/2024 2409	ROSE Kids Baking Class - Apr.	Rose Noir Chocolates LLC	22-2-2-54800		239.43 239.43
34803	5/8/2024 050824	SCA MIH Earth Day Art Contest Winner ...	Scarlett Mihalik	25-5-1-54800		50.00 50.00
34804	5/8/2024 050824	STE JIM Earth Day Art Contest Winner ...	Stephanie Jimenez	25-5-1-54800		75.00 75.00
34805	5/8/2024 INV0101238	AQUA MET Mtr Base Station Annual Support 4/15...	Aqua Metric Sales Co	01-0-0-14100		23,607.60 23,607.60
34806	5/8/2024 PPH-127-8-1 PPH-127-8-2	TOMDOD Proposed 1.5 MG Reservoir - CEQA Proposed 1.5 MG Reservoir - CEQA	Tom Dodson & Associates	01-0-0-17000 01-0-0-17000	C0109 OUTSIDE SVCS C0109 OUTSIDE SVCS	690.00 575.00 115.00
34807	5/8/2024 231866 231866 231866	TURSEC Monitoring Svc. - May Monitoring Svc. - May Monitoring Svc. - May	Turner Security, Inc	01-0-1-53150 01-1-1-53150 22-2-2-53150		373.60 46.95 211.75 114.90
34808	5/8/2024 420240546	USA (93) Tickets	Underground Service Alert of So. Cal.	01-1-2-53150		172.75 172.75
34809	5/8/2024 52010077	UNIVAR Liquid Chlorine - 598 Gl.	UNIVAR INC.	01-1-3-54500		2,429.34 2,429.34
34810	5/8/2024 050824	VIO VER Earth Day Art Contest Winner ...	Violet Verdin	25-5-1-54800		100.00 100.00
34811	5/8/2024 60906	WALL GROUP Phelan Park Improvements - ARPA	Wallace Group, a California Corporation	22-2-0-17000	C0111 COUNTY FEES	2,891.25 1,193.75

Cash Disbursements Report

Payment Dates: 05/01/2024 - 05/31/2024

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	62139	Phelan Park Improvements - ARPA		22-2-0-17000	C0111 COUNTY FEES	1,697.50
34812	5/8/2024 11826490	WESTAIR Welding Rod, Shield Gas Cutting Ties	WestAir Gases & Equipment, Inc.	01-1-2-54620		493.28 493.28
34820	5/22/2024 1650CY24-15	ANT VAL 2023 Actual & Replacement Water As...	Antelope Valley Watermaster	01-1-3-50030		9,332.70 9,332.70
34821	5/22/2024 5302	APEREN Air Fitters for Trk #119	Apex Rentals	01-1-8-54710		62.75 62.75
34822	5/22/2024 25857-58S	APO WOO Wood Chips Install - Playgrounds, Phe...	Apollo Wood Recovery, Inc.	22-2-2-54620		4,385.98 4,385.98
34823	5/22/2024 713803	ATK Lahontan Regional Water Quality	Atkinson, Andelson, Loya, Ruud & Romo Professional Corp. Attorneys at Law	01-0-1-53120	C0099 LEGAL	923.91 923.91
34824	5/22/2024 35028	BEN AG (1) Mulch Load - 23.98 Tons	Beneficial Ag Services	01-1-9-54800		245.00 245.00
34825	5/22/2024 SIN24-2182 SINV24-2125	C WELLS 500 Ft. 1" Poly Pipe 1,500 Ft. 1" Poly Pipe	C Wells Pipeline Materials, Inc.	01-1-0-13010 01-1-0-13010		3,857.45 964.36 2,893.09
34826	5/22/2024 15003515038 15003515038	CALTRANS Loan Pmt #38 Loan Interest Pmt #38	California Department of Transportation	01-1-0-29740 01-1-1-91010		6,615.38 6,570.34 45.04
34827	5/22/2024 9085-104731 9085-1047910 9085-1048412 9085-1048413 9085-1048414 9085-1048416	CED Returned Parts for Transfer Switch Electrical Parts for Station 12 Parts for Booster Station Switchgear MRV Parts for Booster Station Switch... Parts for Booster Station Switchgear Parts for 7B Booster Switchgear	Consolidated Electrical Distributors Inc	01-1-5-54620 01-1-5-54620 01-1-5-54620 01-1-5-54620 01-1-5-54620 01-1-5-54620		474.23 -417.46 357.23 83.16 141.56 198.98 110.76
34828	5/22/2024 U740699 U800030	CORE (10) 1" CTS Brass Insta-Tite (6) - 6" Romac Flex Couplings	Core & Main	01-1-0-13010 01-1-0-13010		1,954.05 428.31 1,525.74
34829	5/22/2024 24-109296	SBC LIENS (19) Lien Release Docs	County of San Bernardino	01-1-1-54830		380.00 380.00
34830	5/22/2024 817194-4538 817409-1564 817616-8478 817616-8478	CR&R Trash - Oasis Yard May Trash - Pinon Hills Park May Trash - Phelan CSD May Trash - Phelan CC May	CR&R Incorporated	01-0-2-58110 22-0-2-58110 01-0-1-58110 22-0-2-58110		1,406.50 388.58 241.01 388.46 388.45
34832	5/22/2024 VVP-0409-1 VVP-0409-1 VVP-0409-1 VVP-0409-2 VVP-0409-2	VALLE Streamed Meetings - March Streamed Meetings - March Streamed Meetings - March Streamed Meetings - Apr. Streamed Meetings - Apr.	Don Gene Fish Jr.	01-0-1-53150 01-7-7-53150 25-5-1-53150 01-0-1-53150 01-7-7-53150		3,760.00 1,640.00 240.00 350.00 1,180.00 350.00
34833	5/22/2024 10778924	GARDA Armored Svcs. - May	Garda CL West, Inc	01-0-1-54200		684.80 684.80
34834	5/22/2024 203	GREE SVCS Landscape Maint. Phelan & P.H Parks	Greenstone Services Inc.	22-2-2-53150		720.00 720.00
34835	5/22/2024 507065	HDFIRE Annual Fire Extinguisher Service and ...	Hi Desert Fire Protection	01-1-2-54620		1,107.00 1,107.00

Cash Disbursements Report

Payment Dates: 05/01/2024 - 05/31/2024

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
34836	5/22/2024 042624	BAQAI Homefield Mitigation - Water Quaility...	H. A. Baqai, P.E.	01-0-1-53150	C0099 OUTSIDE SVCS	2,500.00 2,500.00
34837	5/22/2024	INFOSE	Infosend Inc			9,248.06
	261593	Postage - Apr.		01-1-6-54860		3,035.81
	261593	Printing - Apr.		01-1-6-54890		1,646.05
	261593	Postage - Apr.		01-1-9-54860		21.00
	261593	Printing - Apr.		01-1-9-54890		362.04
	261593	Printing - Apr.		01-1-9-54890		730.55
	261593	Postage - Apr.		22-2-1-54860		21.26
	261593	Printing - Apr.		22-2-1-54890		366.56
	261593	Postage - Apr.		25-5-1-54860		42.38
	262335	Additional Postage Deposit		01-0-1-54860		3,022.41
34838	5/22/2024 58100183179	LES SCH Trk #23 - (3) Tires Replaced	Les Schwab Tire Centers of Central CA, INC.	01-1-8-54710		989.53 989.53
34839	5/22/2024	LIN SVC	Richard J. Linsalato			635.00
	2024052	Janitorial Svcs & Windows - CSD		01-0-1-54320		380.00
	2024052	Janitorial Svcs- Oasis		01-1-1-54320		225.00
	2024052	Janitorial Svcs- CC Windows		22-0-1-54320		30.00
34840	5/22/2024 935360146	LOWES Site Maint Material	Lowe's Credit	01-1-5-54620		471.09 471.09
34841	5/22/2024	ANDTRU	Mills Hardware			1,110.56
	043024	Inv #314863 - Shop Suppleis		01-1-2-54500		68.00
	043024	Inv #314961 - Drain for Site 2 Booster...		01-1-2-54620		132.56
	043024	Inv #314933 - Vise Mount, Bolts, Nuts...		01-1-2-54620		87.21
	043024	Inv #314839 - Fittings for Water Samp...		01-1-4-54620		12.15
	043024	Inv #314979-Parts for Water Quality S...		01-1-4-54620		51.94
	043024	Inv #314983 - 4A Sample Port Repairs		01-1-5-54620		65.65
	043024	Inv #314792 - Supplies for Site 2 Boos...		01-1-5-54620		30.15
	043024	Inv #314895 - Supplies for Well 2 Boos..		01-1-5-54620		24.86
	043024	Inv #314878 - Stud Bolts for Site 2 Boo..		01-1-5-54620		21.53
	043024	Inv #314834 - Bolts, Nuts, Washers		01-1-5-54620		17.29
	043024	Inv #314951 - Keys, Link for Svc Puller		01-1-5-54620		14.30
	043024	Inv #314985 - (2) Fan Boxes		01-1-5-54620		64.63
	043024	Inv #314871 - Parts for Well 2 Booster...		01-1-5-54620		53.58
	043024	Inv #314842 - Fittingsfor Repair Samp...		01-1-5-54620		52.12
	043024	Inv #314949 - Drain Line for Site 2 Boo..		01-1-5-54620		46.12
	043024	Inv #314881 - Supplies for Well #2 Bo...		01-1-5-54620		138.87
	043024	Inv #314864 - Supplies for Trk #108		01-1-8-54710		20.41
	043024	Inv #314845 - Master Key		22-2-2-54500		2.47
	043024	Inv #314844 - Face Shield 29.99		22-2-2-54500		32.31
	043024	Inv #314805 - Ratchet Tie Downs		22-2-2-54620		32.31
	043024	Inv #314803 - Screwdriver		22-2-2-54620		14.00
	043024	Inv #314975 - (10) Batteries, Roof Nails		22-2-2-54620		73.25
	043024	Inv #314838 - PVC Pipe		22-2-2-54620		19.78
	043024	Inv #314830 - Hose Cap		22-2-2-54620		14.61
	043024	Inv #314858 - Toilet Auger		22-2-2-54620		20.46
34843	5/22/2024 I-02223780 I-02224246	OFFSOL Office Supplies - Paper, Sharpeis, Bind... Office Supplies - (3) Toners	Office Solutions	01-0-1-54530 01-0-1-54530		866.94 484.73 382.21
34844	5/22/2024 573496	PAP REC On-Site Shredding	Paper Recycling & Shredding Specialist	01-0-1-53150		78.00 78.00
34845	5/22/2024 54550	PHEEXP Trk #30 - Oil Change	Phelan Express, Inc.	01-1-8-54710		125.08 125.08

Cash Disbursements Report

Payment Dates: 05/01/2024 - 05/31/2024

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
34846	5/22/2024 050324-1	RAYWAT Water Filter Invoice Adjustment	Kleen H2O Inc	01-0-1-54620		30.00 30.00
34847	5/22/2024 1174-200039.1-2	RED BRICK Civic Center - WQMP - FEMA Complia...	Red Brick Consulting Engineers & Architects	01-0-0-17000	C0002 OUTSIDE SVCS	7,180.00 7,180.00
34848	5/22/2024 042405072024 042405072024-1	ARMELE Electrical Switchgear - Site 1B, 12, 7B,... Electrical Switchgear - Site 1B, L1 Pum...	Rodger Ashby	01-1-5-54620 01-1-5-54620		4,220.00 2,820.00 1,400.00
34849	5/22/2024 2699MP	SUPTAN Water Tanks Coating & Inspection - Y...	Superior Tank Solutions, INC	01-1-2-54620		48,300.00 48,300.00
34850	5/22/2024 025-462423	TYLTEC UB Online Support - May	Tyler Technologies, Inc	01-1-6-53170		265.00 265.00
34851	5/22/2024 52084395	UNIVAR Liquid Chlorine - 577 Gl.	UNIVAR INC.	01-1-3-54500		2,344.04 2,344.04
34852	5/22/2024 82483599	WAXIE Toilet Paper, Windex, Bleach	Waxie Enterprises, Inc	22-2-2-54500		358.71 358.71
DFT0012995	5/21/2024 861892679420	KAI PER Health Premium - June	Kaiser Permanente	01-0-0-14130		12,470.96 12,470.96
DFT0012996	5/9/2024 032524 032524	SCE 9587-0653 Electricity - Office 2/26 - 3/25 Electricity - Solar Credit 2/26 - 3/25	Southern California Edison	01-0-1-58110 01-1-3-58115		1,102.59 1,349.72 -247.13
DFT0012997	5/9/2024 042424	SCE 9587-0653 Electricity - Office 3/26 - 4/24	Southern California Edison	01-0-1-58110		1,288.74 1,288.74
DFT0012998	5/1/2024 2348625A	AME FID Flex Spending 5/1	American Fidelity Assurance Company	01-0-0-24580		266.66 266.66
DFT0013000	5/9/2024 033124-1 033124-1	SCE 9587-0653 Electricity - Office Solar Credits March Electricity - Office & Solar Credits Feb	Southern California Edison	01-1-3-58115 01-1-3-58115		-2,958.85 -1,349.72 -1,609.13
DFT0013001	5/9/2024 022924-1	SCE 9587-0653 Electricity - Office 1/25 - 2/25	Southern California Edison	01-0-1-58110		1,609.13 1,609.13
DFT0013002	5/9/2024 051824	FRO 8637 Phones - Sr. Ctr. 4/19 - 5/18	Frontier Communications	22-0-1-58010		65.82 65.82
DFT0013003	5/9/2024 RC1188512 RC1188512	RACE Phones - Internet Credit Phelan CC M... Phones - Internet Phelan CC May	Race Communications	22-0-1-58010 22-0-1-58010		4.00 -200.00 204.00
DFT0013004	5/9/2024 RC1181685	RACE Phones - Internet Shop May	Race Communications	01-1-1-58010		255.00 255.00
DFT0013005	5/9/2024 RC1188510 RC1188510	RACE Phones - Internet Pinon Hills CC May Phones - Internet Credit Pinon Hills CC...	Race Communications	22-0-1-58010 22-0-1-58010		104.00 204.00 -100.00
DFT0013006	5/9/2024 RC1188511	RACE Phones - Internet CSD May	Race Communications	01-0-1-58010		255.00 255.00
DFT0013007	5/3/2024 320000053352	VER FLEET Fleet GPS - Apr.	Verizon Connect Fleet USA, LLC	01-1-8-54300		341.10 341.10
DFT0013008	5/9/2024 12912R	ACT IT Software Support - May	David Shay	01-0-1-53170		7,512.90 7,512.90

Cash Disbursements Report

Payment Dates: 05/01/2024 - 05/31/2024

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
DFT0013009	5/9/2024 042924	SCE 3752-2894 Electricity - N. Dairy Mobile 4/1 - 4/29	Southern California Edison	01-1-3-58110		75.34 75.34
DFT0013010	5/9/2024 042924	SCE 8092-3468 Electricity - NW Dairy Mobile 4/1 - 4/...	Southern California Edison	01-1-3-58110		790.07 790.07
DFT0013012	5/13/2024 043024	FBC-SEAN Hone in One Donuts - Ops. Safety Trai...	First Bank Card	01-1-1-54260		885.50 38.33
	043024	OWP - Training Transcripts M. Lewis		01-1-1-54260		8.00
	043024	MSA Trade & Equip Show - M. Lewis		01-1-1-54260		10.40
	043024	MSA Trade & Equip Show - S. Wright ...		01-1-1-54260		20.80
	043024	TXFul - HazMat Exam Prep -S. Trujillo		01-1-1-54260		99.00
	043024	TXFul - HazMat Exam Prep - L. Marcks...		01-1-1-54260		99.00
	043024	Ricks Cafe - Meeting with GM Reg: We..		01-1-1-54440		61.34
	043024	RAM - Tablet/Computer Mount for Trk...		01-1-2-54500		379.77
	043024	Amazon - Pipe Wrap		01-1-2-54620		73.23
	043024	Grainger - Electrical Fan for Site 2 Boo...		01-1-5-54620		25.71
	043024	Amazon - Carb for Valve Trailer #108		01-1-8-54710		69.92
DFT0013013	5/13/2024 043024	FBC-JENNIFER Mailchimp - Customer Svc. E-Bills	First Bank Card	01-0-1-53170		963.74 120.00
	043024	Zoom - Icloud & One Pro Subscriptions		01-0-1-53170		259.90
	043024	Adobe - (11) Seats Subscription		01-0-1-53170		263.89
	043024	EventBride - Events Support		01-0-1-53170		29.00
	043024	Pizza Factory - for Board Meeting		01-0-1-54440		77.75
	043024	Amazon - Front Lobby Supplies		01-0-1-54530		25.94
	043024	Adobe - (3) Seats Subscription		01-1-1-53170		71.97
	043024	Amazon - Charges for Field Ipads		01-1-1-54500		67.31
	043024	Adobe - (2) Seats Subscription		01-7-7-53170		47.98
DFT0013014	5/13/2024 043024	FBC-Aimee El Partron - for Staff Training Lunch	First Bank Card -Aimee	01-0-1-54260		1,472.89 395.30
	043024	PSHA - Annual Conference Reg. Fee A....		01-0-1-54260		999.00
	043024	Stater Bros - for Staff Training Lunch		01-0-1-54260		78.59
DFT0013015	5/13/2024 043024	FBC- GREG Embassy - Stay for Special Districts S...	First Bank Card - Greg	01-0-1-52226		775.92 775.92
DFT0013016	5/13/2024 043024	FBC-STEVE Mexico Lindo - Staff Meeting	First Bank Card	01-0-1-54440		1,012.69 121.32
	043024	Uline - Neoprene Apron		22-2-2-54620		89.47
	043024	Lowe's - Maint. Supplies		22-2-2-54620		373.90
	043024	Lowe's - Manifold, Batteries, Spray Bot...		22-2-2-54620		292.99
	043024	The Webstaurant - Cutting Board for ...		22-2-2-54620		135.01
DFT0013017	5/13/2024 043024	FBC-DEBORAH Shell - CSDA Conf. Exp Fuel	First Bank Card	01-0-1-52219		1,271.21 77.24
	043024	Circle K - CSDA Conf. Exp. Fuel		01-0-1-52219		42.27
	043024	Black Rock Coffee Bar - CSDA Conf. M...		01-0-1-52229		13.45
	043024	Embassy Suites - CSDA Conf. Meal		01-0-1-52229		13.98
	043024	Delias Grinder - CSDA Conf. Meal		01-0-1-52229		20.59
	043024	Panda Express - CSDA Conf. Meal		01-0-1-52229		34.86
	043024	Giant NY Pizza - CSDA Conf. Exp.		01-0-1-52229		44.56
	043024	Papa John's - CSDA Conf. Meal		01-0-1-52229		48.61
	043024	Enterprise - CSDA Conf. Exp. Car Rental		01-0-1-52229		169.73
	043024	Embassy Suites - CSDA Conf. Stay		01-0-1-52229		775.92
	043024	Gamslamp Burger - CSDA Conf. Meal		01-0-1-52229		30.00
DFT0013018	5/13/2024 043024	FBC-HEATHER Pitney Bowes - Postage Meter Rental	First Bank Card	01-0-1-54300		609.75 169.59
	043024	Amazon - Cleaning Supplies for Kitchen		01-0-1-54500		44.40
	043024	Amazon - AA Batteries		01-0-1-54530		11.68

Cash Disbursements Report

Payment Dates: 05/01/2024 - 05/31/2024

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	043024	Amazon - Notebooks, Envelopes, Forks		01-0-1-54530		61.94
	043024	Amazon - Storage Boxes		01-0-1-54530		158.99
	043024	Amazon - Bushings		01-1-2-54620		59.62
	043024	Cert Mail for Leak Letters		01-1-6-54860		66.99
	043024	Cert Mail for Leak Letters		01-1-6-54860		36.54
DFT0013019	5/13/2024	FBC-GEORGE	First Bank Card			2,797.24
	043024	Ricks Cafe - Lunch Meeting with GM R...		01-0-1-54440		44.17
	043024	HDMWA - Additional Class Fee - Lance...		01-1-1-54260		10.00
	043024	HDMWA - CEU Class Fee - Lance & Eric		01-1-1-54260		100.00
	043024	Ricks Cafe - Staff Meeting Reg: System...		01-1-1-54440		62.04
	043024	Rodeo Cafe - Staff Meeting Reg: Wells,...		01-1-1-54440		87.81
	043024	Amazon - USB Type C Adapter		01-1-1-54530		66.66
	043024	Apple - Icloud Storage for Field Ipad		01-1-2-53170		0.99
	043024	76 - Trk #28 Fuel		01-1-8-54410		93.99
	043024	76 - Trk #28 Fuel		01-1-8-54410		94.21
	043024	ESRI - IMGIS Conference Reg. G. Card...		01-7-7-54260		475.00
	043024	ESRI - IMGIS Conference Reg. T. De la ...		01-7-7-54260		475.00
	043024	ESRI - IMGIS Conference Reg. J Oakes		01-7-7-54260		475.00
	043024	Starbucks - CSDA Conf. Meal Exp.		01-7-7-54470		14.00
	043024	Starbucks - CSDA Conf. Meal Exp.		01-7-7-54470		14.70
	043024	Embassy Suites - CSDA Conf. Stay		01-7-7-54470		775.92
	043024	Starbucks - CSDA Conf. Meal Exp.		01-7-7-54470		7.75
DFT0013020	5/16/2024	SCE 9515-2666	Southern California Edison			53,332.23
	033124-1	Electricity- Wells, Boosters, Tanks Mar...		01-1-3-58110		69,733.04
	033124-1	Electricity-Solar Credits March		01-1-3-58115		-16,400.81
DFT0013021	5/16/2024	SCE 9515-2666	Southern California Edison			8,851.30
	043024	Electricity-Wells, Boosters, Tanks Apr.		01-1-3-58110		8,209.68
	043024	Electricity-Solar Credits Apr.		01-1-3-58115		-1,043.38
	043024	Electricity-St. Lights Apr.		23-3-2-58210		1,685.00
DFT0013022	5/16/2024	SCE 5917-6455	Southern California Edison			28.39
	043024	Electricity - Phelan Park St. Lights 4/1 -..		22-2-2-58110		28.39
DFT0013023	5/16/2024	SCE 4490-1265	Southern California Edison			18.44
	043024	Electricity - P.H. Fire Station 4/1 - 4/30		22-0-2-58110		18.44
DFT0013024	5/13/2024	FBC-KIM	First Bank Card			2,098.06
	043024	Calendar Wiz - Web Calendar Subscrip...		01-0-1-53170		14.00
	043024	Canva Subscription		01-0-1-53170		114.99
	043024	BC Water - Job Posting		01-0-1-54110		99.00
	043024	BC Water - Job Posting		01-0-1-54110		200.00
	043024	IPM - Annual Conference Registration...		01-0-1-54260		999.00
	043024	PSHRA - Artifical Intelligence in Public ...		01-0-1-54260		35.00
	043024	HDMWA- Dinner Registration Fee - K. ...		01-0-1-54440		30.00
	043024	Uber - Personal - Credit Expected Next...		01-0-1-54470		22.50
	043024	The Home Depot - Cleaning Supplies f...		01-0-1-54500		9.12
	043024	Amazon - Bissell Sweeper for Office		01-0-1-54530		47.29
	043024	Amazon - Binders & Stickers		01-0-1-54530		131.38
	043024	HDMWA - CEU Class Registration Fee -..		01-7-7-54260		55.00
	043024	Oasis Notary - Notary for Circle Green...		20-0-1-53150		90.00
	043024	Dunkin - Donuts for P.H. Fire Station ...		22-2-2-54440		121.54
	043024	Ricks Cafe - Solid Waste Staff Meeting		25-5-1-54440		63.92
	043024	Mexico Lindo - Solid Waste Staff Meet...		25-5-1-54440		65.32
DFT0013025	5/13/2024	FBC-CHRIS	First Bank Card			1,098.81
	043024	Ricks Cafe - Meeting Reg: Dairy		01-0-1-54440		81.45
	043024	Amazon - Keyboard for Ernesto's Com...		01-1-1-54530		24.77
	043024	Amazon - Drill & Bender for Trk #22		01-1-2-54500		59.25
	043024	Amazon - Lubricant		01-1-2-54500		48.58

Cash Disbursements Report

Payment Dates: 05/01/2024 - 05/31/2024

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	043024	Amazon - Vise for Trk #27		01-1-2-54500		155.15
	043024	Hi Desert Fasteners - Lock Pin, Screws,...		01-1-2-54620		61.47
	043024	Amazon - Wrench , Saw & Socket		01-1-2-54650		400.94
	043024	Amazon - Rack & Binde for Shop		01-1-2-54650		151.05
	043024	Amazon - Fittings for Chlorine Tank		01-1-3-54500		29.96
	043024	Amazon - Trk #23 - Air Bag		01-1-8-54710		86.19
DFT0013026	5/13/2024 4188474514	CIN UNI Vehicle Wash Station Supplies	Cintas Corporation	01-1-8-54710		40.33 40.33
DFT0013027	5/13/2024 5206517736	CINFIR First Aid Supplies - Shop	Cintas	01-1-1-54500		554.18 554.18
DFT0013028	5/13/2024 5205496943	CINFIR First Aid Supplies & Svc. Fee	Cintas	01-1-1-54500		37.07 37.07
DFT0013029	5/13/2024	FBC-LORI	First Bank Card			1,197.65
	043024	CSMFO - Intermediate Gov. Accountin...		01-0-1-54260		200.00
	043024	Southwest Airlines - GFOA Conf. Flight..		01-0-1-54470		326.98
	043024	Southwest Airlines - GFOA Conf. Flight..		01-0-1-54470		153.96
	043024	Southwest Airlines-GFOA Conf Early C...		01-0-1-54470		25.00
	043024	Southwest Airlines-GFOA Conf Early C...		01-0-1-54470		25.00
	043024	Southwest Airlines-GFOA Conf Early C...		01-0-1-54470		25.00
	043024	Southwest Airlines-GFOA Conf Early C...		01-0-1-54470		25.00
	043024	Southwest Airlines - GFOA Conf. Flight..		01-0-1-54470		377.98
	043024	In Classic - Budget Award Plate		01-0-1-54530		38.73
DFT0013030	5/13/2024	FBC-DON	First Bank Card			3,039.60
	043024	Embassy Suites-Split Bill		01-0-1-52226		38.05
	043024	Flemings - Split Bill		01-0-1-52226		122.84
	043024	Edgewater Grill-Split Bill Don, George,...		01-0-1-52226		79.84
	043024	Flemings - Split Bill		01-0-1-52229		122.82
	043024	Edgewater Grill-Split Bill Don, George,...		01-0-1-52229		79.84
	043024	Embassy Suites-Split Bill		01-0-1-52229		38.06
	043024	76 - Fuel Exp.		01-0-1-54140		136.72
	043024	Chevron - Fuel Exp.		01-0-1-54140		154.15
	043024	Chevron - Fuel Exp.		01-0-1-54140		163.55
	043024	Shell - Fuel		01-0-1-54140		167.00
	043024	Shell - Fuel Exp.		01-0-1-54140		134.10
	043024	Exxon - Fuel Exp.		01-0-1-54140		117.09
	043024	SMF Cafeteria		01-0-1-54470		87.49
	043024	Hyatt Regency		01-0-1-54470		225.42
	043024	Edgewater Grill-Split Bill Don, George,...		01-0-1-54470		79.84
	043024	Ontario Airport - Parking Fees		01-0-1-54470		60.00
	043024	Embassy Suites-Split Bill		01-0-1-54470		38.06
	043024	Embassy Suites		01-0-1-54470		775.92
	043024	Uber		01-0-1-54470		29.01
	043024	Uber		01-0-1-54470		16.31
	043024	Southwest Airlines		01-0-1-54470		11.20
	043024	Southwest Airlines		01-0-1-54470		5.60
	043024	Uber		01-0-1-54470		4.35
	043024	Southwest Airlines Credit		01-0-1-54470		-11.20
	043024	Flemings - Split Bill		01-0-1-54470		122.82
	043024	Flemings - Split Bill		01-7-7-54470		122.82
	043024	Embassy Suites-Split Bill		01-7-7-54470		38.06
	043024	Edgewater Grill-Split Bill Don, George,...		01-7-7-54470		79.84
DFT0013031	5/13/2024	CIN UNI	Cintas Corporation			564.46
	043024	Uniform Rental Svcs. - Apr.		01-1-1-54680		522.70
	043024	Uniform Rental Svcs. - Apr.		22-2-1-54680		41.76

Cash Disbursements Report

Payment Dates: 05/01/2024 - 05/31/2024

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
DFT0013032	5/13/2024 1422448 583698954	FBC-SEAN Speedtech - Trk #27 Light Bar Blue Diamond - (10 Tons) Asphalt Cold..	First Bank Card	01-1-2-54620 01-1-2-54620		2,198.85 893.85 1,305.00
DFT0013033	5/13/2024 20766	FBC-CHRIS Rebuild stabilizer rams- Case Backhoe...	First Bank Card	01-1-8-54710		2,401.64 2,401.64
DFT0013035	5/10/2024 INV0005646 INV0005646 INV0005646	CALPERS 457 Cal PERS 457/ Employer Plan: 450 717... Cal PERS 457/ Employer Plan: 450 717... Cal PERS 457/ Employer Plan: 450 717...	California Public Employees' Deferred Compensation Plan	01-1-0-24560 22-2-0-24560 25-5-0-24560		275.00 207.11 5.73 62.16
DFT0013036	5/10/2024 INV0005647 INV0005647 INV0005647 INV0005647	CALPERS CalPERS/Employee Portion(EE) CalPERS/Employee Portion(EE) CalPERS/Employee Portion(EE) CalPERS/Employee Portion(EE)	Calif Public Employees' Retirement System	01-1-0-24530 01-7-0-24530 22-2-0-24530 25-5-0-24530		3,970.17 3,142.84 345.45 266.21 215.67
DFT0013037	5/10/2024 INV0005648 INV0005648 INV0005648 INV0005648	CALPERS CalPERS/Employee Portion(ER) CalPERS/Employee Portion(ER) CalPERS/Employee Portion(ER) CalPERS/Employee Portion(ER)	Calif Public Employees' Retirement System	01-1-0-24530 01-7-0-24530 22-2-0-24530 25-5-0-24530		3,746.18 2,615.47 451.71 472.30 206.70
DFT0013038	5/10/2024 INV0005649 INV0005649 INV0005649 INV0005649	CALPERS CalPERS/Employer Portion CalPERS/Employer Portion CalPERS/Employer Portion CalPERS/Employer Portion	Calif Public Employees' Retirement System	01-1-0-24530 01-7-0-24530 22-2-0-24530 25-5-0-24530		9,980.11 7,276.19 1,095.56 1,049.96 558.40
DFT0013039	5/10/2024 INV0005650 INV0005650 INV0005650 INV0005650	CALPERS CalPERS Retirement/ Survivor Benefits CalPERS Retirement/ Survivor Benefits CalPERS Retirement/ Survivor Benefits CalPERS Retirement/ Survivor Benefits	Calif Public Employees' Retirement System	01-1-0-24530 01-7-0-24530 22-2-0-24530 25-5-0-24530		23.25 17.14 2.12 2.54 1.45
DFT0013040	5/10/2024 INV0005651	CALSTA Remittance ID: 200000001121596	California State Disbursement Unit	01-1-0-24520		139.61 139.61
DFT0013041	5/10/2024 INV0005652	EDD State Disability Ins - Payroll Taxes	Employment Development Department	01-0-0-24510		1,155.66 1,155.66
DFT0013042	5/10/2024 INV0005653	IRS Social Security - Payroll Taxes	Internal Revenue Service	01-0-0-24510		267.84 267.84
DFT0013043	5/10/2024 INV0005654	EDD CA State Income Tax - Payroll Taxes	Employment Development Department	01-0-0-24510		4,324.18 4,324.18
DFT0013044	5/10/2024 INV0005655	IRS Medicare - Payroll Taxes	Internal Revenue Service	01-0-0-24510		3,109.38 3,109.38
DFT0013045	5/10/2024 INV0005656	IRS Federal Income Tax - Payroll Taxes	Internal Revenue Service	01-0-0-24510		11,758.54 11,758.54
DFT0013046	5/15/2024 042524-6781	THEGAS Gas - Pinon Hills Fire 3/27 - 4/25	SoCalGas	22-0-2-58110		18.99 18.99
DFT0013047	5/15/2024 042524-6056	THEGAS Gas - Pinon Hills CC 3/27 - 4/25	SoCalGas	22-0-2-58110		81.53 81.53
DFT0013048	5/30/2024 042924	SCE 4241-7012 Electricity-S Dairy Mobile Solar Credit ...	Southern California Edison	01-1-3-58115		-30.45 -30.45

Cash Disbursements Report

Payment Dates: 05/01/2024 - 05/31/2024

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
DFT0013049	5/30/2024 042924	SCE 7695-0442 Electricity - Fill Station Solar Credit 4/1.. 01-1-3-58115	Southern California Edison			-64.68 -64.68
DFT0013050	5/27/2024 032524-1	SCE 9587-0653 Electricity - Office Solar Credit 2/26 - ... 01-1-3-58115	Southern California Edison			-1,349.72 -1,349.72
DFT0013051	5/27/2024 032524-2	SCE 9587-0653 Electricity - Office 2/26 - 3/25 01-0-1-58110	Southern California Edison			1,349.72 1,349.72
DFT0013052	5/27/2024 042424-1	SCE 9587-0653 Electricity - Office Solar Credit 3/26 - 4...01-1-3-58115	Southern California Edison			-1,288.74 -1,288.74
DFT0013053	5/21/2024 D724910	AME SUP Supplemental Life Insurance - May 01-0-0-24580	American Fidelity Assurance			945.50 945.50
DFT0013054	5/20/2024 820309809	VSP Vision Insurance - May 01-0-0-14130	Vision Service Plan			525.77 525.77
DFT0013055	5/20/2024 820508415	VSP Vision Insurance June 01-0-0-14130	Vision Service Plan			507.64 507.64
DFT0013056	5/24/2024 0202405932576	ANTBLU Health Premium - June 01-0-0-14130	Anthem Blue Cross			24,183.53 24,183.53
DFT0013057	5/23/2024 050724	SCE 1078-5254 Electricity - CC & Sr. Ctr 4/9 - 5/7 22-0-2-58110	Southern California Edison			318.77 318.77
DFT0013058	5/21/2024 043024	SCE 1613-6373 Electricity - R/R Crossings 4/1 - 4/30 23-0-2-58210	Southern California Edison			18.44 18.44
DFT0013059	5/21/2024 050124	SCE 7441-5755 Electricity - Pinon Hills CC 4/3 - 5/1 22-0-2-58110	Southern California Edison			249.71 249.71
DFT0013060	5/30/2024 051724-4084	THEGAS Gas - Phelan Sr. Ctr 4/18 - 5/17 22-0-2-58110	SoCalGas			64.37 64.37
DFT0013061	5/30/2024 051724-4585	THEGAS Gas - Phelan CC 4/18 - 5/17 22-0-2-58110	SoCalGas			76.50 76.50
DFT0013063	5/30/2024 060624	FRO 5743 Phones - Office 5/7 - 6/6 01-0-1-58010	Frontier Communications			99.38 99.38
DFT0013064	5/30/2024 042424	SCE 2439-1773 Electricity - Phelan Park Solar Credit 3... 01-1-3-58115	Southern California Edison			-71.96 -71.96
DFT0013065	5/24/2024 INV0005657 INV0005657 INV0005657	CALPERS 457 Cal PERS 457/ Employer Plan: 450 717...01-1-0-24560 Cal PERS 457/ Employer Plan: 450 717...22-2-0-24560 Cal PERS 457/ Employer Plan: 450 717...25-5-0-24560	California Public Employees' Deferred Compensation Plan			275.00 214.52 6.23 54.25
DFT0013066	5/24/2024 INV0005658 INV0005658 INV0005658 INV0005658	CALPERS CalPERS/Employee Portion(EE) 01-1-0-24530 CalPERS/Employee Portion(EE) 01-7-0-24530 CalPERS/Employee Portion(EE) 22-2-0-24530 CalPERS/Employee Portion(EE) 25-5-0-24530	Calif Public Employees' Retirement System			3,990.48 3,164.91 366.01 297.91 161.65
DFT0013067	5/24/2024 INV0005659 INV0005659 INV0005659 INV0005659	CALPERS CalPERS/Employee Portion(ER) 01-1-0-24530 CalPERS/Employee Portion(ER) 01-7-0-24530 CalPERS/Employee Portion(ER) 22-2-0-24530 CalPERS/Employee Portion(ER) 25-5-0-24530	Calif Public Employees' Retirement System			3,746.18 2,613.61 451.71 475.82 205.04
DFT0013068	5/24/2024 INV0005660 INV0005660	CALPERS CalPERS/Employer Portion 01-1-0-24530 CalPERS/Employer Portion 01-7-0-24530	Calif Public Employees' Retirement System			10,000.22 7,294.97 1,115.94

Cash Disbursements Report

Payment Dates: 05/01/2024 - 05/31/2024

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	INV0005660	CalPERS/Employer Portion		22-2-0-24530		1,087.22
	INV0005660	CalPERS/Employer Portion		25-5-0-24530		502.09
DFT0013069	5/24/2024	CALPERS	Calif Public Employees' Retirement System			23.25
	INV0005661	CalPERS Retirement/ Survivor Benefits		01-1-0-24530		17.22
	INV0005661	CalPERS Retirement/ Survivor Benefits		01-7-0-24530		2.16
	INV0005661	CalPERS Retirement/ Survivor Benefits		22-2-0-24530		2.56
	INV0005661	CalPERS Retirement/ Survivor Benefits		25-5-0-24530		1.31
DFT0013070	5/24/2024	CALSTA	California State Disbursement Unit			139.61
	INV0005662	Remittance ID: 200000001121596		01-1-0-24520		139.61
DFT0013071	5/24/2024	EDD	Employment Development Department			1,144.48
	INV0005663	State Disability Ins - Payroll Taxes		01-0-0-24510		1,144.48
DFT0013072	5/24/2024	IRS	Internal Revenue Service			0.12
	INV0005664	Social Security - Payroll Taxes		01-0-0-24510		0.12
DFT0013073	5/24/2024	EDD	Employment Development Department			4,353.11
	INV0005665	CA State Income Tax - Payroll Taxes		01-0-0-24510		4,353.11
DFT0013074	5/24/2024	IRS	Internal Revenue Service			3,017.34
	INV0005666	Medicare - Payroll Taxes		01-0-0-24510		3,017.34
DFT0013075	5/24/2024	IRS	Internal Revenue Service			11,765.72
	INV0005667	Federal Income Tax - Payroll Taxes		01-0-0-24510		11,765.72
DFT0013082	5/30/2024	FRO 3434	Frontier Communications			210.36
	060924	Phones - Telemetry 5/10 - 6/9		01-1-5-58010		210.36
DFT0013083	5/22/2024	FRO 5072	Frontier Communications			157.24
	052924	Electricity - Oasis Yard 4/25 -5/29		01-1-1-58010		157.24
DFT0013085	5/22/2024	VER AIR	Verizon Wireless			1,374.11
	9963097693	Phones - Jet Packs, Tablets, On-Call Ap..		01-1-1-58010		1,374.11
Payment Total:						497,517.40

Report Summary

Fund Summary

Fund	Payment Amount
01 - WATER FUND	470,743.20
20 - GOV'T GENERAL FUND	4,495.00
22 - PARKS & RECREATION	16,767.90
23 - STREET LIGHTING	1,703.44
25 - SOLID WASTE	3,807.86
Grand Total:	497,517.40

Account Summary

Account Number	Account Name	Payment Amount
01-0-0-14100	Prepaid Expense	23,607.60
01-0-0-14130	Prepaid Benefit	41,163.75
01-0-0-17000	CIP Enterprise Funds	14,545.00
01-0-0-24510	Payroll Tax Payable	40,896.37
01-0-0-24580	Supplemental Ins W/H P...	1,212.16
01-0-1-52214	Board - Auto Expense/H...	36.98
01-0-1-52216	Board - Auto Expense/S...	201.00
01-0-1-52219	Board - Auto Expense/Ph...	191.87
01-0-1-52226	Board - Meals,Travel Exp...	1,016.65
01-0-1-52229	Board - Meals,Travel Exp...	1,392.42
01-0-1-53120	Legal Services	3,151.41
01-0-1-53150	Outside Service	7,394.95
01-0-1-53170	Software Support	8,314.68
01-0-1-54110	Advertising	299.00
01-0-1-54140	Auto Expense	1,444.11
01-0-1-54200	Credit Card Fee & Bank ...	684.80
01-0-1-54260	Education & Training	2,762.38
01-0-1-54300	Equipment Rental / Lease	169.59
01-0-1-54320	General Maintenance	380.00
01-0-1-54440	Meeting, Seminar & Sup...	354.69
01-0-1-54470	Travel Expense	2,566.94
01-0-1-54500	Operating Supplies	53.52
01-0-1-54530	Office Supplies	1,342.89
01-0-1-54620	Repair & Maintenance	255.00
01-0-1-54860	Postage & Mailing	3,085.61
01-0-1-58010	Telephone	1,077.95
01-0-1-58110	Utilities	5,985.77
01-0-2-58110	Utilities	388.58
01-1-0-13010	Inventory - Water Field ...	12,398.91
01-1-0-24520	Garnishment Payable	279.22
01-1-0-24530	Retirement W/H Payable	26,142.35
01-1-0-24560	Retirement 457 W/H Pa...	421.63
01-1-0-29740	Loan Payable - CalTrans	6,570.34
01-1-1-53120	Legal Services	345.00
01-1-1-53150	Outside Service	211.75
01-1-1-53170	Software Support	71.97
01-1-1-54260	Education & Training	385.53
01-1-1-54320	General Maintenance	225.00
01-1-1-54440	Meeting, Seminar & Sup...	211.19
01-1-1-54500	Operating Supplies	658.56
01-1-1-54530	Office Supplies	91.43
01-1-1-54680	Uniforms	522.70
01-1-1-54830	State & County Fees & S...	392.00
01-1-1-58010	Telephone	1,786.35
01-1-1-91010	Interest Expense	45.04
01-1-2-53150	Outside Service	172.75
01-1-2-53170	Software Support	0.99
01-1-2-54500	Operating Supplies	710.75

Account Summary

Account Number	Account Name	Payment Amount
01-1-2-54620	Repair & Maintenance	54,194.71
01-1-2-54650	Small Tools	551.99
01-1-3-50030	AVW Replacement Water	9,332.70
01-1-3-50040	Water Purchases - Other	642.00
01-1-3-54500	Operating Supplies	4,803.34
01-1-3-54620	Repair & Maintenance	7,118.00
01-1-3-58110	Utilities	78,808.13
01-1-3-58115	Utilities - Solar Credits	-23,455.72
01-1-4-53140	Laboratory Analysis	9,779.00
01-1-4-54620	Repair & Maintenance	64.09
01-1-5-54620	Repair & Maintenance	69,560.11
01-1-5-58010	Telephone	210.36
01-1-6-53170	Software Support	265.00
01-1-6-54620	Repair & Maintenance	57.42
01-1-6-54860	Postage & Mailing	3,139.34
01-1-6-54890	Printing	1,646.05
01-1-8-54300	Equipment Rental / Lease	341.10
01-1-8-54410	Fuel Costs	11,079.80
01-1-8-54710	Vehicle Maintenance	4,626.33
01-1-9-54800	Programs (Wtr Conservat..	245.00
01-1-9-54860	Postage & Mailing	21.00
01-1-9-54890	Printing	1,092.59
01-7-0-24530	Retirement W/H Payable	3,830.66
01-7-7-53150	Outside Service	590.00
01-7-7-53170	Software Support	14,047.98
01-7-7-54260	Education & Training	1,480.00
01-7-7-54470	Travel Expense	1,053.09
20-0-1-53120	Legal Services	4,395.00
20-0-1-53150	Outside Service	100.00
22-0-1-54320	General Maintenance	30.00
22-0-1-58010	Telephone	173.82
22-0-2-58110	Utilities	1,457.77
22-2-0-17000	CIP - Parks & Rec	2,891.25
22-2-0-24530	Retirement W/H Payable	3,654.52
22-2-0-24560	Retirement 457 W/H Pa...	11.96
22-2-1-54680	Uniforms	41.76
22-2-1-54860	Postage & Mailing	21.26
22-2-1-54890	Printing	366.56
22-2-2-51230	Employee Group Insuran...	857.49
22-2-2-53150	Outside Service	834.90
22-2-2-54440	Meeting, Seminar & Sup...	121.54
22-2-2-54500	Operating Supplies	393.49
22-2-2-54620	Repair & Maintenance	5,643.76
22-2-2-54800	Programs (Park & Rec)	239.43
22-2-2-58110	Utilities	28.39
23-0-2-58210	Utilities - Street Lights	18.44
23-3-2-58210	Utilities - Street Lights	1,685.00
25-0-1-53120	Legal Services	75.00
25-5-0-24530	Retirement W/H Payable	1,852.31
25-5-0-24560	Retirement 457 W/H Pa...	116.41
25-5-1-51230	Employee Group Insuran...	342.52
25-5-1-53150	Outside Service	350.00
25-5-1-54440	Meeting, Seminar & Sup...	129.24
25-5-1-54800	Programs (Solid Waste)	900.00
25-5-1-54860	Postage & Mailing	42.38
	Grand Total:	497,517.40

Project Account Summary

Project Account Key	Payment Amount
None	476,657.24
C0002 OUTSIDE SVCS	13,855.00
C0099 LEGAL	923.91
C0099 OUTSIDE SVCS	2,500.00
C0109 OUTSIDE SVCS	690.00
C0111 COUNTY FEES	2,891.25
Grand Total:	497,517.40

Agenda Item 3e

Adoption of Workplace Violence
Prevention Plan



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

MEMORANDUM

DATE: June 26, 2024
TO: Board of Directors
FROM: Don Bartz, General Manager
By: Aimee Williams, Assistant Board Clerk/Administrative Specialist
SUBJECT: Adoption of Workplace Violence Prevention Plan

STAFF RECOMMENDATION

For the Board to adopt the Workplace Violence Prevention Plan (“WVPP”).

