



# BOARD PACKAGE

January 18, 2023

Regular Board Meeting – 6:00 p.m.

## REGULAR BOARD MEETING AGENDA

January 18, 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 Piñon Hills Community Services District will hold this meeting of its Board of Directors both in-person at the above location and via teleconference or video conference. Members of the public may watch and participate in the meeting by physical attendance or by Zoom or telephone conference via the remote instructions below.

#### REMOTE PARTICIPATION INFORMATION:

##### Dial-in

1-669-444-9171  
Meeting ID: 896 3521 5511  
Passcode: 161556

##### Zoom

<https://us06web.zoom.us/j/89635215511?pwd=RUC3bG4yRVlBNINEQWg4cjJpTldldz09>  
Meeting ID: 896 3521 5511  
Passcode: 161556

##### One-Tap Mobile

+16694449171,,89635215511#

#### 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](mailto: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](mailto:ksevy@pphcsd.org) or by visiting our website and completing the signup form at [www.pphcsd.org](http://www.pphcsd.org) under the "Agendas and Minutes" tab.



#### Mission Statement:

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

#### Authorized Services:

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

**REGULAR BOARD MEETING – 6:00 P.M.**

**Call to Order** – Pledge of Allegiance

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

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

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

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

3) **Consent Items**

- a) Approval of Board Minutes
- b) Acceptance of Board Stipends/Reimbursements
- c) Acceptance of December Disbursements
- d) Acceptance of Quarterly Financial Reports
- e) Acceptance of Quarterly Director Expenses
- f) Approval of Contractor Payment

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

- a) Discussion & Possible Adoption of Resolution No. 2023-04; Establishing Policies for Board Member Compensation, Reimbursement, and Ethics Training
- b) Discussion & Possible Adoption of Ordinance No. 2023-02; Establishing Guidelines for the Conduct of District Public Meetings and Activities
- c) Discussion & Possible Action Regarding Agreement for Services with Rider Levett Bucknall for Project Management Services for Phase I of the Civic Center Project
- d) Discussion & Possible Adoption of Resolution No. 2022-03; Modifying Section 2200 “Water Fees & Penalties” of Policy No. 2000 “Comprehensive Schedule of Rates, Fees & Charges for District Service
- e) Discussion & Possible Action Regarding Revision to the District’s Personnel Manual Section 3.7 “Salary Ranges” & Section 3.8 “Reclassifications”
- f) 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 – February 1, 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](http://www.pphcsd.org)*

# Agenda Item 3a

Approval of Board Minutes

## **SPECIAL & REGULAR BOARD MEETING MINUTES**

January 4, 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  
Kim Sevy, HR & Solid Waste Manager/District Clerk  
George Cardenas, Engineering Manager  
Sean Wright, Water Operations Manager  
Chris Cummings, Assistant Water Operations Manager

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

### **SPECIAL BOARD MEETING – 5:00 P.M.**

#### **Call to Order**

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

#### **Roll Call**

All Directors were present at roll call.

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

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

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

None

#### **3) Recess to Closed Session**

The Board recessed to closed session at 5:02 p.m.

**Closed Session:** Conference with Real Property Negotiators  
(Government Code Section 54956.8)  
Property: 9535 Sheep Creek Road, Phelan, California

District Negotiator: Donald J. Bartz, General Manager  
Negotiating Parties: Municipal Finance Corporation  
Under Negotiation: Site Lease and Lease Agreement

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

The Board returned to open session at 5:52 p.m. There was no reportable action.

5) **Adjournment**

With no further business before the Board, the meeting was adjourned at 5:52 p.m.

**REGULAR BOARD MEETING – 6:00 P.M.**

**Call to Order**

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

**Roll Call**

All Directors were present at roll call.

1) **Approval of Agenda**

Mr. Bartz requested to remove Item 6e from the Agenda. President Hoffman moved to approve the Agenda as amended. Vice President Roberts seconded the motion. Motion carried 5-0.

2) **Public Comment**

a) **General Public**

None

b) **Community Reports**

- **Sheriff** – Sargent Solario provided the call statistic for November and December.
- **School District** – Dr. Holman, Superintendent of Snowline JUSD, provided an update on school district activities and programs.
- **County Supervisor** – Sam Shoup, Field Representative for Supervisor Cook, noted the new member on the Board of Supervisors and that they are getting ready for the new year.

3) **Consent Items**

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

4) **Matters Removed from Consent Items**

None

5) **Presentations/Appointments**

None

6) **Continued/New Agenda Items**

a) **Second Reading of Ordinance No. 2023-01; Establishing Regulations for Custody and Use of the District Seal, District Logo, and District Insignia**

Staff Recommendation: For the Board to waive the second reading of the Ordinance 2023-01; Establishing Regulations for Custody & Use of the District Seal, District Logo, and District Insignia.

Mr. Bartz presented this item.

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

b) **Public Hearing on Ordinance No. 2023-01; Establishing Regulations for Custody and Use of the District Seal, District Logo, and District Insignia**

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

**1) Secretary's Report**

Ms. Sevy reported that the District received zero written protests, objections, or comments relating to Resolution No. 2023-01; Establishing Regulations for Custody and Use of the District Seal, District Logo, and District Insignia.

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

Mr. Kennedy reported that this Ordinance was introduced and discussed at the Board meeting on November 16, 2022. The first reading was waived by the Board on December 14, 2022. The second reading was waived earlier this evening. Notice of public hearing was posted in the District office on December 14, 2022, and on the District website on December 22, 2022. Notice of public hearing was published in the Daily Press on December 21 & December 29, 2022. A summary of the Ordinance and notice of public hearing was also published in the Mountaineer Progress on December 29, 2022. Compliance with all legal requirements for this hearing are within the manner and time specified in the Government Code.

**3) Staff's Report**

Mr. Bartz reported as follows:

The District seal, District logo, and District insignia are personal property of the District and the District can control their use as well as prevent other parties from unauthorized use. Misuse or unauthorized use of the District's official seal, District logo, and other District insignia can cause confusion or misrepresentation that a statement, event, or organization is supported or endorsed by the District. Although a person may be criminally prosecuted for the improper use of the District's official seal if it is used in the context of campaign literature or mass mailings, there are no other statutory prohibitions on the use of the District's official seal or District logo. Therefore, staff is recommending adoption of regulations governing the use of the official District seal, District logo, and other insignia as a preventative measure to address potential fraud, deception, and misuse.

The proposed ordinance establishes and authorizes uses for the District seal, District logo, and other insignia and will empower the District's General Manager to enforce



the Ordinance regarding the use of the District seal, District logo, and other insignia by District staff. The proposed ordinance will also establish civil fines of up to \$500 and a misdemeanor offense for malicious or commercial uses which are inconsistent with the public good.

Staff is recommending adoption of regulations governing the use of the official District seal, District logo, and other insignia as a preventative measure to address potential fraud, deception, and misuse.

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

There were no public comments, protests, or objections.

Director Hoffman moved to close the Public Hearing. Director Hays seconded the motion. Motion carried 5-0.

The Public Hearing was declared closed at 6:15 p.m.

#### **c) Discussion & Possible Adoption of Ordinance No. 2023-01; Establishing Regulations for Custody and Use of the District Seal, District Logo, and District Insignia**

Staff Recommendation: For the Board to adopt Ordinance 2023-01; Establishing Regulations for Custody & Use of the District Seal, District Logo, and District Insignia.

Mr. Bartz presented this item.

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

#### **d) Discussion & Possible Action Regarding 2023/2024 Budget Process Schedule**

Staff Recommendation: For the Board to review the attached draft 2023/2024 budget timeline and determine if modifications are necessary.

Ms. Lowrance presented this item.

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

#### **e) Discussion & Possible Action Regarding Resolution No. 2023-02; Approving a Site Lease and a Lease Agreement; Making Certain Determinations Relating Thereto; and Authorizing Certain Other Actions In Connection Therewith for the Financing of the Civic Center Building**

This Item was removed from the Agenda.

#### **f) Discussion & Possible Action Regarding Participation in the California CLASS Investment Pool**

Staff Recommendation: For the Board to authorize the enrollment of the District into an agreement to participate in the California Cooperative Liquid Assets Securities System (CLASS).

Mr. Bartz introduced this item.

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

g) **Discussion & Possible Action Regarding Cost-of-Living Adjustment for Employees**

Staff Recommendation: For the Board to implement a Cost-of-Living Adjustment (COLA) increase of 4% to employees' wages effective January 1, 2023.

Mr. Bartz introduced this item.

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

h) **Review of Ordinance No. 2022-01; Establishing Guidelines for the Conduct of District Public Meetings and Activities**

Staff Recommendation: For the Board to review Ordinance No. 2022-01; Establishing Guidelines for the Conduct of District Public Meetings and Activities.

Mr. Bartz introduced this item.

No action taken; not an action item.

i) **Discussion & Possible Action Regarding Nominations for the Board of Directors for the Association of San Bernardino County Special Districts Board**

Staff Recommendation: Should the Board desire to nominate a Director for the position of Director on the Association of San Bernardino County Special Districts' ("ASBCSD") Board of Directors, staff recommends for the Board to nominate a Director and authorize the Board President to execute a letter of support.

Mr. Bartz introduced this item.

Consensus of the Board was to nominate President Kujawa for the ABSCSD Board of Directors.

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

Staff Recommendation: None

Mr. Cardenas provided an update on CEQA and on the contract for services to develop the RFP/RFQ which will be brought to the Board for approval. He also updated the Board on the plan check process and SCE status.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Engineering Committee (Standing)** – Meets next week.
- b) **Finance Committee (Standing)** – Meets January 17th.
- c) **Legislative Committee (Standing)** – Meets in March.

- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Meets next week.
- e) **Waste & Recycling Committee (Standing)** – Meets this month.

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

Mr. Bartz stated staff will be sending out upcoming training opportunities to the Board, and that staff will be providing information about District projects. Mr. Wright provided an update on the new well.

9) **Reports**

a) **Director’s Report**

- Hoffman** – Nothing to report.
- Roberts** – Attended the ACWA conference in December.
- Hays** – Nothing to report.
- Snyder** – Wished everyone a Happy New Year.

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

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

11) **Review of Action Items**

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

12) **Set Agenda for Next Meeting**

- Regular Board Meeting – January 18, 2023

13) **Adjournment**

With no further business before the Board, the meeting was adjourned at 7:04 p.m.

Agenda materials can be viewed online at [www.pphcsd.org](http://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

<b>2022</b>		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: <b>Greg Snyder</b>		Date: <b>January 5, 2023</b>																																																			
		Reimbursed @ 0.625			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																																										
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<p style="color: red; font-weight: bold; font-size: small;">A: Board Approved? (section 2.4)</p> <div style="border: 1px solid black; background-color: yellow; padding: 5px; margin: 5px 0;"> <p style="font-size: small;">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="font-weight: bold; font-size: small;">Board member's signature below</p> <p style="text-align: center; font-size: small;"><i>Greg Snyder</i></p> <p style="text-align: center; font-size: small;">_____ Signature</p>		<p style="font-size: small;">Acct # _____</p>		<p style="font-size: small;">Totals:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Meetings</td> <td style="width: 10%; text-align: right;">120.00</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>Mileage</td> <td style="text-align: right;">-</td> <td></td> <td></td> </tr> <tr> <td>Meals</td> <td style="text-align: right;">-</td> <td></td> <td></td> </tr> <tr> <td>Lodging</td> <td style="text-align: right;">-</td> <td></td> <td></td> </tr> <tr> <td>Other</td> <td style="text-align: right;">-</td> <td></td> <td></td> </tr> <tr> <td><b>Grand Total</b></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;"><b>120.00</b></td> <td></td> <td></td> </tr> </table>				Meetings	120.00			Mileage	-			Meals	-			Lodging	-			Other	-			<b>Grand Total</b>	<b>120.00</b>			<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>Meals</td> <td style="text-align: right;">-</td> <td></td> <td></td> </tr> <tr> <td>Lodging</td> <td style="text-align: right;">-</td> <td></td> <td></td> </tr> <tr> <td>Other</td> <td style="text-align: right;">-</td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;"><b>-</b></td> <td></td> <td></td> </tr> </table>						Meals	-			Lodging	-			Other	-				<b>-</b>		
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\*\*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.

## 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: <b>Chuck Hays</b>		Date: <b>January 12, 2023</b>									
		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
12/14/22		Board Meeting	120.00	10.20	6.68						
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<b>Totals</b>			<b>120.00</b>	<b>10.20</b>	<b>6.68</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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

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

*Board member's signature below*

Chuck Hays

\_\_\_\_\_  
Signature

Acct #	Totals:								
	Meetings	120.00	Payroll		Date				
	Mileage	6.68	Board Mtg						
	Meals	-					Meals	-	
	Lodging	-					Lodging	-	
	Other	-					Other	-	
	<b>Grand Total</b>	<b>126.68</b>						<b>-</b>	

\*\*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.

# Phelan Piñon Hills Community Services District

## BOARD STIPEND & EXPENSE VOUCHER/REPORT

AB1234 Compliant

**2022**

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

Name: Kathy Hoffman

Date: NOV-2022

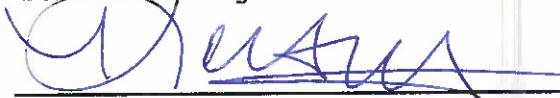
Report of items paid for with District Credit Card\*\*\*

Reimbursed @ 0.585		REIMBURSEMENT REQUESTED						CREDIT CARD EXPENSES		
Date of mtg. or event	Expense Description / Business Purpose	*Meeting (\$120 or N/C)	Miles	Mileage**	Meals	Lodging	Other	Meals	Lodging	Other
<u>11-2-22</u>	<u>Board meeting</u>	<u>120.00</u>	<u>N/C</u>	-	-	-	-	-	-	-
<u>11-10-22</u>	<u>Legislative committee</u>	<u>120.00</u>	<u>N/C</u>	-	-	-	-	-	-	-
<u>11-16-22</u>	<u>Board meeting</u>	<u>120.00</u>	<u>N/C</u>	-	-	-	-	-	-	-
<u>11-29-12-1</u>	<u>OCWA conference</u>	<u>N/C</u>	<u>N/C</u>	-	-	-	-	-	-	-
<b>Totals</b>		-	-	-	-	-	-	-	-	-

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

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

Board member's signature below

  
Signature

Acct #	<u>360.00</u>	Totals:	Meetings	-	Payroll	Date	
		Mileage	-	Board Mtg			
		Meals	-		Meals	-	
		Lodging	-		Lodging	-	
	<u>360.00</u>	Other	-		Other	-	
	<b>Grand Total</b>						

\*\*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 Disbursements



# Cash Disbursements Report

## By Payment Number

Payment Dates 12/01/2022 - 12/31/2022

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
508	12/6/2022	MIDAME	MidAmerica Administrative & Retirement Solutions, LLC			225.00
	MAR21468	HRA Admin Fee Q3 2022		01-0-1-51230		225.00
509	12/6/2022	MUN DEN	Municipal Dental Pool			2,902.93
	120122	Dental Premium - Dec.		01-0-0-14130		2,902.93
510	12/21/2022	DEBPHI	Deborah Jeanne Philips			122.50
	113022	Nov. Mileage - Auto Exp. for Meetings		01-0-1-52210		-36.25
	113022	Nov. Mileage - GM Meetings & ASBCSD		01-0-1-52229		122.50
	113022	Nov. Mileage - GM Meetings re:Parks		22-0-1-52210		11.25
	113022	Nov. Mileage - GM Meetings re: SW		25-5-1-52210		25.00
511	12/21/2022	REBKUJ	Rebecca A. Kujawa			6.38
	123122	Dec. Mileage - Special Board Meeting		01-0-1-52212		6.38
33312	12/6/2022	AIMWIL	Aimee Williams			50.00
	120722	Safety Incentive Award		01-0-1-54260		50.00
33313	12/6/2022	ANGROM	Angelica Romero			50.00
	120722	Safety Incentive Award		01-0-1-54260		50.00
33314	12/6/2022	DELAROSA	Antonio De La Rosa			50.00
	120722	Safety Incentive Award		01-0-1-54260		50.00
33315	12/6/2022	AVCOM	AVCOM Services Inc.			85.50
	23780	Answering Svc. - Nov.		01-0-1-53150		85.50
33316	12/6/2022	CHRGUA	Christopher B Gualco			50.00
	120722	Safety Incentive Award		01-0-1-54260		50.00
33317	12/6/2022	CHRIS CUMM	Christopher Cummings			50.00
	120722	Safety Incentive Award		01-0-1-54260		50.00
33318	12/6/2022	CIN UNI	Cintas Corporation			522.09
	113022	Uniform Rental Svcs. - Nov.		01-1-1-54680		448.28
	113022	Uniform Rental Svcs. - Nov.		22-2-1-54680		37.52
	4137343133	Vehicle Wash Station Supplies		01-1-8-54710		36.29
33319	12/6/2022	DAVNOL	David Noland			50.00
	120722	Safety Incentive Award		01-0-1-54260		50.00
33320	12/6/2022	ACT IT	David Shay			27,258.66
	9574R	Dell Poweredge Server - Main Office		01-0-0-16620		20,390.88
	9575	New Computer/Lobby Display Generator		01-0-1-54530		284.50
	9575	(3) Back Up Hard Drives		01-0-1-54530		896.28
	9575	New Computer/Lobby Display Generator		25-5-1-54530		853.00
	9576R	Workstation - Customer Service		01-0-1-54530		925.88
	9577R	HDMI Cable for New Customer Svc. Stat...		01-0-1-54530		10.62
	9810R-1	Software Support - Nov.		01-0-1-53170		232.50
	9810R-2	Software Support - Dec.		01-0-1-53170		3,665.00
	33321	12/6/2022	DENMOR	Dennis Morrison		
120722		Safety Incentive Award		01-0-1-54260		50.00
33322	12/6/2022	DVMG	Desert Valley Medical Group Inc			60.00
	11967	DOT Physical - C. Gualco		01-0-1-54290		60.00

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Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
33323	12/6/2022 6507EC66-0008	STREAM Website Hosting - Dec.	Digital Deployment, Inc.	01-0-1-53170		300.00 300.00
33324	12/6/2022 113022	DONBAR Mileage Reimb. - Nov.	Don Bartz	01-0-1-54140		354.75 354.75
33325	12/6/2022 120722	DONBAR Safety Incentive Award	Don Bartz	01-0-1-54260		50.00 50.00
33326	12/6/2022 VVP-0397 VVP-0397 VVP-0397 VVP-0397	VALLE Streaming Services - Oct. Streaming Services - Oct. Streaming Services - Oct. Streaming Services - Oct.	Don Gene Fish Jr.	01-0-1-53150 01-7-7-53150 22-2-2-53150 25-5-1-54800	C0086 OUTSIDE SVCS	2,100.00 1,050.00 350.00 350.00 350.00
33327	12/6/2022 NP0006728	NEWPLU Holiday Greeting 2022	Donald G. Fish Jr	01-0-1-54110		50.00 50.00
33328	12/6/2022 9064	EMERY Disposal of Concrete & Asphalt	Emery Concrete & Asphalt Recycling, Inc.	01-1-2-54620		97.00 97.00
33329	12/6/2022 120722	ERIBAR Safety Incentive Award	Eric Barnes	01-0-1-54260		50.00 50.00
33330	12/6/2022 103122	ERIBAR Reimb.- T2 Renewal, D4 Exam & Cert. F...	Eric Barnes	01-1-1-54260		295.00 295.00
33331	12/6/2022 120722	ERNARA Safety Incentive Award	Ernesto Araiza	01-0-1-54260		50.00 50.00
33332	12/6/2022 120722	FRARAM Safety Incentive Award	Frank J Ramirez	01-0-1-54260		50.00 50.00
33333	12/6/2022 122422	FRO 5072 Phones - Oasis Yard 11/25 - 12/24	Frontier Communications	01-1-1-58010		141.50 141.50
33334	12/6/2022 121822	FRO 8637 Phones - Sr. Ctr. 11/19 - 12/18	Frontier Communications	22-0-1-58010		13.17 13.17
33335	12/6/2022 060922	DAIPRE Notice of Public Hearing	Gannett Holdings LLC Mountain/West	01-0-1-54110		1,701.82 1,701.82
33336	12/6/2022 10717353	GARDA Armored Svcs. - Dec.	Garda CL West, Inc	01-0-1-54200		666.47 666.47
33337	12/6/2022 29780	GENPUM Booster A @ Station 13 Pull & Inspect FY..	General Pump Company, Inc.	01-1-2-54620		2,936.00 2,936.00
33338	12/6/2022 120722	GEOCAR Safety Incentive Award	George Cardenas	01-0-1-54260		50.00 50.00
33339	12/6/2022 7101582629-1 7101582629-2	GOTO Office Phones Support - Nov. Office Phones Support - Dec.	GoTo Communications, Inc.	01-0-1-58010 01-0-1-58010		1,066.83 333.46 733.37
33340	12/6/2022 470	GREEAR Phelan Park Maint. Nov.	GreenEarth Landscape	22-2-2-53150		50.00 50.00
33341	12/6/2022 4793	GRE SVCS Tree Removal & Stump Grinding Phelan...	Greenstone Services Inc.	22-2-2-53150		675.00 675.00
33342	12/6/2022 120722	HEA CHI Safety Incentive Award	Heather Childers	01-0-1-54260		50.00 50.00
33343	12/6/2022 10-01-2022-5	BAQAI Homefield Mitigation - Water Quality S...	H. A. Baqai, P.E.	01-0-1-53150	C0099 OUTSIDE SVCS	66,830.60 11,798.20

