



BOARD PACKAGE

April 12, 2023

Regular Board Meeting – 5:00 p.m.

REGULAR BOARD MEETING AGENDA

April 12, 2023

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. *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
- Federal Representatives
- Fire
- Mojave Water Agency
- School District
- Sheriff
- State Representatives

3) **Consent Items**

- Approval of Board Minutes
- Acceptance of Board Stipends/Reimbursements
- Acceptance of Franchised Hauler's Annual Report
- Approval of Contractor Payments
- Adoption of Resolution No. 2023-10; Establishing a Budget Policy
- Approval of Transfer of a Total of \$700,000 from General Government Fund Cash Account to Enterprise Fund Cash Account

4) **Matters Removed from Consent Items**

5) **Presentations/Appointments**



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

- 6) **Continued/New Agenda Items**
 - a) Discussion & Possible Action Regarding Replacement of Vacant Board Seat
 - b) Discussion & Possible Action Regarding Committee Assignments
 - c) Discussion & Possible Action Regarding South West Pump & Drilling Contract Payment for Well 15
 - d) Review & Discussion Regarding Payment Processing Analysis & Credit Card Convenience Fee
 - e) Update on the Proposed Civic Center & Phelan Park Expansion Projects
- 7) **Committee Reports/Comments**
 - a) Engineering Committee (Standing)
 - b) Finance Committee (Standing)
 - c) Legislative Committee (Standing)
 - d) Parks, Recreation & Street Lighting Committee (Standing)
 - e) Waste & Recycling Committee (Standing)
- 8) **Staff and General Manager's Report**
- 9) **Reports**
 - a) Director's Report
 - b) President's Report
- 10) **Correspondence/Information**
- 11) **Review of Action Items**
 - a) Prior Meeting Action Items
 - b) Current Meeting Action Items
- 12) **Set Agenda for Next Meeting**
 - Regular Board Meeting – April 26, 2023
- 13) **Recess to Closed Session**
 - Conference with Legal Counsel
 - Initiation of Litigation Pursuant to Government Code Section 54956.9(d)(4)
 - Two Potential Cases
- 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

March 22, 2023

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

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

Board Members Absent: Kathy Hoffman, Director

Staff Present: Lori Lowrance, Assistant General Manager/CFO
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 (Remote)

REGULAR BOARD MEETING – 5:00 P.M.

Call to Order

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

Roll Call

All but Director Hoffman were present.

1) Approval of Agenda

Vice President Roberts moved to approve the Agenda. Director Hays seconded the motion. Motion carried 4-0.

2) Public Comment

a) **General Public** – None

b) Community Reports

- **Federal Representative** – Hayden Bartz, Field Representative for Congressman Obernolte, provided an update on HR-1 and the 2024 budget.

3) Consent Items

Director Snyder moved to approve the Consent Items with the correction to the meeting date on the minutes. Director Hays 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 Proposed Solid Waste Collection Rates & Authorization to Mail Proposition 218 Notification**

Staff Recommendation: For the Board to review the rates submitted by CR&R for solid waste collection service for fiscal year ending 2024.

Ms. Sevy presented this item.

Consensus of the Board was to authorize mailing of the notification and proposed rate schedule.

b) Presentation & Discussion Regarding Billing & Payment Options

Staff Recommendation: None

Ms. Oakes provided a presentation on billing and payment options.

Public comment was provided by Debbie McAfee and Peter Barnes.

ACTION ITEM: Payment and credit card processing information.

No action taken; not an action item.

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

Staff Recommendation: None

Ms. Sevy reported KTUA is working on a proposal for design and project management for the ARPA grant project. Ms. Oakes reported the RFQ did not go out according to schedule.

No action taken; not an action item.

7) Committee Reports/Comments

a) **Engineering Committee (Standing)** – Has not met.

b) **Finance Committee (Standing)** – Met this week and reviewed the budget.

c) **Legislative Committee (Standing)** – Met last week. Director Snyder was appointed committee chair. Reviewed a proposed ballot measure which CSDA is requesting the Board to pass a resolution of opposition.

d) **Parks, Recreation & Street Lighting Committee (Standing)** – Reviewed park activities and programs.

e) **Waste & Recycling Committee (Standing)** – Has not met.

8) Staff and General Manager's Report

Nothing further to report.

9) **Reports**

a) **Director’s Report**

Roberts – Nothing to report.

Hays – Nothing to report.

Snyder – Nothing to report.

b) **President’s Report** – Attended Association of San Bernardino County Special Districts Board of Directors for the first time as a member of their Board of Directors and noted they have a new website. A report will be provided in the next agenda packet.

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

11) **Review of Action Items**

a) **Prior Meeting Action Items** – Complete

b) **Current Meeting Action Items** – Payment & Credit Card Processing Information

12) **Set Agenda for Next Meeting**

- Special Board Workshop – April 5, 2023, 5:00 p.m.
- Regular Board Meeting – April 12, 2023, 5:00 p.m.
 - Review of payment processing costs
 - Budget policy on consent calendar

13) **Adjournment**

With no further business before the Board, the meeting was adjourned at 5:43 p.m.

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

Rebecca Kujawa, President of the Board

Date

Kim Sevy, HR & Solid Waste Manager/District Clerk

Date

Agenda Item 3b

Acceptance of Board
Stipends/Reimbursements

Phelan Piñon Hills Community Services District

BOARD STIPEND & EXPENSE VOUCHER/REPORT

AB1234 Compliant

2023

***MAXIMUM PAID @ \$120 PER MEETING DAY AND LIMITED TO 10 MEETINGS PER MONTH**

Report of items paid for with District Credit Card***

Name: **Rebecca Kujawa**

Date: **March 23, 2023**

Date of mtg. or event	Expense Description / Business Purpose	*Meeting (\$120 or N/C)	Miles	REIMBURSEMENT REQUESTED				CREDIT CARD EXPENSES		
				Mileage**	Meals	Lodging	Other	Meals	Lodging	Other
<i>03/08/23</i>	Board Meeting	120.00	0.00	-						
<i>03/13/23</i>	ASBCSD Board Meeting	120.00	0.00	-						
<i>03/16/23</i>	Special Community Solid Waste & Recycling Meeting	N/C	0.00	-						
<i>03/20/23</i>	ASBCSD Dinner Meeting	120.00	96.00	62.88						
<i>03/22/23</i>	Board Meeting	120.00	10.20	6.68						
				-						
				-						
				-						
				-						
				-						
				-						
				-						
				-						
				-						
				-						
				-						
				-						
				-						
				-						
				-						
				-						
				-						
				-						
				-						
				-						
Totals		480.00	106.20	69.56	-	-	-	-	-	-

<p>A: Board Approved? (section 2.4)</p> <p style="background-color: yellow;">I certify the expenses listed above are related to my authorized travel according to the Phelan Piñon Hills Community Services District Policies.</p> <p>Board member's signature below</p> <p style="text-align: center;"><i>Rebecca Kujawa</i></p> <p>Signature</p>	Acct #	Totals:	Meals	480.00	Payroll			
		Mileage	69.56	Board Mtg				
		Meals	-	Meals	-			
		Lodging	-	Lodging	-			
		Other	-	Other	-			
Grand Total			549.56		-			

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

Agenda Item 3c

Acceptance of Franchised
Hauler's Annual Report

Annual Report

PPHCSD – CR&R INCORPORATED

Year: 2022

Summary Report:

<u>Actual Disposal</u>	Residential	Commercial	Total for the year
Total Route tons of solid waste for the year	11785.32	2534.99	14320.31
Total roll-off tons of solid waste for the year	0.00	1368.64	1368.64
Total residual solid waste for the year In County	0.00	0.00	0.00
Total solid waste disposal for the year (tons)	11433.70	3903.63	15688.95
<u>Diversions</u>			
Total Regular Diversion for the year (tons)	29.00	299.16	328.16
Total Green Waste Diversion for the year (tons)	0.00	0.00	0.00
Total Waste Generation for the year (tons)	11462.70	4202.79	16017.11
Diversion Rate for the year (%)	0.25%	7.12%	2.05%

Equipment Inventory: (A complete inventory of collection equipment in your operations.)

Truck #	Year	Make	Vin#	Lic #	Fuel Type
53302	1998	AUTOCAR	4VMHCMFE2WN744852	999219	DIESEL
57389	1995	AUTOCAR	4V2ECFHD9SN695282	88223G2	DIESEL
57440	2006	AUTOCAR	5VCDC6MF86H202933	5W57819	DIESEL
53303	1998	AUTOCAR	4VMHCMHE6XN766771	71566P1	DIESEL
53308	2000	VOLVO	4V2HC2HEOYN252848	70219P1	DIESEL
53301	1994	VOLVO	4V2HCFH08RN685995	378552	DIESEL
55280	1998	VOLVO	4VMDCMPE6WN747507	21647N2	DIESEL
55148	2006	AUTOCAR	5VCDC6ME66H203540	8E41807	DIESEL
57400	2006	AUTOCAR	5VCDC6PE26H203613	1240252	DIESEL
6757	1998	VOLVO	4VMDAKHE4WN744756	999197	DIESEL

Future Programs Report: (This report identifies all future programs and facilities that may be needed but have not been planned for.)

Mandates required under AB 939, AB1826, SB1383, AB341. Details to be determined upon implementation.

Litigation Information Report: (Declaration of any current status of all pending criminal or civil litigation.)

None to report at this time

Agenda Item 3d

Approval of Contractor
Payments

MEMORANDUM

DATE: April 12, 2022

TO: Board of Directors

FROM: Don Bartz, General Manager 
By: Sean Wright, Water Operations Manager 

SUBJECT: Discussion & Possible Action Regarding SouthWest Pump and Drilling Contract Payment for Well 15.

STAFF RECOMMENDATION

Staff recommends the Board approve the attached SouthWest Pump and Drilling (Contractor) application for payment for services and materials furnished at Well 15.

BACKGROUND

The District contracted with SouthWest Pump and Drilling on May 18, 2022, to drill Well 15 located on Azalea Rd. The contractor commenced work on November 29th, 2022. The original contract price was \$1,013,480 with a clause included stipulating "In the event of a price increase on the casing, the price increase will be invoicing cost plus Green Book Standard for Material Mark-up".

\$1,555,000 is budgeted for the fiscal year 2022/23 for the drilling and equipping of Well 15. Progress payments No 2 & 3 are part of the contract awarded by the board on May 18, 2022.

FISCAL IMPACT

Budgeted: \$1,555,000
Progress Payment No 2: \$ 645,515.34
Progress Payment No 3: \$ 45,400.50
Change Order Increase: \$ 39,527.34
Total: \$ 690,915.84

ATTACHMENT(S)

SouthWest Pump and Drilling Progress Payment No 2 & 3

Date: 03/28/2023

Name of Vendor: Southwest Pump & Drilling

Description of work: Well #15 Drilling & Development

Purchase Order # PO-05397

Date of Board Approval May 18, 2022

Original Approved Amount: \$ 1,013,480.00

C/O #1 Pending Board Approval on 4/12/23 \$39,527.34

Total Contract Amount \$ 1,053,007.34

% Completed to Date 93%

Sub Total Due to Date \$ 979,439.84

Less Retention to Date 5% \$ 48,972.00

Amount Paid to Date 284,952.49

Total Due this Invoice \$645,515.34

Total Contract Amount After Invoice: \$ 122,539.50

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

[Signature] 3-29-23
Water Operations Manager Date

[Signature] 3/29/23
General Manager Date

Approved by Board of Directors: _____
Date

**AIA Type Document
Application and Certification for Payment**

TO (OWNER): Phelan Pifon Hill Community Services District
P. O. Box 294049
Phelan, CA 92329-4049

PROJECT: Drill Well No. 15
Well No. 15
Azalea Road
Phelan, CA 92329-4049

APPLICATION NO: 2
PERIOD TO: 2/28/2023

DISTRIBUTION TO:
- OWNER
- ARCHITECT
- CONTRACTOR

FROM (CONTRACTOR): South West Pump & Drilling, Inc
53-381 Highway 111
Coachella, CA 92236

VIA (ARCHITECT):

ARCHITECT'S PROJECT NO.:

CONTRACTOR

CONTRACT FOR:

CONTRACT DATE:

Well # 15 Ram Case Gravel, Riv Lit
GLACIER
PO-05397
AMT
LTS 5153
SOWEST

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

- 1. ORIGINAL CONTRACT SUM \$ 1,013,480.00
- 2. Net Change by Change Orders \$ 39,527.34
- 3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 1,053,007.34
- 4. TOTAL COMPLETED AND STORED TO DATE \$ 979,439.84

5. RETAINAGE:

- a. 5.00 % of Completed Work \$ 48,972.00
- b. 0.00 % of Stored Material \$ 0.00

Total retainage (Line 5a + 5b) \$ 48,972.00

6. TOTAL EARNED LESS RETAINAGE \$ 930,467.84
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate) \$ 284,952.50

8. CURRENT PAYMENT DUE \$ 645,515.34

9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6) \$ 122,539.50

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	39,527.34	0.00
TOTALS	39,527.34	0.00
NET CHANGES by Change Order	39,527.34	

CONTRACTOR: South West Pump & Drilling, Inc
53-381 Highway 111 Coachella, CA 92236

By: 

Date: 3/10/2023

State of:

County of:

Subscribed and Sworn to before me this _____ Day of _____ 20____

Notary Public:

My Commission Expires: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA Type Document
Application and Certification for Payment

TO (OWNER): Phelan Pifon Hill Community Services District
P. O. Box 294049
Phelan, CA 92329-4049

PROJECT: Drill Well No. 15
Well No. 15
Azalea Road
Phelan, CA 92329-4049

APPLICATION NO: 2
PERIOD TO: 2/28/2023

DISTRIBUTION TO:
- OWNER
- ARCHITECT
- CONTRACTOR

FROM (CONTRACTOR): South West Pump & Drilling, Inc
53-381 Highway 111
Coachella, CA 92236

VIA (ARCHITECT):

ARCHITECT'S PROJECT NO:

CONTRACT FOR:

CONTRACT DATE:

ITEM	DESCRIPTION	PLAN QTY	UNIT PRICE	SCHEDULED VALUE	PREVIOUSLY COMP QTY/%	PREVIOUS APPL	COMP QTY/% THIS PERIOD	COMP AMT THIS PERIOD	STORED MATERIAL	COMPLETED AND STORED	%	BALANCE
1	Mobilization / Demobilization	1,000	160,000.0000	160,000.00	.700	112,000.00	.300	48,000.00	0.00	160,000.00	100.00	.00
2	Drill Conductor Bore	50,000	675.0000	33,750.00	50,000	33,750.00	.000	0.00	0.00	33,750.00	100.00	.00
3	Furnish & Install 36-Inch Conductor Casing with Cement Grout	55,000	600.0000	33,000.00	55,000	33,000.00	.000	0.00	0.00	33,000.00	100.00	.00
4	Drill Pilot Bore	1,020,000	110.0000	112,200.00	1,020,000	112,200.00	20,000	2,200.00	0.00	114,400.00	101.96	-2,200.00
5	Complete Aquifer Isolation Zone Sampling	3,000	23,000.0000	69,000.00	.000	0.00	3,000	69,000.00	0.00	69,000.00	100.00	.00
6	Rearm Borehole to 28-Inches in Diameter	1,020,000	127.0000	129,540.00	.000	0.00	1,040,000	132,080.00	0.00	132,080.00	101.96	-2,540.00
7	Furnish & Install 16-Inch Louvered HSLA Casing	500,000	291.5000	145,750.00	.000	0.00	415,000	120,972.50	0.00	120,972.50	83.00	24,777.50
8	Furnish & Install 16-Inch Blank HSLA Casing	500,000	209.0000	104,500.00	.000	0.00	625,000	130,625.00	0.00	130,625.00	125.00	-26,125.00
9	Furnish & Install Gravel Envelope	170,000	385.0000	65,450.00	.000	0.00	171,000	65,835.00	0.00	65,835.00	100.59	-385.00
10	Furnish & Install 3-Inch, Schedule 80 Camera Tube	400,000	55.0000	22,000.00	.000	0.00	560,000	30,800.00	0.00	30,800.00	140.00	-8,800.00
11	Develop by Swabbing & Air Surging for First 24-Hours	1,000	16,800.0000	16,800.00	.000	0.00	1,000	16,800.00	0.00	16,800.00	100.00	.00
12	Develop by Swabbing & Air Surging in Excess of 24 Hours	24,000	700.0000	16,800.00	.000	0.00	29,500	20,650.00	0.00	20,650.00	122.92	-3,850.00
13	Development by Pumping & Surging for First 12 Hours	1,000	46,440.0000	46,440.00	.000	0.00	.000	0.00	0.00	0.00	.00	46,440.00
14	Development by Pumping & Surging in Excess of 12 Hours	12,000	450.0000	5,400.00	.000	0.00	.000	0.00	0.00	0.00	.00	5,400.00
15	Test Pumping for Yield & Drawdown (include records) for 3 Steps	9,000	450.0000	4,050.00	.000	0.00	.000	0.00	0.00	0.00	.00	4,050.00
16	Constant Yield Testing for a period of 24-Hours	24,000	450.0000	10,800.00	.000	0.00	.000	0.00	0.00	0.00	.00	10,800.00

AIA Type Document
Application and Certification for Payment

TO (OWNER): Phelan Pilon Hill Community Services District
P. O. Box 294049
Phelan, CA 92329-4049

APPLICATION NO: 2
PERIOD TO: 2/28/2023

DISTRIBUTION TO:
-- OWNER
-- ARCHITECT
-- CONTRACTOR

FROM (CONTRACTOR): South West Pump & Drilling, Inc
53-381 Highway 111
Coachella, CA 92236

ARCHITECT'S PROJECT NO:

VIA (ARCHITECT):

CONTRACT DATE:

CONTRACT FOR:

ITEM	DESCRIPTION	PLAN QTY	UNIT PRICE	SCHEDULED VALUE	PREVIOUSLY COMP QTY%	PREVIOUS APPL	COMP QTY/% THIS PERIOD	COMP AMT THIS PERIOD	STORED MATERIAL	COMPLETED AND STORED	%	BALANCE
17	Disinfect Well and Site Clean-Up	1.000	7,500.0000	7,500.00	.000	0.00	.000	0.00	0.00	0.00	.00	7,500.00
18	Provide Geophysical Logs for Well	1.000	12,000.0000	12,000.00	.750	9,000.00	.250	3,000.00	0.00	12,000.00	100.00	.00
19	Videolog Well	1.000	2,000.0000	2,000.00	.000	0.00	.000	0.00	0.00	0.00	.00	2,000.00
20	Furnish & Install Two (2) 3-inch Gravel Tubes	10.000	100.0000	1,000.00	.000	0.00	.000	0.00	0.00	0.00	.00	1,000.00
21	Furnish & Install Tortoise Barrier Fencing	1.000	15,500.0000	15,500.00	.000	0.00	.000	0.00	0.00	0.00	.00	15,500.00
Item #7	Incr Price Increase for 16-inch Louvered HSLA Casing	415.000	32.1600	13,346.40	.000	0.00	415.000	13,346.40	0.00	13,346.40	100.00	.00
Item #8	Incr Price Increase for 16-inch Blank HSLA Casing	625.000	17.6700	11,043.75	.000	0.00	625.000	11,043.75	0.00	11,043.75	100.00	.00
Item #9	Incr Price Increase for Gravel Envelope Installation	171.000	75.8900	12,977.19	.000	0.00	171.000	12,977.19	0.00	12,977.19	100.00	.00
Item #16	Incr Price Increase for Logs for Well	1.000	2,160.0000	2,160.00	.000	0.00	1.000	2,160.00	0.00	2,160.00	100.00	.00
REPORT TOTALS				\$1,053,007.34		\$298,950.00		\$679,489.84		\$979,439.84		\$73,567.50
									\$0.00			\$73,567.50

EXHIBIT "A"

Line #	Description	QTY	UNIT	UNIT \$	AMOUNT
5/5/2022					
Phelan Pihon Hills Community Services District					
New Well Drilling, Development & Testing					
1	Mobilization/Demobilization	1	LS	160,000.00	160,000.00
2	Drill 42" Dia. Conductor Bore	50	LF	673.00	33,750.00
* 3	Furnish and install 36" x 3/8" Wall LCS Conductor Casing with cement grout, Pipe 249.68 x 1.16=287, x 1.0775= 309, x frt 1.03= 319 install 60ft= 369/ft	55	LF	600.00	33,000.00
4	Drill minimum 12" pilot bore to 600' with related work	1020	LF	110.00	112,200.00
5	Complete aquifer isolation zone sampling	3	EA	23,000.00	69,000.00
6	Drill 28" Dia. Final Bore to 600', including caliper log	1020	LF	127.00	129,540.00
* 7	Furnish/install 16" I.D. x 6/16" Wall Louvered HSLA Casing 208.30 x1.19=249.12, x 1.0775=258.73, x frt 1.03=266.50 + labor 29/ft= \$291.50	500	LF	291.50	145,750.00
* 8	Furnish/install 16" x 5/16" Wall Blank HSLA Casing with End Plate 144.00 x1.15=165.60, x 1.0775=178.43, x frt 1.03=183.78 + labor 25/ft= \$209.00	500	LF	209.00	104,500.00
9	Furnish and Install Gravel Envelope for one well, consolidate by swabbing	170	p/Ton	385.00	65,450.00
10	Furnish and Install 3" Sch 80 Camera Tube Outside of well casing to 225'	400	LF	55.00	22,000.00
11	Develop by Swabbing and Air Surging for First 24 hours	1	LS	18,800.00	18,800.00
12	Development by Swabbing and Air Surging in Excess of 24 total hours	24	p/Hr.	700.00	16,800.00
13	Development by Pumping and Surging for first 12 hours	1	LS	48,440.00	48,440.00
14	Development by Pumping in excess of 12 hours	12	p/Hr.	450.00	5,400.00
15	Test Pumping for Yield and Drawdown (include Records) for 3 steps	9	p/Hr.	450.00	4,050.00
16	Constant Yield Testing for a period of 24 hours	24	p/Hr.	450.00	10,800.00
17	Disinfect Well and Site Clean-up	1	LS	7,500.00	7,500.00
18	Provide Geophysical Logs for Well and Interpretation of Same	1	LS	12,000.00	12,000.00
19	Video Log Well	1	LS	2,000.00	2,000.00
20	Furnish & Install two 3 Inch Dia. Gravel Tubes to 5 feet (bgs)	10	LF	100.00	1,000.00
21	Furnish & Install Tortoise Barrier Fencing (OPTION #2)	1	LS	15,500.00	15,500.00
Summary of Bid Schedule					\$ 1,013,480.00

Due to the volatility in the current markets, pricing for materials is valid for 2 Weeks or While Supplies Last
 * In the event of a price increase on casing, price increase will be invoice cost + Green Book Standard for Material Mark-Up

South West Pump & Drilling, Inc.
 53-381 Highway 111
 Coachella, CA 92236

Request for Change
 Date - 1/26/2023
 Job Number: 220505

Drill Well No. 15
 Azalea Road
 Phelan, CA 92329-4049

Sean Wright
 Phelan Pifon Hills
 Community Services District
 P. O. Box 294049
 Phelan, CA 92329-4049

Item	Description	Planned Quantity	Unit Price	Scheduled Value	Actual Quantity	Unit Price	Price Increase	Adjusted Total	Net Change
Item No. 3	Furnish & Install Conductor Casing	55	\$ 600.00	\$ 33,000.00	55	\$ 600.00	\$ 33,000.00	\$ 33,000.00	\$ -
Item No. 4	Drill Pilot Bore	1,020	\$ 110.00	\$ 112,200.00	1,040	\$ 110.00	\$ 114,400.00	\$ 114,400.00	\$ 2,200.00
Item No. 6	Ream Borehole	1,020	\$ 127.00	\$ 129,540.00	1,040	\$ 127.00	\$ 132,080.00	\$ 132,080.00	\$ 2,540.00
Item No. 7	Furnish & Install 16-Inch Louvered HSLA	500	\$ 291.50	\$ 145,750.00	415	\$ 291.50	\$ 32.16	\$ 134,318.90	\$ (11,431.10)
Item No. 8	Furnish & Install 16-Inch Blank HSLA	500	\$ 209.00	\$ 104,500.00	625	\$ 209.00	\$ 17.67	\$ 141,668.75	\$ 37,168.75
Item No. 9	Furnish & Install Gravel Envelope	170	\$ 385.00	\$ 65,450.00	171	\$ 385.00	\$ 75.89	\$ 78,812.19	\$ 13,362.19
Item No. 18	Provide Logs for Well	1	\$ 12,000.00	\$ 12,000.00	1	\$ 14,160.00	\$ 2,160.00	\$ 14,160.00	\$ 2,160.00
									\$ 45,999.84

Approved Change Order No: _____

Accepted Date: _____

Accepted By: _____

Please sign and return a copy as soon as possible



ROSCOE MOSS COMPANY

**4360 Worth Street
Los Angeles, California 90063, U.S.A.
Phone: (323) 263-4111, Fax: (323) 263-4497**

November 23, 2022

**Mr. Brian Jeffers
South West Pump and Drilling, Inc.
53-381 Highway 111
Coachella, CA 92236**

RE: City of Phelan Pinion Hills Community Services District Water Supply Well, Casing Prices

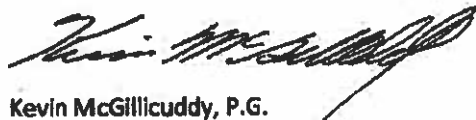
Dear Brian,

I am providing notice accompanied by the following information to support our requested price increase for the manufacture of the well casing and screen specified for the Phelan Pinion Hills CSD Well project. Since the initial prices were provided in April of 2022, we have experienced higher costs for steel along with increased costs associated with production and operation. Several factors have contributed to the increase in the price of our finished goods.

- **The steel mills are unable to operate at full capacity. This creates an imbalance in the supply and demand of materials. The lack of supply and the increased demand has forced the price upward. The lack of supply is primarily due to a reduced labor force and constraints related to the raw materials required to produce the steel coils.**
- **The war in Ukraine has also impacted the price of stainless steel. One of the key components of stainless steel is nickel. Both Russia and Ukraine supply nickel to make stainless steel. The restrictions on production and exporting have affected the price.**
- **Transportation/Logistics have continued to increase the final price on nearly all products. The high fuel costs, along with the shortage of qualified drivers, have limited the available number of trucks and have increased the cost at which they operate.**
- **Labor and production costs have continued to increase, as is the case in all industries. These cost increases include wages, welding consumables (gas, wire, etc), and also the multiple costs of operating a business (insurance, quality control, etc.).**

For these reasons, it has become necessary to increase our prices for the casing and screen included in the Phelan Pinion Hills CSD Well project

Feel free to contact me should you have any questions.

A handwritten signature in black ink, appearing to read "Kevin McGillicuddy". The signature is fluid and cursive, with a large, stylized initial "K".

Kevin McGillicuddy, P.G.
Roscoe Moss Company



PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT PURCHASE ORDER

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

PO Number: PO-05397

Date: 03/14/2023

Request #: PO-05397

Vendor #: SOUWES

ISSUED TO: South West Pump & Drilling
53381 US Hwy 111
Coachella, CA 92236-

SHIP TO: Service
Service
Phelan, CA 92371

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		well 15 Ream, Case, Gravel, Air L Please process on or after 3/15/23	C0095		01-0-0-17000	CIP Enterprise Fun	753,057.34

well 15 Ream, Case, Gravel, Air Lift
Please process on or after 3/15/23

Requested By: Sean Wright

Date: 3/14/2023

SUBTOTAL:	753,057.34
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	753,057.34

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

Date: 03/28/2023

Name of Vendor: Southwest Pump & Drilling

Description of work: Well #15 Drilling & Development

Purchase Order # PO-05397

Date of Board Approval May 18, 2022

Original Approved Amount: \$ 1,013,480.00
C/O #1 Pending Board Approval on 4/12/23 \$39,527.34

Total Contract Amount \$ 1,053,007.34

% Completed to Date 98%

Sub Total Due to Date \$ 1,027,229.84

Less Retention to Date 5% \$ 51,361.50

Amount Paid to Date 930,467.83

Total Due this Invoice \$45,400.50

Total Contract Amount After Invoice: \$ 77,139.00

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

[Signature] 3-29-23
Water Operations Manager Date

[Signature] 3/29/23
General Manager Date

Approved by Board of Directors: _____
Date

TO (OWNER): Phelan Pifon Hill Community Services District
P. O. Box 294049
Phelan, CA 92329-4049

PROJECT: Drill Well No 15
Well No. 15
Azalea Road
Phelan, CA 92329-4049

APPLICATION NO: 3
PERIOD TO: 3/20/2023

DISTRIBUTION
TO:
OWNER
ARCHITECT

FROM (CONTRACTOR): South West Pump & Drilling, Inc
53-381 Highway 111
Coachella, CA 92236

VIA (ARCHITECT):

DEF ARCHITECT'S PROJECT NO:

Well # 15 Test Pump Installation 3
53-381-5357
AMT AS40050

CONTRACT FOR:

CONTRACT DATE: 3/20/23

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

- 1. ORIGINAL CONTRACT SUM \$ 1,013,480.00
- 2. Net Change by Change Orders \$ 39,527.34
- 3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 1,053,007.34
- 4. TOTAL COMPLETED AND STORED TO DATE \$ 1,027,229.84

5. RETAINAGE:

- a. 5.00 % of Completed Work \$ 51,361.50
- b. 0.00 % of Stored Material \$ 0.00

Total retainage (Line 5a + 5b) \$ 51,361.50

6. TOTAL EARNED LESS RETAINAGE \$ 975,868.34
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate) \$ 930,467.84

8. CURRENT PAYMENT DUE \$ 45,400.50

9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 less Line 6) \$ 77,139.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	39,527.34	0.00
Total approved this Month	0.00	0.00
TOTALS	39,527.34	0.00
NET CHANGES by Change Order	39,527.34	

CONTRACTOR: South West Pump & Drilling, Inc
53-381 Highway 111 Coachella, CA 92236

By: 

State of: _____
County of: _____

Subscribed and Sworn to before me this _____ Day of _____ 20____

Notary Public

My Commission Expires: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: _____

By _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA Type Document
Application and Certification for Payment

TO (OWNER): Phelan Pifon Hill Community Services District
P. O. Box 294049
Phelan, CA 92329-4049

PROJECT: Drill Well No. 15
Well No. 15
Azalea Road
Phelan, CA 92329-4049

APPLICATION NO: 3
PERIOD TO: 3/20/2023

DISTRIBUTION TO:
OWNER
ARCHITECT
CONTRACTOR

FROM (CONTRACTOR): South West Pump & Drilling Inc
53-381 Highway 111
Coachella, CA 92236

VIA (ARCHITECT):
ARCHITECT'S PROJECT NO:

CONTRACT FOR: _____ **CONTRACT DATE:** _____

ITEM	DESCRIPTION	PLAN QTY	UNIT PRICE	SCHEDULED VALUE	PREVIOUSLY COMP QTY/%	PREVIOUS APPL	COMP QTY/% THIS PERIOD	COMP AMT THIS PERIOD	STORED MATERIAL	COMPLETED AND STORED	%	BALANCE
1	Mobilization / Demobilization	1.000	160,000.00000	160,000.00	1.000	160,000.00	.000	0.00	0.00	160,000.00	100.00	.00
2	Drill Conductor Bore	50.000	675.00000	33,750.00	50.000	33,750.00	.000	0.00	0.00	33,750.00	100.00	.00
3	Furnish & Install 36-Inch Conductor Casing with Cement Grout	55.000	600.00000	33,000.00	55.000	33,000.00	.000	0.00	0.00	33,000.00	100.00	.00
4	Drill Pilot Bore	1,020.000	110.00000	112,200.00	1,040.000	114,400.00	.000	0.00	0.00	114,400.00	101.96	-2,200.00
5	Complete Aquifer Isolation Zone Sampling	3.000	23,000.00000	69,000.00	3.000	69,000.00	.000	0.00	0.00	69,000.00	100.00	.00
6	Ream Borehole to 28-Inches in Diameter	1,020.000	127.00000	129,540.00	1,040.000	132,080.00	.000	0.00	0.00	132,080.00	101.96	-2,540.00
7	Furnish & Install 16-Inch Louvered HSLA Casing	500.000	291.50000	145,750.00	415.000	120,972.50	.000	0.00	0.00	120,972.50	83.00	24,777.50
8	Furnish & Install 16-Inch Blank HSLA Casing	500.000	209.00000	104,500.00	625.000	130,625.00	.000	0.00	0.00	130,625.00	125.00	-26,125.00
9	Furnish & Install Gravel Envelope	170.000	385.00000	65,450.00	171.000	65,835.00	.000	0.00	0.00	65,835.00	100.59	-385.00
10	Furnish & Install 3-Inch, Schedule 80 Camera Tube	400.000	55.00000	22,000.00	560.000	30,800.00	.000	0.00	0.00	30,800.00	140.00	-8,800.00
11	Develop by Swabbing & Air Surging for First 24-Hours	1.000	16,800.00000	16,800.00	1.000	16,800.00	.000	0.00	0.00	16,800.00	100.00	.00
12	Develop by Swabbing & Air Surging in Excess of 24 Hours	24.000	700.00000	16,800.00	29.500	20,650.00	.000	0.00	0.00	20,650.00	122.92	-3,850.00
13	Development by Pumping & Surging for First 12 Hours	1.000	46,440.00000	46,440.00	.000	0.00	1.000	46,440.00	0.00	46,440.00	100.00	.00
14	Development by Pumping & Surging in Excess of 12 Hours	12.000	450.00000	5,400.00	.000	0.00	3.000	1,350.00	0.00	1,350.00	25.00	4,050.00
15	Test Pumping for Yield & Drawdown (include records) for 3 Steps	9.000	450.00000	4,050.00	.000	0.00	.000	0.00	0.00	0.00	.00	4,050.00
16	Constant Yield Testing for a period of 24-Hours	24.000	450.00000	10,800.00	.000	0.00	.000	0.00	0.00	0.00	.00	10,800.00

AIA Type Document
Application and Certification for Payment

TO (OWNER): Phelan Pifion Hill Community Services District
P. O. Box 294049
Phelan, CA 92329-4049

PROJECT: Drill Well No. 15
Well No. 15
Azalea Road
Phelan, CA 92329-4049

APPLICATION NO: 3
PERIOD TO: 3/20/2023

DISTRIBUTION
TO:
- OWNER
- ARCHITECT
- CONTRACTOR

FROM (CONTRACTOR): South West Pump & Drilling, Inc
53-381 Highway 111
Coachella, CA 92236

VIA (ARCHITECT):
ARCHITECT'S
PROJECT NO:

CONTRACT FOR:

CONTRACT DATE:

ITEM	DESCRIPTION	PLAN QTY	UNIT PRICE	SCHEDULED VALUE	PREVIOUSLY COMP QTY/%	PREVIOUS APPL	COMP QTY/% THIS PERIOD	COMPAMT THIS PERIOD	STORED MATERIAL	COMPLETED AND STORED	%	BALANCE
17	Disinfect Well and Site Clean-Up	1.000	7,500.0000	7,500.00	.000	0.00	.000	0.00	0.00	0.00	00	7,500.00
18	Provide Geophysical Logs for Well	1.000	12,000.0000	12,000.00	1.000	12,000.00	.000	0.00	0.00	12,000.00	100.00	.00
19	Videolog Well	1.000	2,000.0000	2,000.00	.000	0.00	.000	0.00	0.00	0.00	00	2,000.00
20	Furnish & Install Two (2) 3-Inch Gravel Tubes	10.000	100.0000	1,000.00	.000	0.00	.000	0.00	0.00	0.00	00	1,000.00
21	Furnish & Install Tortoise Barrier Fencing	1.000	15,500.0000	15,500.00	.000	0.00	.000	0.00	0.00	0.00	00	15,500.00
Item #7	Incr Price Increase for 16-Inch Louvered HSLA Casing	415.000	32.1600	13,346.40	415.000	13,346.40	.000	0.00	0.00	13,346.40	100.00	.00
Item #8	Incr Price Increase for 16-Inch Blank HSLA Casing	625.000	17.6700	11,043.75	625.000	11,043.75	.000	0.00	0.00	11,043.75	100.00	.00
Item #9	Incr Price Increase for Gravel Envelope Installation	171.000	75.8900	12,977.19	171.000	12,977.19	.000	0.00	0.00	12,977.19	100.00	.00
Item #18	Incr Price Increase for Logs for Well	1.000	2,160.0000	2,160.00	1.000	2,160.00	.000	0.00	0.00	2,160.00	100.00	.00
REPORT TOTALS				\$1,053,007.34		\$979,439.84		\$47,790.00		\$1,027,229.84		\$25,777.50



PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT

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

PURCHASE ORDER

PO Number: PO-05397

Date: 03/14/2023

Request #: PO-05397

Vendor #: SOUWES

ISSUED TO: South West Pump & Drilling
53381 US Hwy 111
Coachella, CA 92236-

SHIP TO: Service
Service
Phelan, CA 92371

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		well 15 Ream, Case, Gravel, Air L Please process on or after 3/15/23	C0095		01-0-0-17000	CIP Enterprise Fun	753,057.34

well 15 Ream, Case, Gravel, Air Lift

Please process on or after 3/15/23

Requested By: Sean Wright

Date: 3/14/2023

SUBTOTAL:	753,057.34
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	753,057.34

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

Date: 03/29/2023

Name of Vendor: KTUA

Description of work: Phelan Community Park Design Dev. 65%

Purchase Order # PO-05210

Date of Board Approval September 21, 2022

Original Approved Amount: \$ 464,905.00

Total Contract Amount \$ 464,905.00

% Completed to Date 3%

Total Invoiced to Date \$ 15,200.75

Amount Paid to Date 10,463.50

Total Due this Invoice \$4,737.25

Total Contract Amount After Invoice: \$ 449,704.25

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



Engineering Manager

3/29/23
Date

General Manager

3/29/23
Date

Approved by Board of Directors:

Date

RLB	19,100.00	0.00	0.00	0.00	0.00
Total Design Development Draft (50%)	177,985.00		0.00	0.00	0.00

Design Development Final (65%)

KTUA	66,005.00	0.00	0.00	0.00	0.00
TRLS	29,160.00	0.00	0.00	0.00	0.00
EDI	7,380.00	0.00	0.00	0.00	0.00
ARC	13,990.00	0.00	0.00	0.00	0.00
RLB	12,100.00	0.00	0.00	0.00	0.00
Total Design Development Final (65%)	128,635.00		0.00	0.00	0.00

Structural Engineering

Structural Engineering	5,000.00	0.00	0.00	0.00	0.00
Total Structural Engineering	5,000.00		0.00	0.00	0.00

Total Fee	464,905.00		15,200.75	10,463.50	4,737.25
-----------	------------	--	-----------	-----------	----------

Total Fixed Fee					4,737.25
------------------------	--	--	--	--	-----------------

Total this Invoice \$4,737.25

Billings to Date

	Current	Prior	Total	Received
Fee	4,737.25	10,463.50	15,200.75	
Totals	4,737.25	10,463.50	15,200.75	10,463.50

[Handwritten Signature]
 APPROVED FOR
 PAYMENT
 PO 5210
 3/28/23



3916 Normal Street
 San Diego, CA 92103
 619.294.4477
www.ktua.com
 PLA 2342 • 2386 • 2500

George Cardenas
 Phelan Pinon Hills Community Services District
 Mr. George Cardenas
 4176 Warbler Road
 Phelan, CA 92371

March 15, 2023
 Project No: 2020-023.06
 Invoice No: 34736

Project 2020-023.06 Phelan Park CUP/DD
For professional services for the period February 1, 2023 to February 28, 2023
Fee Charges

Description	Contract Amount	% Work To Date	Amount Billed	Previous Billed	This Inv Billed
Project Management/Administration					
KTUA-A Meetings	3,150.00	10.00	315.00	315.00	0.00
KTUA-B CEQA Administration/Support	9,660.00	20.00	1,932.00	966.00	966.00
KTUA-C Team Management	8,220.00	20.00	1,644.00	1,233.00	411.00
KTUA - D Project Time Line Support	1,630.00	5.00	81.50	0.00	81.50
KTUA - E Rendered Site Plan/ Graphics	9,280.00	15.00	1,392.00	1,392.00	0.00
KTUA - F Project Management/Admin	15,790.00	30.00	4,737.00	3,158.00	1,579.00
Total Project Management/Administration	47,730.00		10,101.50	7,064.00	3,037.50
Final Schematic (35%)/CUP					
KTUA	33,995.00	15.00	5,099.25	3,399.50	1,699.75
TRLS	61,720.00	0.00	0.00	0.00	0.00
EDI	9,840.00	0.00	0.00	0.00	0.00
Total Final Schematic (35%)/CUP	105,555.00		5,099.25	3,399.50	1,699.75
Design Development Draft (50%)					
KTUA	73,605.00	0.00	0.00	0.00	0.00
TRLS	45,080.00	0.00	0.00	0.00	0.00
EDI	9,180.00	0.00	0.00	0.00	0.00
ARC	31,020.00	0.00	0.00	0.00	0.00

Date: 03/29/2023

Name of Vendor: Rider Levett Bucknall, LTD

Description of work: Civic Center RFQ/RFP

Purchase Order # PO-05322

Date of Board Approval January 18, 2023

Original Approved Amount: \$ 38,500.00

Total Contract Amount \$ 38,500.00

% Completed to Date 48%

Total Invoiced to Date \$ 18,500.00

Amount Paid to Date 6,000.00

Total Due this Invoice \$12,500.00

Total Contract Amount After Invoice: \$ 20,000.00

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


Engineering Manager

3/29/23
Date

General Manager

3/29/23
Date

Approved by Board of Directors:

Date

RLB Project #	LAX02635
Date	March 1, 2022

Don Bartz
General District Manager
Phelan Pinon Hills Community Service District
4176 Warbler Road
Phelan, CA 92371

RE: Civic Center - Phelan Community Park
Project Management Services
PO# PO-05322
Project C0002

FEE ACCOUNT
Invoice #02013LAX23

To the provision of services rendered in the period of 1 February to 28 February 2023

DESCRIPTION	Agreed Fee	% Complete	Previously Billed	TOTAL
Procurement Strategy Report	\$6,000.00	100%	\$6,000.00	\$0.00
Request for Qualifications Development/Administration	\$12,500.00	100%	\$0.00	\$12,500.00
Request for Proposals Development/Administration	\$20,000.00	0%	\$0.00	\$0.00
TOTAL THIS PERIOD				\$12,500.00

Summary of Account


Basic Fee

Agreement Amount:	\$38,500.00
Previously Billed:	\$6,000.00
Current Invoice:	\$12,500.00
Total Billings to Date:	\$18,500.00
Payments to Date:	\$0.00
Balance Due Now:	\$18,500.00

RIDER LEVETT BUCKNALL LTD

Aled Jenkins
Associate Principal

PO 5322
APPROVED FOR PAYMENT
3/28/23



Remittance Advice

****Please reference your invoice number on all payments**

Paper Check:

PLEASE REMIT TO:
Rider Levett Bucknall
Accounts Receivable
4343 E Camelback Rd.
Suite 350
Phoenix, AZ 85018

Electronic Payments:

Our File No: _____ Invoice No: _____ Amount Paid: _____

Remit by Credit Card (Visa, Mastercard, or AmEx) by completing below information, or call an Accounts Receivable Specialist at +1 (602) 443-4848 with credit card number, VCode and expiration date.

Name as it appears on Card

Address as it appears on Cardholder Account

Authorized Signature

Remit by Wire Transfer to:

JPMorgan Chase
Account 263877717
Routing No. 122100024
4031 North Scottsdale Road
Scottsdale, AZ 85251

Please include invoice number on the Wire.

Email notification may be sent to Accounts Receivable Department at: AR@us.rlb.com



PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT

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

PURCHASE ORDER

PO Number: PO-05322

Date: 01/19/2023

Request #: PO-05322

Vendor #: RIDER

ISSUED TO: Rider Levett Bucknall, LTD
4343 E. Camelback Rd., Suite 350
Phoenix, AZ 85018-

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 Project RFQ/RFP Pro Phase 1 Civic Center Project Develop and Issue 1. Procurement Strategy Report 2. Request for Qualifications 3. Request for Proposal Board approval: January 18 2023	C0002		01-0-0-17000	CIP Enterprise Fun	38,500.00

Requested By: George Cardenas

Date: 1/19/2023

SUBTOTAL:	38,500.00
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	38,500.00

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

Date: 04/05/2023

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:	\$	<u>59,000.00</u>
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 73%

Total Invoiced to Date \$ 53,409.50

Amount Paid to Date 53,009.50

Total Due this Invoice \$400.00

Total Contract Amount After Invoice: \$ 20,230.50

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



Engineering Manager

4/5/2023

Date



General Manager

4/5/23

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. 23-0357

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

Invoice Date: March 30, 2023
 Project No.: 1443
 Auth. No.: PO-04593, PO-04712
 PO-04851
Due: April 29, 2023*

PHELAN CIVIC CENTER & COMMUNITY PARK PROJECT NO. C0078

Invoice Period: February 27 - March 26, 2023

<i>Professional Services:</i>	Hours	Rate	Total
Task 7: Air Quality / Greenhouse Gas			
Task 7 Total			\$ -
Task 8: Initial Study / Notices			
Task 8 Total			\$ -
Task 10: Project Management			
Task 10 Total			\$ -
Task 11: Supplement for 2 Reports			
Principal	1.50	\$210.00	\$ 315.00
Environmental Analyst	1.00	\$85.00	\$ 85.00
Task 11 Total			\$ 400.00

CONTRACT SUMMARY

Contract Amount	\$59,000.00
CO #1 & #2	\$14,640.00
Prior Billed	\$53,009.50
This Invoice	\$400.00
Total Billed	\$53,409.50
Remaining	\$20,230.50

PO 4593/4712/4051
 4/5/2023
 APPROVED FOR
 PAYMENT

TOTAL AMOUNT DUE \$ 400.00

*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-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

Agenda Item 3e

Adoption of Resolution No. 2023-10; Establishing a Budget Policy

MEMORANDUM

DATE: April 12, 2023

TO: Board of Directors

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

SUBJECT: Adoption of Resolution No. 2023-10; Adopting a Budget Policy

STAFF RECOMMENDATION

For the Board to Adopt Resolution No. 2023-10; Adopting a Budget Policy.

BACKGROUND

The Board reviewed the Budget Policy at the February 15, 2023, Board Workshop. Staff updated the policy to a new format. The only material changes were removing a specific title and replacing it with "Finance Staff" and to spell out "Board of Directors" instead of utilizing an undefined acronym. The Finance Committee reviewed the revised policy on March 14, 2023, and had no additional changes.

FISCAL IMPACT

None

ATTACHMENT(S)

Resolution No. 2023-10

RESOLUTION NO. 2023-10
RESOLUTION OF THE BOARD OF DIRECTORS OF
THE PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT
ADOPTING A BUDGET POLICY

WHEREAS, the Board of Directors desires to adopt a Budget Policy; and

WHEREAS, the objective of the Policy is to provide staff the procedures and guidelines upon which to prepare the annual budget; and

WHEREAS, a Budget Policy has been presented to the Board of Directors of the Phelan Piñon Hills Community Services District in the form attached to this Resolution and marked "Budget Policy."

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Phelan Piñon Hills Community Services District does hereby adopt and approve the District "Budget Policy" attached hereto, which the Policy is by this reference incorporated herein.

APPROVED, SIGNED, AND ADOPTED by the Board of Directors of the Phelan Piñon Hills Community Services District at a special meeting held on the 5th day of April 2023, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

President, Board of Directors
Phelan Piñon Hills Community Services
District

ATTEST

Secretary,
Phelan Piñon Hills Community Services
District and of the Board of Directors

BUDGET POLICY

TABLE OF CONTENTS

		<u>Page</u>
Section 1	Introduction	2-5
Section 2	Fiscal Integrity	6-7
Section 3	Revenue	8
Section 4	Expenses	9
Section 5	Capital Expenditures	10
Section 6	District Reserves	10

SECTION 1. INTRODUCTION

1.1 **Introduction** - This general Budget Policy is the basis upon which staff develops budget recommendations and establishes funding priorities within the limited resources the Phelan Piñon Hills Community Services ("District") has available to provide services.

1.2 **Budget Parameters** - The budget is a plan agreed to by the District's Board of Directors and the General Manager. It will contain information and data regarding the goals and priorities of the District and its revenue requirements for expected expenditures. Adopted budgets will comply with this budget policy. The General Manager has the primary responsibility for formulating and implementing the budget proposals in line with the Board of Directors priority directions. The budget is prepared by District staff in the Finance Department with input from District management.

1.3 **Government Code** - California Government Code 61110 states the following regarding budgets for special districts.

- A. On or before July 1 of each year or, for districts using two one-year budgets or a biennial budget, every other year, the Board of Directors may adopt a preliminary budget that conforms to generally accepted accounting and budgeting procedures for special districts.
- B. The Board of Directors may divide the preliminary budget into categories, including, but not limited to, the following:
 1. Maintenance and operation
 2. Services and supplies
 3. Employee compensation
 4. Capital outlay
 5. Interest and redemption for indebtedness
 6. Designated reserve for capital outlay
 7. Designated reserve for contingencies
- C. On or before July 1 of each year or, for districts using two one-year budgets or a biennial budget, every other year, the Board of Directors shall publish a notice stating all of the following:
 1. Either that it has adopted a preliminary budget or that the general manager has prepared a proposed final budget which is available for inspection at a time and place within the district specified in the notice.

2. The date, time, and place when the board of directors will meet to adopt the final budget and that any person may appear and be heard regarding any item in the budget or regarding the addition of other items.
3. The Board of Directors shall publish the notice at least two weeks before the hearing in at least one newspaper of general circulation in the district pursuant to Section 6061.
4. At the time and place specified for the hearing, any person may appear and be heard regarding any item in the budget or regarding the addition of other items. The hearing on the budget may be continued from time to time.
5. On or before September 1 of each year or, for districts using two one-year budgets or a biennial budget, every other year, the board of directors shall adopt a final budget that conforms to generally accepted accounting and budgeting procedures for special districts. The general manager shall forward a copy of the final budget to the auditor of each county in which the district is located.

1.4 **Public Hearing** - In accordance with California Government Code 61110 stated above, the District will hold a public hearing and will publish the required notice at least two weeks before the hearing. Any person may appear and be heard regarding any item in the budget or regarding the addition of other items.

Because the District's budgets may contain items that require notices to customers, a Draft Budget will be presented to the Board of Directors in advance, giving staff the authorization to move forward with noticing requirements. A copy of the draft budget will be made available for public inspection on the District's website and at the District's main office.

1.5 **Budget Calendar & Deadlines** - Finance Staff will prepare and present the Budget Calendar to the General Manager, the Board of Directors, and staff before the beginning of March in the calendar year that a budget is to be adopted.

The California Government Code requires the District to adopt a final budget on or before September 1st in the year a budget is to be adopted. Because the District's fiscal year begins July 1st, the budget will be approved before the end of June to allow for the authorization of expenditures.

1.6 **Accounting Method** - The budget will be prepared using the same

accounting methodology as the District's Annual Financial Report to allow for consistency and transparency between the two documents. The account method used for both documents will be the accrual method of accounting.

1.7 **Budget Elements** - The budget will include all of the elements listed below. It will be presented in a public-friendly format. All of the schedules will be consistent in format and the total amounts will agree throughout the document. The budget will contain comparisons to prior budgets and actual data.

- A. Budget Message
- B. Budgetary Control and Financial Practices
- C. Financial Policies
- D. Sources of Revenue
- E. Rates and Fees
- F. Organizational Chart
- G. Staffing Levels
- H. Department Functions and Goals
- I. Financial History and Budget Comparison
- J. Budget Overview
- K. Statement of Revenues and Expenditures
- L. Fund Balances and Cash Flow Projections
- M. Reserves Schedule
- N. Debt Service Analysis
- O. Capital Expenditure Descriptions
- P. Five Year Forecast
- Q. Statistical Section
- R. Glossary

1.8 **Budget Amendments** - If a significant change to operations occurs after the budget has been adopted, the District should propose an amendment to the budget. California Government Code 61111 states the following regarding budget amendments for special districts.

- A. At any regular meeting or properly noticed special meeting after the adoption of its final budget, the Board of Directors may adopt a resolution amending the budget and ordering the transfer of funds between categories, other than

transfers from the designated reserve for capital outlay and the designated reserve for contingencies.

- B. The Board of Directors may authorize the general manager to transfer funds between budget categories, other than transfers from the designated reserve for capital outlay and the designated reserve for contingencies.

1.9 **Budgetary Control – Level of Control** – 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.