BACKGROUND

Senate Bill 553 (SB553) was signed into law on September 20, 2023. The WVPP submitted for Board approval is developed by SDRMA based upon the model plan provided by Cal/OSHA. The WVPP was submitted for Board review on May 8, 2024. The District does not qualify for an exemption and therefore must adopt and implement a plan by July 1, 2024.

The District’s WVPP will be an appendix of, and referenced in, the pending revision to the District’s Personnel Manual.

FISCAL IMPACT

None

ATTACHMENT(S)

Workplace Violence Prevention Plan

Note: Appendix B has been removed from the public copy as it contains sensitive information



**Phelan Piñon Hills
Community Services District**

Workplace Violence Prevention Plan

Adopted June 26, 2024

TABLE OF CONTENTS

Policy.....	1
Definitions	1
Responsibility and Authority.....	2
Employee Active Involvement	3
Compliance	3
Communication	4
Coordination with Other Employers.....	4
Workplace Violence Incident Reporting Procedures	5
Emergency Response Procedures.....	5
Workplace Violence Hazard Assessment.....	5
Workplace Violence Hazard Correction.....	5
Post Incident Response and Investigation	6
Training & Instruction	6
Recordkeeping	7
Cal/OSHA Reporting of Work Related Fatalities and Serious Injuries.....	7
Annual Review	7

Appendices

- A. Workplace Violent Incident Log
- B. Workplace Violence Prevention Hazard Assessment & Correction Form
- C. Workplace Violence Emergency Response Scenarios & Procedures
 - Workplace Violence Act or Threats
 - Active Shooter
 - Bomb Threat
 - Civil Unrest
 - Medical Emergencies
 - Suspicious Package

Policy

The Phelan Piñon Hills Community Services District is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, or visitor. Our policy is to establish, implement, and maintain an effective Workplace Violence Prevention Plan (Plan) that addresses the hazards known to be associated with four types of workplace violence as defined by Labor Code Section [6501.9](#). Our written Plan is located at the District Office, Shop, employee portal, and server.

The following employers, employees, and places of employment are exempt from these requirements:

- Employees teleworking from a location of the employee's choice, which is not under the control of the employer.

Definitions

Emergency: Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering Controls: An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log: The violent incident log required (Appendix A).

Plan: The workplace violence prevention Plan.

Serious Injury or Illness: Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of Violence: Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Work Practice Controls: Procedures and rules which are used to effectively reduce workplace violence hazards.

Workplace Violence: Any act of violence or threat of violence that occurs in a place of employment. Includes, but is not limited to the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:
 - **Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
 - **Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
 - **Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.
 - **Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.
 - Workplace violence does not include lawful acts of self-defense or defense of others.

Responsibility and Authority

Workplace Violence Prevention Plan Administrator

The **Human Resources Manager, or designee**, is the designated Workplace Violence Plan Administrator and has the authority and responsibility for developing, implementing, and maintaining this Plan.

Managers and Supervisors

Responsibilities include:

- Implementing the Plan in their respective work areas.
- Providing input to the Administrator regarding the Plan.
- Participating in investigations of workplace violence reports.
- Answering employee questions concerning this Plan.

Employees

Responsibilities include:

- Complying with the Plan.
- Maintaining a violence-free work environment.
- Attending all training.
- Following all directives, policies, and procedures.
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

Employee Active Involvement

The District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the Plan.

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence. This includes, but is not limited to, periodic safety meetings with employees and their representatives to discuss the identification of workplace violence related concerns and hazards, and to evaluate the concerns to identify corrective action.
 - Designing and implementing training by encouraging employees to provide feedback and suggestions to help customize the training materials and sessions.
 - Reporting and potentially assisting in the investigating of workplace violence incidents.
- Management will ensure that all workplace violence policies and procedures within this Plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all directives, policies, and procedures, as outlined in this Plan, and assist in maintaining a safe work environment.
- The Plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

Compliance

The Administrator is responsible for ensuring the Plan is clearly communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the Plan:

- Informing all employees of the Plan during new employee safety orientation training and ongoing workplace violence prevention training.

- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for Plan implementation.
- Evaluating employees to ensure their compliance with the Plan, and recognizing employees who demonstrate safe work practices that promote the elements of the Plan.
- Disciplining employees for failure to comply with the Plan in accordance with the compliance requirements outlined in our District's Injury & Illness Prevention Program.

Communication

We recognize that open, two-way communication between our management team, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training, at least annually.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards.
- Effective communication between employees and supervisors about workplace violence prevention and concerns.
- Posted or distributed workplace violence prevention information.
- Encouraging employees to inform their supervisors about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken.

Coordination with Other Employers

The District will implement the following effective procedures to coordinate implementation of our Plan with other employers to ensure those employers and their employees understand their respective roles:

- All employees will be trained in workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.

- At a multiemployer worksite, the District will ensure that if our employees experience a workplace violence incident, we will record the information in the Violent Incident Log and provide a copy to the controlling employer.

Workplace Violence Incident Reporting Procedures

Employees should report all threats or acts of workplace violence to their supervisor or manager. The supervisor or manager will be required to inform the Administrator. In the event a supervisor or manager is not available, the employee can report an incident directly to the Human Resources Manager (or designee), or the District's outside consultant, CPSHR. A strict non-retaliation policy is in place.

Emergency Response Procedures

In the event of an actual or potential workplace violence emergency, the employee should determine the best immediate reporting option based on the situation and circumstances. The methods of reporting emergencies include, but are not limited to:

- Dialing 911.
- Immediately notifying the manager, supervisor, Human Resources Manager (or designee), or the District's outside consultant, CPSHR.

Upon being notified of a workplace violence emergency, the Administrator or designated "person-in-charge" will determine if emergency procedures should be activated and if evacuation or shelter-in-place procedures should be implemented.

Refer to Appendix C for procedures on how to respond to specific workplace violence emergency scenarios.

Workplace Violence Hazard Assessment

A Workplace hazard assessment will be conducted by the Administrator, and other selected employees, utilizing the Workplace Violence Prevention Hazard Assessment & Correction Form (Appendix B). An annual review of the past year's workplace violence incidents will be conducted.

Inspections are performed according to the following schedule:

- When the Plan is first established.
- Annually.
- When new, previously unidentified workplace violence/security hazards are recognized.
- After each workplace violence incident or threats occur.

Workplace Violence Hazard Correction

Workplace violence hazards will be evaluated and corrected in a timely manner. The Administrator will implement the following procedures to correct the identified workplace

violence hazards:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection, depending on the exposure.
- All corrective actions taken will be documented and dated on the appropriate forms. Such as the Workplace Violence Hazard Assessment and Correction form (Appendix C), or other tracking measures.

Post Incident Response and Investigation

After a workplace incident, the Administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Complete the Violent Incident log (see Appendix A) for every workplace violence incident and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.

Training & Instruction

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices.

Training will occur:

- When the Plan is first established.
- When hired.
- Annually to ensure all employees understand and comply with the Plan.
- When a new or previously unrecognized workplace violence hazard has been identified.

Employee training on workplace violence will include:

- A review of the Plan, how to obtain a copy of the Plan, and how to participate in the development and implementation of the Plan.

- How to report workplace violence incidents or concerns to the District or law enforcement, without fear of reprisal.
- Workplace violence risks that employees may encounter in their jobs.
- How to recognize the potential for violence and escalating behavior.
- General and personal safety measures.
- Strategies to de-escalate behaviors and to avoid physical harm.
- The District's alerts, alarms, or systems that are in place to warn of emergencies.
- Information about the District's Employee Assistance Program. Remove if not available
- Information about the Violent Incident Log and how to obtain copies of records pertaining to completed logs, hazard identification, evaluation and correction, and training records.

Employees will always have opportunities for interactive questions and answers with the Administrator or a person knowledgeable about the District's Plan.

Recordkeeping

Records of violent incidents (Violent Incident Log), workplace violence hazard identification, evaluation and correction, and incident investigations will be maintained for (5) five years. No records shall contain medical information.

Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum of (3) years.

Cal/OSHA Reporting of Work Related Fatalities and Serious Injuries

The District will immediately, but no later than 8 hours after awareness, report to Cal/OSHA any work-related death or serious injury or illness, including any due to workplace violence, of an employee occurring at the workplace or in connection with any employment.

A serious injury or illness (CCR330) is defined as:

- Any inpatient hospitalization for more than observation
- Amputation
- Loss of an eye
- Serious degree of permanent disfigurement.

It does not include any injury or illness or death caused by an accident on a public street or highway unless the accident occurred in a construction zone.

Annual Review

The District's Workplace Violence Prevention Plan will be reviewed for effectiveness:

- At least annually.

- When a deficiency is observed or become apparent.
- After a workplace violence incident.
- As needed.

Review of the Plan will include measures outlined in the Employee Active Involvement section as well as the following:

- A review of the incident investigations and violent incident log.
- Assessment of the effectiveness of security systems, including alarms, emergency response, and available security personnel, if applicable.
- Review if violence risks are being properly identified, evaluated, and corrected.
- Any revisions should be made promptly and communicated to all employees.

Appendix A

WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace.

Incident ID #*:	Date and Time of Incident:	Department:
------------------------	-----------------------------------	--------------------

* Do not identify employee by name, employee #, or SSI. The Incident ID must not reflect the employee's identity.

Describe Incident (provide detailed description and information on the violence incident type. Include additional pages if needed):

Specific Location(s) of Incident & Workplace Violence Type (see definitions, enter 1, 2, 3 or 4)

	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

Where Incident Occurred:

<input type="checkbox"/> Workplace	<input type="checkbox"/> Parking lot	<input type="checkbox"/> Outside of Building	<input type="checkbox"/> Outside of workplace
------------------------------------	--------------------------------------	--	---

Type of Incident (check as many apply):

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal threat/harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual threat/harassment/assault	<input type="checkbox"/> Hit with an object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal attack	<input type="checkbox"/> Shot (or attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of physical force	<input type="checkbox"/> Bomb threat	<input type="checkbox"/> Hit with fist
<input type="checkbox"/> Threat of use of weapon or object	<input type="checkbox"/> Vandalism (of victim's property)	<input type="checkbox"/> Knifed (or attempted)
<input type="checkbox"/> Assault with a weapon or object	<input type="checkbox"/> Vandalism (of employer's property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Robbery	<input type="checkbox"/> Other:	

Workplace violence committed by:

<input type="checkbox"/> Family or friend	<input type="checkbox"/> Client	<input type="checkbox"/> Coworker
<input type="checkbox"/> Partner/Spouse	<input type="checkbox"/> Family or friend of client	<input type="checkbox"/> Manager/Supervisor
<input type="checkbox"/> Former Partner/Spouse	<input type="checkbox"/> Customer	<input type="checkbox"/> Stranger w/criminal intent
<input type="checkbox"/> Parent/Relative	<input type="checkbox"/> Family or friend of customer	<input type="checkbox"/> Other:

Circumstances at time of incident:

<input type="checkbox"/> Employee performing normal duties	<input type="checkbox"/> Working in poor lighting	<input type="checkbox"/> Employee rushed
<input type="checkbox"/> Employee isolated or alone	<input type="checkbox"/> Unable to get help or assistance	<input type="checkbox"/> Working during low staffing levels
<input type="checkbox"/> Working in a community setting	<input type="checkbox"/> Working in unfamiliar/new location	<input type="checkbox"/> Other:

Consequences of incident:

Law enforcement/Security called? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, explain:
Were actions taken to protect employees from continuing threat or other hazards? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, explain:
Any injuries? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, explain:
Emergency medical responders contacted, including on-site First Aid/CPR? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, explain:
Did severity of injuries require reporting to Cal/OSHA? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, enter date, time, and representative contacted:

Completed by:

Name:	Title:
Date:	Signature

WORKPLACE VIOLENCE EMERGENCY RESPONSE SCENARIOS & PROCEDURES

WORKPLACE VIOLENCE ACTS OR THREATS

Workplace violence is any act or threat of violence that occurs at the workplace. These incidents can include acts or threats of physical violence, intimidation, or harassment. Verbal abuse, physical assault, and homicide are all examples of workplace violence. We have zero tolerance toward all forms of violence.

FOUR TYPES OF WORKPLACE VIOLENCE

- **Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
- **Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- **Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.
- **Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

EMPLOYEE WARNING SIGNS

Often, warning signs are observed in employees, customers, and others who may behave violently on a work site. These behaviors may include:

- Intimidation.
- Rude behavior toward fellow employees.
- Frequent arguments with co-workers or clients.
- General aggressive behavior like hitting or kicking objects, breaking things, or screaming.
- Acts of revenge like stealing or property damage.
- Verbal wishes to harm other workers.

While there is no perfect way to predict violence will occur, any combination of these behaviors may be a signal. Employees are encouraged to report these actions to the **Human Resources Manager (or designee) or outside consultant, CPSHR**, to prevent further escalation of any type of violent situation.

WARNING SIGNS FROM CUSTOMERS

- The person is not satisfied with any solutions you offer.
- Unreasonably agitated.
- Physical posturing (clenched fists).

If the verbal confrontation starts to escalate, remain calm, courteous, and stay neutral. Let them know you are contacting a manager to further assist them. Trust your intuition to determine if help is needed.

WHEN HELP IS NEEDED

- Continue to try and help the person by listening and providing feedback until law enforcement has arrived.
- If at any time you believe you are potentially in physical danger, yell for Help!
- If you are being assaulted:
 - Yell for help.
 - Look for a way to escape.
 - Act with aggression.

PERSONAL SAFETY

- When leaving the building:
 - Be alert to your surroundings and look around the area outside before exiting the building. Do not use or look at your phone.
 - Attackers expect passive victims, so walk with a steady pace, appear purposeful, and project confidence.
- While in your vehicle:
 - Have your keys in your hand as you approach your vehicle so that you do not have to search for them.
 - Before entering your vehicle quickly check the back seat and around the vehicle for anything unusual.
 - Always lock your car doors as soon as you enter the vehicle.

ACTIVE SHOOTER

The three most common response options for an active shooter event are evacuate, hide out, or take action. During an active shooter event, employees need to be able to determine their best course of action for the situation they are facing.

CHARACTERISTICS OF AN ACTIVE SHOOTER SITUATION

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated areas, typically through the use of firearms. Victims are typically selected at random. The event is unpredictable and evolves quickly. Law enforcement is usually required to end an active shooter situation.

HOW TO RESPOND

- 1. EVACUATE**
 - Have an escape route in mind.
 - Leave immediately.
 - Keep hands visible.
- 2. HIDE OUT**
 - Hide in an area out of the shooter's view.
 - Block the entry to your hiding place and lock doors, if possible.
 - Silence your cell phone.
- 3. TAKE ACTION**
 - Last resort when your life is in imminent danger.
 - Attempt to incapacitate the shooter.
 - Act with physical aggression and throw items at shooter.
 - Have an escape route in mind.

CALL 911 WHEN IT IS SAFE TO DO SO

When law enforcement arrives remain calm and follow all instructions.

- Put down any items in your hands (i.e., bags, jackets).
- Raise hands and spread fingers.
- Always keep your hands visible.
- Avoid quick movements toward officers.
- Avoid pointing, screaming or yelling.
- Do not stop to ask officers for help or direction when evacuating.

Information to provide law enforcement when asked:

- Location of the active shooter.
- Number of shooters.
- Physical description of shooters.
- Type of weapons if known.

Training resource:

- [Department of Homeland Security](#)
- [DHS Active Shooter Preparedness Video](#)

BOMB THREAT

Most bomb threats are false and primarily intended to elicit a response from building occupants. However, no bomb threat should be assumed fake. If a potentially harmful device is found, call 911 for assistance.

PHONE THREAT

- Remain calm.
- Immediately use the Bomb Threat Checklist for guidance and to document the call.
- After the caller has ended the call, notify the Administrator.
- If the threat was left on your voicemail, do not erase and immediately notify the Administrator.

WRITTEN THREAT

- Handle the document as little as possible and immediately notify the Administrator.
- If the threat should come via e-mail, save the information.

POSSIBLE EVACUATION

- The Administrator will call law enforcement and follow their instructions.
- The decision to evacuate is handled on a case-by-case basis on instructions given by law enforcement.

BOMB THREAT CHECKLIST

REMAIN CALM			
Time call received:	Time call ended:		
Document any information from the phone display window:			
Engage caller as long as possible and document their words:			
Attempt to obtain information about the device:			
When will the device detonate or activate?			
Where is the device located?			
What kind of device is it?			
What does the device look like?			
Voice Description			
<input type="checkbox"/> Male	<input type="checkbox"/> Young	<input type="checkbox"/> Calm	Accent? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Female	<input type="checkbox"/> Adult	<input type="checkbox"/> Nervous	Describe:
	<input type="checkbox"/> Senior		
<i>Did you recognize the voice? Who?</i>			
<i>Did caller have knowledge of building?</i>			
<i>Unusual phrases:</i>			
<i>Any background noise or distinctive sounds?</i>			
Name of person received call			

CIVIL UNREST

Civil unrest events are often associated with riots, looting, or protests. In these instances, sheltering-in-place is an action taken to protect the building occupants from external hazards, minimizing the chance of injury and/or providing the time necessary to allow for a safe evacuation.

SHELTER IN PLACE

If there is a need to shelter-in-place the Administrator or person-in-charge will advise employees and guests of the emergency. Please note employees and guests cannot be forced to shelter-in-place.

- The person-in-charge will collect the names of everyone in the shelter area.
- If possible, the business voicemail recording will be updated to indicate the building is closed due to the emergency.
- If the civil unrest includes hazardous chemicals, the HVAC systems may be shut off.
- If in danger of broken glass, window shades will be closed.
- Emergency supplies will be moved to the shelter area.
- The District will listen/read available mediums (radio, internet) for further instructions until we are told all is safe or to evacuate.

MEDICAL EMERGENCY

CPR/AED

NON-Trained Responder:

- Call 911 and designate a person to direct EMS personnel as they arrive.
- Do not move person unless absolutely necessary.

Trained and Certified CPR Responder Only:

- Designate someone to call 911 and direct EMS when they arrive.
- Check the person for responsiveness.
- Conduct a primary assessment (breathing) while checking responsiveness.
- Initiate CPR and/or AED if necessary.

FIRST AID ONLY

Non-Trained First Aid Responder:

- Call 911 and designate a person to direct EMS as they arrive.
- Do not move person unless absolutely necessary.
- Use universal precautions, such as disposable gloves, face mask if comforting person while waiting.

Trained First Aid Responder Only:

- Designate someone to call 911 (if necessary) and direct EMS as they arrive.
- Do not move the person unless absolutely necessary.
- Use universal precautions, such as disposable gloves, face mask.
- Follow any directions provided by the 911 operator.
- Designate a person to direct EMS personnel as they arrive.
- Provide person information to the EMS personnel.

SUSPICIOUS PACKAGE

Explosives or other life-threatening items can be enclosed in either a parcel or an envelope, and its outward appearance is limited only by the imagination of the sender. However, suspicious packages have exhibited some unique characteristics that might assist you. To apply these factors, it is important to know the type of mail normally received.

CHARACTERISTICS TO LOOK FOR IN A SUSPICIOUS PACKAGE OR LETTER

- Restricted endorsements such as "personal" or "private." This is important when the addressee does not normally receive personal mail at the office.
- The addressee's name and/ title might be inaccurate.
- Distorted handwriting, or the name and address might be prepared with homemade labels or cut-and-paste lettering.
- Protruding wires, aluminum foil or oil stains visible.
- Emit a peculiar odor.
- Envelope might feel rigid or appear uneven or lopsided.
- Unprofessionally wrapped with several combinations of tape. Might be endorsed "Fragile-Handle With Care" or "Rush-Do Not Delay."
- Making a buzzing or ticking noise or sloshing sound.

IF YOU SUSPECT A SUSPICIOUS PACKAGE OR LETTER

- Do not take a chance. Immediately call 911.
- Do not move, alter, open, examine, or disturb the article.
- Do not put in water or a confined space such as a desk drawer or filing cabinet.
- Isolate the suspicious package or article and clear the immediate area until law enforcement arrives.

Agenda Item 4

Matters Removed from
Consent Items

Agenda Item 5

Presentations/Appointments

Agenda Item 6a

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

MEMORANDUM

DATE: June 26, 2024

TO: Board of Directors

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

SUBJECT: Discussion and Possible Approval of Resolution 2024-09; Establishing an Appropriations Limit for Fiscal Year 2024/2025

STAFF RECOMMENDATION

Staff recommends the Board approve Resolution 2024-09; Establishing an Appropriations Limit for Fiscal Year 2024/2025.

BACKGROUND

The Appropriations Limit was implemented by Propositions 4 and 111 and 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.

The Appropriations Limit must be reviewed and calculated each year to assure compliance. This action is a formality for Phelan Pinon Hills Community Services District for two reasons: 1) the tax revenues we receive are less than the Appropriations Limit and 2) the tax revenue we receive 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.

Now, each year the District will establish the appropriations limit for that 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.

Staff recommends the Board approve Resolution 2024-09; Establishing an Appropriations Limit for Fiscal Year 2024/2025.

FISCAL IMPACT

None.

ATTACHMENT(S)

Resolution 2024-09
Appropriations Limit Calculation 2024/2025

RESOLUTION NO. 2024-09

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT,
SAN BERNARDINO COUNTY, CALIFORNIA,
ESTABLISHING AN APPROPRIATIONS LIMIT FOR
FISCAL YEAR 2024-2025**

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

WHEREAS, Section 61113 of the Government Code requires the District's Board of Directors to adopt a resolution establishing its appropriations limit, if any, and make other necessary determinations for the following fiscal year pursuant to Article XIII B of the California Constitution, on or before July 1 of each year; and

WHEREAS, Article XIII B of the Constitution of the State of California, as approved by the voters at the special statewide election held on November 6, 1979, provides for an annual appropriations limitation for local jurisdictions adjusted for changes in population and consumer prices index; and

WHEREAS, the State legislation added Division 9 (Commencing with Section 7900) to Title 1 of the Government Code of the State of California to implement Article XIII B of the California Constitution; and

WHEREAS, Section 7910 of the Government Code provides that each year the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit for the following fiscal year pursuant to Article XIII B at a regularly scheduled meeting or a noticed special meeting and that fifteen (15) days prior to such meeting, documentation used in the determination of the appropriations limit shall be available to the public; and

WHEREAS, Section 7902 of the Government Code sets forth the method for determining the appropriations limit for each local jurisdiction for each fiscal year; and

WHEREAS, the District's Board of Directors wishes to establish the appropriations limit for the forthcoming fiscal year for the Phelan Piñon Hills Community Services District.

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

Section 1. The appropriations limit for the Phelan Piñon Hills Community Services District for Fiscal Year 2024-2025 (the "Fiscal Year") as established in accordance with Section 7902 of the Government Code, is set forth as \$5,022,492.

**PHELAN PINON HILLS
COMMUNITY SERVICES DISTRICT
APPROPRIATIONS LIMIT CALCULATION**

FISCAL YEAR 2024/2025

1	PRICE FACTOR U.S. CAPITA PERSONAL INCOME CPI	3.62%
2	POPULATION PERCENT CHANGE	0.42%
3	PER CAPITA CONVERTED TO A RATIO:	1.03620
4	POPULATION CONVERTED TO A RATIO:	1.00420
5	CALCULATION FACTOR FOR RATIO OF CHANGE:	1.04055
6	PRIOR YEAR (23/24) APPROPRIATION LIMIT	\$4,826,757
7	CURRENT YEAR APPROPRIATION LIMIT	\$5,022,492

Agenda Item 6b

Public Hearing on the 2024/2025 Budget

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 Budget
 - b. Staff responses to comments, protests, and objections

Agenda Item 6c

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



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W. www.pphcsd.org

MEMORANDUM

DATE: June 26, 2024

TO: Board of Directors

FROM: Don Bartz, General Manager
By: David Noland, Finance Supervisor

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

STAFF RECOMMENDATION

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

BACKGROUND

The Board has reviewed the draft budget detail at several public meetings, including District Finance Committee meetings and Board workshop. The budget schedule was made available online, in the newspaper, in Board and Finance Committee agenda materials, and in the office to encourage public attendance.

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

The Budget hearing took place preceding this agenda item. Should the Board desire to approve the Budget, the next step is for the Board to adopt Resolution No. 2024-10.

FISCAL IMPACT

\$(1,242,056) Operational	\$990,744	Enterprise Fund
<u>\$ 3,878,206</u> Non-Operational	<u>\$1,645,406</u>	Government Funds
\$ 2,636,150 Net Total	\$2,636,150	Total

ATTACHMENT(S)

Resolution 2024-10
2024/2025 Final Draft Budget for Fiscal Year Ending June 30, 2025

RESOLUTION NO. 2024-10
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, 2025

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, 2025 (“2025 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 2025 Budget; and

WHEREAS, on June 26, 2024, the Board conducted a public hearing regarding the proposed 2025 Budget in accordance with the requirements of Government Code Section 61110 and considered all comments received at said hearing; and

WHEREAS, the proposed 2025 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 2025 Budget, as detailed in the budget document entitled “2024/2025 Budget for the Fiscal Year Ending June 30, 2025,” is hereby adopted. A copy of the 2024/2025 Budget is attached hereto and incorporated herein by reference.

2. The expenditure amounts designated for Fiscal Year Ending June 30, 2025, pursuant to the 2024/2025 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 26th day of June 2024.

AYES:
NOES:
ABSTAIN:
ABSENT:

President, Board of Directors

ATTEST: _____
Acting Secretary, Board of Directors



DRAFT

Phelan Piñon Hills CSD

Established 2008

2024/2025 Budget





2024 / 2025 Budget

For the Fiscal Year Ending
June 30, 2025

**PHELAN PIÑON HILLS
COMMUNITY SERVICES DISTRICT**

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

TABLE OF CONTENTS

- GFOA Award 5
- CSFMO Award 6
- Resolution #2024-10 7

- Introduction** 9
 - Budget Message from the General Manager 10
 - Mission Statement 15
 - Officials 16
 - District Profile 17
 - By the Numbers Summary of District Information 22
 - Budget Process and Schedule 23
 - Budgetary Control and Financial Practices 24
 - Strategic Plan Vision to Action Table 27
 - Financial Policies 28
 - Sources of Revenue 30

- Departmental Presentations** 35
 - Organizational Chart 36
 - Staffing Levels and Summary of Personnel 37
 - Salary Classifications 38
 - Salary Ranges 39
 - Employee Compensation and Benefits 41
 - Department Overview 42
 - Administration and Finance 43
 - Engineering 45
 - Water Operations 48
 - Parks and Recreation 51
 - Street Lighting 53
 - Solid Waste and Recycling 54

- Budget Financial Reports** 56
 - Financial History and Budget Comparison 57
 - Budget Overview 59
 - Budget 62
 - Budget Summary Comparison 70
 - Budget Detail Comparison 71
 - Fund Balances and Cash Flow Projections 75
 - Reserves 76
 - Debt Service 77
 - Appropriations Limit 79

- Capital Improvement Program** 80
 - Capital Projects 81
 - Capital Expenditure Budget 84

<u>Budget Forecast</u>	85
Budget Five Year forecast	86
<u>Statistics Trends and References</u>	87
Water System Statistics	88
Meters in Ground	89
Production.....	89
Phelan Piñon Hills Community Services District Water Rates	90
Water Rates Comparison to other Water Suppliers	91
Water Rights	92
Budget in Brief	93
<u>Other</u>	
Glossary of Acronyms.....	96
Glossary of Terms.....	97

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, 2023

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, 2023. 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 tenth 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, 2023. This is the tenth 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 2024/2025 budget continues to conform to the standards set forth to be eligible for this award and will submit an application accordingly.

RESOLUTION NO. 2024-10 ADOPTING THE ANNUAL BUDGET

RESOLUTION NO. 2024-10
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, 2025

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, 2025 (“2025 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 2025 Budget; and

WHEREAS, on June 26, 2024, the Board conducted a public hearing regarding the proposed 2024 Budget in accordance with the requirements of Government Code Section 61110 and considered all comments received at said hearing; and

WHEREAS, the proposed 2025 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 2025 Budget, as detailed in the budget document entitled “2024/2025 Budget for the Fiscal Year Ending June 30, 2025,” is hereby adopted. A copy of the 2024/2025 Budget is attached hereto and incorporated herein by reference.
2. The expenditure amounts designated for Fiscal Year 2024/2025, pursuant to the 2025 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 26th day of June, 2024.

AYES:
NOES:
ABSTAIN:
ABSENT:

President, Board of Directors

ATTEST: _____
Acting Secretary, Board of Directors



PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT

INTRODUCTION



PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT

MESSAGE FROM THE GENERAL MANAGER

June 26, 2024

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 2024/2025. This Budget has been prepared to meet the many challenges facing the District, including unfunded state mandates, the exorbitant inflation over the past several years 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 continue, even as California has had some of the wettest years in recent history. The District was faced with significant water demands by new agricultural grows and worked with enforcement agencies to eliminate illegal production, which resulted in the elimination of most of the illegal grows in the area. The Chromium-6 regulations, which were rescinded pending further investigation by the Department of Water Resources, have recently been adopted in 2024 with a maximum contaminant levels (MCL) of 10 parts per billion (PPB). Economic impacts resulting from the increased cost of goods and services have been staggering over the past few years and continue to influence District resources. The District continues to address these challenges with resourcefulness while meeting the needs of the community to provide safe, clean water, and continuing to operate and maintain District facilities.

Following years of intense drought and declining groundwater levels, California has recently experienced consecutive years of substantial water gains. Despite these significant improvements, the state remained committed to conservation initiatives and continued to enforce long-term conservation mandates. The District has introduced policies and programs to help customers meet the reduced consumption levels to be in compliance with the ongoing and upcoming state mandates.

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 agricultural grows that started up in numerous locations throughout the District, resulting in extremely high demand to the system. The District is not zoned for agriculture 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 system. County, state, and federal taskforces coordinated to eliminate the illegal grows within the District. This effort to protect the District's

water supply was extremely successful. That along with two historically wet winter seasons, resulted in a significant reduction in water demand.

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 reconsidered the MCL for Chromium-6 and the implementation timeline. The District halted all Chromium-6 mitigation work, pending the state's new regulations and resumed mitigation measures in 2020/2021. The state has moved forward with new regulations, adopting the 10 ppb MCL in 2024. Systems with 1,000 to 10,000 service connections would be required to comply with the MCL within three years of rule adoption. The District continues to move forward with projects that will mitigate the new standards. For more information, please visit the District's website.

Prior to 2023, the District fell under the County of San Bernardino's jurisdiction for meeting all state goals and reporting diversion, pooling its residential and business recycling quantities with jurisdictions boasting higher recycling rates. However, with the enactment of SB 1383, the District must report directly to the state and will bear sole responsibility for meeting diversion requirements. These new regulations mandate reporting on organic waste and require "curbside" collection of organic waste. Additionally, the District is tasked with meeting the 50% diversion (recycling) requirement, aiming for 75% diversion, per AB 939. Presently, the District's recycling rate stands at 3% District-wide.

The economic impacts to the District over the past several years have been significant. The surge in the Consumer Price Index has led to considerable escalations in the costs associated with goods and services, directly affecting the District's operations. Notably, some of the District's most substantial expenses, like electricity required for pumping water out of the ground and facilitating its movement through the system, have surged by up to 75% within the span of four years.

In 2024, the District revised the 2022 strategic plan, as part of its annual review. 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 is 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

Funding for the Civic Center Building has been successfully secured by the District. This building will accommodate administrative staff activities and host the Emergency Operations Center. Staff secured a \$2 million-dollar federal grant through Congressman Jay Obernolte's office, which is a significant contribution to the community. The District also secured a 20-year lease of \$6 million-dollars, which will be paid for with the interest revenue staff was able to secure through prudent investments of reserves. The project is set to break ground in September 2024 and should be completed within 18 months.

The District has recently completed a comprehensive four-year endeavor aimed at replacing and upgrading all of its aging meters to state-of-the-art smart meters, ensuring that each and every one of its customers now benefits from this advanced technology. With the installation of these advanced smart meters, customers can actively monitor their consumption in real-time, receive timely alerts, and detect potential leaks on their property, empowering them with greater control over their usage and enhancing overall efficiency. This tool will enable customers to more successfully observe conservation initiatives.

In July 2023, the District implemented the new, three-container collection system in compliance with SB 1383 and other state recycling regulations. The District was able to maintain a self-haul option for District residents choosing to self-haul trash, recycling, and organics to the transfer station. The roll-out of this program has been staff-intensive due to the increasing number of customers affected. For reference, in 2017, there were approximately 3,500 collection customers; today, there are over 5,700, many of which need guidance on source-separation, service roll-out, and account setup.

Utilizing the Park Masterplan, the District collaborated with consultants to develop the Civic Center Plaza, incorporating the Phelan Park Expansion project. This project is situated adjacent to the forthcoming Civic Center Building on Sheep Creek Road, to the north of the existing office and the current Phelan Park and Community Center property. Despite the initial decline of the project's submission for Prop 68 grant funds, the District persisted in its pursuit of funding opportunities. As a result, approximately \$455,000 was secured from the County of San Bernardino to initiate a modest expansion and implement improvements to Phelan Park. The expansion entails the addition of pickleball courts, a new community teaching garden, exercise equipment, additional concrete pathways, and enhancements for ADA accessibility. Staff will continue their efforts to secure funding for the completion of additional elements for the expansion of Phelan Park.

At the close of 2023, the District regained possession of the Pinon Hills Fire Station, following years of disuse by the San Bernardino County Fire Department. To determine the future utilization of this facility, a community open-house event was conducted. Staff will present recommendations to the Board regarding the redevelopment of this facility for beneficial community use. There is \$100,000 budgeted for this purpose for FYE 2025.

The Departmental Presentations (beginning on page 38) include details of accomplishments for 2023/2024 and their status, including: (SPG below are from the prior year Strategic Plan)

- The meter replacement program has been completed. New smart meters replacing outdated, inefficient, meters. SPG 1.6
- The District saved over \$1,113,000 in 2023/2024 as a result of purchasing water rights. SPG 1.5
- Civic Center Building/Emergency Response Center design complete, funding obtained, estimated completion Spring of 2026. SPG 1.7, 1.8
- Chromium-6 Mitigation Project – completed well rehabilitation. SPG 1.2, 1.5
- Chromium-6 Mitigation Project – installed new well and associated pipeline. SPG 1.2, 1.5
- Development of Phelan Park expansion and civic center plans in compliance with the parks master plan. SPG 2.1 - 2.3
- Increased community outreach – the District continues to reach out to all the organizations within the community to promote understanding and cooperation. SPG 5.1, 5.2,
- Adopted and implemented Recycled Paper Products Procurement Policy in compliance with SB 1383. SPG 3.4
- Water rate and fee study was completed in compliance with proposition 218, to address substantial decrease in production and significant increases to costs of materials and services. SPG 4.2

Upcoming/Ongoing Challenges Facing the District in 2024/2025

The most significant issues facing the District in 2024/2025 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. This coupled with the increased cost of materials and services (more than 65% over the past four years) and a reduction in water sales (due to elimination of illegal agricultural activity and significant rainfall), have impacted the District's cost of providing services.

The Departmental Presentations (beginning on page 38) include details of goals for 2024/2025, including:

- The revised Chromium-6 regulations are in progress and the District is on schedule to meet the new water quality standards. The District continues to collect a surcharge on the water bills to recover the costs of over \$7.0 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 be repaid with surcharge revenue for five to six years. Based upon the expenses necessary to meet the revised mandates, and the economic impact on costs, the surcharge may continue if necessary. The surcharge will be eliminated once the projects are complete, and the costs have been recovered.
- Among other regulations concerning solid waste disposal in the State of California, the District must comply with the impacts of AB 939 Integrated Waste Management Act and SB 1383 Short-lived Climate Pollutants, particularly concerning organic waste. In response to these requirements, the District has had to implement a three-container collection program to residents and businesses. The implementation timeline will minimally impact program or capital budgets in the current fiscal year with no major impacts expected in FYE 2025 as the District has been successful in obtaining grant funds to help mitigate impacts.
- The District does not anticipate any impact on services in the coming year.

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. Hyperinflation, rising capital and operational expenses caused the District to undergo the most recent water rate study, approved in October 2023. The 2023 water rate schedule implements an annual 16% increase in water rates for the next five years. This aims to create a financial blueprint, ensuring that revenues align with the ongoing operational and capital demands, uphold debt covenants, and meet designated reserve targets of the District.

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 savings of reduced water production fees. The District is saving over \$1,119,849 in the coming year due to water rights purchased (page 89). Even after repaying the \$7.5 million dollar loan, this purchase is estimated to save the District over \$18.4 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 \$26.7 million dollars over thirty years.

The Fiscal Year 2024/2025 Budget is based on Enterprise Fund revenues of \$11,909,013 and Government Fund revenues of \$2,854,973, totaling \$14,763,986; Enterprise Fund expenses of \$10,918,269, and Government Fund expenses of \$1,209,567, totaling \$12,127,836; for a total net revenue of \$2,636,150.

	2023/2024 Budget	Est YE 23/24	2024/2025 Budget	% Over Prior Year Budget	% Over Est Yr End
Enterprise (Water) Revenue	\$10,564,612	\$10,993,300	\$11,909,013	12.7%	8.3%
Enterprise (Water)Expenses	\$9,780,613	\$10,108,564	\$10,918,269	11.6%	8.0%
	\$784,000	\$884,736	\$990,744		
Government Revenue	\$2,670,269	\$2,839,543	\$2,854,973	6.9%	0.5%
Government Expenses	\$1,268,466	\$981,050	\$1,209,567	-4.6%	23.3%
	\$1,401,803	\$1,858,493	\$1,645,406		
Total Revenue	\$13,234,881	\$13,832,843	\$14,763,986	11.6%	6.7%
Total Expenses	\$11,049,078	\$11,089,614	\$12,127,836	9.8%	9.4%
Total Net Revenue	\$2,185,803	\$2,743,229	\$2,636,150		

2024 2025 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
Charles Hays	President	2026
Greg Snyder	Vice President	2026
Rebecca Kujawa	Director	2024
Deborah Philips	Director	2024
Mark Roberts	Director	2024

DISTRICT MANAGEMENT

Donald Bartz	General Manager
Lori Lowrance	Assistant General Manager / CFO
Kim Sevy	HR & Solid Waste Manager / District Clerk
George Cardenas	Engineering Manager
Sean Wright	Water Operations Manager

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

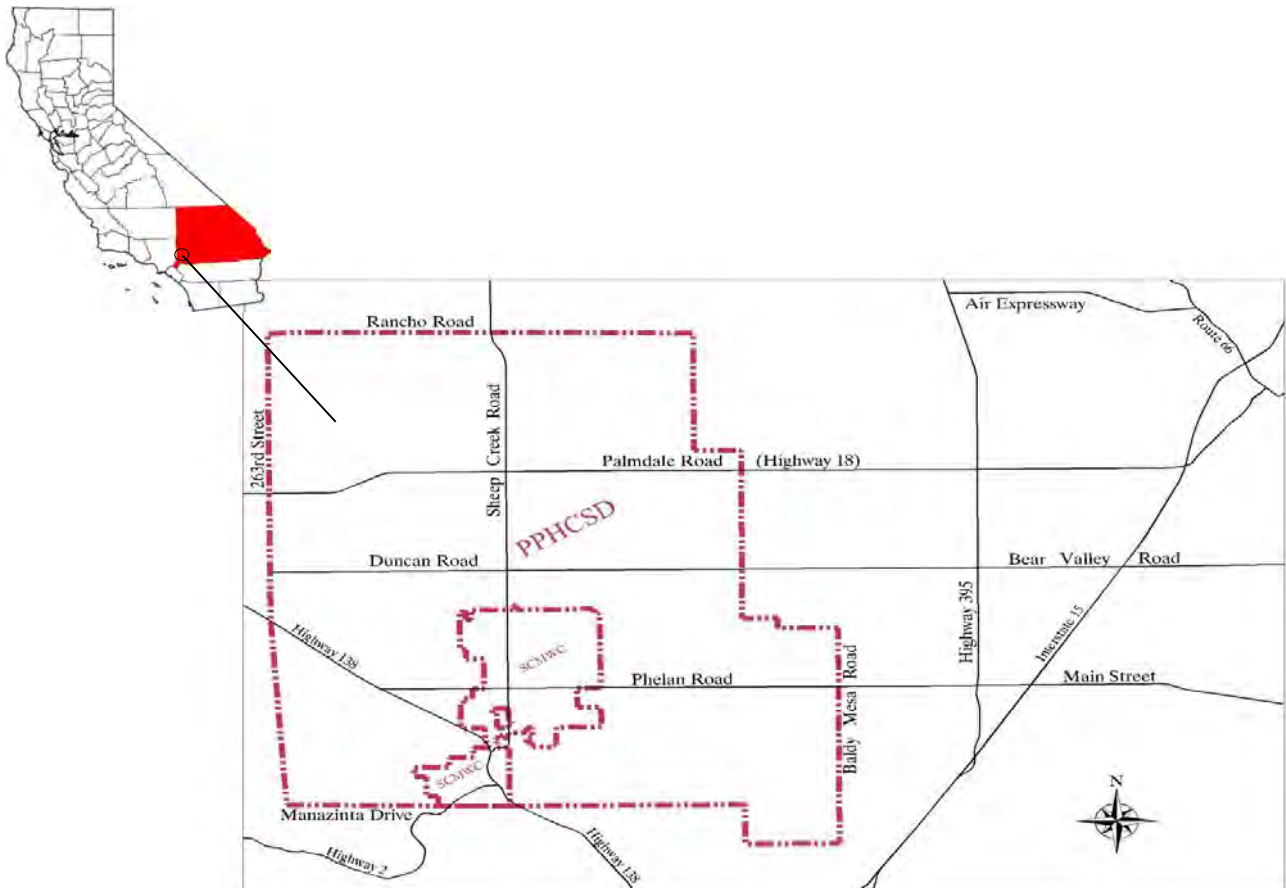
DISTRICT PROFILE

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.