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	3-11-2022-7	Homefield Mitigation - Water Quality S...		01-0-1-53150	C0099 OUTSIDE SVCS	32,640.20
	3-11-2022-7-2	Homefield Mitigation - Water Quality S...		01-0-1-53150	C0099 OUTSIDE SVCS	17,086.20
	9-01-2021-4	Homefield Mitigation - Water Quality S...		01-0-1-53150	C0099 OUTSIDE SVCS	5,306.00
33344	12/6/2022	HOPOFF	Hopper's Office			8,038.15
	120722	(2) Desk Replacements for Finance		01-0-1-54530		8,038.15
33345	12/6/2022	INLWAT	Inland Water Works Supply Co.			5,630.61
	S1055390-017	(3) 1" CTS Angle Stop		01-1-0-13010		197.18
	S1055390-018	(20) 1" CTS Angle Stops		01-1-0-13010		1,314.55
	S1055390-019	(63) 1" CTS Angle Stops		01-1-0-13010		4,140.83
	S1059087-002	(5) Meter Bushings		01-1-0-13010		80.81
33346	12/6/2022	JENOAK	Jennifer Oakes			50.00
	120722	Safety Incentive Award		01-0-1-54260		50.00
33347	12/6/2022	KARBUR	Karyn M. Burgen			50.00
	120722	Safety Incentive Award		01-0-1-54260		50.00
33348	12/6/2022	KIMSEV	Kimberly Sevy			50.00
	120722	Safety Incentive Award		01-0-1-54260		50.00
33349	12/6/2022	LANMAR	Lance Marckstadt			50.00
	120722	Safety Incentive Award		01-0-1-54260		50.00
33350	12/6/2022	LINSMI	Linda Smith			50.00
	120722	Safety Incentive Award		01-0-1-54260		50.00
33351	12/6/2022	LORLOW	Lori Lowrance			50.00
	120722	Safety Incentive Award		01-0-1-54260		50.00
33352	12/6/2022	MICLEW	Michael Lewis			50.00
	120722	Safety Incentive Award		01-0-1-54260		50.00
33353	12/6/2022	ANDTRU	Mills Hardware			577.68
	113022	Inv #311788 - Mud Ribbon for Office Ro...		01-0-1-54620		24.77
	113022	Inv #311764 Valve Pressure Regulator f...		01-1-1-54620		181.00
	113022	Inv #311714 PVC Nipple, Bolts & Nuts		01-1-2-54500		25.58
	113022	Inv #311737 Lubricant		01-1-2-54500		11.83
	113022	Inv #311740 Adhesive Poly for Fill Stati...		01-1-2-54620		12.92
	113022	Inv #311717 - Bolts for Pipe Restraints		01-1-2-54620		16.78
	113022	Inv #311709 - Address Lettering for Fill S...		01-1-2-54620		13.99
	113022	Inv #311673 - Painting Supplies for Boos...		01-1-5-54500		20.87
	113022	Inv #311790 Hole Saw for Meter Change..		01-1-6-54620		18.31
	113022	Inv #311739 Galv. Posts & Couplings		22-2-2-54620		141.92
	113022	Inv #311701 - 2x4 Posts for Park Trees		22-2-2-54620		26.73
	113022	Inv #311729 - (3) Hook/Loops		22-2-2-54620		18.39
	113022	Inv #311682 - Wood Cutter Bar/Chain, ...		22-2-2-54620		21.31
	113022	Inv #311730 2x4 Posts for Phelan Park T...		22-2-2-54620		26.07
	113022	Inv #311702 - Hook/Loop		22-2-2-54620		6.45
	113022	Inv #311711 Drain Opener		22-2-2-54620		10.76
33355	12/6/2022	NAPA	NAPA Auto Parts			421.14
	113022	Inv #567080 - Jack for Trk #101		01-1-8-54710		143.30
	113022	Inv #565660 Trk #23 Hose & Grommet		01-1-8-54710		19.13
	113022	Inv #566400 -Trk #101, 112 & 113 Suppl...		01-1-8-54710		127.45
	113022	Inv #565321 Trk #24 Groomet		01-1-8-54710		27.23
	113022	Inv #565566 Trk #25 Windshield Wipers		01-1-8-54710		49.54
	113022	Inv #564834 Trk #22 Adapter		01-1-8-54710		20.78
	113022	Inv #564766 Trk #26 (2) V-Belts		22-2-8-54710		52.56
	113022	CR #564770 Trk #26 V-Belt Returned		22-2-8-54710		-18.85

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Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
33356	12/6/2022 120722	OSCDUB Safety Incentive Award	Oscar Dubon	01-0-1-54260		50.00 50.00
33357	12/6/2022 532332	PAP REC On-Site Shredding	Paper Recycling & Shredding Specialist	01-0-1-53150		68.00 68.00
33358	12/6/2022 4516506	PATSAL 12" Steel Pipe for Spools at Well 10,11,...	Patton Sales Corp	01-1-2-54620		1,912.56 1,912.56
33359	12/6/2022 120722	PAUMIH Safety Incentive Award	Paul Mihalik	01-0-1-54260		50.00 50.00
33360	12/6/2022 40939	PHEEXP Trk #30 Oil Change	Phelan Express, Inc.	01-1-8-54710		125.08 125.08
33361	12/6/2022 120122 120122 120122 120122 120122 120122	RACE Phones - Internet Credit CSD Phones - Internet CSD Dec. Phones - Internet Shop Dec. Phones - Internet Credit Phelan CC Phones - Internet Phelan CC Dec. Phones - Internet Pinon Hills Dec.	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 -100.00 254.50 204.50 -200.00 204.50 254.50
33362	12/6/2022 7060597 7060703	REBEL Fuel - 200 Gl. Fuel - 371 Gl.	Rebel Oil Company, Inc.	01-1-8-54410 01-1-8-54410		2,322.23 876.78 1,445.45
33363	12/6/2022 11142022	ARMELE Electric Switchgear Install at Site 3C	Rodger Ashby	01-1-3-54620		325.00 325.00
33364	12/6/2022 120722	SEAWRI Safety Incentive Award	Sean Wright	01-0-1-54260		50.00 50.00
33365	12/6/2022 110122 110122 110122	STAINS LTD/Life/AD&D - Nov. LTD/Life/AD&D - Nov. LTD/Life/AD&D - Nov.	Standard Insurance Company	01-0-1-51230 01-7-7-51230 22-0-1-51230		1,059.08 888.99 101.05 69.04
33366	12/6/2022 120722	STELow Safety Incentive Award	Steve Lowrance	01-0-1-54260		50.00 50.00
33367	12/6/2022 120722	STETRU Safety Incentive Award	Steve Trujillo	01-0-1-54260		50.00 50.00
33368	12/6/2022 20426	TIMLOC (30) Master Padlocks	Steven M. Zemba	01-1-2-54500		470.33 470.33
33369	12/6/2022 120522	SWRCB Water Distribution (D3) Cert Fees J. Oak...	SWRCB-DWOCP	01-1-1-54260		90.00 90.00
33370	12/6/2022 INV0091745	AQUA MET (189) Single Port Antennas	Aqua Metric Sales Co	01-1-0-13010		25,910.07 25,910.07
33371	12/6/2022 26277	TOPNOT Software Support - Nov. (Final Bill)	Top Notch Networking, LLC	01-0-1-53170		422.37 422.37
33372	12/6/2022 120722	TRAGOO Safety Incentive Award	Tracie Goodridge	01-0-1-54260		50.00 50.00
33373	12/6/2022 4327 4328	TRLS Well #15 Transmission Pipeline - Profess.. Well #15 Transmission Pipeline - Profess..	TRLS Engineering, Inc	01-0-0-17000 01-0-0-17000	C0095 OUTSIDE SVCS C0095 OUTSIDE SVCS	500.00 250.00 250.00
33374	12/6/2022 217690	TURSEC Monitoring Svc. - Dec.	Turner Security, Inc	01-0-1-53150		373.60 46.95

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	217690	Monitoring Svc. - Dec.		01-1-2-53150		211.75
	217690	Monitoring Svc. - Dec.		22-2-2-53150		114.90
33375	12/6/2022	ULINE	Uline			162.97
	156469149	Nitrile Gloves		01-1-2-54500		162.97
33376	12/6/2022	USA	Underground Service Alert of So. Cal.			695.80
	1120220547	(328) Tickets		01-1-2-53150		584.00
	22-2301925	USA Dig Safe Regulatory Fee		01-1-1-53160		111.80
33377	12/6/2022	UNI SITE	United Site Services of California, Inc.			422.83
	INV 01211498	Porta Potties Rental for Covid Site		01-0-1-53150	C0086 OUTSIDE SVCS	422.83
33378	12/6/2022	UNIVAR	UNIVAR INC.			2,426.75
	5071269	Liquid Chlorine - 614 Gl.		01-1-3-54500		2,426.75
33379	12/6/2022	RAIFOR	Western Oilfields Supply Company			10,578.01
	1814489	Well 15 Water Highline for Well Develo...		01-0-0-17000	C0095 OUTSIDE SVCS	10,578.01
33380	12/6/2022	WIEDRU	Wienhoff & Associates Inc			32.00
	105228	Background Check - C. Cummings		01-0-1-54290		32.00
33389	12/21/2022	ASBCSD	Assn of SB County Special Districts			300.00
	121922	Membership Dues		01-0-1-54230		300.00
33390	12/21/2022	BRUMCE	Brunick, McElhaney & Kennedy			2,462.50
	180	Legal Svcs. - Nov.		01-0-1-53120		1,837.50
	180	Legal Svcs. - Nov.		01-1-1-53120		218.75
	180	Legal Svcs. - Nov.		01-7-7-53120		46.88
	180	Legal Svcs. - Nov.		20-0-1-53120		125.00
	180	Legal Svcs. - Nov.		25-0-1-53120		234.37
33391	12/21/2022	CINFIR	Cintas			694.50
	5136731612	First Aid Supplies - Shop		01-1-1-54500		428.14
	5136731678	First Aid Supplies - CSD		01-0-1-54500		261.03
	5136731678	First Aid Supplies - CSD		22-0-1-54500		5.33
33392	12/21/2022	CED	Consolidated Electrical Distributors Inc			1,115.72
	9085-1029968	Transformer to Fill Station Panel		01-1-2-54620		22.75
	9085-130134	6B Pump Waste Parts		01-1-2-54620		1,092.97
33393	12/21/2022	SBC PUBHLT	County of San Bernardino			793.50
	IN0392740	Vector Inspection for Civic Center		01-0-0-17000	C0002 COUNTY FEES	122.50
	OW0016175	Phelan CC Health Permit		22-2-2-53160		671.00
33394	12/21/2022	SBC LIENS	County of San Bernardino			300.00
	22-331653	(15) Lien Release Docs.		01-1-1-54830		300.00
33395	12/21/2022	SBC PARCELS	County of San Bernardino			20.00
	109084	(10) Parcel Map Revisions		01-1-1-54830		20.00
33396	12/21/2022	CR&R	CR&R Incorporated			896.47
	748524-45338	Trash - Oasis Yard Dec.		01-0-2-58110		279.37
	748799-1564	Trash - Pinon Hills Park Dec.		22-0-2-58110		194.88
	749068-8478	Trash - Phelan CSD Dec.		01-0-1-58110		211.11
	749068-8478	Trash - Phelan CC Dec.		22-0-2-58110		211.11
33397	12/21/2022	CHAFED	Fedak & Brown LLP			4,387.00
	113022	Professional Svcs. Nov.		01-0-1-53110		4,387.00
33398	12/21/2022	FRO 3434	Frontier Communications			191.66
	121022	Phones - Telemetry 12/10 -1/9		01-1-5-58010		191.66

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33399	12/21/2022 29809	GENPUM Booster 5B -C Removal & Tear Down for...	General Pump Company, Inc.	01-1-5-54620		2,936.00 2,936.00
33400	12/21/2022 225318 225318 225318 225318	INFOSE Postage - Nov. Printing - Nov. Postage & Printing Nov. Postage & Printing Nov.	Infosend Inc	01-1-6-54860 01-1-6-54890 01-1-9-54800 22-2-2-54800	C0049 OUTSIDE SERVIC	5,346.26 2,756.16 1,354.68 411.72 823.70
33401	12/21/2022 s1059575-001 S1060285-004 S1061405-001 S1061637-001	INLWAT Non-Inventory - 6" Swing Check for Boo... Non-Inventory 3/4" & 1" Beveling Tool Non-Inventory 3/4" & 1" Beveling Tool Non-Inventory for Well 6A&B Pump to ...	Inland Water Works Supply Co.	01-1-5-54620 01-1-2-54650 01-1-2-54650 01-1-3-54620		8,226.23 2,693.75 198.26 100.16 5,401.51
33402	12/21/2022 22-1115	LILBURN Civic Center-Park Environmental tech. R...	Lilburn Corp.	22-2-0-17000	C0078 OUTSIDE SVCS	3,552.50 3,552.50
33403	12/21/2022 2022122 2022122 2022122	LIN SVC Janitorial Svc - CSD Janitorial Svc - Oasis Janitorial Svc - CC Windows	Richard J. Linsalato	01-0-1-54320 01-1-1-54320 22-2-0-54320		565.00 310.00 225.00 30.00
33404	12/21/2022 113022 113022 113022 113022 113022	LOWES Inv #23672614 Christmas Tree Inv #85470308 - Supplies to Fix Office R... Inv #23672614 Tape for Oasis Trailer Re... Inv #925766 - Roof Tape & Joints Inv #85706381 - Trailer Roof Repair Sup...	Lowe's Credit	01-0-1-54530 01-0-1-54620 01-1-1-54620 01-1-1-54620 01-1-1-54620		1,027.60 85.74 418.32 72.30 89.10 362.14
33405	12/21/2022 78	SHINE Painting Classes - Dec.	Mary Gabriel	22-2-2-54800		1,020.00 1,020.00
33406	12/21/2022 2021-12403	MOUPRO Christmas Ad	Mountaineer Progress Newspaper	01-0-1-54110		125.00 125.00
33407	12/21/2022 I-02071035	OFFSOL Office Supplies-Binders, Paper, Tape, Pe...	Office Solutions	01-0-1-54530		438.12 438.12
33408	12/21/2022 7061411 761114	REBEL Fuel - 370 Gl., DSL - 180 Gl. Fuel - 400 Gl.	Rebel Oil Company, Inc.	01-1-8-54410 01-1-8-54410		3,820.15 2,319.21 1,500.94
33409	12/21/2022 12142022	ARMELE Electric Repairs - Site 3C	Rodger Ashby	01-1-5-54620		900.00 900.00
33410	12/21/2022 220028	ROSE Kids Baking Class Dec.	Rose Noir Chocolates LLC	22-2-2-54800		204.56 204.56
33411	12/21/2022 INV0091580-1 INV0091580-2 INV0091585 INV0091591	AQUA MET (1,115) 1" IPerl Meters (150) 1" IPerl Meters Commandlink for Meter Programming (216) MXU 520 M Single Port Antenna	Aqua Metric Sales Co	01-1-0-13010 01-1-0-13010 01-1-1-54620 01-1-0-13010		238,972.83 183,443.67 24,678.52 1,239.13 29,611.51
33412	12/21/2022 4341	TRLS Parcel Merge (APN 3066-251-14 and 30...	TRLS Engineering, Inc	22-2-0-17000	C0078 OUTSIDE SVCS	3,700.00 3,700.00
33413	12/21/2022 218185	TURSEC 4G Upgrade at NW Well	Turner Security, Inc	01-1-2-53150		225.00 225.00
33414	12/21/2022 025-402031	TYLTEC UB Online Support Jan.	Tyler Technologies, Inc	01-1-6-53170		265.00 265.00

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33415	12/21/2022 190088	USABB Siphon Pump with Hose	HD Supply Facilities Maintenance, Ltd	01-1-2-54620		79.00 79.00
33416	12/21/2022	WAXIE	Waxie Enterprises, Inc			1,159.05
	1393701	Toilet Paper		01-0-1-54500		126.37
	1393701	Toilet Paper		01-1-1-54500		126.37
	1393701	Paper Towels for Field		01-1-1-54500		203.80
	1393701	Pinesol for Parks		22-2-2-54500		166.52
	1393701	Trash Bags for Parks		22-2-2-54500		188.47
	1393701	Toilet Paper		22-2-2-54500		126.38
	1393701	Mops for Parks		22-2-2-54500		140.10
	1393701	Bleach for Parks		22-2-2-54500		71.24
	1393701	Surcharge Fee		22-2-2-54500		9.80
33417	12/21/2022 7116	WENO Printer Usage	Weno Office Solutions	01-0-1-53150		9.64 9.64
33418	12/21/2022 3678048	XEROX Copier Lease 12/12 - 1/11	Xerox Corporation	01-0-1-54300		280.55 280.55
DFT0011522	12/2/2022 INV0005119	EDD State Disability Ins - Payroll Taxes	Employment Development Department	01-0-0-24510		429.00 429.00
DFT0011523	12/2/2022 INV0005120	EDD CA State Income Tax - Payroll Taxes	Employment Development Department	01-0-0-24510		3,336.77 3,336.77
DFT0011524	12/2/2022 INV0005121	IRS Medicare - Payroll Taxes	Internal Revenue Service	01-0-0-24510		1,824.19 1,824.19
DFT0011525	12/2/2022 INV0005122	IRS Federal Income Tax - Payroll Taxes	Internal Revenue Service	01-0-0-24510		9,627.27 9,627.27
DFT0011526	12/7/2022 112122-4585	THEGAS Gas - Phelan CC 10/20 - 11/21	The Gas Company	22-0-2-58110		160.36 160.36
DFT0011527	12/7/2022 112922-6781	THEGAS Gas - Pinon Hills Fire 10/27 - 11/29	The Gas Company	22-0-2-58110		80.29 80.29
DFT0011528	12/7/2022 112122-4084	THEGAS Gas - Phelan Sr. Ctr. 10/20 - 11/21	The Gas Company	22-0-2-58110		151.20 151.20
DFT0011529	12/7/2022 112922-6056	THEGAS Gas - Pinon Hills CC 10/27 - 11/29	The Gas Company	22-0-2-58110		140.64 140.64
DFT0011530	12/2/2022 358000036263	VER FLEET Fleet GPS Nov.	Verizon Connect Fleet USA, LLC	01-1-8-54300		360.05 360.05
DFT0011532	12/8/2022	FBC-SEAN	First Bank Card			583.04
	113022	Mexico Lindo - Staff Meeting		01-0-1-54440		125.15
	113022	Amazon - Mouse Pad		01-1-1-54530		19.29
	113022	Amazon - Wire Cutter		01-1-2-54500		8.58
	113022	Amazon - Gas Torch Cylinder		01-1-2-54500		41.70
	113022	Angel Rock - Fill Station Concrete for Pa...		01-1-2-54620		388.32
DFT0011533	12/8/2022	FBC-STEVE	First Bank Card			1,077.45
	113022	Ricks Cafe - Staff Meeting		01-0-1-54440		122.78
	113022	Webstaurant - Sugar & Table Cover		22-2-2-54500		178.11
	113022	Amazon - Microwave Oven		22-2-2-54620		225.20
	113022	Amazon - Tray Set		22-2-2-54620		24.07
	113022	Amazon - Door Holder		22-2-2-54620		22.20
	113022	Amazon - Level Tool		22-2-2-54650		14.84
	113022	Amazon - Cordless Mic		22-2-2-54800		64.64
	113022	Amazon - Party Box		22-2-2-54800		425.61



Cash Disbursements Report

Payment Dates: 12/01/2022 - 12/31/2022

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
DFT0011534	12/8/2022	FBC-GEORGE	First Bank Card			1,287.44
	113022	Adobe Subscription - G. Snyder		01-0-1-53170		21.33
	113022	Adobe Subscription - (7) Admin		01-0-1-53170		118.93
	113022	Adobe Subscription A. Romero		01-0-1-53170		20.53
	113022	Mexico Lindo		01-0-1-54440		38.70
	113022	Ricks Cafe - Staff Meeting		01-0-1-54440		120.57
	113022	Adobe Subscription - (2) Ops		01-1-1-53170		33.98
	113022	Apple - ICloud Storage		01-1-1-53170		0.99
	113022	Morongo Travel - Trk #28 Fuel		01-1-8-54410		100.00
	113022	Adobe Subscription (2) Eng.		01-7-7-53170		33.98
	113022	Starbucks - ESRI Conference Expense		01-7-7-54470		8.05
	113022	El Patio - ESRI Conference Expense		01-7-7-54470		91.48
	113022	Starbucks - ESRI Conference Expense		01-7-7-54470		5.45
	113022	Hyatt Hotel - ESRI Conference Expense		01-7-7-54470		68.30
	113022	Hyatt - ESRI Conference Expense		01-7-7-54470		554.48
	113022	Best Buy - KeyBoard		01-7-7-54530		70.67
DFT0011535	12/8/2022	FBC-KIM	First Bank Card			173.96
	112122	Calendar Wiz		01-0-1-53170		14.00
	112122	Zoom Subscription		01-0-1-53170	C0086 LABOR	159.96
DFT0011536	12/8/2022	FBC-KIM	First Bank Card			2,015.47
	113022	Embassy Suites Board Sec. Conference f...		01-0-1-54470		574.83
	113022	Amazon - Organizer & Thermostat		01-0-1-54530		37.52
	113022	Amazon - Office Chair		01-0-1-54530		301.69
	113022	Envelope Superstore - for AP Checks		01-0-1-54530		258.34
	113022	Amazon - Markers & 2 White Boards		01-0-1-54530		209.39
	113022	Amazon - Toner		01-0-1-54530		113.81
	113022	Amazon - 2 Humidifiers		01-0-1-54530		95.02
	113022	Amazon - Mouse Pad & Floor Mat		01-0-1-54530		78.14
	113022	Amazon - USB & Keyboard		01-0-1-54530		52.76
	113022	Amazon - Ball Storage Rack		01-0-1-54530		64.53
	113022	Amazon - Stamp		01-0-1-54530		10.75
	113022	Amazon - Door Stop		01-0-1-54530		10.76
	113022	Amazon - Labels		01-0-1-54530		31.98
	113022	Rubber Stamp		01-0-1-54530		94.11
	113022	Pizza Factory for Board Meeting		01-0-1-54530		42.50
	113022	Cert mail for Leak Letters		01-1-6-54860		33.72
	113022	Cert Mail for Customer Letter		01-1-6-54860		5.62
DFT0011537	12/8/2022	FBC-LORI	First Bank Card			845.00
	113022	CSMFO Membership - A. Romero		01-0-1-54230		50.00
	113022	CSMFO Mgmt. Membership Lori		01-0-1-54230		125.00
	113022	CSFMO Investment Acc. Class Class D. N...		01-0-1-54260		200.00
	113022	CSMFO Full Conference Registration D. ...		01-0-1-54260		470.00
DFT0011538	12/8/2022	SCE 9587-0653	Southern California Edison			1,725.88
	092522	Electricity - Office 8/25 - 9/25		01-0-1-58110		2,065.11
	092522	Electricity - Solar Credit 8/25 - 9/25		01-1-3-58115		-339.23
DFT0011539	12/8/2022	SCE 9587-0653	Southern California Edison			1,190.47
	102522	Electricity - Office 9/26 - 10/25		01-0-1-58110		1,395.63
	102522	Electricity - Solar Credit 9/26 - 10/25		01-1-3-58115		-205.16
DFT0011540	12/8/2022	SCE 4241-7012	Southern California Edison			448.44
	113022	Electricity - S. Dairy Mobile 10/31 - 11/30		01-1-3-58110		448.44
DFT0011541	12/8/2022	SCE 5917-6455	Southern California Edison			24.77
	113022	Electricity - Phelan Park St. Lights 11/1 - ...		22-2-2-58110		24.77

