



BOARD PACKAGE

February 22, 2023

Regular Board Meeting – 5:00 p.m.

REGULAR BOARD MEETING AGENDA

February 22, 2023
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Via Conference Call (see below)

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

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

REMOTE PARTICIPATION INFORMATION:

Dial-in

1-669-444-9171
Meeting ID: 828 7583 8013
Passcode: 454950

Zoom

<https://us06web.zoom.us/j/82875838013?pwd=cGpzTG5zWnh4TkIeWVXpyVklXZTMzUT09>
Meeting ID: 828 7583 8013
Passcode: 454950

One-Tap Mobile

+16694449171,,82875838013#

Remote Comment Procedure:

- You will be muted until you are called on during the public comment period.
- You will be recognized by the last 4 digits of your phone number or Zoom ID and asked if you have a comment.
 - If you do not have a comment, state "no comment."
 - If you do have a comment, please state your name, where you live, and limit your comment to 5 minutes. After 5 minutes you may be muted so that others can comment.
- You may also email your public comment to the Board Secretary at 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.



Mission Statement:

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

Authorized Services:

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

REGULAR BOARD MEETING – 5:00 P.M.

Call to Order – Pledge of Allegiance

Roll Call1) **Approval of Agenda**

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

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

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

3) **Consent Items**

- a) Approval of Board Minutes
- b) Acceptance of Board Stipends/Reimbursements
- c) Acceptance of January Disbursements
- d) Approval of Contractor Payments
- e) Adoption of Resolution No. 2023-07; Establishing Policies for Board Conduct Amongst Directors and with Staff

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

- a) Discussion & Possible Action Regarding Teleconferencing Policy
- b) Discussion & Possible Action Regarding Unclaimed Funds
- c) Discussion & Possible Adoption of Resolution No. 2023-08; Establishing a Policy for District Reserves, and Possible Approval of the 2022/2023 Reserves Schedule in Compliance with Said Policy
- d) 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 – March 8, 2023
- 13) **Adjournment**

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

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

Agenda Item 3a

Approval of Board Minutes

REGULAR BOARD MEETING MINUTES

February 8, 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
Kathy Hoffman, Director
Chuck Hays, Director
Greg Snyder, Director

Board Members Absent: None

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

District Counsel: Steve Kennedy, General Counsel (Zoom)

REGULAR BOARD MEETING – 5:00 P.M.

Call to Order

President Kujawa called the meeting to order at 5:06 p.m. and the Pledge of Allegiance was conducted.

Roll Call

All Directors were present at roll call.

1) Approval of Agenda

Director Snyder moved to approve the Agenda. Director Hoffman seconded the motion. Motion carried 5-0.

2) Public Comment

a) General Public

Public comment was provided by Deborah Philips, Peter Barnes, and an unidentified member of the public.

b) Community Reports

- **County Supervisor** – Sam Shoup, Field Representative for Supervisor Cook, provided an update on the status of the Western Joshua tree.

3) Consent Items

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

4) Matters Removed from Consent Items

None

5) Presentations/Appointments

None

6) Continued/New Agenda Items**a) Discussion & Possible Adoption of Resolution No. 2023-05; Authorizing Remote Teleconference Meetings for the Period of February 9, 2023, to March 1, 2023**

Staff Recommendation: For the Board to adopt Resolution No. 2023-05; Authorizing Remote Teleconference Meetings for the Period of February 9, 2023, to March 1, 2023, should the Board desire to continue holding remote teleconference meetings under AB 361.

Ms. Sevy presented this item.

Director Snyder moved to approve the staff recommendation. Director Hoffman seconded the motion. Motion carried 4-0, with Vice President Roberts abstaining.

b) Discussion & Possible Adoption of Resolution No. 2023-06; Modifying Section 2300 “Parks & Recreation Rates & Fees” of Policy No. 2000 “Comprehensive Schedule of Rates, Fees & Charges for District Services”

Staff Recommendation: For the Board to adopt Resolution No. 2023-06; Modifying Section 2300 “Parks & Recreation Rates & Fees” of Policy No. 2000 “Comprehensive Schedule of Rates, Fees & Charges for District Services.

Ms. Sevy presented this item.

Director Hoffman moved to approve the staff recommendation. Director Hays seconded the motion. Motion carried 4-1 with Vice President Roberts opposed.

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

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

Mr. Bartz presented this item.

Public comment on this item was given by Cheryl Rhoden.

The Board reviewed the policy; no changes were made.

d) **Review & Discussion Regarding Ordinance No. 2020-01; Setting Compensation for the District's Board of Directors**

Staff Recommendation: For the Board to review Ordinance No. 2020-01; Setting Compensation for the District's Board of Directors and determine if any modifications are desired.

Mr. Bartz introduced this item.

Public comment on this item was given by Peter Barnes.

Consensus of the Board was to bring the policy back next.

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

Staff Recommendation: None

Mr. Cardenas provided an update.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Engineering Committee (Standing)** – Meets next week.
- b) **Finance Committee (Standing)** – Met and reviewed disbursements and discussed the budget process.
- c) **Legislative Committee (Standing)** – Has not met.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Met and reviewed committee roles and responsibilities, and reviewed the CIP.
- e) **Waste & Recycling Committee (Standing)** – Met and reviewed committee roles and responsibilities, the quarterly report, and recapped the community meeting.

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

Nothing further to report.

9) **Reports**

a) **Director's Report**

Hoffman – Nothing to report.

Roberts – Nothing to report.

Hays – Nothing to report.

Snyder – Nothing to report.

b) **President's Report** – A written report was in the packet.

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

11) **Review of Action Items**

a) **Prior Meeting Action Items** – Complete except for the Civic Center timeline

b) **Current Meeting Action Items**

- Gantt chart, or similar, for Civic Center Project

12) **Set Agenda for Next Meeting**

- Budget Workshop – February 15, 2023, 5:00pm
- Special Board Meeting – February 22, 2023, 4:00 p.m.
- Regular Board Meeting – February 22, 2023, 5:00 p.m.

13) **Adjournment**

With no further business before the Board, the meeting was adjourned at 5:57 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

2023										AB1234 Compliant																																																																																	
*MAXIMUM PAID @ \$120 PER MEETING DAY AND LIMITED TO 10 MEETINGS PER MONTH										Report of items paid for with District Credit Card***																																																																																	
Name: Greg Snyder					Date: February 14, 2023																																																																																						
Reimbursed @ 0.655					REIMBURSEMENT REQUESTED					CREDIT CARD EXPENSES																																																																																	
Date of mtg. or event	A	Expense Description / Business Purpose	*Meeting (\$120 or N/C)	Miles	Mileage**	Meals	Lodging	Other	Meals	Lodging	Other																																																																																
01/04/23		Special Board Meeting	120.00		-																																																																																						
01/05/23		CA Local Agency Ethics (AB1234) Training	120.00		-																																																																																						
01/17/23		Sexual Harrassment Prevention for Supervisors(CA AB 1825)	120.00		-																																																																																						
01/09/23		Special Board Meeting	120.00		-																																																																																						
01/10/23		Special Parks Committee Meeting	120.00		-																																																																																						
01/18/23		Regular Board Meeting	120.00		-																																																																																						
Totals			720.00	-	-	-	-	-	-	-	-																																																																																
<p style="color: red; font-weight: bold;">A: Board Approved? (section 2.4)</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>I certify the expenses listed above are related to my authorized travel according to the Phelan Piñon Hills Community Services District Policies.</p> </div> <p style="margin-top: 10px;"><i>Board member's signature below</i></p> <p>_____ Signature</p>				<p style="text-align: center;">Totals:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Acct #</td> <td style="width: 50%;"></td> <td style="width: 10%; text-align: right;">Meetings</td> <td style="width: 10%; text-align: right;">720.00</td> <td style="width: 15%;"></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">Mileage</td> <td style="text-align: right;">-</td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">Meals</td> <td style="text-align: right;">-</td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">Lodging</td> <td style="text-align: right;">-</td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">Other</td> <td style="text-align: right;">-</td> <td></td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right; border-top: 1px solid black;">Grand Total</td> <td style="text-align: right; border-top: 1px solid black;">720.00</td> <td></td> </tr> </table>				Acct #		Meetings	720.00				Mileage	-				Meals	-				Lodging	-				Other	-				Grand Total	720.00		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">Meals</td> <td style="text-align: right;">-</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">Lodging</td> <td style="text-align: right;">-</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">Other</td> <td style="text-align: right;">-</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3"></td> <td style="text-align: right; border-top: 1px solid black;">-</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>																Meals	-									Lodging	-									Other	-										-						
Acct #		Meetings	720.00																																																																																								
		Mileage	-																																																																																								
		Meals	-																																																																																								
		Lodging	-																																																																																								
		Other	-																																																																																								
		Grand Total	720.00																																																																																								
		Meals	-																																																																																								
		Lodging	-																																																																																								
		Other	-																																																																																								
			-																																																																																								

**Mileage is automatically calculated based on the number of miles entered.

***Credit card receipts must be turned in to the office within 24 hours of the charge or return to the District.

Agenda Item 3c

Acceptance of January
Disbursements



Cash Disbursements Report

By Payment Number

Payment Dates 01/01/2023 - 01/31/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
512	1/5/2023 010123	MUN DEN Dental Premium - Jan.	Municipal Dental Pool	01-0-0-14130		3,094.03 3,094.03
513	1/18/2023 123122	CHA HAY Dec. Mileage - Board Meeting	Charles Hays	01-0-1-52214		6.38 6.38
514	1/18/2023 113022 113022 120122	MARROB Nov. Mileage ACWA Conf. Stay Reimb. Dec. Mileage - ACWA Conference	Mark Roberts	01-0-1-52215 01-0-1-52225 01-0-1-52215		1,459.71 63.13 1,333.45 63.13
515	1/18/2023 011723	MIDAME HRA 2023 Annual Contribution	MidAmerica Administrative & Retirement Solutions, LLC	01-0-0-14130		20,784.31 20,784.31
516	1/30/2023 020123	MUN DEN Dental Premium - Feb.	Municipal Dental Pool	01-0-0-14130		3,519.79 3,519.79
33424	1/5/2023 19907-085	APO WOO Playground Wood Chips Install	Apollo Wood Recovery, Inc.	22-2-2-54620		4,137.98 4,137.98
33425	1/5/2023 25121	AVCOM Answering Svc. - Dec.	AVCOM Services Inc.	01-0-1-53150		98.50 98.50
33426	1/5/2023 33318	BEN AG (1) Mulch Load - 23 Tons	Beneficial Ag Services	01-1-9-54800	C0049 OUTSIDE SERVIC	245.00 245.00
33427	1/5/2023 010123	CPRS Membership - R. Kujawa	California Park & Recreation Society	22-2-2-54230		165.00 165.00
33428	1/5/2023 22-340960	SBC LIENS (19) Lien Release Docs.	County of San Bernardino	01-1-1-54830		380.00 380.00
33429	1/5/2023 10016R	ACT IT Software Support - Jan.	David Shay	01-0-1-53170		3,665.00 3,665.00
33430	1/5/2023 6507EC66-0009	STREAM Website Hosting - Jan.	Digital Deployment, Inc.	01-0-1-53170		300.00 300.00
33431	1/5/2023 CAVIC86512	FASTEN Safety Gloves	Fastenal Company	01-1-2-54500		384.64 384.64
33432	1/5/2023 0797283-3	FERGUS (6) 5 /14 A423 Hyd for Well #15 & Credi...	Ferguson Enterprises, Inc	01-0-0-17000	C0095 OUTSIDE SVCS	19,901.35 19,901.35
33433	1/5/2023 010123	FRO 8637 Phones - Sr. Ctr. 12/19 - 1/18	Frontier Communications	22-0-1-58010		75.68 75.68
33434	1/5/2023 101-58383-01	GAOSBO Booster Pump for Dairy Svc. Connect	G.A. Osborne Pipe & Supply Inc	01-1-5-54620		622.46 622.46
33435	1/5/2023 10722588	GARDA Armored Svcs. - Jan.	Garda CL West, Inc	01-0-1-54200		656.81 656.81
33436	1/5/2023 29860	GENPUM Well #11 Transducer	General Pump Company, Inc.	01-1-3-54620	C0105 OUTSIDE SVCS	3,566.53 3,566.53
33437	1/5/2023 7101649426	GOTO Office Phones Support - Jan.	GoTo Communications, Inc.	01-0-1-58010		704.10 704.10

Cash Disbursements Report

Payment Dates: 01/01/2023 - 01/31/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
33438	1/5/2023 132262	HDLOCK Cabinet Key Copies	High Desert Lock & Safe, Inc.	01-0-1-53150		50.61 50.61
33439	1/5/2023 S1055390-020-1 S1055390-020-2	INLWAT 1 IPS Angle Meter Stop 1 IPS Angle Meter Stop	Inland Water Works Supply Co.	01-1-0-13010 01-1-0-13010		6,661.70 5,849.30 812.40
33440	1/5/2023 4172	MARFEN Fencing per Standard Detail 30 for Well ...	Marriott Fence Construction Inc	01-1-3-54620		11,217.00 11,217.00
33441	1/5/2023 123122 123122 123122 123122 123122 123122 123122 123122 123122 123122 123122 123122 123122 123122	ANDTRU Inv #311841 - Air Filter & Tape for Shop Inv #311853 - Plugs & Utility Box for Fill ... Inv #311836-Body Conduit & Nipple for ... Inv #311930 - Parts for Hydrant Repairs Inv #311923 - Hose/Sample Port for Tan... Inv #311874 - Gate Latch for 4A Inv #311871 - Pressure Regulator for Mr... Inv #311834 - Hole Saw for Mtr Installs Inv # 311814 - Hole Saw & Hex for Mtr ... Inv #311901 - Tire & Wheel Pneu Inv # 311819 Bulb, Cord, Obs Inv #311935 - (1) Bulb Inv #311955 - Rake	Mills Hardware	01-1-1-54620 01-1-2-54620 01-1-2-54620 01-1-2-54620 01-1-3-54620 01-1-3-54620 01-1-6-54620 01-1-6-54650 01-1-6-54650 22-2-2-54620 22-2-2-54620 22-2-2-54620 22-2-2-54650		624.79 27.99 16.54 12.91 56.91 83.99 33.75 100.19 42.63 39.85 92.64 53.84 14.00 49.55
33442	1/5/2023 44135	MWA-ALTO 1st. Qtr. Admin/Bio Fees	Mojave Basin Area Watermaster	01-1-3-50010		73.33 73.33
33443	1/5/2023 44134	MWA-OESTE 1st. Qtr. Admin/Bio Fees	Mojave Basin Area	01-1-3-50010		3,339.28 3,339.28
33444	1/5/2023 123122 123122 123122 123122 123122 123122	NAPA Inv #570378 - Trk #25 Battery Inv # 568426 - Trk Rear Mirror Inv #568736 Rear View Mirror Inv #568647 - Trk #19 Ice Scraper Inv #567996 - Trk #18 Pin Clip Inv #568452 - Trk #19 Rear Mirror	NAPA Auto Parts	01-1-8-54710 01-1-8-54710 01-1-8-54710 01-1-8-54710 01-1-8-54710 01-1-8-54710		316.27 246.26 31.70 8.93 7.53 12.92 8.93
33445	1/5/2023 41331 41493` 415111	PHEEXP Trk #24 - Oil Change Trk #30 Oil Change Trk #22 Oil Change	Phelan Express, Inc.	01-1-8-54710 01-1-8-54710 01-1-8-54710		375.24 125.08 125.08 125.08
33446	1/5/2023 2022-45	RCAASS Incidental Take Permit - Engineering Ser...	Randall C. Arnold Jr	22-2-0-17000	C0078 OUTSIDE SVCS	11,975.00 11,975.00
33447	1/5/2023 067848R-DM 7061750	REBEL Fuel - 495 Gl. Fuel - 369 Gl.	Rebel Oil Company, Inc.	01-1-8-54410 01-1-8-54410		4,066.49 2,630.33 1,436.16
33448	1/5/2023 121522	SOUWES Drilling & Development of Well #15	South West Pump & Drilling	01-0-0-17000	C0095 OUTSIDE SVCS	284,952.50 284,952.50
33449	1/5/2023 120122 120122 120122	STAINS LTD/Life/AD&D - Dec. LTD/Life/AD&D - Dec. LTD/Life/AD&D - Dec.	Standard Insurance Company	01-0-1-51230 01-7-7-51230 22-0-1-51230		1,131.91 961.82 101.05 69.04
33450	1/5/2023 123022	SWRCB Water Treatment (T1) Cert Fee S. Trujillo	SWRCB-DWOCF	01-1-1-54260		55.00 55.00