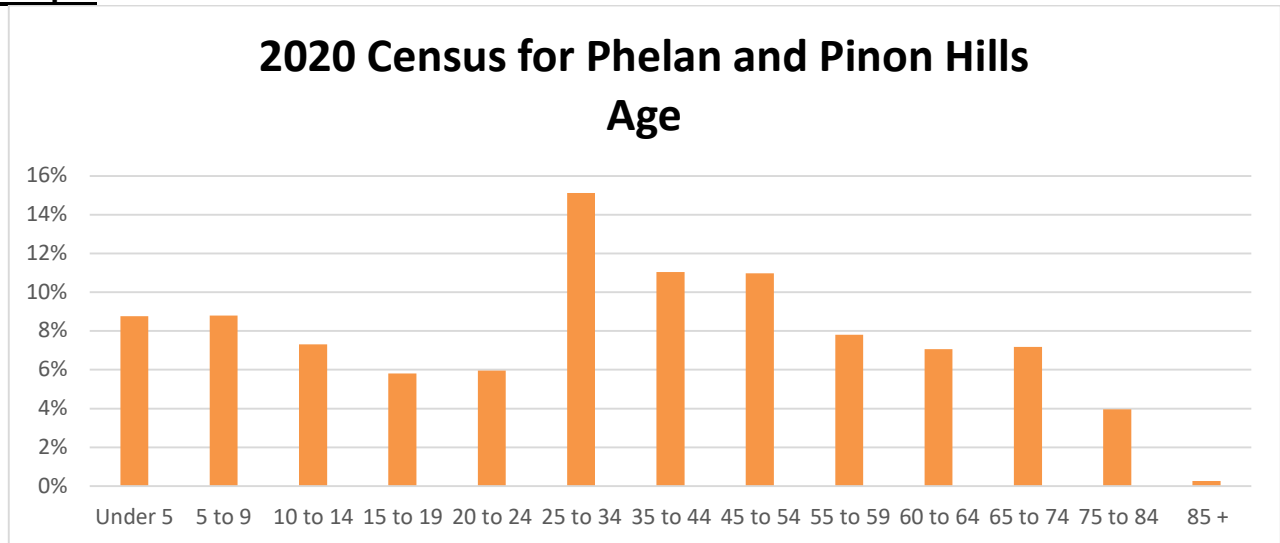
On November 16, 2011, LAFCO held a hearing on proposal 3167 and adopted resolution 3153 approving the activation of solid waste and recycling function and services for the District. On January 24, 2012, the Certificate of Completion was processed, formalizing the change in organization.



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 several 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 (2020) 21.4%

High school graduation rate (2020) 80.7%

Economy (Countywide)*

Unemployment rate 9.2% (2020)

4.5% (March 2023)

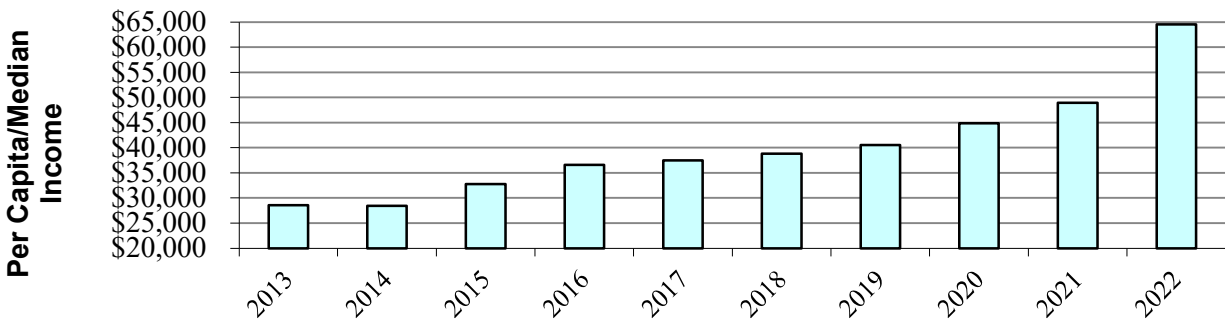
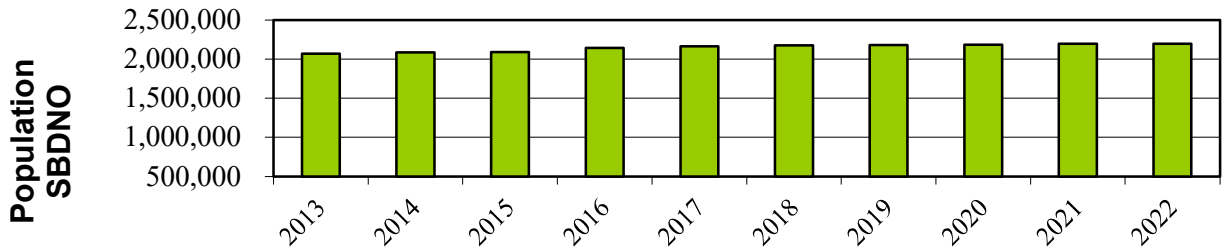
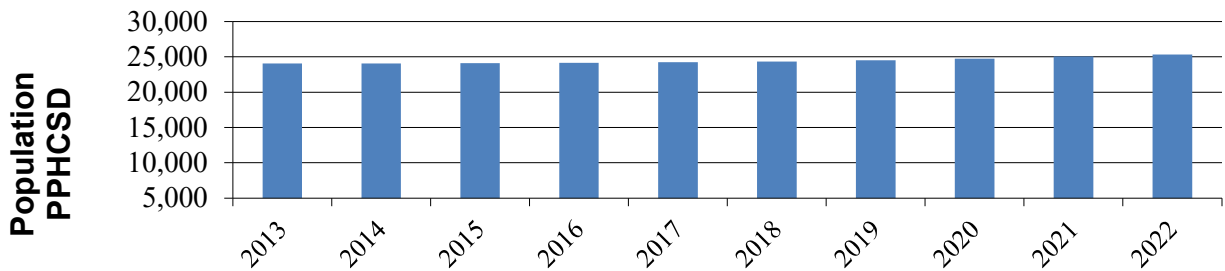
*American Community Survey: <https://data.census.gov>

Demographic and Economic Statistics

County of San Bernardino⁽²⁾

Year	Phelan & Piñon Hills Population (1)	Unemployment Rate	Population	Median Single-Family Home Price	Personal Income per Capita / Median Household Income
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	36,578
2017	24,225	5.8%	2,160,256	266,250	37,477
2018	24,352	4.2%	2,174,938	290,000	38,781
2019	24,516	3.9%	2,180,085	315,000	40,537
2020	24,725	9.2%	2,181,662	350,000	44,831
2021	25,058	5.0%	2,192,882	401,000	48,950
2022	25,316	4.5%	2,193,656	455,000	64,514

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, 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. For the currently seated Board, three Directors were elected in November of 2020 and two Directors were elected in November of 2022. 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 second and fourth Wednesdays of each month at 5pm 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 Solid Waste and Recycling, and quarterly meetings for Parks, Recreation and Street Lighting, Legislative, and Finance. These meetings are open to the public who are encouraged to attend.

Resolution 2024-06, 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 employs twenty-seven full-time personnel. 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 16 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 33 pressure reducing stations in 17 pressure zones, with approximately 348 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 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	348
Reservoirs	35
Wells	16
Booster Stations	25
Booster Pumps	69
Pressure Reducing Stations	33
Service Connections (Meters)	7,296

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	5,756
Number of Commercial Customers	109

Misc. Statistical Information

Population	25,640
Service Area	128 square miles
Employees	27 Full Time
Enterprise Fund Budget	\$10,918,269
Government Fund Budget	\$1,209,567
Capital Budget - Funding with Operations	\$452,500

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 analyses 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.

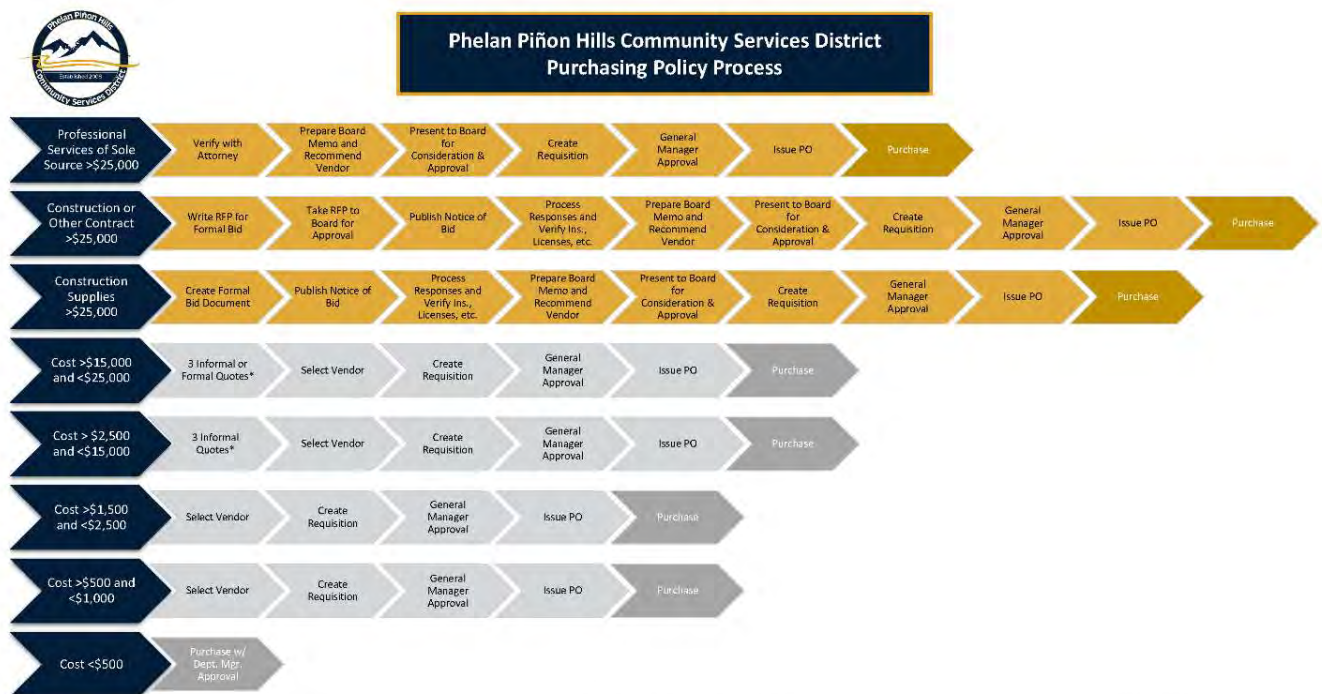
Date/Location	Time	Public Meeting
January & February, 2024	Various	Board Committees and staff develop long range plans and goals. Staff accumulates preliminary budget numbers, quotes and estimates
February 21, 2024 Wednesday Phelan Community Center & Zoom	5:00 PM	Special Board Workshop – Board reviews and approve Long Range Capital Plans, Capital Budgets, and Goals
March 28, 2024 Thursday Phelan Community Center & Zoom	4:00 PM	Special Finance Committee – Review Draft Budget
April 3, 2024 Wednesday Phelan Community Center & Zoom	5:00 PM	Special Board Workshop – Review Draft Budget
June 4, 2024 Tuesday Phelan Community Center & Zoom	4:00 PM	Finance Committee – Review final draft budget
June 26, 2024 Wednesday Phelan Community Center	5:00 PM	Regular Board Meeting - Budget Hearing - 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. 2024-04, section 1.9, 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 as outlined in Resolution 2024-04.

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. Hyperinflation, rising capital and operational expenses caused the District to undergo the most recent water rate study, approved in October 2023. The 2023 water rate schedule implements an annual 16% increase in water rates for the next five years. This aims to create a financial blueprint, ensuring that revenues align with the ongoing operational and capital demands, uphold debt covenants, and meet designated reserve targets of the District.

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 resulted 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 \$18.4 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 \$2,000,000 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 \$26.7 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, another was required in 2021 due to unforeseen agricultural demand on the system. In 2023 due to the impacts of hyperinflation, 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. In April of 2024, the State adopted a new MCL of 10 PPB MCL. The District has spent approximately \$7.1 million dollars toward the compliance project and has approved an additional \$5.3 million dollars in projects to meet the state's mandates. The total of approximately \$12.4 million dollars of the revised projects is \$4.6 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. The plan is scheduled to be updated this upcoming year. 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, with the latest amendment coming in March 2024. 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 Chromium-6 Mitigation	2027/2028
	1.2 Water Conservation	Ongoing
	1.3 Water Resources	2025/2026
	1.4 Water Production & Storage	2026/2027
	1.5 Meter Replacement Program	2023/2024
	1.6 Emergency Preparedness	2023/2024
	1.7 Complete Civic Center	2025/2026
	1.8 Expand Sphere of Influence & District Boundary in El Mirage	2024/2025
2.0 Parks, Recreation, & Street Lighting	2.1 Phelan Community Park Expansion	2027
	2.2 Parks Master Plan Update	2024/2025
	2.3 Complete Parks Portion of the Civic Center Building	2025/2026
	2.4 Public and Private Partnerships for Parks and Recreation Programs	Ongoing
	2.5 Street Lighting	Ongoing
3.0 Solid Waste, Recycling, & Organics Disposal Compliance	3.1 Franchise Amendment	2023/2024
	3.2 School Outreach Program	Ongoing
	3.3 SB 1383 Outreach & Education	Ongoing
	3.4 Additional Diversion Programs	Ongoing
4.0 Fiscal Efficiency	4.1 Annual Budget Process	Ongoing
	4.2 Periodic Financial Studies	Ongoing
	4.3 Annual Audit	Annual
	4.4 Fiscal Policies	Ongoing
	4.5 Financing	Ongoing
5.0 Strategic Partners and Public Affairs	5.1 Increase Communication to the Public	Ongoing
	5.2 Community Business & Organization Outreach	Ongoing
	5.3 Involvement in Professional Organizations	Ongoing
	5.4 Outreach to Legislators and Local Agencies	Ongoing
6.0 Personnel Management	6.1 Retention & Development	Ongoing
	6.2 Internal Communication	Ongoing
	6.3 Team Building	Ongoing
	6.4 Succession Planning	2024/2025
	6.5 Personnel Policies	2024/2025

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 2024-04

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. Adjustments to the budget may be made in compliance with 1.8 of this policy.

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 2024-05

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

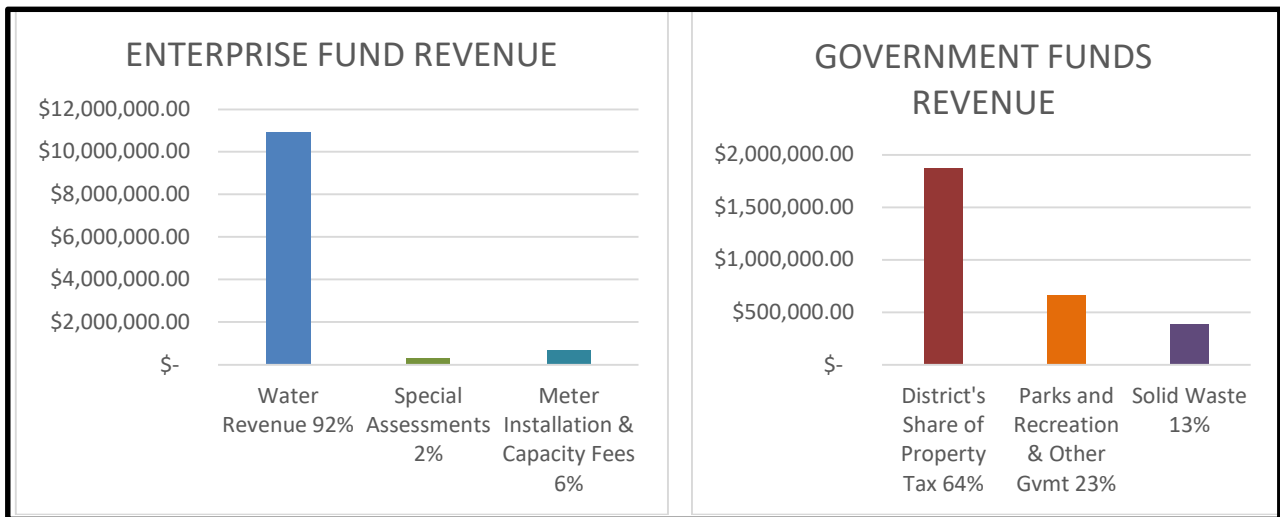
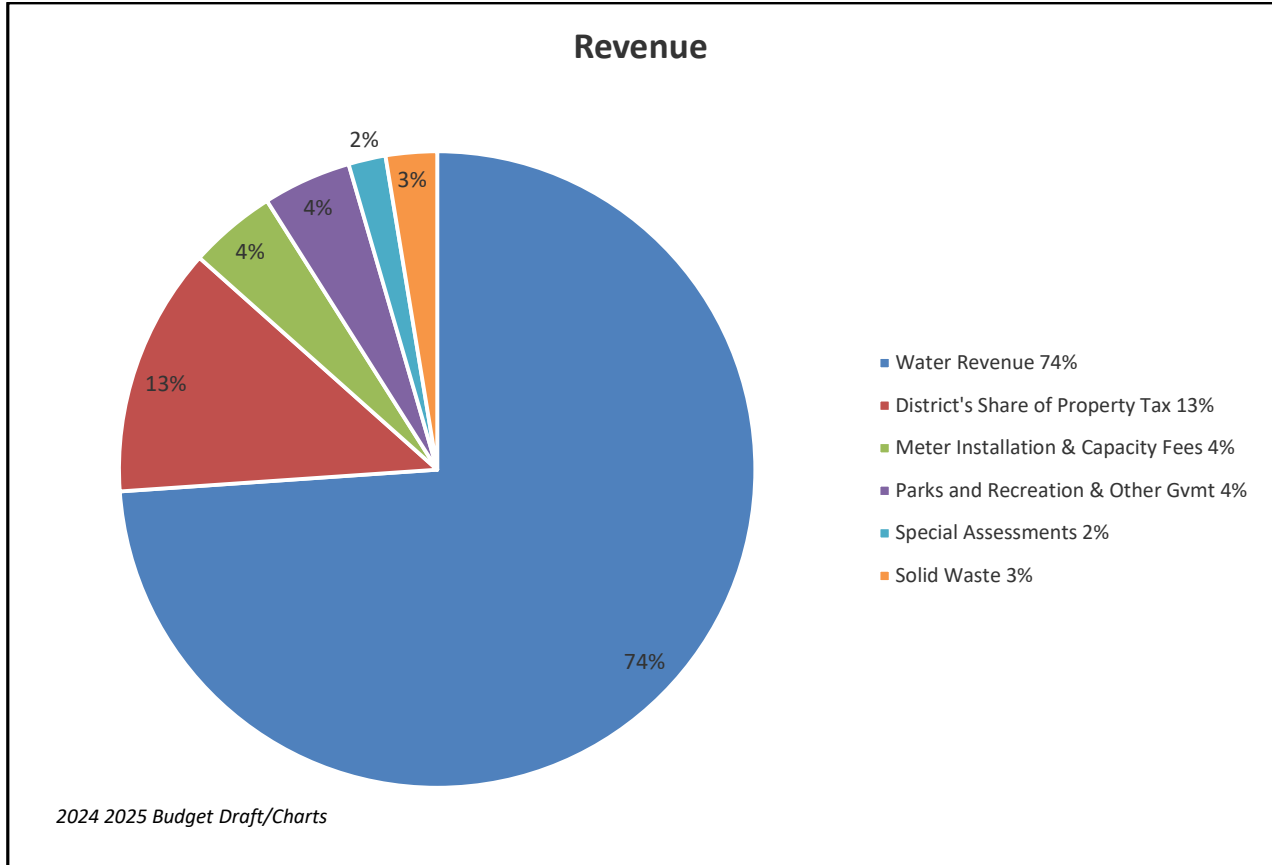
The Purchasing Policy standardizes the purchasing procedures of the District, thereby securing advantages of a centralized and uniform purchasing policy, saving the taxpayers money and increasing public confidence in the procedures for District purchasing; to promote the fair and equitable treatment 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:

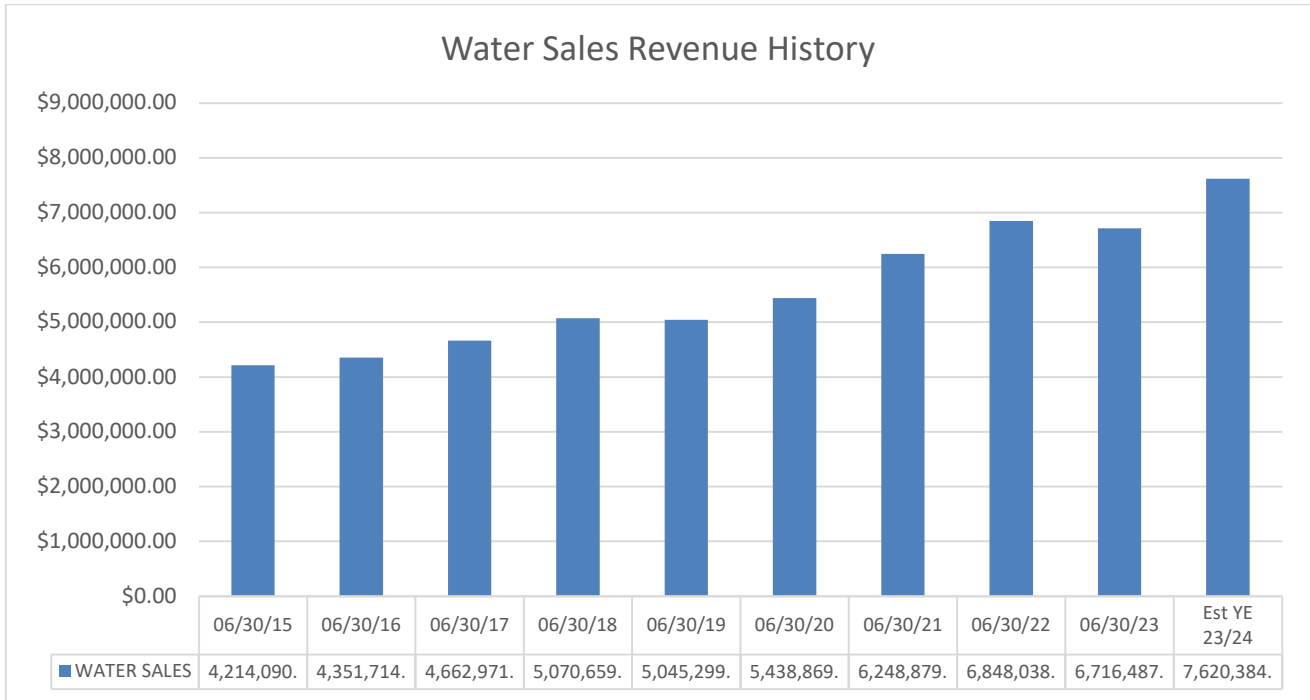
- Less than \$5,000 Managed by rules of procedures established by the General Manager
- \$5,000 - \$15,000 Requires three quotations and approval of the General Manager
- \$15,000-\$25,000 Requires price quotations and informal or formal bids and approval of the General Manager
- Exceeding \$25,000 Requires 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 16% increase in consumption and meter fees. Based on the water rate study, a rate change of 16% is scheduled to be effective July 1, 2024. The basis for property tax revenue budgeted is as reported from the County for the coming year. The District is projecting similar activity of most events and programs for the coming year.



Water Revenue: Sales and Use Fees (74% of total revenue) – Enterprise Fund – The District’s primary business activities are from the administration, production, treatment, and distribution of water through approximately 7,296 meters to approximately 25,640 residents.



2024 2025 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 were 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. Hyperinflation, rising capital and operational expenses caused the District to undergo the most recent water rate study. The Board approved the revised rate schedule to be effective November 1, 2023.

Historical and Future (Pending Board Review) Water Rates

Water Rates - Approved Jan 20, 2016			Water Rates - Approved May 6, 2020		Water Rates - Approved December 1, 2021			Water Rates - Approved October 11, 2023				
	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 11/01/23	Effective 07/01/24	Effective 07/01/25	Effective 07/01/26	Effective 07/01/27
FIXED CHARGE PER METER												
	Monthly		Monthly		Monthly			Monthly				
Meter Size												
3/4"	\$18.16	\$19.16	\$22.28	\$23.62	\$22.80	\$24.17	\$25.63	\$31.02	\$35.76	\$39.75	\$45.88	\$53.13
1"	\$27.89	\$29.56	\$32.06	\$33.99	\$34.50	\$36.57	\$38.77	\$46.70	\$53.61	\$59.41	\$68.36	\$78.95
1 1/2"	\$52.21	\$55.64	\$58.71	\$59.91	\$63.75	\$67.58	\$71.64	\$85.90	\$98.22	\$108.56	\$124.66	\$143.50
2"	\$81.39	\$86.72	\$85.85	\$91.01	\$98.85	\$104.79	\$111.08	\$132.94	\$151.76	\$167.54	\$192.00	\$220.96
3"	\$149.47	\$159.47	\$178.76	\$189.49	\$210.00	\$222.60	\$235.96	\$281.90	\$321.31	\$354.31	\$405.56	\$466.25
4"	\$246.74	\$263.41	\$315.68	\$334.63	\$373.80	\$396.23	\$420.01	\$501.42	\$571.16	\$629.55	\$720.28	\$827.73
CHROMIUM 6 SURCHARGE	\$9.71	\$9.71	\$9.71	\$9.71	\$9.71	\$9.71	\$9.71	\$9.71	\$9.71	\$9.71	\$9.71	\$9.71
	\$12.42	\$12.48										
CONSUMPTION												
Residential												
Tier 1	\$2.39	\$2.53	\$2.64	\$2.80	\$2.73	\$2.90	\$3.08	\$3.46	\$4.04	\$4.55	\$5.20	\$5.96
Tier 2	\$3.77	\$4.00	\$4.01	\$4.26	\$3.12	\$3.31	\$3.51	\$4.26	\$4.97	\$6.27	\$7.28	\$8.36
Tier 3					\$7.53	\$7.99	\$8.47					
Commercial												
Tier 1	\$2.85	\$3.02	\$3.06	\$3.25	\$3.65	\$3.87	\$4.11	\$3.46	\$4.04	\$4.55	\$5.20	\$5.96
Tier 2	\$2.85	\$3.02	\$3.06	\$3.25	\$3.65	\$3.87	\$4.11	\$4.26	\$4.97	\$6.27	\$7.28	\$8.36
School												
Tier 1	\$2.03	\$3.21	\$3.53	\$3.75	\$3.96	\$4.20	\$4.46	\$3.46	\$4.04	\$4.55	\$5.20	\$5.96
Tier 2	\$3.03	\$3.21	\$3.53	\$3.75	\$3.96	\$4.20	\$4.46	\$4.26	\$4.97	\$6.27	\$7.28	\$8.36

Tier 1: 0 to 11 units Tier 2: >11 units

The Chromium-6 Surcharge is collected to recover Chromium-6 costs. In April 2024, the Chromium-6 regulation was adopted. The District has spent approximately \$7.1 million dollars to date and has projects pending or in progress of \$5.3 million dollars. The surcharge will continue until costs have been recovered.

Chromium-6 costs to date:	\$7,136,000
Additional project costs	<u>\$5,300,000</u>
Total costs, pending state mandate	\$12,436,000
Est. Surcharge collected through 06/30/24	<u>\$6,561,000</u>
Total remaining costs to be recovered	\$5,875,000

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.

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.

Property Tax Revenue (13% of total revenue) – Government Fund - The District receives a small share (approximately 7.8%) of the General Tax Levy: the 1% Ad Valorem tax.

Property Tax Revenue

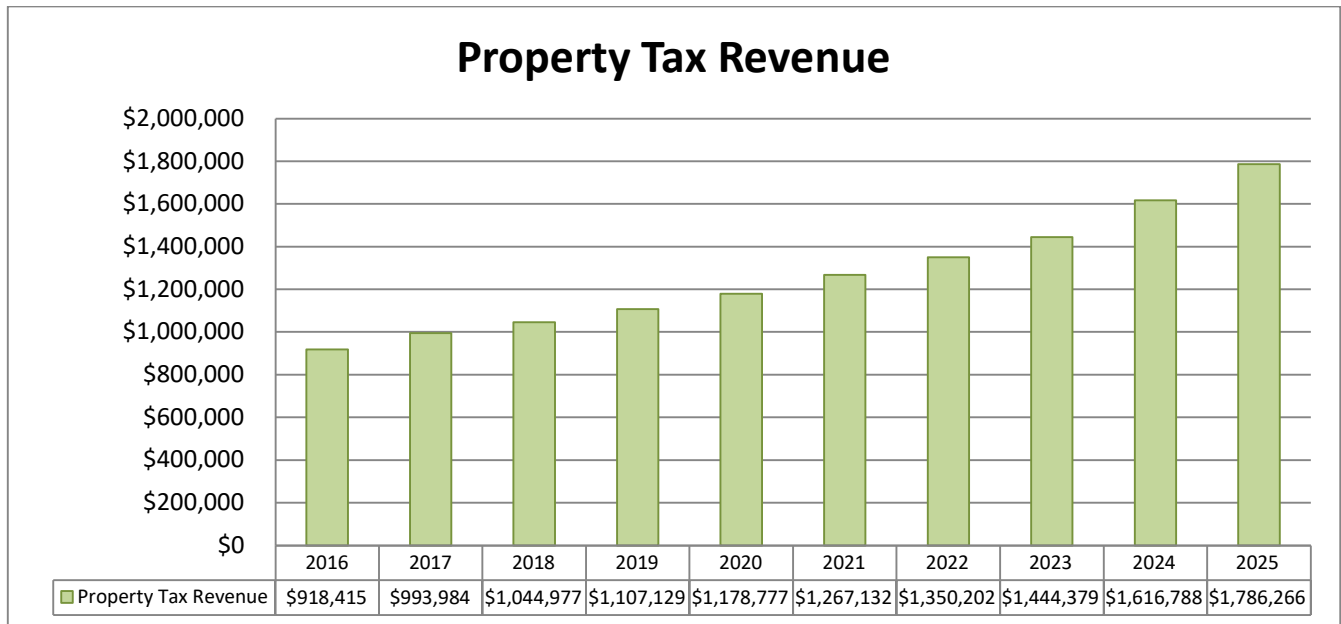


County's Share of General Tax Levy
\$21,194,549

PPHCSD's Share of General Tax Levy
\$1,786,266 = 7.8 cents of each dollar

2024 2025 Budget Year - Finance and Budget Data/Property Tax Revenue

Historical property tax revenue significantly decreased 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 percentage of the Solid Waste Fees collected by the authorized collection entity.

Meter Installation and Capacity Fees (4% 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, peaking in 2021. 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.

Capacity Fees pay for that connection's share of wells, reservoirs, transmission pipeline, water resources, and other facilities necessary to bring water to the customer's property. Capacity 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 (4% 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. Additionally, this includes lease revenue from other government properties.



PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT

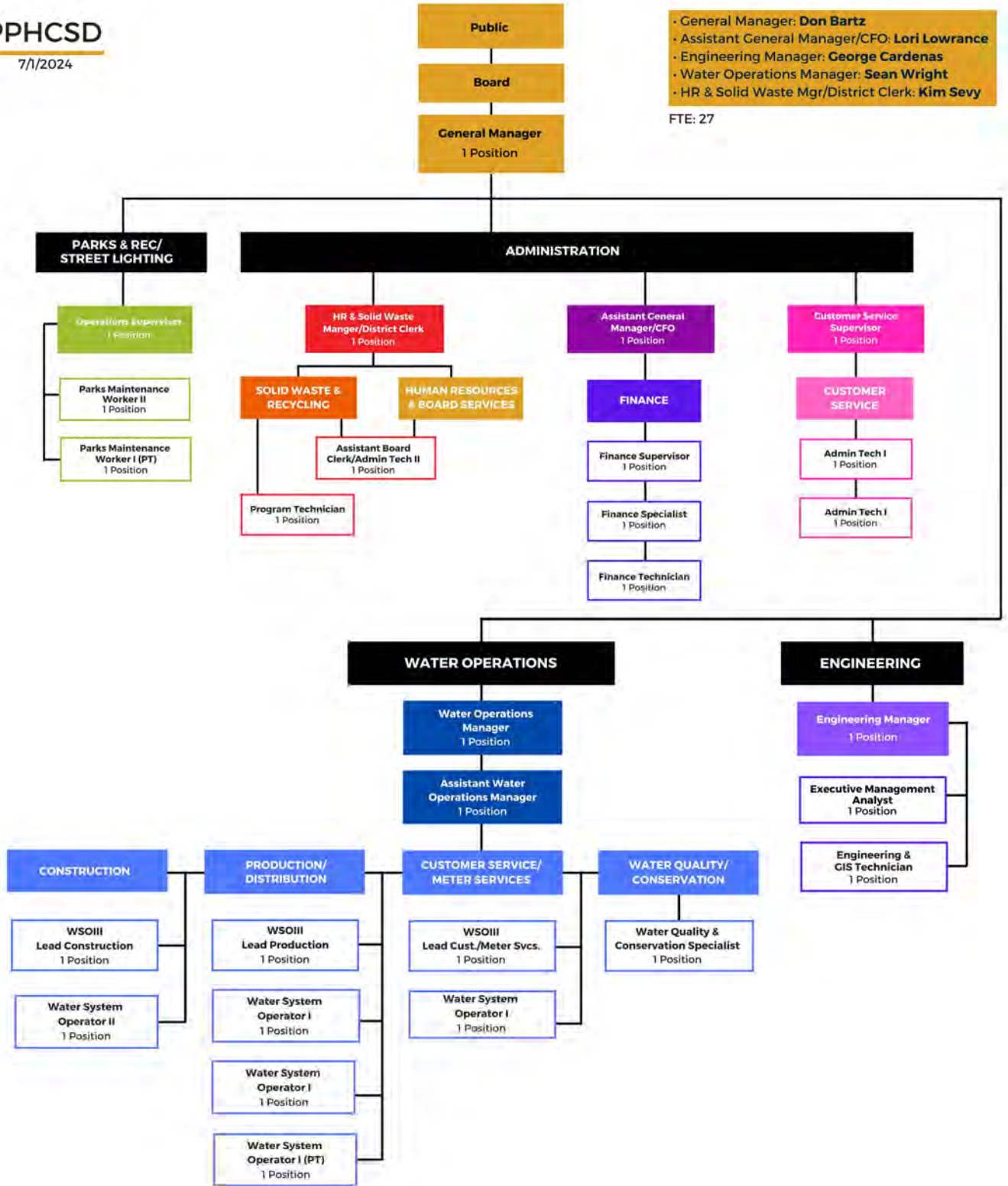
DEPARTMENTAL **PRESENTATIONS**

ORGANIZATIONAL CHART

PPHCSD
7/1/2024

- General Manager: **Don Bartz**
- Assistant General Manager/CFO: **Lori Lowrance**
- Engineering Manager: **George Cardenas**
- Water Operations Manager: **Sean Wright**
- HR & Solid Waste Mgr/District Clerk: **Kim Sevy**

FTE: 27



STAFFING LEVELS AND SUMMARY OF PERSONNEL

Fiscal Year Ending	2017	2018	2019	2020	2021	2022	2023	2024	2025
General Manager	1	1	1	1	1	1	1	1	1
ADMINISTRATION	2017	2018	2019	2020	2021	2022	2023	2024	2025
Assistant General Manager / CFO	1	1	1	1	1	1	1	1	1
HR Manager/Exec. Secretary	1	1	1	1	1	1	1	1	1
Admin. & Customer Service Staff	5	5	4.5	4.5	4	4.5	4.5	3.5	3.5
Finance Staff	2	2	2	2	2	2	2	3	3
TOTAL	9	9	8.5	8.5	8	8.5	8.5	8.5	8.5
ENGINEERING	2017	2018	2019	2020	2021	2022	2023	2024	2025
Engineering Manager	1	1	1	1	1	1	1	1	1
Eng. GIS Tech	1	1	1	1	1	1	1	1	1
Executive Management Analyst							1	1	1
TOTAL	2	2	2	2	2	2	3	3	3
WATER OPERATIONS	2017	2018	2019	2020	2021	2022	2023	2024	2025
Water Operations Manager	1	1	1	1	1	1	1	1	1
Assistant Water Operations Manager							1	1	1
Water Quality & Consvrtn Specialist	1	1	1	1	1	1	1	1	1
Water Operations Supervisor	1	1	1	2	2	2	0	0	0
Conservation Program Admin.	1	1	1	1	1	1	0	0	0
Lead Water Operators							3	3	3
Water Operators	8	8	8	7	7	6.5	5.5	4.5	4.5
TOTAL	12	12	12	12	12	11.5	11.5	10.5	10.5
PARKS AND RECREATION	2017	2018	2019	2020	2021	2022	2023	2024	2025
Park Supervisor	1	1	1	1	1	1	1	1	1
Park Workers (2 PT 2009-2020)	2	2	2	2	2	1.5	1.5	1.5	1.5
TOTAL	3	3	3	3	3	2.5	2.5	2.5	2.5
STREET LIGHTING	2017	2018	2019	2020	2021	2022	2023	2024	2025
Street Light Staff	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0
SOLID WASTE	2017	2018	2019	2020	2021	2022	2023	2024	2025
Solid Waste Staff	0	0	0.5	0.5	0.5	0.5	0.5	1.5	1.5
Solid Waste Staff (Outside Contractor)	(1)	(1)	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL	0	0	0.5	0.5	0.5	0.5	0.5	1.5	1.5
TOTAL STAFF	27	27	27	27	27	26	27	27	27

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

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.

2023/2024: The District converted one admin/customer service position to the finance staff.

JOB CLASSIFICATIONS AND SALARY RANGES

2024/2025 Job Classifications

Job Classification Title	Salary Range	Minimum Hourly Salary	Maximum Hourly Salary
ACCOUNTANT	30	\$42.09	\$54.71
ADMINISTRATIVE TECHNICIAN I	8	\$24.44	\$31.78
ADMINISTRATIVE TECHNICIAN II	12	\$26.98	\$35.07
ADMINISTRATIVE TECHNICIAN III	17	\$30.53	\$39.69
ASSISTANT BOARD CLERK/ADMINISTRATIVE SPECIALIST	24	\$36.30	\$47.17
ASSISTANT CUSTOMER SERVICE SUPERVISOR	17	\$30.53	\$39.69
ASSISTANT GENERAL MANAGER / CFO	60	\$88.28	\$114.76
ASSISTANT WATER OPERATIONS MANAGER	35	\$47.62	\$61.89
CUSTOMER SERVICE SUPERVISOR	24	\$36.30	\$47.17
ENGINEERING MANAGER	40	\$53.88	\$70.04
ENGINEERING GIS TECHNICIAN	23	\$35.40	\$46.03
EXECUTIVE MGMNT ANALYST/CONSERVATION PRGM ADMIN	30	\$42.09	\$54.71
FINANCE SPECIALIST	25	\$37.19	\$48.36
FINANCE SUPERVISOR	35	\$47.62	\$61.89
FINANCE TECHNICIAN I	15	\$29.06	\$37.78
FINANCE TECHNICIAN II	19	\$32.07	\$41.70
GENERAL MANAGER (CONTRACT)	69	\$110.25	\$143.32
HR MANAGER/EXECUTIVE SECRETARY	38	\$51.27	\$66.66
LEAD CUSTOMER SERVICE/WATER SYSTEM OPERATOR	20	\$32.88	\$42.73
LEAD CONSTRUCTION WATER SYSTEM OPERATOR	27	\$39.07	\$50.80
LEAD PRODUCTION WATER SYSTEM OPERATOR	27	\$39.07	\$50.80
PARKS MAINTENANCE I	2	\$21.08	\$27.41
PARKS MAINTENANCE II	6	\$23.27	\$30.25
PARKS OPERATIONS SUPERVISOR	30	\$42.09	\$54.71
PROGRAM TECHNICIAN	12	\$26.98	\$35.07
WATER CONSERVATION SPECIALIST/WTR SYS OPERATOR II	20	\$32.88	\$42.73
WATER OPERATIONS SUPERVISOR	27	\$39.07	\$50.80
WATER OPERATIONS MANAGER	41	\$55.22	\$71.78
WATER QUALITY / CONSERVATION SPECIALIST	24	\$36.30	\$47.17
WATER SYSTEM OPERATOR I	13	\$27.65	\$35.95
WATER SYSTEM OPERATOR II	17	\$30.53	\$39.69
WATER SYSEM OPERATOR III	23	\$35.40	\$46.03

2024/2025 Salary Ranges

Salary Range	Monthly		Hourly	
	Minimum	Maximum	Minimum	Maximum
1	3,564	4,634	20.56	26.73
2	3,654	4,751	21.08	27.41
3	3,745	4,869	21.61	28.09
4	3,839	4,990	22.15	28.79
5	3,934	5,115	22.70	29.51
6	4,034	5,243	23.27	30.25
7	4,133	5,376	23.84	31.01
8	4,236	5,508	24.44	31.78
9	4,343	5,646	25.06	32.58
10	4,453	5,787	25.69	33.38
11	4,564	5,931	26.33	34.22
12	4,676	6,079	26.98	35.07
13	4,793	6,231	27.65	35.95
14	4,914	6,389	28.35	36.86
15	5,037	6,548	29.06	37.78
16	5,163	6,712	29.79	38.72
17	5,292	6,879	30.53	39.69
18	5,424	7,053	31.29	40.69
19	5,559	7,228	32.07	41.70
20	5,699	7,407	32.88	42.73
21	5,839	7,594	33.69	43.81
22	5,985	7,783	34.53	44.90
23	6,135	7,978	35.40	46.03
24	6,291	8,177	36.30	47.17
25	6,447	8,383	37.19	48.36
26	6,609	8,591	38.13	49.57
27	6,772	8,806	39.07	50.80
28	6,942	9,026	40.05	52.07
29	7,117	9,252	41.06	53.38
30	7,296	9,483	42.09	54.71
31	7,477	9,719	43.14	56.07
32	7,664	9,963	44.22	57.48
33	7,855	10,212	45.32	58.92
34	8,052	10,469	46.45	60.40
35	8,254	10,728	47.62	61.89
36	8,459	10,997	48.80	63.44

2023/2024 Salary Ranges – continued

Salary Range	Monthly		Hourly	
	Minimum	Maximum	Minimum	Maximum
37	8,671	11,271	50.03	65.03
38	8,887	11,554	51.27	66.66
39	9,110	11,844	52.55	68.33
40	9,339	12,140	53.88	70.04
41	9,571	12,442	55.22	71.78
42	9,811	12,752	56.60	73.57
43	10,056	13,071	58.02	75.41
44	10,307	13,400	59.47	77.31
45	10,566	13,733	60.96	79.23
46	10,829	14,076	62.48	81.21
47	11,100	14,431	64.04	83.25
48	11,379	14,789	65.65	85.32
49	11,661	15,159	67.28	87.46
50	11,953	15,539	68.96	89.65
51	12,251	15,929	70.68	91.90
52	12,559	16,326	72.46	94.19
53	12,873	16,733	74.26	96.54
54	13,194	17,152	76.12	98.95
55	13,525	17,582	78.03	101.44
56	13,862	18,020	79.97	103.96
57	14,209	18,470	81.97	106.56
58	14,563	18,934	84.02	109.23
59	14,927	19,407	86.12	111.96
60	15,301	19,892	88.28	114.76
61	15,685	20,389	90.49	117.63
62	16,077	20,899	92.75	120.57
63	16,478	21,421	95.06	123.58
64	16,891	21,957	97.45	126.67
65	17,311	22,506	99.87	129.84
66	17,744	23,069	102.37	133.09
67	18,190	23,643	104.94	136.40
68	18,644	24,236	107.56	139.82
69	19,109	24,841	110.25	143.32
70	19,586	25,463	113.00	146.90

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 12-month CPI period ending July 31st establishes the Cost-of-Living Adjustment (COLA) rate each year. Employee salaries and salary ranges are adjusted accordingly, effective August 1st, and reflect the updated amount on the minimum and maximum salary rate for each position within the District.