Cash Disbursements Report

Payment Dates: 12/01/2022 - 12/31/2022

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
DFT0011542	12/8/2022 113022	SCE 3752-2894 Electricity - N. Dairy Mobile 10/31 - 11/...	Southern California Edison	01-1-3-58110		238.77 238.77
DFT0011543	12/8/2022 113022	SCE 1613-6373 Electricity - R/R Crossings 11/1 - 11/30	Southern California Edison	23-0-2-58210		16.28 16.28
DFT0011544	12/8/2022 113022	FBC-JENNIFER Mailchimp - Email Support	First Bank Card	01-0-1-53170		2,272.42 110.00
	113022	Amazon - Yr-End Sfty Awards Peeler		01-0-1-54260		10.92
	113022	Amazon - Yr-End Sfty Awards Wire Rack		01-0-1-54260		63.60
	113022	Amazon - Yr-End Sfty Awards Bug Beam		01-0-1-54260		53.82
	113022	Amazon - Yr-End Sfty Awards Baking Set		01-0-1-54260		53.86
	113022	Vista Print - Business Cards for New Boa...		01-0-1-54530		62.47
	113022	Oriental Trading - Yr-End Safety Awards...		01-0-1-54530		81.19
	113022	Amazon - Yr-End Sfty Awards Decoratio...		01-0-1-54530		86.14
	113022	Amazon - Yr-End Sfty Awards Decoration		01-0-1-54530		26.39
	113022	Zazzle - Name Plate		01-0-1-54530		43.43
	113022	Hyatt - ESRI Conference Stay Jen		01-7-7-54470		240.02
	113022	Hyatt - ESRI Conference Stay Tony		01-7-7-54470		509.48
	113022	Hyatt - ESRI Conference Stay Jen		01-7-7-54470		554.48
	113022	Hyatt - ESRI Conference Stay Tony		01-7-7-54470		68.30
	113022	Hyatt - ESRI Conference Stay Tony		01-7-7-54470		240.02
	113022	Hyatt - ESRI Conference Stay Jen		01-7-7-54470		68.30
DFT0011545	12/8/2022 113022	FBC-CHRIS Adobe Annual Subscription for Chris	First Bank Card	01-1-1-53170		304.16 239.88
	113022	Babcock - UCMR Training - Eric		01-1-1-54260		50.00
	113022	Amazon - SCE Meter Panel Cover		01-1-2-54620		14.28
DFT0011546	12/8/2022 113022	FBC-DON 76 - Fuel Expense	First Bank Card	01-0-1-54140		3,111.60 175.00
	113022	Exxon - Fuel Expense		01-0-1-54140		33.67
	113022	Exxon - Fuel Expense		01-0-1-54140		175.00
	113022	76 - Fuel Expense		01-0-1-54140		175.00
	113022	76 - Fuel Expense		01-0-1-54140		88.35
	113022	Pilot - Fuel Expense		01-0-1-54140		205.31
	113022	Ricks Cafe - Meeting		01-0-1-54440		37.23
	113022	Ricks Cafe - Staff Meeting		01-0-1-54440		79.84
	113022	Ricks Cafe - Staff Meeting		01-0-1-54440		60.15
	113022	Starbucks - ESRI Conference		01-0-1-54470		16.25
	113022	SQ Kesh - CSDA Meeting		01-0-1-54470		80.00
	113022	Hyatt - CSDA Meeting		01-0-1-54470		371.95
	113022	Hyatt - CSDA Meeting		01-0-1-54470		428.41
	113022	Hyatt - ESRI Conference		01-0-1-54470		719.29
	113022	NYPD - ESRI Conference		01-0-1-54470		38.57
	113022	Bongo Johnny - ESRI Conference		01-0-1-54470		161.05
	113022	CKE Tonga - ESRI Conference		01-0-1-54470		178.62
	113022	SMF Cafeteria - CSDA Meeting		01-0-1-54470		24.91
	113022	Ontario Airport Parking Fee - CSDA Mee...		01-0-1-54470		63.00
DFT0011547	12/8/2022 3063	FBC-KIM Amazon - Office Supplies for New Work ...	First Bank Card	25-5-1-54530		711.92 711.92
DFT0011548	12/8/2022 2535446	FBC-JENNIFER Amazon - Yr-End Safety Awards	First Bank Card	01-0-1-54260		734.27 734.27
DFT0011549	12/8/2022 110822	FBC-GEORGE Best Buy - MacBook Pro	First Bank Card	01-1-1-54770		2,999.51 1,619.17
	111622	Staples - Printer & (4) Toners for AP Offi...		01-0-1-54530		1,380.34

Cash Disbursements Report

Payment Dates: 12/01/2022 - 12/31/2022

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
DFT0011550	12/8/2022 10351	FBC-CHRIS SCE Meter Panel for Fill Station Power	First Bank Card	01-1-2-54620		2,009.80 2,009.80
DFT0011551	12/9/2022 INV0005123 INV0005123 INV0005123 INV0005123	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 16.50 137.52 3.98 17.00
DFT0011552	12/9/2022 INV0005124 INV0005124 INV0005124 INV0005124	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		3,091.32 2,495.82 354.15 191.97 49.38
DFT0011553	12/9/2022 INV0005125 INV0005125 INV0005125 INV0005125 INV0005125	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		3,556.24 61.71 2,700.81 403.97 336.31 53.44
DFT0011554	12/9/2022 INV0005126 INV0005126 INV0005126 INV0005126 INV0005126	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		8,400.64 76.07 6,516.25 977.18 699.07 132.07
DFT0011555	12/9/2022 INV0005127 INV0005127 INV0005127 INV0005127 INV0005127	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 0.26 18.62 2.44 2.37 0.49
DFT0011556	12/9/2022 INV0005128	CALPERS 457 457 Loan Payback	California Public Employees' Deferred Compensation Plan	01-1-0-24560		136.03 136.03
DFT0011557	12/9/2022 INV0005129	EDD State Disability Ins - Payroll Taxes	Employment Development Department	01-0-0-24510		853.68 853.68
DFT0011558	12/9/2022 INV0005130	IRS Social Security - Payroll Taxes	Internal Revenue Service	01-0-0-24510		198.60 198.60
DFT0011559	12/9/2022 INV0005131	EDD State Employer Training Tax - Payroll Ta...	Employment Development Department	01-0-0-24510		0.78 0.78
DFT0011560	12/9/2022 INV0005132	EDD State Unemployment Ins - Payroll Taxes	Employment Development Department	01-0-0-24510		28.19 28.19
DFT0011561	12/9/2022 INV0005133	EDD CA State Income Tax - Payroll Taxes	Employment Development Department	01-0-0-24510		3,997.22 3,997.22
DFT0011562	12/9/2022 INV0005134	IRS Medicare - Payroll Taxes	Internal Revenue Service	01-0-0-24510		2,895.60 2,895.60
DFT0011563	12/9/2022 INV0005135	IRS Federal Income Tax - Payroll Taxes	Internal Revenue Service	01-0-0-24510		10,837.30 10,837.30
DFT0011566	12/2/2022 33137	VER FLEET Fleet GPS - Oct.	Verizon Connect Fleet USA, LLC	01-1-8-54300		360.05 360.05

## Cash Disbursements Report

Payment Dates: 12/01/2022 - 12/31/2022

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
DFT0011567	12/22/2022 120822	SCE 1078-5254 Electricity - CC & CSD 11/8-12/8	Southern California Edison	22-0-2-58110		354.55 354.55
DFT0011568	12/22/2022 103022 103022	SCE 8362-7804 Electricity - Solar Meter 9/29 - 10/30 Electricity - Solar Credit 9/29 - 10/30	Southern California Edison	01-1-3-58110 01-1-3-58115		544.93 583.53 -38.60
DFT0011569	12/22/2022 113022 113022 113022	SCE 9515-2666 Electricity - Tanks Electricity - Solar Credit Electricity - Solar Credit	Southern California Edison	01-1-3-58110 01-1-3-58115 01-1-3-58115		71,368.69 90,389.42 -18,930.28 -90.45
DFT0011570	12/8/2022 2160657A	AME FID Flex Spending 11/15	American Fidelity Assurance Company	01-0-0-24580		257.78 257.78
DFT0011571	12/12/2022 2160663A	AME FID Flex Spending 11/30	American Fidelity Assurance Company	01-0-0-24580		257.78 257.78
DFT0011572	12/22/2022 110222	SCE 7441-5755 Electricity - Pinon Hills CC 11/2 - 12/4	Southern California Edison	22-0-2-58110		230.70 230.70
DFT0011573	12/22/2022 9921939530	VER AIR Phones - Jet Packs, Tablets & On-Call N...	Verizon Wireless	01-1-1-58010		983.39 983.39
DFT0011575	12/23/2022 INV0005136 INV0005136 INV0005136 INV0005136	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 2.25 159.70 10.96 2.09
DFT0011576	12/23/2022 INV0005137 INV0005137 INV0005137 INV0005137	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		3,158.77 2,625.87 244.57 181.35 106.98
DFT0011577	12/23/2022 INV0005138 INV0005138 INV0005138 INV0005138 INV0005138	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		3,556.24 8.42 2,764.23 403.97 371.18 8.44
DFT0011578	12/23/2022 INV0005139 INV0005139 INV0005139 INV0005139 INV0005139	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		8,475.29 10.37 6,742.97 855.91 735.41 130.63
DFT0011579	12/23/2022 INV0005140 INV0005140 INV0005140 INV0005140 INV0005140	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 0.04 19.26 2.09 2.44 0.35
DFT0011580	12/23/2022 INV0005141	CALPERS 457 457 Loan Payback	California Public Employees' Deferred Compensation Plan	01-1-0-24560		136.03 136.03
DFT0011581	12/23/2022 INV0005142	EDD State Disability Ins - Payroll Taxes	Employment Development Department	01-0-0-24510		890.92 890.92

Cash Disbursements Report

Payment Dates: 12/01/2022 - 12/31/2022

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
DFT0011582	12/23/2022 INV0005143	IRS Social Security - Payroll Taxes	Internal Revenue Service	01-0-0-24510		14.88 14.88
DFT0011583	12/23/2022 INV0005144	EDD State Employer Training Tax - Payroll Ta...	Employment Development Department	01-0-0-24510		1.74 1.74
DFT0011584	12/23/2022 INV0005145	EDD State Unemployment Ins - Payroll Taxes	Employment Development Department	01-0-0-24510		62.64 62.64
DFT0011585	12/23/2022 INV0005146	EDD CA State Income Tax - Payroll Taxes	Employment Development Department	01-0-0-24510		4,092.40 4,092.40
DFT0011586	12/23/2022 INV0005147	IRS Medicare - Payroll Taxes	Internal Revenue Service	01-0-0-24510		2,942.22 2,942.22
DFT0011587	12/23/2022 INV0005148	IRS Federal Income Tax - Payroll Taxes	Internal Revenue Service	01-0-0-24510		11,288.83 11,288.83
DFT0011590	12/29/2022 010123 PERS 010123 PERS	CalPERS Health PERS Health Premium - Jan. PERS Health Premium Admin Fee - Jan.	California Public Employees' Retirement System	01-0-0-14130 01-0-1-51230		41,809.98 41,672.46 137.52
DFT0011591	12/29/2022 010123 NonPERS 010123 NonPERS	CalPERS Health NonPERS Health Premium - Jan. NonPERS Health Premium Admin Fee - J...	California Public Employees' Retirement System	01-0-0-14130 01-0-1-51230		3,897.16 3,884.34 12.82
DFT0011592	12/22/2022 816778940	VSP Vision Insurance - Jan.	Vision Service Plan	01-0-0-14130		507.64 507.64
DFT0011593	12/28/2022 2160688A	AME FID Flex Spending 12/14	American Fidelity Assurance Company	01-0-0-24580		257.78 257.78
DFT0011594	12/27/2022 D535341	AME SUP Supplemental Life Insurance - Dec.	American Fidelity Assurance	01-0-0-24580		407.54 407.54
<b>Payment Total:</b>						<b>685,089.61</b>

## Report Summary

## Fund Summary

Fund	Payment Amount
01 - WATER FUND	664,930.35
20 - GOV'T GENERAL FUND	125.00
22 - PARKS & RECREATION	17,613.03
23 - STREET LIGHTING	16.28
25 - SOLID WASTE	2,675.16
<b>Grand Total:</b>	<b>685,359.82</b>

## Account Summary

Account Number	Account Name	Payment Amount
01-0-0-14130	Prepaid Benefit	48,967.37
01-0-0-16620	Equipment - Computer	20,390.88
01-0-0-17000	CIP Enterprise Funds	11,200.51
01-0-0-24510	Payroll Tax Payable	53,322.23
01-0-0-24530	Retirement W/H Payable	156.87
01-0-0-24560	Retirement 457 W/H Pay...	18.75
01-0-0-24580	Supplemental Ins W/H Pa...	1,180.88
01-0-1-51230	Employee Group Insurance	1,264.33
01-0-1-52210	Board Exp - Auto Expense	-36.25
01-0-1-52212	Board - Auto Expense/Kuj...	6.38
01-0-1-52229	Board - Meals,Travel Expe...	122.50
01-0-1-53110	Auditing & Accounting Fe...	4,387.00
01-0-1-53120	Legal Services	1,837.50
01-0-1-53150	Outside Service	68,513.52
01-0-1-53170	Software Support	5,064.62
01-0-1-54110	Advertising	1,876.82
01-0-1-54140	Auto Expense	1,207.08
01-0-1-54200	Credit Card Fee & Bank C...	666.47
01-0-1-54230	Dues & Subscriptions	475.00
01-0-1-54260	Education & Training	2,886.47
01-0-1-54290	Employment Expense	92.00
01-0-1-54300	Equipment Rental / Lease	280.55
01-0-1-54320	General Maintenance	310.00
01-0-1-54440	Meeting, Seminar & Suppl...	584.42
01-0-1-54470	Travel Expense	2,656.88
01-0-1-54500	Operating Supplies	387.40
01-0-1-54530	Office Supplies	13,760.55
01-0-1-54620	Repair & Maintenance	443.09
01-0-1-58010	Telephone	1,221.33
01-0-1-58110	Utilities	3,671.85
01-0-2-58110	Utilities	279.37
01-1-0-13010	Inventory - Water Field Pa...	269,377.14
01-1-0-24530	Retirement W/H Payable	23,883.83
01-1-0-24560	Retirement 457 W/H Pay...	569.28
01-1-1-53120	Legal Services	218.75
01-1-1-53160	Permits & Fees	111.80
01-1-1-53170	Software Support	274.85
01-1-1-54260	Education & Training	435.00
01-1-1-54320	General Maintenance	225.00
01-1-1-54500	Operating Supplies	758.31
01-1-1-54530	Office Supplies	19.29
01-1-1-54620	Repair & Maintenance	1,943.67
01-1-1-54680	Uniforms	448.28
01-1-1-54770	Computer & Equip Maint...	1,619.17
01-1-1-54830	State & County Fees & Se...	320.00
01-1-1-58010	Telephone	1,329.39
01-1-2-53150	Outside Service	1,020.75
01-1-2-54500	Operating Supplies	720.99

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Payment Amount</b>
01-1-2-54620	Repair & Maintenance	8,596.37
01-1-2-54650	Small Tools	298.42
01-1-3-54500	Operating Supplies	2,426.75
01-1-3-54620	Repair & Maintenance	5,726.51
01-1-3-58110	Utilities	91,660.16
01-1-3-58115	Utilities - Solar Credits	-19,603.72
01-1-5-54500	Operating Supplies	20.87
01-1-5-54620	Repair & Maintenance	6,529.75
01-1-5-58010	Telephone	191.66
01-1-6-53170	Software Support	265.00
01-1-6-54620	Repair & Maintenance	18.31
01-1-6-54860	Postage & Mailing	2,795.50
01-1-6-54890	Printing	1,354.68
01-1-8-54300	Equipment Rental / Lease	720.10
01-1-8-54410	Fuel Costs	6,242.38
01-1-8-54710	Vehicle Maintenance	548.80
01-1-9-54800	Programs (Wtr Conservati...	411.72
01-7-0-24530	Retirement W/H Payable	3,244.28
01-7-7-51230	Employee Group Insurance	101.05
01-7-7-53120	Legal Services	46.88
01-7-7-53150	Outside Service	350.00
01-7-7-53170	Software Support	33.98
01-7-7-54470	Travel Expense	2,408.36
01-7-7-54530	Office Supplies	70.67
20-0-1-53120	Legal Services	125.00
22-0-1-51230	Employee Group Insurance	69.04
22-0-1-52210	Board Exp - Auto Expense	11.25
22-0-1-54500	Operating Supplies	5.33
22-0-1-58010	Telephone	272.17
22-0-2-58110	Utilities	1,523.73
22-2-0-17000	CIP - Parks & Rec	7,252.50
22-2-0-24530	Retirement W/H Payable	2,520.10
22-2-0-24560	Retirement 457 W/H Pay...	14.94
22-2-0-54320	General Maintenance	30.00
22-2-1-54680	Uniforms	37.52
22-2-2-53150	Outside Service	1,189.90
22-2-2-53160	Permits & Fees	671.00
22-2-2-54500	Operating Supplies	880.62
22-2-2-54620	Repair & Maintenance	523.10
22-2-2-54650	Small Tools	14.84
22-2-2-54800	Programs (Park & Rec)	2,538.51
22-2-2-58110	Utilities	24.77
22-2-8-54710	Vehicle Maintenance	33.71
23-0-2-58210	Utilities - Street Lights	16.28
25-0-1-53120	Legal Services	234.37
25-5-0-24530	Retirement W/H Payable	481.78
25-5-0-24560	Retirement 457 W/H Pay...	19.09
25-5-1-52210	Board Exp - Auto Expense	25.00
25-5-1-54530	Office Supplies	1,564.92
25-5-1-54800	Programs (Solid Waste)	350.00
	<b>Grand Total:</b>	<b>685,359.82</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Payment Amount</b>
**None**	598,031.70
C0002 COUNTY FEES	122.50
C0049 OUTSIDE SERVIC	411.72
C0078 OUTSIDE SVCS	7,252.50

**Project Account Summary**

<b>Project Account Key</b>	<b>Payment Amount</b>
C0086 LABOR	159.96
C0086 OUTSIDE SVCS	1,472.83
C0095 OUTSIDE SVCS	11,078.01
C0099 OUTSIDE SVCS	66,830.60
<b>Grand Total:</b>	<b>685,359.82</b>



# Agenda Item 3d

Acceptance of Quarterly  
Financials



Phelan Pinon Hills Community Services District

# Revenue and Expense - Ent & Gvmt Funds

## Summary

For the Period Ending 12/31/2022

	Total ENTERPRISE FUNDS			Total GOVERNMENT FUNDS			TOTAL			Annual Budget
	Budget	Jul - Per	\$ (Unfav) Budget	Budget	Jul - Per	\$ (Unfav) Budget	Budget	Jul - Per	\$ (Unfav) Budget	
<b>Operational</b>										
<b>Revenue</b>										
Total 40 - Water Consumption	2,767,557.99	2,270,256.33	-497,301.66	0.00	0.00	0.00	2,767,557.99	2,270,256.33	-497,301.66	4,857,747.25
Total 41 - Water Meter Charges	1,457,224.76	1,487,194.47	29,969.71	0.00	0.00	0.00	1,457,224.76	1,487,194.47	29,969.71	2,928,341.39
Total 44 - Special Assessments	286,436.87	285,606.00	-830.87	0.00	0.00	0.00	286,436.87	285,606.00	-830.87	283,980.41
Total 47 - Parks	0.00	0.00	0.00	8,319.78	9,882.50	1,562.72	8,319.78	9,882.50	1,562.72	16,639.67
Total 48 - Other Income	114,674.01	135,784.84	21,110.83	174,519.72	152,668.25	-21,851.47	289,193.73	288,453.09	-740.64	566,519.38
<b>Total Revenue</b>	<b>4,625,893.63</b>	<b>4,178,841.64</b>	<b>-447,051.99</b>	<b>182,839.50</b>	<b>162,550.75</b>	<b>-20,288.75</b>	<b>4,808,733.13</b>	<b>4,341,392.39</b>	<b>-467,340.74</b>	<b>8,653,228.10</b>
<b>Expense</b>										
Total 50 - Water	8,365.10	8,033.60	331.50	0.00	0.00	0.00	8,365.10	8,033.60	331.50	119,000.00
Total 51 - Salary & Benefits	1,503,650.40	1,600,150.23	-96,499.83	231,609.72	201,538.53	30,071.19	1,735,260.12	1,801,688.76	-66,428.64	3,471,914.95
Total 52 - Board	58,576.56	37,192.44	21,384.12	3,973.38	6,632.70	-2,659.32	62,549.94	43,825.14	18,724.80	125,150.00
Total 53 - Professional Fee	256,989.67	244,966.71	12,022.96	8,088.24	11,101.69	-3,013.45	265,077.91	256,068.40	9,009.51	525,707.25
Total 54 - Service and Supplies	853,085.13	819,680.09	33,405.04	140,708.16	113,250.56	27,457.60	993,793.29	932,930.65	60,862.64	1,977,187.91
Total 58 - Utilities	461,115.24	414,367.13	46,748.11	27,400.92	24,774.42	2,626.50	488,516.16	439,141.55	49,374.61	1,151,521.83
Total 59 - Other Expenses-Depreciation/Amort/Other	890,883.84	950,881.46	-59,997.62	46,361.40	46,348.63	12.77	937,245.24	997,230.09	-59,984.85	1,875,240.80
<b>Total Expense</b>	<b>4,032,665.94</b>	<b>4,075,271.66</b>	<b>-42,605.72</b>	<b>458,141.82</b>	<b>403,646.53</b>	<b>54,495.29</b>	<b>4,490,807.76</b>	<b>4,478,918.19</b>	<b>11,889.57</b>	<b>9,245,722.74</b>
<b>Net Operational Income</b>	<b>593,227.69</b>	<b>103,569.98</b>	<b>-489,657.71</b>	<b>-275,302.32</b>	<b>-241,095.78</b>	<b>34,206.54</b>	<b>317,925.37</b>	<b>-137,525.80</b>	<b>-455,451.17</b>	<b>-592,494.64</b>
<b>Non-Operational</b>										
<b>70 - Property Tax Revenue</b>										
Total 71 - Property Tax Revenue - Current	0.00	0.00	0.00	743,969.85	842,100.05	98,130.20	743,969.85	842,100.05	98,130.20	1,444,378.65
Total 72 - Property Tax Revenue - Prior Years	0.00	0.00	0.00	23,251.89	25,934.23	2,682.34	23,251.89	25,934.23	2,682.34	35,655.65
Total 73 - Property Tax Revenue - Other	5,896.76	6,638.28	741.52	4,860.66	5,138.29	277.63	10,757.42	11,776.57	1,019.15	38,515.18
<b>Total 70 - Property Tax Revenue</b>	<b>5,896.76</b>	<b>6,638.28</b>	<b>741.52</b>	<b>772,082.40</b>	<b>873,172.57</b>	<b>101,090.17</b>	<b>777,979.16</b>	<b>879,810.85</b>	<b>101,831.69</b>	<b>1,518,549.48</b>
<b>80 - Other Revenue</b>										
Total 82 - Meter Installation/Fees/Connection	353,818.50	388,625.00	34,806.50	0.00	0.00	0.00	353,818.50	388,625.00	34,806.50	707,920.39
Total 86 - Penalty & Other Fees	75,517.08	96,565.79	21,048.71	0.00	0.00	0.00	75,517.08	96,565.79	21,048.71	151,094.70
Total 88 - Other	439,699.78	552,954.34	113,254.56	98,159.64	300,169.44	202,009.80	537,859.42	853,123.78	315,264.36	1,079,918.03
Total 89 - Other Revenue	0.00	22,000.00	22,000.00	0.00	0.00	0.00	0.00	22,000.00	22,000.00	0.00
<b>Total 80 - Other Revenue</b>	<b>869,035.36</b>	<b>1,060,145.13</b>	<b>191,109.77</b>	<b>98,159.64</b>	<b>300,169.44</b>	<b>202,009.80</b>	<b>967,195.00</b>	<b>1,360,314.57</b>	<b>393,119.57</b>	<b>1,938,933.12</b>
<b>Total Revenue</b>	<b>874,932.12</b>	<b>1,066,783.41</b>	<b>191,851.29</b>	<b>870,242.04</b>	<b>1,173,342.01</b>	<b>303,099.97</b>	<b>1,745,174.16</b>	<b>2,240,125.42</b>	<b>494,951.26</b>	<b>3,457,482.60</b>

