



BOARD PACKAGE

January 5, 2022

Regular Board Meeting – 6:00 p.m.

REGULAR BOARD MEETING AGENDA

January 5, 2022 – 6:00 P.M.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Via Conference Call (see below)

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF AB361, WHICH EFFECTIVE OCTOBER 1, 2021, MODIFIED CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT WITH RESPECT TO REMOTE TELECONFERENCE BOARD MEETINGS DURING PERIODS OF STATE-DECLARED EMERGENCIES.

The Phelan Pinon Hills Community Services District is continuing to hold Board meetings to conduct essential District business. Pursuant to AB361, members of the Board may attend the meeting via teleconference or video conference and will participate in the meeting to the same extent as if they were present. Members of the public may watch and participate electronically in the meetings via Zoom or telephone conference. Guidelines from the County of San Bernardino allow for in-person attendance.

REMOTE PARTICIPATION INFORMATION:

Dial-in

(253) 215-8782
Meeting ID: 878 3422 0257
Passcode: 704194

Zoom

<https://us06web.zoom.us/j/87834220257?pwd=UFBIZ2U0cjVGa0JrRGhCZ05Yd2FnUT09>
Meeting ID: 878 3422 0257
Passcode: 704194

One-Tap Mobile

+12532158782,,87834220257#

Remote Comment Procedure:

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

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



Mission Statement:

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

Authorized Services:

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

REGULAR BOARD MEETING – 6:00 P.M.

Call to Order – Pledge of Allegiance

Roll Call1) **Approval of Agenda**

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

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

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

3) **Consent Items**

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

4) **Matters Removed from Consent Items**

5) **Presentations/Appointments** – Debriefing on Proposition 68 Parks Grant Submittal

6) **Continued/New Agenda Items**

- a) Discussion & Possible Action Regarding 2022/2023 Budget Process Schedule
- b) Discussion & Possible Action Regarding Resolution No. 2022-01; Establishing Policies for Board Conduct Amongst Directors and with Staff
- c) Review of Ordinance No. 2019-01; Establishing Guidelines for the Conduct of District Public Meetings and Activities
- d) Discussion & Possible Action Regarding District Boundaries
- e) Update on the Proposed Civic Center & Phelan Park Expansion Projects
- f) Update on the Status of Negotiations for the Consolidation of Sheep Creek Mutual Water Company into the District

7) **Committee Reports/Comments**

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

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

9) Reports

- a) Director's Report
- b) President's Report

10) Correspondence/Information**11) Review of Action Items**

- a) Prior Meeting Action Items
- b) Current Meeting Action Items

12) Set Agenda for Next Meeting

- Regular Board Meeting – January 19, 2022

13) Adjournment

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

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

Agenda Item 3a

Approval of Board Minutes

REGULAR BOARD MEETING MINUTES

December 1, 2021
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

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

Board Members Absent: None

Staff Present: Don Bartz, General Manager (Zoom)
Lori Lowrance, Assistant General Manager/CFO
George Cardenas, Engineering Manager
Kim Ward, HR Manager/Executive Secretary
Sean Wright, Water Operations Manager (Zoom)
Jennifer Oakes, Executive Management Analyst (Zoom)

District Counsel: Steve Kennedy, General Counsel (Zoom)

Call to Order

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

Roll Call

All Directors were present at roll call.

1) **Approval of Agenda**

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

2) **Public Comment**

a) **General Public** – None

b) **Community Reports**

- **Sheriff** – Sergeant Paul Solorio gave the call statistics for November. The majority of search warrants were issued for marijuana grows. An update was given on the statistics and progress of marijuana grows being busted.
- **Fire** – Captain Sam Thomas reported there has been an increase in calls for traffic accidents. He encouraged the public to drive safely. Reminded the public that use of 911 is for emergencies, not for long-term medical situations that a doctor can handle. Burn permits are not permitted at this time due to high fire danger. Permit status and other information can be found at

<https://burnpermit.fire.ca.gov/>. Santa will be at the tree lighting ceremony in a fire truck on Friday.

3) **Consent Items**

Director Roberts moved to approve the Consent Items. Director Philips seconded the motion. Motion carried 5-0.

4) **Matters Removed from Consent Items**

None

5) **Presentations/Appointments**

None

6) **Continued/New Agenda Items**

a) **Public Hearing on the District's Proposed Water Rates**

President Hoffman declared the Public Hearing open at 6:07 p.m.

1. **Secretary's Report**

Ms. Ward reported that the District received zero written protests, objections, or comments on the Proposed Water Rates.

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

Mr. Kennedy reported the Notice of Hearing was mailed out October 15, 2021, to 7,140 metered customers. The Notice of Public Hearing was also posted in the District office and on the District website on October 15, 2021. As a result, the District has complied with all of the legal requirements for this hearing within the requirements of Proposition 218.

3. **Staff's Report**

On June 2, 2021, the Board approved entering into a Professional Services Agreement (PSA) with IB Consulting, Inc. to prepare the District's required Water Rate Study. The purpose of the Rate Study is to develop a financial plan, with associated rates and charges, designed to provide revenues sufficient to fund the ongoing operating and capital costs necessary to operate the water department, while meeting the financial requirements and goals set forth by the District. Please note that water rates do not provide funding for government fund activities such as parks and recreation. On September 15th and September 27th, public workshops were held regarding the proposed rates. The proposition 218 notice was mailed on October 15, 2021.

The District's current water demand is approximately 3,100 AF. However, the District also has limitations on the amount of water it can provide daily due to maintenance, which wells are operational, and the daily water demands from customers that can vary substantially. As such, the District also utilizes Well 14 periodically to maintain a healthy amount of available water within its storage facilities throughout the District's service area.

Water production from Well 14 is from the Antelope Valley Adjudicated Area, and the District incurs purchased water costs equal to \$1,010 per AF paid to the Antelope Valley Water Master which can increase annually. With the use of Well 14 becoming more common to serve total demand and peak use times, the District is restructuring rates to account for purchased water costs and ensure full cost recovery of its annual revenue requirements.

The last cost-of-service study was completed in 2020, setting rates for FY 2021 through FY 2026 (2020 Report). However, Well 14 was not commonly used by the District at the time of the previous study, and the increased water demand, along with high periodic daily peaking, is a new phenomenon that must be captured through the District's rates. The 2020 Report identified annual revenue adjustments of 6% for each of the five fiscal years. The new proposed financial plan requires a 4% adjustment for the remainder of FY 2022, commencing on January 1, 2022, followed by 6% revenue adjustments for FY 2023 through FY 2026.

The rate structure has also been updated to capture the additional water supply costs associated with the Antelope Valley Adjudicated Area. Each customer class pays a proportionate share of both groundwater supplies (MWA and AVAA). The proposed rates for the Residential customer class incorporate a third tier to capture the higher cost of Antelope Valley Adjudicated Area groundwater supply.

4. **Public Comments, Protests, or Objections**

None

Director Johnson moved to close the public hearing. Director Philips seconded the motion. Motion carried 5-0 and the hearing was closed at 6:12 p.m.

b) **Discussion & Possible Adoption of Resolution No. 2021-22; Determining There Was No Majority Protest of the Proposed Water Rate Increases and Adopting a Water Rate Schedule and Superseding Existing Rates**

Staff Recommendation: For the Board to adopt Resolution No. 2021-22; Determining There Was No Majority Protest of the Proposed Water Rate Increases and Adopting a Water Rate Schedule and Superseding Existing Rates.

Director Johnson moved to approve the staff recommendation. Vice President Kujawa seconded the motion. Motion carried 5-0.

c) **Discussion & Possible Action Regarding Resolution No. 2021-23; Placing in Nomination Deborah Philips as a Director of the Association of San Bernardino County Special Districts Board**

Staff Recommendation: Should the Board desire to nominate a Director for the position of Director on the Association of San Bernardino County Special Districts' (ASBCSD) Board of Directors, staff recommends for the Board to adopt Resolution No. 2021-23.

Director Roberts moved to approve the staff recommendation. President Hoffman seconded the motion. Motion carried 5-0.

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

Staff Recommendation: None

Ms. Lowrance reported that the most updated status on the project is included in the manager's report. Still expecting to hear about grant funding by the end of the month.

No action taken; not an action item.

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

Staff Recommendation: None

Ms. Lowrance stated that District staff received questions from the DFA on the technical analysis of water rights. The next monthly meeting with IEC and Sheep Creek Water is tomorrow and staff will be clarifying their questions at that time.

Mr. Bartz reported that negotiations are still moving forward. A review of Sheep Creek's equipment determined that some of it is outdated and doesn't meet MDAQMD requirements so additional funding was added to the project for approval.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Antelope Valley Adjudication Committee (Ad Hoc)** – None.
- b) **Engineering Committee (Standing)** – Meets next week.
- c) **Finance Committee (Standing)** – Minutes from last meeting are in packet.
- d) **Legislative Committee (Standing)** – Representatives attended and provided updates. The survey for the ballot measure was reviewed.
- e) **Parks, Recreation & Street Lighting Committee (Standing)** – Met in October. Reminded everybody about the tree lighting ceremony on Friday night. Next meeting will be in January.
- f) **Waste & Recycling Committee (Standing)** – Met in November. Will be touring the Perris digester next week.

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

Nothing further to report.

9) **Reports**

- a) **Director's Report**
 - Kujawa** – Nothing to report.
 - Philips** – Nothing to report.
 - Roberts** – Nothing to report. Asked about status of reviewing District boundaries.
 - Johnson** – Nothing to report. Wished everyone a Merry Christmas.
- b) **President's Report** – Nothing further to report.