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 – Each year, the District's contribution towards health insurance is determined by the Board during the Budget process. Employee health insurance contributions will be based on participation and outlined annually in the District's Premium Conversion Plan in compliance with IRS Code Section 125.

Health Reimbursement Arrangement - Employees with proof of insurance elsewhere are eligible for the District's Health Reimbursement Arrangement (HRA) program in lieu of Medical insurance. Additionally, employees with no dependents receive a monthly HRA contribution. The amount of the HRA contribution is determined annually based on the budget approved by the Board.

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 funds and 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 2024. 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 27 of this document and the full document can be found at 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.

Performance Measures	24/25 Target	23/24 Actual	22/23 Actual	21/22 Actual	20/21 Actual
Customer Service Activities:					
Payments Processed - Cash	5,700	6,344	5,711	4,368	3,510
Payments Processed - Check	7,200	7,042	8,331	8,716	7,506
Payments Processed – Credit Card	1,800	2,068	1,870	1,530	1,016
Payments Processed - Mail	11,500	11,501	15,227	15,926	21,359
Payments Processed - Online	41,800	41,436	36,675	36,690	32,170
Customers Assisted at the Counter	14,700	15,454	15,912	14,614	12,032
Service Orders Processed	5,000	6,436	5,140	3,930	4,289
Accounting Activities:					
Accounts Payable Transactions	17,000	17,324	17,719	16,236	10,612
Accounts Payable Checks Processed	2,435	2,449	2,497	2,358	2,448
Payroll Transactions	2,600	2,566	2,602	2,622	2,550
Journal Entry Transactions	2,100	2,255	1,986	2,095	1,600
Water Bills Processed	87,552	87,717	87,157	86,195	85,015
Accounts Receivable Invoices Processed	230	236	223	368	168
Investment Income	\$1,055,000	\$1,271,626	\$913,062	\$62,459	\$109,220

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 online, drop box and mail when they could not come into the office.

Projects in Progress and/or Completed in 2023/2024:

- Received ACFR Award from GFOA (Government Finance Officers Association) – SPG 4.6
- Received Budget Award from GFOA and CSMFO – SPG 4.1, 4.6
- Maintained Transparency Certification from California Special District Association (CSDA) - SPG 4.4, 4.5 - Ongoing
- Provided outstanding customer service – SPG 6.6
- Implemented various new treasury and investment options – SPG 4.6
- Updated policies and procedures – SPG 4.5, 6.5
- Cross-training program – SPG 6.1, 6.4 - Ongoing
- Development of Succession and Retention Planning Program – SPG 6.1, 6.4 - Ongoing
- Updated the Employee Personnel Manual – SPG 6.5 – 80% Complete
- Implemented Key Strategic Goal Projects – SPG 4.0, 5.0, 6.0 – Ongoing
- Implemented new meter reading software and customer service portal – SPG 1.3, 1.6

2024/2025 Goals:

- Receive ACFR Award from GFOA (Government Finance Officers Association) – SPG 4.5
- Receive Budget Award from GFOA and CSMFO – SPG 4.1, 4.5
- Maintain Transparency Certification from California Special District Association (CSDA) - SPG 4.4, 4.5
- Continue providing outstanding customer service – SPG 6.5
- Continue to explore and implement treasury options – SPG 4.5
- Continue to update policies and procedures – SPG 4.4, 6.5
- 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 migrate customers to new the customer service portal – SPG 1.2, 1.5



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:

GIS

- Maintenance of GIS facilities, water master planning, and hydraulic model calibration.
- Administration of District's ArcGIS Enterprise & ArcGIS Online system.
- Maintain server permissions, integration, and communication between the 3rd party applications.

Developmental Services

- Develop, coordinate and issue Request for Qualifications (RFQ) and Proposals (RFP) for District projects.
- Capital Improvement Project (CIP) development.
- Project and contract management.
- Engineering analysis of new construction and development projects.
- Plan check and permitting for construction.
- As-built management.
- Process water availability inquiries, prepare will serve letters and fire flow analysis.

Planning

- Water resources planning.
- Grant applications and maintenance.
- Urban Water Management Plan Development.
- Water Master Plan Development.
- Emergency Response Plan.
- Operations Plan.
- Strategic Plan development.

Analysis and Reporting

- Compiling and integrating various sources of information (i.e., State of California, US Census Bureau, County of San Bernardino, etc.).
- Prepare high quality static and dynamic analytical maps and reports.
- Annual Water Loss Audit.
- Annual Water Shortage Assessment.
- Annual Water Use Objective Report.
- Monthly Safe and Affordable Funding for Equity and Resilience (SAFER) Reporting.
- Monthly water production/consumption reports using field and customer data.
- Monthly data collection and maintenance 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.

Departmental Support Services

- Coordinate general IT services – servers and workstations.
- Mobile device management.
- Spearhead cloud-based file management, workflow, and collaboration journey.
- Distribution system data mobile application export and analysis using GIS.
- GIS mobile and desktop product specific customization and maintenance for Operations, Customer Service, and Engineering departmental services.
- Graphic Design Services: Flyers, brochures, signs, presentations, etc.
- Water conservation program administration.
- Water Operations, Parks, and Solid Waste Departmental Support: advertising, social media, programs, and website maintenance.

Interagency Collaboration

- Participate in Mojave Water Agency’s Technical Advisory Committee, Board Meetings, and other related committees.
- Participate in various joint agency organizations (County Utility Committee, Caltrans, etc.).
- Participate in Alliance for Water Awareness and Conservation (AWAC)

Performance Measures	24/25 Target	23/24 Actual	22/23 Actual	21/22 Actual	20/21 Actual
Project Management - New Projects	N/A	7	7	7	7
In-House Design Projects	1	2	2	1	1
Field Verification and Documentation - GPS & Maps	N/A	206	277	93	121
GIS Facility Mapping	N/A	55	194	2,112	1,416
Maps/Exhibits/Graphs/Presentations	N/A	158	120	74	53
Public Records Requests	N/A	9	3	5	8
Plan Checks - Mainline Extensions	N/A	8	4	10	6
Water Availability Inquiries	48	152	225	458	455
Will Serve Letters	48	252	218	282	274
Fire Flow Reports	N/A	104	67	102	86

Projects in Progress and/or Completed in 2023/2024:

- Civic Center Project - Consultants / Construction Management – SPG 1.7 - Ongoing
- Phelan Park Expansion Project – Planning; Consultants / County – SPG 2.1 - Ongoing
- Thermal Imagery leak detection program - SPG 1.2 - Ongoing
- Chromium-6 Mitigation Project – Engineering study of potential revised mandates pending final State’s MCL (April 2024) - SPG 1.1 - Ongoing
- Phase II update to Azure Active Directory and migration to SharePoint (Single Sign On) - 20% Complete
- Reservoir 6A 1.5MG Tank Development (Grant Funding) - SPG 1.4 - 30% Complete
- ElementsXS Implementation (Sedaru Replacement) – Est. Completion Date 06/30/2024

2024/2025 Goals:

- Enhance current list of programs to address District side water loss - SPG 1.2
- Reservoir 6A 1.5MG Tank Construction - SPG 1.4
- Urban Water Management Plan – SPG 1.3
- Civic Center Groundbreaking - SPG 1.7
- Upgrade To Latest GIS – SPG 1.0



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, four water operators, and one part-time (FT position shared with parks operations) water operator (10.5 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	348
Wells (1,000'+ deep) - Active	16
Reservoirs	35
Booster Stations	25
Booster Pumps	69
Pressure Reducing Stations	33
Service Connections (Meters)	7,296

Performance Measures	24/25 Target	23/24 Actual	22/23 Actual	21/22 Actual	20/21 Actual
Service Line Replacements	150	150	168	139	124
Hydrant Maintenance & Flushing Program	600	400	162	502	0
Dead-end Flushing Program	317	317	317	317	317
Valve Maintenance & Exercising Program	2,200	300	41	158	922
Air-Vac Maintenance & Exercising Program	165	130	0	4	68
Water Quality Samples Taken	470	492	672	627	653
USA's Marked	N/A	3,757	2,564	2,543	3,001
Service Orders Completed	N/A	4,696	3,784	4,289	4,289
Service Disconnect/Reconnect/Shut-off	N/A	688	693	0	0
Main/Service Line Leaks repaired	N/A	409	497	419	651
Hydrant Repairs	N/A	11	18	7	8
Water Production (Acre Feet)	<2,600	2,574	2,675	3,018	3,168

Projects in Progress and/or Completed in 2023/2024:

- Cross Connection Prevention Program – SPG 1.4
- Completed monthly tank inspections and annual overflows to ensure good sanitary practices – SPG 1.4
- Performed quarterly sand testing of District wells and boosters – SPG 1.0
- PRV maintenance and repair program – SPG 1.0, 1.2
- Provided training and education to all staff in OSHA regulations including trench shoring, confined space entry, fall protection, and traffic safety – SPG 6.1, 6.2, 6.3
- Performed ongoing training for all staff on SCADA system – SPG 6.1
- Continue strict and accurate inventory standards – SPG 1.0, 4.4
- Perform annual pump efficiency at District wells and boosters – SPG 1.0, 1.2
- Perform annual meter certifications at all District wells – SPG 1.0
- Systematic and thorough cleaning of selected District reservoirs - SPG 1.4
- Drop section water mains per the 10-Year Maintenance Plan- SPG 1.0
- Interior coating of reservoirs per the 10-Year Maintenance Plan- SPG 1.0
- Completed final phase of meter change-out program. All of the District's water meter have been updated with smart meters - SPG 1.5
- Updated and developed additional water production supply plan – SPG 1.3

2024/2025 Goals:

- Continue to sustain Cross Connection Prevention Program – SPG 1.4
- Monthly tank inspections and annual overflows to ensure good sanitary practices – SPG 1.4
- Quarterly sand testing of District wells and boosters – SPG 1.0
- Continue to maintain PRV maintenance and repair program – SPG 1.0, 1.2
- Provide training and education to all staff in OSHA regulations including trench shoring, confined space entry, fall protection, and traffic safety – SPG 6.1, 6.2, 6.3
- Continue to train and update all staff on SCADA system – SPG 6.1
- Continue strict and accurate inventory standards – SPG 1.0, 4.4
- Perform annual pump efficiency at District wells and boosters – SPG 1.0, 1.2

2024/2025 Goals (Continued):

- Perform annual meter certifications at all District wells – SPG 1.0
- Systematic and thorough cleaning of selected District reservoirs - SPG 1.4
- Drop section water mains per the 10-Year Maintenance Plan - SPG 1.0
- Interior coating of reservoirs per the 10-Year Maintenance Plan - SPG 1.0
- Continue to update and develop additional water production supply plan – SPG 1.3



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.
- Groundskeeping, tree service, facility clean-up: raking, weeding, picking up litter, emptying trash and recycling, cleaning, and supplying park restroom facilities daily.
- Repair and maintenance of 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



Performance Measures	24/25 Target	23/24 Actual	22/23 Actual	21/22 Actual	20/21 Actual
Phelan CC - Rental/Parks Events	250	323	247	240	109
Phelan CC - Host Board/Committee Meetings	52	56	54	53	61
Piñon Hills CC - Rental/Parks Events	150	178	155	94	22
Movie Nights - Summer activity (w/Kiwanis)	7	8	15	7	0
Archery - Summer activity (w/Mohave Archers)	6	5	5	5	0
Painting Class - Seasonal (w/Guest Instructor)	16	18	18	16	14
Baking Class - Seasonal (w/Guest Instructor)	6	5	5	3	0
Dance Class - Seasonal (w/Guest Instructor)	0	58	7	35	27
Other	3	1	5	7	0
Monthly Community Garden Class	13	13	12	12	12
Annual Community Events	4	3	2	2	0

Projects in Progress and/or Completed in 2023/2024:

- Hosted the weekly Phelan farmers market – SPG 2.4
- Utilized the parks master plan information as a guiding framework for all parks and recreation planning - SPG 2.1, 2.2, 2.3, 2.4, 2.5
- Continued to improve park operations – SPG 2.1, 2.2, 2.3, 2.4
- Continued working on preparations of Phelan Park Expansion Project – SPG 2.1, 2.2, 2.3, 2.4
- Continued the quest to expand recreation programs in partnership with businesses, clubs, and local sports associations – SPG 2.2, 2.4
- Added 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
- Provided additional routine training for staff – SPG 2.2, 6.1, 6.2, 6.3, 6.4, 6.5

2024/2025 Goals:

- Continue to host the weekly Phelan farmers market – SPG 2.4
- 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,
- 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,
- 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 2023/2024:

- Identify additional locations that may benefit from streetlights – SPG 2.5 - Ongoing
- Process requests for additional streetlights – SPG 2.5 - Ongoing

2024/2025 Goals:

- Identify additional locations that may benefit from streetlights – SPG 2.5
- Process requests for additional streetlights – SPG 2.5



SOLID WASTE AND RECYCLING

Solid Waste

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

Organization: The administration of solid waste is performed by one District manager and various administrative employees representing the equivalent of two full time employees (2 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.
- Answer customer questions regarding service, sorting, and policy.
- Assist CR&R with setup of new residential accounts.

Solid Waste & Recycling	
Number of Residential Customers	5786
Number of Commercial Customers	109

Performance Measures	24/25 Target	23/24 Actual	22/23 Actual	21/22 Actual	20/21 Actual
Mr. Eco School Outreach Event	3	1	5	2	2
Residential Tire Amnesty Collection Events	2	2	1	2	1
Community Clean-up Days	2	2	2	2	1
Composting Workshops	1	1	1	0	0
Recycling Art Contest	1	1	1	1	1

Projects in Progress and/or completed in 2023/2024:

- Implementation of uniform collection ordinance requirements – SPG 3.0
- Amend Uniform Collection Ordinance – SPG 3.2
- School Outreach (Mr. Eco, other partnerships) – SPG 3.3 – Ongoing
- Educate commercial customers on new requirements – SPG 3.6 – Ongoing
- Educate customers on upcoming requirements – SPG 3.6 – Ongoing
- Completed implementation of SB 1383 Edible Food Recovery Program – SPG 3.5
- Continue SB 1383 Outreach & Education – SPG 3.6
- Develop Additional Diversion Programs – SPG 3.7

2024/2025 Goals:

- Amend Franchise Agreement with CR&R – SPG 3.1
- Continue school outreach program – SPG 3.2
- Continue SB1383 outreach and education requirements – SPG 3.3
- Continue to develop additional diversion programs – SPG 3.4
- Increase diversion rate by 10% - SPG 3.4





PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT

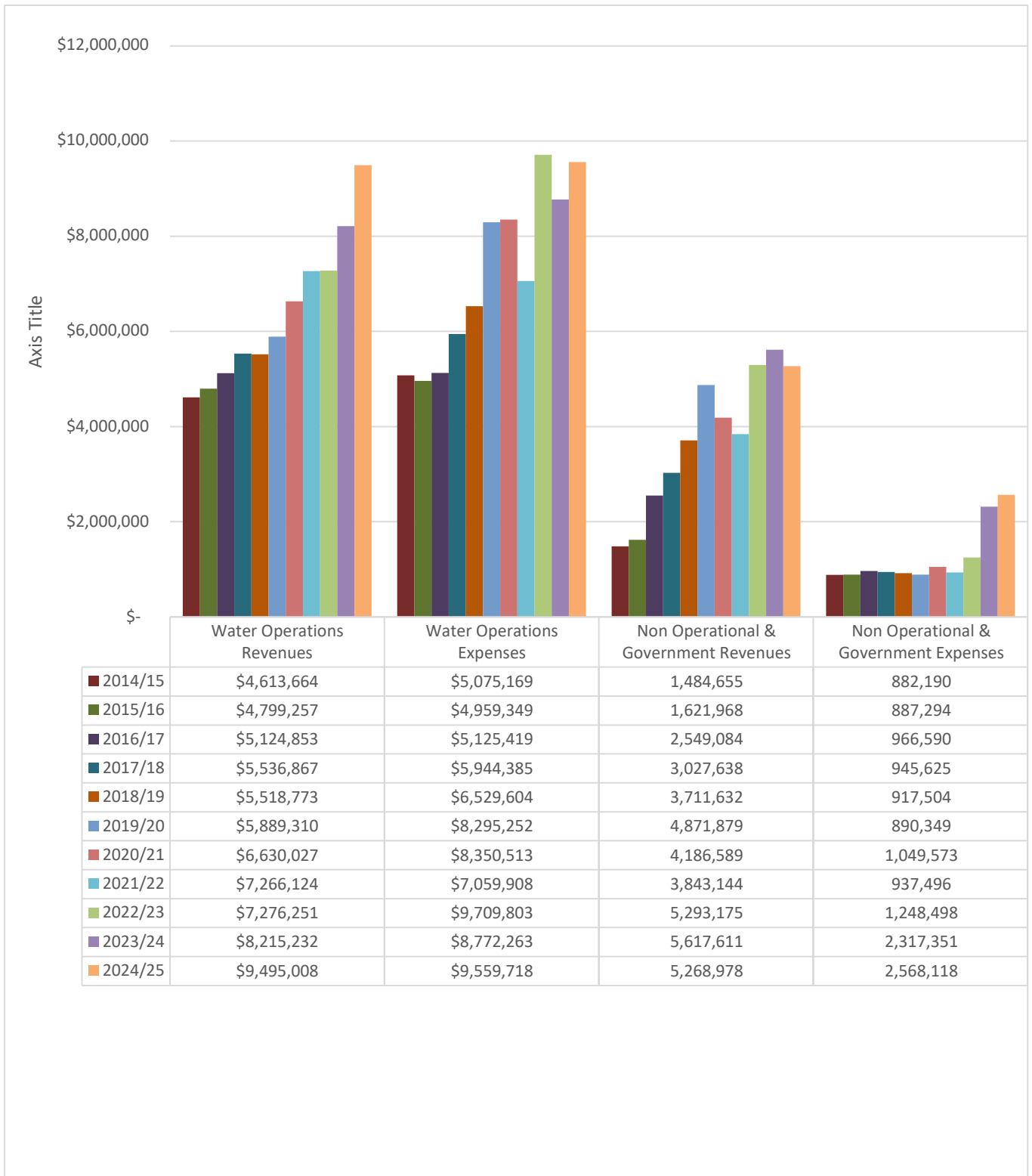
BUDGET FINANCIAL **REPORTS**

FINANCIAL HISTORY AND BUDGET COMPARISON

	HISTORICAL INFORMATION										PPHCSD 2023/24 Estimated Year End	PPHCSD 2024/25 PROPOSED Budget
	PPHCSD 2014/15 Audited Actual	PPHCSD 2015/16 Audited Actual	PPHCSD 2016/17 Audited Actual	PPHCSD 2017/18 Audited Actual	PPHCSD 2018/19 Audited Actual	PPHCSD 2019/20 Audited Actual	PPHCSD 2020/21 Audited Actual	PPHCSD 2021/22 Audited Actual	PPHCSD 2022/23 Audited Actual	PPHCSD 2022/23 Audited Actual		
1 Operating Revenue - Enterprise Fund												
2 Water Sales	\$ 4,214,090	\$ 4,338,006	\$ 4,662,972	\$ 5,070,659	\$ 5,045,300	\$ 5,438,870	\$ 6,248,880	\$ 6,848,039	\$ 6,716,487	\$ 7,620,385	\$ 8,902,265	
3 Special Assessments	295,257	309,682	299,385	296,438	290,188	288,221	291,840	287,748	284,218	280,660	278,555	
4 Other Services	104,317	151,570	162,496	169,769	183,286	162,219	89,307	130,337	275,546	314,188	314,188	
5 Total Operating Revenues	\$ 4,613,664	\$ 4,799,257	\$ 5,124,853	\$ 5,536,867	\$ 5,518,773	\$ 5,889,310	\$ 6,630,027	\$ 7,266,124	\$ 7,276,251	\$ 8,215,232	\$ 9,495,008	
6												
7 Operating Expenses - Enterprise Fund												
8 Water Purchases	76,782	7,357	9,591	15,419	15,556	1,256,752	345,297	(29,384)	20,972	26,779	18,205	
9 Salaries and Benefits	1,577,871	1,720,838	1,761,698	2,023,633	2,176,932	2,539,482	2,739,616	1,976,320	3,948,997	3,381,678	3,630,427	
10 Board Compensation	96,363	93,767	83,182	81,723	85,960	80,290	69,367	83,228	91,097	99,847	107,100	
11 Professional Services	260,084	364,927	331,858	403,027	315,853	393,463	543,357	549,214	532,836	457,069	671,835	
12 Services and Supplies	846,674	770,652	861,307	1,052,525	1,362,110	1,367,232	1,593,053	1,903,401	2,172,323	1,716,847	2,082,804	
13 Rents and Leases	-	-	-	-	-	-	-	-	-	-	-	
14 Utilities	959,004	723,104	592,515	442,382	552,498	674,852	1,159,601	761,122	1,039,975	1,318,779	1,358,715	
15 Depreciation (Ent Funds)	1,257,916	1,274,450	1,476,403	1,924,171	2,010,956	1,980,658	1,885,592	1,796,263	1,895,488	1,759,966	1,679,345	
16 Other	474	4,254	8,865	1,505	9,739	2,523	14,631	19,743	8,114	11,297	11,287	
17 Total Operating Expenses	\$ 5,075,169	\$ 4,959,349	\$ 5,125,419	\$ 5,944,385	\$ 6,529,604	\$ 8,295,252	\$ 8,350,513	\$ 7,059,908	\$ 9,709,803	\$ 8,772,263	9,559,718	
18												
19 Net Operational Income Water	\$ (461,505)	\$ (160,092)	\$ (566)	\$ (407,518)	\$ (1,010,831)	\$ (2,405,942)	\$ (1,720,487)	\$ 206,216	\$ (2,433,552)	\$ (557,030)	(64,710)	
20												
21 Non-Operating Revenues (Expenses) - Enterprise Fund												
22 Property Taxes	548,350	669,385	448,000	427,907	379,279	328,234	277,825	230,612	1,341,908	117,319	65,320	
23 Investment Earnings	15,827	18,687	42,201	85,216	239,036	251,562	71,325	29,543	585,109	836,587	620,000	
24 Investment Expense	(406,151)	(430,178)	(421,596)	(404,655)	(388,182)	(371,174)	(517,062)	(282,384)	(295,619)	(487,786)	(507,956)	
25 Other Income, Penalties, etc	164,193	197,048	930,276	1,104,990	1,299,557	2,196,345	1,267,762	1,084,078	1,072,993	1,061,987	1,074,465	
26 Other Income, State, County, Grants	-	436,492	125,902	-	-	-	-	-	-	-	-	
27 Capacity Fees	114,813	146,037	208,601	337,088	510,490	687,634	1,098,418	810,905	592,772	762,174	654,222	
28 Other Expense	-	-	(14,589)	(10,722)	-	-	-	-	-	(848,515)	(850,596)	
29 Total Non-Operating Rev(Exp) Enterprise	\$ 437,032	\$ 1,037,471	\$ 1,318,796	\$ 1,539,824	\$ 2,040,180	\$ 3,092,602	\$ 2,198,268	\$ 1,872,754	\$ 3,297,163	\$ 1,441,767	\$ 1,055,454	
30												
31 Operating Revenue and Expense - Government Fund												
32 Ordinary Income Government Funds	19,758	35,196	24,220	25,098	23,105	17,143	1,821	11,555	21,184	24,840	24,840	
33 Ordinary Expense Government Funds	(472,632)	(454,663)	(527,845)	(527,521)	(526,437)	(516,090)	(529,172)	(543,238)	(948,919)	(1,009,522)	(1,202,186)	
34 Net Operational Income Government	\$ (452,875)	\$ (419,467)	\$ (503,625)	\$ (502,424)	\$ (503,332)	\$ (498,948)	\$ (527,351)	\$ (531,683)	\$ (927,736)	\$ (984,682)	\$ (1,177,346)	
35												
36 Non-Operating Revenues (Expenses) - Government Fund												
37 Property Taxes	403,631	355,786	614,551	723,918	843,748	969,699	1,179,913	1,286,147	1,512,208	1,637,688	1,806,589	
38 Investment Earnings	13,607	15,827	33,106	56,933	143,061	135,202	37,895	32,915	327,953	435,039	435,000	
39 Other Income	63,481	26,792	67,848	62,821	138,720	175,075	188,864	243,712	499,375	372,776	203,424	
40 Other Income State, County, Grants	-	-	-	-	-	-	-	-	-	-	-	
41 Transfer	-	-	-	-	(91,389)	(141,109)	(232,000)	(228,864)	(1,014,343)	-	-	
42 Income Solid Waste	140,996	157,210	180,281	203,667	226,024	252,094	294,766	342,541	354,017	369,200	385,120	
43 Other Expense	(3,407)	(2,454)	(2,561)	(2,726)	(2,886)	(3,085)	(3,339)	(111,874)	(3,960)	28,471	(7,381)	
44 Net Non-Operating Rev(Exp) Gvmt	\$ 618,308	\$ 553,161	\$ 893,226	\$ 1,044,612	\$ 1,257,279	\$ 1,387,877	\$ 1,466,099	\$ 1,564,577	\$ 1,675,250	\$ 2,843,174	\$ 2,822,752	
45												
46 Net Income	140,960	1,011,074	1,707,831	1,674,495	1,783,297	1,575,589	1,416,529	3,111,864	1,611,126	2,743,229	2,636,150	
47 Donated Property & Depreciation											28,491,487	
48 Depreciation Not Funded (40%)	\$ 503,166	\$ 509,780	\$ 590,561	\$ 769,668	\$ 804,383	\$ 792,263	\$ 754,237	\$ 718,505	\$ 758,195	\$ 741,060	708,842	
49 Loan Principal Payments + C6 Exp.	(478,349)	(505,189)	(1,299,991)	(1,319,564)	(1,340,959)	(1,365,156)	(1,393,034)	(1,489,227)	(1,469,089)	(829,574)	(834,633)	
50 Net Avail for Projects/Reserves	\$ 165,778	\$ 1,015,666	\$ 998,400	\$ 1,124,599	\$ 1,246,720	\$ 1,002,696	\$ 777,732	\$ 2,341,142	\$ 900,232	\$ 2,654,716	2,510,359	
51												
52 Beginning Cash in Bank											28,491,487	
53 RESERVES											(11,489,670)	
54 DEPRECIATION FUNDED (60%)											1,063,263	
55 GRANTS											2,457,500	
56 CIP PROJECTS											(13,065,000)	
57 CAPITAL PURCHASES											(3,357,500)	
58 TRANSFER TO RESERVES											(752,624)	
59 CASH BALANCE = AVAILABLE CASH FOR PROJECTS											5,857,815	

Note: Phelan Pifon Hills Community Services District was formed in March 2008 and began operating independently July 1, 2008.

FINANCIAL HISTORY AND BUDGET COMPARISON



BUDGET OVERVIEW

The 2024/2025 Budget was prepared with the following assumptions for increases as compared to estimated year-end figures: water revenues increase by 16%, 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.

2024/2025 Budget	Enterprise Fund	Government Fund	Total
Operational Revenues	\$9,495,008	\$24,840	\$9,519,848
Operational Expenses	-\$9,559,718	-\$1,202,186	-\$10,761,903
Net Revenue from Operations	-\$64,710	-\$1,177,346	-\$1,242,056
Non-Operational Revenues	\$2,414,006	\$2,830,133	\$5,244,138
Non-Operational Expenses	-\$1,358,552	-\$7,381	-\$1,365,933
Net Revenue from Non-Ops	\$1,055,454	\$2,822,752	\$3,878,205
Sub-Total Revenue	\$990,744	\$1,645,406	\$2,636,150
Unfunded Depreciation	\$671,738	\$37,104	\$708,842
Principal Payments on Loans	-\$834,633	\$0	-\$834,633
Sub-Total Revenue	\$827,849	\$1,682,510	\$2,510,359
Repayment of Reserves	-\$822,392	-\$194,424	-\$1,016,816
Capital Surplus (Deficit)	\$675,107	-\$64,344	\$610,763
Total Net Revenue	\$680,564	\$1,423,742	\$2,104,306

OPERATIONAL INCOME:

Water revenue budgeted for 2024/2025 assumes a rate change that will provide an additional 16% in revenue from meter fees, and water consumption, plus assumes an additional 48 new meter connections. Water rate increases as proposed in the Water Rate Study in 2023 were approved pending budgetary demands, up to 16% per year. (Line 3/21)

Special Assessments, standby fees applied to vacant, unmetered, land, are expected to be slightly less in the coming year due to anticipated growth. (Line 4/24)

Parks fees reflect similar activity over 2023/2024 budget as scheduled programs and rental fees are expected to remain unchanged. (Line 5/27)

The total net operational income is projected to be \$9,519,848. This equates to an increase of \$1,279,775 compared to the current estimated year end operating revenue. (Line 7/32)

OPERATIONAL EXPENSES:

Water Purchases are expected to decrease in the coming year. This is due to no replacement water obligations in the Antelope Valley water 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 \$1,120,000, producing a net savings of \$771,126 after the loan payment (Line 10/40).

Salaries and Benefits reflect a 9.5% increase over the 2023/2024 estimated year end. The 2024/2025 Budget includes a 3.0% increase for COLA, a 2.5% potential increase for merit, if warranted, a 31.4% increase for workers compensation insurance, and 34.2% increase in retirement costs relating to a discretionary unfunded accrued liability payment. (Line 11/52)

Board Compensation is estimated to increase this year an increase in group health insurance rates, resulting in a 7.6% increase. (Line 12/59)

Professional Fees are estimated to be 45.3% higher due to a increase in outside services and general increases in software support. (Line 13/67)

Services and Supplies is 21.3% higher due to an increase in repair and maintenance, fuel, and property and liability insurance costs, and offset by decreases in printing costs. There are additional programs and public relations partnerships budgeted in the coming year for solid waste and recycling. (Line14/97)

Utilities are 3.0% higher due to a projected increase of 2% by Edison in the coming year. (Line 15/103)

Depreciation and Amortization is based on the addition of assets as projects are completed and new assets are added, offset by assets reaching their depreciable life. (Line 16/109)

Total operational expenses are estimated to increase by 10.0% over estimated year end.

NON-OPERATIONAL INCOME:

Property Tax revenue is projected to increase by 6.7% 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 21/127)

Penalties and Other Fees are expected to increase by 10.0% in 2024/2025 over the prior year estimated year end revenues. (Line 22/131)

Solid Waste revenue is expected to have a 4.3% increase in the coming year. This is related to a rate increase tied to the prior year's CPI index measurement for the area. (Line 23/135)

Meter Installation and Capacity Fees are expected to decrease 14.2%. 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 less than the 2023/2024 estimated year end. (Line 24/140)

Other Income shows a decrease of 15.7%. This is primarily due to less interest income, which is attributed to the anticipated increase in capital spending in the coming year. Additionally, there are fewer lease agreements. (Line 25/150)

Total Non-Operational Income shows a 6.2% decrease due to an decrease in interest income, and lease revenue, offset by an increase in property tax revenue. (Line 26/151)

NON-OPERATIONAL EXPENSES:

Other Expenses, which include loan related expenses and fair market value adjustments, will decrease this year due to the fair market value adjustments for 2023/2024 estimated year end. (Line 28/159)

2024/2025 BUDGET

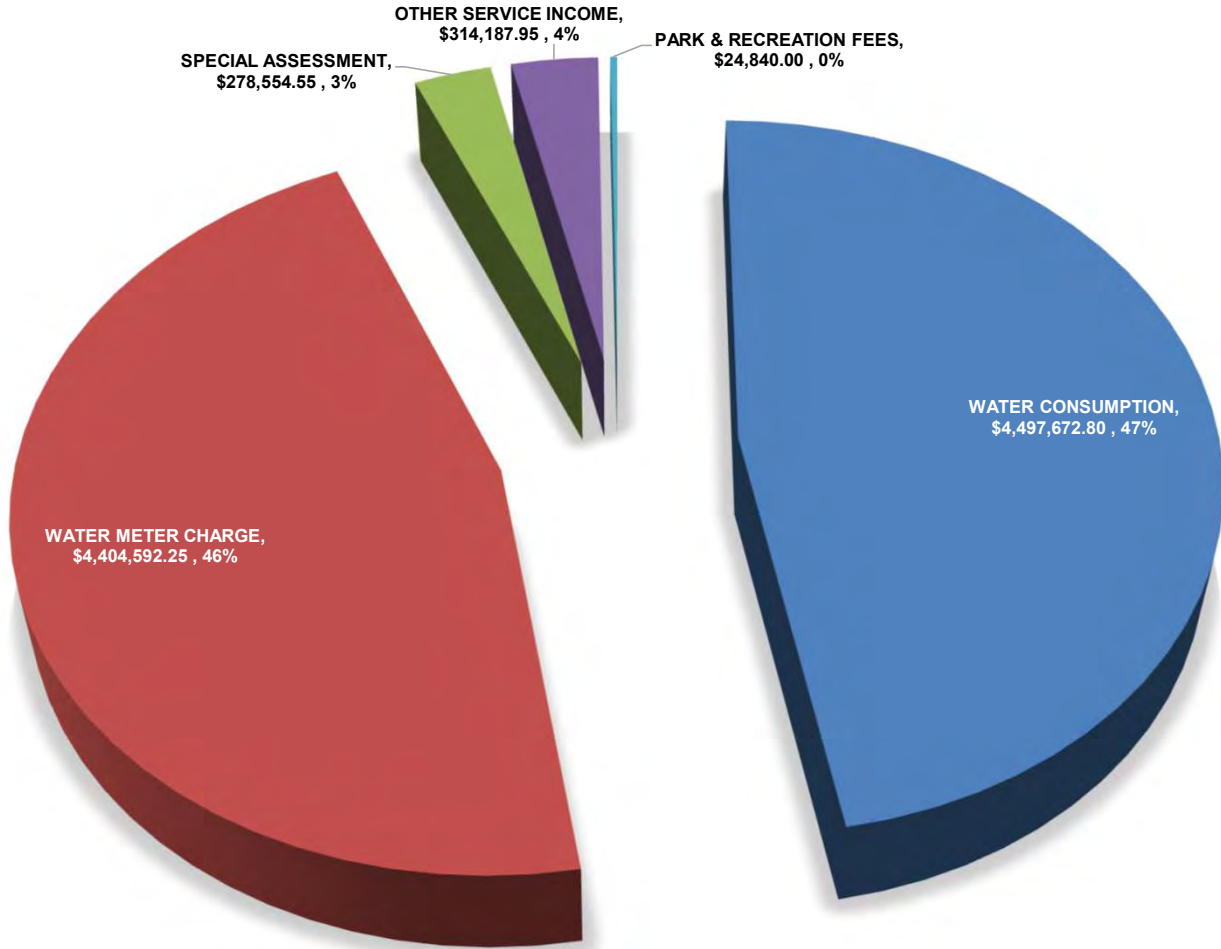
		TOTAL ENTERPRISE FUNDS	TOTAL GOVERNMENT FUNDS	TOTAL ALL FUNDS
		2024/2025 BUDGET	2024/2025 BUDGET	2024/2025 BUDGET
1	Operational Income/Expense			
2	Income			
3	WATER SALES			
4	WATER CONSUMPTION			
5	40010 Water Sales - Residential - C	3,890,394.82	0.00	3,890,394.82
6	40020 Water Sales - Commercial - C	34,614.92	0.00	34,614.92
7	40060 Water Sales - Multiple Res - C	4,819.60	0.00	4,819.60
8	40070 Water Sales - School - C	344,333.71	0.00	344,333.71
9	40090 Water Sales - Construction - C	194,182.66	0.00	194,182.66
10	40110 Water Sales - Non-Potable Water	29,327.08	0.00	29,327.08
11	Total WATER CONSUMPTION	4,497,672.80	0.00	4,497,672.80
12	WATER METER CHARGE			
13	41010 Water Sales - Residential - M	4,270,592.48	0.00	4,270,592.48
14	41020 Water Sales - Commercial - M	36,372.66	0.00	36,372.66
15	41030 Water Sales - Fire Protection-M	2,916.00	0.00	2,916.00
16	41060 Water Sales - Multiple Res - M	4,422.90	0.00	4,422.90
17	41070 Water Sales - School - M	57,501.13	0.00	57,501.13
18	41090 Water Sales - Construction - C	32,787.07	0.00	32,787.07
19	Total WATER METER CHARGE	4,404,592.25	0.00	4,404,592.25
20	Total · WATER SALES	8,902,265.04	0.00	8,902,265.04
21	SPECIAL ASSESSMENT			
22	74110 Special Assessments	278,554.55	0.00	278,554.55
23	Total · SPECIAL ASSESSMENT	278,554.55	0.00	278,554.55
24	PARKS			
25	47600 Park & Recreation Fee	0.00	24,840.00	24,840.00
26	Total · PARKS	0.00	24,840.00	24,840.00
27	OTHER SERVICE INCOME			
28	48200 Other Services Incomes	176,847.38	0.00	176,847.38
29	48700 Administrative Fees	137,340.57	0.00	137,340.57
30	Total · OTHER SERVICE INCOME	314,187.95	0.00	314,187.95
31	Total Income from Operations	9,495,007.55	24,840.00	9,519,847.55
32	Gross Income	9,495,007.55	24,840.00	9,519,847.55
33	Expense			
34	WATER PURCHASES			
35	50010 MWA WM Admin. & Bio Fee	18,205.37	0.00	18,205.37
36	50020 MWA WM Make Up Water	0.00	0.00	0.00
37	50030 MWA WM Replacement Water	0.00	0.00	0.00
38	50040 Water Purchases - Other	0.00	0.00	0.00
39	Total · WATER PURCHASES	18,205.37	0.00	18,205.37

		TOTAL ENTERPRISE FUNDS	TOTAL GOVERNMENT FUNDS	TOTAL ALL FUNDS
		2024/2025 BUDGET	2024/2025 BUDGET	2024/2025 BUDGET
40	SALARIES & BENEFIT			
41	51110 Salaries & Wages	2,028,494.80	405,973.31	2,434,468.11
42	51120 Vacations	163,199.56	35,043.09	198,242.64
43	51130 Holiday	96,661.10	18,968.28	115,629.38
44	51140 Sick Pay	108,721.20	21,510.85	130,232.05
45	51150 Misc Earn	97,094.21	5,627.67	102,721.88
46	51170 Overtime	178,600.01	21,992.55	200,592.56
47	51210 Payroll Taxes	42,342.26	8,077.92	50,420.19
48	51220 Worker's Compensation	85,495.75	24,417.90	109,913.64
49	51230 Employee Group Insurance	435,450.01	85,378.19	520,828.20
50	51240 Retirement	394,368.05	89,336.86	483,704.91
51	Total · SALARIES & BENEFIT	3,630,426.94	716,326.62	4,346,753.57
52	BOARD COMPENSATIONS			
53	52110 Board Director's Fee	27,600.00	4,800.00	32,400.00
54	52210 Board Exp - Auto Expense	4,400.00	150.00	4,550.00
55	52220 Board Exp - Meals & Lodging	6,300.00	0.00	6,300.00
56	52230 Board Exp - Education/Training	6,100.00	0.00	6,100.00
57	52240 Board Exp - Insurance & Other Exp	62,700.00	4,250.00	66,950.00
58	Total · BOARD COMPENSATIONS	107,100.00	9,200.00	116,300.00
59	PROFESSIONAL FEE			
60	53110 Auditing & Accounting Fees	23,175.00	500.00	23,675.00
61	53120 Legal Services	56,000.00	9,000.00	65,000.00
62	53140 Laboratory Analysis	10,000.00	0.00	10,000.00
63	53150 Outside Service	285,001.87	64,520.00	349,521.87
64	53160 Permits & Fees	34,203.00	1,200.00	35,403.00
65	53170 Software Support	263,455.00	485.00	263,940.00
66	Total · PROFESSIONAL FEE	671,834.87	75,705.00	747,539.87
67	SERVICE AND SUPPLIES			
68	54110 Advertising	5,500.00	7,700.00	13,200.00
69	54140 Auto Expense	11,556.61	0.00	11,556.61
70	54200 Credit Card Fee & Bank Charges	91,500.00	0.00	91,500.00
71	54230 Dues & Subscriptions	16,025.00	900.00	16,925.00
72	54260 Education & Training	44,700.00	4,000.00	48,700.00
73	54290 Employment Expense	2,280.00	0.00	2,280.00
74	57110 Equipment Rental/ Lease	16,384.00	1,500.00	17,884.00
75	54320 General Maintenance	13,440.00	370.00	13,810.00
76	54350 Insurance	201,576.75	16,803.58	218,380.33
77	54380 Insurance - Vehicle	41,098.12	2,554.92	43,653.05
78	54410 Fuel Costs	142,915.79	6,947.56	149,863.35
79	54440 Meeting, Seminar & Supplies	8,350.00	200.00	8,550.00
80	54470 Travel Expense	40,998.00	2,100.00	43,098.00
81	54500 Operating Supplies	74,054.35	6,060.00	80,114.35
82	54530 Office Supplies	43,150.00	1,500.00	44,650.00
83	54620 Repair & Maintenance	1,130,275.00	64,500.00	1,194,775.00
84	54650 Small Tools	24,500.00	1,500.00	26,000.00
85	54680 Uniforms	13,940.00	2,000.00	15,940.00