	Total ENTERPRISE FUNDS			Total GOVERNMENT FUNDS			TOTAL			Annual Budget
	Budget	Jul - Per	\$ (Unfav) Budget	Budget	Jul - Per	\$ (Unfav) Budget	Budget	Jul - Per	\$ (Unfav) Budget	
<b>90 - Other Expense</b>										
<b>Total 91 - Interest Expense</b>	22,460.24	21,671.12	789.12	0.00	0.00	0.00	22,460.24	21,671.12	789.12	255,065.00
<b>Total 92 - Loan Expense</b>	13,194.37	17,270.15	-4,075.78	0.00	0.00	0.00	13,194.37	17,270.15	-4,075.78	17,270.00
<b>Total 93 - Other Expense - Tax Processing</b>	0.00	0.00	0.00	1,919.89	2,145.81	-225.92	1,919.89	2,145.81	-225.92	3,510.88
<b>Total 94 - Other Expense - CIP</b>	416,625.30	0.00	416,625.30	0.00	0.00	0.00	416,625.30	0.00	416,625.30	833,584.08
<b>Total 95 - Fair Market Value</b>	25,478.05	0.00	25,478.05	0.00	0.00	0.00	25,478.05	0.00	25,478.05	25,000.00
<b>Total 99 - Other</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 90 - Other Expense</b>	477,757.96	38,941.27	438,816.69	1,919.89	2,145.81	-225.92	479,677.85	41,087.08	438,590.77	1,134,429.96
<b>Total Expense</b>	477,757.96	38,941.27	438,816.69	1,919.89	2,145.81	-225.92	479,677.85	41,087.08	438,590.77	1,134,429.96
<b>Net Non-Operational Income</b>	397,174.16	1,027,842.14	630,667.98	868,322.15	1,171,196.20	302,874.05	1,265,496.31	2,199,038.34	933,542.03	2,323,052.64
<b>Net Income</b>	990,401.85	1,131,412.12	141,010.27	593,019.83	930,100.42	337,080.59	1,583,421.68	2,061,512.54	478,090.86	1,730,558.00



# Balance Sheet - Consolidated

## Account Summary

As Of 12/31/2022

	Beginning Balance 07/01/2022	12/31/2022	Change
<b>Assets</b>			
<b>Current Assets</b>			
<b>11 - Cash</b>			
11000 - Cash in Bank	8,946,111.57	9,187,363.82	241,252.25
11201 - Cash-Operating Reserves	1,786,683.00	1,786,683.00	0.00
11202 - Cash-Replacement Reserves	4,778,687.15	4,778,687.15	0.00
11203 - Cash-Disaster Reserves	4,017,144.15	4,017,144.15	0.00
11204 - Cash-Debt Service	930,160.00	930,160.00	0.00
11300 - Cash-Water Resources (Rights	0.00	322,785.39	322,785.39
11310 - Cash-Water Rights (Connectio	0.00	134,400.00	134,400.00
11400 - Rate Stabilization Cash Fund	325,139.00	325,139.00	0.00
<b>Total 11 - Cash</b>	<b>20,783,924.87</b>	<b>21,482,362.51</b>	<b>698,437.64</b>
<b>12 - Accounts Receivable</b>			
12010 - Accounts Receivable - Water	888,445.09	766,095.33	-122,349.76
12150 - A/R - Accrual	46,023.22	7,131.91	-38,891.31
12200 - Accounts Receivable - Parks	22,657.70	3,000.00	-19,657.70
12610 - Delinquent Accounts to Tax R	46,661.51	55,374.70	8,713.19
12630 - Water Availability Receivable -	78,575.66	193,252.55	114,676.89
12640 - Water Availability Receivable -	34.80	34.80	0.00
12740 - Tax Receivable - PPHCSD	46,969.35	0.00	-46,969.35
12750 - Lease Receivable - Circle Gree	103,168.34	103,168.34	0.00
12751 - Lease Receivable - C & G Partr	297,590.03	297,590.03	0.00
12800 - Other Receivable	21,436.97	25,184.68	3,747.71
12910 - Accrued Interest Receivable-G	38,714.38	73,056.61	34,342.23
<b>Total 12 - Accounts Receivable</b>	<b>1,590,277.05</b>	<b>1,523,888.95</b>	<b>-66,388.10</b>
<b>13 - Inventory</b>			
13010 - Inventory - Water Field Parts	312,378.39	1,099,036.98	786,658.59
<b>Total 13 - Inventory</b>	<b>312,378.39</b>	<b>1,099,036.98</b>	<b>786,658.59</b>
<b>14 - Other Current Assets</b>			
14100 - Prepaid Expense	246,828.33	140,633.00	-106,195.33
14120 - Prepaid - Worker's Comp	37,478.19	16,818.26	-20,659.93
14130 - Pre Paid Benefit	49,352.19	18,834.84	-30,517.35
14300 - Deferred Outflows of Resourc	1,005,901.00	1,005,901.00	0.00
<b>Total 14 - Other Current Assets</b>	<b>1,339,559.71</b>	<b>1,182,187.10</b>	<b>-157,372.61</b>
<b>Total Current Assets</b>	<b>24,026,140.02</b>	<b>25,287,475.54</b>	<b>1,261,335.52</b>
<b>Fixed Assets</b>			
<b>15 - Fixed Assets</b>			
15100 - Land	1,315,885.87	1,315,885.87	0.00
15110 - Land	1,828,390.36	1,828,390.36	0.00
15120 - Land - Parks - Phelan	1,504,729.22	1,504,729.22	0.00
15130 - Land - Parks - Pinon Hills	53,892.65	53,892.65	0.00
15150 - Water Rights	16,371,782.80	16,371,782.80	0.00
15160 - Planning and Development	3,969,753.59	3,969,753.59	0.00
15200 - Bldg & Facilities - Pump Statio	4,114,807.94	4,114,807.94	0.00
15230 - Bldg & Facilities	6,826,664.10	6,826,664.10	0.00
15250 - Water Shares - SCWC	8,400.00	8,400.00	0.00
15320 - Improvement - Phelan	714,266.09	714,266.09	0.00
15330 - Improvement - Pinon Hills	621,073.45	621,073.45	0.00
15340 - Improvement - Parks Develop	57,834.16	57,834.16	0.00
15410 - Wells	5,948,269.17	5,948,269.17	0.00
15420 - Reservoirs	4,187,496.00	4,187,496.00	0.00
15430 - Tanks	2,281,723.29	2,281,723.29	0.00

Balance Sheet - Consolidated

As Of 12/31/2022

	Beginning Balance 07/01/2022	12/31/2022	Change
15440 - Hydrants Telemetry & Control	191,669.94	191,669.94	0.00
15450 - Transmission & Dist. Mains	18,570,561.64	18,570,561.64	0.00
15480 - Meters	2,084,686.93	2,084,686.93	0.00
<b>Total 15 - Fixed Assets</b>	<b>70,651,887.20</b>	<b>70,651,887.20</b>	<b>0.00</b>
<b>16 - Equipment</b>			
16620 - Equipment - Computer	1,269,215.63	1,289,606.51	20,390.88
16630 - Equipment-Office Furnitures &	24,914.92	24,914.92	0.00
16640 - Equipment - Operation	492,463.87	492,463.87	0.00
16650 - Equipment - P	12,845.00	12,845.00	0.00
16730 - Trucks	689,706.94	749,912.33	60,205.39
16740 - Backhoe & Trailer	151,064.94	151,064.94	0.00
16750 - Dump Truck	190,800.59	190,800.59	0.00
16800 - Other Equipment	82,940.01	82,940.01	0.00
<b>Total 16 - Equipment</b>	<b>2,913,951.90</b>	<b>2,994,548.17</b>	<b>80,596.27</b>
<b>17 - CIP</b>			
17000 - CIP -	1,062,807.40	1,886,792.60	823,985.20
<b>Total 17 - CIP</b>	<b>1,062,807.40</b>	<b>1,886,792.60</b>	<b>823,985.20</b>
<b>19 - Accumulated Depreciation</b>			
19010 - Accm. Depreciation - ADM	-321,895.66	-341,147.98	-19,252.32
19040 - Accm. Depreciation - Parks	-1,562,930.50	-1,604,735.33	-41,804.83
19050 - Accm. Depreciation - OP	-1,368,223.34	-1,508,301.29	-140,077.95
19200 - Accm. Depreciation - Bldg & F	-3,338,224.29	-3,385,936.43	-47,712.14
19410 - Accm. Depreciation - Wells	-2,465,676.87	-2,562,393.57	-96,716.70
19420 - Accm. Depreciation - Reservoir	-3,368,421.13	-3,445,582.00	-77,160.87
19430 - Accm. Depreciation - Tanks	-881,914.00	-915,570.64	-33,656.64
19440 - Accm. Depreciation - Hydrants	-191,669.94	-191,669.94	0.00
19450 - Accm. Depreciation - Transmis	-13,975,151.66	-14,151,259.95	-176,108.29
19470 - Accm. Depreciation - Meters	-1,200,702.55	-1,233,975.33	-33,272.78
19620 - Accm. Depreciation - Equipme	-1,192,510.41	-1,202,746.34	-10,235.93
19630 - Accm. Depreciation - Office Fu	-24,914.92	-24,914.92	0.00
19640 - Accm. Depreciation - Equipme	-130,318.65	-145,374.00	-15,055.35
19730 - Accm. Depreciation - Truck	-423,175.06	-412,927.27	10,247.79
19740 - Accm. Depreciation - Backhoe	-106,114.17	-113,211.66	-7,097.49
19750 - Accm. Depreciation - Dump Tr	-112,136.24	-127,869.11	-15,732.87
19800 - Accm. Depreciation - Other Eq	-57,130.51	-58,074.76	-944.25
19900 - Accm. Amortization	-2,341,328.50	-2,568,153.24	-226,824.74
<b>Total 19 - Accumulated Depreciation</b>	<b>-33,062,438.40</b>	<b>-33,993,843.76</b>	<b>-931,405.36</b>
<b>Total Fixed Assets</b>	<b>41,566,208.10</b>	<b>41,539,384.21</b>	<b>-26,823.89</b>
<b>Other Assets</b>			
<b>18 - Other Assets</b>			
18100 - Deposits	500.00	500.00	0.00
<b>Total 18 - Other Assets</b>	<b>500.00</b>	<b>500.00</b>	<b>0.00</b>
<b>Total Other Assets</b>	<b>500.00</b>	<b>500.00</b>	<b>0.00</b>
<b>Total Assets</b>	<b>65,592,848.12</b>	<b>66,827,359.75</b>	<b>1,234,511.63</b>
<b>Liability</b>			
<b>Current Liabilities</b>			
<b>21 - Accounts Payable</b>			
21100 - Accounts Payable - Trade	624,575.71	384,321.31	-240,254.40
21150 - Accounts Payable - Unclaimed	696.19	1,676.92	980.73
<b>Total 21 - Accounts Payable</b>	<b>625,271.90</b>	<b>385,998.23</b>	<b>-239,273.67</b>
<b>22 - Accrued Payable</b>			
22150 - Accrued Interest Payable	107,684.59	0.00	-107,684.59
22210 - Deferred Revenue	65,974.01	2,232.58	-63,741.43
<b>Total 22 - Accrued Payable</b>	<b>173,658.60</b>	<b>2,232.58</b>	<b>-171,426.02</b>
<b>23 - Deposit</b>			
23310 - Customer Deposits	17,501.00	17,501.00	0.00

Balance Sheet - Consolidated

As Of 12/31/2022

	Beginning Balance 07/01/2022	12/31/2022	Change
23320 - Customer Deposit - Meter	25,500.00	25,000.00	-500.00
23330 - Customer Deposit - Maint. Boi	5,700.00	13,165.88	7,465.88
<b>Total 23 - Deposit</b>	<b>48,701.00</b>	<b>55,666.88</b>	<b>6,965.88</b>
<b>24 - Payroll Liability</b>			
24410 - Accrued Payroll	111,519.80	0.00	-111,519.80
24411 - Payroll Payable	132.25	0.00	-132.25
24510 - Payroll Tax Payable	-264.50	20,095.69	20,360.19
24530 - Retirement W/H Payable	0.00	15,214.48	15,214.48
24535 - Retirement W/H Payable-Prio	23,563.76	23,563.76	0.00
24540 - Worker's Compensation Payal	3,918.77	0.00	-3,918.77
24560 - Retirement 457 W/H Payable	0.00	311.03	311.03
24580 - Supplemental Ins W/H Payabl	1,111.77	279.06	-832.71
24650 - Current P- Compensated abse	109,699.15	109,699.15	0.00
<b>Total 24 - Payroll Liability</b>	<b>249,681.00</b>	<b>169,163.17</b>	<b>-80,517.83</b>
<b>25 - Other Current Liabilities</b>			
25500 - Deferred Inflows of Resources	60,463.00	60,463.00	0.00
25510 - Deferred Inflow Lease - Circle	97,472.53	97,472.53	0.00
25511 - Deferred Inflow Lease - C & G	281,348.49	281,348.49	0.00
<b>Total 25 - Other Current Liabilities</b>	<b>439,284.02</b>	<b>439,284.02</b>	<b>0.00</b>
<b>Total Current Liabilities</b>	<b>1,536,596.52</b>	<b>1,052,344.88</b>	<b>-484,251.64</b>
<b>Long Term Liabilities</b>			
<b>29 - Long Term Liability</b>			
29720 - CIEDB Loan	5,756,715.92	5,540,170.16	-216,545.76
29740 - Loan Payable - CalTrans	58,865.35	52,384.18	-6,481.17
29750 - MFC Loan 2021	5,149,902.30	5,030,179.96	-119,722.34
29800 - Compensated absences	109,699.15	109,699.15	0.00
29850 - Net Pension Liability	-539,181.00	-539,181.00	0.00
<b>Total 29 - Long Term Liability</b>	<b>10,536,001.72</b>	<b>10,193,252.45</b>	<b>-342,749.27</b>
<b>Total Long Term Liabilities</b>	<b>10,536,001.72</b>	<b>10,193,252.45</b>	<b>-342,749.27</b>
<b>Total Liability</b>	<b>12,072,598.24</b>	<b>11,245,597.33</b>	<b>-827,000.91</b>
<b>Equity</b>			
<b>31 - Board Designated Reserves</b>			
31110 - Operating Reserve - Water&A	1,574,383.00	1,574,383.00	0.00
31150 - Operating Reserve - Govt Func	212,300.00	212,300.00	0.00
31210 - Debt Service Reserve - CEIDB	930,160.00	930,160.00	0.00
31220 - Water Rate Stabilization Fund	325,139.00	325,139.00	0.00
31310 - Replacement Reserve - Water	4,568,057.15	4,568,057.15	0.00
31350 - Replacement Reserve - Govt F	210,630.00	210,630.00	0.00
31410 - Disaster Reserve-Water&Adm	3,807,294.15	3,807,294.15	0.00
31450 - Disaster Reserve - Govt Fund	209,850.00	209,850.00	0.00
<b>Total 31 - Board Designated Reserves</b>	<b>11,837,813.30</b>	<b>11,837,813.30</b>	<b>0.00</b>
<b>32 - Unrestricted</b>			
32000 - Unrestricted Net Assets	15,772,516.39	15,772,516.39	0.00
<b>Total 32 - Unrestricted</b>	<b>15,772,516.39</b>	<b>15,772,516.39</b>	<b>0.00</b>
<b>33 - Investment in Plant</b>			
33110 - Investments in Utility Plant-Of	23,764,129.39	23,764,129.39	0.00
33120 - Investments in Utility Plant-P	2,145,790.80	2,145,790.80	0.00
<b>Total 33 - Investment in Plant</b>	<b>25,909,920.19</b>	<b>25,909,920.19</b>	<b>0.00</b>
<b>Total Beginning Equity</b>	<b>53,520,249.88</b>	<b>53,520,249.88</b>	<b>0.00</b>
Total Revenue	0.00	6,581,517.81	6,581,517.81
Total Expense	0.00	4,520,005.27	4,520,005.27
<b>Total Equity and Current Surplus (Deficit):</b>	<b>53,520,249.88</b>	<b>55,581,762.42</b>	<b>2,061,512.54</b>
<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b>65,592,848.12</b>	<b>66,827,359.75</b>	<b>1,234,511.63</b>



# Revenue and Expense - Consolidated Summary

For the Period Ending 12/31/2022

	CURRENT			YEAR TO DATE			Annual Budget	%	
	Budget	Per	\$ (Unfav) Budget	YTD Budget	Jul - Per	\$ (Unfav) Budget			
<b>Operational</b>									
<b>Revenue</b>									
<b>Total 40 - Water Consumption</b>	198,708.83	259,282.74	60,573.91	2,767,557.99	2,270,256.33	-497,301.66	4,857,747.25	46.73%	-10.24%
<b>Total 41 - Water Meter Charges</b>	243,902.21	248,927.34	5,025.13	1,457,224.76	1,487,194.47	29,969.71	2,928,341.39	50.79%	1.02%
<b>Total 44 - Special Assessments</b>	0.00	0.00	0.00	286,436.87	285,606.00	-830.87	283,980.41	100.57%	-0.29%
<b>Total 47 - Parks</b>	1,386.63	1,815.00	428.37	8,319.78	9,882.50	1,562.72	16,639.67	59.39%	9.39%
<b>Total 48 - Other Income</b>	46,298.46	87,905.16	41,606.70	289,193.73	288,453.09	-740.64	566,519.38	50.92%	-0.13%
<b>Total Revenue</b>	490,296.13	597,930.24	107,634.11	4,808,733.13	4,341,392.39	-467,340.74	8,653,228.10	50.17%	-5.40%
<b>Expense</b>									
<b>Total 50 - Water</b>	2,976.56	3,412.61	-436.05	8,365.10	8,033.60	331.50	119,000.00	6.75%	0.28%
<b>Total 51 - Salary &amp; Benefits</b>	289,210.02	408,249.61	-119,039.59	1,735,260.12	1,801,688.76	-66,428.64	3,471,914.95	51.89%	-1.91%
<b>Total 52 - Board</b>	10,424.99	12,244.97	-1,819.98	62,549.94	43,825.14	18,724.80	125,150.00	35.02%	14.96%
<b>Total 53 - Professional Fee</b>	41,708.85	15,957.25	25,751.60	265,077.91	256,068.40	9,009.51	525,707.25	48.71%	1.71%
<b>Total 54 - Service and Supplies</b>	163,927.06	-28,700.30	192,627.36	993,793.29	932,930.65	60,862.64	1,977,187.91	47.18%	3.08%
<b>Total 58 - Utilities</b>	97,732.63	5,063.30	92,669.33	488,516.16	439,141.55	49,374.61	1,151,521.83	38.14%	4.29%
<b>Total 59 - Other Expenses-Depreciation/Amort/Other</b>	156,207.54	166,057.66	-9,850.12	937,245.24	997,230.09	-59,984.85	1,875,240.80	53.18%	-3.20%
<b>Total Expense</b>	762,187.65	582,285.10	179,902.55	4,490,807.76	4,478,918.19	11,889.57	9,245,722.74	48.44%	0.13%
<b>Net Operational Income</b>	-271,891.52	15,645.14	287,536.66	317,925.37	-137,525.80	-455,451.17	-592,494.64	23.21%	76.87%
<b>Non-Operational</b>									
<b>70 - Property Tax Revenue</b>									
<b>Total 71 - Property Tax Revenue - Current</b>	512,442.66	585,819.28	73,376.62	743,969.85	842,100.05	98,130.20	1,444,378.65	58.30%	6.79%
<b>Total 72 - Property Tax Revenue - Prior Years</b>	2,181.87	2,614.06	432.19	23,251.89	25,934.23	2,682.34	35,655.65	72.74%	7.52%
<b>Total 73 - Property Tax Revenue - Other</b>	3,267.03	3,665.50	398.47	10,757.42	11,776.57	1,019.15	38,515.18	30.58%	2.65%
<b>Total 70 - Property Tax Revenue</b>	517,891.56	592,098.84	74,207.28	777,979.16	879,810.85	101,831.69	1,518,549.48	57.94%	6.71%
<b>80 - Other Revenue</b>									
<b>Total 82 - Meter Installation/Fees/Connection</b>	58,969.75	20,684.63	-38,285.12	353,818.50	388,625.00	34,806.50	707,920.39	54.90%	4.92%
<b>Total 86 - Penalty &amp; Other Fees</b>	12,586.18	16,026.22	3,440.04	75,517.08	96,565.79	21,048.71	151,094.70	63.91%	13.93%
<b>Total 88 - Other</b>	86,695.27	171,613.90	84,918.63	537,859.42	853,123.78	315,264.36	1,079,918.03	79.00%	29.19%
<b>Total 89 - Other Revenue</b>	0.00	0.00	0.00	0.00	22,000.00	22,000.00	0.00	0.00%	0.00%
<b>Total 80 - Other Revenue</b>	158,251.20	208,324.75	50,073.55	967,195.00	1,360,314.57	393,119.57	1,938,933.12	70.16%	20.28%
<b>Total Revenue</b>	676,142.76	800,423.59	124,280.83	1,745,174.16	2,240,125.42	494,951.26	3,457,482.60	64.79%	14.32%

	CURRENT			YEAR TO DATE					
	Budget	Per	\$ (Unfav) Budget	YTD Budget	Jul - Per	\$ (Unfav) Budget	Annual Budget	%	
<b>90 - Other Expense</b>									
<b>Total 91 - Interest Expense</b>	311.56	0.00	311.56	22,460.24	21,671.12	789.12	255,065.00	8.50%	0.31%
<b>Total 92 - Loan Expense</b>	0.00	0.00	0.00	13,194.37	17,270.15	-4,075.78	17,270.00	100.00%	-23.60%
<b>Total 93 - Other Expense - Tax Processing</b>	1,371.11	1,471.58	-100.47	1,919.89	2,145.81	-225.92	3,510.88	61.12%	-6.43%
<b>Total 94 - Other Expense - CIP</b>	69,437.55	0.00	69,437.55	416,625.30	0.00	416,625.30	833,584.08	0.00%	49.98%
<b>Total 95 - Fair Market Value</b>	0.00	0.00	0.00	25,478.05	0.00	25,478.05	25,000.00	0.00%	101.91%
<b>Total 99 - Other</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
<b>Total 90 - Other Expense</b>	71,120.22	1,471.58	69,648.64	479,677.85	41,087.08	438,590.77	1,134,429.96	3.62%	38.66%
<b>Total Expense</b>	71,120.22	1,471.58	69,648.64	479,677.85	41,087.08	438,590.77	1,134,429.96	3.62%	38.66%
<b>Net Non-Operational Income</b>	605,022.54	798,952.01	193,929.47	1,265,496.31	2,199,038.34	933,542.03	2,323,052.64	94.66%	40.19%
<b>Net Income</b>	333,131.02	814,597.15	481,466.13	1,583,421.68	2,061,512.54	478,090.86	1,730,558.00	119.12%	27.63%