Section 2. FISCAL INTEGRITY

The District recognizes that long-term fiscal stability ensures that authorized services will continue uninterrupted. It is the District's intention to maximize the level of service provided. The most critical planning tool is an accurate and fiscally responsible budget. Ongoing operating expenditure budgets should not exceed the amount of ongoing revenue budgets that finance these costs. Cash balances will be allocated in accordance with the District's Cash Reserve Policy. The District will maintain the fiscal integrity of its operating and capital improvement budgets which provide services and maintain the District's infrastructure.

2.1 **Best Practices** - The Government Finance Officers Association and the National Advisory Council on State and Local Budgeting provide guidance on budgeting best practices and should be referred to for updated information.

2.2 **Balanced Budget Definition** - 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.

2.3 **Public Involvement** - Public involvement during the budget process will be encouraged. The District will hold a budget workshop in an informal setting to encourage input from the public. The budget will be discussed in advance in open session and will be included in the posted agenda. A Public Hearing will be held and proper publishing requirements will be met at a minimum.

2.4 **Periodic Reporting** - Staff will provide comparison reports to the General Manager and the Board of Directors on a quarterly basis at a minimum, to monitor revenues and expenditures and to provide information regarding any major variances from budget. Monthly comparison reports will be provided to all department managers to monitor expenditures and to plan the year as it progresses in an effort to stay within the adopted budget in accordance with the District's Purchasing Policy.

SECTION 3. REVENUE

3.1 **Guidelines for Revenue Budget** - Revenue will be budgeted conservatively. Generally, revenue estimates shall not assume growth rates in excess of inflation and scheduled rate increases. Any revenue that carries a level of uncertainty should not be included in the budget.

3.2 **Budget Assumptions** - The basis for budget assumptions will include water meter estimates, water consumption estimates, franchise fees, leases, property taxes, approved rate studies, and District priorities.

3.3 **Operating Revenue** - Operating revenue is defined as ongoing charges and fees for services provided.

3.4 **Rates** - The rates and fees for all services will be clearly listed. Rates will be set with guidance from the Board of Directors and the General Manager. Rates will not be higher than the cost of service delivery, including capital requirements and cash reserve requirements.

3.5 **Non-Recurring Revenue** - The budget should not include non-recurring revenue because it cannot be relied on. Non-recurring revenue is defined as income that is one-time and/or not expected to continue.

SECTION 4. EXPENSES

4.1 **Guidelines for Expense Budget** - Expenses will be budgeted bottom up, meaning every line item detail will be reviewed and estimated. Input from department managers and supervisors will be utilized to provide operational knowledge.

4.2 **Budget Assumptions** - The basis for staff budget assumptions will be established by known increases (such as Edison increases), COLA, and market fluctuations (such as gasoline prices).

4.3 **Operating Expenses** - Operating expenses are the ongoing costs required to provide services. The categories from the District's annual financial report will be utilized to provide consistency and transparency between the two documents. Large variances compared to prior actuals and budgets must be identified.

4.4 **Non-Recurring Expenses** - Non-recurring expenses are defined as costs that are not expected to continue and/or cannot be reliably forecasted. Unanticipated expenses should not be included in the budget but all expenses that can be identified should be accounted for.

SECTION 5. CAPITAL EXPENDITURES

5.1 **Guidelines for Capital Expenditure Budget** - The Capital Expenditure Budget will be coordinated with the District's current Infrastructure Replacement Plan or Capital Improvement Plan. Capital expenditures will include ten years of anticipated expenditures and must not exceed the cash available as shown in the five year forecast.

5.2 **Infrastructure Plan** - The District will prepare a plan for capital improvement projects. This plan will provide the basis for the Capital Expenditure Budget.

5.3 **Project Descriptions** - Every project will include a description of the work to be done and the funding source.

5.4 **Effects on Operating Costs** - All projects will be analyzed to determine the effect on either operating expenses or operating revenues.

5.5 **Equipment Purchases** - Significant capital equipment purchases will be planned. Information regarding the District's fleet with anticipated replacement year and cost will be provided.

SECTION 6. DISTRICT RESERVES

6.1 **Guidelines for Reimbursement of Reserves** – It is the goal of the Board to reimburse reserves by an amount equal to 10% of the amount borrowed. Consideration for this goal will be utilized in preparation of the Budget.

Agenda Item 3f

Approval of Transfer of a Total of
\$700,000 from General
Government Fund Cash Account
to Enterprise Fund Cash Account

MEMORANDUM

DATE: April 12, 2023

TO: Board of Directors

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

SUBJECT: Discussion and Possible Approval of Transfer of a Total of \$700,000 from General Government Fund Cash Account to Enterprise Fund Cash Account

STAFF RECOMMENDATION

Staff recommends for the Board to approve transfer of funds from the General Government Fund cash account to the Enterprise Fund cash account, totaling a \$700,000 transfer between the Funds.

BACKGROUND

At the April 5, 2023, Special Meeting Workshop, the Board was presented with financial impacts that has caused a shortfall in the Enterprise (Water) Fund in the current year which impacts cash flow.

Enterprise revenue was impacted by the elimination of large water users within the District in addition to excessive rain, creating a \$700,000 shortfall in consumption revenue. This shortfall of revenue, in addition to excessive increases in the costs of providing water, such as a 75% increase in Edison rates over the past four years and increases exceeding 60% in the costs of materials and services in the past four years, have significantly impacted the District's ability to maintain a balanced budget, complying with District policies.

The General Government Fund contains revenues and expenses associated with District properties that are leased or rented. As of 03/31/23, the cash fund contains \$693,652.65, most of which can be transferred to supplement the Enterprise Fund shortfall. Over the next few months, the fund will receive an additional \$96,554.04 in rental/lease revenue, which will be available to transfer in June.

Staff recommends transferring \$600,000 on April 27, 2023, and \$100,000 on June 30, 2023, for a total of \$700,000, from the General Government Fund to the Enterprise Fund cash account to offset the shortfall in the Enterprise Fund.

FISCAL IMPACT

\$700,000 from the General Government Fund Cash Account
\$700,000 to the Enterprise Fund Cash Account

Agenda Item 4

Matters Removed from
Consent Items

Agenda Item 5

Presentations/Appointments

Agenda Item 6a

Discussion & Possible Action
Regarding Replacement of Vacant
Board Seat

MEMORANDUM

DATE: April 12, 2023

TO: Board of Directors

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

SUBJECT: Discussion & Possible Action Regarding Replacement of Vacant Board Seat

STAFF RECOMMENDATION

Staff recommends for the Board to proceed with filling the vacant Board seat according to the process presented below. Timelines for the process to be determined.

BACKGROUND

Effective April 7, 2023, a seat is available on the District's Board of Directors as a result of Kathy Hoffman's resignation. This leaves an open seat which must be filled within a certain time frame and in accordance with legal requirements.

Required Steps:

1. Notify the County elections official of the vacancy no later than fifteen (15) days following either the date on which the Board is notified of the vacancy or the effective date of the vacancy, whichever is later.
2. Post notice of the vacancy at least fifteen (15) days before an appointment is made in at least three (3) conspicuous places within the District.
3. Make an appointment within sixty (60) days following the effective date of the vacancy – if not, the vacancy may be filled by the County Board of Supervisors.

Staff proposes the following process to fill the vacant Board seat (dates to be determined):

1. Notify the elections office of vacancy.
2. Post Notice of Vacancy on District website and at the District Office, Phelan Community Center, and Pinon Hills Community Center.
3. Advertise vacancy in the Mountaineer Progress & Daily Press; advertisements will request letters of interests/resumes to be turned into the District office.
4. Hold a special Board meeting to interview candidates.
5. During a regular Board meeting, potentially appoint new Board member.

FISCAL IMPACT

Publishing Costs

Agenda Item 6b

Discussion & Possible Action
Regarding Committee Assignments

MEMORANDUM

DATE: April 12, 2023

TO: Board of Directors

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

SUBJECT: Discussion & Possible Action Regarding Committee Appointments

RECOMMENDATION

Staff recommends for the Board President to appoint Directors to vacant committee positions.

BACKGROUND

As a result of Kathy Hoffman's resignation, two committee vacancies were created. In order for the committees to meet, there must be a quorum of two Directors. The President of the Board reviews the committee appointments and can make changes if desired or necessary. Once a new Director is seated, these assignments may change thus making these appointments temporary. Additionally, a review of the committee assignments customarily takes place in January of each year whereby the appointments may change again.

FISCAL IMPACT

None

ATTACHMENT(S)

Committee assignments & meetings schedule
Committee Roles & Responsibilities

District Meetings List

Board Meeting

Regular Meetings: Second & Fourth Wednesday of the Month

Meeting Time: 5:00pm

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

Engineering – Standing Committee

Meeting Frequency: Monthly

Meeting Dates: Third Wednesday of each Month

Meeting Time: 4:00pm

Committee Members: Vacant, 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: Chuck Hays, 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 Thursday of Each Month

Meeting Time: 4:30pm

Committee Members: Rebecca Kujawa, Vacant

Engineering Committee Roles and Responsibilities

The Board of Directors established the Engineering Committee as a standing committee with the following roles and responsibilities:

Role

The role of the Engineering Committee is to assist the District staff in review of operations and maintenance of the water system infrastructure, and engineering/construction of the District's buildings, parks, or other facilities.

Responsibility

The responsibility of the Engineering Committee is to review and oversee the progress by staff of repairs, routine maintenance programs, District projects (Construction in Progress - CIP); work with staff in development of a sound engineering and construction program; and develop annual and long-term capital and maintenance budgets.

Specific Tasks/Goals

- Represent the Board in an advisory capacity and report to the Board monthly.
- To review the monthly System Repair/Replacement/Update List.
- To review the status of all ongoing CIP activities.
- To update the Capital & Maintenance Ten Year Matrix, as needed.
- To recommend the annual budget assumptions related to engineering/construction projects to the Board of Directors.
- To assist the District staff in preparation and review of engineering related Requests for Proposals, and the evaluation of vendor proposals.
- To work with staff on engineering policies for recommendation to the Board of Directors.
- Attend training sessions or networking opportunities as they may come available and are pertinent to committee-related concerns.
- Make budget recommendations annually for committee-related activities.

Finance Committee Roles and Responsibilities

The Board of Directors established the Finance Committee as a standing committee with the following roles and responsibilities:

Role

The role of the Finance Committee is to assist District staff with the financial related processes and activities of the District.

Responsibility

The responsibility of the Finance Committee is to review financial related reports and contracts, review the District's annual budget and audit, review finance-related RFPs, and to assist with development of financial plans and processes for the District.

Specific Tasks/Goals

- Represent the Board in an advisory capacity and report to the Board quarterly.
- To review the quarterly District financial statements, including the Balance Sheet, the Income Statement, the Statement of Cash Flows, the Disbursements Statement, the Accounts Receivable Aging Statement, and the Accounts Payable Aging Statement.
- To work with District staff during the preparation of the annual budget.
- To review financial projects exceeding the General Manager's purchasing policy limits.
- To work with staff on financial policies, including reserves, multi-year forecast, rates, and fees for recommendation to the Board of Directors.
- To review audit process and maintain financial integrity for District.
- To evaluate the performance of the audit firm and make recommendations for renewal or replacement.
- To preview financial presentations to the Board for accuracy and presentability.
- Attend training sessions or networking opportunities as they may come available and are pertinent to committee-related concerns.
- Make budget recommendations annually for committee-related activities.

Legislative Committee Roles and Responsibilities

The Board of Directors established the Legislative Committee as a standing committee with the following roles and responsibilities:

Role

The role of the Legislative Committee is to assist District staff with legislative activities.

Responsibilities

The responsibilities of the Committee are to study pending federal, state, and county legislation that has the potential to affect the District; to prepare Board authorized legislation or correspondence when needed; collaborate with other local agencies, such as ACWA, CSDA, and other similar special districts, concerning issues relevant to the powers vested to the District as a governing body; and to develop and maintain relationships with other local, county, state, and federal representatives and governmental agencies and their staff to foster awareness of the District.

Specific Tasks/Goals

- Represent the Board in an advisory capacity and report to the Board quarterly.
- Work to maintain and improve relations with elected representatives, and to help foster good staff-to-staff relations.
- Assist the General Manager by working as a conduit from the District to the San Bernardino County First District Supervisor and vice-versa. This would include the county's CAO/COO and any relevant department heads.
- Work to maintain communication, personal contact, relay District concerns, and seek support with California's two U.S. Senators, U.S. Congresspersons, and California State Senators and Assemblypersons.
- Maintain awareness of the legislative needs and elections in the District and deliberate to achieve a level of comfort with the prospect of the District's best interests being served.
- Attend workshop and conferences when applicable to legislative and other affiliated matters.
- Gather legislative information of local interest and check pertinent websites for legislative updates.
- Make Committee reports quarterly during Board meetings or whenever else necessary.
- Set up a network for quick communication with other similar committee members in the surrounding Victor Valley jurisdictions.
- Attend legislative training sessions or networking opportunities as they may come available and are pertinent to committee-related concerns.
- Make budget recommendations annually for committee-related activities.

Parks, Recreation & Street Lighting Committee Roles and Responsibilities

The Board of Directors established the Parks, Recreation & Street Lighting Committee as a standing committee with the following roles and responsibilities:

History of District Parks & Recreation

Parks and recreation are vital components to any community. Parks not only add beauty but also provide safe areas for activities for individuals, families, and groups. In addition to parks, the District has two community centers and a senior center. These centers are utilized for a wide range of activities and are available to the community to rent for a small fee. The District currently offers several events and activities to the community, and continues to work on various recreation ideas.

Adjacent to the centers are two parks that have picnic tables and playgrounds. They are available from morning until dusk. The District is looking to develop larger parks that could have athletic fields or other features in addition to standard park integrity. The District owns several parcels throughout the District.

Role

The role of the Committee is to assist District staff with the park, recreation, and street lighting activities and services in the District.

Responsibility

The responsibility of the Committee is to review and work with staff to acquire, construct, improve, maintain and operate street lighting and landscaping on public property, public right-of-way, and public easements, to review quarterly staff reports at the public Committee meetings, and to develop annual and long-term capital and maintenance budgets.

Specific Tasks/Goals

- Represent the Board in an advisory capacity and report to the Board quarterly.
- Work with staff in accordance to the LAFCO report.
- Outreach to the community to promote current activities, programs, and projects, and seek community input through survey and workshops to attain future parks, recreation, and street lighting projects, maintenance ideas, and concepts.
- Develop MOU with Snowline Joint Unified School District to develop mutual use of lands and recreational programs that benefit the community.
- Work with San Bernardino County to develop mutual goals that benefit the community for park and recreation purposes.
- Work with Sheep Creek Water Company to promote park, recreation, and community information.
- Attend training sessions or networking opportunities as they may come available and are pertinent to committee-related concerns.
- Make budget recommendations annually for committee-related activities.

Waste & Recycling Committee Roles and Responsibilities

The Board of Directors established the Waste & Recycling Committee as a standing committee with the following roles and responsibilities:

Role

The role of the Waste & Recycling Committee is to assist District staff with the solid waste and recycling services and programs within the District.

Responsibility

The responsibility of the Waste & Recycling Committee is to review and oversee the solid waste and recycling/diversion programs and contracts, and to develop annual and long-term capital and maintenance budgets.

Specific Tasks/Goals

- Represent the Board in an advisory capacity and report to the Board quarterly.
- To monitor state laws and regulations concerning solid waste and recycling.
- To oversee and develop or enhance solid waste and recycling/diversion programs.
- To update the Capital & Maintenance Ten Year Matrix, as needed.
- To recommend the annual budget assumptions related to solid waste and recycling projects & programs to the Board of Directors.
- To assist the District staff in preparation and review of solid waste and recycling related Requests for Proposals, and the evaluation of vendor proposals.
- To work with staff on solid waste and recycling policies for recommendation to the Board of Directors.
- To come into compliance with state laws and regulations in a manageable timeframe.
- Attend training sessions or networking opportunities as they may come available and are pertinent to committee-related concerns.
- Make budget recommendations annually for committee-related activities.

Agenda Item 6c

Discussion & Possible Action
Regarding South West Pump &
Drilling Contract Payment for
Well 15



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: April 12, 2023

TO: Board of Directors

FROM: Don Bartz, General Manager
By: Sean Wright, Water Operations Manager

SUBJECT: Discussion & Possible Action Regarding South West Pump & Drilling Contract
Payment for Well 15

STAFF RECOMMENDATION

Staff recommends the Board approve the attached South West Pump & Drilling (Contractor) application for payment for services and materials furnished at Well 15.

BACKGROUND

The District contracted with South West Pump & Drilling on May 18, 2022, to drill Well 15 located on Azalea Rd. The contractor commenced work on November 29, 2022. The original contract price was \$1,013,480 with an included clause stipulating, "In the event of a price increase on the casing, the price increase will be invoicing cost plus Green Book Standard for Material Mark-up."

\$1,555,000 is budgeted for fiscal year 2022/2023 for the drilling and equipping of Well 15. Progress payments No. 2 & 3 are part of the contract awarded by the Board on May 18, 2022.