		TOTAL ENTERPRISE FUNDS	TOTAL GOVERNMENT FUNDS	TOTAL ALL FUNDS
		2024/2025 BUDGET	2024/2025 BUDGET	2024/2025 BUDGET
86	54710 Vehicle Maintenance	56,000.00	2,000.00	58,000.00
87	54770 Computer & Equipment Maint	4,500.00	0.00	4,500.00
88	54800 Programs (Wtr Cons, parks,etc)	15,000.00	76,600.00	91,600.00
89	54801 Senior Lunch Program	0.00	22,600.00	22,600.00
90	54802 Farmers Market	0.00	400.00	400.00
91	54830 State & County Fees & Services	17,800.00	200.00	18,000.00
92	54860 Postage & Mailing	41,510.00	22,000.00	63,510.00
93	54890 Printing	23,000.00	3,000.00	26,000.00
94	54920 Public Relation	2,750.00	7,000.00	9,750.00
95	Total · SERVICE AND SUPPLIES	2,082,803.63	252,436.07	2,335,239.70
96	UTILITIES - Electric/Phone/Gas			
97	58010 Telephone	37,010.02	2,286.03	39,296.06
98	58110 Utilities - Operations	1,972,204.91	32,682.05	2,004,886.96
99	58115 Utilities - Solar Credit	(650,500.00)	0.00	(650,500.00)
100	58111 Utilities - Street Lights	0.00	20,790.00	20,790.00
101	Total · UTILITIES - Electric/Phone/Gas	1,358,714.93	55,758.08	1,414,473.01
102	OTHER- Depreciation/Amort, etc.			
103	59310 Bad Debt	10,845.41	0.00	10,845.41
104	59110 Property Taxes	441.66	0.00	441.66
105	59120 Depreciation & Amortization	1,679,344.80	92,760.00	1,772,104.80
106	Total · OTHER- Depreciation/Amort, etc.	1,690,631.87	92,760.00	1,783,391.87
107	Total Expense	9,559,717.62	1,202,185.77	10,761,903.39
108	Net Operational Income	(64,710.07)	(1,177,345.77)	(1,242,055.84)
109	Other Income/Expense			
110	Other Income			
111	PROPERTY TAXES			
112	71110 Property Taxes - Curr Sec	0.00	1,615,467.29	1,615,467.29
113	71120 Property Taxes - Curr Unsec	0.00	58,082.65	58,082.65
114	71130 Property Taxes - Curr Supplimen	0.00	47,274.25	47,274.25
115	71140 Property Taxes - Curr Unitary	0.00	61,215.84	61,215.84
116	71150 Property Taxes - Curr Other	0.00	4,225.80	4,225.80
117	72110 Property Taxes - Prior Sec	0.00	20,807.34	20,807.34
118	72120 Property Taxes - Prior Unsec	0.00	924.90	924.90
119	72130 Property Taxes - Prior Supplimn	0.00	29,877.77	29,877.77
120	72150 Property Taxes - Prior Other	0.00	2,992.04	2,992.04
121	73160 Property Taxes - Homeowner	0.00	10,220.95	10,220.95
122	73170 Tax Penalties & Others	13,319.50	7,500.00	20,819.50
123	SUB-TOTAL PROPERTY TAX REVENUE	13,319.50	1,858,588.82	1,871,908.32
124	71500 Property Tax	52,000.00	(52,000.00)	0.00
125	Total · PROPERTY TAXES	65,319.50	1,806,588.82	1,871,908.32
126	PENALTIES & OTHER FEE			
127	86120 Penalties & Other Fees	214,948.60	0.00	214,948.60
128	Total · PENALTIES & OTHER FEE	214,948.60	0.00	214,948.60

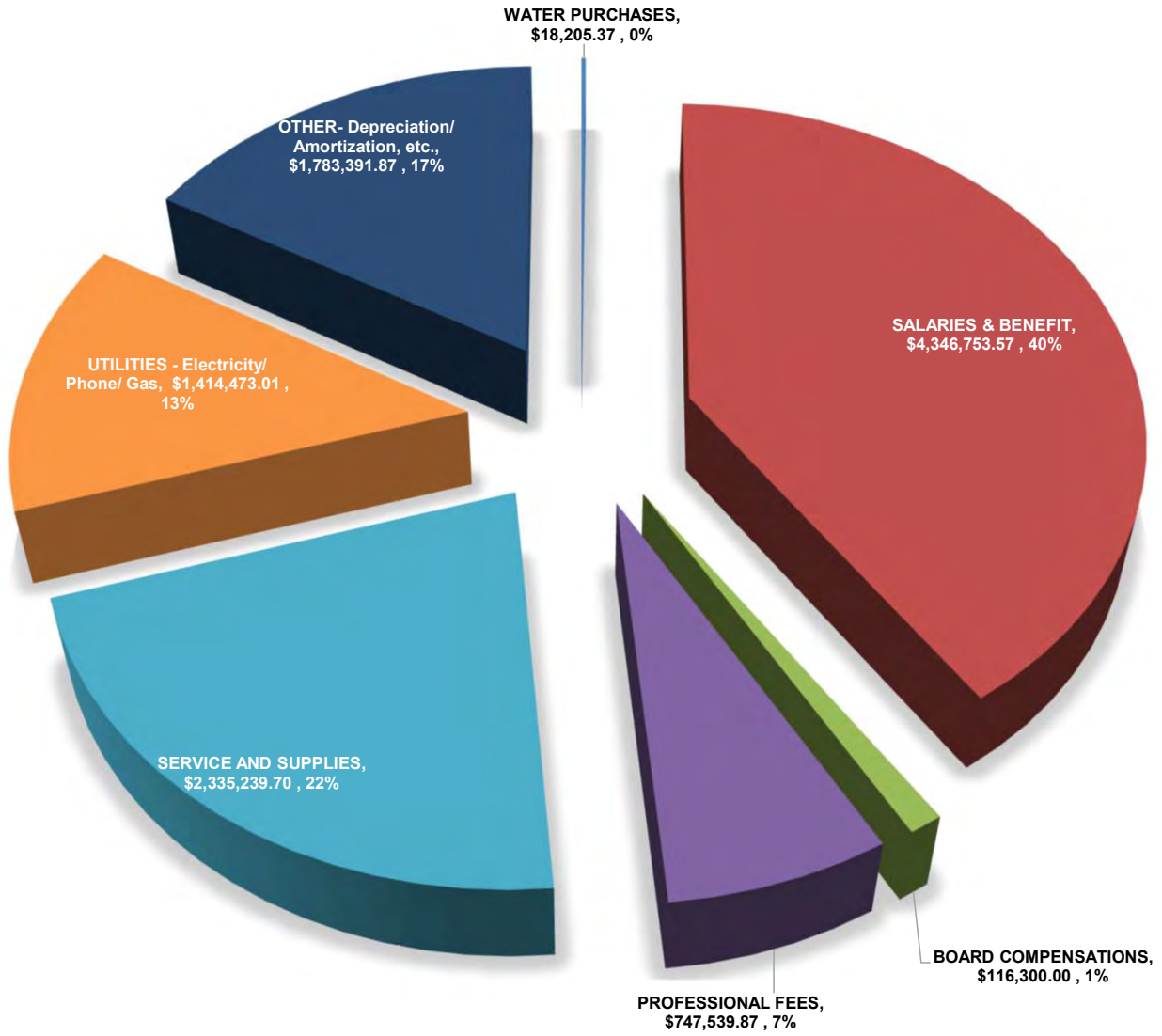
		TOTAL ENTERPRISE FUNDS	TOTAL GOVERNMENT FUNDS	TOTAL ALL FUNDS
		2024/2025 BUDGET	2024/2025 BUDGET	2024/2025 BUDGET
129	SOLID WASTE			
130	48500 Solid Waste Franchise Fee	0.00	385,000.00	385,000.00
131	48600 Solid Waste Franchise Fee-Commercial	0.00	120.00	120.00
132	Total · SOLID WASTE	0.00	385,120.00	385,120.00
133	METER INSTALLATION/FEES/CONNECTION			
134	45300 Meter Installation	120,816.00	0.00	120,816.00
135	45400 Permits & Inspections	7,757.50	0.00	7,757.50
136	45500 Capacity Fee	525,648.00	0.00	525,648.00
137	Total · METER INSTALLATION/FEES/CONNECTION	654,221.50	0.00	654,221.50
138	OTHER INCOME			
139	88110 Interest Income	620,000.00	435,000.00	1,055,000.00
140	88120 Other Income - Water Other	2,920.00	0.00	2,920.00
141	88150 Other Income	6,000.00	0.00	6,000.00
142	88175 Property Rental Income	0.00	194,424.00	194,424.00
143	88176 Property Other Income	0.00	8,500.00	8,500.00
144	88300 Chromium 6 Surcharge	850,596.00	0.00	850,596.00
145	Total · OTHER INCOME	1,479,516.00	638,424.00	2,117,940.00
146	Total Other Income	2,414,005.60	2,830,132.82	5,244,138.42
147	Other Expense			
148	Other Expense			
149	91010 Interest Expense	485,000.00	0.00	485,000.00
150	92010 Loan Administrator Fee	15,956.00	0.00	15,956.00
151	92500 Chromium 6 Expenses	850,596.00	0.00	850,596.00
152	93010 Tax Deduction	0.00	4,380.94	4,380.94
153	95010 Net Incr/Decr in Fair Value	7,000.00	3,000.00	10,000.00
154	Total · Other Expense	1,358,552.00	7,380.94	1,365,932.94
155	Total Other Expense	1,358,552.00	7,380.94	1,365,932.94
156	Net Other Income	1,055,453.60	2,822,751.88	3,878,205.48
157	Net Income	990,743.53	1,645,406.11	2,636,149.64
158				
159	Depr & Amort 40% (Fund = 60%)	671,737.92	37,104.00	708,841.92
160	Principal Payments	(834,632.76)	0.00	(834,632.76)
161	Net Profit (Loss) after depreciation & principal pmt on loans	827,848.69	1,682,510.11	2,510,358.80
162	Transfer to Reserves (Water Rights/Resources)	264,192.00	0.00	264,192.00
163	Repayment of Reserves	558,200.00	194,424.00	752,624.00
164	Capital Projects/Purchases	675,106.88	(64,344.00)	610,762.88
165	TOAL NET INCOME AFTER ALL OBLIGATIONS	680,563.57	1,423,742.11	2,104,305.68

OPERATIONAL REVENUES



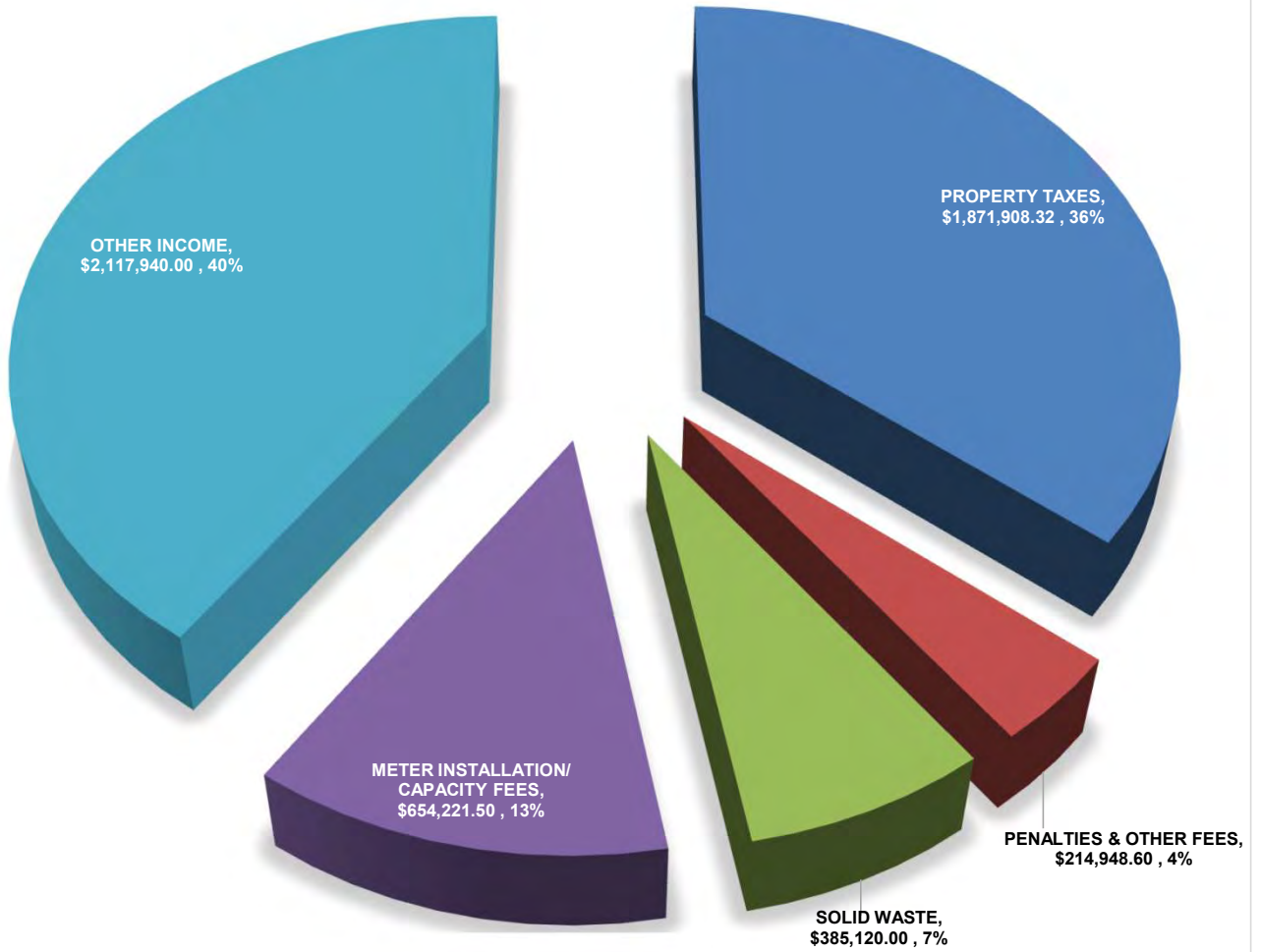
■ WATER CONSUMPTION ■ WATER METER CHARGE ■ SPECIAL ASSESSMENT ■ OTHER SERVICE INCOME ■ PARK & RECREATION FEES

OPERATIONAL EXPENSES



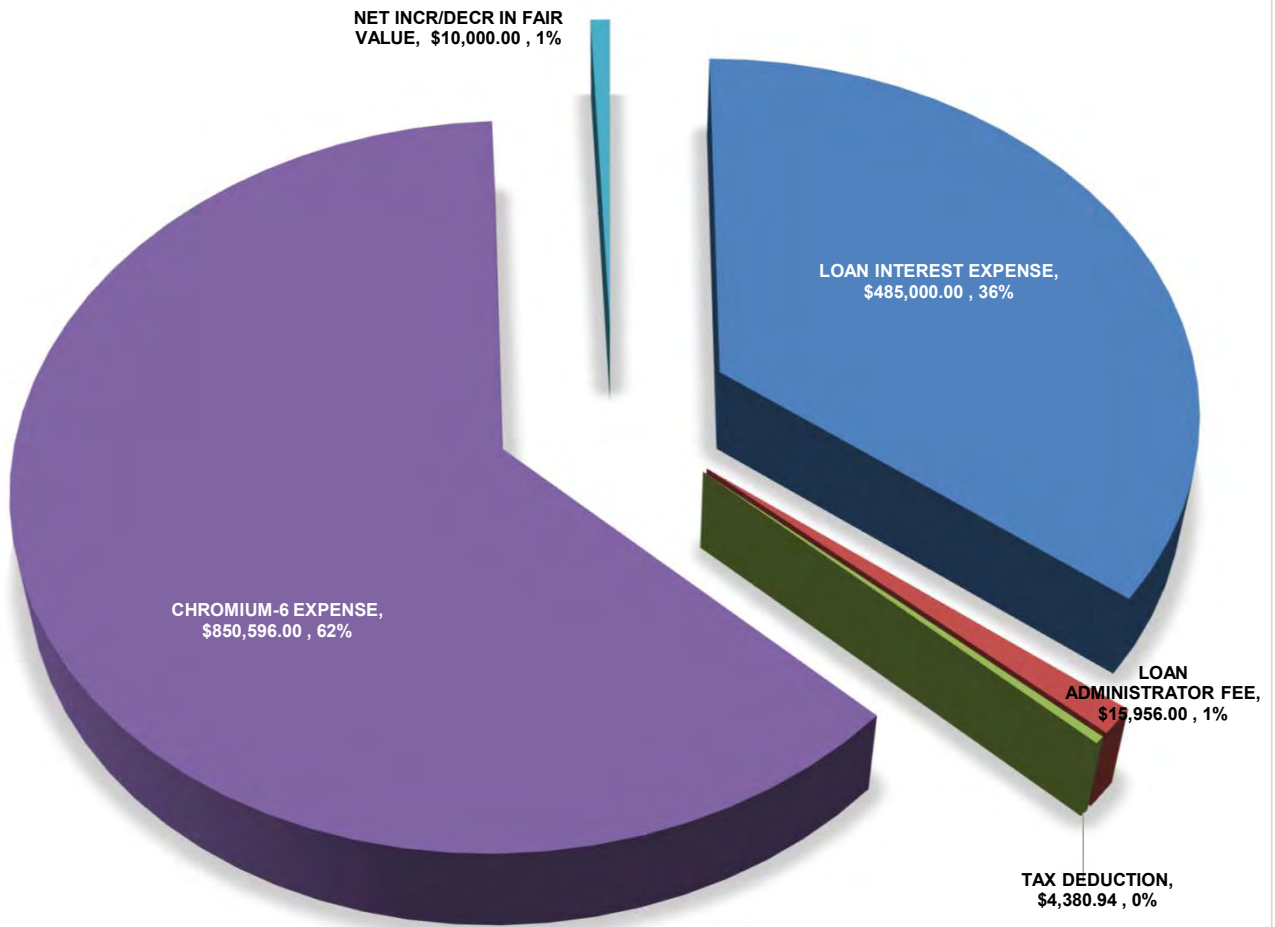
- WATER PURCHASES
- SALARIES & BENEFIT
- BOARD COMPENSATIONS
- PROFESSIONAL FEES
- SERVICE AND SUPPLIES
- UTILITIES - Electricity/ Phone/ Gas
- OTHER- Depreciation/ Amortization, etc.

NON-OPERATIONAL REVENUES



■ PROPERTY TAXES ■ PENALTIES & OTHER FEES ■ SOLID WASTE ■ METER INSTALLATION/ CAPACITY 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 2024/2025

Assumes: % Over Est Year End Rates/Revenue Expense	TOTAL ENTERPRISE FUNDS				TOTAL GOVERNMENT FUNDS				TOTAL ALL FUNDS				Proposed Budget vs. Prior Year Budget	Proposed Budget vs. Est YE	Proposed Budget vs. Est YE	Line #
	Prior Year	Prior Year		Proposed	Prior Year	Prior Year		Proposed	Prior Year	Prior Year		Proposed				
	2022/2023 Budget	2023/2024 Budget	Est YE 23/24	2024/2025 BUDGET	2021/2022 Budget	2023/2024 Budget	Est YE 23/24	2024/2025 BUDGET	2022/2023 Budget	2023/2024 Budget	Est YE 23/24	2024/2025 BUDGET				
1 OPERATIONAL INCOME/EXPENSE																
2 INCOME																
3 Water Sales	7,786,088.64	7,673,575.14	7,620,384.86	8,902,265.04	0.00	0.00	0.00	0.00	7,786,088.64	7,673,575.14	7,620,384.86	8,902,265.04	16%	17%	Includes rate change of 16%, approved October 11, 2023.	1,281,880.18
4 Special Assessment	283,980.41	283,463.96	280,659.50	278,554.55	0.00	0.00	0.00	0.00	283,980.41	283,463.96	280,659.50	278,554.55	-2%	-1%	Assumes slight change in standby rates.	(2,104.95)
5 Parks	0.00	0.00	0.00	0.00	16,639.67	20,027.07	24,840.00	24,840.00	16,639.67	20,027.07	24,840.00	24,840.00	24%	0%	Assumes similar activity in community centers rentals/rates	0.00
6 Other Service Income	217,479.87	305,031.17	314,187.95	314,187.95	0.00	0.00	0.00	0.00	217,479.87	305,031.17	314,187.95	314,187.95	3%	0%	Includes no Increase to Credit Card or Disconnections fees.	0.00
7 Total Income from Operations	8,287,548.92	8,262,070.27	8,215,232.31	9,495,007.55	16,639.67	20,027.07	24,840.00	24,840.00	8,304,188.59	8,282,097.34	8,240,072.31	9,519,847.55	15%	16%		
8 Gross Income	8,287,548.92	8,262,070.27	8,215,232.31	9,495,007.55	16,639.67	20,027.07	24,840.00	24,840.00	8,304,188.59	8,282,097.34	8,240,072.31	9,519,847.55	15%	16%		1,279,775.24
9 EXPENSE																
10 Water Purchases	119,000.00	25,608.92	26,779.27	18,205.37	0.00	0.00	0.00	0.00	119,000.00	25,608.92	26,779.27	18,205.37	-29%	-32%	Assumes no Replacement Water for AVW	(8,573.90)
11 Salaries & Benefits	3,008,508.60	3,363,539.40	3,381,677.79	3,630,426.94	463,406.35	759,779.98	589,438.10	716,326.62	3,471,914.95	4,123,319.38	3,971,115.90	4,346,753.57	5%	9%	3.0% COLA, 2.5% merit, plus UAL payment.	375,637.67
12 Board Compensation	117,200.00	97,050.00	99,847.20	107,100.00	7,950.00	13,625.00	8,267.16	9,200.00	125,150.00	110,675.00	108,114.36	116,300.00	5%	8%	Assumes regular activity & increase in insurance.	8,185.64
13 Professional Fees	509,524.24	430,527.09	457,068.93	671,834.87	16,183.01	25,135.00	57,504.48	75,705.00	525,707.25	455,662.09	514,573.41	747,539.87	64%	45%	Increase due to outside services (repairs to reservoir 1A)	232,966.46
14 Service and Supplies	1,695,658.34	1,692,462.20	1,716,847.05	2,082,803.63	281,529.57	312,277.50	207,730.70	252,436.07	1,977,187.91	2,004,739.70	1,924,577.75	2,335,239.70	16%	21%	Increase due to Repair and Maint. Costs.	410,661.95
15 Utilities - Electric/Phone/Gas	1,096,704.81	1,007,451.37	1,318,778.67	1,358,714.93	54,817.02	57,973.68	53,896.78	55,758.08	1,151,521.83	1,065,425.05	1,372,675.45	1,414,473.01	33%	3%	Assumes 2% increase in electrical costs.	41,797.56
16 Other- Depreciation/Amort, etc.	1,782,480.80	1,786,621.51	1,771,263.72	1,690,631.87	92,760.00	92,760.00	92,684.35	92,760.00	1,875,240.80	1,879,381.51	1,863,948.07	1,783,391.87	-5%	-4%		(80,556.20)
17 Total Expense	8,329,076.79	8,403,260.49	8,772,262.63	9,559,717.62	916,645.95	1,261,551.16	1,009,521.57	1,202,185.77	9,245,722.74	9,664,811.65	9,781,784.21	10,761,903.39	11%	10%		980,119.18
18 Net Operational Income	(41,527.87)	(141,190.22)	(557,030.32)	(64,710.07)	(900,006.28)	(1,241,524.09)	(984,681.57)	(1,177,345.77)	(941,534.15)	(1,382,714.31)	(1,541,711.90)	(1,242,055.84)	-10%	-19%		299,656.06
19 NON-OPERATIONAL INCOME/EXPENSE																
20 NON-OPERATIONAL INCOME																
21 Property Tax	176,511.40	119,589.03	117,319.02	65,319.50	1,342,038.08	1,569,362.33	1,637,688.19	1,806,588.82	1,518,549.48	1,688,951.36	1,755,007.21	1,871,908.32	11%	7%	Assumes increase per County estimates.	116,901.11
22 Penalties & Other Fees	151,094.70	206,107.00	195,407.82	214,948.60	0.00	0.00	0.00	0.00	151,094.70	206,107.00	195,407.82	214,948.60	4%	10%	Assumes % change based on rate change (fees are % based)	19,540.78
23 Solid Waste	0.00	0.00	0.00	0.00	349,039.51	349,159.51	369,200.00	385,120.00	349,039.51	349,159.51	369,200.00	385,120.00	100%	4%	Assumes 4.3% increase in Solid Waste fees.	15,920.00
24 Meter Installation/Capacity Fee	707,920.39	515,862.25	762,174.38	654,221.50	0.00	0.00	0.00	0.00	707,920.39	515,862.25	762,174.38	654,221.50	27%	-14%	Assumes decrease in new meter installs.	(107,952.88)
25 Other Income	883,519.91	1,460,983.66	1,703,166.47	1,479,516.00	196,398.12	731,720.00	807,815.08	638,424.00	1,079,918.03	2,192,703.66	2,510,981.55	2,117,940.00	-3%	-16%	Assumes decrease due to less lease & interest revenue.	(393,041.55)
26 Total Non-Operational Income	1,919,046.40	2,302,541.94	2,778,067.69	2,414,005.60	1,887,475.71	2,650,241.84	2,814,703.27	2,830,132.82	3,806,522.11	4,952,783.78	5,592,770.96	5,244,138.42	6%	-6%		(348,632.53)
27 NON-OPERATIONAL EXPENSE																0.00
28 Other Expense	1,130,919.08	1,377,352.20	1,336,300.94	1,358,552.00	3,510.88	6,914.35	(28,471.09)	7,380.94	1,134,429.96	1,384,266.55	1,307,829.85	1,365,932.94	-1%	4%		58,103.09
29 Total Non-Operational Expense	1,130,919.08	1,377,352.20	1,336,300.94	1,358,552.00	3,510.88	6,914.35	(28,471.09)	7,380.94	1,134,429.96	1,384,266.55	1,307,829.85	1,365,932.94	-1%	4%		58,103.09
30 Net Non-Operational Income	788,127.32	925,189.74	1,441,766.75	1,055,453.60	1,883,964.83	2,643,327.49	2,843,174.36	2,822,751.88	2,672,092.15	3,568,517.23	4,284,941.11	3,878,205.48	9%	-9%		(406,735.63)
31 Net Income	746,599.45	783,999.52	884,736.43	990,743.53	983,958.55	1,401,803.40	1,858,492.78	1,645,406.11	1,730,558.00	2,185,802.92	2,743,229.21	2,636,149.64	21%	-4%		(107,079.57)
32 Depr & Amort @ 60%	708,431.68	711,134.40	703,986.56	671,737.92	37,104.00	37,104.00	37,073.74	37,104.00	745,535.68	748,238.40	741,060.30	708,841.92			Add back in 40% not Funded.	(32,218.38)
33 Principal Payments Due on Loan	654,615.30	829,514.00	829,573.71	834,632.76	0.00	0.00	0.00	0.00	654,615.30	829,514.00	829,573.71	834,632.76			Principal portion of loans increase as interest decreases eac	5,059.05
34 Net Profit (Loss) Funds for CIP	800,415.83	665,619.92	759,149.28	827,848.69	1,021,062.55	1,438,907.40	1,895,566.52	1,682,510.11	1,821,478.38	2,104,527.32	2,654,715.80	2,510,358.80				
35 Transfer to Reserves (Water Rights/Resources)				264,192.00				0.00				264,192.00				
36 Repayment of Reserves				558,200.00				194,424.00				752,624.00				
37 Net Capital Projects/Purchases				675,106.88				(64,344.00)				610,762.88				
38 TOTAL NET INCOME AFTER ALL OBLIGATIONS				680,563.57				1,423,742.11				2,104,305.68				

Phelan Pinon Hills Community Services District

BUDGET DETAIL COMPARISON 2024/2025

Assumes: Rates/Revenue Expenses	% Over Est Year End 16.00% 3.00%	TOTAL ENTERPRISE FUNDS				TOTAL GOVERNMENT FUNDS				TOTAL ALL FUNDS				Bud vs Bud	Bud vs Est YE	23/24 Budget vs. Actual Est YE	Line #	
		Prior Year 2022/2023 Budget	Prior Year 2023/2024 Budget	Actual Est YE 23/24	Proposed 2024/2025 BUDGET	Prior Year 2021/2022 Budget	Prior Year 2023/2024 Budget	Actual Est YE 23/24	Proposed 2024/2025 BUDGET	Prior Year 2022/2023 Budget	Prior Year 2023/2024 Budget	Actual Est YE 23/24	Proposed 2024/2025 BUDGET					
1	Operational Income/Expense																	
2	Income																	
3	40 - WATER SALES																	
4	40A - WATER CONSUMPTION																	
5	40010 Water Sales - Residential - C	4,196,474.46	3,443,671.14	3,325,123.78	3,890,394.82	0.00	0.00	0.00	0.00	4,196,474.46	3,443,671.14	3,325,123.78	3,890,394.82	13.0%	17.0%	Includes rate change, approved October 11, 2023.	5	
6	40012 Water Sales - Residential (WR) *	0.00	339,201.87	140,113.05	0.00	0.00	0.00	0.00	0.00	0.00	339,201.87	140,113.05	0.00	0.0%	-100.0%	The Tier III reserve account was eliminated	6	
7	40020 Water Sales - Commercial - C	35,041.62	47,564.89	29,585.40	34,614.92	0.00	0.00	0.00	0.00	35,041.62	47,564.89	29,585.40	34,614.92	-27.2%	17.0%	The Chromium 6 surcharge is listed below (Non-Op Revenue) .	7	
8	40060 Water Sales - Multiple Res - C	3,596.81	3,106.55	4,119.32	4,819.60	0.00	0.00	0.00	0.00	3,596.81	3,106.55	4,119.32	4,819.60	55.1%	17.0%	as it is specifically for the Chromium 6 project not operations.	8	
9	40070 Water Sales - School - C	421,449.57	336,736.38	294,302.32	344,333.71	0.00	0.00	0.00	0.00	421,449.57	336,736.38	294,302.32	344,333.71	2.3%	17.0%		9	
10	40090 Water Sales - Construction - C	196,818.57	329,424.98	194,182.66	194,182.66	0.00	0.00	0.00	0.00	196,818.57	329,424.98	194,182.66	194,182.66	-41.1%	0.0%		10	
11	40095 Water Sales - Construction Non-Potabl	4,366.22	28,347.68	25,065.88	29,327.08	0.00	0.00	0.00	0.00	4,366.22	28,347.68	25,065.88	29,327.08	3.5%	17.0%		11	
12	TOTAL WATER CONSUMPTION	4,857,747.25	4,528,053.49	4,012,492.41	4,497,672.80	0.00	0.00	0.00	0.00	4,857,747.25	4,528,053.49	4,012,492.41	4,497,672.80	-0.7%	12.1%	Includes rate change.	485,180.39	12
13	40B - WATER METER CHARGE																	
14	41010 Water Sales - Residential - M	2,816,683.24	3,038,122.84	3,497,618.74	4,270,592.48	0.00	0.00	0.00	0.00	2,816,683.24	3,038,122.84	3,497,618.74	4,270,592.48	40.6%	22.1%	Includes rate change (11/1/23 rate change).		14
15	41020 Water Sales - Commercial - M	22,662.07	25,860.46	29,789.24	36,372.66	0.00	0.00	0.00	0.00	22,662.07	25,860.46	29,789.24	36,372.66	40.6%	22.1%			15
16	41030 Water Sales - Fire Protection-M	3,083.23	3,083.23	2,916.00	2,916.00	0.00	0.00	0.00	0.00	3,083.23	3,083.23	2,916.00	2,916.00	-5.4%	0.0%			16
17	41060 Water Sales - Multiple Res - M	2,897.75	3,185.63	3,622.36	4,422.90	0.00	0.00	0.00	0.00	2,897.75	3,185.63	3,622.36	4,422.90	38.8%	22.1%			17
18	41070 Water Sales - School - M	36,535.87	41,523.27	47,093.47	57,501.13	0.00	0.00	0.00	0.00	36,535.87	41,523.27	47,093.47	57,501.13	38.5%	22.1%			18
19	41090 Water Sales - Construction - M	46,479.23	33,746.22	26,852.64	32,787.07	0.00	0.00	0.00	0.00	46,479.23	33,746.22	26,852.64	32,787.07	-2.8%	22.1%	Assumes similar amount of construction.		19
20	TOTAL WATER METER CHARGE	2,928,341.39	3,145,521.65	3,607,892.45	4,404,592.25	0.00	0.00	0.00	0.00	2,928,341.39	3,145,521.65	3,607,892.45	4,404,592.25	40.0%	22.1%	Includes rate change approved (2023 rate study).	796,699.80	20
21	Total - WATER SALES	7,786,088.64	7,673,575.14	7,620,384.86	8,902,265.04	0.00	0.00	0.00	0.00	7,786,088.64	7,673,575.14	7,620,384.86	8,902,265.04	16.0%	16.8%	Includes rate change of 16%, approved October 11, 2023.	1,281,880.18	21
22	44 - SPECIAL ASSESSMENT																	
23	44100 Special Assessments	283,980.41	283,463.96	280,659.50	278,554.55	0.00	0.00	0.00	0.00	283,980.41	283,463.96	280,659.50	278,554.55	-1.7%	-0.7%	Assumes slight change due to new meter sets.		23
24	TOTAL SPECIAL ASSESSMENT	283,980.41	283,463.96	280,659.50	278,554.55	0.00	0.00	0.00	0.00	283,980.41	283,463.96	280,659.50	278,554.55	-1.7%	-0.7%	Assumes slight change in standby rates.		24
25	46 - PARKS																	
26	47600 Park & Recreation Fee	0.00	0.00	0.00	0.00	16,639.67	20,027.07	24,840.00	24,840.00	16,639.67	20,027.07	24,840.00	24,840.00	24.0%	0.0%			26
27	TOTAL PARKS	0.00	0.00	0.00	0.00	16,639.67	20,027.07	24,840.00	24,840.00	16,639.67	20,027.07	24,840.00	24,840.00	24.0%	0.0%	Assumes similar activity in community centers rentals/rates.	0.00	27
28	48 - OTHER SERVICE INCOME																	
29	48200 Other Services Incomes	117,482.68	182,427.59	176,847.38	176,847.38	0.00	0.00	0.00	0.00	117,482.68	182,427.59	176,847.38	176,847.38	-3.1%	0.0%	Includes no Increase to Disconnections fees.		29
30	48700 Administrative Fees	99,997.19	122,603.58	137,340.57	137,340.57	0.00	0.00	0.00	0.00	99,997.19	122,603.58	137,340.57	137,340.57	12.0%	0.0%	Credit Card fees.	0.00	30
31	TOTAL OTHER SERVICE INCOME	217,479.87	305,031.17	314,187.95	314,187.95	0.00	0.00	0.00	0.00	217,479.87	305,031.17	314,187.95	314,187.95	3.0%	0.0%	Includes no Increase to Credit Card or Disconnections fees.	0.00	31
32	TOTAL INCOME FROM OPERATIONS	8,287,548.92	8,262,070.27	8,215,232.31	9,495,007.55	16,639.67	20,027.07	24,840.00	24,840.00	8,304,188.59	8,282,097.34	8,240,072.31	9,519,847.55	14.9%	15.5%			32
33	GROSS INCOME	8,287,548.92	8,262,070.27	8,215,232.31	9,495,007.55	16,639.67	20,027.07	24,840.00	24,840.00	8,304,188.59	8,282,097.34	8,240,072.31	9,519,847.55	14.9%	15.5%		1,279,775.24	33
34																		
35	50 - WATER PURCHASES																	
36	50010 MWA Admin. & Bio Fee	18,000.00	17,893.92	16,550.34	18,205.37	0.00	0.00	0.00	0.00	18,000.00	17,893.92	16,550.34	18,205.37	1.7%	10.0%	Increase per Watermaster report.		36
37	50020 MWA Make Up Water	1,000.00	2,715.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	2,715.00	0.00	0.00	-100.0%	100.0%	No Obligation in Alto .		37
38	50030 MWA/AVW Replacement Water	100,000.00	5,000.00	10,228.93	0.00	0.00	0.00	0.00	0.00	100,000.00	5,000.00	10,228.93	0.00	-100.0%	-100.0%	AVW Replacement Water / Well 14 (MWA repl = 0).		38
39	50040 Water Purchases - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	0.0%	Assumes no water from other agencies.		39
40	TOTAL WATER PURCHASES	119,000.00	25,608.92	26,779.27	18,205.37	0.00	0.00	0.00	0.00	119,000.00	25,608.92	26,779.27	18,205.37	-28.9%	-32.0%	Assumes no Replacement Water for AVW	(8,573.90)	40
41	51 - SALARIES & BENEFITS																	
42	51110 Salaries & Wages	1,765,085.24	1,946,418.35	1,925,271.44	2,028,494.80	278,277.21	445,959.42	359,315.65	405,973.31	2,043,362.45	2,392,377.77	2,284,587.10	2,434,468.11	1.8%	6.6%	The budget is based on exact calculations of approved positions.		42
43	51120 Vacations	131,259.19	144,982.04	158,552.58	163,199.56	22,279.97	35,171.40	28,402.61	35,043.09	153,539.16	180,153.44	186,955.19	198,242.64	10.0%	6.0%	Increase due to COLA & Merit.		43
44	51130 Holiday	79,065.55	95,217.42	99,240.23	96,661.10	13,439.63	21,630.51	9,595.52	18,968.28	92,505.18	116,847.93	108,835.75	115,629.38	-1.0%	6.2%		Est YE	44
45	51140 Sick Pay	92,390.18	103,873.55	117,831.50	108,721.20	14,661.41	23,596.92	10,888.81	21,510.85	107,051.59	127,470.47	128,720.31	130,232.05	2.2%	1.2%		2,804,111.98	45
46	51150 Misc. Earn	81,951.77	91,392.09	93,454.53	97,094.21	8,206.98	11,662.04	1,559.10	5,627.67	90,158.75	103,054.13	95,013.63	102,721.88	-0.3%	8.1%	Total Reg/Vac/Hol/Sic/Misc	24/25 Bud	46
47	51170 Overtime	178,487.24	182,719.00	172,811.98	178,600.01	10,620.08	16,066.91	21,609.45	21,992.55	189,107.32	198,785.91	194,421.43	200,592.56	0.9%	3.2%	Based on previous 2 year average.	2,981,294.06	47
48	51210 Payroll Taxes	39,411.05	41,226.36	41,593.67	42,342.26	5,853.01	9,074.79	7,351.33	8,077.92	45,264.06	50,301.15	48,945.00	50,420.19	0.2%	3.0%		177,182.09	48
49	51220 Worker's Compensation	29,429.57	56,156.93	67,702.93	85,495.75	7,050.52	16,111.66	15,948.59	24,417.90	36,480.09	72,268.59	83,651.52	109,913.64	52.1%	31.4%	Increase due to change in Exp Mod change.	6%	49
50	51230 Employee Group Insurance	352,556.77	395,423.21	405,858.30	435,450.01	62,417.02	110,088.42	73,798.94	85,378.19	414,973.79	505,511.63	479,657.24	520,828.20	3.0%	8.6%	Increase due to increase in rates.		50
51	51240 Retirement	258,872.04	306,130.45	299,360.63	394,368.05	40,600.52	70,417.91	60,968.10	89,336.86	299,472.56	376,548.36	360,328.73	483,704.91	28.5%	34.2%	Increase due to a combined 5.5% rate increase, plus UAL Payment		51
52	TOTAL SALARIES & BENEFITS	3,008,508.60	3,363,539.40	3,381,677.79	3,630,426.94	463,406.35	759,779.98	589,438.10	716,326.62	3,471,914.95	4,123,319.38	3,971,115.90	4,346,753.57	5.4%	9.5%	3.0% COLA, 2.5% merit, plus UAL payment.	375,637.67	52

Phelan Pinon Hills Community Services District
BUDGET DETAIL COMPARISON 2024/2025