# Statement of Cash Flows - Phelan Pinon Hills

07/01/2022 - 12/31/2022

**01 - WATER FUND**

**Cash Flows From Operating Activities**

Total Revenue	5,245,625.05
Total Expense	4,114,212.93
<b>Net Income</b>	<b>1,131,412.12</b>

**Adjustments to Net Income**

Depr Amort Exp Accts - Depreciation & Amortization Expense Account	945,938.24
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<b>Net Income After Adjustments</b>	<b>2,077,350.36</b>
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**Adjustments to reconcile Net Income to net cash provided by Operating Activities**

12010 - Accounts Receivable - Water	-122,349.76
12150 - A/R - Accrual	-38,891.31
12610 - Delinquent Accounts to Tax Roll	8,713.19
12630 - Water Availability - WC13	114,676.89
12910 - Accrued Interest Receivable-GF	34,342.23
13010 - Inventory - Water Field Parts	786,658.59
14100 - Prepaid Expense	-106,195.33
14120 - Prepaid - Workers Comp	-20,659.93
14130 - Prepaid Benefit	-30,517.35
21100 - Accounts Payable - Trade	191,077.25
21150 - Accounts Payable - Unclaimed	-980.73
22150 - Accrued Interest Payable	107,684.59
22210 - Deferred Revenue	65,736.43
23320 - Customer Deposit - Meter	500.00
23330 - Customer Deposit - Maint. Bond	-7,465.88
24410 - Accrued Payroll	99,405.96
24510 - Payroll Tax Payable	-20,360.19
24530 - Retirement W/H Payable	-13,786.48
24540 - Workers Comp Payable	3,918.77
24560 - Retirement 457 W/H Payable	-283.55
24580 - Supplemental Ins Payable	832.71
<b>Net cash provided by Operating Activities</b>	<b>1,025,294.26</b>

**Cash Flows From Investing Activities**

16620 - Equipment - Computer	-20,390.88
16730 - Trucks	-60,205.39
17000 - CIP	-792,984.30

<b>Net cash provided by Investing Activities</b>	<b>-873,580.57</b>
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**Cash Flows From Financing Activities**

29720 - CIEDB Loan 2012	-216,545.76
29740 - Loan Payable Cal Trans	-6,481.17

<b>Net cash provided by Financing Activities</b>	<b>-223,026.93</b>
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<b>Net Change in Cash</b>	<b>-71,313.24</b>
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<b>Beginning Cash Balance</b>	<b>12,515,302.96</b>
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<b>Ending Cash Balance</b>	<b>12,443,989.72</b>
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Statement of Cash Flows - Phelan Pinon Hills

07/01/2022 - 12/31/2022

20 - GOV'T GENERAL FUND

Cash Flows From Operating Activities

Total Revenue	203,813.59
Total Expense	5,250.11
<b>Net Income</b>	<b>198,563.48</b>

Adjustments to Net Income

Depr Amort Exp Accts - Depreciation & Amortization Expense Account	2,575.11
<b>Net Income After Adjustments</b>	<b>201,138.59</b>

Adjustments to reconcile Net Income to net cash provided by Operating Activities

12800 - Other Receivable	4,427.71
21100 - Accounts Payable - Trade	137.50
<b>Net cash provided by Operating Activities</b>	<b>196,573.38</b>

**Net Change in Cash** **196,573.38**

**Beginning Cash Balance** **521,096.59**

**Ending Cash Balance** **717,669.97**

## Statement of Cash Flows - Phelan Pinon Hills

07/01/2022 - 12/31/2022

## 22 - PARKS &amp; RECREATION

## Cash Flows From Operating Activities

Total Revenue	57,265.67
Total Expense	334,685.13
<b>Net Income</b>	<b>-277,419.46</b>

## Adjustments to Net Income

Depr Amort Exp Accts - Depreciation & Amortization Expense Account	43,773.52
<b>Net Income After Adjustments</b>	<b>-233,645.94</b>

## Adjustments to reconcile Net Income to net cash provided by Operating Activities

12200 - Accounts Receivable - Gov't	2,520.00
21100 - Accounts Payable - Trade	38,463.67
22210 - Deferred Revenue	-1,995.00
24530 - Retirement W/H Payable	-1,181.31
24560 - Retirement 457 W/H Payable	-3.98
<b>Net cash provided by Operating Activities</b>	<b>-271,449.32</b>

## Cash Flows From Investing Activities

17000 - CIP	-31,000.90
<b>Net cash provided by Investing Activities</b>	<b>-31,000.90</b>

**Net Change in Cash** **-302,450.22**

**Beginning Cash Balance** **5,036,742.42**

**Ending Cash Balance** **4,734,292.20**

Statement of Cash Flows - Phelan Pinon Hills

07/01/2022 - 12/31/2022

23 - STREET LIGHTING

Cash Flows From Operating Activities

Total Revenue	179.51
Total Expense	7,373.85
<b>Net Income</b>	<b>-7,194.34</b>
<b>Adjustments to reconcile Net Income to net cash provided by Operating Activities</b>	
21100 - Accounts Payable - Trade	8,770.13
<b>Net cash provided by Operating Activities</b>	<b>-15,964.47</b>
<b>Net Change in Cash</b>	<b>-15,964.47</b>
<b>Beginning Cash Balance</b>	<b>31,185.85</b>
<b>Ending Cash Balance</b>	<b>15,221.38</b>

Statement of Cash Flows - Phelan Pinon Hills

07/01/2022 - 12/31/2022

24 - GOV'T PROPERTY TAX

Cash Flows From Operating Activities

Total Revenue	900,413.50
Total Expense	2,145.81
<b>Net Income</b>	<b>898,267.69</b>

Adjustments to reconcile Net Income to net cash provided by Operating Activities

12740 - Tax Receivable - PPHCSD	-46,969.35
<b>Net cash provided by Operating Activities</b>	<b>945,237.04</b>

Net Change in Cash 945,237.04

Beginning Cash Balance 2,599,369.81

Ending Cash Balance 3,544,606.85

Statement of Cash Flows - Phelan Pinon Hills

07/01/2022 - 12/31/2022

25 - SOLID WASTE

Cash Flows From Operating Activities

Total Revenue	174,220.49
Total Expense	56,337.44
<b>Net Income</b>	<b>117,883.05</b>

Adjustments to reconcile Net Income to net cash provided by Operating Activities

12200 - Accounts Receivable - Gov't	-22,177.70
21100 - Accounts Payable - Trade	1,805.85
24530 - Retirement W/H Payable	-246.69
24560 - Retirement 457 W/H Payable	-23.50
<b>Net cash provided by Operating Activities</b>	<b>138,525.09</b>

**Net Change in Cash** **138,525.09**

**Beginning Cash Balance** **80,094.99**

**Ending Cash Balance** **218,620.08**



Revenue Code - Description	Current Amount	+ 1 Month	+2 Months	+ 3 Months	+ 4 Months	Balance
500 - Payment Agreement Contract	4,441.44	929.38	502.20	0.00	0.00	5,873.02
600 - Misc Charges - Water	9,429.06	6,514.98	3,807.70	1,267.80	2,587.91	23,607.45
600 LIEN - Misc Charges - Water LIEN	0.00	0.00	279.56	125.00	1,265.10	1,669.66
995 - Amp - Avg Mnthly Pymnt	337.78	0.00	0.00	0.00	0.00	337.78
996 - Utility Unapplied Credits	-49,746.10	-4,917.15	-1,153.65	-454.22	-863.36	-57,134.48
C-001 - Consumption - Residential	177,067.82	35,329.93	17,822.27	3,090.70	3,761.46	237,072.18
C-001 (WR) - Consumption - Resid (WR)	11,059.71	2,628.37	1,447.79	368.85	793.69	16,298.41
C-001 LIEN - Consumption - Residential LIEN	0.00	0.00	452.53	77.37	18,425.75	18,955.65
C-002 - Consumption - Commercial	5,222.09	571.68	28.29	0.00	0.00	5,822.06
C-007 - Consumption - Multiple Res	202.57	6.21	0.00	0.00	0.00	208.78
C-009 - Consumption - School	4,342.00	0.00	0.00	0.00	0.00	4,342.00
C-011 - Consumption - Construction	37,864.10	24,359.65	0.00	114.67	0.00	62,338.42
C-012 - Consumption - Fill Station	1,039.76	0.00	0.00	0.00	0.00	1,039.76
C-100 - Cutoff	0.00	0.00	450.00	90.00	180.00	720.00
C-100 LIEN - Cutoff LIEN	0.00	0.00	0.00	0.00	90.00	90.00
CHROM 6-001 - Chromium 6 Surcharge	66,911.76	11,821.77	5,092.09	1,675.89	3,834.22	89,335.73
CHROM-001LIEN - CHROM -6 LIEN	0.00	0.00	173.41	43.53	953.62	1,170.56
M-001 - Meter Charge - Residential	228,246.57	40,689.18	17,598.22	5,700.73	12,831.41	305,066.11
M-001 LIEN - Meter Chrg - Residential LIEN	0.00	0.00	2,049.91	355.57	7,971.64	10,377.12
M-002 - Meter Charge - Commercial	1,965.02	228.53	38.77	0.00	0.00	2,232.32
M-003 - Meter Charge - Fire	243.00	0.01	0.00	0.00	0.00	243.01
M-007 - Meter Charge - Multiple Res	251.07	104.79	0.00	0.00	0.00	355.86
M-009 - Meter Charge - School	3,272.59	0.00	0.00	0.00	0.00	3,272.59
M-011 - Meter Charges - Construction	1,969.86	343.61	0.00	1.08	0.00	2,314.55
M-012 - Meter Charge - Fill Station	1,009.07	0.00	0.00	0.00	0.00	1,009.07
M-015 - MISC MAN HOURS CUSTOMER SERVICE/METER	0.00	1,000.18	0.00	0.00	120.45	1,120.63
M-016 - MISC VEHICLE CHARGE CUSTOMER SERVICE/METER	0.00	878.75	0.00	0.00	13.75	892.50
M-017 - MISC PARTS USED CUSTOMER SERVICE/METER	0.00	1,025.35	0.00	0.00	493.40	1,518.75
P-001 - Penalty	0.00	13,202.97	5,208.71	1,533.62	3,649.35	23,594.65
P-001 LIEN - Penalty LIEN	0.00	14.20	191.72	40.48	1,205.60	1,452.00
P-002 - Penalty-Adjustment	0.00	71.11	12.47	0.00	-68.21	15.37

Revenue Code - Description	Current Amount	+ 1 Month	+2 Months	+ 3 Months	+ 4 Months	Balance
P-002 LIEN - Penalty - Adjustment LIEN	0.00	0.00	5.12	0.00	961.91	967.03
P-003 - Miscellaneous Charges	0.00	346.71	550.00	120.00	957.49	1,974.20
P-003 LIEN - Miscellaneous Charges LIEN	0.00	0.00	41.05	0.00	448.94	489.99
<b>Revenue Totals:</b>	505,129.17	135,150.21	54,598.16	14,151.07	59,614.12	768,642.73





# Open Payable Report

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Summarized by Payable Account

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
<b>Payable Account: 99-0-0-21100 - Accounts Payable - Trade</b>							
<b>Vendor:</b> <a href="#">APO WOO</a>	<b>Apollo Wood Recovery, Inc.</b>						<b>Payable Count: (1) 4,137.98</b>
<a href="#">19907-085</a>	Playground Wood Chips Install	12/31/2022	4,137.98	0.00	0.00	0.00	4,137.98
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
22-2-2-54620	Repair & Maintenance		4,137.98				
<b>Vendor:</b> <a href="#">AVCOM</a>	<b>AVCOM Services Inc.</b>						<b>Payable Count: (1) 98.50</b>
<a href="#">25121</a>	Answering Svc. - Dec.	12/31/2022	98.50	0.00	0.00	0.00	98.50
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-0-1-53150	Outside Service		98.50				
<b>Vendor:</b> <a href="#">BEN AG</a>	<b>Beneficial Ag Services</b>						<b>Payable Count: (1) 245.00</b>
<a href="#">33318</a>	(1) Mulch Load - 23 Tons	12/30/2022	245.00	0.00	0.00	0.00	245.00
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-1-9-54800	Programs (Wtr Conservation, etc)	C0049 OUTSIDE SERVIC	245.00				
<b>Vendor:</b> <a href="#">SBC LIENS</a>	<b>County of San Bernardino</b>						<b>Payable Count: (1) 380.00</b>
<a href="#">22-340960</a>	(19) Lien Release Docs.	12/31/2022	380.00	0.00	0.00	0.00	380.00
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-1-1-54830	State & County Fees & Services		380.00				
<b>Vendor:</b> <a href="#">FASTEN</a>	<b>Fastenal Company</b>						<b>Payable Count: (1) 384.64</b>
<a href="#">CAVIC86512</a>	Safety Gloves	12/31/2022	356.97	0.00	0.00	27.67	384.64
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-1-2-54500	Operating Supplies		384.64				
<b>Vendor:</b> <a href="#">FERGUS</a>	<b>Ferguson Enterprises, Inc</b>						<b>Payable Count: (1) 19,901.35</b>
<a href="#">0797283-3</a>	(6) 5 /14 A423 Hyd for Well #15 & Credits	10/31/2022	19,901.35	0.00	0.00	0.00	19,901.35
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-0-0-17000	CIP Enterprise Funds	C0095 OUTSIDE SVCS	19,901.35				
<b>Vendor:</b> <a href="#">FBC-CHRIS</a>	<b>First Bank Card</b>						<b>Payable Count: (1) 373.31</b>
<a href="#">123122</a>	FBC Statement - Dec.	12/31/2022	373.31	0.00	0.00	0.00	373.31
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-0-1-53150	Outside Service		32.97				
01-1-2-54620	Repair & Maintenance		127.40				
01-1-2-54620	Repair & Maintenance		43.91				
01-1-2-54620	Repair & Maintenance		107.50				
01-1-2-54620	Repair & Maintenance		14.01				
01-1-8-54710	Vehicle Maintenance		47.52				
<b>Vendor:</b> <a href="#">FBC-KATHLEEN</a>	<b>First Bank Card</b>						<b>Payable Count: (1) 1,761.26</b>
<a href="#">123122</a>	FBC Statement - Dec.	12/31/2022	1,761.26	0.00	0.00	0.00	1,761.26

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Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-0-1-52228	Board - Meals,Travel Expenses/Hoffman		85.27				
01-0-1-52228	Board - Meals,Travel Expenses/Hoffman		1,633.32				
01-0-1-52228	Board - Meals,Travel Expenses/Hoffman		17.61				
01-0-1-52238	Board - Education,Training/Hoffman		25.06				
<b>Vendor:</b> <a href="#">FBC-SEAN</a>	<b>First Bank Card</b>				<b>Payable Count: (4)</b>		<b>4,782.62</b>
<a href="#">53691</a>	Sonsray - Trk #111 (2) Front Tires Replaced	12/30/2022	1,494.56	0.00	0.00	0.00	1,494.56
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-1-8-54710	Vehicle Maintenance		1,494.56				
<a href="#">123022</a>	FBC Statement - Dec.	12/31/2022	484.82	0.00	0.00	0.00	484.82
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-0-0-17000	CIP Enterprise Funds	C0095 OUTSIDE SVCS	36.10				
01-1-1-54260	Education & Training		201.98				
01-1-8-54710	Vehicle Maintenance		246.74				
<a href="#">6245664</a>	Trk #30 Impact & Drill	12/31/2022	994.51	0.00	0.00	0.00	994.51
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-1-2-54650	Small Tools		994.51				
<a href="#">978090</a>	Blue Diamond - Asphalt for Road Repairs	12/31/2022	1,808.73	0.00	0.00	0.00	1,808.73
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-1-2-54620	Repair & Maintenance		1,808.73				
<b>Vendor:</b> <a href="#">FBC-DEBORAH</a>	<b>First Bank Card</b>				<b>Payable Count: (1)</b>		<b>-855.00</b>
<a href="#">123122</a>	FBC Statement - Dec.	12/30/2022	-855.00	0.00	0.00	0.00	-855.00
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-0-1-52239	Board - Education,Training/Philips		-855.00				
<b>Vendor:</b> <a href="#">FBC-DON</a>	<b>First Bank Card</b>				<b>Payable Count: (1)</b>		<b>2,899.60</b>
<a href="#">123122</a>	FBC Statement - Dec.	12/31/2022	2,899.60	0.00	0.00	0.00	2,899.60
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-0-1-54140	Auto Expense		173.59				
01-0-1-54140	Auto Expense		34.36				
01-0-1-54140	Auto Expense		125.00				
01-0-1-54440	Meeting, Seminar & Supplies		42.56				
01-0-1-54470	Travel Expense		1,895.09				
01-0-1-54470	Travel Expense		43.93				
01-0-1-54470	Travel Expense		377.19				
01-0-1-54470	Travel Expense		42.00				
01-0-1-54470	Travel Expense		80.00				
01-0-1-54470	Travel Expense		60.73				
01-0-1-54470	Travel Expense		13.19				
01-0-1-54470	Travel Expense		11.96				
<b>Vendor:</b> <a href="#">FBC-GEORGE</a>	<b>First Bank Card</b>				<b>Payable Count: (1)</b>		<b>2,290.58</b>
<a href="#">123122</a>	FBC Statement - Dec.	12/31/2022	2,290.58	0.00	0.00	0.00	2,290.58
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-0-0-17000	CIP Enterprise Funds	C0095 OUTSIDE SVCS	14.10				
01-0-1-53170	Software Support		3.87				

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Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
01-0-1-53170	Software Support				190.90		
01-0-1-53170	Software Support				17.80		
01-0-1-54530	Office Supplies				84.19		
01-0-1-54530	Office Supplies				11.84		
01-1-1-53170	Software Support				33.98		
01-1-1-53170	Software Support				0.99		
01-1-1-54260	Education & Training				89.99		
01-7-7-53170	Software Support				33.98		
01-7-7-54260	Education & Training				1,750.00		
01-7-7-54440	Meeting, Seminar & Supplies				58.94		

Vendor: [FBC-JENNIFER](#) First Bank Card Payable Count: (1) 936.96  
[123122](#) FBC Statement - Dec. 12/31/2022 936.96 0.00 0.00 0.00 936.96

Distributions

Account Number	Account Name	Project Account Key	Distribution Amount
01-0-1-54260	Education & Training		75.78
01-0-1-54530	Office Supplies		64.64
01-0-1-54530	Office Supplies		34.47
01-0-1-54530	Office Supplies		26.91
01-0-1-54530	Office Supplies		52.00
01-1-1-54530	Office Supplies		53.84
01-1-6-53150	Outside Service		110.00
01-7-7-54260	Education & Training		189.81
01-7-7-54260	Education & Training		8.61
01-7-7-54530	Office Supplies		80.34
22-2-2-54800	Programs (Park & Rec)		248.62
22-2-2-54800	Programs (Park & Rec)		-8.06

Vendor: [FBC-KIM](#) First Bank Card Payable Count: (3) 4,699.31  
[123122](#) FBC Statement - Dec. 12/31/2022 3,594.25 0.00 0.00 0.00 3,594.25

Distributions

Account Number	Account Name	Project Account Key	Distribution Amount
01-0-1-53170	Software Support		468.00
01-0-1-54260	Education & Training		1,067.00
01-0-1-54260	Education & Training		80.00
01-0-1-54260	Education & Training		465.00
01-0-1-54260	Education & Training		15.00
01-0-1-54260	Education & Training		105.00
01-0-1-54260	Education & Training		-105.00
01-0-1-54260	Education & Training		105.00
01-0-1-54440	Meeting, Seminar & Supplies		42.39
01-0-1-54470	Travel Expense		385.96
01-0-1-54500	Operating Supplies		4.93
01-0-1-54530	Office Supplies		59.21
01-0-1-54530	Office Supplies		100.65
01-0-1-54530	Office Supplies		57.98
01-0-1-54530	Office Supplies		31.09
01-0-1-54530	Office Supplies		154.10
01-0-1-54530	Office Supplies		7.38
01-1-1-54260	Education & Training		499.98
01-1-6-54860	Postage & Mailing		50.58

[123122-1](#) FBC Statement - Dec. 12/31/2022 173.96 0.00 0.00 0.00 173.96

Distributions

Account Number	Account Name	Project Account Key	Distribution Amount
01-0-1-53170	Software Support	C0086 OUTSIDE SVCS	159.96
01-0-1-53170	Software Support		14.00

[2044044](#) Carino's Yr-End Lunch Meeting 12/31/2022 866.90 0.00 0.00 64.20 931.10

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Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-0-1-54260	Education & Training		931.10				
<b>Vendor:</b> <a href="#">FBC-LORI</a>	<b>First Bank Card</b>				<b>Payable Count: (1)</b>		<b>460.00</b>
<a href="#">123122</a>	FBC Statement - Dec.	12/31/2022	460.00	0.00	0.00	0.00	460.00
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-0-1-54530	Office Supplies		460.00				
<b>Vendor:</b> <a href="#">FBC-STEVE</a>	<b>First Bank Card</b>				<b>Payable Count: (1)</b>		<b>973.85</b>
<a href="#">123122</a>	FBC Statement - Dec.	12/31/2022	973.85	0.00	0.00	0.00	973.85
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-0-1-54440	Meeting, Seminar & Supplies		96.70				
22-2-2-54500	Operating Supplies		235.38				
22-2-2-54500	Operating Supplies		77.58				
22-2-2-54500	Operating Supplies		46.76				
22-2-2-54650	Small Tools		106.67				
22-2-2-54650	Small Tools		410.76				
<b>Vendor:</b> <a href="#">GAOSBO</a>	<b>G.A. Osborne Pipe &amp; Supply Inc</b>				<b>Payable Count: (1)</b>		<b>622.46</b>
<a href="#">101-58383-01</a>	Booster Pump for Dairy Svc. Connect	12/31/2022	622.46	0.00	0.00	0.00	622.46
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-1-5-54620	Repair & Maintenance		622.46				
<b>Vendor:</b> <a href="#">GENPUM</a>	<b>General Pump Company, Inc.</b>				<b>Payable Count: (1)</b>		<b>3,566.53</b>
<a href="#">29860</a>	Well #11 Transducer	12/31/2022	3,566.53	0.00	0.00	0.00	3,566.53
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-1-3-54620	Repair & Maintenance	C0105 OUTSIDE SVCS	3,566.53				
<b>Vendor:</b> <a href="#">HDLOCK</a>	<b>High Desert Lock &amp; Safe, Inc.</b>				<b>Payable Count: (1)</b>		<b>50.61</b>
<a href="#">132262</a>	Cabinet Key Copies	12/31/2022	50.61	0.00	0.00	0.00	50.61
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-0-1-53150	Outside Service		50.61				
<b>Vendor:</b> <a href="#">INLWAT</a>	<b>Inland Water Works Supply Co.</b>				<b>Payable Count: (2)</b>		<b>6,661.70</b>
<a href="#">S1055390-020-1</a>	(72) 1" IPS Inst AMS LW	12/31/2022	5,428.58	108.57	0.00	420.72	5,849.30
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-1-0-13010	Inventory - Water Field Parts		5,849.30				
<a href="#">S1055390-020-2</a>	(10) 1" IPS Inst AMS LW	12/31/2022	753.97	15.08	0.00	58.43	812.40
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-1-0-13010	Inventory - Water Field Parts		812.40				
<b>Vendor:</b> <a href="#">MARFEN</a>	<b>Marriott Fence Construction Inc</b>				<b>Payable Count: (1)</b>		<b>11,217.00</b>
<a href="#">4172</a>	Fencing per Standard Detail 30 for Well 17 Mountai	12/31/2022	11,217.00	0.00	0.00	0.00	11,217.00
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-1-3-54620	Repair & Maintenance		11,217.00				
<b>Vendor:</b> <a href="#">ANDTRU</a>	<b>Mills Hardware</b>				<b>Payable Count: (1)</b>		<b>624.79</b>