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

11) **Review of Action Items**

a) **Prior Meeting Action Items**

- Completed

b) **Current Meeting Action Items**

- None

12) **Set Agenda for Next Meeting**

- **Regular Board Meeting** – December 15, 2021
 - Strategic Plan in January

13) **Adjournment**

With no further business before the Board, the meeting was adjourned at 6:26 p.m.

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

Kathy Hoffman, President of the Board

Date

Kimberly Ward, HR Manager/Executive Secretary

Date

REGULAR BOARD MEETING MINUTES

December 15, 2021
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

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

Board Members Absent: None

Staff Present: Don Bartz, General Manager
George Cardenas, Engineering Manager
Kim Ward, HR Manager/Executive Secretary
Sean Wright, Water Operations Manager (Zoom)

District Counsel: None

Call to Order

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

Roll Call

All Directors were present at roll call.

1) Approval of Agenda

Mr. Bartz requested to remove item 5 from the agenda. Director Philips moved to approve the Agenda as amended. Director Kujawa seconded the motion. Motion carried 5-0.

2) Public Comment

a) **General Public** – None

b) Community Reports

- **Fire** – Captain Travis Aguirre reported on their community involvement. They recently hosted a very successful blood drive and they attended the tree lighting ceremony. He noted the recent rainfall and wanted to let the community know that sandbags are available at the station during normal business hours. He reminded the public to check smoke detectors and replace batteries when they are beeping, and to place carbon monoxide detectors lower to the ground since carbon monoxide is heavier than air. When lighting heaters and fireplaces for the first time they can burn off dust and it will smell for a few minutes. If it still smells after that, people can call and have the fire department come check to make sure

nothing is burning. He talked about the hazards of using outdoor propane heaters inside and advised against it. They have seen an increase in grow-house fires recently and encouraged the public, “If you see something, say something.” Residents can call 1-800-78-CRIME to report issues in their neighborhoods.

- **Snowline School District** – Ryan Homan, Superintendent, apologized that he hasn’t attended our meetings in the last couple months due to conflicting Board meetings. Noted resolutions regarding local control and guidelines. The January 1, 2022, vaccine mandate has been moved to August 2022. New indoor mask guidelines were implemented until January 15, 2022. Vaccine clinics for flu and Covid-19 have been held in the community and are completely optional. Some guidelines have been loosened and celebrations have been held for events. Serrano High School won the CIF Championship for football and band/chorus had some great events. Unfortunately the senior citizen event had to be postponed due to bad weather, but will be rescheduled. Thanked the District for being great partners with the school district. Saturday is the Angel Tree event.
- **Congress** – Hayden Bartz, Field Representative for Congressman Obernolte’s office, introduced himself.

3) **Consent Items**

Board meeting minutes from the previous meeting will be corrected. Director Roberts moved to approve the Consent Items with corrections. Director Philips seconded the motion. Motion carried 5-0.

4) **Matters Removed from Consent Items**

None

5) **Presentations/Appointments**

None

6) **Continued/New Agenda Items**

a) **Discussion & Possible Action Regarding the Election of Officers**

Staff Recommendation: For the Board to elect a President and Vice President for 2022.

Mr. Bartz presented this item.

Director Hoffman nominated Director Kujawa for President of the Board. Director Philips seconded the motion. Motion passed unanimously.

Director Kujawa nominated Director Philips for Vice President of the Board. Director Roberts seconded the motion. Motion passed unanimously.

b) **Discussion & Possible Action Regarding Committee Assignments**

Staff Recommendation: For the Board President to appoint District Committees for 2022.

The consensus was for all committee assignments to remain the same for next year.

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

Staff Recommendation: None

Mr. Cardenas reported that a traffic control study is being reviewed. A discussion for the monument sign and flag pole for the facility will be taking place soon. All plans are still in plan check. The District should have more information in the next couple of months.

Mr. Bartz reported that the Prop. 68 Park Grant was not successful. A per capita grant for approximately \$170,000 was awarded. Other grants will be pursued going forward.

No action taken; not an action item.

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

Staff Recommendation: None

Mr. Bartz reported that negotiations are still moving forward and we should know about funding by the end of the year or in January. The District has made sure all necessary items are included in funding requests, including additional equipment and the possibility of 0% interest loans or grant funding associated with the consolidation.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Antelope Valley Adjudication Committee (Ad Hoc)** – None.
- b) **Engineering Committee (Standing)** – Minutes are included in packet. Winter mode for Water Operations.
- c) **Finance Committee (Standing)** – None.
- d) **Legislative Committee (Standing)** – None.
- e) **Parks, Recreation & Street Lighting Committee (Standing)** – Tree lighting ceremony was a success. Next meeting will be in January.
- f) **Waste & Recycling Committee (Standing)** – Met last week.

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

Met with LAFCO. Maps are forthcoming.

9) **Reports**

- a) **Director's Report**
 - Kujawa** – Discussed CR&R tour. Hopes to have something like that here that creates almost zero waste.
 - Philips** – Discussed CR&R tour.
 - Roberts** – Noted current consumption vs last year consumption is less.
 - Johnson** – Noted that fill station use is down dramatically.
- b) **President's Report** – Thanked everyone for help while president.

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** – January 5, 2022
 - Debriefing on the Grant by KTUA
 - Expansion of District boundaries

13) **Adjournment**

With no further business before the Board, the meeting was adjourned at 6:39 p.m.

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

Kathy Hoffman, President of the Board

Date

Kimberly Ward, HR Manager/Executive Secretary

Date



Agenda Item 3b

Approval of Board
Stipends/Reimbursements

Agenda Item 3c

Approval of Contractor
Payments

Date: 11/22/2021

Name of Vendor: H.A. Baqai P.E.

Description of work: Homefield Mitigation

Purchase Order # PO-04881

Date of Board Approval August 1, 2021

Original Approved Amount: \$ 160,000.00

Total Contract Amount \$160,000.00

% Completed to Date 28%

Total Invoiced to Date \$ 45,441.32

Amount Paid to Date 0.00

Total Due this Invoice \$45,441.32

Total Contract Amount After Invoice: \$ 114,558.68

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

Engineering Manager _____ Date _____

JB

12/20/21

General Manager _____ Date _____

Approved by Board of Directors: _____

Date

requested can only be made by board staff and will be charge \$0.10 per page and color copies and large higher price		
4. File reviews on 6-22, 6-23,6-24 6-hr each a total of 18-hrs- plus 30-milis travel and 1.5 hrs travel time	18-hrs	\$4.500-
5. Meeting with Mojave Water Agency Engineering Manager on 6-24- 2-hrs plus 1-hr travel time and 40 miles (purpose of the meeting to go over water quality in the local area and cost of water for member and private buyers	2-hrs	\$500-
6. Total miles = 100 @\$0.56/mi		\$56-
7. Total travel time 3,5 hrs @ \$100-per hr		\$350-

Total Amount

\$ 7,656

Please make check payable to
H.A. Baqai
P.O. Box 548, Victorville, CA 92393

INVOICE

H. A. Baqai, P.E.
P.O. Box 548
Victorville, CA 92393

Date August 1 --2021 __ Invoice No. 8-01-2021-1

Description of Services performed in June 2021, for Phelan-Sheep Creek CSD Project	Hours	Amount
<p>1. Meeting with the Regional Board management staff on 6-3-2021 to discuss the project and my needs for review of files dealing with Ducommun /Aerochem, Analite,, Meadowbrook Dairy and A& Dairy</p>	<p>2-hrs plus 30 min travel time and 10 mile</p>	<p>2-hrs @\$250- per hr= \$500-</p>
<p>2. Meeting on 6-4 to go over the period of files review and procedures to review. Files from the SWRCB archives were requested by board staff and I was informed on or about 6-16 that at least 20-boxes of files have arrived for my review</p>	<p>1-hr plus 30 min travel and 10-mile</p>	<p>1-hr= \$250-</p>
<p>3. I began my file review on 6-18 , I followed the protocol of the procedure for login and logout. No files can be removed. All copies of the docs</p>	<p>6-hrs</p>	<p>\$1,500-</p>

<p>Total amount</p> <p>Please make check payable to:</p> <p>Hisam Baqai, P.E P.O.BOX 548 Victorville, CA 92393</p>	<p>Total travel miles of 142</p> <p>@ \$0.56-per mile</p>	<p>\$79.52</p>
<p>Total Due</p>		<p>\$15,959.52</p>

INVOICE

H. A. Baqai, P.E.
P.O. Box 548
Victorville, CA 92393

Date: September 10, 2021 Invoice No.9-01-2021-2

Description of Services performed in July 2021, for Phelan CSD Project	Hours	Amount
1. Project file review 7=6-2021	1.5 hrs	
2. Anadite/Aerochem files rvws 7=7	6.5 hrs	
3. 7-8 file rvws	7-hrs	
4. 7-12- file rvws	7-hrs	
5. 7-13	7-hrs	
6. 7-14	7.25hrs	
7. 7-15	5-hrs	
8. 7-22	4-hrs	
9. 7=27	7.25 hrs	
10.7—28	7-hrs	
11. 7-29- meeting to brief progress	1.5 hrs	
PPHCSD office-42-miles and 1.3 hrs travel time	Total hrs= 61-hrs @\$250-per hr	\$15,250.00
All file reviews 10-miles each trip and 30-min travel time total trips 10-total miles 100-miles	Total travel hrs= 6.3 hrs @\$100-=per hr	\$630.00
And total travel time hrs 5-hrs plus 1.3-hrs travel time on 7-29 a total of 6.3 hrs		
Total mileage 142-miles		