Cash Disbursements Report

Payment Dates: 01/01/2023 - 01/31/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
33451	1/5/2023 LW-1040048	SWRCB Water System Annual Fees 07/01/22 - ...	SWRCB-DWOCP	01-1-1-53160		22,623.99 22,623.99
33452	1/5/2023 218611 218611 218611	TURSEC Monitoring Svc. - Jan. Monitoring Svc. - Jan. Monitoring Svc. - Jan.	Turner Security, Inc	01-0-1-53150 01-1-2-53150 22-2-2-53150		373.60 46.95 211.75 114.90
33453	1/5/2023 1220220536 22-2302318	USA (396) Tickets Dig Safe Regulatory Fee	Underground Service Alert of So. Cal.	01-1-2-53150 01-1-1-53160		814.80 703.00 111.80
33454	1/5/2023 INV-01293487	UNI SITE Porta Potties Rental for Covid	United Site Services of California, Inc.	01-0-1-53150	C0086 OUTSIDE SVCS	422.83 422.83
33455	1/5/2023 507930095	UNIVAR Liquid Chlorine - 547 Gl.	UNIVAR INC.	01-1-3-54500		2,161.94 2,161.94
33456	1/5/2023 1820861	RAIFOR Highline for Well #15 Rental & Insurance	Western Oilfields Supply Company	01-0-0-17000	C0095 OUTSIDE SVCS	4,934.92 4,934.92
33462	1/18/2023 112222	APEREN Manlift rental, Street Light Decor	Apex Rentals	22-2-2-54300		665.50 665.50
33463	1/18/2023 012323 012323 012323	ASBCSD Jan. Meeting - Rebecca Jan. Meeting - Greg Jan. Meeting - Kim	Assn of SB County Special Districts	01-0-1-52232 01-0-1-52236 01-0-1-54440		116.00 40.00 38.00 38.00
33464	1/18/2023 663697 665452 668257	ATK Lahontan Consulting Svcs. - Re: Water ... Lahontan Consulting Svcs. - Re: Water ... Mojave Adjudication Legal Svcs.	Atkinson, Andelson, Loya, Ruud & Romo Professional Corp. Attorneys at Law	01-0-1-53120 01-0-1-53120 01-0-1-53120	C0099 LEGAL C0099 LEGAL C0057 LEGAL	1,990.11 426.42 1,385.87 177.82
33465	1/18/2023 181 181 181	BRUMCE Legal Svcs. - Dec. Legal Svcs. - Dec. Legal Svcs. - Dec.	Brunick, McElhane & Kennedy	01-0-1-53120 01-1-1-53120 22-2-0-17000	C0078 OUTSIDE SVCS	6,781.25 6,493.75 225.00 62.50
33466	1/18/2023 L0018166888 L0018188824 L0018230784	CDTFA 094-019548 Water Right Fee 094-019676 Water Right Fee 094-019553 Water Right Fee	CA Dept. of Tax & Fee Administration	01-1-3-53160 01-1-3-53160 01-1-3-53160		902.32 300.64 300.84 300.84
33467	1/18/2023 010123 010123	CALTRANS Loan Pmt #33 Loan Interest Pmt #33	California Department of Transportation	01-1-0-29740 01-1-1-91010		6,615.38 6,495.95 119.43
33468	1/18/2023 63713	CIEDB BC14-101 Loan # 14-101 Interest	US Bank	01-1-1-91010		56,509.74 56,509.74
33469	1/18/2023 756014	CALTOO Well Rod & Steel for Spools	C.T.W.S., LLC	01-1-3-54620		246.04 246.04
33470	1/18/2023 5129591682 5129591682 5140644931 5140644931 5140644951	CINFIR First Aid Supplies - CSD First Aid Supplies - CSD First Aid Supplies - CSD First Aid Supplies - CSD First Aid Supplies - Shop	Cintas	01-0-1-54500 22-0-1-54500 01-0-1-54500 22-0-1-54500 01-1-1-54500		782.16 206.94 4.22 309.12 6.31 255.57
33471	1/18/2023 123122 123122	CIN UNI Uniform Rental Svcs. - Dec. Uniform Rental Svcs. - Dec.	Cintas Corporation	01-1-1-54680 22-2-1-54680		476.42 448.28 28.14

Cash Disbursements Report

Payment Dates: 01/01/2023 - 01/31/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
33472	1/18/2023	CED	Consolidated Electrical Distributors Inc			444.25
	9085-1030772	Generator Adapter		01-1-2-54620		154.97
	9085-1030780	Fuses for Boosters		01-1-3-54620		289.28
33473	1/18/2023	SBC LIENS	County of San Bernardino			340.00
	23-7864	(17) Lien Release Docs.		01-1-1-54830		340.00
33474	1/18/2023	SBC PARCELS	County of San Bernardino			12.00
	109096	(6) Parcel Map Revisions		01-1-1-54830		12.00
33475	1/18/2023	CR&R	CR&R Incorporated			896.47
	752470-4538	Trash - Oasis Yard Jan.		01-0-2-58110		279.37
	752744-1564	Trash - Pinon Hills Park Jan.		22-0-2-58110		194.88
	753010-8478	Trash - Phelan CSD Jan.		01-0-1-58110		211.11
	753010-8478	Trash - Phelan CC Jan.		22-0-2-58110		211.11
33476	1/18/2023	VALLE	Don Gene Fish Jr.			1,925.00
	VVP-0398-1	Streaming Services - Nov.		01-0-1-53150	C0086 OUTSIDE SVCS	875.00
	VVP-0398-1	Streaming Services - Nov.		01-7-7-53150		350.00
	VVP-0398-1	Streaming Services - Nov.		25-5-1-54800		350.00
	VVP-0398-2	Streaming Services - Dec.		01-0-1-53150	C0086 OUTSIDE SVCS	350.00
33477	1/18/2023	EWIDEV	Ewing Development			385.00
	7069	Lights Installed at Phelan CC		22-2-2-54620		385.00
33478	1/18/2023	FASTEN	Fastenal Company			128.21
	CAVIC86563	Safety Gloves		01-1-2-54500		128.21
33479	1/18/2023	FRO 5072	Frontier Communications			146.66
	012323	Phones - Oasis Yard 12/25 - 1/23		01-1-1-58010		146.66
33480	1/18/2023	FRO 3434	Frontier Communications			193.40
	011023	Phones - Telemetry 1/10 - 2/9		01-1-5-58010		193.40
33481	1/18/2023	FRO 5743	Frontier Communications			94.42
	010723	Phones - Office 1/7 - 2/6		01-0-1-58010		94.42
33482	1/18/2023	GAOSBO	G.A. Osborne Pipe & Supply Inc			2,809.65
	101-58549-01	Steel Fittings for Spools at Well #17		01-1-3-54620		2,809.65
33483	1/18/2023	GENPUM	General Pump Company, Inc.			25,965.61
	29929	Well 17 (Mountain Well) Pedestal, Casi...		01-1-3-54620		14,661.61
	29932	Well 6B Motor Failure Pump Pulled		01-1-3-54620		11,304.00
33484	1/18/2023	GEOMON	GEO-Monitor, Inc.			528.00
	26392	Routine Samples		01-1-4-53140		528.00
33485	1/18/2023	HATTRI	Hatrix Team Sports & Embroidery			338.98
	2003448	Uniform Shirts & Jackets for Office Staff		01-0-1-54680		338.98
33486	1/18/2023	INFOSE	Infosend Inc			5,385.01
	227177	Postage - Dec.		01-1-6-54860		2,743.41
	227177	Printing - Dec.		01-1-6-54890		1,790.46
	227177	Postage & Printing - Dec.		01-1-9-54800	C0049 OUTSIDE SERVIC	409.41
	227177	Postage & Printing - Dec.		25-5-1-54800		441.73
33487	1/18/2023	INLWAT	Inland Water Works Supply Co.			10,763.74
	S1055390-016	(18) IPS Angle Meter Stops		01-1-0-13010		1,462.33
	S1062305-001	Non-Inventory Gaskets		01-1-6-54620		143.31
	S1062305-002	Non-Inventory Gaskets		01-1-6-54620		143.31
	S1062401-001	12" Influent from Well 12 at Tanks, Mai...		01-1-3-54620		8,944.01
	S1062438-001	Non-Inventory Gaskets		01-1-6-54620		105.06
	S1062438-002	Non-Inventory Gaskets		01-1-6-54620		140.08

Cash Disbursements Report

Payment Dates: 01/01/2023 - 01/31/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
33488	1/18/2023 90300	MIN PRESS Solid Waste Postage & Mailing	Lee Maxton, Inc.	25-5-1-54860	C0076 OUTSIDE SVCS	3,716.55 3,716.55
33489	1/18/2023 2023012 2023012 2023012	LIN SVC Janitorial Svcs - CSD Office & Windows Janitorial Svcs - Oasis Janitorial Svcs - Phelan CC Windows	Richard J. Linsalato	01-0-1-54320 01-1-1-54320 22-0-1-54320		635.00 380.00 225.00 30.00
33490	1/18/2023 123122 123122 123122 123122	LOWES Inv #85962395 - Parts for Alarm Wire R... Inv #85612194 - Fittings for Wiring Inv #85349089 - Parts for Fill Station Po... Inv #70564382 - Transducer for Well #11	Lowe's Credit	01-1-1-54620 01-1-1-54620 01-1-2-54620 01-1-3-54620		581.37 405.57 69.07 96.27 10.46
33491	1/18/2023 33084 I-02081440 PCR-200371	OFFSOL Credit - Item Returned Office Supplies - Mat File Storage, Clips,... Credit - Toners Returned	Office Solutions	01-0-1-54530 01-0-1-54530 01-0-1-54530		149.43 -4.17 498.09 -344.49
33492	1/18/2023 534673	PAP REC On-Site Shredding	Paper Recycling & Shredding Specialist	01-0-1-53150		68.00 68.00
33493	1/18/2023 1123122 1123122 1123122 1123122	PETCAS - Petty Cash Walgreens - Christmas Lights Cash Overage - A. Mitchell Stater Bros - Water for CC El Tio Pepe - Solid Waste Meeeting	Petty Cash	01-0-1-54530 01-1-1-59310 22-2-2-54500 25-5-1-54440		88.99 16.30 -1.57 28.14 46.12
33494	1/18/2023 41846	PHEEXP Trk #20 Rear Brakes, Rotors & Oil Change	Phelan Express, Inc.	01-1-8-54710		933.51 933.51
33495	1/18/2023 809448 809448 809448 809448 809448 809448	RACE Phones-Internet CSD Jan. Phones-Internet Credit CSD Jan. Phones-Internet Shop Jan. Phones-Internet Phelan CC Jan. Phones-Internet Pinon CC Jan. Phones-Internet Credit Phelan CC Jan.	Race Communications	01-0-1-58010 01-0-1-58010 01-1-1-58010 22-0-1-58010 22-0-1-58010 22-0-1-58010		618.00 254.50 -100.00 204.50 254.50 204.50 -200.00
33496	1/18/2023 473887	RAIMAN 12" Pipeline Railroad Crossing Licensing	Railroad Management Co., LLC	01-1-2-53160		654.68 654.68
33497	1/18/2023 7062059 70624107 7062757	REBEL Fuel - 505 Gl. Fuel - 230 Gl. Fuel - 450 Gl.	Rebel Oil Company, Inc.	01-1-8-54410 01-1-8-54410 01-1-8-54410		5,002.16 2,135.43 973.87 1,892.86
33498	1/18/2023 011723 011723 011723	SO CA WASTE Chapter Workshop - Kim Chapter Workshop - Linda Chapter Workshop - Aimee	Southern California Waste Management Forum	25-5-1-54260 25-5-1-54260 25-5-1-54260		387.00 129.00 129.00 129.00
33499	1/18/2023 M1237-111022	TOTENE O&M Solar 8th year	TotalEnergies Distributed Generation USA, LLC	01-1-2-54620		35,575.00 35,575.00
33500	1/18/2023 12962641	TRIMBLE Trible Loggers Annual Subscription	Trimble Inc.	01-1-1-54230		1,500.00 1,500.00
33501	1/18/2023 025-405146 025-407579 025-407992	TYLTEC UB Online Support - Feb. UB Insite Transaction Fees 10/1/22 - 12... UB Smart Meter Notification Calls 10/1/...	Tyler Technologies, Inc	01-1-6-53170 01-1-6-53170 01-1-6-53170		11,670.55 265.00 11,198.75 206.80

Cash Disbursements Report

Payment Dates: 01/01/2023 - 01/31/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
33502	1/18/2023 111437	WIEDRU Background Check - A. Mitchell	Wienhoff & Associates Inc	01-0-1-54290		32.00 32.00
33503	1/18/2023 3742195	XEROX Copier Lease 1/12 - 2/11	Xerox Corporation	01-0-1-54300		280.55 280.55
33507	1/30/2023 010123 010123 010123 010123	CITY LOAN 21-002 Loan #21-002 Series B Principal Loan #21-002 Series A Principal Loan #21-002 Series B Interest Loan #21-002 Series A Interest	City National Bank	01-1-0-29750 01-1-0-29750 01-1-1-91010 01-1-1-91010		331,996.75 121,398.45 141,771.41 48,083.74 20,743.15
33508	1/30/2023 9085-1031352	CED Wire for Generator at Station 12	Consolidated Electrical Distributors Inc	01-1-5-54620		281.60 281.60
33509	1/30/2023 101-58747-01	GAOSBO Booster Pump for Dairy Residence	G.A. Osborne Pipe & Supply Inc	01-1-5-54620		772.15 772.15
33510	1/30/2023 69678	HESHOS Fill Station Hose	Hesperia Hose Supply Inc	01-1-2-54620		286.79 286.79
33511	1/30/2023 S1059087-003 S1059773-001 S1060945-001 S1062136-001 S1062136-002	INLWAT (5) 8 x 1 Double Saddles Hole Saw for Svc. Line Tappers Hydrant Extension Kit for Sonora & Phel... Material for Well #17 (Mountain Well) Material for Well #17 (Mountain Well)	Inland Water Works Supply Co.	01-1-0-13010 01-1-5-54620 01-1-5-54620 01-1-3-54620 01-1-3-54620		7,219.98 899.71 1,489.50 1,266.06 2,731.21 900.92
33512	1/30/2023 23-0118	LILBURN Civic Center-Park Environmental tech. R...	Lilburn Corp.	22-2-0-17000	C0078 OUTSIDE SVCS	1,117.50 1,117.50
33513	1/30/2023 012723	LUIS LOB Mtr. Install Partial Refund-Exisiting Stub...	Luis Lobos	01-1-1-82300		784.33 784.33
33514	1/30/2023 2022-12420 2023-12414 2023-12415	MOUPRO (1) Public Notice (1) Public Hearing (1) Ordinance Notice	Mountaineer Progress Newspaper	01-0-1-54110 01-0-1-54110 01-0-1-54110		595.00 245.00 175.00 175.00
33515	1/30/2023 012623	PIT RES Postage Refill for Account 49352339	Pitney Bowes Bank Inc. Reserve Account	01-0-1-54860		500.00 500.00
33516	1/30/2023 7063007 7063318	REBEL Fuel - 538 Gl., DSL - 80Gl. Fuel - 456 Gl.	Rebel Oil Company, Inc.	01-1-8-54410 01-1-8-54410		4,684.20 2,696.33 1,987.87
33517	1/30/2023 12291122023	ARMELE Electric Repairs-Site 3C Pump B, Well #8,..	Rodger Ashby	01-1-5-54620		1,475.00 1,475.00
33518	1/30/2023 020123 020123 020123	STAINS LTD/Life/AD&D - Feb. LTD/Life/AD&D - Feb. LTD/Life/AD&D - Feb.	Standard Insurance Company	01-0-1-51230 01-7-7-51230 22-0-1-51230		1,199.48 1,008.63 114.03 76.82
33519	1/30/2023 3175 3175 3176	TOP OPT General Pest Control CSD (1) Bee Removal 8163 Paramount Rd General Pest Control Oasis	Top Option Pest Control	01-0-1-53150 01-1-6-53150 01-1-1-53150		248.00 75.00 75.00 98.00
33520	1/30/2023 INV-01370692	UNI SITE Porta Potties for Covid Site	United Site Services of California, Inc.	01-0-1-53150	C0086 OUTSIDE SVCS	422.83 422.83
33521	1/30/2023 25AR1564028	IMA SOU Base Rate & Copies	Visual Edge, Inc.	01-0-1-53150		611.20 611.20