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Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
<a href="#">123122</a>	Month End Statement	12/31/2022	579.85	0.00	0.00	44.94	624.79
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-1-1-54620	Repair & Maintenance		27.99				
01-1-2-54620	Repair & Maintenance		12.91				
01-1-2-54620	Repair & Maintenance		16.54				
01-1-2-54620	Repair & Maintenance		56.91				
01-1-3-54620	Repair & Maintenance		33.75				
01-1-3-54620	Repair & Maintenance		83.99				
01-1-6-54620	Repair & Maintenance		100.19				
01-1-6-54650	Small Tools		39.85				
01-1-6-54650	Small Tools		42.63				
22-2-2-54620	Repair & Maintenance		53.84				
22-2-2-54620	Repair & Maintenance		92.64				
22-2-2-54620	Repair & Maintenance		14.00				
22-2-2-54650	Small Tools		49.55				
<b>Vendor:</b> <a href="#">MWA-ALTO</a>	<b>Mojave Basin Area Watermaster</b>					<b>Payable Count: (1)</b>	<b>73.33</b>
<a href="#">44135</a>	1st. Qtr. Admin/Bio Fees	12/29/2022	73.33	0.00	0.00	0.00	73.33
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-1-3-50010	MWA/AVW Admin. & Bio Fee		73.33				
<b>Vendor:</b> <a href="#">MWA-OESTE</a>	<b>Mojave Basin Area</b>					<b>Payable Count: (1)</b>	<b>3,339.28</b>
<a href="#">44134</a>	1st. Qtr. Admin/Bio Fees	12/29/2022	3,339.28	0.00	0.00	0.00	3,339.28
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-1-3-50010	MWA/AVW Admin. & Bio Fee		3,339.28				
<b>Vendor:</b> <a href="#">NAPA</a>	<b>NAPA Auto Parts</b>					<b>Payable Count: (1)</b>	<b>316.27</b>
<a href="#">123122</a>	Month End Statement	12/31/2022	294.97	0.00	0.00	21.30	316.27
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-1-8-54710	Vehicle Maintenance		8.93				
01-1-8-54710	Vehicle Maintenance		7.53				
01-1-8-54710	Vehicle Maintenance		8.93				
01-1-8-54710	Vehicle Maintenance		246.26				
01-1-8-54710	Vehicle Maintenance		31.70				
01-1-8-54710	Vehicle Maintenance		12.92				
<b>Vendor:</b> <a href="#">PHEEXP</a>	<b>Phelan Express, Inc.</b>					<b>Payable Count: (3)</b>	<b>375.24</b>
<a href="#">41331</a>	Trk #24 - Oil Change	12/31/2022	125.08	0.00	0.00	0.00	125.08
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-1-8-54710	Vehicle Maintenance		125.08				
<a href="#">41493</a>	Trk #30 Oil Change	12/31/2022	125.08	0.00	0.00	0.00	125.08
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-1-8-54710	Vehicle Maintenance		125.08				
<a href="#">41511</a>	Trk #22 Oil Change	12/31/2022	125.08	0.00	0.00	0.00	125.08
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-1-8-54710	Vehicle Maintenance		125.08				
<b>Vendor:</b> <a href="#">RCAASS</a>	<b>Randall C. Arnold Jr</b>					<b>Payable Count: (1)</b>	<b>11,975.00</b>
<a href="#">2022-45</a>	Incidental Take Permit - Engineering Servc	09/30/2022	11,975.00	0.00	0.00	0.00	11,975.00

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Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
<b>Vendor: <a href="#">REBEL</a> Rebel Oil Company, Inc. Payable Count: (2) 4,066.49</b>							
<a href="#">067848R-DM</a>	Fuel - 495 Gl.	09/30/2022	2,630.33	0.00	0.00	0.00	2,630.33
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
22-2-0-17000	CIP - Parks & Rec	C0078 OUTSIDE SVCS	11,975.00				
<b>Vendor: <a href="#">7061750</a> Rebel Oil Company, Inc. Payable Count: (1) 1,436.16</b>							
	Fuel - 369 Gl.	12/31/2022	1,436.16	0.00	0.00	0.00	1,436.16
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-1-8-54410	Fuel Costs		2,630.33				
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-1-8-54410	Fuel Costs		1,436.16				
<b>Vendor: <a href="#">SOUWES</a> South West Pump &amp; Drilling Payable Count: (1) 284,952.50</b>							
<a href="#">121522</a>	Drilling & Development of Well #15	12/31/2022	284,952.50	0.00	0.00	0.00	284,952.50
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-0-0-17000	CIP Enterprise Funds	C0095 OUTSIDE SVCS	284,952.50				
<b>Vendor: <a href="#">SCE 3752-2894</a> Southern California Edison Payable Count: (1) 352.07</b>							
<a href="#">122922</a>	Electricity - N. Dairy Mobile 12/1 - 12/29	12/31/2022	352.07	0.00	0.00	0.00	352.07
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-1-3-58110	Utilities		352.07				
<b>Vendor: <a href="#">SCE 4241-7012</a> Southern California Edison Payable Count: (1) 517.91</b>							
<a href="#">122922</a>	Electricity - S. Dairy Mobile 12/1 12/29	12/29/2022	517.91	0.00	0.00	0.00	517.91
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-1-3-58110	Utilities		517.91				
<b>Vendor: <a href="#">SCE 8362-7804</a> Southern California Edison Payable Count: (1) 608.16</b>							
<a href="#">113022</a>	Electricity - Solar Mtr & Credits 10/31 - 11/30	11/30/2022	608.16	0.00	0.00	0.00	608.16
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-1-3-58110	Utilities		648.55				
01-1-3-58115	Utilities - Solar Credits		-40.39				
<b>Vendor: <a href="#">SCE 9587-0653</a> Southern California Edison Payable Count: (1) 1,147.82</b>							
<a href="#">112722</a>	Electricity - Office & Solar Credits 10/26 - 11/27	11/27/2022	1,147.82	0.00	0.00	0.00	1,147.82
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-0-1-58110	Utilities		1,310.07				
01-1-3-58115	Utilities - Solar Credits		-162.25				
<b>Vendor: <a href="#">STAINS</a> Standard Insurance Company Payable Count: (1) 1,131.91</b>							
<a href="#">120122</a>	LTD/Life/AD&D - Dec.	12/31/2022	1,131.91	0.00	0.00	0.00	1,131.91
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-0-1-51230	Employee Group Insurance		961.82				
01-7-7-51230	Employee Group Insurance		101.05				
22-0-1-51230	Employee Group Insurance		69.04				
<b>Vendor: <a href="#">SWRCB</a> SWRCB-DWOC Payable Count: (1) 55.00</b>							
<a href="#">123022</a>	Water Treatment (T1) Cert Fee S. Trujillo	12/30/2022	55.00	0.00	0.00	0.00	55.00

Open Payable Report

As Of 12/31/2022

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
<b>Vendor: <a href="#">THEGAS</a>      The Gas Company</b>							
<a href="#">122022-4084</a>	Gas - Phelan Sr. Ctr. 11/21 - 12/20	12/20/2022	265.02	0.00	0.00	0.00	265.02
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-1-1-54260	Education & Training		55.00				
<b>Payable Count: (4)      879.54</b>							
<b>Vendor: <a href="#">USA</a>      Underground Service Alert of So. Cal.</b>							
<a href="#">1220220536</a>	(396) Tickets	12/31/2022	703.00	0.00	0.00	0.00	703.00
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-1-2-53150	Outside Service		703.00				
<b>Payable Count: (1)      703.00</b>							
<b>Vendor: <a href="#">UNI SITE</a>      United Site Services of California, Inc.</b>							
<a href="#">INV-01293487</a>	Porta Potties Rental for Covid	12/31/2022	422.83	0.00	0.00	0.00	422.83
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-0-1-53150	Outside Service	C0086 OUTSIDE SVCS	422.83				
<b>Payable Count: (1)      422.83</b>							
<b>Vendor: <a href="#">UNIVAR</a>      UNIVAR INC.</b>							
<a href="#">507930095</a>	Liquid Chlorine - 547 Gl.	12/31/2022	2,161.94	0.00	0.00	0.00	2,161.94
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-1-3-54500	Operating Supplies		2,161.94				
<b>Payable Count: (1)      2,161.94</b>							
<b>Vendor: <a href="#">VER FLEET</a>      Verizon Connect Fleet USA, LLC</b>							
<a href="#">37600004344</a>	Fleet GPS - Dec.	12/31/2022	360.05	0.00	0.00	0.00	360.05
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-1-8-54300	Equipment Rental / Lease		360.05				
<b>Payable Count: (1)      360.05</b>							
<b>Vendor: <a href="#">RAIFOR</a>      Western Oilfields Supply Company</b>							
<a href="#">1820861</a>	Highline for Well #15 Rental & Insurance	12/31/2022	4,934.92	0.00	0.00	0.00	4,934.92
<b>Distributions</b>							
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>	<b>Distribution Amount</b>				
01-0-0-17000	CIP Enterprise Funds	C0095 OUTSIDE SVCS	4,934.92				
<b>Payable Count: (1)      4,934.92</b>							
			<b>Payable Account 99-0-0-21100</b>	<b>Payable Count: (53)</b>	<b>Total:</b>	<b>384,586.31</b>	

**Payable Account Summary**

<b>Account</b>	<b>Count</b>	<b>Amount</b>
99-0-0-21100 - Accounts Payable - Trade	53	384,586.31
<b>Report Total:</b>	<b>53</b>	<b>384,586.31</b>

**Payable Fund Summary**

<b>Fund</b>	<b>Count</b>	<b>Amount</b>
99 - POOLED CASH	53	384,586.31
<b>Report Total:</b>	<b>53</b>	<b>384,586.31</b>





Project Number	Project Name	Group	Type	Status	
<a href="#">C0002</a>	ADMINISTRATIVE PROPERTY	Administration	Construction in Prog...	Active	
<b>Expenses</b>					
<b>Account Key</b>	<b>Account Name</b>	<b>Category</b>	<b>Beginning Balance</b>	<b>Activity</b>	<b>Ending Balance</b>
<a href="#">C0002 ARCHITECT</a>	C0002 ARCHITECT	OUTSIDE SERVICES	0.00	180,970.95	180,970.95
<a href="#">C0002 BUILD</a>	C0002 MODULAR BUILDING	Buildings	0.00	93.34	93.34
<a href="#">C0002 COUNTY FEES</a>	C0002 COUNTY FEES	Fees/License	0.00	73,213.50	73,213.50
<a href="#">C0002 IMPROVE</a>	C0002 IMPROVEMENTS	OUTSIDE SERVICES	0.00	60,952.26	60,952.26
<a href="#">C0002 LABOR</a>	C0002 LABOR - ADMIN BUILDING	LABOR	0.00	4,562.80	4,562.80
<a href="#">C0002 OUTSIDE SVCS</a>	C0002 OUTSIDE SVCS	OUTSIDE SERVICES	0.00	212,707.71	212,707.71
	<b>Total Expenses:</b>		<b>0.00</b>	<b>532,500.56</b>	<b>532,500.56</b>
	<b>Total C0002:</b>		<b>0.00</b>	<b>532,500.56</b>	<b>532,500.56</b>
<a href="#">C0072</a>	Mountain Well	Wells	Construction in Prog...	Active	
<b>Expenses</b>					
<b>Account Key</b>	<b>Account Name</b>	<b>Category</b>	<b>Beginning Balance</b>	<b>Activity</b>	<b>Ending Balance</b>
<a href="#">C0072 OUTSIDE SVCS</a>	C0072 OUTSIDE SVCS - MOUNTAIN WELL	OUTSIDE SERVICES	0.00	52,484.50	52,484.50
	<b>Total Expenses:</b>		<b>0.00</b>	<b>52,484.50</b>	<b>52,484.50</b>
	<b>Total C0072:</b>		<b>0.00</b>	<b>52,484.50</b>	<b>52,484.50</b>
<a href="#">C0078</a>	Phelan Park Expansion	Parks	Construction in Prog...	Active	
<b>Expenses</b>					
<b>Account Key</b>	<b>Account Name</b>	<b>Category</b>	<b>Beginning Balance</b>	<b>Activity</b>	<b>Ending Balance</b>
<a href="#">C0078 ENGINEERING</a>	C0078 ENGINEERING - Phelan Park Exp...	ENGINEERING	0.00	70.44	70.44
<a href="#">C0078 LABOR</a>	C0078 LABOR - Phelan Park Expansion	LABOR	0.00	8,084.47	8,084.47
<a href="#">C0078 OUTSIDE SVCS</a>	C0078 OUTSIDE SVCS - Phelan Park Exp...	OUTSIDE SERVICES	0.00	445,012.80	445,012.80
	<b>Total Expenses:</b>		<b>0.00</b>	<b>453,167.71</b>	<b>453,167.71</b>
	<b>Total C0078:</b>		<b>0.00</b>	<b>453,167.71</b>	<b>453,167.71</b>
<a href="#">C0084</a>	Meters & Installation	Water Distribution	Construction in Prog...	Active	
<b>Expenses</b>					
<b>Account Key</b>	<b>Account Name</b>	<b>Category</b>	<b>Beginning Balance</b>	<b>Activity</b>	<b>Ending Balance</b>
<a href="#">C0084 OUTSIDE SVCS</a>	C0084 OUTSIDE SVCS - Meters & Installa...	OUTSIDE SERVICES	0.00	158,986.42	158,986.42
	<b>Total Expenses:</b>		<b>0.00</b>	<b>158,986.42</b>	<b>158,986.42</b>
	<b>Total C0084:</b>		<b>0.00</b>	<b>158,986.42</b>	<b>158,986.42</b>
<a href="#">C0095</a>	Well 15 - Development / Chromi...	Wells	Construction in Prog...	Active	
<b>Expenses</b>					
<b>Account Key</b>	<b>Account Name</b>	<b>Category</b>	<b>Beginning Balance</b>	<b>Activity</b>	<b>Ending Balance</b>
<a href="#">C0095 OUTSIDE SVCS</a>	C0095 OUTSIDE SVCS - WELL 15 Dvlpmn...	OUTSIDE SERVICES	0.00	694,415.64	694,415.64
	<b>Total Expenses:</b>		<b>0.00</b>	<b>694,415.64</b>	<b>694,415.64</b>
	<b>Total C0095:</b>		<b>0.00</b>	<b>694,415.64</b>	<b>694,415.64</b>

**Summary**

**Project Summary**

Project Number	Project Name	Beginning Balance	Activity	Ending Balance
<a href="#">C0002</a>	ADMINISTRATIVE PROPERTY	0.00	532,500.56	532,500.56
<a href="#">C0072</a>	Mountain Well	0.00	52,484.50	52,484.50
<a href="#">C0078</a>	Phelan Park Expansion	0.00	453,167.71	453,167.71
<a href="#">C0084</a>	Meters & Installation	0.00	158,986.42	158,986.42
<a href="#">C0095</a>	Well 15 - Development / Chromium M	0.00	694,415.64	694,415.64
<b>Project Totals:</b>		<b>0.00</b>	<b>1,891,554.83</b>	<b>1,891,554.83</b>

**Group Summary**

Group	Beginning Balance	Activity	Ending Balance
Adminstration	0.00	532,500.56	532,500.56
Parks	0.00	453,167.71	453,167.71
Water Distribution	0.00	158,986.42	158,986.42
Wells	0.00	746,900.14	746,900.14
<b>Group Totals:</b>	<b>0.00</b>	<b>1,891,554.83</b>	<b>1,891,554.83</b>

**Type Summary**

Type	Beginning Balance	Activity	Ending Balance
Construction in Progress	0.00	1,891,554.83	1,891,554.83
<b>Type Totals:</b>	<b>0.00</b>	<b>1,891,554.83</b>	<b>1,891,554.83</b>



DATE: January 17, 2023  
 TO: Board of Directors  
 FROM: Don Bartz, General Manager/Treasurer  
 BY: David Noland, Accountant

## Cash / Investment Report

As of 12/31/22

Institution	Account Type	Amount	Interest Rate	Maturity Date	Market Value	% of total Funds
<b><u>CHECKING ACCOUNTS</u></b>						
Flagstar Bank (DCB)	Checking / Sweep	\$ 509,031.03	2.50%	N/A	\$ 509,031.03	2.33%
<b><u>INVESTMENT ACCOUNTS</u></b>						
State of California	LAIF	\$9,611.44	2.06%	N/A	\$ 9,611.44	0.04%
Flagstar Bank (DCB)	Savings	\$5,305,029.40	3.00%	N/A	\$ 5,305,029.40	24.30%
Flagstar Bank (DCB)	CD (14 day)	\$2,000,000.00	3.65%	1/5/2023	\$ 2,000,000.00	9.16%
Flagstar Bank (DCB)	CD (6 mo.)	\$2,500,000.00	4.43%	5/9/2023	\$ 2,500,000.00	11.45%
Flagstar Bank (DCB)	CD (1 yr.)	\$2,500,000.00	4.53%	11/9/2023	\$ 2,500,000.00	11.45%
Flagstar Bank (DCB)	CD (1 yr.)	\$1,000,000.00	4.83%	11/29/2023	\$ 1,000,000.00	4.58%
Flagstar Bank (DCB)	CD (2 yr.)	\$5,000,000.00	4.57%	11/29/2024	\$ 5,000,000.00	22.90%
Flagstar Bank (DCB)	CD (3 yr.)	\$1,000,000.00	4.30%	11/29/2025	\$ 1,000,000.00	4.58%
Flagstar Bank (DCB)	CD (4 yr.)	\$1,000,000.00	4.15%	11/29/2026	\$ 1,000,000.00	4.58%
Charles Schwab	US Treasury (3 yr.)	\$1,000,000.00	4.25%	11/29/2025	\$994,018.58	4.58%
<b><u>MISC ACCOUNTS</u></b>						
Cnty/Change Fund/Petty Cash		\$ 7,097.95		N/A	\$ 7,097.95	0.03%
<b>TOTAL</b>		<b>\$ 21,830,769.82</b>			<b>\$ 21,824,788.40</b>	<b>100%</b>

**Statement on Compliance with Investment Policy**

The District is in compliance with the adopted Investment Policy

**Statement of Ability to Meet Required Expenditures for the Next Six Months**

Based upon currently budgeted revenues and expenditures, the District has sufficient financial resources to meet the anticipated expenditures for the next six months of 1/1/2023 through 7/1/2023

# Agenda Item 3e

Acceptance of Quarterly Director  
Expenses



Phelan Pinon Hills Community Services Distr

# Expense Approval Report

By Fund

Payable Dates 10/01/2022 - 12/31/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 01 - WATER FUND</b>					
Deborah Jeanne Philips	103122	10/31/2022	Oct. Mileage-Board, SW, ASBCS...	01-0-1-52219	145.00
Deborah Jeanne Philips	113022	11/30/2022	Nov. Mileage - GM Meetings & ...	01-0-1-52229	122.50
Assn of SB County Special Distri...	112122	11/23/2022	Nov Meeting - Deborah	01-0-1-52239	35.00
First Bank Card	123122	12/30/2022	ACWA Conference Cancellation	01-0-1-52239	-855.00
<b>Fund 01 - WATER FUND Total:</b>					<b>-552.50</b>
<b>Grand Total:</b>					<b>-552.50</b>

## Report Summary

### Fund Summary

Fund	Expense Amount	Payment Amount
01 - WATER FUND	-552.50	-552.50
<b>Grand Total:</b>	<b>-552.50</b>	<b>-552.50</b>

### Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
01-0-1-52219	Board - Auto Expense/Phil...	145.00	145.00
01-0-1-52229	Board - Meals,Travel Expe...	122.50	122.50
01-0-1-52239	Board - Education,Trainin...	-820.00	-820.00
<b>Grand Total:</b>		<b>-552.50</b>	<b>-552.50</b>

### Project Account Summary

Project Account Key	Expense Amount	Payment Amount
**None**	-552.50	-552.50
<b>Grand Total:</b>	<b>-552.50</b>	<b>-552.50</b>



Phelan Pinon Hills Community Services Distr

# Expense Approval Report

By Fund

Payable Dates 10/01/2022 - 12/31/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 01 - WATER FUND</b>					
First Bank Card	123122	12/31/2022	Renaissance Hotel - ACWA Conf...	01-0-1-52228	17.61
First Bank Card	123122	12/31/2022	Eureka - ACWA Conf. Expense	01-0-1-52228	85.27
First Bank Card	123122	12/31/2022	Renaissance Hotel - ACWA Conf...	01-0-1-52228	1,633.32
First Bank Card	123122	12/31/2022	ESRI Meeting	01-0-1-52238	25.06
<b>Fund 01 - WATER FUND Total:</b>					<b>1,761.26</b>
<b>Grand Total:</b>					<b>1,761.26</b>

## Report Summary

### Fund Summary

Fund	Expense Amount	Payment Amount
01 - WATER FUND	1,761.26	1,761.26
<b>Grand Total:</b>	<b>1,761.26</b>	<b>1,761.26</b>

### Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
01-0-1-52228	Board - Meals,Travel Expe...	1,736.20	1,736.20
01-0-1-52238	Board - Education,Trainin...	25.06	25.06
	<b>Grand Total:</b>	<b>1,761.26</b>	<b>1,761.26</b>

### Project Account Summary

Project Account Key	Expense Amount	Payment Amount
**None**	1,761.26	1,761.26
	<b>Grand Total:</b>	<b>1,761.26</b>





Phelan Pinon Hills Community Services Distr

# Expense Approval Report

By Fund

Payable Dates 10/01/2022 - 12/31/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 01 - WATER FUND</b>					
Rebecca A. Kujawa	103122	10/31/2022	Oct. Mileage - Board, Parks, Soli...	01-0-1-52212	31.88
Rebecca A. Kujawa	112122	11/23/2022	Nov. Mileage - Regular Board M...	01-0-1-52212	12.75
Rebecca A. Kujawa	123122	12/31/2022	Dec. Mileage - Special Board M...	01-0-1-52212	6.38
<b>Fund 01 - WATER FUND Total:</b>					<b>51.01</b>
<b>Grand Total:</b>					<b>51.01</b>