<p>Total amount</p> <p>Please make check payable to:</p> <p>Hisam Baqai, P.E P.O.BOX 548 Victorville, CA 92393</p>	<p>due</p>	<p>\$21,825.80-</p>
----------------------------------------------------------------------------------------------------------------------------	------------	---------------------

INVOICE

H. A. Baqai, P.E.
P.O. Box 548
Victorville, CA 92393

Date: October 29, 2021 Invoice No.9-01-2021-3

Description of Services performed in August 2021, for Phelan CSD Project	Hours	Amount
1. Project 8-1 memo to Counsel	3- hrs	
2. Aerochem files rvws 8-2	7- hrs	
3. File rvws 8-9	7-hrs	
4. File rvws 8-10	7-hrs	
5. File rvws 8-12	5-hrs	
6. File rvws 8-16	7-hrs	
7. File rvws 8-17	7.25-hrs	
8. File rvws 8-18	7.25-hrs	
9. File rvws 8-19	7- hrs	
10. File rvws 8-23	7-hrs	
11. File Rvws 8-24	6- hrs	
12. File rvws 8-30	7-hrs	
13. File rvws 8-31	7-hrs	
 Total hours=	84.50	
	@\$250-	
	\$21,125-	
Total miles = 15x12= 180 miles @\$0.56	\$100.80	
 Total travel time =6-hrs@\$100-per hr=	\$600-	
\$600-		

Date: 11/22/2021

Name of Vendor: David Evans & Associates Inc.

Description of work: Civic Center Street Improvement

Purchase Order # PO-04325

Date of Board Approval June 2, 2021

Original Approved Amount: \$ 38,900.00

Total Contract Amount \$38,900.00

% Completed to Date 76%

Total Invoiced to Date \$ 29,613.46

Amount Paid to Date 26,513.46

Total Due this Invoice \$3,100.00

Total Contract Amount After Invoice: \$ 9,286.54

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

[Signature] 12/20/21
Engineering Manager Date

[Signature] 12/20/21
General Manager Date

Approved by Board of Directors: _____
Date



**DAVID EVANS
AND ASSOCIATES INC.**

George Cardenas
Phelan Pinon Hills Community Services District
4716 Warbler Road
Phelan, CA 92371

Invoice Number 500840
Invoice Date December 16, 2021
PO Number
Page 1 of 1

Work Beginning 10/31/2021 through 11/27/2021
Project PPHC0000-0002: Civic Center Plaza

Manager: Shane Schubert

	Contract Amount	Previously Billed	Total Invoice To-Date	Percent Complete	Due This Invoice
001 Project Management / Meetings	3,600.00	1,113.46	1,113.46	30.93%	0.00
002 Traffic Report Scope	2,800.00	2,800.00	2,800.00	100.00%	0.00
003 Traffic Count	1,000.00	0.00	0.00	0.00%	0.00
004 VMT CEQA Analyses	4,000.00	0.00	0.00	0.00%	0.00
005 Traffic Report	9,000.00	7,200.00	7,200.00	80.00%	0.00
006 Street Improvement Plans	12,000.00	10,200.00	12,000.00	100.00%	1,800.00
007 Signing & Striping Plans	6,500.00	5,200.00	6,500.00	100.00%	1,300.00
Subtotal	38,900.00	26,513.46	29,613.46	76.13%	3,100.00
Invoice Total	38,900.00	26,513.46	29,613.46	76.13%	3,100.00

email invoice to George Cardenas <GCardenas@pphcsd.org>

APPROVED FOR PAYMENT

12/17/21

Aged Receivables as of 12/10/2021				
<u>0 To 30 Days</u>	<u>31 To 60 Days</u>	<u>61 To 90 Days</u>	<u>Over 90 Days</u>	<u>Total Outstanding</u>
\$3,100.00	\$0.00	\$0.00	\$0.00	\$3,100.00

Submit payment to: Dept LA 24340 Pasadena CA 91185-4340



Invoice Attachment 500840
Invoice Date December 16, 2021
PO Number
Page 1 of 1

Project PPHC0000-0002: Civic Center Plaza
Phelan Pinon Hills Community Services District

	<u>Current Hours</u>	<u>Rate</u>	<u>Current Amount</u>
Hourly Tasks Total			<u><u>\$0.00</u></u>

Submit payment to: David Evans and Associates, Inc. Dept LA 24340 Pasadena CA 91185-4340



Purchase Order Activity Report

Purchase Order Summary

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: EVANS		Vendor Name: David Evans and Associates, Inc.		
Purchase Order: PO-04325				
12/1/2020	Issued		38,900.00	38900.00
3/3/2021	Invoiced	482478	(13,189.70)	25710.30
4/28/2021	Invoiced	486010	(2,500.00)	23210.30
6/24/2021	Invoiced	489651	(4,600.00)	18610.30
6/30/2021	Invoiced	491094	(5,400.00)	13210.30
8/31/2021	Invoiced	493102	(223.76)	12986.54
9/29/2021	Invoiced	494874	(600.00)	12386.54



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

PURCHASE ORDER

PO Number: PO-04325

Date: 12/01/2020

Request #: PO-04325

Vendor #: EVANS

ISSUED TO: David Evans and Associates, Inc.
 Dept LA 24340
 Pasadena, CA 91185-4340

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		Civic Center Street Improvement	C0002		01-0-0-17000	CIP Enterprise Fun	38,900.00
		Civic Center Project Engineering Services 1. Project Management 2. Traffic Study 3. Sheep Creek Road and Private Access Road Street Design 4. Striping and Signage Plans Total: \$38,900					

Requested By: George Cardenas

Date: 12/1/2020

SUBTOTAL:	38,900.00
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	38,900.00

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



Phelan Piñon Hills Community Services District

4176 Warbler Road • P. O. Box 294049 • Phelan, CA 92329-4049 • (760) 868-1212 • Fax (760) 868-5072

DATE: August 5, 2020

TO: Board of Directors

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

SUBJECT: Review, Discussion and Possible Action to enter into a professional services agreements (PSA) for the revision to the approved Conditional Use Permit (CUP) for the Civic Center Plaza project and preliminary design (35%) for County approval for the Phelan Community Park project

RECOMMENDATION

Staff recommends the Board to approve a PSA's with KTUA, David Evans and Associates, TRLS Engineering Inc., and Tom Dodson Associates for the revision to the current CUP for the Civic Center Plaza project and Phelan Community Park preliminary design (35%) for County approval for the amount not to exceed **\$421,325**.

BACKGROUND

At the July 1, 2020 Board meeting, KTUA presented the proposed Phelan Community Park layout to the Board. The proposed Civic Center site plan was modified to blend the design of the Civic Center and the proposed Phelan Community Park. The Maintenance Building was relocated from the Civic Center to the Community Park site plan. Also proposed is a secondary access to the park from Sheep Creek Road.

Civic Center Plaza - Revision to approved CUP

The CUP for the Civic Center Plaza was approved by the Planning Commission on May 18, 2017, and an extension was issued. A revision to the existing approved CUP is necessary with the site modifications proposed. Staff solicited and received proposals for the revision of the approved CUP (35%).

KTUA (Civic Center site modification design, ref. exhibit A2)	\$ 48,845	PO 4200	8/12/2020	
David Evans and Associates Inc. (traffic study, street design) *	\$ 38,900	PO 4325	12/1/2020	
TRLS Engineering Inc. (Civil Design, survey misc., FEMA, etc.) *	\$ 87,000	PO 4201	8/12/2020	
N/A Tom Dodson and Associates (biological study)	\$ 7,500			11/29/21 +PO 4848 (\$19,500)
Sub-Total:	\$182,245**			

* (fees to 100% design)

** Excludes San Bernardino County fees

Steen Design current contract for revision to CUP 2/2020 (\$12,000)

Phelan Community Park - 35% Schematics Phases (County submittal for CUP)

KTUA is the lead project manager for Phases 1 and 2. Experienced in working with San Bernardino County Planning processes, Steeno Design will take lead in submittals for plan check and CUP approval. Schematics will serve as "almost shovel ready" projects for capital grant application submittals as well as capital programming and budgeting.

KTUA (Phase 1 and 2, ref. exhibit A1)	\$239,080	PO 4200	8/12/2020
Exclusions (page 13 of 15)			

Combined Total: \$421,325

Civic Center approved CUP cost to date

In early 2010, the District began planning for a future District office. The District purchased the 5-acre parcel (APN 3066-261-10), adjacent and north of the Phelan Park, in 2011 and hired an architect to design the future office building. Steeno Design was brought on in 2012 to finalize the office building design and begin design for the future development of the 5-acre parcel. An Administration, Community and Maintenance Operations buildings were proposed. The project was presented to the Board and approved to move forward with a CUP. After several years, the San Bernardino County Planning Commission approved the preliminary design in 2017. Below are the accrued costs (paid to date) of the project (C0002).

Architectural preliminary design	\$ 54,000
Engineering Services:	
Civil Design Services / Traffic	\$ 28,300
Surveyor Services (merger/RS)	\$ 6,980
Topographic Survey (Civic Center & 14-acre)	\$ 11,500
Environmental Studies:	
Geotechnical	\$ 14,178
Biological	\$ 1,350
Drainage Study	\$ 5,040
WQMP	\$ 2,000
San Bernardino County Fees	\$ 48,000
Sub-Total (paid to date):	(\$171,348)

Civic Center / Phelan Community Park open contracts

In early February 2020, the District approved moving forward in the next phase for the Civic Center Plaza. In early March of 2020, the District met with KTUA for discussions of pre-planning site plan development of the future Phelan Community Park project (C0078).