FISCAL IMPACT

Budgeted: \$1,555,000
Progress Payment No 2: \$ 645,515.34
Progress Payment No 3: \$ 45,400.50
Change Order Increase: \$ 39,527.34
Total: \$ 690,915.84

ATTACHMENT(S)

South West Pump & Drilling Progress Payment No. 2 & 3

**AIA Type Document
Application and Certification for Payment**

TO (OWNER): Phelan Piñon Hill Community Services District
P. O. Box 294049
Phelan, CA 92329-4049

PROJECT: Drill Well No. 15
Well No. 15
Azalea Road
Phelan, CA 92329-4049

APPLICATION NO: 2
PERIOD TO: 2/28/2023

DISTRIBUTION TO:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM (CONTRACTOR): South West Pump & Drilling, Inc
53-381 Highway 111
Coachella, CA 92236

VIA (ARCHITECT):

ARCHITECT'S PROJECT NO:

CONTRACT FOR:

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM	\$	1,013,480.00
2. Net Change by Change Orders	\$	39,527.34
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	1,053,007.34
4. TOTAL COMPLETED AND STORED TO DATE	\$	979,439.84
5. RETAINAGE:		
a. <u>5.00</u> % of Completed Work	\$	48,972.00
b. <u>0.00</u> % of Stored Material	\$	0.00
Total retainage (Line 5a + 5b)	\$	48,972.00
6. TOTAL EARNED LESS RETAINAGE	\$	930,467.84
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	284,952.50
8. CURRENT PAYMENT DUE	\$	645,515.34
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	122,539.50

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	39,527.34	0.00
TOTALS	39,527.34	0.00
NET CHANGES by Change Order	39,527.34	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: South West Pump & Drilling, Inc
53-381 Highway 111 Coachella, CA 92236

By:  Date: 3/10/2023

State of:

County of:

Subscribed and Sworn to before me this _____ Day of _____ 20__

Notary Public:

My Commission Expires :

ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

**AIA Type Document
Application and Certification for Payment**

TO (OWNER): Phelan Piñon Hill Community Services District
P. O. Box 294049
Phelan, CA 92329-4049

PROJECT: Drill Well No. 15
Well No. 15
Azalea Road
Phelan, CA 92329-4049

APPLICATION NO: 2
PERIOD TO: 2/28/2023

DISTRIBUTION TO:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM (CONTRACTOR): South West Pump & Drilling, Inc
53-381 Highway 111
Coachella, CA 92236

VIA (ARCHITECT):

ARCHITECT'S PROJECT NO:

CONTRACT FOR:

CONTRACT DATE:

ITEM	DESCRIPTION	PLAN QTY	UNIT PRICE	SCHEDULED VALUE	PREVIOUSLY COMP QTY/%	PREVIOUS APPL	COMP QTY/% THIS PERIOD	COMP AMT THIS PERIOD	STORED MATERIAL	COMPLETED AND STORED	%	BALANCE
1	Mobilization / Demobilization	1.000	160,000.0000	160,000.00	.700	112,000.00	.300	48,000.00	0.00	160,000.00	100.00	.00
2	Drill Conductor Bore	50.000	675.0000	33,750.00	50.000	33,750.00	.000	0.00	0.00	33,750.00	100.00	.00
3	Furnish & Install 36-Inch Conductor Casing with Cement Grout	55.000	600.0000	33,000.00	55.000	33,000.00	.000	0.00	0.00	33,000.00	100.00	.00
4	Drill Pilot Bore	1,020.000	110.0000	112,200.00	1,020.000	112,200.00	20.000	2,200.00	0.00	114,400.00	101.96	-2,200.00
5	Complete Aquifer Isolation Zone Sampling	3.000	23,000.0000	69,000.00	.000	0.00	3.000	69,000.00	0.00	69,000.00	100.00	.00
6	Ream Borehole to 28-Inches in Diameter	1,020.000	127.0000	129,540.00	.000	0.00	1,040.000	132,080.00	0.00	132,080.00	101.96	-2,540.00
7	Furnish & Install 16-Inch Louvered HSLA Casing	500.000	291.5000	145,750.00	.000	0.00	415.000	120,972.50	0.00	120,972.50	83.00	24,777.50
8	Furnish & Install 16-Inch Blank HSLA Casing	500.000	209.0000	104,500.00	.000	0.00	625.000	130,625.00	0.00	130,625.00	125.00	-26,125.00
9	Furnish & Install Gravel Envelope	170.000	385.0000	65,450.00	.000	0.00	171.000	65,835.00	0.00	65,835.00	100.59	-385.00
10	Furnish & Install 3-Inch, Schedule 80 Camera Tube	400.000	55.0000	22,000.00	.000	0.00	560.000	30,800.00	0.00	30,800.00	140.00	-8,800.00
11	Develop by Swabbing & Air Surging for First 24-Hours	1.000	16,800.0000	16,800.00	.000	0.00	1.000	16,800.00	0.00	16,800.00	100.00	.00
12	Develop by Swabbing & Air Surging in Excess of 24 Hours	24.000	700.0000	16,800.00	.000	0.00	29.500	20,650.00	0.00	20,650.00	122.92	-3,850.00
13	Development by Pumping & Surging for First 12 Hours	1.000	46,440.0000	46,440.00	.000	0.00	.000	0.00	0.00	0.00	.00	46,440.00
14	Development by Pumping & Surging in Excess of 12 Hours	12.000	450.0000	5,400.00	.000	0.00	.000	0.00	0.00	0.00	.00	5,400.00
15	Test Pumping for Yield & Drawdown (include records) for 3 Steps	9.000	450.0000	4,050.00	.000	0.00	.000	0.00	0.00	0.00	.00	4,050.00
16	Constant Yield Testing for a period of 24-Hours	24.000	450.0000	10,800.00	.000	0.00	.000	0.00	0.00	0.00	.00	10,800.00

AIA Type Document
Application and Certification for Payment

TO (OWNER): Phelan Piñon Hill Community Services District
P. O. Box 294049
Phelan, CA 92329-4049

PROJECT: Drill Well No. 15
Well No. 15
Azalea Road
Phelan, CA 92329-4049

APPLICATION NO: 2
PERIOD TO: 2/28/2023

DISTRIBUTION TO:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM (CONTRACTOR): South West Pump & Drilling, Inc
53-381 Highway 111
Coachella, CA 92236

VIA (ARCHITECT):

ARCHITECT'S PROJECT NO:

CONTRACT FOR:

CONTRACT DATE:

ITEM	DESCRIPTION	PLAN QTY	UNIT PRICE	SCHEDULED VALUE	PREVIOUSLY COMP QTY/%	PREVIOUS APPL	COMP QTY/% THIS PERIOD	COMP AMT THIS PERIOD	STORED MATERIAL	COMPLETED AND STORED	%	BALANCE
17	Disinfect Well and Site Clean-Up	1.000	7,500.0000	7,500.00	.000	0.00	.000	0.00	0.00	0.00	.00	7,500.00
18	Provide Geophysical Logs for Well	1.000	12,000.0000	12,000.00	.750	9,000.00	.250	3,000.00	0.00	12,000.00	100.00	.00
19	Videolog Well	1.000	2,000.0000	2,000.00	.000	0.00	.000	0.00	0.00	0.00	.00	2,000.00
20	Furnish & Install Two (2) 3-Inch Gravel Tubes	10.000	100.0000	1,000.00	.000	0.00	.000	0.00	0.00	0.00	.00	1,000.00
21	Furnish & Install Tortoise Barrier Fencing	1.000	15,500.0000	15,500.00	.000	0.00	.000	0.00	0.00	0.00	.00	15,500.00
Item #7 Incr	Price Increase for 16-Inch Louvered HSLA Casing	415.000	32.1600	13,346.40	.000	0.00	415.000	13,346.40	0.00	13,346.40	100.00	.00
Item #8 Incr	Price Increase for 16-Inch Blank HSLA Casing	625.000	17.6700	11,043.75	.000	0.00	625.000	11,043.75	0.00	11,043.75	100.00	.00
Item #9 Incr	Price Increase for Gravel Envelope Installation	171.000	75.8900	12,977.19	.000	0.00	171.000	12,977.19	0.00	12,977.19	100.00	.00
Item #18 Incr	Price Increase for Logs for Well	1.000	2,160.0000	2,160.00	.000	0.00	1.000	2,160.00	0.00	2,160.00	100.00	.00
REPORT TOTALS				\$1,053,007.34		\$299,950.00		\$679,489.84		\$979,439.84		
									\$.00			\$73,567.50



EXHIBIT "A"

Phelan Piñon Hills Community Services District					5/5/2022	
Line #	Description	QTY	UNIT	UNIT \$	AMOUNT	
New Well Drilling, Development & Testing						
1	Mobilization/Demobilization	1	LS	160,000.00	160,000.00	Bit's, fuel, misc materials
2	Drill 42" Dia. Conductor Bore	50	LF	675.00	33,750.00	Cement / fuel
* 3	Furnish and Install 36" x 3/8" Wall LCS Conductor Casing with cement grout, Pipe 249.68 x 1.15=287, x 1.0775= 309, x frt 1.03= 319 install 50/ft= 369/ft	55	LF	600.00	33,000.00	
4	Drill minimum 12" pilot bore to 600' with related work	1020	LF	110.00	112,200.00	fuel
5	Complete aquifer isolation zone sampling	3	EA	23,000.00	69,000.00	fuel & materials
6	Drill 28" Dia. Final Bore to 600', including caliper log	1020	LF	127.00	129,540.00	fuel material
* 7	Furnish/Install 16" I.D. x 5/16" Wall Louvered HSLA Casing 208.80 x1.15=240.12,x 1.0775=258.73, x frt 1.03=266.50 + labor 25/ft= \$291.50	500	LF	291.50	145,750.00	
* 8	Furnish/Install 16" x 5/16" Wall Blank HSLA Casing with End Plate 144.00 x1.15=165.60,x 1.0775=178.43, x frt 1.03=183.78 + labor 25/ft= \$209.00	500	LF	209.00	104,500.00	material
9	Furnish and Install Gravel Envelope for one well, consolidate by swabbing	170	p/Ton	385.00	65,450.00	Fuel, freight
10	Furnish and Install 3" Sch 80 Camera Tube Outside of well casing to 225'	400	LF	55.00	22,000.00	
11	Develop by Swabbing and Air Surging for First 24 hours	1	LS	16,800.00	16,800.00	fuel
12	Development by Swabbing and Air Surging in Excess of 24 total hours	24	p/Hr.	700.00	16,800.00	fuel
13	Development by Pumping and Surging for first 12 hours	1	LS	46,440.00	46,440.00	fuel
14	Development by Pumping in excess of 12 hours	12	p/Hr.	450.00	5,400.00	fuel
15	Test Pumping for Yield and Drawdown (include Records) for 3 steps	9	p/Hr.	450.00	4,050.00	fuel
16	Constant Yield Testing for a period of 24 hours	24	p/Hr.	450.00	10,800.00	fuel
17	Disinfect Well and Site Clean-up	1	LS	7,500.00	7,500.00	fuel
18	Provide Geophysical Logs for Well and Interpretation of Same	1	LS	12,000.00	12,000.00	
19	Videolog Well	1	LS	2,000.00	2,000.00	
20	Furnish & Install two 3 Inch Dia. Gravel Tubes to 5 feet (bgs)	10	LF	100.00	1,000.00	
21	Furnish & Install Tortoise Barrier Fencing (OPTION #2)	1	LS	15,500.00	15,500.00	
Summary of Bid Schedule					\$ 1,013,480.00	

Due to the volatility in the current markets, pricing for materials is valid for 2 Weeks or While Supplies Last

* In the event of a price increase on casing, price increase will be invoice cost + Green Book Standard for Material Mark-Up

South West Pump & Drilling, Inc.
 53-381 Highway 111
 Coachella, CA 92236

Request for Change
 Date - 1/26/2023
 Job Number: 220505

Drill Well No. 15
 Azalea Road
 Phelan, CA 92329-4049

Sean Wright
 Phelan Piñon Hills
 Community Services District
 P. O. Box 294049
 Phelan, CA 92329-4049

Item	Description	Planned Quantity	Unit Price	Scheduled Value	Actual Quantity	Unit Price	Price Increase	Adjusted Total	Net Change
Item No. 3	Furnish & Install Conductor Casing	55	\$ 600.00	\$ 33,000.00	55	\$ 600.00	\$ 33,000.00	\$ 33,000.00	\$ -
Item No. 4	Drill Pilot Bore	1,020	\$ 110.00	\$ 112,200.00	1,040	\$ 110.00	\$ 114,400.00	\$ 114,400.00	\$ 2,200.00
Item No. 6	Ream Borehole	1,020	\$ 127.00	\$ 129,540.00	1,040	\$ 127.00	\$ 132,080.00	\$ 132,080.00	\$ 2,540.00
Item No. 7	Furnish & Install 16-Inch Louvered HSLA	500	\$ 291.50	\$ 145,750.00	415	\$ 291.50	\$ 32.16	\$ 134,318.90	\$ (11,431.10)
Item No. 8	Furnish & Install 16-Inch Blank HSLA	500	\$ 209.00	\$ 104,500.00	625	\$ 209.00	\$ 17.67	\$ 141,668.75	\$ 37,168.75
Item No. 9	Furnish & Install Gravel Envelope	170	\$ 385.00	\$ 65,450.00	171	\$ 385.00	\$ 75.89	\$ 78,812.19	\$ 13,362.19
Item No. 18	Provide Logs for Well	1	\$ 12,000.00	\$ 12,000.00	1	\$ 14,160.00	\$ 2,160.00	\$ 14,160.00	\$ 2,160.00
									\$ 45,999.84

Approved Change Order No: _____

Accepted Date: _____

Accepted By: _____

Please sign and return a copy as soon as possible



ROSCOE MOSS COMPANY

4360 Worth Street

Los Angeles, California 90063, U.S.A.

Phone: (323) 263-4111, Fax: (323) 263-4497

November 23, 2022

Mr. Brian Jeffers
South West Pump and Drilling, Inc.
53-381 Highway 111
Coachella, CA 92236

RE: City of Phelan Pinion Hills Community Services District Water Supply Well, Casing Prices

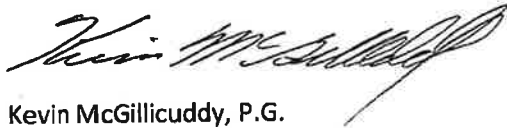
Dear Brian,

I am providing notice accompanied by the following information to support our requested price increase for the manufacture of the well casing and screen specified for the Phelan Pinion Hills CSD Well project. Since the initial prices were provided in April of 2022, we have experienced higher costs for steel along with increased costs associated with production and operation. Several factors have contributed to the increase in the price of our finished goods.

- The steel mills are unable to operate at full capacity. This creates an imbalance in the supply and demand of materials. The lack of supply and the increased demand has forced the price upward. The lack of supply is primarily due to a reduced labor force and constraints related to the raw materials required to produce the steel coils.
- The war in Ukraine has also impacted the price of stainless steel. One of the key components of stainless steel is nickel. Both Russia and Ukraine supply nickel to make stainless steel. The restrictions on production and exporting have affected the price.
- Transportation/Logistics have continued to increase the final price on nearly all products. The high fuel costs, along with the shortage of qualified drivers, have limited the available number of trucks and have increased the cost at which they operate.
- Labor and production costs have continued to increase, as is the case in all industries. These cost increases include wages, welding consumables (gas, wire, etc), and also the multiple costs of operating a business (insurance, quality control, etc.).

For these reasons, it has become necessary to increase our prices for the casing and screen included in the Phelan Pinion Hills CSD Well project

Feel free to contact me should you have any questions.

A handwritten signature in black ink, appearing to read "Kevin McGillicuddy". The signature is fluid and cursive, with a large, stylized initial "K".

Kevin McGillicuddy, P.G.
Roscoe Moss Company

**AIA Type Document
Application and Certification for Payment**

TO (OWNER): Phelan Piñon Hill Community Services District
P. O. Box 294049
Phelan, CA 92329-4049

PROJECT: Drill Well No. 15
Well No. 15
Azalea Road
Phelan, CA 92329-4049

APPLICATION NO: 3
PERIOD TO: 3/20/2023

DISTRIBUTION TO:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM (CONTRACTOR): South West Pump & Drilling, Inc
53-381 Highway 111
Coachella, CA 92236

VIA (ARCHITECT):

ARCHITECT'S PROJECT NO:

CONTRACT FOR:

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM	\$	<u>1,013,480.00</u>
2. Net Change by Change Orders	\$	<u>39,527.34</u>
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	<u>1,053,007.34</u>
4. TOTAL COMPLETED AND STORED TO DATE	\$	<u>1,027,229.84</u>
5. RETAINAGE:		
a. <u>5.00</u> % of Completed Work	\$	<u>51,361.50</u>
b. <u>0.00</u> % of Stored Material	\$	<u>0.00</u>
Total retainage (Line 5a + 5b)	\$	<u>51,361.50</u>
6. TOTAL EARNED LESS RETAINAGE	\$	<u>975,868.34</u>
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	<u>930,467.84</u>
8. CURRENT PAYMENT DUE	\$	<u>45,400.50</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	<u>77,139.00</u>

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	39,527.34	0.00
Total approved this Month	0.00	0.00
TOTALS	39,527.34	0.00
NET CHANGES by Change Order	39,527.34	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: South West Pump & Drilling, Inc
53-381 Highway 111 Coachella, CA 92236

By: 

Date: 3/20/23

State of:

County of:

Subscribed and Sworn to before me this _____ Day of _____ 20__

Notary Public:

My Commission Expires :

ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA Type Document
Application and Certification for Payment

TO (OWNER): Phelan Piñon Hill Community Services District
P. O. Box 294049
Phelan, CA 92329-4049

PROJECT: Drill Well No. 15
Well No. 15
Azalea Road
Phelan, CA 92329-4049

APPLICATION NO: 3
PERIOD TO: 3/20/2023

DISTRIBUTION TO:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM (CONTRACTOR): South West Pump & Drilling, Inc
53-381 Highway 111
Coachella, CA 92236

VIA (ARCHITECT):

ARCHITECT'S PROJECT NO:

CONTRACT FOR:

CONTRACT DATE:

ITEM	DESCRIPTION	PLAN QTY	UNIT PRICE	SCHEDULED VALUE	PREVIOUSLY COMP QTY/%	PREVIOUS APPL	COMP QTY/% THIS PERIOD	COMP AMT THIS PERIOD	STORED MATERIAL	COMPLETED AND STORED	%	BALANCE
1	Mobilization / Demobilization	1.000	160,000.0000	160,000.00	1.000	160,000.00	.000	0.00	0.00	160,000.00	100.00	.00
2	Drill Conductor Bore	50.000	675.0000	33,750.00	50.000	33,750.00	.000	0.00	0.00	33,750.00	100.00	.00
3	Furnish & Install 36-Inch Conductor Casing with Cement Grout	55.000	600.0000	33,000.00	55.000	33,000.00	.000	0.00	0.00	33,000.00	100.00	.00
4	Drill Pilot Bore	1,020.000	110.0000	112,200.00	1,040.000	114,400.00	.000	0.00	0.00	114,400.00	101.96	-2,200.00
5	Complete Aquifer Isolation Zone Sampling	3.000	23,000.0000	69,000.00	3.000	69,000.00	.000	0.00	0.00	69,000.00	100.00	.00
6	Ream Borehole to 28-Inches in Diameter	1,020.000	127.0000	129,540.00	1,040.000	132,080.00	.000	0.00	0.00	132,080.00	101.96	-2,540.00
7	Furnish & Install 16-Inch Louvered HSLA Casing	500.000	291.5000	145,750.00	415.000	120,972.50	.000	0.00	0.00	120,972.50	83.00	24,777.50
8	Furnish & Install 16-Inch Blank HSLA Casing	500.000	209.0000	104,500.00	625.000	130,625.00	.000	0.00	0.00	130,625.00	125.00	-26,125.00
9	Furnish & Install Gravel Envelope	170.000	385.0000	65,450.00	171.000	65,835.00	.000	0.00	0.00	65,835.00	100.59	-385.00
10	Furnish & Install 3-Inch, Schedule 80 Camera Tube	400.000	55.0000	22,000.00	560.000	30,800.00	.000	0.00	0.00	30,800.00	140.00	-8,800.00
11	Develop by Swabbing & Air Surging for First 24-Hours	1.000	16,800.0000	16,800.00	1.000	16,800.00	.000	0.00	0.00	16,800.00	100.00	.00
12	Develop by Swabbing & Air Surging in Excess of 24 Hours	24.000	700.0000	16,800.00	29.500	20,650.00	.000	0.00	0.00	20,650.00	122.92	-3,850.00
13	Development by Pumping & Surging for First 12 Hours	1.000	46,440.0000	46,440.00	.000	0.00	1.000	46,440.00	0.00	46,440.00	100.00	.00
14	Development by Pumping & Surging in Excess of 12 Hours	12.000	450.0000	5,400.00	.000	0.00	3.000	1,350.00	0.00	1,350.00	25.00	4,050.00
15	Test Pumping for Yield & Drawdown (include records) for 3 Steps	9.000	450.0000	4,050.00	.000	0.00	.000	0.00	0.00	0.00	.00	4,050.00
16	Constant Yield Testing for a period of 24-Hours	24.000	450.0000	10,800.00	.000	0.00	.000	0.00	0.00	0.00	.00	10,800.00

AIA Type Document
Application and Certification for Payment

TO (OWNER): Phelan Piñon Hill Community Services District
P. O. Box 294049
Phelan, CA 92329-4049

PROJECT: Drill Well No. 15
Well No. 15
Azalea Road
Phelan, CA 92329-4049

APPLICATION NO: 3
PERIOD TO: 3/20/2023

DISTRIBUTION TO:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM (CONTRACTOR): South West Pump & Drilling, Inc
53-381 Highway 111
Coachella, CA 92236

VIA (ARCHITECT):

ARCHITECT'S PROJECT NO:

CONTRACT FOR:

CONTRACT DATE:

ITEM	DESCRIPTION	PLAN QTY	UNIT PRICE	SCHEDULED VALUE	PREVIOUSLY COMP QTY/%	PREVIOUS APPL	COMP QTY/% THIS PERIOD	COMP AMT THIS PERIOD	STORED MATERIAL	COMPLETED AND STORED	%	BALANCE	
17	Disinfect Well and Site Clean-Up	1.000	7,500.0000	7,500.00	.000	0.00	.000	0.00	0.00	0.00	.00	7,500.00	
18	Provide Geophysical Logs for Well	1.000	12,000.0000	12,000.00	1.000	12,000.00	.000	0.00	0.00	12,000.00	100.00	.00	
19	Videolog Well	1.000	2,000.0000	2,000.00	.000	0.00	.000	0.00	0.00	0.00	.00	2,000.00	
20	Furnish & Install Two (2) 3-Inch Gravel Tubes	10.000	100.0000	1,000.00	.000	0.00	.000	0.00	0.00	0.00	.00	1,000.00	
21	Furnish & Install Tortoise Barrier Fencing	1.000	15,500.0000	15,500.00	.000	0.00	.000	0.00	0.00	0.00	.00	15,500.00	
Item #7 Incre	Price Increase for 16-Inch Louvered HSLA Casing	415.000	32.1600	13,346.40	415.000	13,346.40	.000	0.00	0.00	13,346.40	100.00	.00	
Item #8 Incre	Price Increase for 16-Inch Blank HSLA Casing	625.000	17.6700	11,043.75	625.000	11,043.75	.000	0.00	0.00	11,043.75	100.00	.00	
Item #9 Incre	Price Increase for Gravel Envelope Installation	171.000	75.8900	12,977.19	171.000	12,977.19	.000	0.00	0.00	12,977.19	100.00	.00	
Item #18 Incr	Price Increase for Logs for Well	1.000	2,160.0000	2,160.00	1.000	2,160.00	.000	0.00	0.00	2,160.00	100.00	.00	
REPORT TOTALS				\$1,053,007.34		\$979,439.84		\$47,790.00		\$1,027,229.84			
									\$.00				\$25,777.50

Agenda Item 6d

Review & Discussion Regarding
Payment Processing Analysis &
Credit Card Convenience Fee

MEMORANDUM

DATE: April 12, 2023

TO: Board of Directors

FROM: Don Bartz, General Manager
By: Lori Lowrance

SUBJECT: Review & Discussion Regarding Payment Processing Analysis & Credit Card Convenience Fee

STAFF RECOMMENDATION

No action is necessary at this time.

BACKGROUND

In March 2020, due to the COVID-19 pandemic and office closures, the Board elected to waive the convenience fee for credit card transactions and penalties for late payments.

In September 2020, the Board reviewed the waivers in place and elected to resume penalties for late fees, effective January 1, 2021. As the impacts of COVID continued, the Board decided to continue waiving the credit card convenience fees for online payments only, to encourage customers to make payments online, rather than in person.

In March 2022, the Board reviewed the costs of providing credit card service and determined to reinstate the credit card fee and change the fee from \$2.00 to \$3.00 per transaction.

At the prior Board Meeting, a customer inquired about the credit card fees and the Board asked that staff provide the information at this meeting. The memo and the statistical data from the March 2022 meeting are attached for review. The costs of credit card processing are changing. As soon as the District receives the information on these changes, this matter will be brought back to the Board for further consideration.

Customers have several options to pay without incurring a fee: Check, cash, autopay, and bank checks through their own banking institution's bill pay program.

FISCAL IMPACT

None

ATTACHMENT(S)

March 2022 Board Memo
Credit Card Fees, Penalty and Late Fees Statistics Report (from March 2022)

MEMORANDUM

DATE: March 30, 2022

TO: Board of Directors

FROM: Don Bartz, General Manager
By: Lori Lowrance

SUBJECT: Credit Card Convenience Fee Waiver

STAFF RECOMMENDATION

That the Board authorize staff to resume charging the credit card convenience fee for all credit card purchases and increasing the cost to \$3.00 per transaction, effective July 1, 2022.

BACKGROUND

In March 2020, due to the COVID-19 pandemic and office closures, the Board elected to waive the convenience fee for credit card transactions and penalties for late payments.

In September 2020, the Board reviewed the waivers in place and elected to resume penalties for late fees, effective January 1, 2021. As the impacts of COVID continued, the Board decided to continue waiving the credit card convenience fees for online payments only, to encourage customers to make payments online, rather than in person.

As the mandates of COVID have mostly been lifted, Staff is bringing this matter back to the Board for consideration.

While staff would like to recommend continuing with the waiver of online payments, the expense to the District is such that it does not seem to be the right thing to do. As it stands, the average cost of processing a credit card payment is now \$3.71 and the District is only recovering \$2.00 per transaction.

Customers have several options to pay without incurring a fee: Check, cash, autopay, and bank checks through their own banking institution's bill pay program.

FISCAL IMPACT

Approximately \$76,000 in revenue

ATTACHMENT(S)

Credit Card Fees, Penalty and Late Fees Statistics Report

**Phelan Piñon Hills Community Services District
Credit Card Fees, Penalty and Late Fees Statistics Report**

Customer Service A/R Activities	2018/2019	2019/2020	2020/2021	2021/2022*
	Quantity	Quantity	Quantity	Quantity
Payments Processed				
Cash	9,876	7,536	3,746	2,952
Check (Counter)	10,805	8,810	7,815	5,695
*Credit Card (counter)	2,747	2,195	1,118	1,036
Mail	23,255	22,455	20,173	10,522
*Online	21,788	25,534	33,294	24,422
TOTAL	68,471	66,530	66,146	44,627

Credit Card Transactions and Fees

	2018/2019	2019/2020	2020/2021	2021/2022*	Total Unrealized Revenue	Estimated 2021/22 FYE
Total Credit Card Pmts*	24,535	27,729	34,412	25,458		38,187
Total CC Trans Fees s/b	\$49,070.00	\$55,458.00	\$68,824.00	\$50,916.00		\$76,374.00
Actual CC Trans Fee Revenue	\$49,070.00	\$39,088.00	\$2,236.00	\$1,194.00		
Unrealized CC Fee Revenue	\$0.00	\$16,370.00	\$66,588.00	\$49,722.00	\$132,680.00	\$76,374.00

EXPENSES:

	2018/2019	2019/2020	2020/2021	2021/2022*
Direct Expenses				
Software Fees (online CC)	33,848.75	37,841.25	46,195.00	35,002.50
Merchant Fees	34,204.14	38,741.43	52,705.05	46,042.92
Total Expenses	68,052.89	76,582.68	98,900.05	81,045.42
Total Average Cost per CC Transaction	2.77	2.76	2.87	3.18

Penalties & Late Fees Revenue

	3 mos w/o fees		6 mos w/o Fees		Total Unrealized Revenue
	2018/2019	2019/2020	2020/2021	2021/2022*	
Penalties & Late fees -Water	93,472.78	74,974.05	62,629.13	121,071.40	
**Estimated Penalties Not Realized		19,473.50	46,736.39		\$ 66,209.89

*Note: 2021/2022 is for 8 months (July through February)

**Waived penalties from March 15, 2020 through December 31, 2020

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: April 12, 2023
TO: Board of Directors
FROM: Don Bartz, General Manager
By: Kim Sevy, HR & Solid Waste Manager/District Clerk
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 7

Committee Reports/Comments

SPECIAL FINANCE COMMITTEE MEETING MINUTES

March 21, 2023

Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom (see below)

Board Members Present: Mark Roberts, Vice President/Chair
Chuck Hays, Director

Board Members Absent: None

Staff Present: Lori Lowrance, Assistant General Manager/CFO
David Noland, Accountant
Kim Sevy, HR & Solid Waste Manager/District Clerk

Call to Order

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

Roll Call

All Committee Members were present at Roll Call.

1) Approval of Agenda

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

2) Public Comment

None

3) Approval of Minutes

Vice President Roberts moved to approve the Agenda as amended. Director Hays seconded the motion. Motion passed unanimously.

4) Review & Discussion Regarding 2023/2024 Draft Budget

Mr. Noland and Ms. Lowrance presented the draft 2023/2024 budget. The committee reviewed the draft budget and requested additional information to be provided at the budget workshop.

5) Review of Proposed Budget Policy Modifications

The committee recommended to take the policy to the Board for approval.

6) Committee Comments

Nothing further.

7) Review of Action Items

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

- Presentation on cost increases over past five years for Board workshop
- Budget policy to Board

8) **Set Agenda for Next Meeting**

- Regular Meeting – April 18, 2023
 - Cash Investment Report

9) **Adjournment**

With no further business before the committee, the meeting adjourned at 5:29 p.m.

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

LEGISLATIVE COMMITTEE MEETING MINUTES

March 14, 2023
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Greg Snyder, Chair
Chuck Hays, Director

Board Members Absent: None

Staff Present: Kim Ward, HR & Solid Waste Manager/District Clerk

Call to Order

The meeting was called to order at 3:00 p.m.

Roll Call

All committee members were present at Roll Call.

1) Approval of Agenda

Director Snyder moved to approve the Agenda. Director Hays seconded the motion.
Motion passed unanimously.

2) Public Comment – None

3) Appointment of Committee Chair – Greg Snyder was selected as Committee Chair.

4) Approval of Minutes

Director Snyder moved to approve the Minutes. Director Hays seconded the motion.
Motion passed unanimously.

5) Update from Representatives – None

6) Review of March CSDA Legislative Brief

The committee reviewed the brief provided in the agenda packet; no action requested.

7) Review of State Ballot Initiative #21-0042A1

The committee reviewed the ballot initiative provided in the agenda packet.

ACTION ITEM: White paper on ballot initiative.

8) Review of Committee Roles & Responsibilities

The committee reviewed the Committee Roles & Responsibilities; no changes recommended.

9) Staff Report

Staff provided an update on the Western Joshua Tree budget trailer bill.

Public Comment was provided by Cheryl Rhoden regarding the Western Joshua Tree.

10) Review of Action Items

a) **Prior Meeting** – None

b) **Current Meeting**

- White paper on Initiative #21-0042A1
- Send reminder of upcoming Legislative Committee meetings to representatives

11) **Set Agenda for Next Meeting** – June 13, 2023

12) Adjournment

With no further business before the Committee, the meeting adjourned at 3:18 p.m.

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

Agenda Item 8

Staff & General Manager's Report

**Phelan Pinon Hills Community Services District
Engineering Manager's Report
April 12, 2023**

Alternative Energy - 1.16 MW Solar Photovoltaic

The district has registered its solar generation, Renewable Energy Credits (REC's), with the U.S. Department of Energy, Energy Information Administration (EIA) on March 2, 2023. Data report was manually provided by TotalEnergies. The new Portal access will be available in late April.

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 is currently updating all tanks and well sites with drone imagery and with latest interior photos of all booster stations. Staff has completed a draft reporting GIS portal for solid waste for discussion. CR&R data was received and integrated into a GIS environment for validation. Customer service staff will review, compare, and provide comments on the data related to the district's customer service data.

Pressure Zone 6 Improvements

Water Master Plan (WMP) validated improving pressure at the west end of Maria Road in pressure zone (PZ) 6 with expanding PZ 7 with 1,300 lineal feet of 8-inch pipeline on Pinon Hills Road, between Nielson Road and Maria Road. Connections in pressure zone 6 would see an increase in pressure. This project was completed in early March. Field testing for PZ6 in November of 2022 results determined the 2nd proposed alignment as Mescalero and Quail was not required.

The WMP proposes increasing capacity at tank site 6A with an additional 2.2 MG capacity tank adding additional storage from its existing 0.42 MG tank. Pending federal appropriations, the Capital Improvement Project (CIP) table identifies 1.5 MG tank and moving the project up to the 2023-2024 budget year. Recently, the District acquired 1.5 acres adjacent to the existing 6A tank for the proposed 1.5MG tank. Staff will begin the environmental studies for this project.

***Civic Center / Community Center and Future Phelan Park Expansion
(* status change)***

Status for phase 1 – (APN 3066-261-10) Civic Center Project

1. Preliminary COA (Conditions of Approval) Received-PRAA-2021-00040 – Warbler Road Improvement moved to Phase 2
2. Construction Documents for Phase 1 - 14,034 SF Civic Center Building Resubmitted January 27,2023 for removal of posts to replace with Beams, per District Request. (NEWNR-2021-00230)
3. Sheep Creek Street Improvement Plans - Approved (SIP-2021-00031)

4. WQMP plan check – corrections received January 19, 2023. Revised retention basin design per County comments (WQMP-2021-00153)
5. Preliminary Drainage – Approved (DRNSTY-2021-0005)
6. Grading Plan – 3rd plan check received Nov. 17, 2022. Revised retention basin for 4th submittal Feb. 27th for final (GRAD-2021-00235)
7. Landscape Plans – Review since Nov. 19, 2021 – (PLP-2021-00018)
8. Edison service upgrade – Formal application Edison submittal on January 18, 2023
9. Incidental Intake Permit – in process by RCA Assoc. -Draft ITP Application Ready to Submit to CDFW. Invoice for CDFW \$34,585.25 paid Dec 2022 (for phase 2 and phase 3)
10. Vector Clearance – Approved.
11. Filed Preliminary Acoustical Info application with County, Acoustical Study is not required.
12. Electrical Light Standard Plans – plan check submittal
13. Percolation Test Updated report – Merrell Johnson – submittal to EHS January 24, 2023
14. Waste Management Plan (part 1) – Approved (WMP-2022-00646)

Phase 2 – Phelan Community Park [event plaza, splash pad, multi-use field (soccer), restrooms, concession, playground, native garden, community garden, and tennis court]

Phase 3 – Phelan Community Park [equestrian, multi-use (baseball), skate park, pump track]

Status for Phase 2 and Phase 3

1. Formal application, with studies, submitted to County Planning with deposit. (PROJ-2022-00184)
2. Traffic Study – Approved (TRSTY-2021-00016)
3. Percolation Study – Approved (SR0112960)
4. Geotechnical Report – conditionally approved (GTR-2022-00128)
5. Biological Assessment – complete
6. * Joshua Tree Study completed Submitted ITP Application (Incidental Take Permit) Received notice from State. On hold until CEQA is received to complete review.
7. Cultural and Paleo Report – complete

8. Infiltration Report – complete
9. * Hydrology Study – completed
10. Preliminary Grading and Street Improvements (Warbler Road) – Pending County conditions
11. * Noise Study – completion April 14th
12. * Draft CEQA IS/MND – Lilburn Corporation – Hydrology study and Noise study pending. Completion April 21st. Draft will be available.