Assumes: Rates/Revenue Expenses	% Over Est Year End 16.00% 3.00%	TOTAL ENTERPRISE FUNDS				TOTAL GOVERNMENT FUNDS				TOTAL ALL FUNDS				Bud vs Bud	Bud vs Est YE	23/24 Budget vs. Actual Est YE	Line #	
		Prior Year 2022/2023 Budget	Prior Year 2023/2024 Budget	Actual Est YE 23/24	Proposed 2024/2025 BUDGET	Prior Year 2021/2022 Budget	Prior Year 2023/2024 Budget	Actual Est YE 23/24	Proposed 2024/2025 BUDGET	Prior Year 2022/2023 Budget	Prior Year 2023/2024 Budget	Actual Est YE 23/24	Proposed 2024/2025 BUDGET					
53	52 - BOARD COMPENSATIONS (Expenses)																	
54	52110 Board Director's Fee	38,700.00	27,000.00	25,710.00	27,600.00	4,500.00	5,400.00	4,800.00	4,800.00	43,200.00	32,400.00	30,510.00	32,400.00	0.0%	6.2%	Assumes regular meeting schedule and activities.	54	
55	52210 Board Exp - Auto Expense	3,500.00	1,800.00	4,298.04	4,400.00	250.00	225.00	134.46	150.00	3,750.00	2,025.00	4,432.50	4,550.00	124.7%	2.7%		55	
56	52220 Board Exp - Meals & Lodging	14,000.00	5,850.00	6,126.95	6,300.00	0.00	0.00	0.00	0.00	14,000.00	5,850.00	6,126.95	6,300.00	7.7%	2.8%		56	
57	52230 Board Exp - Education/Training	6,000.00	5,400.00	5,987.60	6,100.00	0.00	0.00	0.00	0.00	6,000.00	5,400.00	5,987.60	6,100.00	13.0%	1.9%		57	
58	52240 Board Exp - Insurance & Other Expense	55,000.00	57,000.00	57,724.61	62,700.00	3,200.00	8,000.00	3,332.70	4,250.00	58,200.00	65,000.00	61,057.31	66,950.00	3.0%	9.7%	Increase due to increase in rates.	5,892.69	58
59	TOTAL BOARD COMPENSATIONS (Expenses)	117,200.00	97,050.00	99,847.20	107,100.00	7,950.00	13,625.00	8,267.16	9,200.00	125,150.00	110,675.00	108,114.36	116,300.00	5.1%	7.6%	Assumes regular activity & increase in insurance.	8,185.64	59
60	53 - PROFESSIONAL FEE																	
61	53110 Auditing & Accounting Fees	25,000.00	25,000.00	23,000.00	23,175.00	0.00	500.00	500.00	500.00	25,000.00	25,500.00	23,500.00	23,675.00	-7.2%	0.7%		61	
62	53120 Legal Services	85,831.30	55,000.00	49,520.74	56,000.00	2,500.00	10,000.00	14,621.78	9,000.00	88,331.30	65,000.00	64,142.52	65,000.00	0.0%	1.3%	23/24 includes increase in Gov't funds (Ordinances & property review).		62
63	53140 Laboratory Analysis	49,000.00	12,000.00	14,378.54	10,000.00	0.00	0.00	0.00	0.00	49,000.00	12,000.00	14,378.54	10,000.00	-16.7%	-30.5%	Required Water Quality testing varies from year to year.	(4,378.54)	63
64	53150 Outside Service	158,631.00	113,121.70	106,617.44	285,001.87	12,100.00	13,000.00	39,997.53	64,520.00	170,731.00	126,121.70	146,614.97	349,521.87	177.1%	138.4%	Increase due to Reservoir 1A floor repair & SW rate study (Gov't).	202,906.90	64
65	53160 Permits & Fees	44,715.86	32,300.00	32,770.21	34,203.00	1,200.00	1,200.00	1,933.41	1,200.00	45,915.86	33,500.00	34,703.62	35,403.00	5.7%	2.0%		699.38	65
66	53170 Software Support	146,346.08	193,105.39	230,782.00	263,455.00	383.01	435.00	451.76	485.00	146,729.09	193,540.39	231,233.76	263,940.00	36.4%	14.1%	Increase of IT support costs for licenses and backup server.		66
67	TOTAL PROFESSIONAL FEE	509,524.24	430,527.09	457,068.93	671,834.87	16,183.01	25,135.00	57,504.48	75,705.00	525,707.25	455,662.09	514,573.41	747,539.87	64.1%	45.3%	Increase due to outside services (repairs to reservoir 1A)	232,966.46	67
68	54 - SERVICE AND SUPPLIES																	
69	54110 Advertising	11,550.00	8,500.00	4,728.54	5,500.00	20,050.00	23,700.00	8,223.99	7,700.00	31,600.00	32,200.00	12,952.53	13,200.00	-59.0%	1.9%			69
70	54140 Auto Expense	14,793.08	12,233.37	10,049.23	11,556.61	0.00	0.00	0.00	0.00	14,793.08	12,233.37	10,049.23	11,556.61	-5.5%	15.0%	Assumes slight increase in fuel costs.	1,507.38	70
71	54200 Credit Card Fee & Bank Charges	81,915.19	73,884.00	88,117.17	91,500.00	0.00	0.00	0.00	0.00	81,915.19	73,884.00	88,117.17	91,500.00	23.8%	3.8%	Credit Card Processing fees.		71
72	54230 Dues & Subscriptions	15,053.00	15,600.00	14,891.46	16,025.00	1,200.00	900.00	835.56	900.00	16,253.00	16,500.00	15,727.02	16,925.00	2.6%	7.6%			72
73	54260 Education & Training	51,300.00	68,925.00	44,335.12	44,700.00	2,000.00	7,500.00	0.00	4,000.00	53,300.00	76,425.00	44,335.12	48,700.00	-36.3%	9.8%		4,364.88	73
74	54290 Employment Expense	2,780.00	2,280.00	1,790.00	2,280.00	0.00	0.00	0.00	0.00	2,780.00	2,280.00	1,790.00	2,280.00	0.0%	27.4%	DOT resuming activities.	490.00	74
75	54300 Equipment Rental/ Lease	12,200.00	10,560.00	9,477.32	16,384.00	1,500.00	1,500.00	2,163.23	1,500.00	13,700.00	12,060.00	11,640.55	17,884.00	48.3%	53.6%	Increase due to new copier lease agreement.	6,243.45	75
76	54320 General Maintenance	8,634.31	7,420.00	8,319.15	13,440.00	5,107.77	480.00	359.10	370.00	13,742.08	7,900.00	8,678.25	13,810.00	74.8%	59.1%	Increase due to additional repair costs (roof at site 5A).	5,131.75	76
77	54350 Insurance	191,675.18	181,000.00	191,977.86	201,576.75	4,853.02	12,160.00	16,003.41	16,803.58	196,528.20	193,160.00	207,981.27	218,380.33	13.1%	5.0%	5% increase in property, liability.	10,399.06	77
78	54380 Insurance - Vehicle	38,846.52	45,000.00	39,141.07	41,098.12	4,347.98	2,540.00	2,433.26	2,554.92	43,194.50	47,540.00	41,574.33	43,653.05	-8.2%	5.0%	5% increase in property, liability.	2,078.72	78
79	54410 Fuel Costs	158,550.00	129,171.38	124,274.60	142,915.79	6,510.80	5,916.25	6,041.36	6,947.56	165,060.80	135,087.63	130,315.96	149,863.35	10.9%	15.0%	Assumes slight increase in fuel costs.	19,547.39	79
80	54440 Meeting, Seminar & Supplies	9,109.63	7,125.00	8,339.18	8,350.00	330.00	100.00	180.29	200.00	9,439.63	7,225.00	8,519.47	8,550.00	18.3%	0.4%			80
81	54470 Travel Expense	31,600.00	40,200.41	43,809.22	40,998.00	2,100.00	2,100.00	1,095.39	2,100.00	33,700.00	42,300.41	44,904.61	43,098.00	1.9%	-4.0%	Based on planned events.	(1,806.61)	81
82	54500 Operating Supplies	65,485.00	74,820.00	76,060.77	74,054.35	6,500.00	6,060.00	4,724.22	6,060.00	71,985.00	80,880.00	80,784.99	80,114.35	-0.9%	-0.8%			82
83	54530 Office Supplies	44,472.45	42,650.00	43,500.70	43,150.00	1,500.00	7,418.18	558.02	1,500.00	45,972.45	50,068.18	44,058.72	44,650.00	-10.8%	1.3%			83
84	54620 Repair & Maintenance	765,601.52	787,423.26	797,527.78	1,130,275.00	119,800.00	104,100.00	58,844.13	64,500.00	885,401.52	891,523.26	856,371.91	1,194,775.00	34.0%	39.5%	Well repair, booster repair, leak clamp repl., and line repl	338,403.09	84
85	54650 Small Tools	22,600.00	28,100.00	23,216.14	24,500.00	1,500.00	1,500.00	774.54	1,500.00	24,100.00	29,600.00	23,990.68	26,000.00	-12.2%	8.4%	Gvmt Rep&Main: HVAC, appliances, water heater, etc for CC.		85
86	54680 Uniforms	15,042.67	13,700.00	15,741.04	13,940.00	2,000.00	2,000.00	1,570.98	2,000.00	17,042.67	15,700.00	17,312.02	15,940.00	1.5%	-7.9%	23/24 included bi-annual purchase of jackets for filed staff.		86
87	54710 Vehicle Maintenance	47,000.00	40,000.00	59,287.74	56,000.00	2,000.00	2,000.00	1,777.24	2,000.00	49,000.00	42,000.00	61,064.98	58,000.00	38.1%	-5.0%	Purchased 1 new vehicles in 23/24.	(3,064.98)	87
88	54740 Easement Lease	603.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	603.00	0.00	0.00	0.00	0.0%	0.0%	Now included in Permits & Fees (Acct 53160)		88
89	54770 Computer & Equipment	4,100.00	4,500.00	3,000.00	4,500.00	0.00	0.00	0.00	0.00	4,100.00	4,500.00	3,000.00	4,500.00	0.0%	50.0%	Assumes 3 replacement computers.	1,500.00	89
90	54800 Programs (Wtr Cons, parks,etc)	12,500.00	14,500.00	16,228.51	15,000.00	66,930.00	72,430.00	71,143.05	76,600.00	79,430.00	86,930.00	87,371.56	91,600.00	5.4%	4.8%	Assumes normal activities will continue + SW programs.	4,228.44	90
91	54801 Senior Lunch Program	0.00	0.00	0.00	0.00	22,600.00	22,600.00	0.00	22,600.00	22,600.00	22,600.00	0.00	22,600.00	0.0%	100.0%	Activities are expected to resume.		91
92	54802 Farmers Market	0.00	0.00	0.00	0.00	500.00	400.00	0.00	400.00	500.00	400.00	0.00	400.00	0.0%	100.0%			92
93	54830 State & County Fees & Services	17,200.00	15,800.00	17,697.00	17,800.00	200.00	200.00	200.00	200.00	17,400.00	16,000.00	17,897.00	18,000.00	12.5%	0.6%	Lafco, parcel & Lien fees etc.		93
94	54860 Postage & Mailing	51,344.70	42,319.78	42,259.92	41,510.00	0.00	6,673.07	21,134.08	22,000.00	51,344.70	48,992.85	63,394.00	63,510.00	29.6%	0.2%			94
95	54890 Printing	20,202.09	24,000.00	30,527.53	23,000.00	0.00	3,500.00	2,800.00	3,000.00	20,202.09	27,500.00	33,327.53	26,000.00	-5.5%	-22.0%	23/24 included notices for the Water rate study and increases.	(7,327.53)	95
96	54920 Public Relation	1,500.00	2,750.00	2,550.00	2,750.00	10,000.00	26,500.00	6,868.85	7,000.00	11,500.00	29,250.00	9,418.85	9,750.00	-66.7%	3.5%	Solid Waste & Parks partnerships.	331.15	96
97	TOTAL SERVICE AND SUPPLIES	1,695,658.34	1,692,462.20	1,716,847.05	2,082,803.63	281,529.57	312,277.50	207,730.70	252,436.07	1,977,187.91	2,004,739.70	1,924,577.75	2,335,239.70	16.5%	21.3%	Increase due to Repair and Maint. Costs.	410,661.95	97
98	58 - UTILITIES - Electric/Phone/Gas																	
99	58010 Telephone	25,100.00	32,213.00	35,932.06	37,010.02	3,960.00	4,056.00	2,219.45	2,286.03	29,060.00	36,269.00	38,151.51	39,296.06	8.3%	3.0%			99
100	58110 Utilities - Operations	1,372,105.81	1,540,238.37	1,933,348.78	1,972,204.91	32,927.27	35,226.46	31,286.36	32,682.05	1,405,033.08	1,575,464.83	1,964,635.14	2,004,886.96	27.3%	2.0%	Increase in electric costs of 2%.	40,251.82	100
101	58115 Utilities - Solar Credit	(300,501.00)	(565,000.00)	(650,502.17)	(650,500.00)	0.00	0.00	0.00	0.00	(300,501.00)	(565,000.00)	(650,502.17)	(650,500.00)	15.1%	0.0%		2.17	101
102	58210 Utilities - Street Lights	0.00	0.00	0.00	0.00	17,929.75	18,691.22	20,390.97	20,790.00	17,929.75	18,691.22	20,390.97	20,790.00	11.2%	2.0%	Increase in electric costs of 2%.		102
103	TOTAL UTILITIES - Electric/Phone/Gas	1,096,704.81	1,007,451.37	1,318,778.67	1,358,714.93	54,817.02	57,973.68	53,896.78	55,758.08	1,151,521.83	1,065,425.05	1,372,675.45	1,414,473.01	32.8%	3.0%	Assumes 2% increase in electrical costs.	41,797.56	103

Phelan Pinon Hills Community Services District

BUDGET DETAIL COMPARISON 2024/2025

Assumes: Rates/Revenue Expenses	% Over Est Year End 16.00% 3.00%	TOTAL ENTERPRISE FUNDS				TOTAL GOVERNMENT FUNDS				TOTAL ALL FUNDS				Bud vs Bud	Bud vs Est YE	23/24 Budget vs. Actual Est YE	Line #	
		Prior Year 2022/2023 Budget	Prior Year 2023/2024 Budget	Actual Est YE 23/24	Proposed 2024/2025 BUDGET	Prior Year 2021/2022 Budget	Prior Year 2023/2024 Budget	Actual Est YE 23/24	Proposed 2024/2025 BUDGET	Prior Year 2022/2023 Budget	Prior Year 2023/2024 Budget	Actual Est YE 23/24	Proposed 2024/2025 BUDGET					
104 59 - OTHER- Depreciation/Amort, etc.																	104	
105 59100 Bad Debt		11,401.59	8,285.51	10,845.41	10,845.41	0.00	0.00	0.00	0.00	11,401.59	8,285.51	10,845.41	10,845.41	30.9%	0.0%		105	
106 59110 Property Taxes		0.00	0.00	433.00	441.66	0.00	0.00	0.00	0.00	0.00	0.00	433.00	441.66	0.0%	2.0%		106	
107 59120 Depreciation & Amortization		1,771,079.21	1,777,836.00	1,759,966.40	1,679,344.80	92,760.00	92,760.00	92,684.35	92,760.00	1,863,839.21	1,870,596.00	1,852,650.75	1,772,104.80	-5.3%	-4.3%	A number of assets have reached their depreciable life.	(80,545.95)	107
108 59310 Other Operating Expenses		0.00	500.00	18.91	0.00	0.00	0.00	0.00	0.00	0.00	500.00	18.91	0.00	0.0%	0.0%		108	
109 TOTAL OTHER- Depreciation/Amort, etc.		1,782,480.80	1,786,621.51	1,771,263.72	1,690,631.87	92,760.00	92,760.00	92,684.35	92,760.00	1,875,240.80	1,879,381.51	1,863,948.07	1,783,391.87	-5.1%	-4.3%	Assumes slight decrease in depreciation.	(80,556.20)	109
110 TOTAL EXPENSE		8,329,076.79	8,403,260.49	8,772,262.63	9,559,717.62	916,645.95	1,261,551.16	1,009,521.57	1,202,185.77	9,245,722.74	9,664,811.65	9,781,784.21	10,761,903.39	11.4%	10.0%	Increase in repair & maint., insurance, & outside services.	980,119.18	110
111 NET OPERATIONAL INCOME		(41,527.87)	(141,190.22)	(557,030.32)	(64,710.07)	(900,006.28)	(1,241,524.09)	(984,681.57)	(1,177,345.77)	(941,534.15)	(1,382,714.31)	(1,541,711.90)	(1,242,055.84)	-10.2%	-19.4%		299,656.06	111
112 NON-OPERATIONAL INCOME/EXPENSE																	112	
113 NON-OPERATIONAL INCOME																	113	
114 70 - PROPERTY TAXES																	114	
115 71110 Property Taxes - Curr Sec		0.00	0.00	0.00	0.00	1,316,075.66	1,461,329.66	1,506,544.05	1,615,467.29	1,316,075.66	1,461,329.66	1,506,544.05	1,615,467.29	10.5%	7.2%	Assumes increase in property tax revenue due to increased values & sales.		115
116 71120 Property Taxes - Curr Unsec		0.00	0.00	0.00	0.00	50,028.76	52,540.77	61,482.01	58,082.65	50,028.76	52,540.77	61,482.01	58,082.65	10.5%	-5.5%	(Per County report on Districts share of General Tax).		116
117 71130 Property Taxes - Curr Supplimen		0.00	0.00	0.00	0.00	26,736.11	42,763.64	42,763.64	47,274.25	26,736.11	42,763.64	42,763.64	47,274.25	10.5%	10.5%			117
118 71140 Property Taxes - Curr Unitary		0.00	0.00	0.00	0.00	48,489.75	56,331.31	56,331.31	61,215.84	48,489.75	56,331.31	56,331.31	61,215.84	8.7%	8.7%			118
119 71150 Property Taxes - Curr Other		0.00	0.00	0.00	0.00	3,048.37	3,822.60	3,822.60	4,225.80	3,048.37	3,822.60	3,822.60	4,225.80	10.5%	10.5%			119
120 72110 Property Taxes - Prior Sec		0.00	0.00	0.00	0.00	22,519.89	21,235.41	20,399.35	20,807.34	22,519.89	21,235.41	20,399.35	20,807.34	-2.0%	2.0%	Assumes prior year collections will be similar to last fiscal year.		120
121 72120 Property Taxes - Prior Unsec		0.00	0.00	0.00	0.00	204.73	487.36	906.76	924.90	204.73	487.36	906.76	924.90	89.8%	2.0%			121
122 72130 Property Taxes - Prior Supplimn		0.00	0.00	0.00	0.00	11,477.71	16,666.67	29,291.93	29,877.77	11,477.71	16,666.67	29,291.93	29,877.77	79.3%	2.0%			122
123 72150 Property Taxes - Prior Other		0.00	0.00	0.00	0.00	1,453.32	1,346.82	2,933.37	2,992.04	1,453.32	1,346.82	2,933.37	2,992.04	122.2%	2.0%			123
124 73160 Property Taxes - Homeowner		0.00	0.00	0.00	0.00	10,400.47	10,133.68	10,020.54	10,220.95	10,400.47	10,133.68	10,020.54	10,220.95	0.9%	2.0%			124
125 73170 Tax Penalties & Others		20,511.40	15,589.03	13,319.02	13,319.50	7,603.31	6,704.41	7,192.63	7,500.00	28,114.71	22,293.44	20,511.65	20,819.50	-6.6%	1.5%			125
126 SUB-TOTAL PROPERTY TAX REVENUE		20,511.40	15,589.03	13,319.02	13,319.50	1,498,038.08	1,673,362.33	1,741,688.19	1,858,588.82	1,518,549.48	1,688,951.36	1,755,007.21	1,871,908.32	10.8%	6.7%			126
127 99030 Property Tax Transfer		156,000.00	104,000.00	104,000.00	52,000.00	(156,000.00)	(104,000.00)	(104,000.00)	(52,000.00)	0.00	0.00	0.00	0.00	0.0%	0.0%	10% Decrease of transfer - per Board.	(52,000.00)	127
128 TOTAL PROPERTY TAXES		176,511.40	119,589.03	117,319.02	65,319.50	1,342,038.08	1,569,362.33	1,637,688.19	1,806,588.82	1,518,549.48	1,688,951.36	1,755,007.21	1,871,908.32	10.8%	6.7%	Assumes increase per County estimates.	116,901.11	128
129 86 - PENALTIES & OTHER FEE																	129	
130 86120 Penalties & Other Fees		151,094.70	206,107.00	195,407.82	214,948.60	0.00	0.00	0.00	0.00	151,094.70	206,107.00	195,407.82	214,948.60	4.3%	10.0%			130
131 TOTAL PENALTIES & OTHER FEE		151,094.70	206,107.00	195,407.82	214,948.60	0.00	0.00	0.00	0.00	151,094.70	206,107.00	195,407.82	214,948.60	4.3%	10.0%	Assumes % change based on rate change (fees are % based).	19,540.78	131
132 48 - SOLID WASTE																	132	
133 48500 Solid Waste Franchise Fee		0.00	0.00	0.00	0.00	349,039.51	349,039.51	369,200.00	385,000.00	349,039.51	349,039.51	369,200.00	385,000.00	10.3%	4.3%			133
134 48600 Solid Waste Franchise Fee-Commercial		0.00	0.00	0.00	0.00	0.00	120.00	0.00	120.00	0.00	120.00	0.00	120.00	0.0%	100.0%			134
135 TOTAL SOLID WASTE		0.00	0.00	0.00	0.00	349,039.51	349,159.51	369,200.00	385,120.00	349,039.51	349,159.51	369,200.00	385,120.00	10.3%	4.3%	Assumes 4.3% increase in Solid Waste fees.	15,920.00	135
136 82 - METER INSTALLATION/CONNECTION FEES																	136	
137 82300 Meter Installation		145,128.58	83,008.71	141,335.06	120,816.00	0.00	0.00	0.00	0.00	145,128.58	83,008.71	141,335.06	120,816.00	45.5%	-14.5%	Assumes average of four new meters per month.		137
138 82400 Permits & Inspections		10,502.39	4,952.00	7,757.50	7,757.50	0.00	0.00	0.00	0.00	10,502.39	4,952.00	7,757.50	7,757.50	56.7%	0.0%			138
139 82500 Capacity Fee		552,289.42	427,901.54	613,081.82	525,648.00	0.00	0.00	0.00	0.00	552,289.42	427,901.54	613,081.82	525,648.00	22.8%	-14.3%	Assumes average of four new meters per month.		139
140 TOTAL METER INSTALLATION/CONNECTION FEES		707,920.39	515,862.25	762,174.38	654,221.50	0.00	0.00	0.00	0.00	707,920.39	515,862.25	762,174.38	654,221.50	26.8%	-14.2%	Assumes decrease in new meter installs.	(107,952.88)	140
141 88 - OTHER INCOME																	141	
142 88110 Interest Income		46,500.00	614,000.00	836,586.86	620,000.00	30,410.00	336,000.00	435,039.02	435,000.00	76,910.00	950,000.00	1,271,625.88	1,055,000.00	11.1%	-17.0%	Assumes 4.25% Interest rate, offset by increased capital spending.	(216,625.88)	142
143 88120 Other Income - Water		1,968.14	2,272.03	6,601.68	2,920.00	0.00	0.00	0.00	0.00	1,968.14	2,272.03	6,601.68	2,920.00	28.5%	-55.8%	Misc one-time water revenue otherwise not categorized.	(3,681.68)	143
144 88125 Other Income - Senior Lunch		0.00	0.00	0.00	0.00	1,500.00	1,000.00	0.00	500.00	1,500.00	1,000.00	0.00	500.00	-50.0%	100.0%			144
145 88150 Other Income		1,467.69	1,689.43	11,462.66	6,000.00	0.00	0.00	0.00	0.00	1,467.69	1,689.43	11,462.66	6,000.00	255.1%	-47.7%	23/24 includes one time revenues.		145
146 88170 Other Income - Gov't		0.00	0.00	0.00	0.00	0.00	0.00	(441.39)	0.00	0.00	0.00	(441.39)	0.00	0.0%	-100.0%			146
147 88175 Property Rental Income		0.00	0.00	0.00	0.00	158,084.00	386,220.00	369,368.24	194,424.00	158,084.00	386,220.00	369,368.24	194,424.00	-49.7%	-47.4%	Decrease due to the sell of portion of Dairy property.	(174,944.24)	147
148 88176 Property Other Income		0.00	0.00	0.00	0.00	6,404.12	8,500.00	3,849.21	8,500.00	6,404.12	8,500.00	3,849.21	8,500.00	0.0%	120.8%	Circle Green Royalties.	4,650.79	148
149 88300 Chromium 6 Surcharge		833,584.08	843,022.20	848,515.27	850,596.00	0.00	0.00	0.00	0.00	833,584.08	843,022.20	848,515.27	850,596.00	0.9%	0.2%			149
150 Total - OTHER INCOME		883,519.91	1,460,983.66	1,703,166.47	1,479,516.00	196,398.12	731,720.00	807,815.08	638,424.00	1,079,918.03	2,192,703.66	2,510,981.55	2,117,940.00	-3.4%	-15.7%	Assumes decrease due to less lease & interest revenue.	(393,041.55)	150
151 TOTAL NON-OPERATIONAL INCOME		1,919,046.40	2,302,541.94	2,778,067.69	2,414,005.60	1,887,475.71	2,650,241.84	2,814,703.27	2,830,132.82	3,806,522.11	4,952,783.78	5,592,770.96	5,244,138.42	5.9%	-6.2%		(348,632.53)	151

Phelan Pinon Hills Community Services District
BUDGET DETAIL COMPARISON 2024/2025

Assumes: Rates/Revenue Expenses	% Over Est Year End 16.00% 3.00%	TOTAL ENTERPRISE FUNDS				TOTAL GOVERNMENT FUNDS				TOTAL ALL FUNDS				Bud vs Bud	Bud vs Est YE	23/24 Budget vs. Actual Est YE	Line #	
		Prior Year 2022/2023 Budget	Prior Year 2023/2024 Budget	Actual Est YE 23/24	Proposed 2024/2025 BUDGET	Prior Year 2021/2022 Budget	Prior Year 2023/2024 Budget	Actual Est YE 23/24	Proposed 2024/2025 BUDGET	Prior Year 2022/2023 Budget	Prior Year 2023/2024 Budget	Actual Est YE 23/24	Proposed 2024/2025 BUDGET					
152	NON-OPERATIONAL EXPENSE																152	
153	796 - Other Expense																153	
154	91010 Interest Expense	255,065.00	512,710.00	510,484.59	485,000.00	0.00	0.00	0.00	0.00	255,065.00	512,710.00	510,484.59	485,000.00	-5.4%	-5.0%	Civic Ctr, 2012 (Water rights), & 2021 (Solar & Facility).	(25,484.59)	154
155	92010 Loan Administrator Fee	17,270.00	16,620.00	16,620.51	15,956.00	0.00	0.00	0.00	0.00	17,270.00	16,620.00	16,620.51	15,956.00	-4.0%	-4.0%			155
156	93010 Tax Deduction/Collection Charge	0.00	0.00	0.00	0.00	3,510.88	3,914.35	4,295.04	4,380.94	3,510.88	3,914.35	4,295.04	4,380.94	11.9%	2.0%	Property Tax Collection Charge and Processing Fee.		156
157	94010 Chromium 6 Expenses	833,584.08	843,022.20	848,515.27	850,596.00	0.00	0.00	0.00	0.00	833,584.08	843,022.20	848,515.27	850,596.00	0.9%	0.2%			157
158	95010 Net Incr/Decr in Fair Value	25,000.00	5,000.00	(39,319.43)	7,000.00	0.00	3,000.00	(32,766.13)	3,000.00	25,000.00	8,000.00	(72,085.56)	10,000.00	25.0%	-113.9%	Fluctuation of interest rates.		158
159	Total - Other Expense	1,130,919.08	1,377,352.20	1,336,300.94	1,358,552.00	3,510.88	6,914.35	(28,471.09)	7,380.94	1,134,429.96	1,384,266.55	1,307,829.85	1,365,932.94	-1.3%	4.4%		22,251.06	159
160	TOTAL NON-OPERATIONAL EXPENSE	1,130,919.08	1,377,352.20	1,336,300.94	1,358,552.00	3,510.88	6,914.35	(28,471.09)	7,380.94	1,134,429.96	1,384,266.55	1,307,829.85	1,365,932.94	-1.3%	4.4%			160
161	NET NON-OPERATIONAL INCOME	788,127.32	925,189.74	1,441,766.75	1,055,453.60	1,883,964.83	2,643,327.49	2,843,174.36	2,822,751.88	2,672,092.15	3,568,517.23	4,284,941.11	3,878,205.48	8.7%	-9.5%		(406,735.63)	161
162	NET INCOME	746,599.45	783,999.52	884,736.43	990,743.53	983,958.55	1,401,803.40	1,858,492.78	1,645,406.11	1,730,558.00	2,185,802.92	2,743,229.21	2,636,149.64	20.6%	-3.9%		(107,079.57)	162
163	Fund Depr @ 60% = add back 40%	708,431.68	711,134.40	703,986.56	671,737.92	37,104.00	37,104.00	37,073.74	37,104.00	745,535.68	748,238.40	741,060.30	708,841.92	-5.3%	-4.3%	Add back in 40% not Funded.		163
164	Principal Payments Due on Loan	654,615.30	829,514.00	829,573.71	834,632.76	0.00	0.00	0.00	0.00	654,615.30	829,514.00	829,573.71	834,632.76	0.6%	0.6%	Principal portion of loans increase as interest decreases each year.	5,059.05	164
165	TOTAL NET INCOME (AFTER DEPR AND PRIN)	800,415.83	665,619.92	759,149.28	827,848.69	1,021,062.55	1,438,907.40	1,895,566.52	1,682,510.11	1,821,478.38	2,104,527.32	2,654,715.80	2,510,358.80	19.3%	-5.4%			165
166	Transfer to Reserves (Water Rights/Resources)		559,617.87	449,493.05	264,192.00								264,192.00			Line 6 & 142 (partial)		166
167	Repayment of Property Plant & Equip Reserves				279,100.00				97,212.00	Lease Revenue			376,312.00			Per Rate Study, Board wishes to repay reserves over 5 years		167
168	Repayment of Disaster Response Reserves				279,100.00				97,212.00	Lease Revenue			376,312.00			Total due Reserves for 2012 Water Rights	3,200,000.00	168
169	TOTAL NET INCOME (After Transfer to / Repayment of Reserves)				5,456.69				1,488,086.11				1,493,542.80			Total due Reserves for 2015 Water Rights	2,556,098.00	169
170	Capital Budget (Fund Depr @ 60%)				1,007,606.88				55,656.00				1,063,262.88			Total due AVW water	1,191,000.00	
171	Capital Project Spending				332,500.00				120,000.00				452,500.00					
172	Net Capital Surplus (Deficit)				675,106.88				(64,344.00)				610,762.88			Note: 2015 Water Rights are part of C6 and will be repaid with C6 funding		172
173	TOTAL NET CASH FLOW (After CIP)				680,563.57				1,423,742.11				2,104,305.68			Note: Dairy Lease Income is used on line 170/171 for reserves or to pay loans. Board will decide at 2nd meeting in June.		173
174																		174
175	2024/2025 C 2023 Civic Center Lease		Solar&Fac (ReFi)	2012 (Water)	Caltrans (HWY 1)	TOTAL LOANS												175
176	Principal	197,306.18	404,149.14	226,577.10	6,600.34	\$ 834,632.76												176
177	Interest	265,216.46	112,564.12	106,189.69	15.05	\$ 483,985.32												177
178	Fees	-	0.00	15,956.00	0.00	\$ 15,956.00												178
179		462,522.64	516,713.26	348,722.79	6,615.39	\$ 1,334,574.08												179
180	Solar Portion		338,964.38													AVW to be repaid over 5 years = annual repayment	238,200.00	180
181	Estimated Solar Credits:		-650,500.00													2012 Water Rights paid over 10 years = annual repayment	320,000.00	181
182																Total annual amount to repay reserves	558,200.00	182
183	Total Operating Revenue	8,287,548.92	8,262,070.27	8,215,232.31	9,495,007.55	16,639.67	20,027.07	24,840.00	24,840.00	8,304,188.59	8,282,097.34	8,240,072.31	9,519,847.55			1/2 to Replacement Reserves 1/2 to Disaster Reserves	279,100.00	183
184	Total Non-Operating Revenue	1,919,046.40	2,302,541.94	2,778,067.69	2,414,005.60	1,887,475.71	2,650,241.84	2,814,703.27	2,830,132.82	3,806,522.11	4,952,783.78	5,592,770.96	5,244,138.42			* Not able to repay reserves in 22/23 or 23/24		184
185	Total Revenue	10,206,595.32	10,564,612.21	10,993,300.00	11,909,013.15	1,904,115.38	2,670,268.91	2,839,543.27	2,854,972.82	12,110,710.70	13,234,881.12	13,832,843.27	14,763,985.97					185
186																		186
187	Total Operating Expense	8,329,076.79	8,403,260.49	8,772,262.63	9,559,717.62	916,645.95	1,261,551.16	1,009,521.57	1,202,185.77	9,245,722.74	9,664,811.65	9,781,784.21	10,761,903.39					187
188	Total Non-Operating Expense	1,130,919.08	1,377,352.20	1,336,300.94	1,358,552.00	3,510.88	6,914.35	(28,471.09)	7,380.94	1,134,429.96	1,384,266.55	1,307,829.85	1,365,932.94					188
189	Total Expense	9,459,995.87	9,780,612.69	10,108,563.57	10,918,269.62	920,156.83	1,268,465.51	981,050.48	1,209,566.71	10,380,152.70	11,049,078.20	11,089,614.06	12,127,836.33					189

FUND BALANCES AND CASH FLOW PROJECTIONS

	Enterprise Fund	Government Funds	Total
CASH FLOW PROJECTION			
Est. Cash in Bank Beginning Balance 07/01/24	\$ 17,774,020.38	\$ 10,717,467.09	\$ 28,491,487.47
Board Approved Reserves	(10,436,562.00)	(788,916.00)	(11,225,478.00)
Restricted Funds	(264,192.00)		(264,192.00)
Total Fund Balance (Cash Available)	\$ 7,073,266.38	\$ 9,928,551.09	\$ 17,001,817.47
OPERATIONAL ACTIVITIES			
Net Profit (Loss)	\$ 990,743.53	\$ 1,645,406.11	\$ 2,636,149.64
Depreciation @ 40% (not funding 40%)	671,737.92	37,104.00	708,841.92
Depreciation @ 60% (funding 60%)	1,007,606.88	55,656.00	1,063,262.88
Cash available from operations	\$ 2,670,088.33	\$ 1,738,166.11	\$ 4,408,254.44
INVESTMENT ACTIVITIES			
Projects	\$ (8,150,000.00)	\$ (4,915,000.00)	\$ (13,065,000.00)
Capital Purchases	(332,500.00)	(3,025,000.00)	(3,357,500.00)
Total Investment Activity	\$ (8,482,500.00)	\$ (7,940,000.00)	\$ (16,422,500.00)
FINANCE ACTIVITIES			
Loans (Principal)	\$ (834,632.76)	\$ -	\$ (834,632.76)
Grants	2,000,000.00	457,500.00	2,457,500.00
Total Finance Activity	\$ 1,165,367.24	\$ 457,500.00	\$ 1,622,867.24
NET CASH FROM ACTIVITIES	\$ (4,647,044.43)	\$ (5,744,333.89)	\$ (10,391,378.32)
Transfer of funds or Reserves	(558,200.00)	(194,424.00)	(752,624.00)
Net Cash Available for Future Projects	\$ 1,868,021.95	\$ 3,989,793.20	\$ 5,857,815.15
Estimated Ending Fund Balance at 06/30/25			

RESERVES

Phelan Piñon Hills Community Service District 2023/2024 Schedule Adopted February 21, 2024

BOARD DESIGNATED RESERVES	ENTERPRISE		GOVERNMENT	Total
1. UNRESTRICTED RESERVES	Fund 01		Fund 20/22/24/25	
1A. Contingency and Operations (Goal = 6 mo. No less than 3 mo.)				
2023/24 Budget Total	\$9,676,613		\$1,372,466	\$11,049,078
Less:				
Depreciation	1,777,836		92,760	1,870,596
Debt Service (Interest)	512,710			512,710
	7,386,067		1,279,706	8,665,772
Reserve @ Three Months =	x 3/12		x 3/12	x 3/12
Contingency and Operating Reserve	1,846,517		319,926	2,166,443
TOTAL RESERVE FOR OPERATIONS	\$1,846,517		\$319,926	\$2,166,443
1B. Property, Plant, and Equipment Replacement Reserve (Goal = 2 to 4 Years of Depreciation)				
Annual Depreciation YE 06/30/23	1,895,488		92,697	1,988,185
Reserve = (Goal = 4x Annual Depreciation. No less than 2x)	5,212,592	2.75	254,917	5,467,510
Reserves used for WRAP project funding 2012	-564,735	*		-564,735
Reserves used for Water Rights funding AVW	-476,400	*		-476,400
TOTAL RESERVE FOR REPLACEMENT	\$4,171,458	2.20	\$254,917	\$4,426,375
1C. Disaster Response Reserve (Goal = 10% of Depreciable Asset Value)				
Total Assets (Excluding Land & Wtr Rts) 06/30/23	50,760,428		2,140,727	52,901,155
Reserve @ 10% =	5,076,043		214,073	5,290,115
Reserves used for WRAP project funding 2012	-564,735	*		-564,735
Reserves used for Water Rights funding AVW	-476,400	*		-476,400
TOTAL RESERVE FOR DISASTER	\$4,034,908	8%	\$214,073	\$4,248,981
1D. Rate Stabilization Reserves (Goal 5% to 10% of Water Revenue)				
2023/2024 Budget for Water Meter and Consumption	\$7,673,575			7,673,575
Reserve = (Goal = 10%. No less than 5%)	\$383,679	5%		\$383,679
TOTAL RESERVES	\$10,436,562		\$788,916	\$11,225,478
2. ADDITIONAL RESERVES IDENTIFIED BY THE BOARD				
Capital, Projects*, & Replacement Budget Current Year	700,000		0	700,000
TOTAL FUNDS NEEDED FOR CAPITAL PROJECTS	\$700,000		\$0	\$700,000

* WRAP = Water Rights Acquisition Project. The Board elected to borrow reserve funds to provide the cash necessary to fund this project. Water Operations revenue is used to reimburse the 2012 WRAP funding and for the 2021 AVW Water Rights funding.

DEBT SERVICE

The District currently has one loan with California Infrastructure and Economic Development Bank (CIEDB or I-Bank), two loans 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%.

2023 Municipal Finance Corporation Lease (Civic Center Lease) is for the construction of a new Civic Center building. Original loan = \$6,040,000 @ 4.65%

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%.

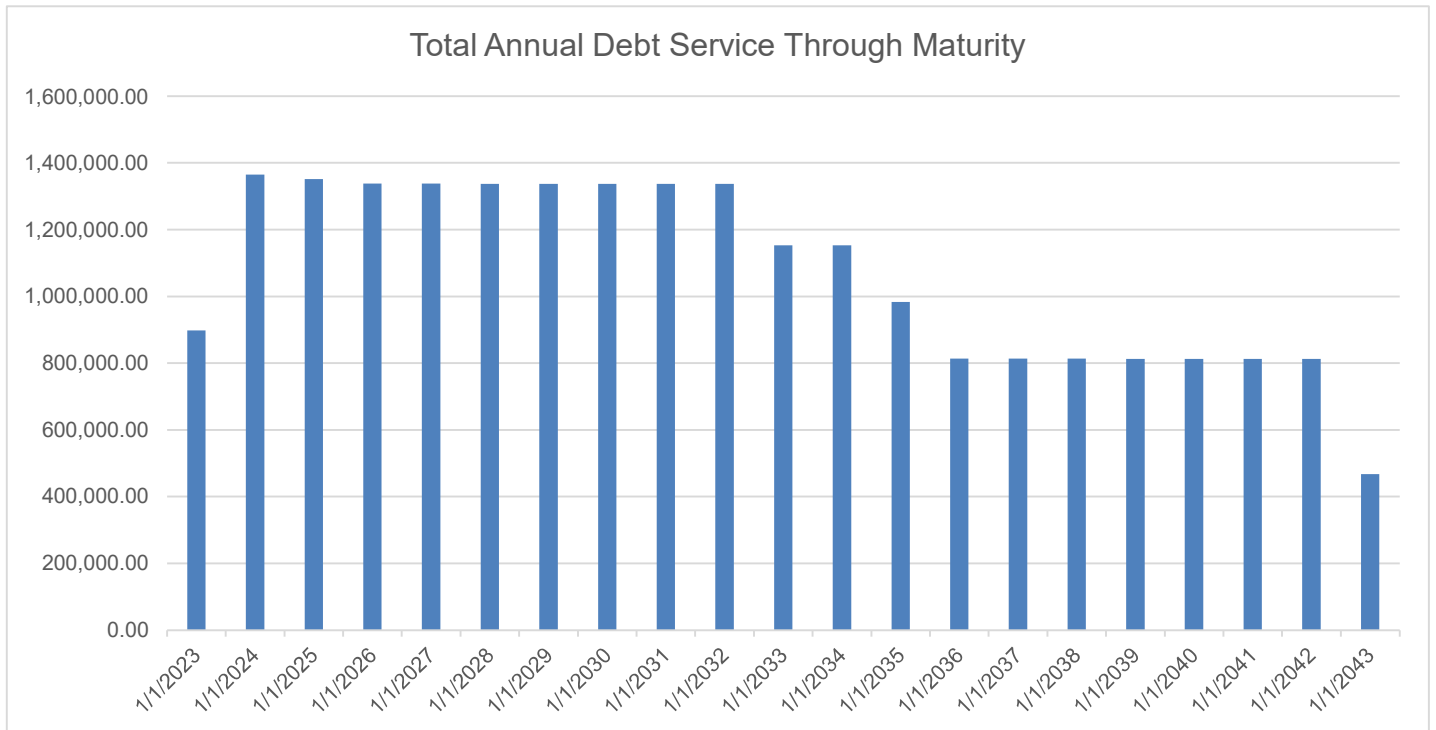
2015 Caltrans Highway 138 Loan for the lowering of waterlines along Highway 138 in preparation of the Highway 138 expansion. Original loan = \$252,633 @ .912%.

Payment Date	Ending Principal Balance	Principal Payment	Interest Payment	Total Principal & Interest	Annual Fee	Total Payment	Total Payment Fiscal Year Ending June 30
2012 I-Bank Loan (Water Rights) Year 12 of 30 2.04% Interest Rate							
08/01/24	\$5,092,088	\$226,577	\$54,250	\$280,827	\$15,956	\$296,783	
02/01/25			\$51,939	\$51,939		\$51,939	\$348,723
2023 Civic Center Lease Year 2 of 20 4.65% Interest Rate							
07/13/24	\$5,851,559	\$98,653	\$136,049	\$234,702		\$234,702	
01/13/25		\$98,653	\$133,755	\$232,408		\$232,408	\$467,110
2021 Muni Loan (Solar/Facilities) Year 4 of 14 2.7% Interest Rate							
08/01/24	\$4,373,633	\$126,569	\$59,922	\$186,491		\$186,491	
02/01/25		\$277,580	\$58,151	\$335,731		\$335,731	\$522,222
2015 CalTrans Loan (Hwy 138 project) Year 10 of 10 0.912% Interest Rate							
07/01/24	\$13,186	\$6,585	\$30	\$6,615		\$6,615	
10/01/24	\$6,600	\$6,600	\$15	\$6,615		\$6,615	\$13,231
Total		\$841,218	\$494,112	\$1,335,330	\$15,956	\$1,351,286	\$1,351,286

Note: May 18, 2021 the District refinanced the 2002 I-Bank and the 2014 Muni Loans
These were replaced with the 2021 Muni Loan

REVENUE COVERAGE:

	Actual 2015/2016	Actual 2016/2017	Actual 2017/2018	Actual 2018/2019	Actual 2019/2020	Actual 2020/2021	Actual 2021/2022	Actual 2022/2023	Est YE 2023/2024	Budget 2024/2025
Gross Revenues										
Water Fund Revenues	\$ 5,647,864	\$ 5,528,945	\$ 6,259,044	\$ 6,522,410	\$ 7,986,510	\$ 8,151,034	\$ 8,539,056	\$ 9,587,532	\$ 10,027,466	\$ 10,993,098
Property Tax & other Revenue	659,452	467,845	427,907	379,279	328,234	277,825	230,612	171,565	117,319	65,320
Total Revenue	6,307,316	5,996,790	6,686,951	6,901,689	8,314,745	8,428,859	8,769,668	9,759,097	10,144,785	11,058,417
Operating Expenses										
Water Fund Expenses	-\$ 5,083,277	-\$ 5,561,306	-\$ 6,349,040	-\$ 6,891,795	-\$ 8,666,425	-\$ 8,869,201	-\$ 7,342,611	-\$ 10,156,675	-\$ 8,772,263	-\$ 9,559,718
Less Depreciation	1,273,292	1,476,403	1,924,171	2,010,956	1,980,658	1,885,592	1,796,263	1,895,488	1,759,966	1,679,345
Total Water Fund Expenses	-\$ 3,809,985	-\$ 4,084,903	-\$ 4,424,869	-\$ 4,880,839	-\$ 6,685,767	-\$ 6,983,609	-\$ 5,546,348	-\$ 8,261,186	-\$ 7,012,296	-\$ 7,880,373
Net Revenues Water Fund	\$ 2,497,331	\$ 1,911,886	\$ 2,262,082	\$ 2,020,850	\$ 1,628,978	\$ 1,445,250	\$ 3,223,320	\$ 1,497,911	\$ 3,132,488	\$ 3,178,044
Senior and Parity Debt Service										
2002 Water Facilities	\$ 198,470	\$ 198,151	\$ 197,820	\$ 197,477	\$ 197,123	\$ 196,756	\$ 0	\$ 0	\$ 0	\$ 0
2014 Solar Project	357,591	357,591	357,591	357,591	357,591	357,591	0	0	0	0
2012 Water Rights	350,061	349,925	349,787	349,645	349,500	349,351	349,199	349,044	348,885	348,723
2023 Civic Center Lease									467,110	467,110
2021 Refinancing Loan							522,222	522,222	522,222	522,222
2014 Hwy 138	26,462	26,462	26,462	26,462	26,462	26,462	26,462	26,462	26,462	13,231
Combined Total Annual Debt	\$ 932,584	\$ 932,129	\$ 931,660	\$ 931,175	\$ 930,676	\$ 930,160	\$ 897,883	\$ 897,728	\$ 1,364,679	\$ 1,351,286
Debt Service Coverage	268%	205%	243%	217%	175%	155%	359%	167%	230%	235%



APPROPRIATIONS LIMIT

The 2024/2025 appropriations limit was set by Resolution #2024-09 and approved by the Board of Directors on June 26, 2024.

PHELAN PINON HILLS COMMUNITY SERVICES DISTRICT APPROPRIATIONS LIMIT CALCULATION		
FISCAL YEAR 2024/2025		
1	PRICE FACTOR U.S. CAPITA PERSONAL INCOME CPI	3.62%
2	POPULATION PERCENT CHANGE	0.42%
3	PER CAPITA CONVERTED TO A RATIO:	1.03620
4	POPULATION CONVERTED TO A RATIO:	1.00420
5	CALCULATION FACTOR FOR RATIO OF CHANGE:	1.04055
6	PRIOR YEAR (23/24) APPROPRIATION LIMIT	\$4,826,757
7	CURRENT YEAR APPROPRIATION LIMIT	\$5,022,492

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.

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). April 17, 2024 the SWRCB adopted a new MCL of 10 PPB. Systems with 1,000 to 10,000 service connections would be required to comply with the MCL within three years of rule adoption. The projects proposed include well modifications with further testing and profiling. Public Water Systems can comply by utilizing Best Available Technologies (BAT) which include Reduction/ Coagulation/ Filtration, Ion Exchange, or Reverse Osmosis. Systems may also use other methods that are not considered BAT, but that will bring a system into compliance. The estimated remaining costs for the District's Chromium-6 mitigation actions is \$5,300,000.

\$150,000 budgeted for studies / testing / operations

Impact on future construction budgets TBD

Civic Center and Emergency Operation Center

Phase 1 of the proposed development on 3595 Sheep Creek Road (APN 3066-261-10) consists of Sheep Creek Road Improvements, grading site development, on-site infrastructure, and the Civic Center Building which will house an Emergency Operations Center (EOC). Funding for the EOC and for a portion of the Civic Center Building will be acquired through a grant from the Federal Emergency Management Agency. Funding requirements shall be met by the end of 2024, after which the District shall solicit Request for Proposals for Phase 1 and awarded in December of 2024. The project is estimated to be completed in June of 2026.