Steen Design (Civic Center)	\$ 12,000
KTUA (conceptual site planning)	\$ 29,875
Sub-Total (open contracts):	\$ 41,875
Total:	\$213,223

FISCAL IMPACT: \$421,325

ATTACHMENTS: Conceptual Master Plan, KTUA letter and proposal, David Evans & Associates Inc. proposal, TRLS Engineering Inc. proposal, Civic Center approved CUP site plan, bubble diagram

Date: 11/22/2021

Name of Vendor: Lilburn Corporation

Description of work: Civic Center Park Environmental Project

Purchase Order # PO-04593

Date of Board Approval June 1, 2021

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

Total Contract Amount \$ 73,640.00

% Completed to Date 39%

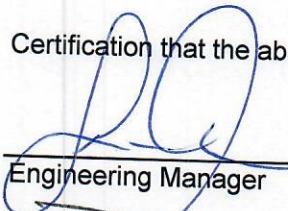
Total Invoiced to Date \$ 28,870.75

Amount Paid to Date 23,376.00

Total Due this Invoice \$5,494.75

Total Contract Amount After Invoice: \$ 44,769.25

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

 _____
 Engineering Manager 12/20/21
Date

 _____
 General Manager 12/20/21
Date

Approved by Board of Directors: _____
Date

LILBURN CORPORATION

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

INVOICE

No. 21-1042

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

Invoice Date: October 14, 2021
Project No.: 1443
Auth. No.: PO-04593, PO-04712 *4PO 4851*
Due: November 13, 2021*

PHELAN CIVIC CENTER & COMMUNITY PARK PROJECT NO. C0078			
Invoice Period: September 13 - October 10, 2021			
<i>Professional Services:</i>	Hours	Rate	Total
Task 4: Traffic / VMT Expenses			
		Task 4 Total	\$ -
Task 5: Noise Analysis Expenses			
		Task 5 Total	\$ -
Task 8: Initial Study / Notices Environmental Analyst	24.00	\$85.00	\$ 2,040.00
		Task 8 Total	\$ 2,040.00
Task 10: Project Management			
		Task 5 Total	\$ -
Task 11: Supplement for 2 Reports Expenses			
		Task 11 Total	\$ -
CONTRACT SUMMARY			
Contract Amount	\$59,000.00		
CO #1	\$9,840.00		
Prior Billed	\$23,376.00		
This Invoice	\$2,040.00		
Total Billed	\$25,416.00		
Remaining	\$43,424.00		
TOTAL AMOUNT DUE			\$ 2,040.00

*PO 4593/4712 4851
APPROVED FOR
PAYMENT
12/17/2021*


*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.

LILBURN CORPORATION


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

INVOICE

No. 21-1226

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

Invoice Date: December 9, 2021
 Project No.: 1443
 Auth. No.: PO-04593, PO-04712
 PO-04851
Due: January 8, 2022*

PHELAN CIVIC CENTER & COMMUNITY PARK PROJECT NO. C0078			
Invoice Period: November 8 - December 5, 2021			
<i>Professional Services:</i>	Hours	Rate	Total
Task 4: Traffic / VMT			
<i>Expenses</i>			
Subconsultant (<i>Ganddini</i>)			\$ 2,244.75
		Task 4 Total	\$ 2,244.75
Task 5: Noise Analysis			
<i>Expenses</i>			
		Task 5 Total	\$ -
Task 8: Initial Study / Notices			
Environmental Analyst	13.00	\$85.00	\$ 1,105.00
		Task 8 Total	\$ 1,105.00
Task 10: Project Management			
Principal	0.50	\$210.00	\$ 105.00
		Task 10 Total	\$ 105.00
12/9/21 APPROVED FOR PAYMENT PO 4593 			
CONTRACT SUMMARY			
Contract Amount	\$59,000.00		
CO #1 & #2	\$14,640.00		
Prior Billed	\$25,416.00		
This Invoice	\$3,454.75		
Total Billed	\$28,870.75		
Remaining	\$44,769.25		
TOTAL AMOUNT DUE			\$ 3,454.75

*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

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

PURCHASE ORDER

PO Number: PO-04593

Date: 06/03/2021

Request #: PO-04593

Vendor #: LILBURN

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

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

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Civic Center-Park Environmental Civic Cetner / Community Buidling and Park Expansion w/ Lilburn Corporation BIologocial Assessment, Joshua Tree Survey, Permitting Traffic Study and VTM Screening Noise Study Air Quality / Greenhouse Gas Energy Assessment CEQA IS / Public Notices \$59,000	C0078		22-2-0-17000	CIP - Parks & Rec	59,000.00

Requested By: George Cardenas

Date: 6/3/2021

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

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



Purchase Order Activity Report

Purchase Order Summary

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: LILBURN		Vendor Name: Lilburn Corp.		
Purchase Order: PO-04593				
6/3/2021	Issued		59,000.00	59000.00
6/30/2021	Invoiced	21-0652	(1,530.00)	57470.00
6/30/2021	Invoiced	21-0743	(3,981.89)	53488.11
7/31/2021	Invoiced	21-0743-1	(5,972.89)	47515.22
8/31/2021	Invoiced	21-0841	(2,699.72)	44815.50
9/29/2021	Invoiced	21-0939	(9,191.50)	35624.00



Purchase Order Activity Report

Purchase Order Summary

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: LILBURN		Vendor Name: Lilburn Corp.		
Purchase Order: PO-04712				
8/18/2021	Issued		9,840.00	9840.00



Purchase Order Activity Report

Purchase Order Summary

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: LILBURN		Vendor Name: Lilburn Corp.		
Purchase Order: PO-04851				
11/29/2021	Issued		4,800.00	4800.00

Agenda Item 4

Matters Removed from
Consent Items

Agenda Item 5

Presentations/Appointments

Debriefing on Proposition 68 Parks
Grant Submittal

Agenda Item 6a

Discussion & Possible Action
Regarding 2022/2023 Budget
Process Schedule

MEMORANDUM

DATE: January 5, 2022

TO: Board of Directors

FROM: Don Bartz, General Manager
By: Lori Lowrance, Administrative Services Manager

SUBJECT: Review & Discussion regarding the 2022/2023 Budget Schedule

STAFF RECOMMENDATION

Staff recommends for the Board to review the attached draft 2022/2023 budget timeline and determine if modification are necessary.

BACKGROUND

Each year, staff completes a schedule for the budget process timeline. This timeline, along with a summary of the budget process, is published on the District's website and a press release is issued in order to encourage public participation.

FISCAL IMPACT

None

ATTACHMENT(S)

2022/2023 Budget Schedule
Draft Press Release – Budget Process & Schedule

Budget Schedule - Committees and Management 2022/2023 Budget			
January 5, 2022	Wed	6:00 PM	Regular Board Meeting - Board review schedule and approve.
January and February			Management and Supervision staff begin work on operational budgets, reviewing historical expenses, estimating future expenses, gathering quotes and estimates, evaluating goals and programs, etc.
January 10, 2022	Mon	10:30am	Following Staff Meeting: Management meeting budget process
January 11, 2022	Tues	4:00 PM	Parks and Recreation Committee - Review and discuss draft budget schedule, long range plans, programs and operational goals.
January 12, 2022	Wed	4:00 PM	Engineering Committee - Review and discuss draft budget schedule, long range plans and operational goals.
January 13, 2022	Thurs	2:00 PM	Special Legislative Committee Meeting - Review and discuss draft budget schedule, long range plans and operational goals.
January 18, 2022	Tues	4:00 PM	Finance Committee Meeting - Review and discuss draft budget schedule, long range plans and operational goals.
January 20, 2022	Thurs	4:00 PM	Special Waste and Recycling Committee - Review and discuss draft budget schedule, long range plans, programs and operational goals.
February 2022	TBD	TBD	As committees meet quarterly now, they may need to schedule special meeting(s) in February in order to complete the long range plans and operational goals by February 9, 2022.
February 9, 2022	Wed	5:00 PM	Long range capital, maintenance plans, programs and capital budgets due to Lori for inclusion in the February 23, 2022 Special Workshop.
February 16, 2022	Wed	Noon	Long range capital, maintenance plans, programs and capital budgets due to Kim for Special Board Meeting.
February 23, 2022	Wed	4:00 PM	Board Workshop - Workshop to review and approve long range capital, maintenance plans, programs, capital budgets, and goals.
March			Staff develops draft budget.
March 17, 2022	Thurs	Noon	Draft Budget due to Kim for inclusion in Finance Committee Meeting.
March 22, 2022	Tues	4:00 PM	Special Finance Committee Meeting - Review and discuss draft budget.
March 24, 2022	Thurs	Noon	Draft budget due to Kim for inclusion in March 30, 2022 Special Board Workshop package.
March 30, 2022	Wed	4:00 PM	Board Workshop - Review draft budget.
April 14, 2022	Thurs	Noon	Final Draft Budget due to Kim for inclusion in Finance Committee Meeting.
April 19, 2022	Tues	4:00 PM	Finance Committee Meeting - Review and discuss final draft budget.
April 28, 2022	Thurs	Noon	Final Draft Budget due to Kim for inclusion in May 4 Special Board Workshop package.
May 4, 2022	Wed	5:00 PM	Board Workshop - Review final draft budget (NOTE: This meeting is tentative. The meeting of March 30, 2022 will determine whether or not this meeting will be necessary).
June 1, 2022	Wed	6:00 PM	Regular Board Meeting - Budget presentation, Hearing, and possible adoption.



**PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT
2022/2023 BUDGET PROCESS & 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 opportunities for input into the budget process. These public meetings include workshops, committee, and Board meetings. Beginning in January, committees review and update their respective Long Range Plans including the 10-year Capital Improvement Plan (CIP) and Maintenance plans. In February, staff gathers information in preparation for the budget. February through March, the Board reviews and approves the Long Range Capital Plans and also provides staff with budget assumptions to be used based on the consumer price index and other economic factors. Considering these guidelines, staff begins the process of preparing a draft budget. Staff works with department managers and supervisors to obtain budget information and incorporates the data with the assumptions as directed by the Board. The draft budget is reviewed by management and presented to the Finance Committee for consideration prior to being presented to the full Board. The Final Draft Budget is made available for review and a public hearing is held in June. The Final Draft Budget is presented to the Board during the public meeting for final review, consideration, and adoption. All of these are public meetings and the District encourages public attendance and participation.

The events listed below have been scheduled to promote public participation and ensure the public has the opportunity to become familiar with the budget process. **The Public is invited to ALL of these sessions and is encouraged to attend.**

	SCHEDULE OF EVENTS PUBLIC MEETINGS AND HEARING 2022/2023 BUDGET PROCESS
January and February	Committees meet, review and update long range capital, maintenance plans, programs, and District goals. Committee meeting agendas are posted on the District Calendar, in the office, online, and at the community centers. The public is invited and encouraged to attend and participate in this process.
February 23, 2022, 4:00 pm Wednesday Phelan Community Center	Special Board Workshop - Review and approval of committee proposed long range capital, maintenance plans, programs and goals.
March 22, 2022, 4:00 pm Tuesday Phelan Community Center	Special Finance Committee - Review draft budget.
March 30, 2022, 4:00 pm Wednesday Phelan Community Center	Special Board Workshop - Review draft budget.
April 19, 2022, 4:00 pm Tuesday Phelan Community Center	Finance Committee - Review final draft budget.
May 4, 2022, 5:00 pm Wednesday Phelan Community Center	Special Board Workshop - Review final draft budget. Note: This meeting is tentative. The meeting of March 30 will determine whether or not this meeting will be necessary.
June 1, 2022, 6:00 pm Wednesday Phelan Community Center	Regular Board Meeting - BUDGET HEARING - Budget approval (with any modifications identified as a result of the hearing).
NOTE: Due to COVID-19 restrictions, any or all of the above meetings may be held via Zoom. All meetings have an agenda posted in advance which will tell how the meeting will be conducted.	

Agenda Item 6b

Discussion & Possible Action
Regarding Resolution No. 2022-01;
Establishing Policies for Board
Conduct Amongst Directors and
with Staff

MEMORANDUM

DATE: January 5, 2022

TO: Board of Directors

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

SUBJECT: Discussion & Possible Action Regarding Resolution No. 2022-01; Establishing Policies for Board Conduct Amongst Directors and with Staff

RECOMMENDATION

Staff recommends for the Board to review and adopt Resolution No. 2022-01; Establishing Policies for Board Conduct Amongst Directors and with Staff.

BACKGROUND

Periodically, the District's policy concerning relations among Board members and staff is reviewed to determine if changes are necessary. The last modification occurred on September 4, 2019, when the policy was amended to address the use of social media by Directors. The policy is being brought back for review and adoption; no material changes were made.

FISCAL IMPACT

None

ATTACHED:

Resolution No. 2022-01

RESOLUTION NO. 2022-01
A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE PHELAN PINON HILLS COMMUNITY SERVICES DISTRICT
ESTABLISHING POLICIES FOR BOARD CONDUCT
AMONGST DIRECTORS AND WITH STAFF

WHEREAS, the Board of Directors of the Phelan Pinon Hills Community Services District finds as follows:

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

B. The District is governed by an elected Board of Directors (“the Board”) whose meetings are subject to the requirements of the Ralph M. Brown Act, California Government Code Section 54950 et seq. (“the Brown Act”), pursuant to California Government Code Section 61044.

C. The Board adopted Ordinance No. 2019-01 on January 2, 2019, establishing guidelines for the conduct of its public meetings and activities and imposing requirements upon itself which allow greater access to its meetings than prescribed by the Brown Act.

D. The purpose of this Resolution is to supplement Ordinance No. 2019-01 and to ensure that the Board’s deliberations are conducted honorably and that its activities are performed in a manner that reflects a dedication to the highest standards of integrity so as to continue to earn the trust and confidence of the public served by the District.

THEREFORE, THE BOARD OF DIRECTORS of the Phelan Pinon Hills Community Services District does hereby resolve as follows:

Section 1. **RELATIONS BETWEEN DIRECTORS.**

1.1. **Duties.** 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. All members of the Board shall exercise their independent judgment on behalf of the entire District, including the residents, property owners, and the public as a whole in furthering the purposes and intent of the District.

1.2. **Officers.**

1.2.1. Within 45 days after each general District or unopposed election, the

Board shall meet and elect the officers of the Board. The Board shall elect its officers annually at its second meeting in December.

1.2.2. The officers of the Board are President and Vice-President. The President shall preside over meetings of the Board and the Vice-President shall serve in the President's absence or inability to serve. The Board may create additional offices and elect members to those offices, provided no members of the Board shall hold more than one office.

1.3. **Parliamentary Procedure.**

1.3.1. A majority of the total membership of the Board shall constitute a quorum for the transaction of District business. Except as otherwise specifically provided by law, a majority of the total membership of the Board is required for the Board to take action. The Board shall act only by ordinance, resolution, or motion. The Board President shall have the same rights and obligations of the other Directors concerning voting procedures. The minutes of the Board shall record the aye and no votes taken by the members of the Board for the passage of all ordinances, resolutions, or motions. The Board shall keep a record of all its actions, including financial transactions.

1.3.2. Meetings of the Board shall be subject to the Brown Act and Ordinance No. 2019-01 (as may be amended from time to time). Rosenberg's Rules of Order shall provide general guidance for the conduct of the Board's business, except where otherwise provided by law, ordinance, resolution, or motion of the District, or otherwise inconsistent with the intent of the Board. The Board President (or committee chair) shall preserve order and decorum and will rule on all matters of procedure, with the advice of legal counsel. Questions of law may be referred to the District's legal counsel for opinion.

1.4. **Committees.** Any matter brought before the Board may, if deemed necessary, be referred to District staff or a committee of the Board composed of less than a quorum of the Board for review and recommendation. The Board may establish such standing and ad hoc committees as it deems necessary. The selection of the Board members to serve on such committees shall be recommended by the Board President and approved by a majority of the Board. A review of the Board's committees shall be conducted on an annual basis.

1.4.1. Pursuant to Section 1 of Ordinance No. 2019-01, all meetings of standing committees of the Board shall be conducted in compliance with all applicable requirements of the Brown Act. Non-committee Board members may attend standing committee meetings, but shall not participate in the meetings.

1.4.2. Meetings of ad hoc committees of the Board may be exempt from the notice, agenda, and public participation requirements of the Brown Act as long as the committees substantially comply with the following guidelines: (1) The committee's duration should be restricted to a relatively short period of time; (2) The committee's purpose should be limited to a single and specific task; (3) The committee shall not be given any independent discretionary authority to make ultimate decisions on behalf of the Board with respect to the final resolution of the task; (4) The committee's charge should not be automatically renewed upon completion of its particular assignment or expiration of its fixed term; (5) The committee's meeting schedule should not be on a regular basis or established by formal action of the Board; (6) Public notice of the formation of the committee shall be given in a timely manner; and (7) Neither non-committee Board members nor select outside parties shall be invited or permitted to attend the committee meetings.

1.4.3 Disputes arising regarding the selection of a committee chairperson shall be settled by the Board President.

1.5. **Personal Conduct.** The business of the District is a team effort. All Board members should work together in a collaborative manner, assisting each other in conducting the affairs of the District. Directors shall, at all times, conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings. Directors shall defer to the President concerning the conduct of Board meetings, but shall be free to question and discuss items on the agenda. In turn, the Board President shall not exercise the privileges of the office in such a manner as to unfairly advance his or her own personal opinions or unduly prejudice the positions of other Board members. When responding to requests and concerns from the public and other District customers, Board members should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel. Board members should develop a working relationship with the District's General Manager wherein current issues,

concerns, and District projects can be discussed comfortably and openly. Board members should function as a part of the whole. Issues should be brought to the attention of the entire Board, rather than to individual members selectively. Board members are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

1.6. **Communication of Views and Positions.** The Board is committed to providing excellence in legislative leadership necessary to furnish the highest quality of government services to the public and to the District's customers. In order to achieve this goal, cooperative interaction between and among Board members is encouraged. As such, the following rules shall be observed:

1.6.1. Board members should refrain from discussing or commenting on District business on social media.

1.6.2. The dignity, style, values, and opinions of each Board member shall be respected. Responsiveness and attentive listening in communication is encouraged.

1.6.3. The needs of the public and the District's customers should be the priority of the Board.

1.6.4. Board members should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

1.6.5. Board members should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities, rather than issues, will be avoided.

1.6.6. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions in a constructive and forthright manner. However, once the Board has taken action, individual Board members should commit to support said action and not create barriers to the implementation thereof.

1.7. **Board Discipline.** In the exercise of its discretion, the Board, by affirmative vote of four (4) of its members, may censure any of its members for a period of time deemed appropriate by said supermajority of the Board. Unless otherwise prohibited by law, the maximum penalty that may be imposed upon the censured member by said supermajority of the Board during the period of such censure shall be the following:

1.7.1. The suspension of all spending of District funds by the censured Board member and of all reimbursement from District funds of any costs incurred by the censured Board member, unless otherwise allowed by the Board.