Department Fish and Wildlife Commission proposed consideration of a Conservation Plan for the Joshua tree. The meeting was held on February 8, 2023, to consider listing the Western Joshua Tree (JT) as an endangered species. Native American tribes to draft a conservation plan for the Joshua Trees by 2024. Mitigations, permitting and fees to be paid through County. The proposal to include fees reasonable to its current required mitigations. An unbacked bill is proposing a mitigation fund to be established from \$200 to \$2,500 depending on the size of JT limited to 10 JT for single family home and 40 JT for a public works project. A small stipulation states bypassing through a local agency who process the permitting. In this case County of San Bernardino would the lead. Bill is under review.

The Access and Slope easements from parcels APN 3066-251-05 and -06 (Van Dam properties) have been separated individually, as requested by Van Dam. The revised easements have been sent to Van Dam for signatures. The Access Easements for both parcels are required to abandon Sahara Road. Also conditioned by the County is a written and grading permission from the Van Dam to proceed with the abandonment process with the County of San Bernardino.

Rider Levett Bucknall (RLB) has prepared the Request for Qualifications (RFQ) for the Civic Center Project. The RFQ deadline is April 10th. As of April 6th, 2 RPQ's are in hand. We will extend the deadline a few more weeks to publish on Planet Bids. Item will be brought to the Board for authorization. Following the RFQ the issuance of Request for Proposal (RFP) is tentatively scheduled for late May.

Future Well No. 15, 16 and 17

Well No. 15 – Azalea Road

Transmission pipeline installation is set to begin April 10th. The first 2,000 feet have been staked and the environmental requirements have been met for installation. There is approximately 5,000 feet of 12" DIP transmission pipeline. Pipeline alignment from Well No. 15 to Reservoir Site on Sheep Creek Road and Hatillo Road.

Water Mainline Extension Projects

Pinon Road - to serve APN 3067-111-21 (nothing new to report)

Proposed 353 Linear Feet of 8-inch PVC water pipeline, located on Pinon Road west from Ponderosa Road. Plans prepared by TRLS Engineering for Joel Jacoby. Second plan check completed. Pending pre-construction meeting.

Joshua St. - to serve APN 3038-131-08 (nothing new to report)

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

Coyote Road - to serve APN 3068-621-06 (nothing new to report)

Proposed 320 linear feet of 8-inch PVC water pipeline, from Yucatan Road east 320. Plans prepared by Merrell-Johnson Companies. First plan check submitted on September 19, 2022. Received final plans signature. Pending pre-construction.

Schlitz Road - to serve APN 3101-571-02 (nothing new to report)

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

Salerno Road - to serve APN 3101-431-08 (nothing new to report)

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

Acanthus Street - to serve APN 3066-681-13 (nothing new to report)

Proposed 300 Linear Feet of 8-inch PVC water pipeline, located on Acanthus Street south from McAllister Road for Arturo Mata. Plans were prepared by Ludwig Engineering and approved in July of 2018. 2nd plan check completed April 14, 2021

Sequoia Road - to serve APN 3069-331-10 (nothing new to report)

Proposed 340 Linear Feet of 8-inch PVC water pipeline, located on Sequoia Road east of Johnson Road. Owner: ZAB LLC, Luis Benites. Plans were prepared by Capstone Engineering Inc. Plans approved. Pending pre-construction meeting.

Smoke Tree Road - to serve APN 3070-631-03 (nothing new to report)

Proposed 740 Linear Feet of 8-inch PVC water pipeline, located on Smoke Tree Road east of Beaver Road. Plans prepared by Rodriguez Brothers Engineering for Maria Sandoval. First plan check completed (June 8, 2022)

Beekley Road - to serve APN 3100-551-13 (nothing new to report)

Proposed 300 Linear Feet of 8-inch PVC water pipeline, located on Beekley Road north from Begonia Road. Plans prepared by TRLS Engineering. Final check complete on June 6, 2018. Pending County Fire Department approval.

La Mirada Road - to serve APN 3098-471-18 (nothing new to report)

Proposed 375 Linear Feet of 8-inch PVC water pipeline, located on LA Miranda Road beginning north from Cayucos Drive. Plans prepared by ServiTop Engineering. Received for 1st plan check on February 24th.

San Bernardino County Public Works Projects

Phelan Road Widening Project

Work to include mill/overlay, leveling course, isolated areas of full depth reconstruction and the installation of a traffic signal at Clovis Road. Improvements from State Highway 138 to Los Banos Road. Work is tentatively scheduled for July 2023. This is phase 1 of 2.

Phase 2 will include road widening, from 2 lanes to 5 lanes, including drainage improvements, and the realignment of intersection Highway 138 and Phelan Road.

The tentative schedule is as follows:

- Project Approval/Environmental Document: Spring 2024
- Final Plans & Right of Ways Acquisitions: Fall 2025
- Construction: Spring 2026



Water Operations Manager's Report March 2023

Introduction

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

Summary

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

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

Water Quality Samples

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

TEST TYPE	NO. OF COLLECTIONS THIS MONTH	TESTING SCHEDULE	NOTES
Raw water and Bac-t samples	48 samples	Monthly	All in compliance, Sampled Weekly
General physical samples	6 samples	Monthly	All in compliance, Sampled Weekly
TTHM/HAA5	0 samples sets	Quarterly	All in compliance.
Title 22	1 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	2 samples	Quarterly	All in Compliance.
Secondary GP'S	0 samples	As needed	All in Compliance.
Uranium	0 samples	As needed	All in Compliance

Production and Service Order Report

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

Total Monthly Production	150.61 A. F. 25 % more than 2022
2022 Monthly Production	199.84 A. F.
USA's Marked	513
Service Orders Completed	587 service orders completed
Main/Service Line Leaks	11 service line leaks repaired. 1 Main line leak/ breaks repaired
Hydrant Repairs/Replacements	0 hydrant repaired/0 replaced
Residential Meters Sold	3
Commercial Meters Sold	0
YTD Total Meters Sold (Calendar)	7 (86 in 2022) (95 in 2021)
Construction Meters Out	3
Service Lines Replaced	0

Job Code Summary

Job Code	Total Completed
C-Lock - Lock	72
C-Read & Unlock-Open - Read & Unlock - Opening	3
C-Read & Unlock-OC-DM - Read & Unlock - Opening-OC-DM	52
D-Closing Read & Lck - Closing Read & Lock DO NOT USE	4
D-Closing Read-OC-DM - Closing Read & Lock-OC-DM DO NOT USE	2
M- Investigate Lock - Verify Meter Still Locked	40
M- Verify Acct Class - Verify Account Class	0
M- Water Audit - Audit Water Usage	2
M-Backflow - Backflow Information	0
M-Cost Estimate Req - Cost Estimate Request	2
M-Data - Data Log	4
M-Bees- Bees	0
M-Investigate Leak - Investigate Leak	0
M-Investigate No Wtr - Investigate No Water	4
M-Lock No N/O Info - Meter Locked No New Owner Info	8
M-Low/No Consumption - Investigate Low/No Consumption	7
M-Meter Leaking - Meter Leaking	1
M-Meter UTL - Buried - Meter UTL - Buried	0
M-Pressure Ck Hi-Low - Pressure Check Hi-Low	2
M-R/R Angle Stop - Repair/ Replace Angle Stop	5
M-R/R Gate Valve - Repair/ Replace Gate Valve	3
M-Read - Read (do not update Read)	2
M-Repair Svc Line - Repair Service Line	11
M-Repair/Install Box - Meter Box	2
M-Replace Serv Line - Replace Service Line	1

M-Stake Meter Loc - Stake Meter Location	3
M-Status - Status	7
M-Turn off-Cust Req - Turn off - Customer Request	4
M-UNLOCK – UNLOCK	43
M-Verify Leak Repair - Verify Leak Repaired	4
M-Water Loss Leak - Door Hanger Water Loss Leak	1
M-Water Quality Taste - Water Quality - Taste	1
S- Replace Register - Register Not Sending Signal	0
S- Meter Downsize - Meter Downsizing	0
Service Change - Service Status Change	3
S-Replace Mtr & Reg - Replace Entire Meter Max Life Usage	2
S-Replace Reg Hotrod - Replace Register Hotrod Died	221
S-Replace Register - Replace Register Mueller	0
S-Replace Mtr- Replace Entire Meter Bottom Seal Leaking	7
Grand Totals	587

Summary of Current Projects

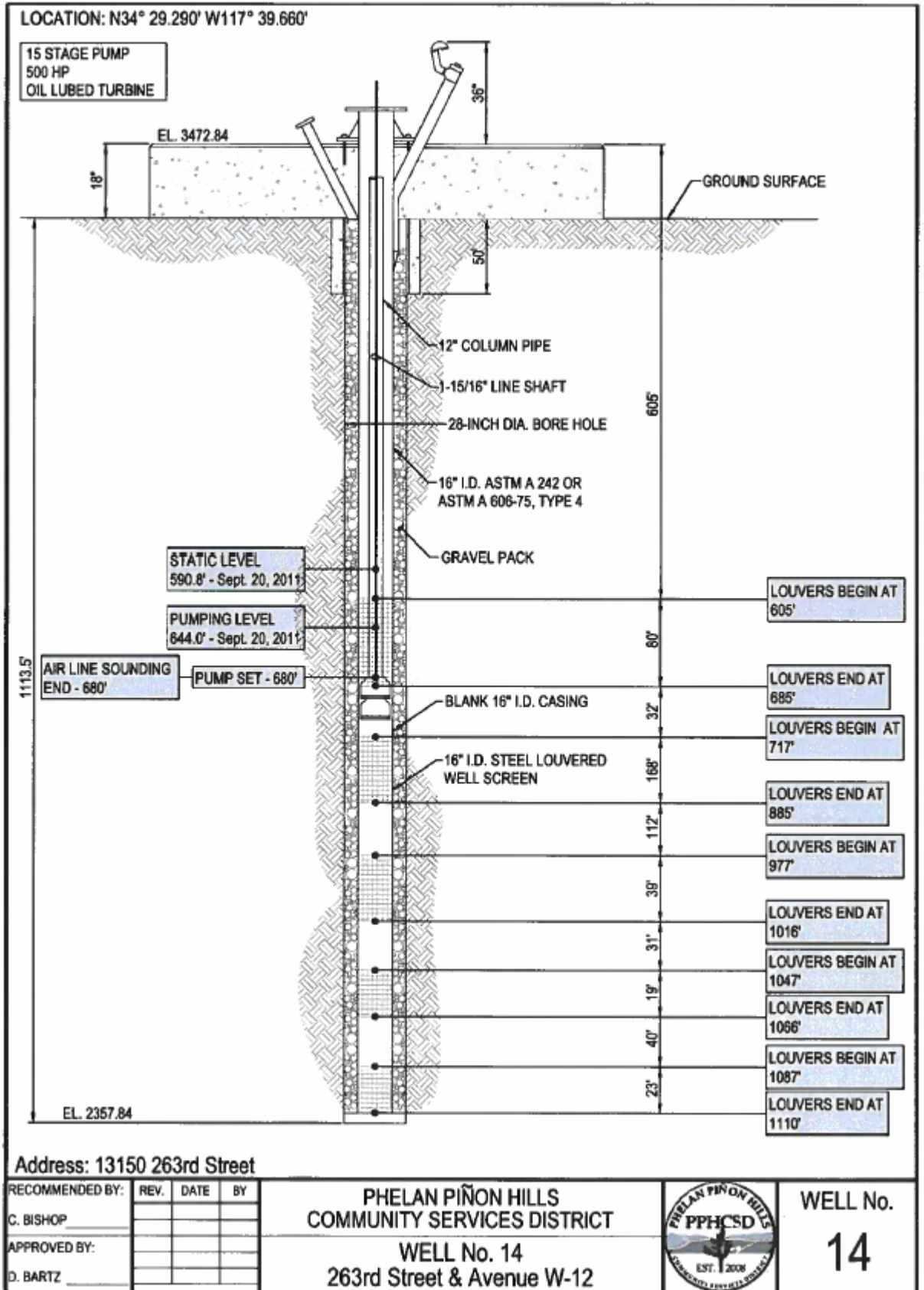
The following is a brief summary of all current and completed projects for the reported period

- Well Soundings at all wells are being done monthly
- Well 14 Production for January 0.12 AF, YTD .21 AF @ \$1055 per AF replacement C/Y 2023
- Valves and Hydrants Maintenance: 0 hydrants flushed and painted YTD Total-49
- Service line replacement program on target to meet current established goals. 5 Replaced Calendar Year to Date, 51 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- 17 Complete YTD Water savings from this project is 17 GPM and counting in conjunction with operational efficiency @ 7MG
- Water Meter Replacement Project- 4189 of 7204 Replaced – 58.1 % Complete
- Equipping Community Fill Station with 200 Amp Electric service- 100% Complete
- Outfitting & Equipping of Mountain well (Well 17)- 85% Complete
- Drilling, Outfitting, and Equipping of Well # 15- 30% Complete (Started 12/5/22)
- Pipeline Protection Project phase 3- Sonora Rd between Phelan Rd & Hollister- 70% Complete
- Pinon Hills Pipeline Project- 1,270' on Pinon Hills Rd- 100% Complete

Projects Completed

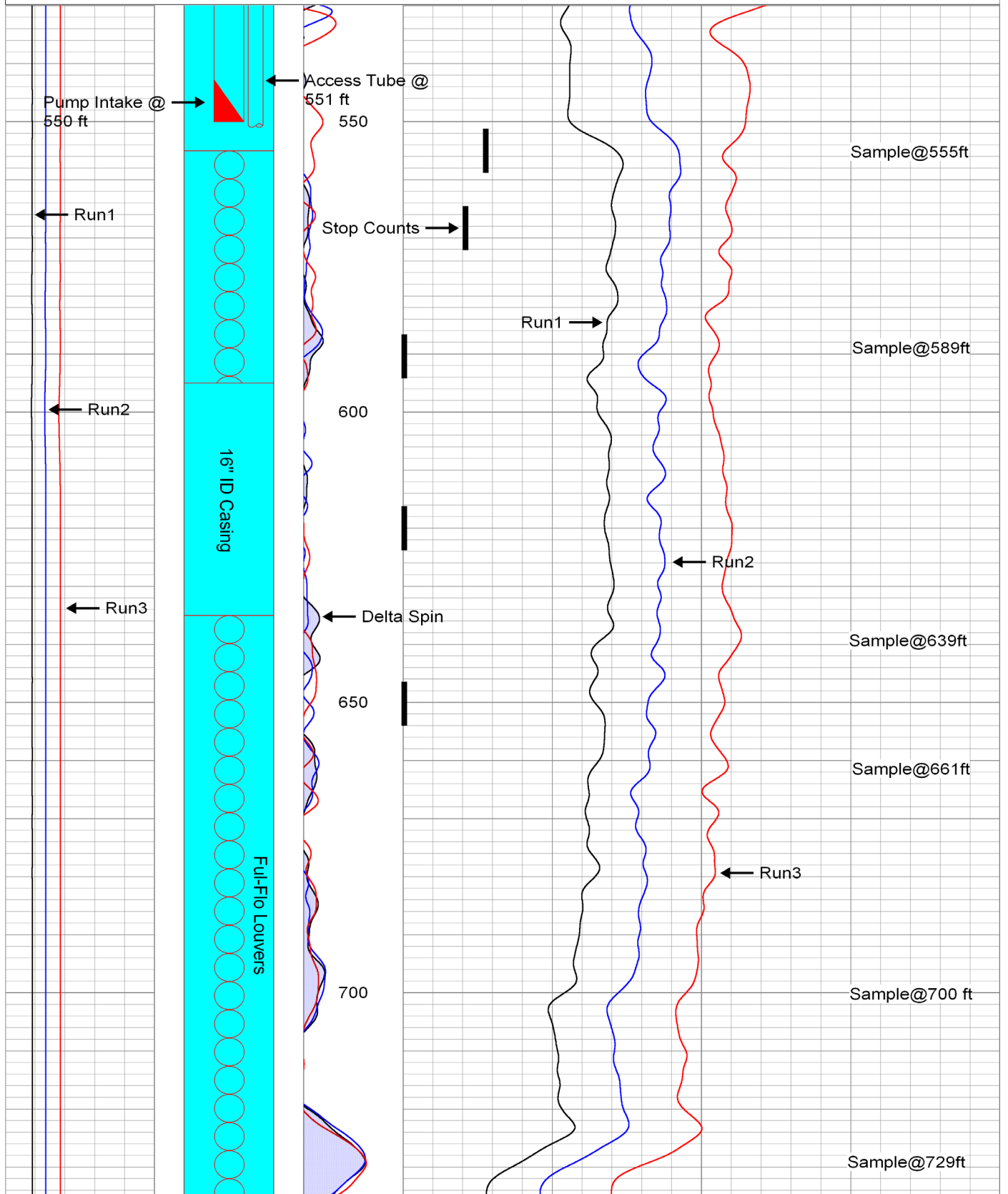
- Well 11 rehabilitation is complete, pump to waste line installed -100% Complete.
- Tank 1A-3 Interior coating sand, blast, re-coat- 100% Complete
- Replacement of Booster motor B at site Well 10- 100% Complete
- Re-wiring of site 5A Boosters A, B, C, and control wiring-100% Complete
- Well Meter and inter-tie Meter annual accuracy program FY 22/23- 100 % Complete
- Electrical Efficiency test performed @ every booster and well within the District- 100% Complete with summaries of notable replacements attached
- Oil Changes and greasing at all district wells 100% Complete Boosters 100 % Complete
- 2 Valves Turned this month as part of the district Valve Exercising Program, 2 Year to Date Turned of 4291
- 98 Dead ends flushed of 317 = every year no matter what < No goal, this is mandatory
- 1936 hydrants = 49 flushed this Year to Date 162 Painted Goal is 968 annually, this is done Bi-Annual
- Tank washouts of 10&11, 3B,2A-1,4B,3A,2A,4A Complete
- Well 6B pedestal raised to 24", discharge piping replaced 100% Complete