Cash Disbursements Report

Payment Dates: 01/01/2023 - 01/31/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
33522	1/30/2023 1830625	RAIFOR Highline Rental for Well #15	Western Oilfields Supply Company	01-0-0-17000	C0095 OUTSIDE SVCS	4,937.92 4,937.92
DFT0011588	1/5/2023 122022-4084	THEGAS Gas - Phelan Sr. Ctr. 11/21 - 12/20	The Gas Company	22-0-2-58110		265.02 265.02
DFT0011589	1/5/2023 122022-4585	THEGAS Gas - Phelan CC 11/21 - 12/20	The Gas Company	22-0-2-58110		256.58 256.58
DFT0011595	1/5/2023 112722 112722	SCE 9587-0653 Electricity - Office 10/26 - 11/27 Electricity - Solar Credits 10/26 - 11/27	Southern California Edison	01-0-1-58110 01-1-3-58115		1,147.82 1,310.07 -162.25
DFT0011596	1/5/2023 113022 113022	SCE 8362-7804 Electricity - Solar Meter 10/31 - 11/30 Electricity - Solar Credits 10/31 - 11/30	Southern California Edison	01-1-3-58110 01-1-3-58115		608.16 648.55 -40.39
DFT0011597	1/5/2023 122922	SCE 3752-2894 Electricity - N. Dairy Mobile 12/1 - 12/29	Southern California Edison	01-1-3-58110		352.07 352.07
DFT0011598	1/5/2023 122922	SCE 4241-7012 Electricity - S. Dairy Mobile 12/1 12/29	Southern California Edison	01-1-3-58110		517.91 517.91
DFT0011599	1/5/2023 122922-6056	THEGAS Gas - Pinon Hills CC 11/29 - 12/29	The Gas Company	22-0-2-58110		170.09 170.09
DFT0011600	1/5/2023 122922-6781	THEGAS Gas - Pinon Hills Fire 11/29 - 12/29	The Gas Company	22-0-2-58110		187.85 187.85
DFT0011601	1/5/2023 123122 123122 123122 123122 123122 123122	FBC-STEVE Ricks Cafe - Staff Meeting Amazon - Simple Green Amazon - Mop Dog Waste Depot - Bags The Home Depot - Driver-Drill Kit Lowe's - Blower Replaced	First Bank Card	01-0-1-54440 22-2-2-54500 22-2-2-54500 22-2-2-54500 22-2-2-54650 22-2-2-54650		973.85 96.70 77.58 46.76 235.38 106.67 410.76
DFT0011602	1/5/2023 123022 123022 123022	FBC-SEAN Downtown Burgers - Lunch for Zone 1 P... EOU Bookstore - (3) Books Walmart - Trk #19 Rear Camera Screen ...	First Bank Card	01-0-0-17000 01-1-1-54260 01-1-8-54710	C0095 OUTSIDE SVCS	484.82 36.10 201.98 246.74
DFT0011603	1/5/2023 123122	FBC-LORI GFOA - COA Application Fee	First Bank Card	01-0-1-54530		460.00 460.00
DFT0011604	1/5/2023 123122 123122 123122 123122 123122 123122 123122 123122 123122 123122 123122 123122 123122	FBC-GEORGE UPS - Cert Letter for 3101-081-01 Ease... Adobe Subscription - (10) Office Adobe Charge for Adding a Board Mem... Adobe Subscription - for Chuck Hays Amazon - Printer Cable for Finance Amazon - HDMI Cable for AP Printer Apple - iCloud Storage Adobe Subscription - (2) Field Babbel Subscription - Adobe Subscription - (2) Eng. ESRI Conference - G. Cardenas EI Portal - GIS Meeting	First Bank Card	01-0-0-17000 01-0-1-53170 01-0-1-53170 01-0-1-53170 01-0-1-54530 01-0-1-54530 01-1-1-53170 01-1-1-53170 01-1-1-54260 01-7-7-53170 01-7-7-54260 01-7-7-54440	C0095 OUTSIDE SVCS	2,290.58 14.10 190.90 3.87 17.80 11.84 84.19 0.99 33.98 89.99 33.98 1,750.00 58.94
DFT0011605	1/5/2023 37600004344	VER FLEET Fleet GPS - Dec.	Verizon Connect Fleet USA, LLC	01-1-8-54300		360.05 360.05
DFT0011606	1/5/2023 123122	FBC-JENNIFER Stater Bros - Staff Training Supplies	First Bank Card	01-0-1-54260		936.96 75.78

Cash Disbursements Report

Payment Dates: 01/01/2023 - 01/31/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	123122	Amazon - Ipad Screen Protector for Boa...		01-0-1-54530		26.91
	123122	Stater Bros - Board Meeting & Office Su...		01-0-1-54530		52.00
	123122	Vista Print - Business Cards		01-0-1-54530		34.47
	123122	Vista Print - Business Cards for George		01-0-1-54530		64.64
	123122	Amazon - Charger Adapters		01-1-1-54530		53.84
	123122	Mailchimp - Bill Inserts E-Alerts		01-1-6-53150		110.00
	123122	Amazon - School Supplies for Jen		01-7-7-54260		8.61
	123122	EOU Bookstore - (1) Book for Jen's Scho...		01-7-7-54260		189.81
	123122	Amazon - Drone Stand		01-7-7-54530		80.34
	123122	Smart & Final - Return Tree Lighting Ite...		22-2-2-54800		-8.06
	123122	Smart & Final - Christmas Tree Lighting I...		22-2-2-54800		248.62
DFT0011607	1/5/2023	FBC-DEBORAH	First Bank Card			-855.00
	123122	ACWA Conference Cancellation		01-0-1-52239		-855.00
DFT0011608	1/5/2023	FBC-CHRIS	First Bank Card			373.31
	123122	County Dump - Office Furniture Disposal		01-0-1-53150		32.97
	123122	Amazon - Teflon Paste		01-1-2-54620		127.40
	123122	Amazon - Teflon Tape		01-1-2-54620		43.91
	123122	Amazon - Battery Tender for Fill Station		01-1-2-54620		107.50
	123122	Amazon - Battery Tender Cables for Fill ...		01-1-2-54620		14.01
	123122	Amazon - Trk #24 Wheel Cap		01-1-8-54710		47.52
DFT0011609	1/5/2023	FBC-DON	First Bank Card			2,899.60
	123122	Shell - Fuel		01-0-1-54140		125.00
	123122	76 - Fuel		01-0-1-54140		173.59
	123122	Shell - Fuel		01-0-1-54140		34.36
	123122	Ricks Cafe - Meeting with Don Fish		01-0-1-54440		42.56
	123122	Ontario Airport - Parking Fee		01-0-1-54470		42.00
	123122	Renaissance - ACWA Conference		01-0-1-54470		1,895.09
	123122	Uber - Transportation		01-0-1-54470		11.96
	123122	Uber - Transportation		01-0-1-54470		60.73
	123122	SMF Cafeteria - CSDA Meeting Expense		01-0-1-54470		43.93
	123122	Hyatt Regency - CSDA Meeting		01-0-1-54470		377.19
	123122	Uber - Transportation		01-0-1-54470		13.19
	123122	SQ Kesh - Transportation		01-0-1-54470		80.00
DFT0011610	1/5/2023	FBC-KATHLEEN	First Bank Card			1,761.26
	123122	Renaissance Hotel - ACWA Conf. Stay		01-0-1-52228		1,633.32
	123122	Eureka - ACWA Conf. Expense		01-0-1-52228		85.27
	123122	Renaissance Hotel - ACWA Conf. Expense		01-0-1-52228		17.61
	123122	ESRI Meeting		01-0-1-52238		25.06
DFT0011611	1/5/2023	FBC-KIM	First Bank Card			173.96
	123122-1	Calendar Wiz		01-0-1-53170		14.00
	123122-1	Zoom Subscription		01-0-1-53170	C0086 OUTSIDE SVCS	159.96
DFT0011612	1/5/2023	FBC-KIM	First Bank Card			3,594.25
	123122	Survey Monkey		01-0-1-53170		468.00
	123122	PTI Cashiering Training for Ashley (Refu...		01-0-1-54260		105.00
	123122	Starbucks Giftcard for Yr-End Training L...		01-0-1-54260		15.00
	123122	Nothing Bundt Cakes - Yr-End Training		01-0-1-54260		80.00
	123122	PTI Cashiering Class Refunded for Ashley		01-0-1-54260		-105.00
	123122	In-n-Out Gift Cards for Yr-End Training		01-0-1-54260		465.00
	123122	Tyler Connect Conference Reg.K. Burgen		01-0-1-54260		1,067.00
	123122	PTI - Cashiering Training for Ashley		01-0-1-54260		105.00
	123122	Mexico Lindo - Meeting		01-0-1-54440		42.39
	123122	Southwest Airlines- Tyler Conf. K. Burgen		01-0-1-54470		385.96
	123122	True Value		01-0-1-54500		4.93
	123122	My Hero - for Board Meeting		01-0-1-54530		59.21
	123122	Amazon - Paper Towels		01-0-1-54530		31.09

Cash Disbursements Report

Payment Dates: 01/01/2023 - 01/31/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	123122	Amazon		01-0-1-54530		7.38
	123122	Amazon - Spoons, Sopa, Heater		01-0-1-54530		154.10
	123122	Amazon, Desk Organizer, Board,m Stapl...		01-0-1-54530		100.65
	123122	Amazon - Monitor Stand, Plates, Desk D...		01-0-1-54530		57.98
	123122	AWC		01-1-1-54260		499.98
	123122	Cert Mail for Leak Letters		01-1-6-54860		50.58
DFT0011613	1/5/2023	FBC-KIM	First Bank Card			931.10
	2044044	Carino's Yr-End Lunch Meeting		01-0-1-54260		931.10
DFT0011614	1/5/2023	FBC-SEAN	First Bank Card			4,297.80
	53691	Sonsray - Trk #111 (2) Front Tires Repla...		01-1-8-54710		1,494.56
	6245664	Trk #30 Impact & Drill		01-1-2-54650		994.51
	978090	Blue Diamond - Asphalt for Road Repairs		01-1-2-54620		1,808.73
DFT0011615	1/6/2023	CALPERS 457	California Public Employees' Deferred Compensation Plan			175.00
	INV0005149	Cal PERS 457/ Employer Plan: 450 717 - ...		01-0-0-24560		19.13
	INV0005149	Cal PERS 457/ Employer Plan: 450 717 - ...		01-1-0-24560		128.39
	INV0005149	Cal PERS 457/ Employer Plan: 450 717 - ...		22-2-0-24560		3.98
	INV0005149	Cal PERS 457/ Employer Plan: 450 717 - ...		25-5-0-24560		23.50
DFT0011616	1/6/2023	CALPERS	Calif Public Employees' Retirement System			3,158.77
	INV0005150	CalPERS/Employee Portion(EE)		01-1-0-24530		2,565.56
	INV0005150	CalPERS/Employee Portion(EE)		01-7-0-24530		364.75
	INV0005150	CalPERS/Employee Portion(EE)		22-2-0-24530		169.06
	INV0005150	CalPERS/Employee Portion(EE)		25-5-0-24530		59.40
DFT0011617	1/6/2023	CALPERS	Calif Public Employees' Retirement System			3,556.24
	INV0005151	CalPERS/Employee Portion(ER)		01-0-0-24530		71.51
	INV0005151	CalPERS/Employee Portion(ER)		01-1-0-24530		2,695.02
	INV0005151	CalPERS/Employee Portion(ER)		01-7-0-24530		403.97
	INV0005151	CalPERS/Employee Portion(ER)		22-2-0-24530		336.33
	INV0005151	CalPERS/Employee Portion(ER)		25-5-0-24530		49.41
DFT0011618	1/6/2023	CALPERS	Calif Public Employees' Retirement System			8,475.29
	INV0005152	CalPERS/Employer Portion		01-0-0-24530		88.18
	INV0005152	CalPERS/Employer Portion		01-1-0-24530		6,587.17
	INV0005152	CalPERS/Employer Portion		01-7-0-24530		988.90
	INV0005152	CalPERS/Employer Portion		22-2-0-24530		673.71
	INV0005152	CalPERS/Employer Portion		25-5-0-24530		137.33
DFT0011619	1/6/2023	CALPERS	Calif Public Employees' Retirement System			24.18
	INV0005153	CalPERS Retirement/ Survivor Benefits		01-0-0-24530		0.29
	INV0005153	CalPERS Retirement/ Survivor Benefits		01-1-0-24530		18.67
	INV0005153	CalPERS Retirement/ Survivor Benefits		01-7-0-24530		2.46
	INV0005153	CalPERS Retirement/ Survivor Benefits		22-2-0-24530		2.21
	INV0005153	CalPERS Retirement/ Survivor Benefits		25-5-0-24530		0.55
DFT0011620	1/6/2023	CALPERS 457	California Public Employees' Deferred Compensation Plan			136.03
	INV0005154	457 Loan Payback		01-1-0-24560		136.03
DFT0011621	1/6/2023	EDD	Employment Development Department			892.41
	INV0005155	State Disability Ins - Payroll Taxes		01-0-0-24510		892.41
DFT0011622	1/6/2023	EDD	Employment Development Department			95.65
	INV0005156	State Employer Training Tax - Payroll Ta...		01-0-0-24510		95.65
DFT0011623	1/6/2023	EDD	Employment Development Department			2,774.22
	INV0005157	State Unemployment Ins - Payroll Taxes		01-0-0-24510		2,774.22
DFT0011624	1/6/2023	EDD	Employment Development Department			3,670.71
	INV0005158	CA State Income Tax - Payroll Taxes		01-0-0-24510		3,670.71

Cash Disbursements Report

Payment Dates: 01/01/2023 - 01/31/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
DFT0011625	1/6/2023 INV0005159	IRS Medicare - Payroll Taxes	Internal Revenue Service	01-0-0-24510		2,875.50 2,875.50
DFT0011626	1/6/2023 INV0005160	IRS Federal Income Tax - Payroll Taxes	Internal Revenue Service	01-0-0-24510		9,787.20 9,787.20
DFT0011627	1/5/2023 123022	FBC-DEBORAH ACWA Conference Cancellation Credit	First Bank Card	01-0-1-52239		-195.00 -195.00
DFT0011628	1/19/2023 9924324107	VER AIR Phones - Jet Packs, Tablets & On-Call De...	Verizon Wireless	01-1-1-58010		1,110.89 1,110.89
DFT0011629	1/19/2023 120922	SCE 1078-5254 Electricity - CC & CSD 12/9 - 1/8	Southern California Edison	22-0-2-58110		344.44 344.44
DFT0011630	1/19/2023 123122	SCE 1613-6373 Electricity - R/R Crossings 12/1 - 12/31	Southern California Edison	23-0-2-58210		16.28 16.28
DFT0011631	1/19/2023 120522	SCE 7441-5755 Electricity - Pinon Hills CC 12/5 - 1/3	Southern California Edison	22-0-2-58110		196.23 196.23
DFT0011632	1/19/2023 123122	SCE 5917-6455 Electricity - Phelan Parks St. Lights 12/1 - ..	Southern California Edison	22-2-2-58110		24.77 24.77
DFT0011633	1/18/2023 120123	VER AIR (2) Ipad & Accessories for New Directo...	Verizon Wireless	01-0-1-54770		3,695.50 3,695.50
DFT0011634	1/20/2023 INV0005161 INV0005161 INV0005161 INV0005161	CALPERS 457 Cal PERS 457/ Employer Plan: 450 717 - ... Cal PERS 457/ Employer Plan: 450 717 - ... Cal PERS 457/ Employer Plan: 450 717 - ... Cal PERS 457/ Employer Plan: 450 717 - ...	California Public Employees' Deferred Compensation Plan	01-0-0-24560 01-1-0-24560 22-2-0-24560 25-5-0-24560		175.00 17.48 145.99 4.74 6.79
DFT0011635	1/20/2023 INV0005162 INV0005162 INV0005162 INV0005162	CALPERS CalPERS/Employee Portion(EE) CalPERS/Employee Portion(EE) CalPERS/Employee Portion(EE) CalPERS/Employee Portion(EE)	Calif Public Employees' Retirement System	01-1-0-24530 01-7-0-24530 22-2-0-24530 25-5-0-24530		3,282.77 2,694.21 269.49 220.64 98.43
DFT0011636	1/20/2023 INV0005163 INV0005163 INV0005163 INV0005163 INV0005163	CALPERS CalPERS/Employee Portion(ER) CalPERS/Employee Portion(ER) CalPERS/Employee Portion(ER) CalPERS/Employee Portion(ER) CalPERS/Employee Portion(ER)	Calif Public Employees' Retirement System	01-0-0-24530 01-1-0-24530 01-7-0-24530 22-2-0-24530 25-5-0-24530		3,694.26 67.82 2,825.75 420.10 352.14 28.45
DFT0011637	1/20/2023 INV0005164 INV0005164 INV0005164 INV0005164 INV0005164	CALPERS CalPERS/Employer Portion CalPERS/Employer Portion CalPERS/Employer Portion CalPERS/Employer Portion CalPERS/Employer Portion	Calif Public Employees' Retirement System	01-0-0-24530 01-1-0-24530 01-7-0-24530 22-2-0-24530 25-5-0-24530		8,805.81 83.61 6,912.13 906.84 753.08 150.15
DFT0011638	1/20/2023 INV0005165 INV0005165 INV0005165 INV0005165 INV0005165	CALPERS CalPERS Retirement/ Survivor Benefits CalPERS Retirement/ Survivor Benefits CalPERS Retirement/ Survivor Benefits CalPERS Retirement/ Survivor Benefits CalPERS Retirement/ Survivor Benefits	Calif Public Employees' Retirement System	01-0-0-24530 01-1-0-24530 01-7-0-24530 22-2-0-24530 25-5-0-24530		24.18 0.27 19.01 2.11 2.36 0.43
DFT0011639	1/20/2023 INV0005166	CALPERS 457 457 Loan Payback	California Public Employees' Deferred Compensation Plan	01-1-0-24560		136.03 136.03