1.7.2. The removal of the censured Board member from service as an officer of the Board, and/or on all committees and other assignments on behalf of the District and/or the Board, unless subsequently authorized by the Board.

1.7.3. The withholding of all compensation by the District to the censured Board member except as otherwise allowed for attending meetings of the Board and other meetings subsequently authorized by the Board.

Section 2. **RELATIONS WITH STAFF.**

2.1. **Interaction with Staff.**

2.1.1. **General.** The Board will deal with the administrative service of the District only through the General Manager. The General Manager is the Board's only link to operational achievement and conduct; all authority and accountability of staff is considered the authority and accountability of the General Manager. In the event the General Manager is unavailable, the next designated staff member would be accountable. Members of the Board will refrain from making requests directly to District employees (other than the General Manager) to undertake analyses, perform work assignments, or change the priority of work assignments. Additionally, Directors are to refrain from having open discussions regarding the District's operations or topics of a potentially sensitive nature with any staff member other than the General Manager, as doing so could undermine management, jeopardize the District's credibility, or even put the District at risk legally. The Board, as a whole, will not evaluate, either formally or informally, any staff member other than the General Manager. In seeking clarification on informational items, Directors should contact the General Manager to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making. Any Board member requests that require substantial work, as determined by the General Manager, will be addressed with the Board President.

2.1.2. **Division of Responsibilities.** The Board is responsible for setting District policy and procedures since each individual Director is accountable to the public as an elected official. The Board appoints the General Manager and defines the duties of the position. The Board is not to instruct management on the implementation of

District policies.

a. The Board is responsible for: (1) Establishing policies, direction, procedures, and oversight, and approving programs to implement policies, during open public meetings; (2) Appointing a General Manager, who will be responsible for the management of all operations and affairs of the District; and (3) Delegating certain powers to the General Manager in the operation of District affairs.

b. The General Manager is responsible for: (1) Recommendation of policies, direction, procedure, and oversight to the Board; (2) Recommendation of programs and systems to the Board for implementation of District policies; (3) Carrying out policies and projects approved by the Board; (4) Arranging an orientation of District departments and facilities for all new Board members (and re-orientation for current Board members indicating interest) within 60 days of the Board member being sworn as a Director of the District; and (5) Serving as the District's official spokesperson unless the Board specifically directs otherwise.

2.1.3. **Board of Directors/General Manager**

a. The Board sets the policy, direction, procedure, and oversight for the District. The District's General Manager shall be responsible for all of the following: (1) The implementation of the policies established by the Board for the operation of the District; (2) The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employee relations system established by the Board; (3) The supervision of the District's facilities and services; and (4) The supervision of the District's finances. The Administrative Services Manager will oversee and maintain a system of auditing and accounting that will completely, and at all times, show the financial condition of the District in accordance with generally accepted accounting principles and legal requirements. The Board will retain and periodically review the work of an auditor as an independent contractor of the District (other than the Administrative Services Manager), who will report to the Board on an annual basis the results of an audit of the District's books, records, and financial affairs.

b. The District's General Manager serves at the pleasure of the Board. The Board will provide policy, procedure, oversight, direction, and instructions to the General Manager on matters within the authority of the Board by majority vote of the Board during duly convened meetings of the Board of Directors.

c. Members of the Board will deal with matters within the authority of the General Manager through the General Manager, and not through other District employees. Members of the Board will refrain from making requests directly to District employees (other than the General Manager) to undertake analyses, perform other work assignments, or change the priority of work assignments.

2.1.4. **General Manager Performance Evaluation.** The Board will evaluate the General Manager's performance qualitatively in conjunction with the annual anniversary of the General Manager's hire date, using as guidelines the General Manager's stated annual objectives. Adjustments in the General Manager's remuneration or contract will be consistent with the Board's evaluation of performance and achievement of stated objectives.

2.2. **Treasurer.** Pursuant to Resolution No. 08-12 adopted by the Board on August 13, 2008, the Board has designated an alternative depository for District funds in place of the San Bernardino County Treasury and has appointed a District Treasurer to serve in place of the County Treasurer. The same person may be appointed by the Board to serve as both the General Manager and the District Treasurer. The District Treasurer shall serve at the pleasure of the Board. The Board shall set the compensation of the District Treasurer. The Board shall require the District Treasurer to be bonded. The District shall pay the cost of the bonds.

Section 3. **REVIEW AND AMENDMENT.**

Each year the Board shall review this Resolution to determine its effectiveness and the necessity for its continued operation. The District's General Manager shall report to the Board on the operation of this Resolution, and make any recommendations deemed appropriate, including any proposed amendments. Upon conclusion of its review, the Board may take any action it deems appropriate concerning this Resolution. Nothing herein shall preclude the Board from taking action on the Resolution at times other than upon conclusion of the annual review. Any of the within rules not required by law may be suspended or changed by a majority of the members of the Board.

Section 4. **SEVERABILITY.**

If any provision of this Resolution, or the application thereof to any person or circumstances, is held invalid, such invalidity shall not affect other provisions or applications of this Resolution which can be given effect without the invalid provision or

application, and to this end the provisions of this Resolution are declared to be severable.

Section 5. **EFFECTIVE DATE.**

The provisions of this Resolution shall supersede Resolution No. 2019-15, adopted by the Board on September 4, 2019, and shall take effect immediately upon adoption.

ADOPTED this 5th day of January, 2022.

AYES:

NOES:

ABSTAIN:

ABSENT:

President, Board of Directors

ATTEST:

Secretary, Board of Directors

Agenda Item 6c

Review of Ordinance No. 2019-01;
Establishing Guidelines for the
Conduct of District Public Meetings
and Activities

MEMORANDUM

DATE: January 5, 2022

TO: Board of Directors

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

SUBJECT: Review of Ordinance No. 2019-01; Establishing Guidelines for the Conduct of District Public Meetings and Activities

RECOMMENDATION

For the Board to review Ordinance No. 2019-01; Guidelines for Conduct of District Public Meetings and Activities.

BACKGROUND

From time to time, the District's "Sunshine Ordinance" is reviewed to determine if any revisions are necessary. The last time modifications were made to this Ordinance was November 18, 2015, when Section 2.5 was added concerning the cancellation of regular meetings of the Board. The last review of this Policy took place on January 2, 2019; no modifications were made.

Ordinance No. 2019-01 is attached for Board review. Should the Board determine modifications are necessary, a clean draft of the Ordinance will be brought back for Board review and possible adoption.

FISCAL IMPACT

None

ATTACHED

Ordinance No. 2019-01

ORDINANCE NO. 2019-01

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT
ESTABLISHING GUIDELINES FOR THE
CONDUCT OF ITS PUBLIC MEETINGS AND ACTIVITIES**

WHEREAS, the Board of Directors of the Phelan Piñon Hills Community Services District finds as follows:

A. 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.

B. The District is governed by an elected Board of Directors (“the Board”) whose meetings are subject to the requirements of the Ralph M. Brown Act, California Government Code Section 54950 et seq. (“the Brown Act”) pursuant to California Government Code Section 61044.

C. The Board is authorized by Government Code Section 54953.7 to impose requirements upon itself which allow greater access to its meetings than prescribed by the Brown Act.

D. The purpose of this ordinance is to ensure that the Board’s deliberations are open to the public to the fullest extent permitted by law and its activities are performed in a manner that reflects a dedication to the highest standards of integrity and accountability so as to continue to earn the trust and confidence of the public served by the District.

THEREFORE, THE BOARD OF DIRECTORS of the Phelan Piñon Hills Community Services District does hereby adopt and ordain as follows:

Section 1. **COMPLIANCE WITH STATUTORY REQUIREMENTS.**

All meetings of the Board and all committees thereof shall be conducted in compliance with all applicable requirements of the Brown Act.

Section 2. **ADDITIONAL REQUIREMENTS.**

2.1. **Regular Meetings.** Pursuant to Government Code Section 54954(a), all regular meetings of the Board shall be held at 6:00 p.m. on the first and third Wednesdays of each month at the Phelan Community Center located at 4128 Warbler Road in Phelan, California, with the intent for meetings to last no more than three (3) hours, and to be adjourned by Board consensus.

2.2. **Special Meetings.** Special meetings of the Board shall be called and conducted in accordance with Government Code Section 54956. The Board shall not add any non-agendized item to the agenda of a special meeting.

2.3. **Agendas.**

2.3.1. **Descriptions.**

(a) *Open Session.* The agenda for all Board meetings and all committee meetings that are open to the public shall contain a brief, general description of each item of business to be transacted or discussed during the meeting and shall avoid the use of undefined abbreviations or acronyms not in common usage and terms whose meaning are not known to the general public. The description of an agenda item is adequate if it is sufficiently clear and specific to alert a person whose interests are affected by the item that he or she may have reason to attend the meeting or seek more information about the item.

(b) *Closed Session.* In addition to the brief general description of items to be discussed or acted upon in open and public session, the permissive provisions of Government

Code Section 54954.5 pertaining to closed session item descriptions are mandatory under this ordinance with respect to closed sessions.