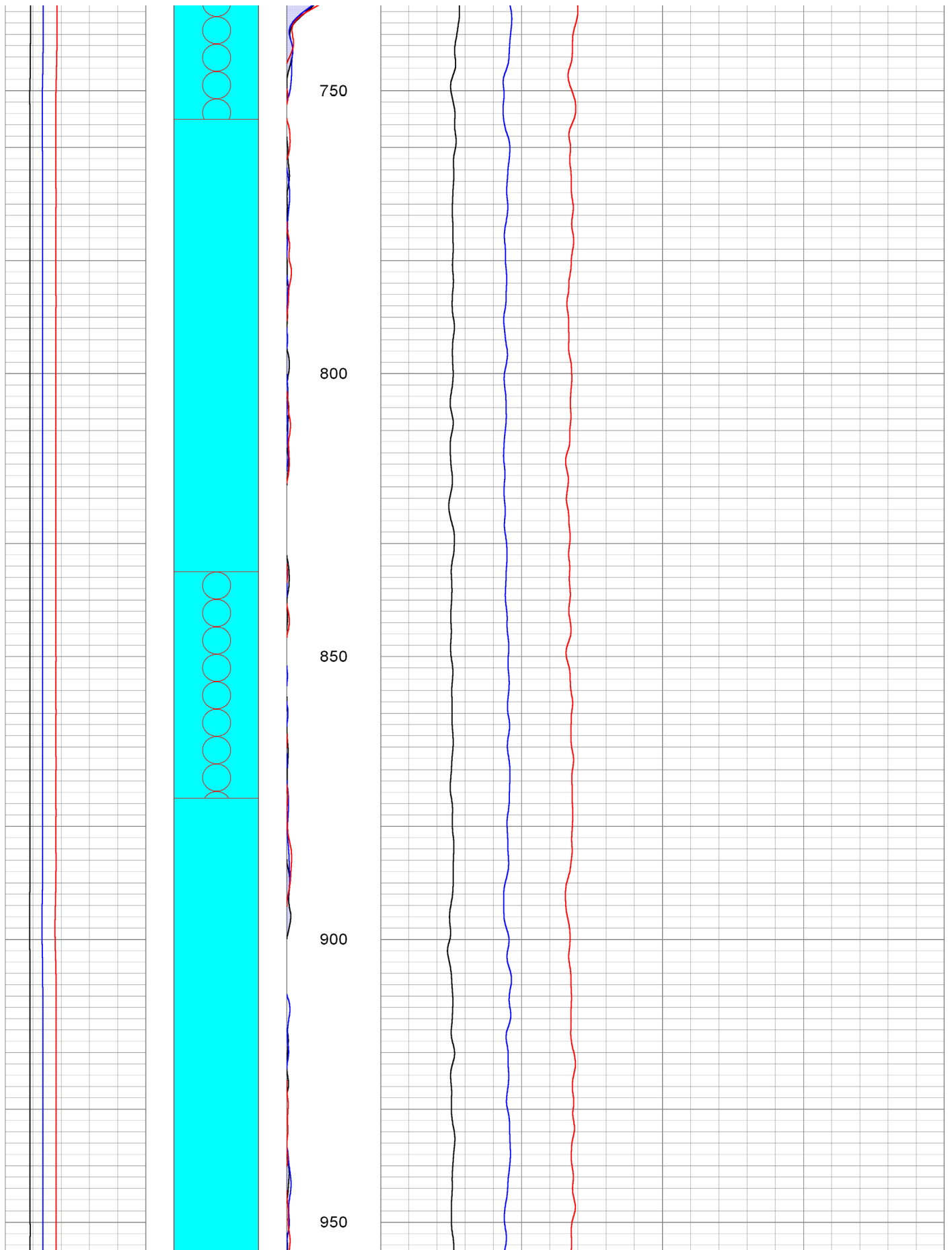
- Well 14 Cross-section

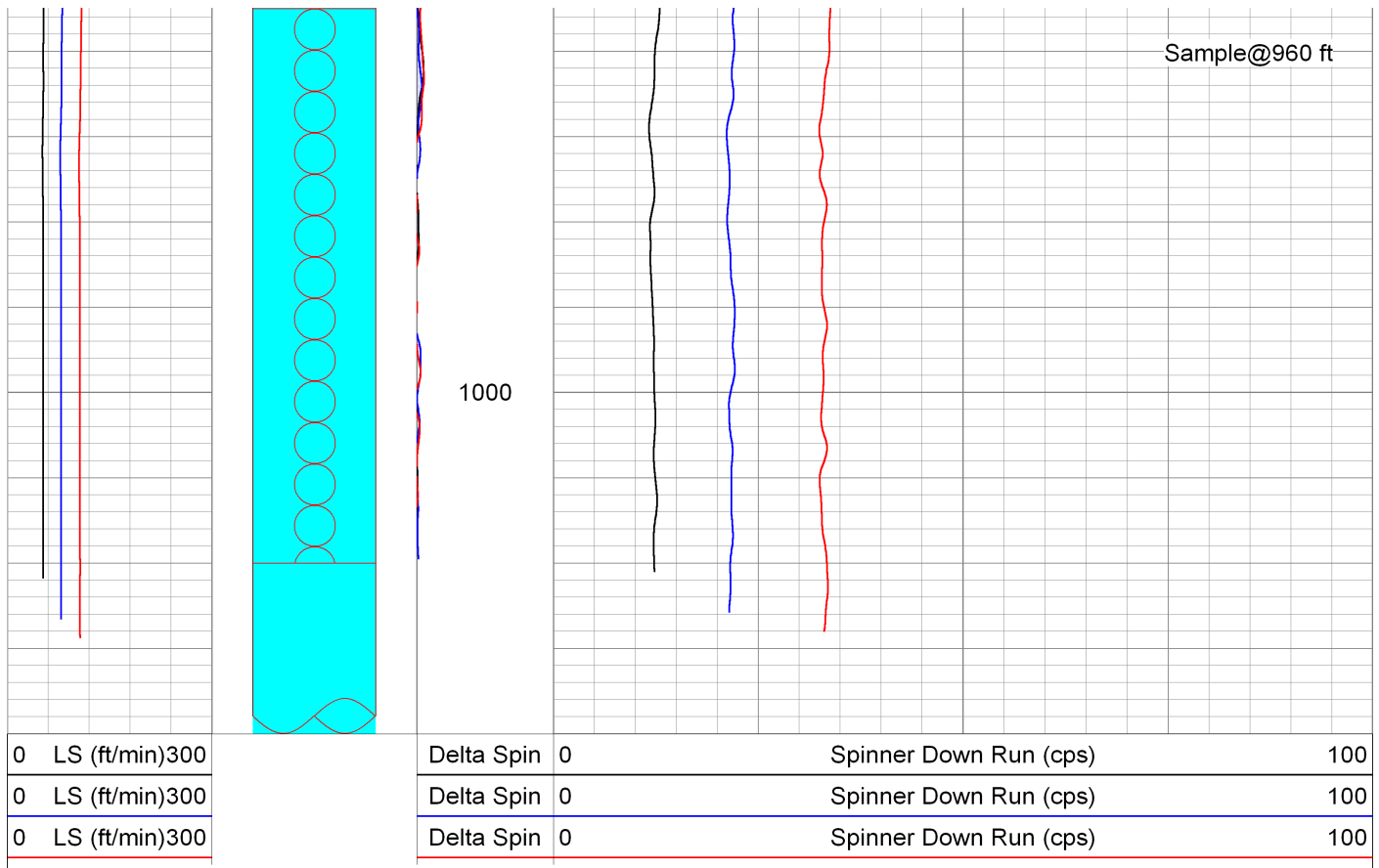


Well 15 Spinner Test

0	LS (ft/min)300	Delta Spin	0	Spinner Down Run (cps)	100
0	LS (ft/min)300	Delta Spin	0	Spinner Down Run (cps)	100
0	LS (ft/min)300	Delta Spin	0	Spinner Down Run (cps)	100







Filter Report

Database File 30808.db
Dataset Pathname SPN1
Dataset Creation Tue Apr 04 04:30:46 2023

Filter Name	Filter Type	Filter Length (ft)
LSPD	Gaussian	11.00
LTEN	Gaussian	6.00
LSPDRT	None	
FLOWP	Gaussian	12.00
FLOWN	Gaussian	12.00

Agenda Item 9

Director Reports

ASBCSD March 2023
President Rebecca Kujawa Notes

New Website: asbcSD.specialdistrict.org

No CSDA update from Chris Palmer
No new information from LAFCO

Hosted by IEUA
Topic: Innovative & Sustainable Water Supply Solutions
Speaker: Metropolitan Water

- * After recent storms the snowfall was recorded at 218% higher than the annual average.
- * Great news since the agency has been ramped down to 35% of the usable water for the last 3 years
- * Looking to find better ways for water storage for the lean years.

Agenda Item 10

Correspondence/Information

PRESS RELEASE – 3/23/2023

**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. Staff utilizes budget assumptions 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 FOR 2023/2024 BUDGET PROCESS

January & 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.
Wednesday – 5:00 p.m. February 15, 2023	Special Board Workshop – Review and approval of committee proposed long range capital, maintenance plans, programs, and goals.
Tuesday – 4:00 p.m. March 21, 2023	Special Finance Committee – Review Draft Budget
Wednesday – 5:00 p.m. April 5, 2023	Special Board Workshop – Review Draft Budget
Tuesday – 4:00 p.m. April 18, 2023	Finance Committee – Review Final Draft Budget
Wednesday – 5:00 p.m. May 3, 2023	Special Board Workshop – Review Final Draft Budget. Note: This meeting is tentative. The meeting of April 5, 2023, will determine whether or not this meeting will be necessary.
Wednesday – 5:00 p.m. <i>May 10, 2023 or June 14, 2023</i>	Regular Board Meeting Budget Hearing & possible Budget approval (with any modifications identified as a result of the hearing)



Department of Public Works

- Flood Control
- Operations
- Solid Waste Management
- Special Districts
- Surveyor
- Transportation

Brendon Biggs, M.S., P.E.
Director

Noel Castillo, P.E.
Assistant Director

David Doublet, M.S., P.E.
Assistant Director

March 7, 2023

Don Bartz, General Manager
Phelan Pinon Hills CSD
4176 Warbler Road
Phelan, CA 92371

SUBJECT: ASSISTANCE DURING THE COUNTY SERVICE AREA 70 J OAK HILLS SEVERE WINTER STORM EVENT

Dear Mr. Bartz:

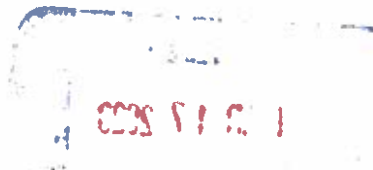
On behalf of the San Bernardino County Department of Public Works, Special Districts Division, I would like to thank Phelan Pinon Hills CSD for the prompt response activating the emergency intertie during the emergency water outage that occurred in CSA 70 J Oak Hills on February 25, 2023, due to the severe winter storm.

The water you supplied immediately played a key role in restoring the water service to our customers. Water was restored to our customers experiencing outages at an accelerated pace with your assistance significantly shortening the outage.

I would like to express my appreciation and thank you again.

Sincerely,

David Doublet
Assistant Director





The Way We Dispose of Trash is Changing

Join Us to Learn More
Solid Waste Community Information Meeting
May 20, 2023
10:00 AM - 11:30 AM



Join us at the
Phelan Community Center
4128 Warbler Road
Phelan, CA 92371
or use the Zoom QR code below



www.pphcsd.org
760-868-1212



2023
SPRING

PHELAN PIÑON HILLS CSD PRESENTS

EARTH DAY

ART CONTEST

Prizes (Per Category)

1st Place: \$100

2nd Place: \$75

3rd Place: \$50

Deadline: April 28

Full contest rules are located on the
back of this flyer.

PHELAN PIÑON HILLS CSD
SOLID WASTE
SERVICES

CONSERVATION
IT'S OUR WAY OF LIFE

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



Contest Rules and How to Enter

How to Enter

1. Create a piece of artwork reminding everyone to recycle or conserve water.
2. Attach the form at the bottom of this sheet to your artwork. The entry form at the bottom of this paper must be included with your artwork. You may be disqualified if the form is not included.
3. Mail or drop off your artwork by April 28, 2023 to the PPHCSD office at: 4176 Warbler Road, Phelan, CA 92371.
4. Winners will be awarded in May and will be featured in our 2024 District calendar, as well as on our website and social media.

Eligibility

Participating students must attend a school located in Phelan or Piñon Hills. All entries must be delivered to the Phelan Piñon Hills Community Services District (District) office before 5 PM on April 28, 2023. Any entries submitted after this date and time may not be accepted or considered. Only one artwork entry may be submitted per student. ALL ENTRIES MUST INCLUDE THE BELOW ENTRY FORM. Entries not containing this information may be disqualified. Artwork must be submitted on 8.5"x11" paper. Larger or smaller artwork will not be considered for the contest. The purpose of this contest is to help students understand the importance of recycling and conserving water and the positive effect it has on the environment and our community.

Judging Procedure

The artwork will be grouped into one of the following categories:

- Kindergarten through 2nd grade
- 3rd grade through 5th grade
- 6th grade through 12th grade

The top three (3) works of art in each grade category will be selected based on the Judging Criteria listed. Three winners will be selected in each grade category. Only winners will be notified.

- First place: \$100.00
- Second place: \$75.00
- Third place: \$50.00

Judging Criteria

- Conveys clear messages through text and artwork.
- Exhibits creativity, originality, and artistic quality.
- Displays visual clarity and correct spelling - easy to read and understand.
- Accurately represents the contest theme.

Please Note:

- All artwork submitted becomes the property of the District and may be reproduced.
- The District has the exclusive right to use the artwork for promotional materials in various collateral formats. Artwork may also be displayed on the District website, as an exhibit, or displayed in any and all formats for promotional purposes and purposes of community recycling, community water conservation, and environmental education. Non-winning entries used for other promotional material will not be compensated or receive any prizes.
- Once the prizes are distributed, no further compensation will be given. All entries will be evaluated by a panel of judges selected by District management. The District is not responsible for any lost or damaged contest entry submissions. Contest artwork entries will not be returned to students. The contest artwork entry winners will be notified by May 3, 2023 and invited to attend an award presentation at the upcoming board meeting on May 10, 2023.

For further information call 760-868-1212.

**Artwork can be submitted by mail or in-person to:
4176 Warbler Road
Phelan, CA 92371**

Entry Form - All entries must include this form.

Student's Name

Guardian Name

School

Grade

Guardian Contact Email Address

109

Guardian Contact Mailing Address:

Guardian Contact Phone Number

Learn How To:

Look for Leaks



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

1 Low Flow/Leak Indicator:

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

2 Water Softener/Filter Check:

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

3 Toilet Tank Dye Test:

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

4 Toilet Tank Dye Test:

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

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

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





Pizza Party Baking Class

Come learn to make pizza at our
Kid's Baking Class

Ages 5 - 17

June 24, 2023

10:00 a.m. - 12:00 p.m.

Phelan Senior Center
4128 Warbler Road
Phelan, CA

RSVP Required: www.pphcsd.org/sign-up-for-classes

*All minors must be accompanied by an adult.



4176 Warbler Road
Phelan, CA 92371



760-868-1212
www.pphcsd.org



**Go Play
at the Park**

Phelan Piñon Hills CSD Parks and Recreation





Spring Fitness

CARDIO & STRENGTH



Join us this Spring for Cardio and Strength Training at the

Piñon Hills Community Center

10433 Mountain Road
Piñon Hills

Every Tuesday @ 10 AM

- March 7, March 14, March 21, and March 28
- April 11, April 18, and April 25 (no class April 4)
- May 2, May 9, May 16, May 23, and May 30

RSVP Required: www.pphcsd.org/sign-up-for-classes

*All attendees must bring a yoga mat, towel, and water bottle. All ages welcome. Adult must accompany minor children.



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



**Go Play
at the Park**
Phelan Piñon Hills CSD Parks and Recreation



Spring Fitness



STRENGTH &

Conditioning

Join us for Strength and Conditioning Training at the

Piñon Hills
Community Center

10433 Mountain Road
Piñon Hills

Fridays @ 10 AM

- March 3, March 10, March 17, and March 24 (no class March 31)
- April 14, April 21, and April 28 (no class April 7)
- May 5, May 12, May 19, and May 26

RSVP Required: www.pphcsd.org/sign-up-for-classes

*All attendees must bring a yoga mat, towel, and water bottle. All ages welcome. Adult must accompany minor children.

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



Go Play
at the Park

Phelan Piñon Hills CSD Parks and Recreation



Phelan Piñon Hills CSD

Established 2008

Spring Fitness

Stretch &



Balance

Join us for Strength and Balance Training at the

Piñon Hills
Community Center

10433 Mountain Road
Piñon Hills

Tuesdays @ 11 AM

- March 7, March 14, March 21, and March 28
- April 11, April 18, and April 25 (no class April 4)
- May 2, May 9, May 16, May 23, and May 30

RSVP Required: www.pphcsd.org/sign-up-for-classes

*All attendees must bring a yoga mat, towel, and water bottle. All ages welcome. Adult must accompany minor children.



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



Go Play
at the Park
Phelan Piñon Hills CSD Parks and Recreation

114
Phelan Piñon Hills CSD
Established 2008

Agenda Item 11

Review of Action Items

Agenda Item 12

Set Agenda for Next Meeting