Cash Disbursements Report

Payment Dates: 01/01/2023 - 01/31/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
DFT0011640	1/20/2023 INV0005167	EDD State Disability Ins - Payroll Taxes	Employment Development Department	01-0-0-24510		949.06 949.06
DFT0011641	1/20/2023 INV0005168	IRS Social Security - Payroll Taxes	Internal Revenue Service	01-0-0-24510		133.92 133.92
DFT0011642	1/20/2023 INV0005169	EDD State Employer Training Tax - Payroll Ta...	Employment Development Department	01-0-0-24510		65.74 65.74
DFT0011643	1/20/2023 INV0005170	EDD State Unemployment Ins - Payroll Taxes	Employment Development Department	01-0-0-24510		1,906.37 1,906.37
DFT0011644	1/20/2023 INV0005171	EDD CA State Income Tax - Payroll Taxes	Employment Development Department	01-0-0-24510		3,813.61 3,813.61
DFT0011645	1/20/2023 INV0005172	IRS Medicare - Payroll Taxes	Internal Revenue Service	01-0-0-24510		3,089.40 3,089.40
DFT0011646	1/20/2023 INV0005173	IRS Federal Income Tax - Payroll Taxes	Internal Revenue Service	01-0-0-24510		10,557.14 10,557.14
DFT0011647	1/30/2023 020123 PERS 020123 PERS	CalPERS Health PERS Health Premium - Feb. PERS Health Premium Admin Fee - Feb.	California Public Employees' Retirement System	01-0-0-14130 01-0-1-51230		40,871.32 40,736.89 134.43
DFT0011648	1/30/2023 020123 NonPERS 020123 NonPERS	CalPERS Health NonPERS Health Premium - Feb. NonPERS Health Premium Admin Fee - ...	California Public Employees' Retirement System	01-0-0-14130 01-0-1-51230		6,059.43 6,039.50 19.93
DFT0011649	1/24/2023 D542857	AME SUP Supplemental Life Insurance - Jan.	American Fidelity Assurance	01-0-0-24580		714.62 714.62
DFT0011650	1/23/2023 2160843A	AME FID Flex Spending 1/1/23	American Fidelity Assurance Company	01-0-0-24580		187.49 187.49
DFT0011651	1/20/2023 817008804	VSP Vision Insurance - Feb.	Vision Service Plan	01-0-0-14130		562.03 562.03
DFT0011652	1/27/2023 012123-4585	THEGAS Gas - Phelan CC 12/20 - 1/21	The Gas Company	22-0-2-58110		492.99 492.99
DFT0011653	1/27/2023 012123-4084	THEGAS Gas - Phelan Sr. Ctr. 12/20 - 1/21	The Gas Company	22-0-2-58110		573.81 573.81
DFT0011654	1/27/2023 113022-1 113022-1	SCE 9515-2666 Electricity - Wells, Tanks Electricity - Solar Credits	Southern California Edison	01-1-3-58110 01-1-3-58115		66,881.68 81,337.58 -14,455.90
DFT0011655	1/25/2023 012523 012523 012523	PHI WATER Philippines Water Conference - Kathy Philippines Water Conference - Don Philippines Water Conference - George	Philippine Water Works Association, Inc	01-0-1-52238 01-0-1-54260 01-7-7-54260		900.00 300.00 300.00 300.00
Payment Total:						1,181,284.32

Report Summary

Fund Summary

Fund	Payment Amount
01 - WATER FUND	1,150,049.49
22 - PARKS & RECREATION	25,964.49
23 - STREET LIGHTING	16.28
25 - SOLID WASTE	5,495.84
Grand Total:	1,181,526.10

Account Summary

Account Number	Account Name	Payment Amount
01-0-0-14130	Prepaid Benefit	74,736.55
01-0-0-17000	CIP Enterprise Funds	314,776.89
01-0-0-24510	Payroll Tax Payable	40,610.93
01-0-0-24530	Retirement W/H Payable	311.68
01-0-0-24560	Retirement 457 W/H Pay...	36.61
01-0-0-24580	Supplemental Ins W/H Pa...	902.11
01-0-1-51230	Employee Group Insurance	2,124.81
01-0-1-52214	Board - Auto Expense/Hays	6.38
01-0-1-52215	Board - Auto Expense/Ro...	126.26
01-0-1-52225	Board - Meals,Travel Expe...	1,333.45
01-0-1-52228	Board - Meals,Travel Expe...	1,736.20
01-0-1-52232	Board - Education,Trainin...	40.00
01-0-1-52236	Board - Education,Trainin...	38.00
01-0-1-52238	Board - Education,Trainin...	325.06
01-0-1-52239	Board - Education,Trainin...	-1,050.00
01-0-1-53120	Legal Services	8,483.86
01-0-1-53150	Outside Service	3,053.89
01-0-1-53170	Software Support	4,819.53
01-0-1-54110	Advertising	595.00
01-0-1-54140	Auto Expense	332.95
01-0-1-54200	Credit Card Fee & Bank C...	656.81
01-0-1-54260	Education & Training	3,038.88
01-0-1-54290	Employment Expense	32.00
01-0-1-54300	Equipment Rental / Lease	280.55
01-0-1-54320	General Maintenance	380.00
01-0-1-54440	Meeting, Seminar & Suppl...	219.65
01-0-1-54470	Travel Expense	2,910.05
01-0-1-54500	Operating Supplies	520.99
01-0-1-54530	Office Supplies	1,310.19
01-0-1-54680	Uniforms	338.98
01-0-1-54770	Computer & Equip Maint...	3,695.50
01-0-1-54860	Postage & Mailing	500.00
01-0-1-58010	Telephone	953.02
01-0-1-58110	Utilities	1,521.18
01-0-2-58110	Utilities	279.37
01-1-0-13010	Inventory - Water Field Pa...	9,023.74
01-1-0-24530	Retirement W/H Payable	24,317.52
01-1-0-24560	Retirement 457 W/H Pay...	546.44
01-1-0-29740	Loan Payable - CalTrans	6,495.95
01-1-0-29750	Loan Payable - CNB 21-00...	263,169.86
01-1-1-53120	Legal Services	225.00
01-1-1-53150	Outside Service	98.00
01-1-1-53160	Permits & Fees	22,735.79
01-1-1-53170	Software Support	34.97
01-1-1-54230	Dues & Subscriptions	1,500.00
01-1-1-54260	Education & Training	846.95
01-1-1-54320	General Maintenance	225.00
01-1-1-54500	Operating Supplies	255.57
01-1-1-54530	Office Supplies	53.84

Account Summary

Account Number	Account Name	Payment Amount
01-1-1-54620	Repair & Maintenance	502.63
01-1-1-54680	Uniforms	448.28
01-1-1-54830	State & County Fees & Se...	732.00
01-1-1-58010	Telephone	1,462.05
01-1-1-59310	Other Operating Expenses	-1.57
01-1-1-82300	Meter Installation	784.33
01-1-1-91010	Interest Expense	125,456.06
01-1-2-53150	Outside Service	914.75
01-1-2-53160	Permits & Fees	654.68
01-1-2-54500	Operating Supplies	512.85
01-1-2-54620	Repair & Maintenance	38,300.94
01-1-2-54650	Small Tools	994.51
01-1-3-50010	MWA/AVW Admin. & Bio ...	3,412.61
01-1-3-53160	Permits & Fees	902.32
01-1-3-54500	Operating Supplies	2,161.94
01-1-3-54620	Repair & Maintenance	56,798.45
01-1-3-58110	Utilities	82,856.11
01-1-3-58115	Utilities - Solar Credits	-14,658.54
01-1-4-53140	Laboratory Analysis	528.00
01-1-5-54620	Repair & Maintenance	5,906.77
01-1-5-58010	Telephone	193.40
01-1-6-53150	Outside Service	185.00
01-1-6-53170	Software Support	11,670.55
01-1-6-54620	Repair & Maintenance	631.95
01-1-6-54650	Small Tools	82.48
01-1-6-54860	Postage & Mailing	2,793.99
01-1-6-54890	Printing	1,790.46
01-1-8-54300	Equipment Rental / Lease	360.05
01-1-8-54410	Fuel Costs	13,752.85
01-1-8-54710	Vehicle Maintenance	3,413.84
01-1-9-54800	Programs (Wtr Conservati...	654.41
01-7-0-24530	Retirement W/H Payable	3,358.62
01-7-7-51230	Employee Group Insurance	215.08
01-7-7-53150	Outside Service	350.00
01-7-7-53170	Software Support	33.98
01-7-7-54260	Education & Training	2,248.42
01-7-7-54440	Meeting, Seminar & Suppl...	58.94
01-7-7-54530	Office Supplies	80.34
22-0-1-51230	Employee Group Insurance	145.86
22-0-1-54320	General Maintenance	30.00
22-0-1-54500	Operating Supplies	10.53
22-0-1-58010	Telephone	334.68
22-0-2-58110	Utilities	2,893.00
22-2-0-17000	CIP - Parks & Rec	13,155.00
22-2-0-24530	Retirement W/H Payable	2,509.53
22-2-0-24560	Retirement 457 W/H Pay...	8.72
22-2-1-54680	Uniforms	28.14
22-2-2-53150	Outside Service	114.90
22-2-2-54230	Dues & Subscriptions	165.00
22-2-2-54300	Equipment Rental / Lease	665.50
22-2-2-54500	Operating Supplies	387.86
22-2-2-54620	Repair & Maintenance	4,683.46
22-2-2-54650	Small Tools	566.98
22-2-2-54800	Programs (Park & Rec)	240.56
22-2-2-58110	Utilities	24.77
23-0-2-58210	Utilities - Street Lights	16.28
25-5-0-24530	Retirement W/H Payable	524.15
25-5-0-24560	Retirement 457 W/H Pay...	30.29

Account Summary

Account Number	Account Name	Payment Amount
25-5-1-54260	Education & Training	387.00
25-5-1-54440	Meeting, Seminar & Suppl...	46.12
25-5-1-54800	Programs (Solid Waste)	791.73
25-5-1-54860	Postage & Mailing	3,716.55
	Grand Total:	1,181,526.10

Project Account Summary

Project Account Key	Payment Amount
None	841,435.99
C0049 OUTSIDE SERVIC	654.41
C0057 LEGAL	177.82
C0076 OUTSIDE SVCS	3,716.55
C0078 OUTSIDE SVCS	13,155.00
C0086 OUTSIDE SVCS	2,230.62
C0095 OUTSIDE SVCS	314,776.89
C0099 LEGAL	1,812.29
C0105 OUTSIDE SVCS	3,566.53
	Grand Total:
	1,181,526.10

Agenda Item 3d

Approval of Contractor
Payments

Date: 02/07/2023

Name of Vendor: KTUA

Description of work: Phelan Community Park Design Dev.

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 1%


Total Invoiced to Date \$ 4,773.00

Amount Paid to Date 0.00

Total Due this Invoice \$4,773.00

Total Contract Amount After Invoice: \$ 460,132.00

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

 _____
Engineering Manager Date 2/7/2023

_____ 2/8/23
General Manager Date

Approved by Board of Directors: _____
Date

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		4,773.00	0.00	4,773.00
-----------	------------	--	----------	------	----------

Total Fixed Fee					4,773.00
------------------------	--	--	--	--	-----------------

Total this Invoice					\$4,773.00
---------------------------	--	--	--	--	-------------------

Billings to Date

	Current	Prior	Total	Received
Fee	4,773.00	0.00	4,773.00	
Totals	4,773.00	0.00	4,773.00	0.00

[Handwritten Signature]
 APPROVED FOR PAYMENT
 PO #5210
 2/1/2023
 BOARD APPROVAL REQUIRED



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

January 23, 2023
 Project No: 2020-023.06
 Invoice No: 34584

Project 2020-023.06 Phelan Park CUP/DD
For professional services for the period December 1, 2022 to December 31, 2022

Fee Charges

Description	Contract Amount	% Work To Date	Amount Billed	Previous Billed	This Inv Billed
Project Management/Administration					
KTUA	47,730.00	10.00	4,773.00	0.00	4,773.00
Total Project Management/Administration	47,730.00		4,773.00	0.00	4,773.00
Final Schematic (35%)/CUP					
KTUA	33,995.00	0.00	0.00	0.00	0.00
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		0.00	0.00	0.00
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
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



PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT

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

PURCHASE ORDER

PO Number: PO-05210

Date: 09/23/2022

Request #: PO-05210

Vendor #: KTUA

ISSUED TO: KTUA
 3916 Normal Street
 San Diego, CA 92103-

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

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Phelan Community Park - 65% d	C0078		22-2-0-17000	CIP - Parks & Rec	464,905.00
Design Development Phases - Prepare 65% construction documents for County CUP approval. Consultants include: KTUA - Landscape / Park design TRLS Engineering - Site grading / WQMP EDI - Skate Park design ARC - Electrical design RLB - Cost esitmatons Total: \$464.905							

Requested By: George Cardenas

Date: 9/23/2022

SUBTOTAL:	464,905.00
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	464,905.00

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

Date: 02/16/2023

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 2%

Total Invoiced to Date \$ 10,463.50

Amount Paid to Date 4,773.00

Total Due this Invoice \$5,690.50

Total Contract Amount After Invoice: \$ 454,441.50

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



Engineering Manager

2/16/2023
Date



General Manager

2/16/2023
Date

Approved by Board of Directors:

Date

**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	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	0.00

Total Fee	464,905.00	10,463.50	4,773.00	5,690.50
------------------	-------------------	------------------	-----------------	-----------------

Total Fixed Fee 5,690.50

Total this Invoice \$5,690.50

Outstanding Invoices

Number	Date	Balance
34584	1/23/2023	4,773.00
Total		4,773.00

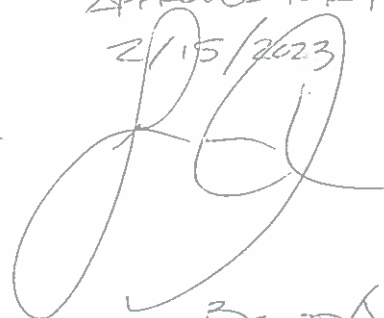
Total Now Due \$10,463.50

Billings to Date

	Current	Prior	Total	Received
Fee	5,690.50	4,773.00	10,463.50	
Totals	5,690.50	4,773.00	10,463.50	0.00