2.3.2. Public Comment. The agenda for all meetings of the Board shall include an item for Public Comment so as to provide an express opportunity for members of the public to directly address the Board in accordance with the requirements of Government Code Section 54954.3(a) prior to the Board's consideration of the merits of any item placed on the agenda. In the event that a motion is made to reorder the agenda, or add an item to the agenda, or otherwise take any Board action prior to the Public Comment portion of the agenda, the President of the Board shall ask any members of the public in attendance at the meeting whether they wish to comment on the motion that is pending before the Board. During the Board's consideration of items discussed after the Public Comment portion of the agenda, the President of the Board should exercise best efforts to recognize any member of the public who wishes to speak on that issue prior to any action thereon that is taken by the Board. While testimony and input received from the public during Board meetings is a valuable part of the Board's decision-making process, the Board President is nevertheless authorized pursuant to Government Code Section 54954.3(b) to limit the total amount of time allocated for public testimony on particular issues to a reasonable length of time, to limit public testimony to five (5) minutes or less for each individual speaker (although individual speakers will be permitted on a reasonable basis to transfer their unused allotment of time to another speaker), and to prevent a person who is unduly repetitive from continuing to speak.

2.4. Posting. The agendas of all Board meetings and all committee meetings that are open to the public shall be posted in the following locations: (1) an exterior window or bulletin

board situated outside the location of the Piñon Hills Community Center which is accessible twenty-four (24) hours a day; (2) an exterior window or bulletin board situated outside the location of the Phelan Community Center which is accessible twenty-four (24) hours a day; (3) an exterior window or bulletin board situated outside the location of the District office which is accessible twenty-four (24) hours a day; and (4) the District website. The District will also provide five (5) copies of the full agenda packet at all Board meetings.

2.5. **Cancellation of Meetings.** Regular meetings of the Board may be cancelled by the President of the Board, after consultation with the District's General Manager, upon at least 72 hours' notice given in accordance with the applicable requirements of the Brown Act and Section 2.4 above.

Section 3. **ANNUAL REVIEW.**

Each year the Board shall review this Ordinance to determine its effectiveness and the necessity for its continued operation. The District's General Manager shall report to the Board on the operation of this Ordinance, and make any recommendations deemed appropriate, including proposals to amend the Ordinance. Upon conclusion of its review, the Board may take any action it deems appropriate concerning this Ordinance. Nothing herein shall preclude the Board from taking action on the Ordinance at times other than upon conclusion of the annual review.

Section 4. **SEVERABILITY.**

If any provision of this Ordinance, or the application thereof to any person or circumstances, is held invalid, such invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

Section 5. EFFECTIVE DATE.

The provisions of this Ordinance shall supersede Ordinance No. 2015-03, adopted by the Board on November 18, 2015, and shall take effect immediately upon adoption.

Adopted this 2nd day of January, 2019, by the following roll call vote:

AYES: Brandon, Hoffman, Johnson, Philips

NOES:

ABSTAIN:

ABSENT: Roberts



President, Board of Directors

ATTEST:



Secretary, Board of Directors

REVIEW HISTORY
January 8, 2020

Agenda Item 6d

Discussion & Possible Action
Regarding District Boundaries



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: January 5, 2022
TO: Board of Directors
FROM: Don Bartz, General Manager
By: Kim Ward, HR Manager/Executive Secretary
SUBJECT: Discussion & Possible Action Regarding District Boundaries

STAFF RECOMMENDATION

None

BACKGROUND

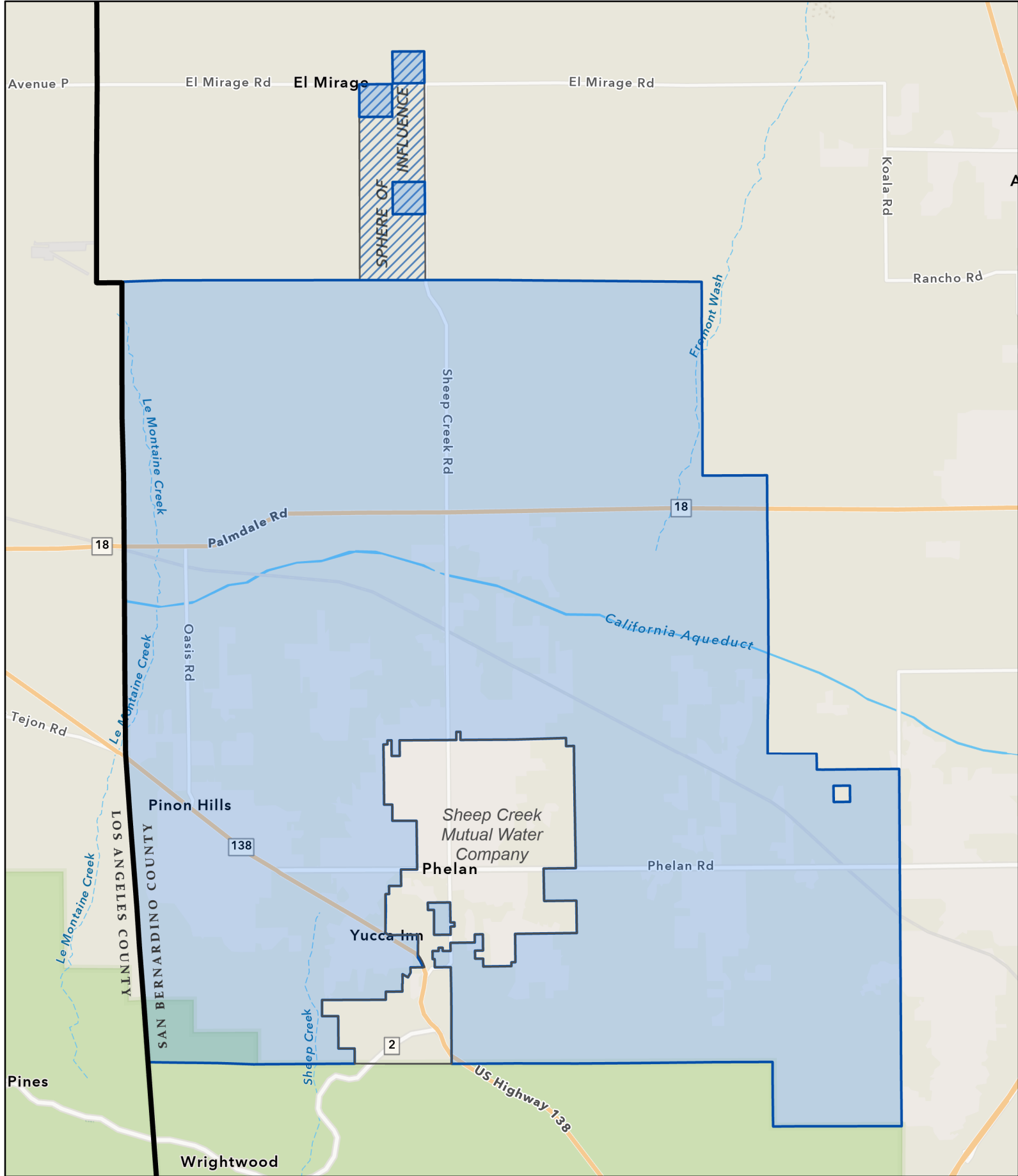
Staff is investigating modifying the District's boundaries and sphere of influence in El Mirage. At this time, staff is still collecting data from the county and from LAFCO, including a cost for boundary changes. Staff will update the Board on any additional information received on this matter.




FISCAL IMPACT

None

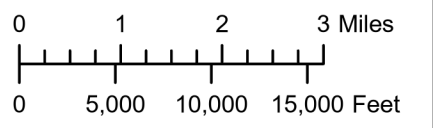
ATTACHMENT(S)

Map of Current Boundaries



- Legend**
-  District Water Service Area
 -  Sphere of Influence
 -  County Line

Phelan Piñon Hills Community Services District Boundary Map



65

Agenda Item 6e

Update on the Proposed Civic Center
& Phelan Park Expansion Projects



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

MEMORANDUM

DATE: January 5, 2022
TO: Board of Directors
FROM: Don Bartz, General Manager
By: Kim Ward, HR Manager/Executive Secretary
SUBJECT: Update on the Proposed Civic Center & Phelan Park Expansion Project

STAFF RECOMMENDATION

None

BACKGROUND

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

FISCAL IMPACT

None

ATTACHMENT(S)

None

Agenda Item 6f

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



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

MEMORANDUM

DATE: January 5, 2022

TO: Board of Directors

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

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

STAFF RECOMMENDATION

None

BACKGROUND

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

FISCAL IMPACT

None

ATTACHMENT(S)

None

Agenda Item 7

Committee Reports/Comments

ENGINEERING COMMITTEE MEETING MINUTES

December 8, 2021 – 4:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Kathy Hoffman, President
Mark Roberts, Director (Chair)

Board Members Absent: None

Staff Present: George Cardenas, Engineering Manager
Sean Wright, Water Operations Manager
Tony De La Rosa, Engineering Technician
Aimee Williams, Administrative Technician II

Guests/Public: None

Call to Order

Director Roberts called the meeting to order at 4:02 p.m.

Roll Call

All Committee Members were present at Roll Call.

1) **Approval of Agenda**

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

2) **Public Comment** – None

3) **Approval of Minutes**

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

4) **2020 Water Masterplan**

Mr. Cardenas stated that the Water Masterplan is completed and this item will be removed from the agenda.

5) **Oeste Recharge Study Project**

Mr. Wright reported that MWA is moving forward with their Oeste Recharge off of Cayucos Rd. and Oasis Rd. The submitted an application to get a construction meter to start drilling some monitoring wells before the percolation project begins.

6) **Discussion Regarding Water System**

- **Pumps and Wells Services Agreement**

- **10-Year Tank Rehabilitation & Maintenance Service**
- **Water Quality**
- **Service Line Replacement Program Update**
- **Other Repairs/Replacements/Updates/Maintenance**

Mr. Wright provided an update. Station 12 pump has been ordered for replacement. Booster maintenance and tank maintenance/rehabilitations are taking place as scheduled. Service line replacements are in full effect. Phase 2 meter replacements are taking place now. Wilson Ranch Rd. water lines will be lowered this year. Conservation has obtained grant money for insertion meters that will be added to the distribution system to help identify leaks. Fill station usage has been decreasing each month since August.