\$10,800,000 budgeted for Phase 1 Civic Center Project site development / construction

Impact on future operating budgets TBD

Well Site – Land Acquisition

Yearly, the District is given the opportunity to purchase property through the County of San Bernardino tax lien sales for potential properties for future use. Outlined in the 2020 Water Master Plan, future sites are needed for build-out of facilities such as reservoir sites, wells, and facilities. Operations have begun identifying areas suitable for well drilling while measuring infrastructure requirements and water quality.

\$100,000 budgeted for acquisition

\$0 impact on future operating budgets

Urban Water Management Plan (UWMP) Update

Under California Water Code 10610-10656 and 10608 urban water suppliers are required to submit their UWMP if they either, provide over 3,000 acre-feet of water annually, or serves more than 3,000 urban connections. The plan supports the suppliers' long-term resource planning to ensure that adequate water supplies are available to meet existing and future water needs. Within UWMPs, urban water suppliers must assess the reliability of water sources over a 20-year planning time frame and describe demand management measures and water shortage contingency plans. The District's latest 2020 UWMP is due to be updated. Submittal to California Department of Water Resources (DWR) is no later than July 1st, 2026.

Bids will be solicited for the UWMP update in mid 2025.

\$25,000 budgeted for project

\$0 impact on future operating budgets

Master Plan Projects – Electrical Panel Replacement

Increased age and demand placed on electrical systems including main disconnects, switchgear, and motor control centers have facilitated the need to replace such systems with new and simplified components. The fiscal year 2024/2025 will be the first year entire electrical systems are overhauled at District facilities. Water Operations goal is to complete 1-2 of such overhauls per year depending on the size, complexity, and cost.

\$135,000 budgeted for project

\$0 impact on future operating budgets

Phelan Community Park

The District currently has two projects related to Phelan Community Park; an expansion project and an improvement project. The District contracted with KTUA in late 2022 to complete the 65% construct document (CD) design for the Phelan Community Park Expansion Project. The 65% CD design is required for submittal to San Bernardino County Planning Commission Conditional Use Permit (CUP) approval. Lilburn Corporation has completed the CEQA Initial Study (IS), Mitigated Negative Declaration (MND) for the project. The IS is required for both grant funding opportunities and the Joshua Tree Incidental Take Permit (ITP) with the California Department of Fish and Wildlife (CDFW). The 14-acre Phelan Park Project consists of (2) phases. Phase 1 to include the following: Small and Large Dog Park, Pump Track and Stake Park, Multi-purpose Field, (2) Playgrounds, Restroom/Concession building, Shared Multi-purpose / Soccer Field, Community Garden and Pickleball Court. Phase 2 to include the following: Retention Area, Equestrian Arena, and Shared Multi-purpose / Softball Field. The District continues to seek grant funding for the Expansion Project.

The Phelan Community Park Improvement Project will utilize an American Rescue Plan Act (ARPA) grant from the county to improve the existing park site and add pickle ball courts, fitness equipment, a community garden, and improved pathways. The grant with matching District funds for the Improvement Project total \$915,000.

**\$4,915,000 budgeted Phelan Park Projects
site design / construction**

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

Park and Recreation – Master Plan

As part of the District Strategic Plan, it was determined that all departments needed master plans and the Parks Master Plan was identified as a specific goal for the 2017/2018, carrying over into the 2018/2019 fiscal year. On April 18, 2018, The Board approved entering into agreement with Green Play, LLC to complete the District’s first Park Master Plan. The Parks Master Plan was completed in February 2019. Approximately every five (5) years the Parks Master Plan will be updated with a community survey in order to stay current with the park feature and program desires of our community.

\$20,000 budgeted for project

\$TBD impact on future operating budgets

Pinon Hills Community Building – Rehabilitation

In October 2023, the Pinon Hills fire station was given back to the District as it was not being used by the fire department. The building is connected to the Pinon Hills Community Center. As a result, the fire station building was added to the parks department 10 year maintenance plan. It was determined that funds be allocated towards repairing and remodeling the building in preparation for future use.

\$100,000 budgeted for project

\$TBD 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.

\$40,000 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.

\$137,500 budgeted for vehicle replacements

\$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 2024/2025 Budget

		DESCRIPTION/LOCATION	ESTIMATE	FUNDING SOURCE
<u>CIP PROJECTS</u>				
1	Chromium 6 Mitigation	Study, Test, Design, Infrastructure, Construction	\$ 150,000	B
2	Future Civic Center	Site Dev/Engineering/Construction	\$ 8,000,000	D
3	Well Site (Well 18)	Land Acquisition	\$ 100,000	A
4	Master Plan Projects	Electrical Panel Replacement	\$ 135,000	A
5	Urban Water Management Plan	Update every 5 years	\$ 25,000	A
		Total Water Fund Projects	\$ 8,410,000	
6	Phelan Park Expansion	Site Development/Construction	\$ 4,915,000	H
7	Future Civic Center	Site Dev/Engineering/Construction (Gov't portion)	\$ 2,800,000	G
8	Parks Master Plan	Update every 5 years	\$ 20,000	F
9	P.H. Community Bldg	Rehabilitation of Old Fire sation	\$ 100,000	F
10	Solid Waste	Potential Capital Projects	\$ 40,000	G
		Total Government Fund Projects	\$ 7,875,000	
		TOTAL CIP PROJECTS	\$ 16,285,000	
 <u>CAPITAL PURCHASES</u>				
11	Vehicle	Trucks: Water Operations & Solid Waste	\$ 137,500	A/G
		TOTAL CAPITAL PURCHASES	\$ 137,500	
		TOTAL CIP PROJECTS AND CAPITAL PURCHASES	\$ 16,422,500	
 FUNDING SOURCES				
Ent	A Reserve and Depreciation Funded	60% of Depreciation	A \$ 332,500	
Ent	B Chromium 6 Surcharge		B \$ 150,000	
Ent	C Connection Fees		C \$ -	
Ent	D Loan and/or Grants		D \$ 8,000,000	
Gvt	F Reserve and Depreciation Funded	60% of Depreciation	F \$ 120,000	
Gvt	G Existing Funds Available or Operational Revenue		G \$ 2,905,000	
Gvt	H Loan and/or Grants		H \$ 4,915,000	
			\$ 16,422,500	

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

All above items are from the District 10-year CIP plan

Note: Items 1-5 are developed in the Engineering Committee

Items 6-10 were developed in the Engineering/Parks/Solid Waste Committee's



PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT

BUDGET FORECAST

BUDGET FIVE YEAR FORECAST

PPHCSD Forecast Model						
Assumptions	2025/26	2026/27	2027/28	2028/29	2029/30	
Rate Increase	16.0%	16.0%	16.0%	6.0%	6.0%	
COLA/Merit	5.0%	5.0%	5.0%	5.0%	5.0%	
Expenses	4.0%	4.0%	4.0%	4.0%	4.0%	
PROPOSED						
	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
1 Operating Revenue - Enterprise Fund						
2 Water Sales	\$ 8,902,265	\$ 10,326,627	\$ 11,978,888	\$ 13,895,510	\$ 14,729,240	\$ 15,612,995
3 Special Assessments	278,555	275,769	273,011	270,281	267,578	264,903
4 Other Services	314,188	364,458	422,771	490,415	519,840	551,030
5 Total Operating Revenues	<u>\$ 9,495,008</u>	<u>\$ 10,966,854</u>	<u>\$ 12,674,670</u>	<u>\$ 14,656,206</u>	<u>\$ 15,516,658</u>	<u>\$ 16,428,928</u>
7 Operating Expenses - Enterprise Fund						
8 Water Purchases	18,205	268,934	454,691	647,879	873,794	1,133,745
9 Board Compensation	107,100	111,384	115,839	120,473	125,292	130,304
10 Professional Services	671,835	698,708	726,657	755,723	785,952	817,390
11 Salaries and Benefits - Enterprise	3,630,427	3,811,948	4,002,546	4,202,673	4,412,807	4,633,447
12 Services and Supplies - Enterprise	2,082,804	2,166,116	2,252,760	2,342,871	2,436,586	2,534,049
13 Rents and Leases	-	-	-	-	-	-
14 Utilities	1,358,715	1,413,064	1,469,586	1,528,370	1,589,504	1,653,084
15 Depreciation	1,679,345	1,884,468	1,928,501	2,306,238	2,380,811	2,478,645
16 Other	11,287	11,739	12,208	12,696	13,204	13,732
17 Total Operating Expenses	<u>\$ 9,559,718</u>	<u>\$ 10,366,360</u>	<u>\$ 10,962,789</u>	<u>\$ 11,916,922</u>	<u>\$ 12,617,950</u>	<u>\$ 13,394,397</u>
18						
19 Net Operational Income Water	\$ (64,710)	\$ 600,494	\$ 1,711,882	\$ 2,739,284	\$ 2,898,709	\$ 3,034,531
20						
21 Operating Revenue and Expense - Government Fund						
22 Ordinary Income Government Funds	24,840	24,840	24,840	24,840	24,840	24,840
23 Ordinary Expense Government Funds	(1,202,186)	(1,250,273)	(1,300,284)	(1,352,295)	(1,406,387)	(1,462,643)
24 Net Operational Income Government	\$ (1,177,346)	\$ (1,225,433)	\$ (1,275,444)	\$ (1,327,455)	\$ (1,381,547)	\$ (1,437,803)
25						
26 Non-Operating Revenues (Expenses) - Enterprise Fund						
27 Investment Earnings	620,000	651,000	683,550	717,728	753,614	791,295
28 Investment Expense	(507,956)	(484,362)	(457,749)	(430,287)	(401,897)	(372,545)
29 Property Taxes	65,320	13,320	13,320	13,320	13,320	13,320
30 Other Income, Penalties, etc	1,074,465	1,128,188	434,597	456,327	479,143	503,101
31 Other Income, Grants, etc	-	384,174	399,882	416,177	433,082	433,082
32 Capacity Fees	654,222	758,897	880,320	1,021,172	1,082,442	1,147,389
33 Other Expense	(850,596)	(859,102)	(196,656)	(204,522)	(212,703)	(221,211)
34 Net Non-Operating Revenues (Expenses)	\$ 1,055,454	\$ 1,592,114	\$ 1,757,264	\$ 1,989,914	\$ 2,147,001	\$ 2,294,429
35						
36 Non-Operating Revenues (Expenses) - Government Fund						
37 Investment Earnings	435,000	456,750	479,588	503,567	528,745	555,182
38 Property Taxes	1,806,589	1,851,754	1,898,047	1,945,499	1,994,136	2,043,989
39 Other Income	203,424	209,527	215,813	222,287	228,956	235,824
40 Income Solid Waste	385,120	400,525	416,546	433,208	450,536	468,557
41 Other Expense	(7,381)	(7,750)	(8,137)	(8,544)	(8,972)	(9,420)
42 Net Non-Operating Revenues (Exp) Gvmt	\$ 2,822,752	\$ 2,910,805	\$ 3,001,856	\$ 3,096,016	\$ 3,193,401	\$ 3,294,133
43						
44 Net Income	\$ 2,636,150	\$ 3,877,980	\$ 5,195,557	\$ 6,497,758	\$ 6,857,564	\$ 7,185,291
45						
46 Depreciation Unfunded (40%)	\$ 708,842	\$ 753,787	\$ 771,401	\$ 922,495	\$ 952,325	\$ 991,458
47 Loan Principal Payments	(834,633)	(866,757)	(879,969)	(907,258)	(935,470)	(964,640)
48 Net Cash Avail for Projects/Reserves	\$ 2,510,359	\$ 3,765,010	\$ 5,086,989	\$ 6,512,995	\$ 6,874,418	\$ 7,212,108
Beginning Cash in Bank (1)	\$ 28,491,487	\$ 17,347,485	\$ 17,181,852	\$ 21,372,318	\$ 17,781,955	\$ 23,737,660
RESERVES	(11,489,670)	(14,102,670)	(15,333,410)	(15,597,610)	(17,864,030)	(18,311,470)
FUNDED DEPRECIATION (60%)	1,063,263	1,130,681	1,157,101	1,383,743	1,428,487	1,487,187
CIP PROJECTS	(13,065,000)	(6,153,700)	(1,321,000)	(11,332,100)	(2,237,200)	(2,935,000)
GRANTS	2,457,500	2,000,000	-	-	-	-
TRANSFER TO RESERVES	(752,624)	(752,624)	(577,624)	-	-	-
CAPITAL PURCHASES	(3,357,500)	(155,000)	(155,000)	(155,000)	(110,000)	(110,000)
CASH BALANCE = AVAILABLE CASH	\$ 5,857,815	\$ 3,079,182	\$ 6,038,908	\$ 2,184,345	\$ 5,873,630	\$ 11,080,486

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

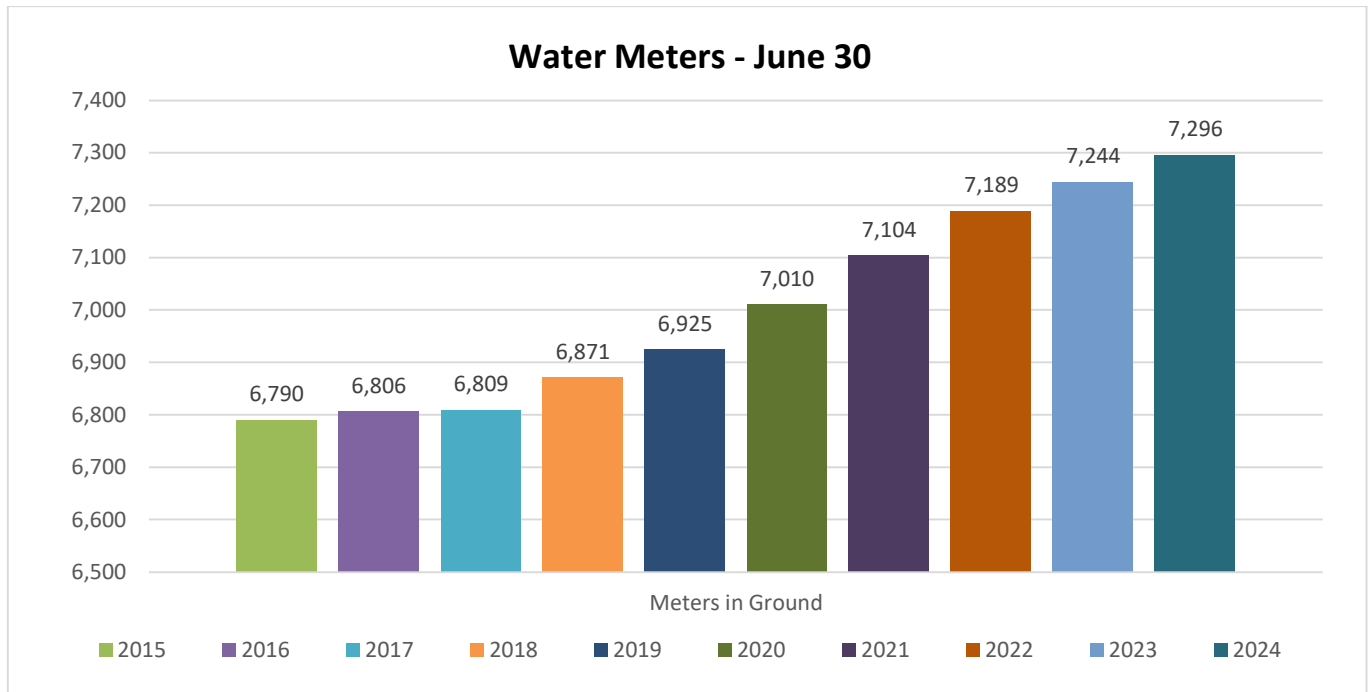
WATER SYSTEM STATISTICS AND HISTORICAL INFORMATION

NUMBER OF WATER CUSTOMERS as of June 30 each year										
	2015	2016	2017	2018	2019	2020	2021	2022	2023	Current Fiscal Year 2024
Residential	6,735	6,753	6,756	6,817	6,847	6,925	7,013	7,088	7,143	7,198
Commercial	51	49	49	50	71	74	77	80	80	88
Industrial	4	4	4	4	7	11	14	21	21	10
Other										
TOTAL	6,790	6,806	6,809	6,871	6,925	7,010	7,104	7,189	7,244	7,296

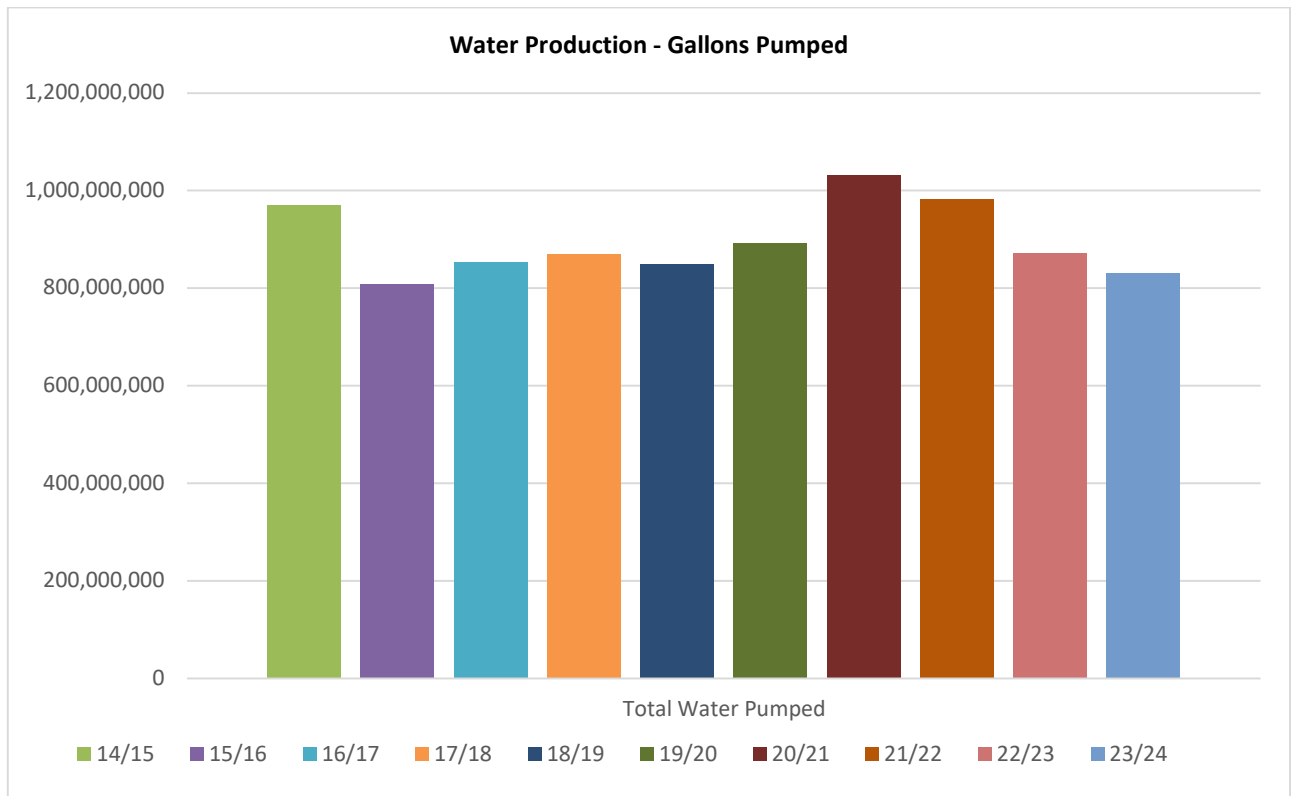
CURRENT AND HISTORICAL AVERAGE MONTHLY USER CHARGE PER RESIDENTIAL ACCOUNT (includes minimum + 15 HCF of water for 3/4" meter)										
	6/30/2015	6/30/2016	6/30/2017	6/30/2018	6/30/2019	6/30/2020	6/30/2021	6/30/2022	6/30/2023	Current Fiscal Year 6/30/2024
	49.12	60.81	63.85	66.94	67.86	71.23	77.07	75.80	79.84	95.79

TEN LARGEST SYSTEM USERS as of 06/30/2024					
User	Annual Usage	% of System Use	Annual Gross Revenues	% of System Revenues	Customer Class (Residential/Commercial/ Industrial/Other)
SNOWLINE JUSD	63,719	6.63%	\$313,620	3.92%	INSTITUTIONAL
COUNTY OF SAN BERNARDINO	8,030	0.84%	\$87,037	1.09%	INDUSTRIAL (HYD)
EL CHARRO WATER LLC	3,883	0.40%	\$32,424	0.41%	INDUSTRIAL (HYD)
MYONG CHA (GRACE) PAK	1,659	0.17%	\$12,006	0.15%	RESIDENTIAL
CMC INVESTMENTS	1,622	0.17%	\$10,251	0.13%	INDUSTRIAL (HYD)
BARRY TUCK	1,548	0.16%	\$10,494	0.13%	RESIDENTIAL
MINA JUN	1,423	0.15%	\$10,790	0.13%	RESIDENTIAL
CONAN TRUST	1,407	0.15%	\$9,580	0.12%	RESIDENTIAL
PACIFIC WATER TRUCKS	1,393	0.14%	\$15,100	0.19%	INDUSTRIAL (HYD)
MARTHA RIVERA	1,324	0.14%	\$7,856	0.10%	RESIDENTIAL
TOTAL	86,008	8.94%	\$509,157	6.36%	

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 15/16 due to the statewide drought and conservation mandates implemented by the District. The increase in 20/21 was due to the illegal agricultural grows.

HISTORICAL AND FUTURE (PENDING BOARD REVIEW) WATER RATES

	Water Rates - Approved January 20, 2016					Water Rates - Approved December 1, 2021					Water Rates - Approved October 11, 2023				
	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective
	02/01/2016	07/01/2016	07/01/2017	07/01/2018	07/01/2019	02/01/2020	07/01/2020	01/01/2022	07/01/2022	07/01/2022	11/01/2023	07/01/2024	07/01/2025	07/01/2026	07/01/2027
FIXED CHARGES PER M															
	Monthly					Monthly					Monthly				
Meter Size															
3/4"	\$18.96	\$16.97	\$17.90	\$18.16	\$19.16	\$22.28	\$23.62	\$22.80	\$24.17	\$25.63	\$31.02	\$35.76	\$39.75	\$45.88	\$53.13
1"	\$29.22	\$25.91	\$27.46	\$27.89	\$29.56	\$32.06	\$33.99	\$34.50	\$36.57	\$38.77	\$46.70	\$53.61	\$59.41	\$68.36	\$78.95
1 1/2"	\$54.87	\$48.24	\$51.34	\$52.21	\$55.54	\$56.51	\$59.91	\$63.75	\$67.58	\$71.64	\$85.90	\$98.22	\$108.56	\$124.56	\$143.50
2"	\$85.65	\$75.04	\$80.00	\$81.39	\$86.72	\$85.85	\$91.01	\$98.85	\$104.79	\$111.08	\$132.94	\$151.76	\$167.54	\$192.00	\$220.96
3"	\$157.47	\$137.57	\$146.87	\$149.47	\$159.47	\$178.76	\$189.49	\$210.00	\$222.60	\$235.96	\$281.90	\$321.31	\$354.31	\$405.56	\$466.25
4"	\$260.07	\$226.91	\$242.41	\$246.74	\$263.41	\$315.68	\$334.63	\$373.80	\$396.23	\$420.01	\$501.42	\$571.16	\$629.55	\$720.28	\$827.73
Chromium 6 Surcharge	N/A	\$9.71	\$9.71	\$12.12 \$9.71	\$12.19 \$9.71	\$9.71	\$9.71	\$9.71	\$9.71	\$9.71	\$9.71	\$9.71	\$9.71	\$9.71	\$9.71
CONSUMPTION															
Residential															
Tier 1	\$2.50	\$2.22	\$2.35	\$2.39	\$2.53	\$2.64	\$2.80	\$2.73	\$2.90	\$3.08	\$3.46	\$4.04	\$4.55	\$5.20	\$5.96
Tier 2	\$3.95	\$3.51	\$3.71	\$3.77	\$4.00	\$4.01	\$4.26	\$3.12	\$3.31	\$3.51	\$4.25	\$4.97	\$6.27	\$7.28	\$8.36
Tier 3								\$7.53	\$7.99	\$8.47					
Commercial															
Tier 1	\$2.99	\$2.65	\$2.81	\$2.85	\$3.02	\$3.06	\$3.25	\$3.65	\$3.87	\$4.11	\$3.46	\$4.04	\$4.55	\$5.20	\$5.96
Tier 2											\$4.25	\$4.97	\$6.27	\$7.28	\$8.36
School Institutional															
Tier 1	\$3.17	\$2.82	\$2.98	\$3.03	\$3.21	\$3.53	\$3.75	\$3.96	\$4.20	\$4.46	\$3.46	\$4.04	\$4.55	\$5.20	\$5.96
Tier 2											\$4.25	\$4.97	\$6.27	\$7.28	\$8.36

2024 2025 Budget Draft

Current Rates: Tier 1 = 0 to 11 units, Tier 2 = 11 or more 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.

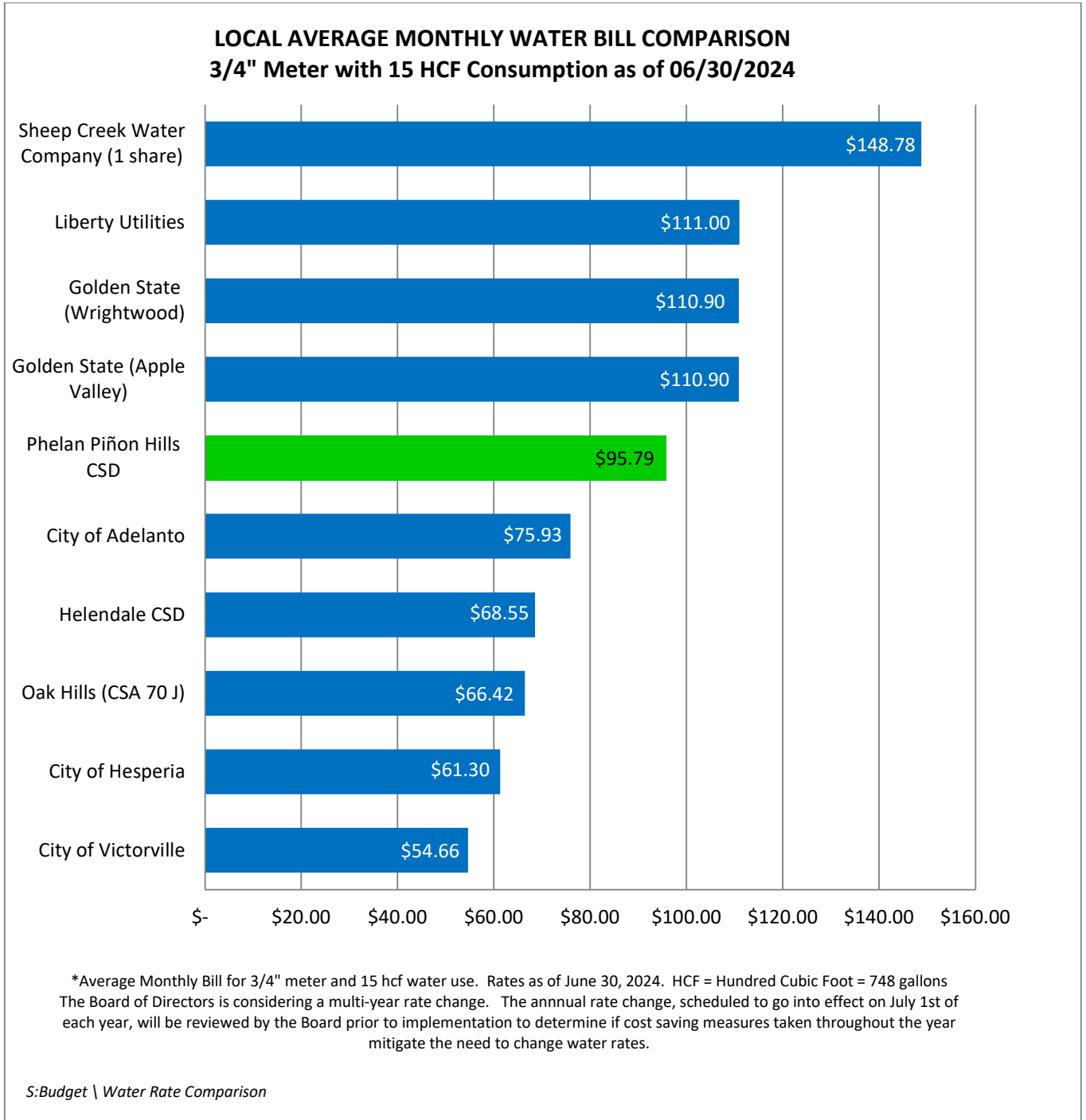
Beginning on 07/01/18 (or when the Chromium-6 project is added to the system) the surcharge was scheduled to increase to cover the increased operational expenses of the additional operating assets. This increase was deferred, pending completion of the project.

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.

Beginning 1/1/2022, the District added a Tier III rate for residential customers (Tier 1 = 0 to 9 units, Tier 2 = 9 to 29 units, Tier 3 = 29 plus units)

In November 2023, the District eliminated the Tier III rate for residential customers, as per the approved water rate study.

WATER BILL COMPARISON TO LOCAL WATER PROVIDERS



Average monthly bill for 3/4" 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 50%. 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 an additional 3,264-acre feet of water rights. As water production increases due to growth, and the FPA is reduced due to ramp down, the District ultimately will 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:	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
PPHCSD Water Rights OESTE	3,751	3,751	4,680	4,680	4,680	4,680	4,680	4,680	4,680	4,680	4,680
Free Production %	80%	80%	80%	80%	80%	80%	80%	75%	65%	60%	55%
PPHCSD Free Production Allowance	3,001	3,001	3,744	3,744	3,744	3,744	3,744	3,510	3,042	2,808	2,574
Production	2,133	2,076	1,957	1,539	1,834	2,451	2,472	2,525	2,920	2,756	2,515
Overproduction	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Cost per AF MWA	\$425	\$448	\$484	\$515	\$556	\$578	\$591	\$604	\$563	\$584	\$645
Amount due to MWA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<i>If the District had not purchased additional water rights:</i>											
Overproduction (savings due to purchase of	1,000	943	824	406	701	1,318	1,339	1,463	2,000	1,906	1,736
	\$425,000	\$422,464	\$398,816	\$209,090	\$389,756	\$761,804	\$791,349	\$883,652	\$1,125,775	\$1,113,338	\$1,119,849
12/2012 Purchased water rights from Meadowbrook Dairy				2,335							
07/2015 Purchased water rights from Aqua Capital				929							
Total additional water rights purchased				3,264							
Data obtained from Mojave Water Agency: https://www.mojavewater.org/basin-management/watermaster/reports/ Main Volume, Attachment B											
2024 2025 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 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.

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 even numbered years.

The Board of Directors' regularly scheduled meetings are on the second and fourth Wednesdays of each month at 5pm 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 Solid Waste and Recycling, and quarterly meetings for 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

BOARD OF DIRECTORS

Term Expires December

Charles Hays	President	2026
Greg Snyder	Vice President	2026
Rebecca Kujawa	Director	2024
Deborah Philips	Director	2024
Mark Roberts	Director	2024

DISTRICT MANAGEMENT

Donald Bartz	General Manager
Lori Lowrance	Assistant General Manager/CFO
Kim Sevy	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 for additional information and upcoming events.



**Phelan Piñon Hills
Community Services District**

2024/2025 BUDGET



**WATER
PARKS AND RECREATION
STREET LIGHTING
SOLID WASTE AND RECYCLING**



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

Budget in Brief

By the Numbers

Phelan Piñon Hills Community Services District

Water System:

Number of Pressure Zones	17
Miles of Water Main	348
Reservoirs	35
Wells	16
Booster Stations	25
Booster Pumps	69
Pressure Reducing Stations	33
Service Connections (Meters)	7,296

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:

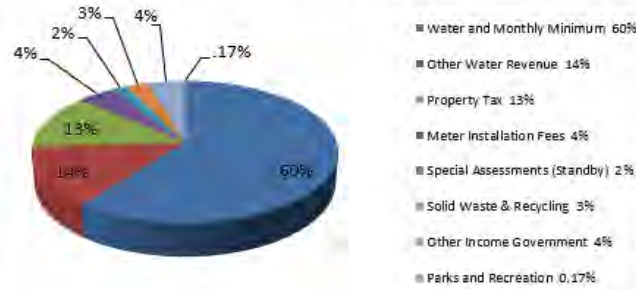
Number of Residential Customers	5,756
Number of Commercial Customers	109

Misc. Statistical Information

Population	25,640
Service Area	128 square miles
Employees	27 Full Time
Enterprise Fund Budget	\$ 10,918,269
Government Fund Budget	\$ 1,209,567
Capital Budget	\$ 452,500

FY 2023/2024 Budget in Brief

Resources



Expenditures



"Where the Money Comes From"

Revenue	2024/2025
Water and Monthly Minimum	58% \$8,902,265
Other Water Revenue	15% \$2,008,653
Property Tax	13% \$1,871,908
Meter Installation Fees	4% \$654,222
Special Assessments (Standby)	2% \$278,555
Solid Waste & Recycling	3% \$385,120
Other Income Government	6% \$638,424
Parks and Recreation	.15% \$24,840
TOTAL REVENUE	\$14,763,986

"Where the Money Goes"

Expenditures	2024/2025
Water Operations and Maintenance	74% \$9,559,718
Other Water Expenses	10% \$1,358,552
Debt Service	6% \$834,633
Capital Projects & Purchases	3% \$452,500
Parks and Recreation O&M	6% \$822,505
Governmental Administrative	1% \$48,383
Solid Waste and Recycling	.65% \$314,487
Street Lighting Operations	.16% \$24,191
TOTAL EXPENDITURES	\$13,414,969

Property Tax Revenue

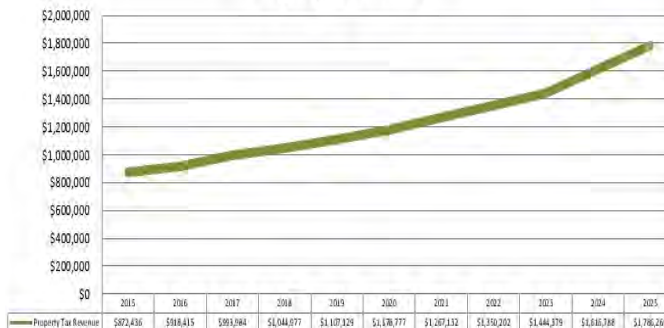


County's Share of General Tax Levy
\$21,194,549

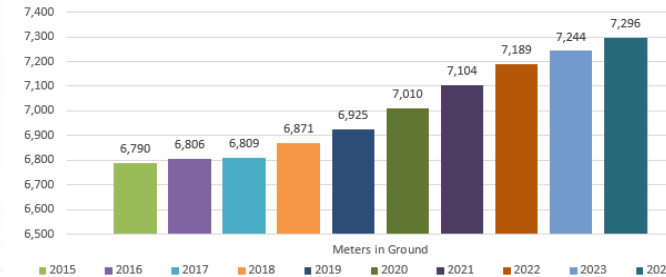
PPHCSD's Share of General Tax Levy
\$1,786,266 = 7.8 cents of each dollar

2024 2025 Budget Year - Finance and Budget Data/Property Tax Revenue

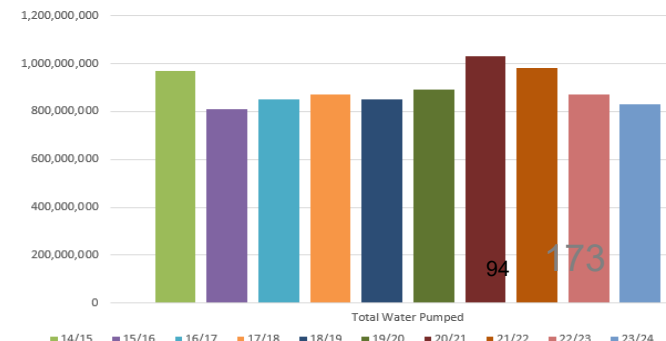
Property Tax Revenue



Water Meters - June 30



Water Production - Gallons Pumped





PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT

GLOSSARY OF ACRONYMS

AND TERMS

GLOSSARY OF ACRONYMS

AF	Acre-Foot (of water)
CAFR	Comprehensive Annual Financial Report
CalPERS	California Employees Public Retirement System
CIP	Capital Improvement Program
COLA	Cost of Living Adjustment
CPI	Consumer Price Index
CSMFO	California Society of Municipal Finance Officers
FTE	Full Time Equivalent
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GIS	Geographic Information System
GFOA	Governmental Finance Officers of America
HCF	Hundred Cubic Feet (of water)
SCADA	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 1st and ending June 30th 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 6d

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

MEMORANDUM

DATE: June 26, 2024

TO: Board of Directors

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

SUBJECT: Discussion & Possible Action Regarding Contract Amendment for Bid Support Services with Wallace Group

STAFF RECOMMENDATION

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

BACKGROUND

In 2022, staff submitted a Community Project Funding Request (“Request”) in the amount of \$2 million to help fund a portion of the Civic Center Project which will house a Community Emergency Operations Center. The \$2 million request was funded in the FY 2023 Omnibus appropriations bill which the Senate and House passed at the end of December 2022. This grant is overseen by the Federal Emergency Management Agency (FEMA) and the California Office of Emergency Services (Cal OES).

The project was momentarily halted in early 2024 when FEMA informed the District the EOC design did not comply with the federal 500-year flood event requirements for grant funding. On May 8th, the Board approved contracts with Steeno Design and TRLS Engineering to revise the design plans to comply with the FEMA requirements. Revisions are anticipated to be submitted to San Bernardino County (County) for approval by late August.

Wallace Group provided a proposal to prepare front-end documents, update the District’s current General Conditions to 2024 Green Book standards, and prepare boiler plate front-end bid documents including specification and reviews in 2023, for the contract amount of \$24,500. The drafts were completed in January and March of 2024 for legal counsel preliminary review.

Wallace Group’s proposal will include revising the front-end documents tailored to meet the FEMA \$2,000,000 grant funding requirements . Included in the amount is the work needed to finalize front-end documents, prepare 01 specifications, provide bid schedule and bid support, and construction management request for proposal (RFP) support.

FISCAL IMPACT: \$37,500

ATTACHMENTS: Wallace Group Proposal, Work Performed Update

CONTRACT AMENDMENT

Project Name: PPHCSD Bid Support	CA No. 1
Client Name: Phelan Pinon Hills Community Services District	Project/Phase No.
Attention: George Cardenas	Date: 05/03/24
Address: 4176 Warbler Rd, Phelan, CA 92371	



Wallace Group requests the Client's authorization to proceed with revisions to the contract agreement for the above referenced project as herein described. Approval below incorporates this document as a part of the original contract signed August 8th, 2023. If approved, please return one signed original Contract Amendment to Wallace Group.

Description and Purpose of the Revision(s)

I. PROJECT UNDERSTANDING

The Phelan Pinon Hills Community Services District (PPHCSD/District) is in the process of building a new Civic Center, which will include a 3,592 SF Community Emergency Response Center (EOC). This facility (located within the new Civic Center) will be located at the intersection of Warbler Road and Sheep Creek Road, Phelan, California, and will include features including control room, emergency standby generator, and state-of-the-art communications systems. The District has secured grant funding for this Project, and will enter into an Agreement with Cal OES/FEMA for the Project. As part of the Grant Agreement and conditions of the Grant Program, the District must follow public agency bidding protocol for the Project. Wallace Group will assist the District with this public bidding and procurement process.

II. SCOPE OF SERVICES

Wallace Group will provide the District with the following services:

TASK 1. Management, Meetings, and Coordination

We will attend two (2) one-hour Teams/Zoom project review meetings to discuss and review District comments on the Project Manual prior to bidding. We will coordinate with the District, Architect, and Engineers through the procurement process.

TASK 2. Prepare Front-End Documents, Division 01 Specifications and Bid Schedule

Wallace Group has already assisted the District with updating the District's boiler plate front-end bidding documents to conform to the 2024 Greenbook. Wallace Group will utilize these front-end documents, and then tailor the front-ends for Project needs, meeting Granting Agency agreement requirement/conditions, and meeting federal funding agency requirements. We will review Contractor Licensing requirements with the District/Legal Counsel and District's consultants to confirm Prime Contractor licensing requirements (presumed to be General B-Building license). We will request the District legal counsel to confirm Contractor insurance requirements, and we will update the front-end documents accordingly. We will review the District's front-ends to confirm that the following are included:

- Notice Inviting Bids
- Department of Industrial Relations Contractor registration
- Instructions to Bidders
- Bid Schedule
- Bid Bond
- Other Bid/Proposal Forms including:
 - Contractor's Licensing Statement
 - List of Subcontractors

CIVIL AND
TRANSPORTATION
ENGINEERING

CONSTRUCTION
MANAGEMENT

LANDSCAPE
ARCHITECTURE

MECHANICAL
ENGINEERING

PLANNING

PUBLIC WORKS
ADMINISTRATION

SURVEYING /
GIS SOLUTIONS

WATER RESOURCES

WALLACE GROUP
A California Corporation

612 CLARION CT
SAN LUIS OBISPO
CALIFORNIA 93401

T 805 544-4011
F 805 544-4294

www.wallacegroup.us



- Experience Summary/Form
- List of Material/Equipment Suppliers (We will request Architect and Engineers to provide key equipment needing to be listed on this form, and to be provided by the Bidders)
- Bid Security Form
- Non-Collusion Affidavit
- Affirmative Action Program
- Worker's Compensation Insurance Certificate
- Agreement
- Performance and Payment Bonds
- General Conditions (City GCs conformed and updated to 2024 Greenbook)
- Special Provisions (including Federal funding requirements)
- Various Contract Administration Forms/Templates:
 - Notice of Award/Notice to Proceed
 - Change Order
 - Work Directive Change
 - Notice of Completion
 - Consent of Surety
 - Unconditional Waiver and Release Upon Final Payment

The District's design consultants will complete their respective technical plans and specifications, and Wallace Group will assemble the District's boiler-plate front-ends plus these technical documents to comprise the Project Manual. We will review the Grant Contract terms and conditions, and will incorporate applicable federal requirements, including requirements of the environmental review documents.

Wallace Group will also prepare the following:

- *Division 01 Technical Specifications.* We will prepare Division 01 technical specifications to supplement to Project technical specifications and plans. These specifications will be coordinated with the Project specifications, and the District's General Conditions (conformed 2024 Greenbook specifications).
- *Bid Schedule.* Based on our review of the technical plans and specifications, we will develop the Bid Schedule for which prospective Bidders will submit their public bids. We will request that the District, the District's consultants, and District legal counsel carefully review the bid schedule for concurrence. We will craft the bid schedule with the grant reimbursement process in mind, and including the FMFW spreadsheet that OES had provided us. We will craft the bid schedule to also clearly separate bid items pertaining to the EOC (grant eligible) from the larger Civic Center Project (not grant eligible).
- *Measurement and Payment.* Measurement and Payment will be written consistent with the Greenbook. Wallace Group will prepare this Section, with all measurement and payment items corresponding to the items listed on the bid schedule. We will request the District, District legal counsel, and District's consultants (Architect, Engineers) to carefully review and comment on this Section before being published.

TASK 3. Bid Support

Bidding Phase. Wallace Group will assist the District with public advertisement of the Project in the local newspapers (Notice Inviting Bids), including Los Angeles County. In addition, Wallace Group will:

- Conduct pre-bid meeting (District to determine if meeting will be mandatory or non-mandatory), including preparing agenda and sign-in sheet. Pre-bid meeting will be



conducted as a Teams/Zoom meeting, and Bidder site visits to Project site will be by appointment with District staff. Wallace Group will not attend Bidder-requested site visits.