PO 5210

APPROVED FOR PAYMENT
2/15/2023



BOARD APPROVAL
REQUIRED



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

February 15, 2023
 Project No: 2020-023.06
 Invoice No: 34664

Project 2020-023.06 Phelan Park CUP/DD
For professional services for the period January 1, 2023 to January 31, 2023
Fee Charges

Description	Contract Amount	% Work To Date	Amount Billed	Previous Billed	This Inv Billed
Project Managment/Administration					
KTUA-A Meetings	3,150.00	10.00	315.00	315.00	0.00
KTUA-B CEQA Administration/Support	9,660.00	10.00	966.00	966.00	0.00
KTUA-C Team Management	8,220.00	15.00	1,233.00	1,233.00	0.00
KTUA - D Project Time Line Support	1,630.00	0.00	0.00	0.00	0.00
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	20.00	3,158.00	867.00	2,291.00
Total Project Managment/Administration	47,730.00		7,064.00	4,773.00	2,291.00
Final Schematic (35%)/CUP					
KTUA	33,995.00	10.00	3,399.50	0.00	3,399.50
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		3,399.50	0.00	3,399.50
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
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



PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT

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

PURCHASE ORDER

PO Number: PO-05210

Date: 09/23/2022

Request #: PO-05210

Vendor #: KTUA

ISSUED TO: KTUA
 3916 Normal Street
 San Diego, CA 92103-

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

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Phelan Community Park - 65% d	C0078		22-2-0-17000	CIP - Parks & Rec	464,905.00
Design Development Phases - Prepare 65% construction documents for County CUP approval. Consultants include: KTUA - Landscape / Park design TRLS Engineering - Site grading / WQMP EDI - Skate Park design ARC - Electrical design RLB - Cost esitmatons Total: \$464.905							

Requested By: George Cardenas

Date: 9/23/2022

SUBTOTAL:	464,905.00
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	464,905.00

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

Date: 01/25/2023

Name of Vendor: Steen Design Studio

Description of work: Phelan Park Joshua Tree ITP

Purchase Order # PO-05300

Date of Board Approval December 14, 2022

Original Approved Amount: \$ 34,585.25

Postage Fee \$32.46

Total Contract Amount \$ 34,617.71

% Completed to Date 100%


Total Invoiced to Date \$ 34,617.71

Amount Paid to Date 0.00

Total Due this Invoice \$34,617.71

Total Contract Amount After Invoice: \$ -

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


Engineering Manager

2/1/2023
Date


General Manager

2/8/23
Date

Approved by Board of Directors:

Date

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

Invoice

Date	Invoice #
1/13/2023	4797

Bill To

PPHCSD
 PO BOX 294049
 PHELAN, CA 92329-4049

Terms
 Due on receipt

Description	Total Fee
FEEES ASSOCIATED WITH JOSHUA TREE INCIDENTAL TAKE PERMIT (ITP) FOR CA FISH AND WILDLIFE FOR PPHCSO, PHELAN, CA:	34,617.71
1. CDFW INCIDENTAL TAKE PERMIT (ITP) APPLICATION FEE:	\$34,585.25
2. FEDEX POSTAGE FOR MAILING OF ITP FEE TO CDFW:	\$32.46
TOTAL DUE: \$34,617.71	

Please remit to address above. Thank you.

Phone #
 760-244-5001

Web Site
 www.SteenoDesign.com

Fax #
 760-244-1948

APPROVED FOR
 PAYMENT

1/10/2023



RCA

ASSOCIATES INC.

EST 1996

INVOICE

Client: Phelan Pinon Hills Community Services District
Project: California Endangered Species Act Incidental Take Permit
Application for the Phelan Community Park Expansion

EPIMS ID #34747

Invoice Date: November 29, 2022

Terms: Due Upon Receipt	Hours	Rate	Total
Task 1: Background data review			
Task 2: Conduct Impact Analysis.			
Task 3: Prepare ITP application documentation for submittal to California Department of Fish and Wildlife			
ITP APPLICATION FEE			\$34,585.25

Terms: Full payment must be made to California Department of Fish and Wildlife
Before the Incidental Take Permit review can begin.

Mail payment to:

California Department of Fish and Wildlife
Region 6
3602 Inland Empire Blvd., Suite C-220
Ontario, CA 91764

BE SURE AND PUT THE EPIMS ID # 34747 ON THE CHECK

STEENO DESIGN STUDIO INC.

11774 HESPERIA RD, #B1
HESPERIA, CA 92345
760.244.5001

11058

12-22 20 22

90-3770 1222

PAY TO THE
ORDER OF

California Dept. of Fish + Wildlife

\$ 34,585.25

DOLLARS

Thirty four thousand eight hundred eighty-five and 25/100

DESERT COMMUNITY BANK
A Division of Flagstar Bank

S. Steeno

FOR *EPIMS ID # 34747 for PPHCSD*

⑈011058⑈ 1222222206⑈0501112201⑈



Address: 12212 INDUSTRIAL
BOULEVARD
VICTORVILLE
CA 92395
Location: DAGA
Device ID: -BTC02
Transaction: 940354477317

FedEx Priority Overnight

Tracking Number:
392515220643 0.10 lb (S) 32.46
Declared Value 100

Recipient Address:
CA DEPT OF FISH AND WILDLIFE
REGION 6
3602 INLAND EMPIRE BLVD
STE C220
ONTARIO, CA 91764-4913
7609545204

Scheduled Delivery Date 12/21/2022

Pricing option:
STANDARD RATE

Package Information:
FedEx Envelope

Shipment subtotal: \$32.46

Total Due: \$32.46

M = Weight entered manually
S = Weight read from scale
T = Taxable item

Terms and Conditions apply. See
fedex.com/serviceguide for details.

We value your feedback!
Tell us how we're doing!
fedex.com/fscfeedback

*** Thank you ***

Visit us at: fedex.com
Or call 1.800.GoFedEx
1.800.463.3339

Dec 20, 2022 3:35:31 PM



PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT PURCHASE ORDER

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

PO Number: PO-05300

Date: 12/20/2022

Request #: PO-05300

Vendor #: STEDES

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

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

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Phelan Park - Joshua Tree ITP St Approved by the Board at the December 14th 2022 Board meeting RCA Invoice - Will be paid by Steeno Design to expedite review process. Task 1: Background Data review Task 2: Conduct Impact Anaysis Task 3: Prepare application documentation for submittal to CDFW Application Fee \$34,585.25 California Department of Fish and Wildlife Region 6 3602 Inland Empire Blvd., Suite C-220 Ontario, CA 91764 BE SURE AND PUT THE EPIMS ID # 34747 ON THE CHECK	C0078		22-2-0-17000	CIP - Parks & Rec	34,585.25

Requested By: George Cardenas

Date: 12/20/2022

SUBTOTAL:	34,585.25
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	34,585.25

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

Agenda Item 3e

Adoption of Resolution No. 2023-07; Establishing Policies for Board Conduct Amongst Directors and with Staff



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: February 22, 2023

TO: Board of Directors

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

SUBJECT: Adoption of Resolution No. 2023-07; Establishing Policies for Board Conduct Amongst Directors and with Staff

RECOMMENDATION

Staff recommends for the Board to adopt Resolution No. 2023-07; Establishing Policies for Board Conduct Amongst Directors and with Staff.

BACKGROUND

Periodically, the District's policy concerning relations among Board members and staff is reviewed to determine if changes are necessary. At the February 8, 2023, Board meeting, the Board reviewed the policy and had no changes.

Staff had further review of the policy and had minor changes to the policy regarding formatting, proposed changes to the date of the election of officers, and updates to references to the District's Sunshine Ordinance.

FISCAL IMPACT

None

ATTACHED:

Resolution No. 2023-07

RESOLUTION NO. 2023-07
A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE PHELAN PINON HILLS COMMUNITY SERVICES DISTRICT
ESTABLISHING POLICIES FOR BOARD CONDUCT
AMONGST DIRECTORS AND WITH STAFF

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

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

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

C. The Board adopted Ordinance No. ~~2019-01~~2023-02 on January ~~18, 2019~~2023, establishing guidelines for the conduct of its public meetings and activities and imposing requirements upon itself which allow greater access to its meetings than prescribed by the Brown Act.

D. The purpose of this Resolution is to supplement Ordinance No. ~~2019-01~~2023-02 and to ensure that the Board’s deliberations are conducted honorably and that its activities are performed in a manner that reflects a dedication to the highest standards of integrity so as to continue to earn the trust and confidence of the public served by the District.

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

Section 1. **RELATIONS BETWEEN DIRECTORS.**

1.1. **Duties.** The Board shall govern the District. The Board shall establish policies, direction, procedures and oversight for the operation of the District. The Board shall provide for the implementation of those policies, which is the responsibility of the District’s General Manager. All members of the Board shall exercise their independent judgment on behalf of the entire District, including the residents, property owners, and the public as a whole in furthering the purposes and intent of the District.

1.2. **Officers.**

1.2.1. Within 45 days after each general District or unopposed election, the Board shall meet and elect the officers of the Board. The Board shall elect its officers annually at its ~~second~~first meeting in December, or first meeting following certification of election during Board election years.

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

1.3. **Parliamentary Procedure.**

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

1.3.2. Meetings of the Board shall be subject to the Brown Act and Ordinance No. ~~2019-01~~2023-02 (as may be amended from time to time). Rosenberg's Rules of Order shall provide general guidance for the conduct of the Board's business, except where otherwise provided by law, ordinance, resolution, or motion of the District, or otherwise inconsistent with the intent of the Board. The Board President (or committee chair) shall preserve order and decorum and will rule on all matters of procedure, with the advice of legal counsel. Questions of law may be referred to the District's legal counsel for opinion.

1.4. **Committees.** Any matter brought before the Board may, if deemed necessary, be referred to District staff or a committee of the Board composed of less than a quorum of the Board for review and recommendation. The Board may establish such standing and ad hoc committees as it deems necessary. The selection of the

Board members to serve on such committees shall be recommended by the Board President and approved by a majority of the Board. A review of the Board's committees shall be conducted on an annual basis.

1.4.1. Pursuant to Section 1 of Ordinance No. ~~2019-01~~2023-02, all meetings of standing committees of the Board shall be conducted in compliance with all applicable requirements of the Brown Act. Non-committee Board members may attend standing committee meetings, but shall not participate in the meetings.

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

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

1.5. **Personal Conduct.** The business of the District is a team effort. All Board members should work together in a collaborative manner, assisting each other in conducting the affairs of the District. Directors shall, at all times, conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings. Directors shall defer to the President concerning the conduct of Board meetings, but shall be free to question and discuss items on the agenda. In turn, the Board President shall not exercise the privileges of the office in such a manner as to unfairly advance his or her own personal opinions or unduly prejudice the positions of other Board members. When responding to requests and concerns from the public and other District customers, Board members should be courteous, responding to

individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel. Board members should develop a working relationship with the District's General Manager wherein current issues, concerns, and District projects can be discussed comfortably and openly. Board members should function as a part of the whole. Issues should be brought to the attention of the entire Board, rather than to individual members selectively. Board members are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

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

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

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

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

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

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

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

1.7. **Board Discipline.** In the exercise of its discretion, the Board, by affirmative vote of four (4) of its members, may censure any of its members for a period of time

deemed appropriate by said supermajority of the Board. Unless otherwise prohibited by law, the maximum penalty that may be imposed upon the censured member by said supermajority of the Board during the period of such censure shall be the following:

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

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

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

Section 2. **RELATIONS WITH STAFF.**

2.1. **Interaction with Staff.**

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

2.1.2. **Division of Responsibilities.** The Board is responsible for setting

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

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

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

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

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

b. The District's General Manager serves at the pleasure of the

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

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

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

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

Section 3. **REVIEW AND AMENDMENT.**

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

Section 4. **SEVERABILITY.**

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

Section 5. **EFFECTIVE DATE.**

The provisions of this Resolution shall supersede Resolution No. ~~2019-15~~2022-01, adopted by the Board on ~~September 4, 2019~~January 5, 2022, and shall take effect immediately upon adoption.

ADOPTED this 22nd day of ~~January~~February, 2022~~3~~.

AYES:

NOES:

ABSTAIN:

ABSENT:

President, Board of Directors

ATTEST:

Secretary, Board of Directors

Agenda Item 4

Matters Removed from
Consent Items

Agenda Item 5

Presentations/Appointments

Agenda Item 6a

Discussion & Possible Action
Regarding Teleconferencing Policy

MEMORANDUM

DATE: February 22, 2023

TO: Board of Directors

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

SUBJECT: Discussion & Possible Action Regarding Teleconferencing Policy

STAFF RECOMMENDATION

For the Board to review the sample policy regarding Board teleconferencing and authorize staff to proceed with development of a similar District policy.

BACKGROUND

The District has utilized AB 361 legislation to allow the public and Directors to participate remotely in District meetings. The Governor has indicated the state of emergency will expire at the end of February 2023, which will eliminate the ability to utilize AB 361 for the purposes of conducting remote meetings.

Various bills have been introduced before the State Legislature to extend teleconferencing options beyond the sunset date of AB 361 and/or independent of a proclamation from the Governor of a statewide state of emergency and the need for an ongoing 30-day local recertification that such emergency restricts the ability of agencies to safely meet in person.

However, only one of those bills, AB 2449, sponsored by Three Valleys Municipal Water District was successfully enacted into the Brown Act. This law allows for remote participation by the public and Directors, however several conditions apply which limit usage. Additionally, this law sunsets January 1, 2026.

Attached is a sample policy from CSDA regarding Board Member teleconferencing which includes the ability for the Board to attend a District meeting remotely either under normal Brown Act conditions or under the provision of AB 2449.

This policy also includes a global teleconferencing policy for employees, consultants, vendors, and individuals without requiring compliance in the same manner as Board Members. Staff would make an option available to non-Board Members at every District meeting so long as the Board desires to do so. The technology or process may change from time-to-time as options develop. For example, staff may desire to transition from Zoom to a different platform that integrates better with District software applications. Additionally, when there is a public hearing, registration may be utilized in order to properly record any protests or comments. Instructions on how to attend remotely will continue to be placed on meeting agendas.

FISCAL IMPACT

None

ATTACHMENT(S)

CSDA Board Member Teleconference Policy
Sample Registration Screen Shots



POLICY TITLE: Board Member Teleconferencing Policy
POLICY NUMBER: 4240

4240.1 Policy:

The foregoing policy (“Policy”) shall govern the Agency’s use of teleconferencing for the attendance at Meetings of the members of its Legislative Bodies. The Global Teleconference Policies (Article III) and Standard Teleconferencing Procedures (Article IV) shall apply in all instances, except when (1) a Board member has either “just cause” or an “emergency circumstance” so as to permit the use the Expanded Teleconferencing Procedures (Article V) or (2) a State of Emergency issued by the California Governor is in effect sufficient to trigger the use of the Emergency Teleconferencing Procedures (Article VI).

4240.2 Definitions:

Unless otherwise defined herein, the following definitions shall apply to this policy:

Agency – shall refer to the public agency that is the subject of this Policy.

Brown Act / Ralph M. Brown Act – shall reference to Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the California Government Code, known as the “Ralph M. Brown Act” pursuant to Government Code section 54950.5, as such shall be amended from time to time.

Legislative Body – shall have the same meaning as provided by Government Code section 54952, including the Agency’s governing board.

Member – shall have the same meaning as provided by Government Code section 54952.1.

Meeting – shall have the same meaning as provided by Government Code section 54952.2.

State – shall mean the State of California.

State of Emergency – shall mean a state of emergency proclaimed by the California Governor or such others as may be empowered pursuant to Section 8625 of the California Emergency Services Act, as set forth in Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2 of the California Government Code.

Teleconferencing – attendance from different locations, other than the physical location of a meeting, by way of an audio device, whether it be telephone, audio-only internet connection, or otherwise.

Videoconferencing – attendance from different locations, other than the physical location of a meeting, by way of a dual audio and visual device, whereby participants can be both seen and heard. For purposes of this policy, videoconferencing may include attendance by way of a single device or software package, or attendance via an audio-device with synced camera or webcasting.