7) **Smithson Springs Update**

Mr. Wright stated that cleanup of the area was completed last Friday. Drone footage was taken afterwards and will be brought to the next committee meeting.

8) **State Regulations Update**

No updates on Chromium-6 yet. Ms. Oakes will be bringing some updates on SB1606 to the next meeting.

9) **Review of Current Projects**

- **Pressure Zone 6**

Mr. Cardenas noted that pressure testing will take place on the east side of Zone 6 to validate information for the proposed storage tank.

- **New Well No. 15**

Mr. Cardenas reported that the surveyors are working on the topographic breakdown. The design will be done in-house and work will begin soon. CEQA for Well No. 15 and No. 16 are near complete and should be done by the end of the year.

Mr. Wright noted that Edison has accepted the plans and they will be moving on to the design department.

10) **Staff Reports**

A report was provided in the packet. Mr. Wright noted that there have been 88 meters sold this year.

11) **Review of Action Items**

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

12) **Set Agenda for Next Meeting** – January 12, 2021

- Remove Item 4

13) **Adjournment**

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

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

SOLID WASTE & RECYCLING COMMITTEE MEETING MINUTES

December 9, 2021 – 4:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Deborah Philips, Chair
Rebecca Kujawa, Vice President

Board Members Absent: None

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

CR&R Staff Present: Brent Speers, General Manager

Guests/Public: None

Call to Order

Director Philips called the meeting to order at 4:01 p.m.

Roll Call

All Committee Members were present at Roll Call.

1) **Approval of Agenda**

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

2) **Public Comment** – None

3) **Approval of Minutes**

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

4) **Review of Quarterly Report**

The Committee reviewed the quarterly report and it will go to the Board for acceptance. Director Philips noted the increase in residential services. Mr. Speers commented on the growth and said there are a couple of new businesses in town.

5) **Review of Program Events**

Ms. Ward noted that the December tire clean-up day was cancelled due to lack of outlets to dispose of tires. Mr. Eco was utilized this year in the virtual platform and will be continued next year to help educate children and their families about recycling.

6) **Review of SB1383 Implementation Timeline**

An updated uniform collection timeline was provided in the packet. Ms. Ward is currently working on the franchise agreement amendment and the draft ordinance. The franchise agreement will be brought to the Board in January. There was a discussion regarding the possibility of removing the dump card fee from property taxes once SB1383 is implemented.

7) **Staff Reports**

Nothing further to report. A special meeting will be scheduled in January to review the franchise agreement amendment before it goes to the Board.

8) **Review of Action Items**

a) **Prior Meeting** – None

b) **Current Meeting** – Review feasibility of a possible District thrift store

9) **Set Agenda for Next Meeting** – Special Meeting – January 2022
Regular Meeting – March 10, 2022

10) **Adjournment**

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

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

Agenda Item 8

Staff & General Manager's Report

Agenda Item 9

Director Reports

Agenda Item 10

Correspondence/Information



BILLING SCHEDULE

JANUARY 2022

<p>January 1 - Bills mailed for December 2021 charges</p>	<p>January 18 - Payment must be received by 5:00 p.m. to avoid disconnection for November 2021 bill</p>	<p>January 19 -Disconnection date for November 2021 bill</p>	<p>January 24 -Payment must be received by 5:00 p.m. to avoid penalty for January 2022 bill</p>
-----------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------



FEBRUARY 2022

<p>February 1 - Bills mailed for January 2022 charges</p>	<p>February 14 - Payment must be received by 5:00 p.m. to avoid disconnection for December 2021 bill</p>	<p>February 15 -Disconnection date for December 2021 bill</p>	<p>February 22 - Payment must be received by 5:00 p.m. to avoid penalty for February 2022 bill</p>
-----------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------



MARCH 2022

<p>March 1 - Bills mailed for February 2022 charges</p>	<p>March 15 - Payment must be received by 5:00 p.m. to avoid disconnection for January 2022 bill</p>	<p>March 16 Disconnection date for January 2022 bill</p>	<p>March 22 - Payment must be received by 5:00 p.m. to avoid penalty for March 2022 bill</p>
---------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------

Holiday Closures

New Year's Day- Friday December 31, 2021

Martin Luther King Jr. Day- Monday January 17, 2022

President's Day- Monday February 21, 2022

Notice of Water Rate Change

The District provides water service to approximately 7,100 customers, and monthly water service fees are the primary source of revenue to operate the water system. Revenues received from water service fees are used solely to fund the water enterprise. The objective of the proposed five-year rate schedule is to fully fund operations, address capital replacement, and adequately build-up reserves to meet reserve policies through Fiscal Year 2025-2026. In addition, the District needs to ensure adequate funding to address additional capital and operating expenses. The new rates for the District's water service fees were adopted by the Board on December 1, 2021, after a noticed public hearing and several public meetings. The new rates are based on a comprehensive rate study prepared by an independent consultant.

Water rates for all District customers are scheduled to change. The new rates will begin January 1, 2022, and will be reflected on your billing statement received in February.

Fixed Charges (Meter Charge) \$/Month						
Meter Size	Current	Effective 1/1/2022	Effective 7/1/2022	Effective 7/1/2023	Effective 7/1/2024	Effective 7/1/2025
3/4"	\$23.62	\$22.80	\$24.17	\$25.63	\$27.17	\$28.81
1"	\$33.99	\$34.50	\$36.57	\$38.77	\$41.10	\$43.57
1 1/2"	\$59.91	\$63.75	\$67.58	\$71.64	\$75.94	\$80.50
2"	\$91.01	\$98.85	\$104.79	\$111.08	\$117.75	\$124.82
3"	\$189.49	\$210.00	\$222.60	\$235.96	\$250.12	\$265.13
4"	\$334.63	\$373.80	\$396.23	\$420.01	\$445.22	\$471.94
Chromium-6 Surcharge (all meters)	\$9.71	\$9.71	\$9.71	\$9.71	\$9.71	\$9.71

Variable Rates - \$/unit (1 unit = 748 gallons)						
Customer Class	Current	Effective 1/1/2022	Effective 7/1/2022	Effective 7/1/2023	Effective 7/1/2024	Effective 7/1/2025
<i>Residential</i>						
Tier 1: ≤ 9 hcf	\$2.80	\$2.73	\$2.90	\$3.08	\$3.27	\$3.47
Tier 2: 9 hcf- 29 hcf	\$4.26	\$3.12	\$3.31	\$3.51	\$3.73	\$3.96
Tier 3: > 29 hcf	N/A	\$7.53	\$7.99	\$8.47	\$8.98	\$9.52
<i>Commercial</i>						
	\$3.25	\$3.65	\$3.87	\$4.11	\$4.36	\$4.63
<i>Institutional</i>						
	\$3.75	\$3.96	\$4.20	\$4.46	\$4.73	\$5.02

If you have any questions, please contact the District at (760) 868-1212.

For additional information, please visit our website at www.pphcsd.org

Account Past Due?

Beginning January 2022, accounts that are past due will be subject to disconnection. To avoid interruption of service, please contact us ASAP to make a payment or to set up a payment arrangement.



**Make a payment
by phone, website,
or mail.**



**Need more time?
Contact us today
to make a payment
arrangement.**

**WE ARE HERE TO
HELP
CONTACT US
TODAY**

For more information, to make a payment,
or to set up a payment agreement:

**760-868-1212
www.pphcsd.org**



PROTECT YOUR PIPES

This Winter



PREVENT FROZEN PIPES

- **Wrap Your Pipes** - Check around your home for areas where water supply lines are located and are in unheated areas. Look in crawl spaces, attics, garages, and under kitchen and bathroom cabinets. Both hot and cold water pipes in these areas should be insulated.
- **Let Water Drip** - When the weather is very cold outside (such as at night), let the cold water drip from the faucet served by exposed pipes. Make sure to capture this water in a bucket for use elsewhere! Running water through the pipe - even at a trickle - helps prevent pipes from freezing.
- **Leave the Heat On** - If you will be going away during cold weather, leave the heat on in your home, set to a temperature no lower than 55 degrees fahrenheit.

TO THAW FROZEN

- **When in Doubt** - If you turn on a faucet and only a trickle comes out, suspect a frozen pipe. Locate the suspected frozen area of the water pipe. Likely places include pipes running against exterior walls or where your water service enters your home through the foundation.
- **Let Water Run** - Keep the faucet open. As you treat the frozen pipe and the frozen area begins to melt, water will begin to flow through the frozen area.
- **Warm it Up** - Apply heat to the section of pipe using an electric heating pad wrapped around the pipe, an electric hair dryer, a portable space heater (kept away from flammable materials), or wrapping pipes with towels soaked in hot water. Apply heat until full water pressure is restored.
- **Do NOT use a blowtorch, kerosene or propane heater, charcoal stove, or other open flame device.**
- **Check it Out** - Check all other faucets in your home to find out if you have additional frozen pipes. If one pipe freezes, other may freeze too.
- **Call for Help** - If you are unable to locate the frozen area or have other problems, call a licensed plumber.

FOR MORE INFORMATION AND OTHER USEFUL TIPS, CHECK OUT OUR WEBSITE WWW.PPHCS.D.ORG. OR FOLLOW US ON FACEBOOK AND INSTAGRAM!

Agenda Item 11

Review of Action Items

Agenda Item 12

Set Agenda for Next Meeting