## Report Summary

### Fund Summary

Fund	Expense Amount	Payment Amount
01 - WATER FUND	51.01	51.01
<b>Grand Total:</b>	<b>51.01</b>	<b>51.01</b>

### Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
01-0-1-52212	Board - Auto Expense/Kuj...	51.01	51.01
	<b>Grand Total:</b>	<b>51.01</b>	<b>51.01</b>

### Project Account Summary

Project Account Key	Expense Amount	Payment Amount
**None**	51.01	51.01
	<b>Grand Total:</b>	<b>51.01</b>

# Agenda Item 3f

Approval of Contractor Payment

Date: 01/11/2023

Name of Vendor: Lilburn Corporation

Description of work: Civic Center Park Environmental Project

Purchase Order # PO-04593

Date of Board Approval June 1, 2021

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

Total Contract Amount \$ 73,640.00

% Completed to Date 72%

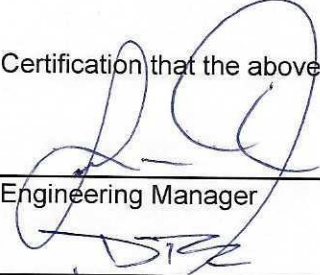
Total Invoiced to Date \$ 53,009.50

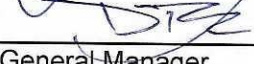
Amount Paid to Date 51,892.00

**Total Due this Invoice \$1,117.50**

Total Contract Amount After Invoice: \$ 20,630.50

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

  
\_\_\_\_\_  
Engineering Manager 1/11/2023  
Date

  
\_\_\_\_\_  
General Manager 1/11/23  
Date

Approved by Board of Directors: \_\_\_\_\_  
Date

# LILBURN CORPORATION

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

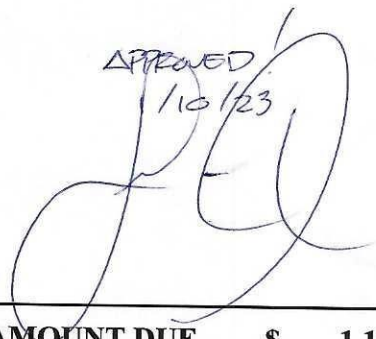
# INVOICE

No. 23-0118

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

Invoice Date: January 5, 2023  
Project No.: 1443  
Auth. No.: PO-04593, PO-04712  
PO-04851  
**Due: February 4, 2023\***

<b>PHELAN CIVIC CENTER &amp; COMMUNITY PARK PROJECT NO. C0078</b>			
<b>Invoice Period: December 5, 2022 - January 1, 2023</b>			
<i>Professional Services:</i>	Hours	Rate	Total
<b>Task 7: Air Quality / Greenhouse Gas</b>			
Project Manager	2.00	\$155.00	\$ 310.00
		<b>Task 7 Total</b>	<b>\$ 310.00</b>
<b>Task 8: Initial Study / Notices</b>			
		<b>Task 8 Total</b>	<b>\$ -</b>
<b>Task 10: Project Management</b>			
		<b>Task 10 Total</b>	<b>\$ -</b>
<b>Task 11: Supplement for 2 Reports</b>			
Environmental Analyst	9.50	\$85.00	\$ 807.50
		<b>Task 11 Total</b>	<b>\$ 807.50</b>
<b>CONTRACT SUMMARY</b>			
Contract Amount		\$59,000.00	
CO #1 & #2		\$14,640.00	
Prior Billed		\$51,892.00	
This Invoice		\$1,117.50	
Total Billed		\$53,009.50	
Remaining		\$20,630.50	
<b>TOTAL AMOUNT DUE</b>			<b>\$ 1,117.50</b>

APPROVED  
1/10/23  


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



**PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT**

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

**PURCHASE ORDER**

**PO Number:** PO-04593

**Date:** 06/03/2021

**Request #:** PO-04593

**Vendor #:** LILBURN

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

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

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

**Requested By:** George Cardenas

**Date:** 6/3/2021

<b>SUBTOTAL:</b>	59,000.00
<b>TOTAL TAX:</b>	0.00
<b>SHIPPING:</b>	0.00
<b>TOTAL</b>	59,000.00

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

# Agenda Item 4

Matters Removed from  
Consent Items

# Agenda Item 5

Presentations/Appointments



# Agenda Item 6a

Discussion & Possible Adoption of Resolution No. 2023-04; Establishing Policies for Board Member Compensation, Reimbursement, and Ethics Training



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

## MEMORANDUM

**DATE:** January 18, 2023

**TO:** Board of Directors

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

**SUBJECT:** Discussion & Possible Adoption of Resolution No. 2023-04; Establishing Policies for Board Member Compensation, Reimbursement, and Ethics Training

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### STAFF RECOMMENDATION

For the Board to review and adopt Resolution No. 2023-04; Establishing Policies for Board Member Compensation, Reimbursement, and Ethics Training.

### BACKGROUND

The policy concerning Board compensation, reimbursement, and ethics training is reviewed annually and modified as deemed necessary. The Board last reviewed and modified the policy on May 4, 2022; no modifications were made at that time.

A section was added to incorporate usage of the Travel/Training request form. Should the Board have additional modifications, the Resolution can be amended and adopted at the Board meeting or brought back to the next Board meeting for review and possible adoption.

### FISCAL IMPACT

None

### ATTACHMENT(S)

Resolution No. 2023-04

**RESOLUTION NO. 2023-04**  
**A RESOLUTION OF THE BOARD OF DIRECTORS**  
**OF THE PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT**  
**ESTABLISHING POLICIES FOR BOARD MEMBER**  
**COMPENSATION, REIMBURSEMENT, AND ETHICS TRAINING**

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

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

B. The District is governed by an elected Board of Directors (“the Board”) whose activities are subject to the requirements of California law, including but not limited to the Local Government Sunshine Bill (“AB 1234”).

C. The purpose of this resolution is to ensure compliance with AB 1234 and to establish policies with respect to (1) Board member compensation, (2) Board member reimbursement and expenses, and (3) Board member ethics training.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS** of the Phelan Piñon Hills Community Services District as follows:

Section 1. **COMPENSATION.**

1.1. **Amount.** The amount of Board member compensation by the District shall be determined in accordance with all applicable requirements of California law. Pursuant to said requirements, the Board shall set the amount of such compensation at a rate established by adoption of a separate ordinance or resolution.

1.2. **Day of Service.**

1.2.1. **Definition.** For purposes of determining eligibility for compensation of Board members pursuant to the ordinance or resolution referred to in Section 1.1 above, the term “day of service” is defined as follows, and Board member attendance, representation, and participation shall be deemed previously approved by the Board, pursuant to Government Code Section 61047(e):

- (a) Attendance at a meeting of the Board;
- (b) Participation at a meeting of a standing committee of the Board;
- (c) Attendance at a meeting of an ad hoc committee of the Board;
- (d) Attendance at a meeting with the District’s General Manager involving the operations of the District, the specific subject(s) of which must be particularly described in the Board member’s corresponding

payment request;

(e) Attendance at a meeting with the District's auditors, attorneys, or other consultants involving matters for which the consultants have been retained by the District;

(f) Attendance at a meeting of a local, state, or federal body with subject matter jurisdiction affecting the operations of the District;

(g) Attendance at a meeting with a local, state, or federal representative concerning matters involving the operations of the District;

(h) Participation in the following activities, provided that the Board member delivers a written report to the Board regarding the member's participation at the next Board meeting following the event:

(1) A conference, seminar, or organized educational or training activity involving matters related to the functions and operations of the District; and

(2) A meeting of organizations with interests in matters involving the functions and operations of the District;

(i) Representation of the District at the following events, provided that the Board member delivers a written or oral report to the Board regarding the member's representation at the next Board meeting following the event:

(1) A public event concerning non-political matters involving the functions and operations of the District;

(2) A public meeting or a public hearing conducted by another public agency; and

(3) A public benefit nonprofit corporation in which the District has membership;

(j) All other occurrences for which the Board member has obtained prior approval from the Board to attend or participate on behalf of the District.

1.2.2. **Daily Limitation.** If a Board member attends or participates in multiple meetings in a single day, the Board member shall only be eligible for compensation for one meeting on that day.

1.3. **Procedure.** To receive compensation for attendance or participation at approved meetings, a Board member shall submit to the District's General Manager

a payment request for the calendar month no later than the Monday of the week preceding the second regular Board meeting of the following month. By such meeting, the Board will review and approve or deny the payment request. Payment requests not submitted during the specified time period shall be placed on the agenda as a separate item and be subject to Board review for approval or denial. Payments made by District staff prior to Board consideration of compensation requests are expressly subject to reconciliation following Board action thereon.

Section 2. **REIMBURSEMENT AND/OR CREDIT CARD CHARGES.**

Pursuant to Government Code Section 61047(c), the District shall reimburse Board members for their actual and necessary traveling and incidental expenses incurred while on official business as provided herein. The provisions below shall apply to credit card charges as well as direct reimbursements.

2.1. **Qualifying Events.** Pursuant to Government Code Section 53232.2(b), the types of occurrences that qualify a Board member to receive reimbursement of eligible expenses set forth in Section 2.2 below shall be any occurrence that is listed in Section 1.2.1 of this Resolution.

2.2. **Eligible Expenses.** Expenses eligible for reimbursement shall be limited to (1) registration or tuition costs, or other charges for participation at the meeting; (2) transportation to and from the meeting, including airfare, car rental, or mileage for use of a Board member's own automobile, and other miscellaneous transportation costs (shuttle, taxi, parking, etc.); (3) lodging at the single-room rate; and (4) reasonable costs of meals.

2.3. **Rates.**

2.3.1. **Registration, Tuition, and Meeting Charges.** The District reimbursement rate for registration or other charges for participation at a meeting shall be the actual amount incurred, not to exceed the maximum rate published by the conference or activity sponsor for timely registration after applying all applicable deductions for any available discounts.

2.3.2. **Transportation.**

(a) Members of the Board must use government and group rates offered by a provider of transportation services for travel when available. If such rates are not available, the District reimbursement rate for Board member transportation shall be the actual amount incurred, not to exceed the cost of round-trip coach airfare.

(b) The District reimbursement rate for mileage by use of a Board member's own vehicle shall be calculated on the basis of total miles driven for District purposes at the rate specified in the Internal Revenue Code in effect at the time of the vehicle usage.

(c) The District reimbursement rate for vehicle parking by a Board member shall be the actual amount incurred.

2.3.3. **Lodging.** Members of the Board must use government and group rates offered by a provider of lodging services when available. If the lodging is in connection with an accepted conference or organized educational activity, lodging costs must not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the Board at the time of booking. If a government or group rate is not available, the District reimbursement rate for Board member lodging shall be the actual amount incurred, not to exceed the rate for comparable lodging.

2.3.4. **Meals.** The District reimbursement rate for Board member meals shall be the actual amount incurred, not to exceed the applicable Internal Revenue Service rates for reimbursement as established in Publication 463 or any successor publication, or \$100.00, whichever is less, for each day of service on behalf of the District.

2.3.5. **Other.** District reimbursement of all other actual and necessary expenses incurred by a Board member shall be computed using the applicable Internal Revenue Service rates for reimbursement as established in Publication 463, or any successor publication. All expenses that do not fall within this reimbursement policy or the Internal Revenue Service reimbursable rates, as provided above, shall be approved by the Board in a public meeting before the expense is incurred.

2.4. **Budget Limits.** The maximum amount of District-paid expenses that each Board member may annually incur without separate prior Board approval is \$5,000.00 each fiscal year.

2.5. **Ineligible Expenses.** Board members shall not be eligible for District reimbursement of any expenses incurred by any person traveling or attending a meeting as a guest of the Board member unrelated to District business. No Board member shall be eligible for District reimbursement of any expenses for personal services not related to District business and not specifically approved herein.

2.6 Travel/Training Request Form. In order to minimize staff time for registration related purposes, and to facilitate accurate tracking of Board registration, tuition, and education expenses, District staff shall provide a travel/training request form to be completed and filed with the District Clerk by Board members prior to registration.

2.67. **Expense Forms.** The District shall provide expense report forms to be filed by the members of the Board for reimbursement for actual and necessary expenses incurred on behalf of the District in the performance of official duties. The expense reports shall document that expenses meet the policy reflected in this Resolution for expenditure of public resources. Board members shall submit to the District's General Manager expense reports for the calendar month by the second regular Board meeting of the following month, and the reports shall be accompanied

by detailed/itemized receipts documenting each expense. Detailed/itemized receipts for credit card charges shall be documented on the monthly expense form, however the receipts must be submitted to the District as soon as possible after the charge is incurred. By the second regular Board meeting of each month, the Board will review and/or approve District reimbursement of Board member expenses incurred during the previous month. Payments made by District staff prior to Board consideration of expense reimbursement requests are expressly subject to reconciliation following Board action thereon. All documents related to reimbursable District expenditures, or expenditures charged on a District credit card, are public records subject to disclosure under the California Public Records Act.

**2.78. Report.** Board members shall provide brief reports on meetings attended at the expense of the District at the next regular meeting of the Board. Information will be provided to the Board at a Board Meeting concerning events, meetings, conferences and educational opportunities prior to attendance where practical.

### Section 3. **ETHICS TRAINING.**

3.1. **Requirement.** Each local agency official of the District must receive training in ethics laws no later than one year from the first day of service with the District. Thereafter, each local agency official must receive such training at least once every two years.

#### 3.2. **Application.**

3.2.1. **Local Agency Official.** As used in Section 3.1 of this Resolution, the term “local agency official” means all of the following:

- (a) All Board members; and
- (b) All executive staff of the District.

3.2.2. **Ethics Laws.** As used in Section 3.1 of this Resolution, the phrase “ethics laws” includes, but is not limited to, the following:

- (a) Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws;
- (b) Laws relating to claiming prerequisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies;

(c) Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws; and

(d) Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.

### 3.3. **District Responsibilities.**

3.3.1. Records. The District shall maintain records indicating (a) the dates that local agency officials satisfied the requirements of Section 3 of this Resolution and (b) the entity that provided the training. The District shall maintain these records for at least five years after local agency officials receive the training. These records are public records subject to disclosure under the California Public Records Act.

3.3.2. Notice. The District is required to provide information on training available to meet the requirements of Section 3 of this Resolution to its local agency officials at least once annually.

### Section 4. **REVIEW OF RESOLUTION ON ANNUAL BASIS.**

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 proposals to amend the Resolution. 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.

### Section 5. **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 6. **EFFECTIVE DATE.**

The provisions of this Resolution shall supersede Resolution No. 2022-13 adopted by the Board on May 4, 2022, and shall become effective immediately upon adoption.

**ADOPTED** this 18th day of January 2023.

AYES:

NOES:

ABSENT:

ABSTAIN:

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President, Board of Directors

ATTEST:

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Secretary

# Agenda Item 6b

Discussion & Possible Adoption of Ordinance No. 2023-02; Establishing Guidelines for the Conduct of District Public Meetings and Activities

## MEMORANDUM

**DATE:** January 18, 2023

**TO:** Board of Directors

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

**SUBJECT:** Discussion & Possible Adoption of Ordinance No. 2023-02; Establishing Guidelines for the Conduct of District Public Meetings and Activities

### RECOMMENDATION

For the Board to adopt Ordinance No. 2023-02; Establishing Guidelines for the Conduct of District Public Meetings and Activities.

### BACKGROUND

The District's "Sunshine Ordinance" is reviewed annually to determine its effectiveness and the necessity for its continued operation. During this review, the Board will determine if any revisions are desired or necessary. The last update of this policy took place on January 18, 2022, where modifications concerning meetings held via teleconference were added.

At the January 4, 2023, Board meeting, the Board reviewed the policy and discussed staff proposed suggestions to move regular meetings from the first and third Wednesday of each month to the second and fourth Wednesday of each month, and to move regular meeting start times to 5:00 p.m.

Shifting regular Board meetings to the second and fourth Wednesdays of each month will aid in timely monthly reporting to the Board by allowing additional time to gather monthly data from outside entities, and to complete month-end processes necessary for reporting. Often, reports are not completed in time to be included in the agenda materials for the first meeting of the month. Occasionally, reports are not ready for inclusion in the agenda materials for the second meeting of the month depending upon the date of the first meeting. This means some reports end up being more than one month behind by the time they reach the Board.

District legal counsel would not be fully available during the fourth week of the month. However, starting the meeting at 5:00 p.m. would allow for up to one hour of attendance by legal counsel. Staff would organize Board agendas in a manner that accommodates this. If an urgent matter requiring legal counsel arises, a special meeting could be scheduled.

District legal counsel added the proposed addition of Section 2.3.3 to incorporate requirements of Assembly Bill 2647 which became effective January 1, 2023, and also added Section 2.5 to assist in compliance with various Brown Act requirements, including AB 2449, related to remote participation by Board members.

If adopted, this Ordinance would go into effect immediately. Therefore, the first meeting in February would be on February 8, 2023, instead of February 1, 2023. A notice would be published in the newspaper, posted in the District office and on the website, and sent to the District's distribution list. To avoid conflicting meeting times, the District's Engineering Committee meeting date and/or time could be changed.

**FISCAL IMPACT**

None

**ATTACHED**

Ordinance No. 2023-02

**ORDINANCE NO. ~~2022-01~~2023-02**  
**AN ORDINANCE OF THE BOARD OF DIRECTORS**  
**OF THE PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT**  
**ESTABLISHING GUIDELINES FOR THE**  
**CONDUCT OF ITS PUBLIC MEETINGS AND ACTIVITIES**

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

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

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

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

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

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

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

All meetings of the Board and all committees thereof shall be conducted in

compliance with all applicable requirements of the Brown Act.

Section 2. **ADDITIONAL REQUIREMENTS.**

2.1. **Regular Meetings.** Pursuant to Government Code Section 54954(a), all regular meetings of the Board shall be held at ~~6:00~~5:00 p.m. on the ~~first~~second and ~~third~~fourth Wednesdays of each month at the Phelan Community Center located at 4128 Warbler Road in Phelan, California, and/or by teleconference in accordance with the requirements of the Brown Act, with the intent for meetings to last no more than three (3) hours, and to be adjourned by Board consensus.

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

2.3. **Agendas.**

2.3.1. Descriptions.

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

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

provisions of Government Code Section 54954.5 pertaining to closed session item descriptions are mandatory under this Ordinance with respect to closed sessions.

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

[2.3.5. Background Material. Staff material, consisting of agendas, staff reports, and other material prepared and forwarded by staff which provide background](#)

[information and recommendations, regarding agenda items, when distributed to all or to a majority of the members of the Board in connection with a matter which is subject to discussion or consideration in open session at a public meeting, shall be made readily available to the public on the District's website, at the District's offices, and upon request. If a member of the public requests that a copy of such material be delivered by e-mail, District staff shall e-mail a copy of, or website link to, the documents as requested unless District staff determines that delivery by e-mail or by other electronic means is technologically infeasible, in which case District staff must send the documents by mail in accordance with the mailing requirements of the Brown Act.](#)

2.4. **Posting.** The agendas of all Board meetings and all committee meetings that are open to the public shall be posted in the following locations: (1) an exterior window or bulletin board situated outside the location of the Piñon Hills Community Center which is accessible twenty-four (24) hours a day; (2) an exterior window or bulletin board situated outside the location of the Phelan Community Center which is accessible twenty-four (24) hours a day; (3) an exterior window or bulletin board situated outside the location of the District office which is accessible twenty-four (24) hours a day; and (4) the District website. The District will also post the full agenda packet for all such meetings on the District website and will provide five (5) copies thereof at the physical location of all Board meetings in which the public has in-person access.

[2.5. \*\*Remote Participation.\*\* A Board member wishing to participate in a meeting from a remote location pursuant to Government Code Sections 54953\(b\) or 54953\(f\) must notify District staff at the earliest opportunity as soon as possible so that the agenda for the meeting can be prepared and/or amended accordingly and that all other necessary accommodations can be arranged.](#)



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

Section 3. **ANNUAL REVIEW.**

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

Section 4. **SEVERABILITY.**

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

Section 5. **EFFECTIVE DATE.**

The provisions of this Ordinance shall supersede Ordinance No. ~~2019-01~~2022-01 adopted by the Board on January ~~219, 2019~~2022, and shall take effect immediately upon adoption.

Adopted this ~~19<sup>th</sup>~~18th day of January, ~~2022~~2023.

AYES:  
NOES:

ABSTAIN:  
ABSENT:

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President, Board of Directors

ATTEST:

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Secretary, Board of Directors

# Agenda Item 6c

Discussion & Possible Action  
Regarding Agreement for Services  
with Rider Levett Bucknall for Project  
Management Services for Phase I of  
the Civic Center Project

## MEMORANDUM

**DATE:** January 18, 2023

**TO:** Board of Directors

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

**SUBJECT:** Discussion & Possible Action Regarding Agreement for Services with Rider Levett Bucknall for Project Management Services for Phase I of the Civic Center Project

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### STAFF RECOMMENDATION

For the Board to approve the Agreement for Services with RLB for Project Management Services for Phase 1 of the Civic Center Project.

### BACKGROUND

The District submitted a revision to the Approved Action (2017) to modify a previously approved conditional use permit to remove 10,710 sq. ft. service building, increase the size of the multi-purpose community service building from 14,558 sq. ft., and combine the previously approved 8,324 sq. ft. 14,034 sq. ft. Civic Center Building; APN 3066-261-10.

The County of San Bernardino Planning Department is nearing completion for approving the project improvement plans for Phase 1. The District is tentatively proposing begin with a Request for Qualification (RFQ) for Phase 1 of the project for February 2023. Following the RFQ, the District shall recommend moving forward with a Request for Proposal (RFP) beginning mid-March.

The scope of work is as follows:

1. Develop and Issue Procurement Strategy Report
2. Develop and Issue Request for Qualifications (RFQ)
3. Develop and Issue Request for Proposal (RFP)

**FISCAL IMPACT:** \$38,500

**ATTACHMENTS:** RLB Proposal, Draft Professional Services Agreement (PSA), Exhibit B, Phasing Diagram

**AGREEMENT FOR SERVICES  
BETWEEN  
PHELAN PINON HILLS COMMUNITY SERVICES DISTRICT  
AND  
RLB | RIDER LEVETT BUCKNALL**

THIS AGREEMENT is made this \_\_\_\_ day of \_\_\_\_\_, 2023 (hereinafter referred to as the “Effective Date”), by and between the PHELAN PINON HILLS COMMUNITY SERVICES DISTRICT, a public agency organized and operating pursuant to California Government Code Section 61000 et seq. (hereinafter referred to as the “DISTRICT”), and RLB | RIDER LEVETT BUCKNALL, a LIMITED COMPANY (hereinafter referred to as “CONSULTANT”). DISTRICT and CONSULTANT may individually be referred to as “Party” or collectively as “Parties” in this Agreement.

**RECITALS**

WHEREAS, the DISTRICT desires to contract with CONSULTANT to PROJECT MANAGEMENT SERVICES FOR THE PHASE 1 CIVIC CENTER PROJECT (hereinafter referred to as “Project”); and

WHEREAS, CONSULTANT is willing to contract with the DISTRICT to provide such services for the Project; and

WHEREAS, CONSULTANT holds itself as duly licensed, qualified, and capable of performing said services for the Project, and that CONSULTANT is customarily engaged in an independently established trade, occupation, and/or business of the same nature as the work to be performed herein; and

WHEREAS, this Agreement establishes the terms and conditions for the DISTRICT to retain CONSULTANT to provide the services described herein for the Project.