- Coordinate requests for information (RFI) and questions received from Bidders. Send technical questions to corresponding Architect or Engineer of Record to prepare technical responses. Wallace Group will then send clarifications/responses to InLine BluePrint for dissemination of responses to bidders. Maintaining the planholder's list is not included in Wallace Group's scope of services; it is assumed the District and InLine BluePrint will provide that service.
- Addenda. We will prepare addenda when required. Technical responses will be prepared by the Architect and Engineers, and Wallace Group will add technical responses to the Addenda, and will send the final Addenda document to the District (or InLine BluePrint) for dissemination to prospective bidders.
- Bid Opening. Wallace Group will not attend the public Bid Opening; however, we will tabulate bids and review bid results for anomalies from the apparent low bidder, and two next lowest bidders. We will request the District request any needed input from the Architect and Engineer on any anomalies requiring careful review and consideration.
- Bid Review/Evaluation. We will review the Contractor bids for responsiveness to the Bidding requirements, and make a recommendation to award to the lowest responsive, responsible bidder.
- Notice of Award. We will draft the NOA letter, to be signed and sent to the successful bidder by the District.
- After the District receives the signed Agreement, bonds and insurance certificates, and Wallace Group confirms all requirements have been fulfilled, we will draft the Notice to Proceed letter to be signed by the District and sent to the Contractor.

TASK 4. Construction Management (CM) Request for Proposal (RFP) Support

Wallace Group has completed a draft CM RFP that has been sent to the District and we are currently awaiting review comments and response to our questions raised. Once the District has had a chance to review, we suggest a meeting to discuss the desired approach for the construction management consultant, including what services will be provided by the Design Team or the District. Following this meeting, we will finalize the CM RFP for the District for posting to start the qualification based selection process. We intend to assist the District in the review of the received proposals and aid in selection of the most qualified consultant. We will provide the following support:

- Meet with the District to review draft RFP comments and confirm CM scope and approach
- Finalize CM RFP based on comments from the District
- Aid the District in the review of received proposals, and if needed, participate in interview process as an evaluator
- Assist with sub-consultant scope determination and review proposals (Materials Testing/Geotechnical Services, Engineering Services during Construction, SWPPP Inspection Scope, etc)

III. ITEMS NOT INCLUDED IN SCOPE OF SERVICES

Wallace Group can provide these services, directly or through sub-consultants, however, they are not included in the current Scope of Services or estimate of fees.



- Publication Fees in Local Newspaper
- Project Manual production (assumes District will issue PDF/electronic Project Manual only)
- Construction support services

Revision(s) Represent:

- a change in previous instructions
- a change in Scope of Services
- other:

Revision(s) Budget:

Per our records, Wallace Group is currently out of budget for the active project. Typical bidding administration fees are around 1% of the total construction budget. As such, the budget is estimated to be approximately \$40,000 - \$50,000 based on the above Scope of Services but doesn't represent the additional fee needed. In order to allow for additional time/budget beyond the previous contract amount, it is estimated that an additional \$37,500 is needed to help finalize the work. This CA is for the amount of \$37,500 as an addition to the original bid support PSA.

- hourly (time & materials)
- progress billing: \$
- not-to-exceed w/o authorization: \$37,500

Revision(s) will be invoiced as:

- increase to an item within the existing contract
- a new item added to existing contract

Issued by,
WALLACE GROUP, a California Corporation

APPROVED BY CLIENT:

A handwritten signature in blue ink, appearing to read "Matthew Wilkins".

Matthew Wilkins, PLA 6398, LEED AP
Director of Landscape Architecture
612 Clarion Court
San Luis Obispo
California 93401
T 805 544-4011
F 805 544-4294
www.wallacegroup.us

Signature

Printed Name

Title

Date

THIS PROPOSAL IS VALID FOR 60 DAYS FROM THE DATE OF THIS DOCUMENT.

Wallace Group

PO Number	Description	Project Group	PO Amount	Invoiced	Outstanding	Work Included	Sub-Contractors Included in Billing
PO-05612	Civic Center - Specs Review	Civic Center & Emergency Operations Center	\$24,500	\$23,810	\$690	Specifications Review/Bid Preparation	
PO-05666	Assistance with Grant Application for Emerg. Ctr.	Civic Center & Emergency Operations Center	\$20,000	\$7,173	\$12,828	FEMA document preparation for grant, coordination, consultation	Red Brick and TRLS
PO-05614	Phelan Park Expansion - 65% Design Documents	Phelan Park Expansion	\$435,811	\$19,337	\$416,474	Design Documents	
PO-05550	Grant Support (Incl. Per Capita Grant, ARPA, and Other Grants)	Phelan Park Expansion and Phelan Park Enhancement	\$20,000	\$6,030	\$13,970	Grant review, consultation, document and report preparation and review, coordination	
PO-05789	Phelan Park Improvements - ARPA	Phelan Park Enhancement	\$103,987	\$6,583	\$97,405	Project management, subcontractor coordination, design schematics	TRLS
PO-05792	Phelan Park Topographic Survey	Phelan Park Enhancement	\$12,095	\$12,095	\$0	Necessary for ARPA grant funding and ADA compliance	TRLS
Totals:			\$571,893	\$44,044	\$527,849		

Agenda Item 6e

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



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

MEMORANDUM

DATE: June 26, 2024

TO: Board of Directors

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

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

STAFF RECOMMENDATION

None

BACKGROUND

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

FISCAL IMPACT

None

ATTACHMENT(S)

Overview of Current Projects (Government Fund)

Overview of Current PPHCSD Projects (Government Funded)

- **CIVIC CENTER & EMERGENCY OPERATIONS CENTER**

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

Funding Sources:

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

Estimated Completion Date: June 2026

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

Description: Multi-use building that includes:

- Administrative Offices
- Emergency Operations Center
- Community Center

- **PHELAN COMMUNITY PARK ENHANCEMENT PROJECT**

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

Funding Sources:

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

Estimated Completion Date: September 2025

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

Description: Park enhancements on existing park site:

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

- **PHELAN COMMUNITY PARK EXPANSION PROJECT**

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

Funding Sources:

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

Estimated Completion Date: TBD – dependent on grant funding

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

Description: Park expansion onto 14-acre site:

Phase I

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

Phase II

- Baseball Field
- Equestrian Area

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

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

Agenda Item 7

Committee Reports/Comments

District Meetings List

Board Meeting

Regular Meetings: Second & Fourth Wednesday of the Month

Meeting Time: 5:00pm

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

Engineering – Standing Committee

Meeting Frequency: Monthly

Meeting Dates: Third Wednesday of each Month

Meeting Time: 4:30pm

Committee Members: Rebecca Kujawa, Mark Roberts

Finance – Standing Committee

Meeting Frequency: Quarterly

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

Meeting Time: 4:00pm

Committee Members: Mark Roberts, Chuck Hays

Legislative – Standing Committee

Meeting Frequency: Quarterly

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

Meeting Time: 3:00pm

Committee Members: Deborah Philips, Greg Snyder

Parks, Recreation & Street Lighting – Standing Committee

Meeting Frequency: Quarterly

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

Meeting Time: 4:30pm

Committee Members: Rebecca Kujawa, Greg Snyder

Waste & Recycling – Standing Committee

Meeting Frequency: Monthly

Meeting Dates: Third Wednesday of Each Month

Meeting Time: 2:30pm

Committee Members: Chuck Hays, Deborah Philips

ENGINEERING COMMITTEE MEETING MINUTES

May 15, 2024 – 4:30 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

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

Staff Present: Sean Wright, Water Operations Manager
Chris Cummings, Assistant Water Operations Manager
Aimee Williams, Asst. Board Clerk/Administrative Specialist

Call to Order

Director Roberts called the meeting to order at 4:30 p.m.

Roll Call

All Committee Members were present at Roll Call.

1) **Approval of Agenda**

Director Kujawa moved to approve the Agenda. Director Roberts seconded the motion. Motion carried unanimously.

2) **Public Comment** – None

3) **Approval of Minutes**

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

4) **Consideration of Implementation of a Water Meter Assistance Program**

Mr. Wright introduced this item. The Committee discussed the item and requested that it be brought back next month with more detailed information.

5) **Oeste Recharge Study Project**

Mr. Wright reported on this item.

6) **Discussion Regarding Water System**

- **Pumps and Wells Services Agreement**
- **10-Year Tank Rehabilitation & Maintenance Service**
- **Water Quality**
- **Service Line Replacement Program**
- **Other Repairs/Replacements/Updates/Maintenance**

Mr. Wright provided updates on the water system.

- 7) **Smithson Springs Update**
Mr. Wright reported on this item.
- 8) **State Regulations Update**
Mr. Wright reported on this item.
- 9) **Review of Current Projects**
 - **Well No. 17**
 - **Future Well No. 18**
 - **Tank 6A**Mr. Wright reported on this item.
- 10) **Staff Reports**
Nothing new to report; a written report is in the agenda packet.
- 11) **Review of Action Items**
 - a) **Prior Meeting**
 - Completed
 - b) **Current Meeting**
 - Bring back more information on Item 4 – Consideration of Implementation of a Water Meter Assistance Program
- 12) **Set Agenda for Next Meeting** – June 15, 2024
- 13) **Adjournment**
With no further business before the Committee, the meeting was adjourned at 5:00 p.m.

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

SOLID WASTE & RECYCLING COMMITTEE MEETING MINUTES

May 15, 2024 – 2:30 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Deborah Philips, Chair
Chuck Hays, President

Board Members Absent: None

Staff Present: Kim Sevy, HR & Solid Waste Manager/District Clerk
Aimee Williams, Assistant Board Clerk

CR&R Staff Present: Brandon McGill, Operations Manager

Call to Order

Director Philips called the meeting to order at 2:34 p.m.

Roll Call

All Committee Members were present at Roll Call.

- 1) **Approval of Agenda**
President Hays moved to approve the Agenda. Director Philips seconded the motion.
Motion passed unanimously.
- 2) **Public Comment**
None
- 3) **Approval of Minutes**
Director Philips moved to approve the minutes. President Hays seconded the motion.
Motion passed unanimously.
- 4) **Review of Solid Waste Events**
Ms. Sevy & Mr. McGill reported on the recent cleanup event and the upcoming tire amnesty event.
- 5) **Update on Uniform Collection**
Ms. Sevy & Mr. McGill reported on the implementation of the collection program.
Director Philips commented on her recent tour of CR&R and that she would like to attend one of Burrtec, if possible, to see how some of our material is processed.
- 6) **Review of Quarterly Hauler's Report**
The report was reviewed.

- 7) **Review of Draft Franchise Amendments**
Ms. Sevy reviewed the proposed amendments; they will go to the Board in June.
- 8) **Staff Reports**
Nothing further to report; a report was provided in the packet.
- 9) **Review of Action Items**
 - a) **Prior Meeting** – None
 - b) **Current Meeting**
 - Schedule Burrtec tour
 - Franchise amendments to Board in June
- 10) **Set Agenda for Next Meeting** – June 19, 2024
 - Remove Items 6 & 7
- 11) **Adjournment**
With no further business before the Committee, the meeting adjourned at 2:59 p.m.

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

Agenda Item 8

Staff & General Manager's Report



Phelan Piñon Hills Community Services District

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

Assistant General Manager / CFO's Report

May 2024

FINANCIAL DATA:

Enterprise Fund (Water Operations)				
	May	YTD	Total Budget	% of Total Budget
Operational Revenue	\$707,518.94	\$7,349,042.81	\$8,262,070.27	89%
Operational Expenses	\$711,826.19	\$7,596,352.83	\$8,403,260.49	90%
Net Income (Loss)	-\$4,307.25	-\$247,310.02	-\$141,190.22	175%
Non-Operational Revenue	\$225,583.22	\$2,611,330.32	\$2,198,541.94	119%
Non-Operational Expenses	\$2,301.92	\$509,131.99	\$1,273,352.20	40%
Net Income (Loss)	\$223,281.30	\$2,102,198.33	\$925,189.74	227%
Total Revenue	\$933,102.16	\$9,960,373.13	\$10,460,612.21	95%
Total Expense	\$714,128.11	\$8,105,484.82	\$9,676,612.69	84%
Total Net Income (Loss)	\$218,974.05	\$1,854,888.31	\$783,999.52	237%

Capital Outlay/Principal Pmts/C6 **\$2,864,853.82** **\$2,404,131.87**

Government Funds (Parks, Street Lighting, Solid Waste & Recycling)				
	May	YTD	Total Budget	% of Total Budget
Operational Revenue	\$45,544.09	\$351,856.87	\$764,906.58	46%
Operational Expenses	\$92,115.34	\$882,410.15	\$1,261,551.16	70%
Net Income (Loss)	-\$46,571.25	-\$530,553.28	-\$496,644.58	107%
Non-Operational Revenue	\$170,793.32	\$2,640,958.04	\$2,009,362.33	131%
Non-Operational Expenses	\$2,327.98	\$5,186.97	\$110,914.35	5%
Net Income (Loss)	\$168,465.34	\$2,635,771.07	\$1,898,447.98	139%
Total Revenue	\$216,337.41	\$2,992,814.91	\$2,774,268.91	108%
Total Expense	\$94,443.32	\$887,597.12	\$1,372,465.51	65%
Total Net Income (Loss)	\$121,894.09	\$2,105,217.79	\$1,401,803.40	150%

GOVERNMENT FUNDS:	General	Parks and Rec	Street Lighting	Property Tax	Solid Waste	Total
Revenue YTD	438,643.19	247,886.64	591.47	1,898,816.52	406,877.09	2,992,814.91
Expense YTD	29,748.03	611,459.99	23,681.46	7,240.43	215,467.21	887,597.12
Total Net Income (Loss)	408,895.16	-363,573.35	-23,089.99	1,891,576.09	191,409.88	2,105,217.79

	Enterprise	Government	Total
Cash Available	\$464,725.49	\$11,388,200.19	\$11,852,925.68
Cash Reserves	\$17,659,607.81	\$788,916.00	\$18,448,523.81
Total Cash	\$18,124,333.30	\$12,177,116.19	\$30,301,449.49

ADMINISTRATIVE DATA: May 2024

Water Consumption (HCF):		February	March	April	May
2024		47,575	59,686	59,185	93,404
2023		48,377	59,267	56,488	89,057
2022		49,740	70,589	87,631	96,898

Meters In Ground:		February	March	April	May
		7294	7296	7307	7312

Meter Permits Issued:		February	March	April	May
		4	4	2	5

Lock-offs:		February	March	April	May
		85	70	83	82

Customer Service A/R Activities	May Quantity		May \$ Received	
Payments				
Cash	522	9.15%	\$62,576.08	7.56%
Check	570	9.99%	\$296,274.93	35.81%
Credit Card (counter)	173	3.03%	\$29,164.42	3.53%
Mail (checks)	582	10.20%	\$49,148.91	5.94%
E-Check	632	11.08%	\$53,093.56	6.42%
Online (credit card)	3,226	56.55%	\$337,058.22	40.74%
TOTAL	<u>5,705</u>	<u>100.00%</u>	<u>\$827,316.12</u>	<u>100.00%</u>

Payments Received and Processed	May Quantity	Enterprise	Government
Water	5,685	5,685	
Gvmt (Rentals, Classes, Franchise fee, et	20		20
	<u>5,705</u>	<u>5,685</u> 99.6%	<u>20</u> 0.4%

Customer Service Other Activities	May Quantity	Enterprise	Government
Service Orders Processed	275	275	
Assisted Customers at Counter	1,265	1,245 98.4%	20 1.6%
	<u>1,540</u>	<u>1,520</u>	<u>20</u>

Phelan Pinon Hills Community Services District
Engineering Manager's Report
June 26, 2024

Alternative Energy - 1.16 MW Solar Photovoltaic

The 10-year Operations & Maintenance (O&M) and Performance Guarantee (PeGu) agreements have been terminated on January 11, 2024, by TotalEnergies. Both agreements were negotiated as part of the contract with SunPower. A response letter with sent in late December. TotalEnergies has not responded. A site evaluation to verify performance, tracker functionality, inverter and string levels, and monitoring system, has been completed. Evaluation report is pending.

Register generation: Renewable Energy Credits (REC's), U.S. Department of Energy, Energy Information Administration (EIA). 2023 generation reported on March 12, 2024.

2023 registered 2,516 MWh (2,516 kWh) – December not included
2022 registered 2,692.88 MWh (2,692,880 kWh)
2021 registered 2,639 MWh (2,638,614 kWh)
2020 registered 2,658 MWh (2,657,613 kWh)

Geographic Information System (GIS)

Staff are finalizing the integration of the GIS mobile and asset management application with Novotx, ElementsXS to replace the existing Sedaru application. Beta testing will be conducted on Monday, June 24th and rolled out prior to July 1, 2024. ElementsXS will complement the District's fleet logging, backflow management and other applications created utilizing the applications available through ESRI Small Utility Enterprise License Agreement (ELA).

Future 6A-2 Tank (1.5 MG)

Water Master Plan (2020) recommends increasing the existing storage capacity of 0.42MG at reservoir site 6A. Pending Federal appropriations (HUD), the Capital Improvement Project (CIP) outlines the project for the construction of a 1.5MG tank. CEQA for this project will be elevated to NEPA standards to meet future Federal requirements. The Initial Study (IS) public notice and comments ended on June 5th. A public hearing and adoption of the IS will be held at the July 10th Board meeting.

Merrell-Johnson has completed the Geotechnical Investigation Report for the proposed 6A-2 1.5 MG Tank. A total of (5) bores within the footprint of the proposed tank were sampled. Density, site analysis, direct shear, consolidation, expansion potential, and corrosion potential testing were conducted, with conclusions and recommendations.

Civic Center Project – 9535 Sheep Creek Road (APN 3066-261-10)
(* contractor’s issuance, ** FEMA Compliance)

Phase 1 – Civic Center / Emergency Response Center (EOC)

Land Use Services Senior Planner: Jim Morrissey / Mujica Oliver

Current Permits / Approvals

- | | |
|---|---|
| 1. (CWMP-2022-00646) | Construction Waste Management Plan (Part 1) |
| 2. (EHS-SR0114465) | Percolation Report |
| 3. (ELEC-2022-02528) | Light Standards |
| 4. **(FCIC-2022-00437) | Civic Center Construction Documents (building) FEMA |
| 5. **(GRAD-2021-00235) | Grading Plan – Preliminary Approval – FEMA |
| 6. (GTR-2022-00127) | Geotechnical Investigation Report |
| 7. (NEWNR 2021-00230) | Construction Documents |
| 8. (SIP 2021-00031) | Street Improvement Plans |
| 9. (PLP 2021-00018) | Landscape Plan |
| 10. (WDID No. 6B36C401591) | Storm Water Pollution Prevention Plan (SWPPP) NOI 8/11/2023 |
| 11. *(ACCRNR-2023-00144) | Trash Enclosure Plan |
| 12. (AR0034) | Sahara Road Abandonment – Doc: 2024-0103922 |
| 13. Vector Control Clearance | Environmental Health Services |
| 14. Commissioning Plan | |
| 15. Structural Analysis Calculations | |
| 16. Acoustical Study – exempt | |
| 17. Edison | utility relocation and meter/service change – rescinded |
| 18. **Wall Plan | TRLS Engineering – FEMA |
| 19. Audio / Video Plan | Plannet Inc. |
| 20. Generator Emissions (MDAQMD) Authority to Construct – to be renewed (expired 3/31/24) | |

Pending Approval / Completion

- | | |
|---------------------------------|---|
| 21. **(DRNSTY 2021-00054) | Red Brick - Final Hydrology pending approval – FEMA |
| 22. **(WQMP 2021-00153) | Water Quality Management Plan (WQMP) – FEMA |
| 23. **(FUDG 2023-00068) | TRLS - County Fire comments - FEMA |
| 24. Tortoise Survey | RCA - National Environmental Policy Act (NEPA) FEMA |
| 25. **Dry Utility Plan | Green West – FEMA in design |
| 26. **NEPA | Lilburn Corp. – FEMA – draft in review with FEMA |
| 27. **Fire Sprinkler Plan | Pacific Fire Engineering – in design 95% final bid set - FEMA |
| 28. Signage Plan – Inland Signs | |
| 29. *Encroachment Permit | submitted – construction permit |
| 30. Interior Design | Steen Design – 95% final bid set |
| 31. FEMA Elevation Certificate | TRLS Engineering |

FEMA grant funding for the Civic Center Emergency Operations Center (EOC), administered through CalOES, requires Federal Emergency Management Agency (FEMA) elevation certification for a 500-year flood event. This will require to raise the Civic Center building an additional (2) foot which was designed and approved per San Bernardino County FEMA requirements for a 100-year flood. A

solution was approved by FEMA in May 2024. Consultants are moving forward to revise the County approved plans to meet FEMA's requirements and will be resubmitted to County for approval by August of 2024.

Wallace Group has completed a draft Request for Proposal and General for legal counsel review. The project also requires a NEPA and a Tortoise Survey. FEMA is currently reviewing the draft NEPA. Tentative FEMA funding approval for this project is late September 2024.

Future Phelan Park Expansion (APN 3066-251-18)

Phase 2 – event plaza, splash pad, multi-use field (soccer), restrooms, concession, playground, native serenity garden

Phase 3 – equestrian, multi-use (baseball), skate park, pump track

Approved

1. (PROJ 2022-000184) Formal Application: Public Notice March 22, 2025
2. (TRSTY 2021-00016) Traffic Study
3. (SR 0112960) Percolation Study
4. (GTR 2022-00128) Geotechnical Report
5. Biological Assessment – complete
6. Cultural and Paleo Report – complete
7. Infiltration Report – complete
8. Hydrology Study – complete
9. Noise Study – complete
10. Preliminary Grading and Street Improvements (Warbler Road) – Pending County conditions
11. Zone change – From PH/CG (General Commercial) to PH/RC (Rural Commercial) thru CEQA

Pending

12. Hydrology Study for 14 AC
13. CEQA IS/MND (SCH#202308071) – Lilburn Corp. – Complete (5/2/23). County of San Bernardino lead on the environmental. Public noticed on July 28, 2023. Comment period closes on August 28, 2023, 4:30pm. AB52 Tribal Notice complete. Comments received from CDFW. County now requires PEER review. To be performed by Tom Dodson and Associates.
14. (SBC-DRNSTY 2022-00056) WQMP / Drainage – Red Brick
15. County Fire Department Review
16. Western Joshua Tree Conservation Act (WJTCA) study – RCA

Phase 1 grading is designed to protect existing Joshua Trees (JT) during construction. The District has withdrawn its Incidental Take Permit (ITP) application with California Endangered Species Act (CESA). The consultant, RCA, has revised the Joshua Tree study for the WJTCA ITP. The guidelines for under the new ITP require individual JT clones to be counted as a JT. The revised study identifies 1,971 JT's. The design will be modified to protect as many JT's possible.

Phelan Park Enhancement Project

(Pickleball Court, Community Garden and Fitness Equipment, ADA Pathways, Parking Improvements)

The Consultants have prepared the design layout. The District will receive the 100% design by July 1st for final review. Grant funding with the American Rescue Plan Act (ARPA). ARPA is funded by Coronavirus Local Fiscal Recovery Fund (CLFRF) administered through the County of San Bernardino. Grant amount: \$457,195. District matching, approximately \$500,000.

Water Mainline Extension Projects

(* status change, ** in construction)

“Nothing new to report for all projects”

-Pinon Road - to serve APN 3067-111-21

Proposed 353 Linear Feet of 8-inch PVC water pipeline, located on Pinon Road west from Ponderosa Road. Owner: **Joel Jacoby**. Engineer: **TRLS Engineering Inc.** Second plan check completed. Status: pre-construction meeting pending.

-Joshua Street - to serve APN 3038-131-08

Proposed 665 Linear Feet of 8-inch PVC water pipeline, located on Joshua Street east of Caughlin Road. Owner: **Donovan Homes**. Engineer: **TRLS Engineering Inc.** Second plan check completed on April 27, 2021. Status: County Fire Department approval.

-Schlitz Road - to serve APN 3101-571-02

Proposed 320 Linear Feet of 8-inch PVC water pipeline, located on Schlitz Road from Palmdale Road south 320 feet. Owner: **So. Cal Services**. Engineer: **TRLS Engineering Inc.** Second plan check complete. Status: County Fire Department approval.

-Salerno Road - to serve APN 3101-431-08

Proposed 950 Linear Feet of 8-inch PVC water pipeline, located on Salerno Road from Bambi Court west to 350 west of Johnson Road. Owner: **Perez / Valdillez**. Engineer: **Merrell Johnson Companies**. Status: 1st plan check completed March 30, 2021

-Sunset Road - to serve APN 3070-121-15

Proposed 386 Linear Feet of 8-inch PVC water pipeline, Sunset Road east of Tumbleweed Road. Owner: **Luis Zuniga**. Engineer: **J.E. Miller & Associates**. Status: pending pre-construction meeting

-La Mirada Road - to serve APN 3098-471-12 & -18

Proposed 375 Linear Feet of 8-inch PVC water pipeline, located on LA Miranda Road beginning north from Cayucos Drive. Engineer: **ServiTop Engineering**. Pre-construction meeting held 10/24/2023. Installation completed by FMPipeline. Status: Pending final documents

-Acanthus Street – to serve APN 3098-471-12 (2nd meter)

Proposed 1,290 Linear Feet of 8-inch PVC water pipeline from Cayucos Drive north on Acanthus Street. Engineer: **ServiTop Engineering**. Status: 2nd check plan.

-Bonanza Road - to serve APN 3065-371-24

Proposed 650 Linear Feet of 8-inch PVC water pipeline, Bonanza Road east of Trinidad Road. Owner: Able Robles. Engineer: **J.E. Miller & Associates**. Status: 2nd plan check

-Baldy Mesa Road - to serve APN 3065-481-11

Proposed 1167 Linear Feet of 8-inch PVC water pipeline, on Baldy Mesa Road north from Phelan Road. Owner: Kuir Mini Storage. Engineer: **Bonadiman & Associates**. Status: 2nd plan check. Design plans were revised with a connection at Arrowhead Road and Lindero Road, east on Lindero Road then north on Baldy Mesa Road to avoid heavy traffic intersection of Phelan Road and Baldy Road. Considered 1st plan check (March 2024)

San Bernardino County Public Works Department

Local Projects:

“No Updates to Report”

Phelan Road Widening Project (Highway 138 to Los Banos Road)

Phase 2

Project: mill/overlay, leveling course, isolated areas of full depth reconstruction and the installation of a traffic signal at the intersection of Clovis Road and Phelan Road. The scope of work includes sidewalk curb ramps at Colvis Road, Malpaso Road, Sierra Vista Road, Johnson Road, Wilson Ranch Road, and Baldy Mesa Road with pedestrian crossing ramps at Phelan Elementary. To be constructed in 2 phases.

Street intersections at Sonora Road, Tumbleweed Road, Sunny Vista Road, and Arrowhead Road intersections were widened as part of Phase 1 in 2022. Those improvements will remain undisturbed.

The District received project notification on October 27, 2023 for comments and possible conflicts. The District will be responsible to adjust valve cans to finish grade. Water meters and service lines, within the project limits, have been relocated to prevent disturbance during construction.

Status: 95% design (W.O.# TX1823)
Construction start date: August 2024
Contact: Adrianna Wilmenta
Project Manager: Thomas Bustamonte

Phase 3

Project: Widening Phelan Road from 2 to 5 lanes from State Highway 138 to Los Banos Road. Drainage improvements and intersection realignment at State Highway 138 and Phelan Road. The project is currently in the environmental clearance. Preliminary design is not yet available.

Status: 15% design (W.O.#: H15057)
Construction start date: April 2027
Project Engineer: Vladimir Reyes

Parks, Recreation & Street Lighting Report May 2024

Introduction

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

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

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

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

Monthly Activity Report

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

Location	Paid Rental	District Use	Donated Use
Phelan Community Center	6	5	1
Phelan Senior Center	5	0	10
Piñon Hills Community Center	10	0	7
Miscellaneous	0	0	0
Phelan Park	0	0	0

Events and Classes

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

- Regular Parks Committee Meeting – May 14, 2024.
- Upcoming Parks Committee Meeting – August 13, 2024.
- Farmers Market – Mondays, 2:00 pm, 6:00 pm at Phelan C.C.
- Line Dancing – Every Friday, 9:00 am, 10:30 am at Phelan C.C.
- Senior Activities – Mondays & Thursdays Pinon Hills C.C. and Tuesdays & Fridays, Phelan C.C.
- Free Tire Dropoff Day – Saturday 6/8/2024, 8am-12pm. At CR&R Service Yard.
- Kids Baking Class – Saturday 6/8/2024, 10:30am – 12noon, at Phelan C.C.
- Kids Baking Class – Saturday 7/20/2024, 10:30am – 12noon, at Phelan C.C.
- Painting Class – Thursdays 9-10:30am, Age 5-12 and 11am-12:30pm, Age 13 and up. 6/13, 6/20, 6/27 and 7/11, 7/18, 7/25/2024.
- Movies in the Park – Fridays, At Dusk/8pm. 6/7, 6/14, 6/21, 6/28 and 7/12, 7/19 and 7/26/2024.
- Archery Class – Thursdays 9-11am, 6/13, 6/20, 6/27 and 7/11 and 7/18/2024.
- Gardening Class – Compost/Verma Compost, Saturday 5/11/2024.
- Gardening Class – Pest Control, Saturday 6/8/2024.
- Gardening Class – Mulch/Watering Wisely, Saturday 7/12/2024
- (Learn to Garden classes are held at the Teaching Garden, just north of PPHCSD Office)

Projects/Activities in Process

- Parks Budget for 2024/2025 – Approval n Process.
- Parks and Recreation, District Classes/Events 2024 Schedule – In Process/On Going
- Phelan Park Expansion Project – Design with phase planning has been addressed with the board, awaiting funding opportunities for the District owned parks properties east of Phelan Park – 4.22-acre parcel, APN 3066-261-08, and adjoining 10-acre parcel, APN 3066-251-14.
- Possible funding sources for the Phelan Park expansion project are in process and ongoing.
 - American Rescue Program Act (ARPA) Funds - The county has preliminarily approved \$457,194 in ARPA funds for construction of certain parks elements. The contract was approved by the District's Board on 3/8/2023 and was submitted to the County and is awaiting Board of Supervisors for ratification, expected 2024. Staff is working with Wallace Group on park elements which were presented to the Parks Committee on November 28, 2023. An ADA survey is in process to ensure all ADA requirements are met for the Phelan Park design which includes the new elements. A tentative project budget with timelines, have been prepared and design work is in progress.
- Parks Master Plan – Action plan needs are being implemented and are ongoing.





Water Operations Manager's Report May 2024

Introduction

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

Summary

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

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

Water Quality Samples

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

TEST TYPE	NO. OF COLLECTIONS THIS MONTH	TESTING SCHEDULE	NOTES
Raw water and Bac-t samples	44 samples	Monthly	All in compliance, Sampled Weekly
General physical samples	6 samples	Monthly	All in compliance, Sampled Weekly
TTHM/HAA5	4 samples sets	Quarterly	All in compliance.
Title 22	0 sample sets	TBD	All in Compliance.
Inorganics	0 samples	Yearly	All in compliance.
Radiological (Gross Alpha)	0 samples	Every 3 Years	All in compliance.
Trichloropropane 1,2,3-TCP	0 samples	Quarterly	All in compliance.
Regulated VOC	0 samples	As needed	All in compliance.
Nitrate as N	0 samples	As needed	All in Compliance.
Chromium 6	0 samples	Quarterly	All in Compliance.
Secondary GP'S	0 samples	As needed	All in Compliance.
UCMR 5	0 samples	As needed	All in Compliance

Production and Service Order Report

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

Total Monthly Production	238.98 A. F. 3 % less than 2023
2023 Monthly Production	246.78 A. F.
USA's Marked	183
Service Orders Completed	342 service orders completed
Main/Service Line Leaks	47 service line leaks were repaired. 0 Main line leak/ breaks repaired
Hydrant Repairs/Replacements	1 hydrants repaired/1 replaced
Residential Meters Sold	5
Commercial Meters Sold	0
YTD Total Meters Sold (Calendar)	19 (56 in 2023) (86 in 2022) (95 in 2021)
Construction Meters Out	2
Service Lines Replaced	47

Job Code Summary

Job Code	Total Completed
C-Lock - Lock	79
C-Read & Unlock-Open - Read & Unlock - Opening	6
C-Read & Unlock-OC-DM - Read & Unlock - Opening-OC-DM	48
D-Closing Read & Lck - Closing Read & Lock DO NOT USE	1
D-Closing Read-OC-DM - Closing Read & Lock-OC-DM DO NOT USE	1
M- Investigate Lock - Verify Meter Still Locked	0
M- Verify Acct Class - Verify Account Class	0
M- Water Audit - Audit Water Usage	3
M-Backflow - Backflow Information	0
M-Cost Estimate Req - Cost Estimate Request	2
M-Data - Data Log	0
M-Bees- Bees	0
M-Investigate Leak - Investigate Leak	0
M-Investigate No Wtr - Investigate No Water	3
M-Lock No N/O Info - Meter Locked No New Owner Info	0
M-Low/No Consumption - Investigate Low/No Consumption	0
M-Meter Leaking - Meter Leaking	0
M-Meter UTL - Buried - Meter UTL - Buried	2
M-Pressure Ck Hi-Low - Pressure Check Hi-Low	1
M-R/R Angle Stop - Repair/ Replace Angle Stop	0
M-R/R Gate Valve - Repair/ Replace Gate Valve	4
M-Read - Read (do not update Read)	0
M-Repair Svc Line - Repair Service Line	29
M-Repair/Install Box - Meter Box	0
M-Replace Serv Line - Replace Service Line	47

M-Stake Meter Loc - Stake Meter Location	0
M-Status - Status	1
M-Turn off-Cust Req - Turn off - Customer Request	2
M-UNLOCK – UNLOCK	28
M-Verify Leak Repair - Verify Leak Repaired	1
M-Water Loss Leak - Door Hanger Water Loss Leak	15
M-Water Quality Taste - Water Quality - Taste	0
S- Replace Register - Register Not Sending Signal	0
S- Meter Downsize - Meter Downsizing	0
Service Change - Service Status Change	0
S-Manual Meter Swap Concord	5
S-Replace Reg Hotrod - Replace Register Hotrod Died	0
S-MXU Change Out	3
S-Replace Register- Replace Register	0
Grand Totals	342

Summary of Current Projects

The following is a brief summary of all current and completed projects for the reported period

- Well Soundings at all wells are being done monthly
- Well 14 Production for February 0.00 AF, YTD 0.08 AF @ \$1119 per AF replacement C/Y 2023
- Valves and Hydrants Maintenance: 109 hydrants flushed and painted YTD Total-180
- Service line replacement program. 85 Replaced Calendar Year to Date, 100 Replaced Fiscal Year to Date
- Air-Vac maintenance & flushing program-0 Flushed & Maintenance YTD-0 of 336 Total Project 0% Complete
- Cla-Val automatic controls valves being systematically rebuilt as a water conservation measure- 25 Complete
YTD Water savings from this project is 17 GPM and counting in conjunction with operational efficiency @ 7MG

Projects Completed

- Water Meter Replacement Project- 7292 of 7292 Replaced – 100 % Complete
The District is now an Advanced Metering Infrastructure (AMI) exclusive system (100% Successful Read Rate)
- Well 15 Outfitting, and Equipping - 100% Complete
The well has been certified to produce 806 GPM @ 70% Efficiency @ \$207.97 per AF
- Outfitting & Equipping of Mountain well (Well 17)- 100% Complete
- Well Meter and inter-tie Meter annual accuracy program FY 23/24- 100 % Complete
- Electrical Efficiency test performed @ every booster and well within the District- 100%
- Oil Changes and greasing at all district wells 100% Complete Boosters 100 % Complete
- 53 Valves Turned this month as part of the district Valve Exercising Program, 108 Year to Date Turned of 4291
Staff has begun cross-training to greatly increase the program quantities per year
- 317 Dead ends flushed of 317 = every year no matter what < No goal, this is mandatory
- 1936 hydrants = 163 flushed this Year to Date 246 Painted Goal is 968 annually, this is done Bi-Annual
- Tank washouts of 10&11,1B-2,3A,1C-2,1A-3,2B,3B,4B,1A-2 (Twice)
- Vegetation has been mitigated and disposed of on all Water Operations Facilities
- Site 1B Booster A Motor failure & rehab- 100 % Complete
- Site 1B Booster D Motor failure- 100 % Complete
- Site 2 Booster C rehab- pump and motor failure- 100% Complete
- Station 12 Booster B pump and motor failure- 100% Complete
- Hybrid PRV @ Pinon Hills Road and Sacramento installed and Operational- 100 % Complete lowering system pressure from 120 psi to 55 psi.

The Service Line Replacement Program



The Hybrid PRV acts as a pressure-reducing station and well control/ check valve.



Agenda Item 9

Director Reports

Agenda Item 10

Correspondence/Information

SUMMER FUN

KIDS PAINTING CLASS WITH SHINE BRIGHT PAINT

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

Ages 5-12: 9 AM

Ages 13 & Up: 11 AM

Phelan Community Center - RSVP Required

4176 Warbler Road, Phelan



KIDS ARCHERY LESSONS WITH THE MOJAVE ARCHERS

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

9 AM - 11 AM

4093 Olivera Rd., Phelan

West Corner of Cayucos Dr. and Sheep Creek Rd



**Go Play
at the Park**

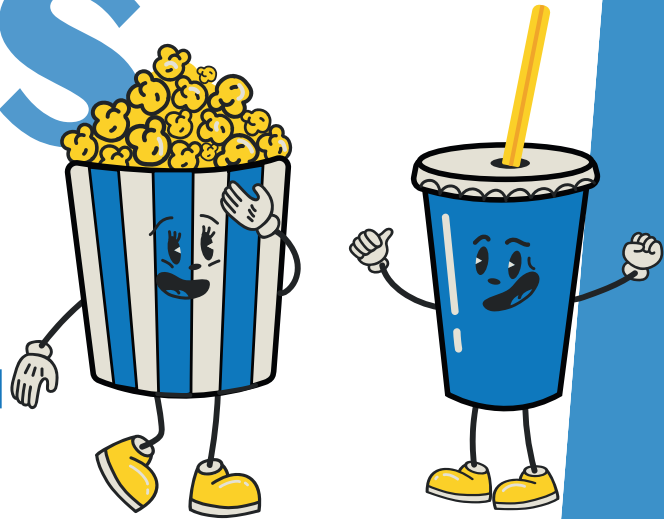
Phelan Piñon Hills CSD Parks and Recreation

**RSVP REQUIRED
WWW.PPHCSD.ORG/EVENTS
OR SCAN**



SUMMER MOVIE NIGHTS

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



**ELEMENTAL
JUNE 7**

**RUBY GILLMAN,
TEENAGE KRAKEN
JUNE 14**

**WONKA
JUNE 21**

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

**WISH
JULY 12**

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

**TROLLS BAND
TOGETHER
JULY 26**



**Go Play
at the Park**

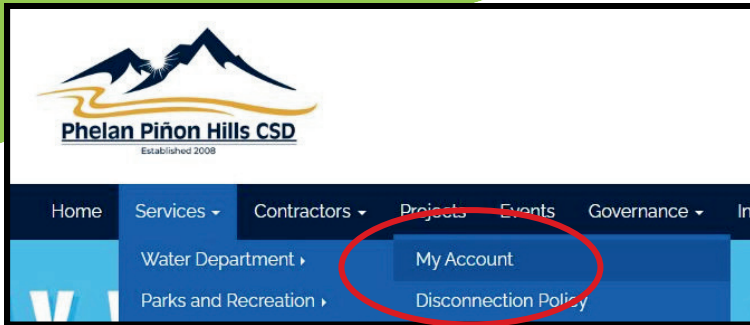
Phelan Piñon Hills CSD Parks and Recreation

**LEARN MORE
WWW.PPHCSD.ORG**

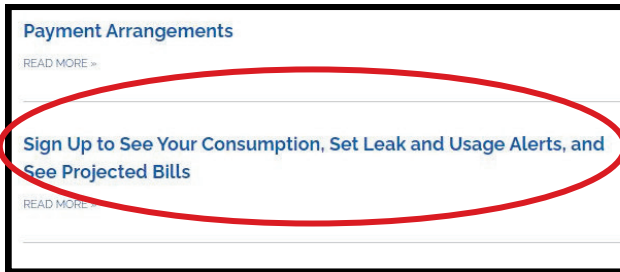
Ready to Take Control of Your Water Bill?

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

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



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

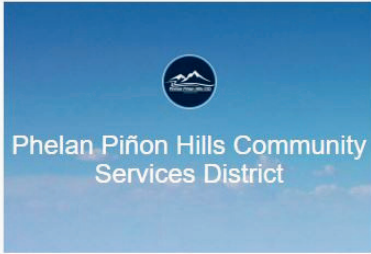


2. Scroll down and select “Sign Up to See Your Consumption, Set Leaks, and Usage Alerts”.



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





5. Log in or register for an account.

Register

Email required

john.smith@example.com

Password required

Password

Confirm Password required

Confirm Password

Name

6. To sign up for alerts select "Manage Alerts".



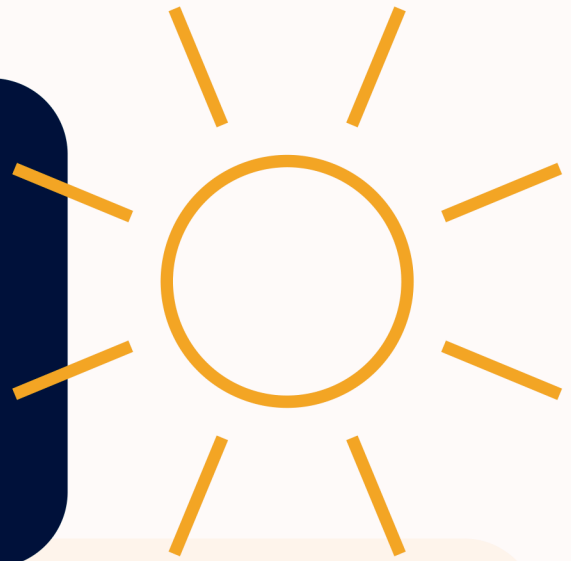
7. Select which alerts you would like to receive.

The form is titled 'Receive alert if estimated billing amount exceeds' and includes a 'Billing threshold' field set to 80. Below this, there are two sections for alert configuration: 'Notify me if my daily usage exceeds' and 'Notify me if my monthly usage exceeds'. Each section has a toggle switch, a 'Water (HCF)' label, and a numerical input field. The 'Sign up' button is at the bottom right.

8. Scroll to the bottom and select "Sign Up".



Summer Conservation Tips



- **Water in the Early Morning or Evening**

Watering your lawn and plants in either the early morning or evening is best. When the sun is high, water quickly evaporates. Put your water to better use by watering at times when moisture is more likely to stay in the soil.

- **Cover Your Pool**

Make sure to cover swimming pools in the summertime. Leaving your pool uncovered leads to water evaporation, which results in filling up your pool more often.

- **Use Mulch**

Apply a thick layer of bark mulch to your trees, shrubs, and gardens to help retain moisture and limit the need to water your plants as often.

- **Cut Your Shower Time**

Shorten your showers; there's no need to take a long hot shower in the summer. You can save 150 gallons per month by shortening your showers by just 2 minutes.

- **Fix Leaky Plumbing**

Fix leaky faucets and running toilets. You could silently be wasting up to 100 gallons of water per day with a leaky toilet, and with dripping faucets about 2,700 gallons of water per year.

- **Upgrade Your Bathroom Fixtures**

Upgrade to a low-flow showerhead and a low-flush toilet to reduce your water usage by up to 75%.

- **Wash Only Full Loads**

Save water by only running your washing machine and dishwasher when full. And avoid using the permanent-press setting which uses additional water.



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



Agenda Item 11

Review of Action Items

Agenda Item 12

Set Agenda for Next Meeting