4240.3 Global Teleconferencing Policies:

At the discretion of the Legislative Body and/or the General Manager, any employee, consultant, vendor, or individual presenting or attending a Meeting of a Legislative Body, other than a Member of the Legislative Body, shall be permitted to attend via teleconference or videoconference without compliance with the rules or conditions set forth herein. Members of a Legislative Body, inclusive of the governing board members and other committees or bodies required to comply with the Brown Act, may only participate via teleconference or videoconference as permitted by the foregoing policies



To the extent a Member desires to attend a Meeting via teleconference or videoconference, the Member shall generally be required to comply with the foregoing “Standard Teleconferencing Procedures” (Article IV) unless the circumstances exist to justify the use of the “Expanded Teleconferencing Procedures” (Article V) or “Emergency Teleconferencing Procedures” (Article VI).

A Member not in compliance with any such procedures, as applicable, shall not be permitted to attend a Meeting via Teleconference or Videoconference for any purpose, whether to participate in or listen to such meeting.

In all instances in which a Member is attending a Meeting via teleconference or videoconference, teleconferencing or videoconferencing, the Legislative Body shall:

1. Take all votes by roll-call;
2. Conduct the meeting in a manner that protects the statutory and constitutional rights of the parties and public appearing before the Legislative Body;
3. Provide notice and post agendas as otherwise required by the Brown Act;
4. Permit members of the public access to the meeting and an opportunity to address the Legislative Body as required by the Brown Act.

4240.4 Standard Teleconferencing Procedures:

A Member may attend a Meeting via teleconference or videoconference if the following conditions are satisfied:

1. At least a quorum of the members of the Legislative Body participate in the meeting from locations within the boundaries of the agency;
2. The agenda posted for the Meeting is posted at all teleconference locations, each of which are identified in the notice and the agenda for the meeting;
3. Each teleconference location is accessible to the public, and the public is permitted to comment at each teleconference location.

4240.5 Expanded Teleconferencing Procedures (Effective Through January 1, 2026):

A Member may attend a Meeting via videoconference only (teleconference will not be permitted under these procedures), without the need to comply with the Standard Teleconferencing Procedure requirements to notice and post at the agenda locations or make such locations accessible to the public, if the following conditions are satisfied:

1. At least a quorum of the members of the Legislative Body participate in-person from a single physical location accessible to the public, which is within the boundaries of the agency and clearly identified in the posted agenda;
2. The public is permitted to attend the meeting either by teleconference or videoconference in a manner such that the public can remotely attend and offer real-time comment during the meeting;
3. Notice of the means by which the public can remotely attend the meeting via teleconference or videoconference and offer comment during the meeting is included within the posted agenda;
4. The Member(s) attending remotely have either “just cause” or an “emergency circumstance” that justifies their attendance via videoconference.
 - a. A Member shall only have “just cause” for remote attendance if such participation is for one of the following reasons:



-
- i. To provide childcare or caregiving need to a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner, with such terms having the same meaning as those terms are defined in Government Code section 12945.2;
 - ii. Due to a contagious illness that prevents the Member from attending in-person;
 - iii. Due to a need related to a physical or mental disability as defined in Government Code sections 12926 and 12926.1 not otherwise accommodated; and
 - iv. Due to travel while on official business of the Legislative Body or another state or local agency;
 - b. A Member shall have an “emergency circumstance” if such participation is due to a physical or family medical emergency that prevents the Member from attending in person.
 5. The Member(s) have not attended a meeting remotely on the basis of “just cause” for more than two meetings in the current calendar year; and
 6. The Member(s) have not attended a meeting remotely on the basis of “just cause” or “emergency circumstance” for more than three consecutive months or more than *[agency to number that would be 20% of the regular meetings of an agency in a calendar year, rounded down to nearest whole number]* in a calendar year.
 7. The Legislative Body has, and has implemented, a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and resolving any doubt in favor of accessibility. In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, the Legislative Body shall also give notice of the procedure for receiving and resolving requests for accommodation.

In order to utilize the Expanded Teleconference Procedures, a Member shall:

1. For a “just cause” circumstance, notify the Legislative Body at the earliest opportunity, including at the start of a regular meeting, of their need to participate remotely for just cause, including a general description of the circumstance relating to their need to appear remotely at the given meeting;
2. For an “emergency circumstance,” request to participate at a meeting due to an “emergency circumstance” as soon as possible, preferably before the posting of the agenda but up to the start of the meeting, with such request including a general description of the circumstances relating to their need to appear remotely at the given meeting, though any description for emergency circumstances need not exceed 20 words and need not include any medical diagnosis or disability or personal medical information exempt from disclosure by law;
3. The Member shall publicly disclose at the meeting before any action is taken whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the Member’s relationship with such individuals;
4. Participate through videoconferencing, with both audio and visual technology.

Upon receipt of a request from a Member to utilize the Expanded Teleconference Procedures, the Legislative Body shall:



1. Take action by majority vote on a request to participate remotely due to an “emergency circumstance” at its earliest opportunity, which may be taken as a noticed agenda item or as an added item if sufficient time was not provided to place the proposed action on the agenda;
2. In the event of a disruption that prevents the broadcast of the meeting to members of the public, or in the event of a disruption within the Agency’s control that prevents members of the public from offering public comment using the teleconferencing or videoconferencing options, take no further action during a meeting until such access is restored.

4240.6 Emergency Teleconferencing Procedures (Effective Through January 1, 2024):

Notwithstanding the Standard Teleconferencing Procedures, a Legislative Body may elect to use these “Emergency Teleconferencing Procedures” to allow teleconferencing if any of the following circumstances apply:

1. The Legislative Body holds a meeting during a proclaimed State of Emergency and state or local officials have imposed or recommended measures to promote social distancing;
2. The Legislative Body holds a meeting during a proclaimed State of Emergency for the purpose of determining, by a majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or
3. The Legislative Body holds a meeting during a proclaimed State of Emergency and the Legislative Body has determined, by majority vote, that as a result of the emergency, meeting in person would present imminent risks to the health and safety of attendees.

If utilizing the Emergency Teleconferencing Procedures, the Legislative Body shall:

1. Give notice in the agenda for such Meeting of the means by which members of the public may access the meeting and offer public comment via a teleconferencing or videoconferencing option, which shall include an opportunity for public comment in real-time;
2. In the event of a disruption that prevents the broadcast of the meeting to members of the public, or in the event of a disruption within the Agency’s control that prevents members of the public from offering public comment using the teleconferencing or videoconferencing options, take no further action during a meeting until such access is restored.
3. *[Policy Should be Amended To Reflect Applicable Circumstance for Agency]:*
 - If agency provides a timed public comment period:* not close the public period for an agenda item, or the opportunity to register to comment, until that timed comment period has elapsed;
 - If agency has no timed public comment period, but takes public comment separately on each agenda item:* allow a reasonable amount of time per agenda item to allow members of the public the opportunity to provide public comment, including time for members of the public to register to comment or otherwise be recognized for the purpose of providing public comment;
 - If agency provides a general public comment period for all agendized items:* not close the public comment period, or the opportunity to register to comment, until the timed general public comment period has elapsed.



The Legislative Body may continue use of the Emergency Teleconferencing Procedures for as long as the State of Emergency remains active, provided that, not later than 30 days after teleconferencing for the first time, and every 30 days thereafter, the Legislative Body finds by majority vote that:

1. The Legislative Body has reconsidered the circumstance of the State of Emergency; and
2. Any of the following circumstances exist:
 - a. The State of Emergency continues to directly impact the ability of the members to meet safely in person; or
 - b. State or local officials continue to impose or recommend measures to promote social distancing.

In the event of the use of these Emergency Teleconferencing Procedures, it shall not be necessary for the Agency to provide a physical location from which the public may attend or comment.

4240.7 Miscellaneous Provisions:

With respect to the Standard Teleconferencing Procedures, Expanded Teleconferencing Procedures, and Emergency Teleconferencing Procedures set forth herein, such are intended to comply with Government Code sections 54953(b), (f), and (e), respectively, and, as such, in the event of a conflict between this Policy and such statutory provisions, the statutory provisions shall control and be implemented as if set forth in full in this Policy.

This AALRR handout is intended for informational purposes only and should not be relied upon in reaching a conclusion in a particular area of law. Applicability of the legal principles discussed may differ substantially in individual situations. Receipt of this or any other AALRR presentation/publication does not create an attorney-client relationship. The Firm is not responsible for inadvertent errors that may occur in the publishing process. This handout should be utilized in conjunction with your legal counsel to develop an agency specific policy.

Meeting Registration

Topic TEST Meeting

Time Mar 1, 2023 05:00 PM in [Pacific Time \(US and Canada\)](#)

First Name*

Last Name*

Email Address*

Confirm Email Address*

City*

Would you like to address the Board on any items not listed on the agenda?

Would you like to address the Board on of the items listed on the agenda?

* Required information

Information you provide when registering will be shared with the [account owner](#) and host and can be used and shared by them in accordance with their Terms and Privacy Policy.

Register

Would you like to address the Board on any items not listed on the agenda?

Choose One... ▲

* Choose One...

Yes are

No

Would you like to address the Board on of the items listed on the agenda?

Choose One... ▲

Choose One...

ac Yes by ther

No

Agenda Item 6b

Discussion & Possible Action
Regarding Unclaimed Funds

MEMORANDUM

DATE: February 22, 2023
TO: Board of Directors
FROM: Don Bartz, General Manager
By: Kim Sevy, HR & Solid Waste Manager/District Clerk
SUBJECT: Discussion & Possible Action Regarding Unclaimed Funds

STAFF RECOMMENDATION

For the Board to authorize the publication of a notice of unclaimed funds and to transfer any unclaimed funds by the expiration date listed in the notice from the unclaimed liability account to the District's general fund whereby they will become property of the District.

BACKGROUND

For the first time since 2018, there are unclaimed funds in an amount sufficient enough to warrant the publishing expenses necessary to initiate the process for the District to take possession of these funds, provided they remain unclaimed after publishing.

An unclaimed fund occurs as a result of a District-issued check remaining uncashed by the payee. There are currently \$1,232.13 in unclaimed funds in the District's unclaimed liability account; \$289.23 of these funds are older than three years.

Pursuant to sections 50050 & 50051 of the Government Code, "at any time after the expiration of the three-year period, the treasurer of the local agency may cause a notice to be published once a week for two consecutive weeks in a newspaper of general circulation published in the local agency. The notice shall state the amount of money, the fund in which it is held, and that it is proposed that the money will become the property of the local agency on a designated date not less than forty-five days nor more than sixty days after the first publication of the notice."

The District maintains a list of unclaimed funds on its website. A request for unclaimed funds form is also on the District's website.

FISCAL IMPACT

Potential revenue of \$114.23 (\$289.23 less publishing expenses of \$175)

ATTACHMENT(S)

Public Notice Draft
List of all Unclaimed Funds
Request for Unclaimed Funds Form
Unclaimed Funds – Website Screen Shot

**Public Notice of Unclaimed Money Being Held by the
Phelan Piñon Hills Community Services District**

Government Code Section 50050 et. Seq. provides that unclaimed monies which remain in the treasury or in the official custody of the officers of a local agency for three (3) years become the property of the agency. At the end of the three-year period, those individual items valued at \$15.00 or greater must be published as notification that the money will become the property of the agency after a designated forty-five to sixty days after the date of first publication. Notice is hereby given that these funds are in the District’s possession and escheatment to the Phelan Piñon Hills Community Services District’s general fund occurs if a verified claim is not filed on or before April 17, 2023, notice is hereby given. A claim form can be obtained from the Phelan Piñon Hills Community Services District’s office or on the website at: <https://www.pphcsd.org/finance-and-budget>.

NAME	AMOUNT	FUND
Ryan & Kelly Thatcher	\$ 24.24	General – Unclaimed Liability Account
John & Kathleen Feia	\$ 59.88	General – Unclaimed Liability Account
Ed Forstall	\$ 35.71	General – Unclaimed Liability Account
Edward & Collen Griffith	\$ 55.30	General – Unclaimed Liability Account
Chicago Title Company	\$ 17.20	General – Unclaimed Liability Account
Queenie To Truong	\$ 54.84	General – Unclaimed Liability Account
Fusion Connections Inc	\$ 42.06	General – Unclaimed Liability Account

DRAFT

Unclaimed Funds as of 2/8/2023:

Check Date	Check #	Amount	Payee
09/14/2016	23542	\$ 24.24	Ryan & Kelly Thatcher
10/04/2016	23629	\$ 59.88	John & Kathleen Feia
04/14/2017	24355	\$ 35.71	Ed Forstall
07/20/2018	25962	\$ 55.30	Edward & Collen Griffith
11/26/2018	26412	\$ 17.20	Chicago Title Company
02/07/2019	26674	\$ 54.84	Queenie To Truong
02/05/2020	30454	\$ 42.06	Fusion Connections Inc
05/27/2020	30461	\$ 55.25	Legacy First Escrow, Inc
10/29/2020	30955	\$ 135.87	Chichi Zheng & Yanzhen Chen
12/10/2020	31057	\$ 48.36	USA National Title Company
01/07/2021	31135	\$ 53.26	Anonius Tambunan & Lily Huynh
03/04/2021	31294	\$ 28.87	Gayle Papas
03/31/2021	31368	\$ 15.57	Guohai Zheng
08/18/2021	31824	\$ 69.78	Orange Coast Title Co.
02/26/2022	32401	\$ 181.00	Johnson Family Living Trust
04/27/2022	32611	\$ 56.18	Misty Jaquez
05/25/2022	32662	\$ 77.14	Clan Steven & Michael Walsh
05/25/2022	32669	\$ 85.37	Enrique Juarez
05/25/2022	32709	\$ 127.07	Angela Okey
07/21/2022	32938	\$ 4.59	Virginia / Gertrude Patterson
07/21/2022	32939	\$ 4.59	Brandin Pattison & William Johnson

For more information regarding unclaimed funds, visit: <http://www.pphcsd.org/finance-and-budget.html>



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

REQUEST FOR UNCLAIMED FUNDS

Check Number	Check Date	Amount

EACH CLAIMANT/PAYEE MUST SIGN AN AFFIRMATION OR THE CLAIM WILL BE RETURNED

Full Name or Business Name		Social Security No. or Tax ID	
Mailing Address	City	State	Zip
Daytime Phone		Email Address	

I, _____, certify under penalty of perjury that I am the lawful payee, or authorized representative of the lawful payee, of the aforementioned check, and that I am entitled to receive the money set forth in this claim. I acknowledge and understand the Phelan Piñon Hills Community Services District will cancel the District issued check listed above, causing it to be non-negotiable when a replacement check is issued. I agree to indemnify and hold harmless the Phelan Piñon Hills Community Services District, its officers, and employees from any loss resulting from the payment of this claim.

Signature

Date

** For PPHCSD Office Use Only **			
Date Received:		Amount Approved:	
General Manager Approval:		Date Approved:	
Replacement Check Number:		Check Date:	

Unclaimed Funds

Under Government Code Section 50050/50057, funds that are not the property of a local agency that remain unclaimed for three years become the property of the local agency after notice if not claimed or if no verified complaint is filed and served. At any time after the expiration of the three-year period, the Treasurer of the local agency may cause a notice to be published once a week for two successive weeks in a newspaper of general circulation. The notice will state the amount of money, the fund in which it is held and that it is proposed that the money will become the property of the local agency on a designated date not less than 45 days nor more than 60 days after the first publication of the notice. Upon or prior to publication, a party of interest may file a claim with the treasurer which must include the claimant's name, address, amount of claim, the grounds on which the claim is founded and any other information required by the treasurer. The treasurer shall accept or reject that claim. When any such money becomes the property of a local agency, the legislative body may transfer it to the general fund.

📎 District Claim Form for Unclaimed Funds.pdf

📎 Unclaimed Funds as of December 31, 2022

- **State of California Unclaimed Funds:** www.searchthevault.com
- **Other States' Unclaimed Funds:** www.unclaimed.org
- **Federal/Other Agencies Unclaimed Funds:** www.usa.gov
- **Other Government Site:** www.missingmoney.com

Agenda Item 6c

Discussion & Possible Adoption of Resolution No. 2023-08; Establishing a Policy for District Reserves, and Possible Approval of the 2022/2023 Reserves Schedule in Compliance with Said Policy

MEMORANDUM

DATE: February 22, 2023

TO: Board of Directors

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

SUBJECT: Discussion & Possible Adoption of Resolution No. 2023-08; Establishing a Policy for District Reserves, and Possible Approval of the 2022/2023 Reserves Schedule in Compliance with Said Policy

STAFF RECOMMENDATION

Staff recommends for the Board to adopt Resolution No. 2023-08; Establishing a Policy for District Reserves, and to approve the 2022/2023 Reserves Schedule in compliance with said Policy.

BACKGROUND

After the final audit is approved for the prior year, generally in January of each year, the Board is to consider and approve the reserve schedule for that year. The reserves policy was established by the Board after a series of workshops in 2012. Modifications were made to the policy in 2016 and in 2020. The attached Resolution contains no material changes; an update has been made in regard to formatting. The reserves schedule for 2022/2023 is attached for consideration.

FISCAL IMPACT

Total Reserves: \$11,702,782
Change in Reserves: -\$135,031

ATTACHMENT(S)

Resolution No. 2023-08; Establishing a Reserves Policy
2022/2023 Proposed Schedule for Resolution 2020-02

RESOLUTION NO. 2023-08
**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT
ESTABLISHING A POLICY FOR DISTRICT RESERVES**

WHEREAS, the Phelan Piñon Hills Community Services District (“District”) is a public agency organized and operating as a Community Services District pursuant to California Government Code Section 61000 et seq.; and

WHEREAS, the District is authorized by Government Code Section 61100 to supply water for beneficial uses; acquire, construct, improve, maintain, and operate recreation facilities, including, but not limited to, parks and open space; acquire, construct, improve, maintain, and operate street lighting and landscaping on public property, public rights-of-way, and public easements; and collect, transfer, and dispose of solid waste, and provide solid waste handling services, including, but not limited to, source reduction, recycling, and composting activities; and

WHEREAS, the District is governed by a five-member Board of Directors (“Board”) expressly authorized by Government Code Section 61040(a) to establish policies for the operation the District’s functions and services; and

WHEREAS, the Board is also expressly authorized by Government Code Section 61112 to establish reserve accounts for the District’s finances; and

WHEREAS, the implementation of District policy over a period of many years as resulted in the accumulation of funds to be utilized for a variety of District activities and to protect the District's customers and taxpayers from the financial impacts of catastrophic events and from fluctuations in District expenses; and

WHEREAS, this Board wishes to provide for the creation of certain unrestricted reserve accounts, and to set forth in writing the District's policy regarding the accumulation of reserves, the purposes for which they may be expended, and the levels which the District should strive to maintain;

WHEREAS, a Policy for District Reserves 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 “Policy for District Reserves.”

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

Section 1.

“Policy for District Reserves” (“Policy”), attached hereto and incorporated herein by this reference, is hereby adopted and provides for the deposit of revenue into certain restricted funds, the creation of certain unrestricted reserve accounts, and the accumulation and administration of reserves in each.

Section 2.

The Policy adopted by this Resolution supersedes Resolution No. 2020-02 adopted by the District’s Board of Directors on February 5th, 2020, and shall take effect immediately upon its adoption.

APPROVED, SIGNED, AND ADOPTED by the Board of Directors of the Phelan Piñon Hills Community Services District at a regular meeting held on the 22nd day of February 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

POLICY FOR DISTRICT RESERVES

TABLE OF CONTENTS

		<u>Page</u>
Section 1	Unrestricted Reserves	2
Section 2	Reserve for Operations	2
Section 3	Reserve for Replacement	2
Section 4	Reserve for Disaster Response	2
Section 5	Reserve for Rate Stabilization	3
Section 6	Additional Accounts	3
Section 7	Annual Reports	3

SECTION 1. UNRESTRICTED RESERVES

1.1 **Reserve for Operations** – A "Reserve for Operations" is hereby created for the District's general account, to which the Board may appropriate unrestricted District revenues. Each such Reserve for Operations may be utilized to pay the cost of operating the District's general system, including unanticipated costs of operation. The District shall endeavor to maintain in each Reserve for Operations an amount sufficient to pay for six months of normal operation but not less than three months of normal operation. However, funds appropriated to any Reserve for Operations may be accessed at any time for any other District purpose, upon approval by the Board by a 4/5ths vote which shall contain direction as to repayment or balance. Funds appropriated to a Reserve for Operations may be invested in the same manner as other District surplus funds, and the earnings thereon shall be credited to the fund for which the reserve is in place.

1.2 **Reserve for Replacement** – A "Reserve for Replacement" is hereby created for the District's general account to which the Board may appropriate unrestricted District revenues. Each Reserve for Replacement may be utilized to replace the District's physical plant, as needed. The District shall endeavor to maintain in each Reserve for Replacement an amount approximately equal to two times, not to exceed times, of the total annual depreciation of the District's physical plant for the District's general system and as reflected in the annual audit of the District Presented to the Board each year. However, the funds appropriated to each Reserve for Replacement may be accessed at any time for any other District purpose, upon approval by the Board by a 4/5ths vote which shall contain direction as to repayment or balance. Funds appropriated to a Reserve for Replacement may be invested in the same manner as other District surplus funds, and the earnings thereon shall be credited to the fund for which the reserve is in place.

1.3 **Reserve for Disaster Response** – A "Reserve for Disaster Response" is hereby created for the District's general account to which the Board may appropriate unrestricted District revenues. Each Reserve for Disaster Response may be utilized to procure such equipment and supplies, perform such repairs, employ such personnel, and take such other measures as may be necessary or appropriate in the event of a disaster or calamity requiring District response. The District shall endeavor to maintain in each Reserve for Disaster Response an amount approximately equal to Ten Percent (10%) of the original cost of the District's physical plant (the value of depreciable assets per the annual independent audit) for the District's general system and as reflected in the annual audit of the District presented to the Board each year. However, the funds appropriated to each Reserve for Disaster Response may be accessed at any time for any other District purpose, upon approval by the Board by a 4/5ths vote which shall contain direction as to repayment of balance.

Funds appropriated to a Reserve for Disaster Response may be invested in the same manner as other District surplus funds, and the earnings thereon shall be credited to the fund for which the reserve is in place.

1.4 **Reserve for Rate Stabilization** – A "Reserve for Rate Stabilization" is hereby created for the District's water enterprise to which the Board may appropriate unrestricted District revenues. Each such Reserve for Rate Stabilization may be utilized to smooth out revenue variability resulting from various factors (weather, drought events, legislative mitigation, etc.) and ensure that adequate resources are available during such times that might otherwise require large rate increases by the District's water enterprise. The District shall endeavor to maintain in each Reserve for Rate Stabilization an amount equal to ten percent (10%) of the District's budgeted water meter and consumption revenue but not less than five percent (5%) of normal operation. However, funds appropriated to any Reserve for Rate Stabilization may be accessed at any time for any other District purpose upon approval by the Board by a 4/5ths vote which shall contain direction as to repayment or balance. Funds appropriated to a Reserve for Rate Stabilization may be invested in the same manner as other District surplus funds, and the earnings thereon shall be credited to the fund for which the reserve is in place.

SECTION 2. ADDITIONAL ACCOUNTS

In addition to the unrestricted accounts identified above, the Board may approve the creation of such additional accounts, whether temporary or permanent (such as Capital Improvement Projects and system update/replacement projects identified in the Budget and/or associated with the District's Water Master Plan), as the Board deems necessary or appropriate, by amendment to this resolution or by simple motion. In such event, the Board will identify the purposes for which such additional accounts are created, provide guidance as to the amount which the District should endeavor to maintain in each such account, and establish the limits and restrictions pertaining thereto.

SECTION 3. ANNUAL REPORTS

Each year, the District's General Manager shall provide the Board with a report indicating the beginning and ending balance for each of the reserve funds, or accounts created pursuant to this policy, and the purposes for which expenditures have been made therefrom and shall make recommendations to replenish or augment fund or account balances as appropriate.

Phelan Piñon Hills Community Service District
2022/2023 Schedule
Draft - 02/22/2023

	ENTERPRISE Fund 01	GOVERNMENT Fund 20/22/24/25	Total						
BOARD DESIGNATED RESERVES				Total	Government	20 General Government	22 Parks & Recreation	23 Street Lighting	25 Solid Waste
1. UNRESTRICTED RESERVES									
1A. Contingency and Operations (Goal = 6 mo. No less than 3 mo.)									
2022/23 Budget Total	\$9,303,996	\$1,076,157	\$10,380,153	1,076,157		165,132	799,280	17,930	93,815
Less:									
Depreciation	1,771,079	92,760	1,863,839	92,760		5,160	87,600	0	0
Debt Service (Interest)	255,065		255,065						
	<u>7,277,852</u>	<u>983,397</u>	<u>8,261,248</u>	983,397		159,972	711,680	17,930	93,815
Reserve @ Three Months =	x 3/12	x 3/12	x 3/12						
Contingency and Operating Reserve	1,819,463	245,849	2,065,312	245,849		39,993	177,920	4,482	23,454
Debt Service Reserve - Loans (1 yr P&I)	<u>625,392</u>	<u></u>	<u>625,392</u>						
TOTAL RESERVE FOR OPERATIONS	\$2,444,855	\$245,849	\$2,690,704	245,849		39,993	177,920	4,482	23,454
1B. Property, Plant, and Equipment Replacement Reserve (Goal = 2 to 4 Years of Depreciation)									
Annual Depreciation YE 06/30/22	1,796,263	90,588	1,886,851	90,588		5,150	85,438	0	0
Reserve = (Goal = 4x Annual Depreciation. No less than 2x)	5,388,790	3 226,470	5,615,260	226,470		12,876	213,594	0	0
Reserves used for WRAP project funding 2012	-612,319 *		-612,319						
Reserves used for Water Rights funding AVW	<u>-476,400 *</u>	<u></u>	<u>-476,400</u>						
TOTAL RESERVE FOR REPLACEMENT	\$4,300,072	2 \$226,470	\$4,526,542	226,470		12,876	213,594	0	0
1C. Disaster Response Reserve (Goal = 10% of Depreciable Asset Value)									
Total Assets (Excluding Land & Wtr Rts) 06/30/22	50,350,432	2,140,729	52,491,161	2,140,729		633,222	1,507,508	0	0
Reserve @ 10% =	5,035,043	214,073	5,249,116	214,073		63,322	150,751	0	0
Reserves used for WRAP project funding 2012	-612,319 *		-612,319						
Reserves used for Water Rights funding AVW	<u>-476,400 *</u>	<u></u>	<u>-476,400</u>						
TOTAL RESERVE FOR DISASTER	\$3,946,325	8% \$214,073	\$4,160,398	214,073		63,322	150,751	0	0
1D. Rate Stabilization Reserves (Goal 5% to 10% of Water Revenue)									
2021/2022 Budget for Water Meter and Consumption	<u>\$6,502,778</u>		<u>6,502,778</u>						
Reserve = (Goal = 10%. No less than 5%)	<u>\$325,139</u>	5%	<u>\$325,139</u>						
TOTAL RESERVES	\$11,016,390	\$686,392	\$11,702,782	686,392		116,191	542,265	4,482	23,454
2. ADDITIONAL RESERVES IDENTIFIED BY THE BOARD									
Capital, Projects*, & Replacement Budget Current Year	<u>1,700,000</u>	<u>0</u>	<u>1,700,000</u>						
TOTAL FUNDS NEEDED FOR CAPITAL PROJECTS	\$1,700,000	\$0	\$1,700,000						

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

Prior Reserves	\$11,205,034	\$632,779	\$11,837,813
Change in Reserves	-\$188,643	\$53,612	-\$135,031

Agenda Item 6d

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: February 22, 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.

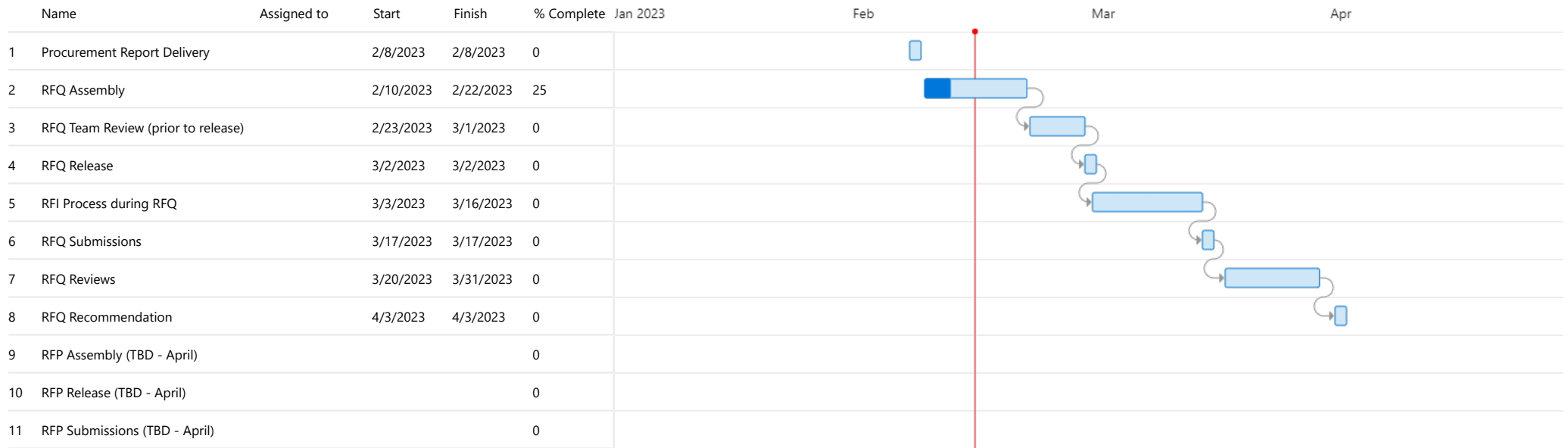
FISCAL IMPACT

None

ATTACHMENT(S)

Timeline

Phelan Civic Center Procurement Schedule



Agenda Item 7

Committee Reports/Comments

Agenda Item 8

Staff & General Manager's Report



Phelan Piñon Hills Community Services District

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

Assistant General Manager / CFO's Report

January 2023

FINANCIAL DATA:

Enterprise Fund (Water Operations)				
	January	YTD	Total Budget	% of Total Budget
Operational Revenue	\$486,526.71	\$4,663,450.35	\$8,287,548.92	56%
Operational Expenses	\$521,176.02	\$4,761,374.44	\$8,329,076.79	57%
Net Income (Loss)	-\$34,649.31	-\$97,924.09	-\$41,527.87	236%
Non-Operational Revenue	\$192,003.48	\$1,258,789.26	\$1,763,046.40	71%
Non-Operational Expenses	\$165,456.06	\$43,952.80	\$974,919.08	5%
Net Income (Loss)	\$26,547.42	\$1,214,836.46	\$788,127.32	154%
Total Revenue	\$678,530.19	\$5,922,239.61	\$10,050,595.32	59%
Total Expense	\$686,632.08	\$4,805,327.24	\$9,303,995.87	52%
Total Net Income (Loss)	-\$8,101.89	\$1,116,912.37	\$746,599.45	150%

Capital Outlay/Principal Pmts/C6 **\$757,581.13** **\$4,642,476.34**

757581.13

Government Funds (Parks, Street Lighting, Solid Waste & Recycling)				
	January	YTD	Total Budget	% of Total Budget
Operational Revenue	\$50,029.21	\$430,047.37	\$531,667.30	81%
Operational Expenses	\$47,050.41	\$452,842.51	\$916,645.95	49%
Net Income (Loss)	\$2,978.80	-\$22,795.14	-\$384,978.65	6%
Non-Operational Revenue	\$86,208.72	\$1,042,083.32	\$1,528,448.08	68%
Non-Operational Expenses	\$98.40	-\$106,081.93	\$159,510.88	-67%
Net Income (Loss)	\$86,110.32	\$1,148,165.25	\$1,368,937.20	84%
Total Revenue	\$136,237.93	\$1,472,130.69	\$2,060,115.38	71%
Total Expense	\$47,148.81	\$346,760.58	\$1,076,156.83	32%
Total Net Income (Loss)	\$89,089.12	\$1,125,370.11	\$983,958.55	114%

GOVERNMENT FUNDS:	General	Parks and Rec	Street Lighting	Property Tax	Solid Waste	Total
Revenue YTD	233,508.14	83,259.39	256.85	958,180.25	196,926.09	1,472,130.72
Expense TYD	-1,125.22	305,999.69	6,981.56	-31,810.34	66,714.89	346,760.58
Total Net Income (Loss)	234,633.36	-222,740.30	-6,724.71	989,990.59	130,211.20	1,125,370.14

	Enterprise	Government	Total
Cash Available	\$6,146,678.69	\$8,763,757.72	\$14,910,436.41
Cash Reserves	\$11,679,538.40	\$632,780.00	\$12,312,318.40
Total Cash	\$17,826,217.09	\$9,396,537.72	\$27,222,754.81

ADMINISTRATIVE DATA: January 2023

Water Consumption (HCF):	October	November	December	January
2022/2023	93,012	65,594	64,559	62,393
2021/2022	92,468	71,157	72,762	62,495
2020/2021	105,801	72,249	70,506	57,387
Meters In Ground:	October	November	December	January
	7216	7224	7230	7233
Meter Permits Issued:	October	November	December	January
	6	8	2	2
Lock-offs:	October	November	December	January
	71	101	83	67

Customer Service A/R Activities	January Quantity		January \$ Received	
Payments				
Cash	504	8.91%	\$51,429.63	7.89%
Check	559	9.89%	\$193,095.71	29.63%
Credit Card (counter)	158	2.79%	\$21,165.71	3.25%
Mail (checks)	1,370	24.23%	\$96,146.87	14.75%
Online (credit card)	3,064	54.18%	\$289,789.39	44.47%
TOTAL	5,655	100.00%	\$651,627.31	100.00%

Payments Received and Processed	January Quantity	Enterprise	Government
Water	5,639	5,639	
Gvmt (Rentals, Classes, Franchise fee, et	16		16
	<u>5,655</u>	<u>5,639</u>	<u>16</u>
		99.7%	0.3%

Customer Service Other Activities	January Quantity	Enterprise	Government
Service Orders Processed	516	516	
Assisted Customers at Counter	1,221	1,205	16
	<u>1,737</u>	<u>1,721</u>	<u>16</u>
		98.7%	1.3%



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

MANAGEMENT REPORT

DATE: February 8, 2023
PREPARED BY: Kim Sevy, HR & Solid Waste Manager
SUBJECT: January 2023 Manager's Report

SOLID WASTE & RECYCLING

Customer Data:

<u>COMMERCIAL ACCOUNTS</u>	<u>NO.</u>	<u>CITATIONS ISSUED</u>	<u>NO.</u>
Trash	121	Commercial	0
Recycling	120	Residential	0
Organics	N/A		
		<u>PERMITS ACTIVE</u>	<u>NO.</u>
<u>RESIDENTIAL ACCOUNTS</u>	<u>NO.</u>	Self-Haul - Commercial Recycling	1
Trash	5,118	Self-Haul - Commercial Organics	0
Recycling	134	Self-Haul - Residential Recycling	N/A
Organics	N/A	Self-Haul - Residential Organics	N/A

Notable Activity:

- Continuing to promote CR&R residential service to increase voluntary participation.
 - Monthly mailers in customer bills
 - Information in new customer packets
 - Information in District office

Upcoming/Current Events:

- Community Clean-up & Free Tire Disposal Day
 - March 11, 2023 – 8am - noon
 - CR&R Yard
- Community Information Meeting #2
 - March 16, 2023 – 7:00pm
 - Phelan Community Center & Zoom

Recent Events:

- Community Information Meeting
 - January 26, 2023 – 10:00am
 - Phelan Community Center & Zoom
 - Facilitated by MSW Consulting

HUMAN RESOURCES

Statistical Data:

- Full Time Employees: 27
 - Engineering: 3
 - Water (Field): 10.5
 - Parks & Rec: 2.5
 - Administration: 11
- Part Time Employees: 0

- Temporary Employees: 0
- Open Positions: 0

MISCELLANEOUS

Upcoming District Events:

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

- Community Coffee w/ Congressman Obernolte & Sheriff Dicus
 - February 25, 2023 – 11:30am – 12:30pm
 - Phelan Community Center

Website Data (for January 2023)

PAGE	Unique Views	Total Views
My Account	1,793	4,177
Main Page	2,299	4,000
Water Department	415	627
Solid Waste & Recycling	298	491
Services	321	424
Meetings	127	368
Community Information Meeting	153	282
Contact Us	187	258
Apply for Service	111	232
Residential Solid Waste	144	228
Events	105	153
Employment	101	141
Calendar	79	136
Parks & Recreation	75	136
Rates & Fees	94	135
New Connections	65	106
Board of Directors	33	106
Board Members	50	102
Board of Directors Meeting	43	96
FAQ – Solid Waste	72	94

Grants

- **SB 1383 Local Compliance Grant**
 - Submitted in January 2022. The District was awarded \$20,000.
- **Small Scale Water Efficiency Grant**
 - \$75,000 to be disbursed when meters for Phase 3a are purchased.
- **Community Project Funding Request**
 - Staff submitted a Community Project Funding Request (“Request”) in the amount of \$2 million to help fund a portion of the Civic Center Project which will house the Community/Board Room that also will serve as the area’s Community Emergency

Operations Center. The \$2 million request was funded in the FY2023 Omnibus appropriations bill which the Senate and House passed at the end of December.

- Staff will be submitting a new request for FY2024 to increase the District's water storage capacity. The total expected request will be \$1.75 million.
- **County American Rescue Program Act (ARPA) Funds**
 - Staff worked with KTUA and submitted a request to the county. The county has preliminarily approved \$457,194 in ARPA funds for construction of certain parks elements. The contract is being prepared and will go for legal review, and then will go to the District's Board followed by the Board of Supervisors for ratification. These funds require a District match.
- **Land and Water Conservation Grant**
 - Staff is working with KTUA on a project submittal for this year. Submittals are due in June.

Parks, Recreation & Street Lighting Report January 2023

Introduction

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

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

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

The streetlights primarily service the business district of Phelan. There are also lights at strategic intersections to help in providing safety to the community. Expansion of the street lighting to other intersections is considered based upon a safety need, but the District does respect the San Bernardino County “Dark Sky” ordinance and encourages residents to do the same.

Monthly Activity Report

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

Location	Paid Rental	District Use	Donated Use
Phelan Community Center	7	12	2
Phelan Senior Center	5	0	10
Piñon Hills Community Center	9	0	5
Miscellaneous	0	0	0
Phelan Park	0	0	0

Events and Classes

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

- Parks Committee Meeting – Special/Budget January 10, 2023 4:30 pm Phelan C.C.
 - Regular Parks Committee Meeting – February 14, 2023 4:30 pm Phelan C.C.
 - Farmers Market – Mondays, 2:00 pm – 5:00 pm (winter hours, Phelan C.C.)
 - Line Dancing – Every Friday, 9:00 am – 10:30 am, Phelan C.C.
 - Senior Lunches – Monthly (TBD)
 - 1st Wednesday at Phelan C.C.
 - 3rd Thursday at Pinon Hills C.C.
 - Gardening Class – Garden Design/Layout, Saturday 1/14/2023
 - Gardening Class – Starting Spring Seedlings, Saturday 2/11/2023
- (Learn to Garden classes are held at the Teaching Garden, just north of PPHCSD Office)

Projects/Activities in Process

- Parks Budget for 2023/2024 – Preparations are in process.
- Parks Budget for 2022/2023 – CIP projects are in process and ongoing. Phelan C.C Unit A interior painting done in August. Pinon Hills C.C. restroom plastic wall panels, replaced in September. Pinon Hills Park swing set retaining wall, done in September. Lighting additions for Phelan and Pinon Hills Park done in November.
- Phelan Park Expansion Project – Design with phase planning is in process for the District owned parks properties east of Phelan Park – 4.22-acre parcel, APN 3066-261-08, and adjoining 10-acre parcel, APN 3066-251-14.
- Efforts on funding source possibilities for the Phelan Park expansion project are ongoing.
- Parks Master Plan – Action plan needs are being implemented and are ongoing.



Water Operations Manager's Report January 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	4 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	10 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	143.23 A. F. 5 % more than 2021
2022 Monthly Production	169.58 A. F.
USA's Marked	624
Service Orders Completed	474 service orders completed
Main/Service Line Leaks	17 service line leaks repaired. 0 Main line leak/ breaks repaired
Hydrant Repairs/Replacements	3 hydrant repaired/0 replaced
Residential Meters Sold	3
Commercial Meters Sold	0
YTD Total Meters Sold (Calendar)	3 (86 in 2022) (95 in 2021)
Construction Meters Out	5
Service Lines Replaced	4

Job Code Summary

Job Code	Total Completed
C-Lock - Lock	66
C-Read & Unlock-Open - Read & Unlock - Opening	4
C-Read & Unlock-OC-DM - Read & Unlock - Opening-OC-DM	47
D-Closing Read & Lck - Closing Read & Lock DO NOT USE	5
D-Closing Read-OC-DM - Closing Read & Lock-OC-DM DO NOT USE	1
M- Investigate Lock - Verify Meter Still Locked	13
M- Verify Acct Class - Verify Account Class	0
M- Water Audit - Audit Water Usage	3
M-Backflow - Backflow Information	0
M-Cost Estimate Req - Cost Estimate Request	1
M-Data - Data Log	4
M-Bees- Bees	0
M-Investigate Leak - Investigate Leak	1
M-Investigate No Wtr - Investigate No Water	1
M-Lock No N/O Info - Meter Locked No New Owner Info	20
M-Low/No Consumption - Investigate Low/No Consumption	23
M-Meter Leaking - Meter Leaking	0
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	17
M-Repair/Install Box - Meter Box	1
M-Replace Serv Line - Replace Service Line	4

M-Stake Meter Loc - Stake Meter Location	6
M-Status - Status	7
M-Turn off-Cust Req - Turn off - Customer Request	2
M-UNLOCK – UNLOCK	28
M-Verify Leak Repair - Verify Leak Repaired	2
M-Water Loss Leak - Door Hanger Water Loss Leak	4
M-Water Quality Taste - Water Quality - Taste	0
S- Replace Register - Register Not Sending Signal	2
S- Meter Downsize - Meter Downsizing	0
Service Change - Service Status Change	2
S-Replace Mtr & Reg - Replace Entire Meter Max Life Usage	4
S-Replace Reg Hotrod - Replace Register Hotrod Died	199
S-Replace Register - Replace Register Mueller	0
S-Replace Mtr- Replace Entire Meter Bottom Seal Leaking	12
Grand Totals	474

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 0.27 AF, YTD .27 AF @ \$1055 per AF replacement C/Y 2023
- Valves and Hydrants Maintenance: 11 hydrants flushed and painted YTD Total-11
- Service line replacement program on target to meet current established goals. 4 Replaced Calendar Year to Date, 50 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- 3703 of 7201 Replaced – 51.4 % Complete
- Equipping Community Fill Station with 200 Amp Electric service- 100% Complete
- Outfitting & Equipping of Mountain well (Well 17)- 75% Complete
- Drilling, Outfitting, and Equipping of Well # 15- 20% Complete (Started 12/5/22)
- Pipeline Protection Project phase 3- Sonora Rd between Phelan Rd & Hollister- 60% Complete
- Pinon Hills Pipeline Project- 1,270' on Pinon Hills Rd- 5% 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- 70 % Complete
- Electrical Efficiency test performed @ every booster and well within the District- 50% Complete with summaries of notable replacements attached
- Oil Changes and greasing at all district wells 100% Complete Boosters 100 % Complete
- 0 Valves Turned this month as part of the district Valve Exercising Program, 0 Year to Date Turned of 4291
- 0 Dead ends flushed of 317 = every year no matter what < No goal, this is mandatory
- 1936 hydrants = 11 flushed this Year to Date 162 Painted Goal is 968 annually, this is done Bi-Annual
- Tank washouts of 10&11, 3B,2A-1 Complete
- Smithson Springs clean-up performed with Cal-Fire crews @ 1/10 projected cost- 100% Complete

Agenda Item 9

Director Reports

Agenda Item 10

Correspondence/Information

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.



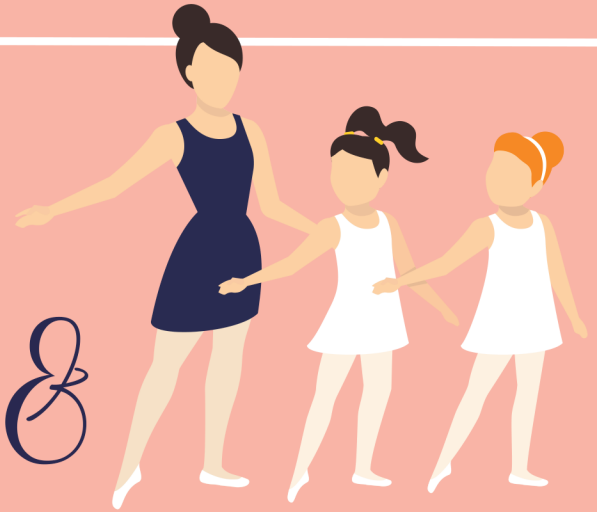
4176 Warbler Road
Phelan, CA 92371
760-868-1212
www.pphcsd.org



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

Phelan Piñon Hills CSD
Established 2008

Spring fitness



Mommy & Me Ballet

Join us for Mommy and Me Ballet Classes at the

Piñon Hills
Community Center

10433 Mountain Road
Piñon Hills

Every Friday @ 9 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. Adult must accompany participating 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

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



Phelan Piñon Hills CSD
Established 2008



The Way We Dispose of Trash is Changing

Join Us to Learn More
Solid Waste Community Information Meeting
March 16, 2023
7:00 PM - 8:30 PM



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

CalRecycle 

CR&R
INCORPORATED
environmental services



Phelan Piñon Hills CSD
Established 2008

PHELAN PIÑON HILLS CSD
**SOLID WASTE
SERVICES** 

COMMUNITY CLEANUP & FREE TIRE DAY

March 11, 2023

8 AM - 12 PM
Drop Off Location:
9828 Buckwheat Rd
Phelan, CA



**District residents only. Must show proof of residency. Limit of 9 tires per residence. Must be off rim. NO COMMERCIAL.*

- ✓ Free Residential Trash & Yard Waste Collection
- ✓ Free Tire Collection
- ✓ Free Recyclable Materials Collection
- ✗ No Hazardous Waste or E-waste
- ✗ No Commercial Waste or Commercial Tires

Questions? Call 760-868-1212

CR&R
INCORPORATED
environmental services

CalRecycle



**PHELAN PIÑON HILLS CSD
SOLID WASTE
SERVICES**





BERRY SWEET BAKING CLASS



Come learn how to make
Strawberry Shortcake at our
Kid's Baking Class

Ages 5 - 17

APRIL 1, 2023
10:00 AM - 12:00 PM

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



Learn How To:

Perform Swamp Cooler Maintenance *Spring/Summer*

Learn how to save water and operate your swamp cooler efficiently by using the following tips. Use these tips in the spring and summer to ensure your swamp cooler works efficiently and keeps you cool.

Spring Cleaning

- Uncover cooler, remove panels, and clean debris from water pan.
- Check motor fan belt tension. It should move about 1/2" when pressed.
- Oil the bearing on the blower assembly and motor if it has an oil receptacle.
- Install new cooler pads.
- Reconnect water line and turn on water supply. Check and adjust float.
- Switch on motor and pump. Make sure pads are being evenly saturated with water.
- Check for split seams in swamp cooler body and for rusted areas in tray.

Cool Rules

- Delay turning on your cooler until the outside temperature reaches 86 degrees. You will save 50% more water.
- Turn on the water pump a few minutes before turning on the fan. This saturates the pads first, making your cooler more efficient.
- Crack a window in the rooms you are cooling.
- In the evenings, operate your cooler fan without the water pump.

Mid-Summer Checkup

- Check water level in tray. It should be one inch below top of tray and below top of overflow pipe. If level is too high/low, adjust float arm.
 - Check float valve. If the valve sticks, water will run continuously.
 - Check all other parts including pump, motor, and fan belt. Check the pads. The cleaner the pads, the more efficient the cooler.
 - Some coolers have a "bleed-off valve" to drain water to prevent mineral buildup. Make sure it is adjusted to not drain too much.

For more information and other useful tips, visit our website at www.pphcsd.org or follow us on Facebook and Instagram.

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



Agenda Item 11

Review of Action Items

Agenda Item 12

Set Agenda for Next Meeting