**COVENANTS**

NOW, THEREFORE, in consideration of the faithful performance of the terms and conditions set forth herein, the Parties hereto agree as follows:

**ARTICLE I  
ENGAGEMENT OF CONSULTANT  
AND AUTHORIZATION TO PROCEED**

1.1 ENGAGEMENT: The DISTRICT hereby engages CONSULTANT, and CONSULTANT hereby accepts the engagement, to perform the Project services described in Section 2.1 of this Agreement for the term set forth in Section 5.1 of this Agreement.

1.2 AUTHORIZATION TO PROCEED: Authorization for CONSULTANT to proceed with all or a portion of the Project services described in Section 2.1 of this Agreement will be granted in writing by the DISTRICT as soon as both Parties sign the Agreement and all applicable insurance and other security documents required pursuant to Section 6.3 of this Agreement are received and approved by the DISTRICT. CONSULTANT shall not proceed with said Project services until so authorized by the DISTRICT, and shall commence work immediately upon receipt of the Notice to Proceed.

1.3 NO EMPLOYEE RELATIONSHIP: The Project services to be provided by CONSULTANT are outside the usual course of the DISTRICT's business. CONSULTANT shall perform the Project services provided for herein as an independent consultant, and not as an employee of the DISTRICT. CONSULTANT is not to be considered an agent or employee of the DISTRICT for any purpose, and shall not be entitled to participate in any pension plans, insurance coverage, bonus, stock, or similar benefits that the DISTRICT provides for its employees. CONSULTANT shall indemnify the DISTRICT for any tax, retirement contribution, social security, overtime payment, or workers' compensation payment which the DISTRICT may be required to make on behalf of CONSULTANT or any agent or employee of CONSULTANT for work performed under this Agreement.

## **ARTICLE II SERVICES OF CONSULTANT**

2.1 SCOPE OF SERVICES: The Project services to be performed by the CONSULTANT under this Agreement are described in the Scope of Work attached hereto as Exhibit "A" and incorporated herein by this reference (hereinafter referred to as the "Scope of Work"), and shall, where not specifically addressed, include all related services ordinarily provided by the CONSULTANT under same or similar circumstances and/or otherwise necessary to satisfy the requirements of Section 3.3 of this Agreement. In case of conflict between the terms of this Agreement and the provisions of the Scope of Work, this Agreement shall govern.

2.2 PREVAILING WAGES: In accordance with the provisions of the California Labor Code, CONSULTANT shall secure the payment of compensation to employees. To the extent required by the California Labor Code, CONSULTANT shall pay not less than the prevailing rate of per diem wages as determined by the Director, Department of Industrial Relations, State of California. Copies of such prevailing rate of per diem wages are on file at the DISTRICT's office, which copies will be made available to any interested party upon request. CONSULTANT shall post a copy of such determination at each job site. If applicable, CONSULTANT shall forfeit to the DISTRICT the amount of the penalty set forth in California Labor Code Section 1777.7(b), or any subsequent amendments thereto, for each calendar day, or portion thereof, for each worker paid less than the specified prevailing rates for such work or craft in which such worker is employed, whether paid by CONSULTANT or by any subconsultant.

2.3 HOURS AND WORKING CONDITIONS: The DISTRICT is a public entity in the State of California and is subject to the provisions of the Government Code and the Labor

Code of the State. It is stipulated and agreed that all provisions of law applicable to public contracts are a part of this Agreement to the same extent as though set forth herein and will be complied with by CONSULTANT. CONSULTANT shall comply with all applicable provisions of the California Labor Code relating to working hours and the employment of apprentices on public works projects. CONSULTANT shall, as a penalty to the DISTRICT, forfeit \$25.00 for each worker employed in the execution of this Agreement by CONSULTANT or by any subconsultant, for each calendar day during which such worker is required or permitted to work more than 8 hours in any one calendar day and 40 hours in any one calendar week, unless such worker received compensation for all hours worked in excess of 8 hours at not less than 1½ times the basic rate of pay.

### **ARTICLE III RESPONSIBILITIES OF THE DISTRICT AND OF CONSULTANT**

3.1 DUTIES OF THE DISTRICT: The DISTRICT, without cost to CONSULTANT, will provide all pertinent information necessary for CONSULTANT's performance of its obligations under this Agreement that is reasonably available to the DISTRICT unless otherwise specified in the Scope of Work, in which case the CONSULTANT is to acquire such information. The DISTRICT does not guarantee or ensure the accuracy of any reports, information, and/or data so provided. To the extent that any reports, information, and/or other data so provided was supplied to the DISTRICT by persons who are not employees of the DISTRICT, any liability resulting from inaccuracies and/or omissions contained in said information shall be limited to liability on behalf of the party who prepared the information for the DISTRICT.

3.2 REPRESENTATIVE OF DISTRICT: The DISTRICT designates \_\_\_\_\_, as the person to act as the DISTRICT's representative with respect to the work to be performed under this Agreement. Such person will have complete authority to receive information and interpret and define the DISTRICT's policies pertinent to the work, although such person will not control or direct CONSULTANT's work. In the event the DISTRICT wishes to make a change in the DISTRICT's representative, the DISTRICT shall notify the CONSULTANT of the change in writing.

3.3 DUTIES OF CONSULTANT: CONSULTANT shall perform the Project work in such a manner as to fully comply with all applicable professional standards of care consistent with that degree of care and skill ordinarily exercise by members of the same profession currently practicing under similar circumstances at the same time and in the same locality. CONSULTANT shall cause all work and deliverables to conform to all applicable federal, state, and local laws and regulations.

3.4 APPROVAL OF WORK: The DISTRICT's approval of work or materials furnished hereunder shall not in any way relieve CONSULTANT of responsibility for the technical adequacy of its work. Neither the DISTRICT's review, approval, or acceptance of, nor payment for any of the services shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement. Where approval by the DISTRICT is indicated in this Agreement, it is understood to be conceptual

approval only and does not relieve the CONSULTANT of responsibility for complying with all applicable laws, codes, and industry standards.

#### **ARTICLE IV PAYMENTS TO CONSULTANT**

4.1 **PROJECT COSTS:** During the Term of this Agreement, the DISTRICT will pay CONSULTANT for services performed in accordance with the rates and estimated hours and costs set forth in the Scope of Work. The total amount of **\$38,500** shall constitute the maximum compensation to which CONSULTANT may be entitled for the performance of services for the Project, unless this Agreement and/or the Scope of Work are changed in writing by the DISTRICT in advance of the services to be performed hereunder. Adjustments in the payment amount shall only be allowed pursuant to Section 6.4 of this Agreement.

4.2 **INVOICES:** Payment will be made by the DISTRICT within thirty (30) calendar days after receipt of an invoice from CONSULTANT, provided that all invoices are complete and CONSULTANT's work product and services are provided and performed in compliance with the terms and conditions of this Agreement. CONSULTANT shall invoice DISTRICT monthly for services performed under this Agreement. In the event that a payment dispute arises between the Parties, CONSULTANT shall provide to the DISTRICT full and complete access to CONSULTANT's labor cost records and other direct cost data, and copies thereof if requested by the DISTRICT.

4.3 **COST FOR REWORK:** CONSULTANT shall, at no cost to the DISTRICT, prepare any necessary rework occasioned by CONSULTANT's negligent acts or omissions or otherwise due substantially to CONSULTANT's fault.

#### **ARTICLE V COMPLETION SCHEDULE**

5.1 **TERM:** The Term of this Agreement shall begin on the Effective Date, and shall continue until the latest date set forth in the schedule contained in the Scope of Work for completion of tasks for the Project, unless this Agreement is earlier terminated pursuant to the provisions of Section 6.7 below. Notwithstanding the above, the provisions of Sections 1.3, 2.2, 2.3, 3.3 and 3.4 and Articles IV, V, and VI herein shall survive the expiration and/or termination of this Agreement.

5.2 **TIME OF ESSENCE:** CONSULTANT shall perform all services required by this Agreement in a prompt, timely, and professional manner. Time is of the essence in this Agreement.

#### **ARTICLE VI GENERAL PROVISIONS**

6.1 **COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS:** CONSULTANT shall at all times observe all applicable provisions of Federal, State, and Local



laws and regulations including, but not limited to, those related to Equal Opportunity Employment.

6.2 **SUBCONSULTANTS AND OUTSIDE CONSULTANTS:** No subcontract shall be awarded by CONSULTANT unless prior written approval thereof is obtained from the DISTRICT. CONSULTANT shall be responsible for payment to subconsultants used by them to perform the services under this Agreement. If CONSULTANT subcontracts any of the work to be performed, CONSULTANT shall be as fully responsible to the DISTRICT for the performance of the work, including errors and omissions of CONSULTANT's subconsultants and of the persons employed by the subconsultant, as CONSULTANT is for the acts and omissions of persons directly employed by the CONSULTANT. Nothing contained in this Agreement shall create any contractual relationship between any subconsultant of CONSULTANT and the DISTRICT. CONSULTANT shall bind every subconsultant and every subconsultant of a subconsultant to the terms of this Agreement that are applicable to CONSULTANT's work unless specifically noted to the contrary in the subcontract in question and approved in writing by the DISTRICT.

6.3 **INSURANCE:** CONSULTANT shall secure and maintain in full force and effect, until the satisfactory completion and acceptance of the Project by DISTRICT, such insurance as will protect it and the DISTRICT in such a manner and in such amounts as set forth below. The premiums for said insurance coverage shall be paid by the CONSULTANT. The failure to comply with these insurance requirements may constitute a material breach of this Agreement, at the sole discretion of the DISTRICT.

- (a) Certificates of Insurance: Prior to commencing services under this Agreement, and in any event no later than ten (10) calendar days after execution of this Agreement, CONSULTANT shall furnish DISTRICT with Certificates of Insurance and endorsements verifying the insurance coverage required by this Agreement is in full force and effect. The DISTRICT reserves the right to require complete and accurate copies of all insurance policies required under this Agreement.
- (b) Required Provisions: The insurance policies required by this Agreement shall include the following provisions or have them incorporated by endorsement(s):
  - (1) Primary Coverage: The insurance policies provided by CONSULTANT shall be primary insurance and any self-insured retention and/or insurance carried by or available to the DISTRICT or its employees shall be excess and non-contributory coverage so that any self-insured retention and/or insurance carried by or available to the DISTRICT shall not contribute to any loss or expense under CONSULTANT's insurance.
  - (2) Additional Insured: The policies of insurance provided by CONSULTANT, except Workers' Compensation and Professional Liability, shall include as additional insureds: the DISTRICT, its directors, officers, employees, and agents when acting in their capacity as such in conjunction with the performance of this Agreement. Such policies shall contain a "severability of interests" provision, also known as "Cross liability" or "separation of insured".

- (3) Cancellation: CONSULTANT shall provide that the policy may not be non-renewed, canceled (for reasons other than non-payment of premium) or materially changed without first giving thirty (30) days advance written notice to the DISTRICT, or ten (10) days advance written notice in the event of cancellation due to non-payment of premium.
  - (4) Waiver of Subrogation: The insurance policies provided by CONSULTANT shall contain a waiver of subrogation against DISTRICT, its directors, officers, employees, and agents for any claims arising out of the services performed under this Agreement by CONSULTANT.
  - (5) Claim Reporting: CONSULTANT shall not fail to comply with the claim reporting provisions or cause any breach of a policy condition or warranty of the insurance policies required by this Agreement that would affect the coverage afforded under the policies to the DISTRICT.
  - (6) Deductible/Retention: If the insurance policies provided by CONSULTANT contain deductibles or self-insured retentions, any such deductible or self-insured retention shall not be applicable with respect to the coverage provided to DISTRICT under such policies. CONSULTANT shall be solely responsible for any such deductible or self-insured retention and the DISTRICT, in its sole discretion, may require CONSULTANT to secure the payment of any such deductible or self-insured retention by a surety bond or an irrevocable and unconditional letter of credit.
  - (7) Sub-Consultants: CONSULTANT shall include all subconsultants as additional insureds under the insurance policies required by this Agreement to the same extent as the DISTRICT or shall furnish separate certificates of insurance and policy endorsements for each subconsultant verifying that the insurance for each subconsultant complies with the same insurance requirements applicable to CONSULTANT under this Agreement.
- (c) Insurance Company Requirements: CONSULTANT shall provide insurance coverage through insurers that have at least an “A” Financial Strength Rating and a “VII” Financial Size Category in accordance with the current ratings by the A. M. Best Company, Inc. as published in *Best’s Key Rating Guide* or on said company’s web site. In addition, any and all insurers must be admitted and authorized to conduct business in the State of California and be a participant in the California Insurance Guaranty Association, as evidenced by a listing in the appropriate publication of the California Department of Insurance.
- (d) Policy Requirements: The insurance required under this Agreement shall meet or exceed the minimum requirements as set forth below:
- (1) Workers’ Compensation: CONSULTANT shall maintain Workers’ Compensation insurance as required by law in the State of California to cover CONSULTANT’s obligations as imposed by federal and state law having jurisdiction over CONSULTANT’s employees and Employers’ Liability insurance, including disease coverage, of not less than \$1,000,000.

- (2) General Liability: CONSULTANT shall maintain Comprehensive General Liability insurance with a combined single limit of not less than \$1,000,000 per occurrence or claim and \$1,000,000 aggregate. The policy shall include, but not be limited to, coverage for bodily injury, property damage, personal injury, products, completed operations and blanket contractual to cover, but not be limited to, the liability assumed under the indemnification provisions of this Agreement. In the event the Comprehensive General Liability insurance policy is written on a “claims made” basis, coverage shall extend for two years after the satisfactory completion and acceptance of the Project by DISTRICT.
- (3) Automobile Liability: CONSULTANT shall maintain Commercial Automobile Liability insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence for any owned, hired, or non-owned vehicles.
- (4) Professional Liability: CONSULTANT shall maintain Professional Liability insurance covering errors and omissions arising out of the services performed by the CONSULTANT or any person employed by him, with a limit of not less than \$1,000,000 per occurrence or claim and \$1,000,000 aggregate. In the event the insurance policy is written on a “Claims made” basis, coverage shall extend for two years after the satisfactory completion and acceptance of the Project by DISTRICT.
- (5) Property Coverage – Valuable Papers: Property coverage on an all-risk, replacement cost form with Valuable Papers insurance sufficient to assure the restoration of any documents, memoranda, reports, plans or other similar data, whether in hard copy or electronic form, relating to the services provided by CONSULTANT under this Agreement.

6.4 CHANGES: If the DISTRICT requests a change in the Scope of Work, an equitable adjustment shall be made and this Agreement shall be modified in writing accordingly. CONSULTANT must assert any claim for adjustment under this clause in writing within thirty (30) calendar days from the date of receipt from CONSULTANT of the notification of change unless the DISTRICT grants a further period of time before the date of final payment under this Agreement.

6.5 NOTICES: All notices to either Party by the other shall be made in writing and delivered or mailed to such Party at their respective addresses as follows, or to other such address as either Party may designate, and said notices shall be deemed to have been made when delivered or, if mailed, five (5) days after mailing.

To DISTRICT:	Phelan Pinon Hills Community Services District 4176 Warbler Road P.O. Box 294049 Phelan, CA 92329-4049 Attn: Don Bartz, General Manager
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To CONSULTANT: RLB | RIDER LEVETT BUCKNALL  
The Bloc  
700 South Flower Street  
Los Angeles, CA 90017  
Attn: Charlie Andrews

6.6 CONSULTANT'S ASSIGNED PERSONNEL: CONSULTANT designates \_\_\_\_\_ to have immediate responsibility for the performance of the work for the Project and for all matters relating to performance under this Agreement. Substitution of any assigned personnel shall require the prior written approval of the DISTRICT. If the DISTRICT determines that a proposed substitution is not acceptable, then, at the request of the DISTRICT, CONSULTANT shall substitute with a person acceptable to the DISTRICT.

6.7 TERMINATION:

- (a) The DISTRICT may terminate this Agreement or abandon any portion of the Project, with or without cause, upon written notice thereof to CONSULTANT. CONSULTANT may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar days written notice only in the event of substantial failure by the DISTRICT to perform in accordance with the terms of this Agreement through no fault of the CONSULTANT.
- (b) In the event of termination of this Agreement, or abandonment of any portion of the Project by the DISTRICT, the DISTRICT shall be immediately given title to all original drawings and other documents developed for the Project, and the sole right and remedy of CONSULTANT shall be to receive payment for all amounts due and not previously paid to CONSULTANT for services completed or in progress in accordance with the Agreement prior to such date of termination. If termination occurs prior to completion of any task for which payment has not been made, the fee for services performed during such task shall be based on an amount mutually agreed to by the DISTRICT and CONSULTANT. Such payments available to the CONSULTANT under this paragraph shall not include costs related to lost profit associated with the expected completion of the work or other such payments relating to the benefit of this Agreement.

6.8 ATTORNEYS' FEES: In the event that either the DISTRICT or CONSULTANT brings an action or proceeding for damages for an alleged breach of any provision of this Agreement, to interpret this Agreement or determine the rights of and duties of either Party in relation thereto, the prevailing Party shall be entitled to recover as part of such action or proceeding all litigation, arbitration, mediation and collection expenses, including witness fees, court costs, and reasonable attorneys' fees. Such fees shall be determined by the Court in such litigation or in a separate action brought for that purpose. Mediation will be attempted if both Parties mutually agree before, during, or after any such action or proceeding has begun.

6.9 INDEMNITY:

- (a) CONSULTANT shall defend, indemnify and hold DISTRICT, including its directors, officers, employees and agents, harmless from and against any and all claims, demands, causes of action, suits, debts, obligations, liabilities, losses,

damages, costs, expenses, attorney's fees, awards, fines, settlements, judgments or losses of whatever nature, character, and description, to the extent that any or all such claims, demands, causes of action, suits, debts, obligations, liabilities, losses, damages, costs, expenses, attorney's fees, awards, fines, settlements, judgments or losses of whatever nature, character, and description, arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of CONSULTANT and/or any of CONSULTANT's subconsultants, including their respective directors, officers, employees, agents and assigns.

- (b) It is the intent of the Parties to this Agreement that the defense, indemnity and hold harmless obligation of CONSULTANT under this Agreement shall be as broad and inclusive as may be allowed under *California Civil Code* §§ 2778 through 2784.5, or other similar state or federal law.

6.10 SAFETY: CONSULTANT shall perform the work in full compliance with applicable State and Federal safety requirements including, but not limited to, Occupational Safety and Health Administration requirements.

- (a) CONSULTANT shall take all precautions necessary for the safety of, and prevention of damage to, property on or adjacent to the Project site, and for the safety of, and prevention of injury to, persons, including DISTRICT's employees, CONSULTANT's employees, and third persons. All work shall be performed entirely at CONSULTANT's risk. CONSULTANT shall comply with the insurance requirements set forth in Section 6.3 of this Agreement.
- (b) CONSULTANT shall also furnish the DISTRICT with a copy of any injury prevention program established for the CONSULTANT's employees pursuant to California Labor Code Section 6401.7, including any necessary documentation regarding implementation of the program. CONSULTANT hereby certifies that its employees have been trained in the program, and procedures are in place to train employees whenever new substances, processes, procedures, or equipment are introduced. CONSULTANT shall demonstrate compliance with California Labor Code Section 6401.7 by maintaining a copy of its Injury and Illness Prevention Plan at the Project site and making it available to the DISTRICT.

6.11 EXAMINATION OF RECORDS: All original drawings, specifications, reports, calculations, and other documents or electronic data developed by CONSULTANT for the Project shall be furnished to and become the property of the DISTRICT. CONSULTANT agrees that the DISTRICT will have access to and the right to examine any directly pertinent books, documents, papers, and records of any and all of the transactions relating to this Agreement.

6.12 OWNERSHIP OF SOFTWARE:

- (a) Subject to payment of all compensation due under this Agreement and all other terms and conditions herein, CONSULTANT hereby grants DISTRICT a nonexclusive, transferable, royalty-free license to use the Software furnished to DISTRICT by CONSULTANT under this Agreement. The license granted herein shall authorize DISTRICT to:
  - (1) Install the Software on computer systems owned, leased or otherwise controlled by DISTRICT;

- (2) Utilize the Software for its internal data-processing purposes; and
  - (3) Copy the Software and distribute as desired to exercise the rights granted herein.
- (b) CONSULTANT retains its entire right, title and interest in the Software developed under this Agreement. DISTRICT acknowledges that CONSULTANT owns or holds a license to use and sublicense various pre-existing development tools, routines, subroutines and other programs, data and materials that CONSULTANT may include in the Software developed under this Agreement. This material shall be referred to hereafter as “Background Technology.”
- (c) DISTRICT agrees that CONSULTANT shall retain any and all rights CONSULTANT may have in the Background Technology. CONSULTANT grants DISTRICT an unrestricted, nonexclusive, perpetual, fully paid-up worldwide license to use the Background Technology in the Software developed and delivered to DISTRICT under this Agreement, and all updates and revisions thereto. However, DISTRICT shall make no other commercial use of the Background Technology without CONSULTANT’s written consent.

6.13 INTEGRATION AND AMENDMENT: This Agreement contains the entire understanding between the DISTRICT and CONSULTANT as to those matters contained herein. No other representations, covenants, undertakings or other prior or contemporaneous agreements, oral or written, respecting those matters, which are not specifically incorporated herein, may be deemed in any way to exist or to bind any of the Parties hereto. Each Party acknowledges that it has not executed this Agreement in reliance on any promise, representation or warranty not set forth herein. This Agreement may not be amended except by a writing signed by all Parties hereto.

6.14 ASSIGNMENT: Neither Party shall assign or transfer its interest in this Agreement without written consent of the other Party. All terms, conditions, and provisions of this Agreement shall inure to and shall bind each of the Parties hereto, and each of their respective heirs, executors, administrators, successors, and assigns.

6.15 GOVERNING LAW: This Agreement shall be construed as if it was jointly prepared by both Parties hereto, and any uncertainty or ambiguity contained herein shall not be interpreted against the Party drafting same. In the event of a conflict between the provisions of this Agreement and the Scope of Work, the provisions of this Agreement shall control. This Agreement shall be enforced and governed by the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state court situated in the County of San Bernardino, State of California, or in a federal court with jurisdiction in the County of San Bernardino, State of California.

6.16 HEADINGS: Article and Section headings in this Agreement are for convenience only and are not intended to be used in interpreting or construing the terms, covenants, and conditions of this Agreement.

6.17 PARTIAL INVALIDITY: If any term, covenant, condition, or provision of this Agreement is found by a court of competent jurisdiction to be invalid, void, or unenforceable, the

remainder of the provisions hereof shall remain in full force and effect, and shall in no way be affected, impaired, or invalidated thereby.

6.18 EFFECT OF DISTRICT’S WAIVER: Any failure by the DISTRICT to enforce any provision of this Agreement, or any waiver thereof by the DISTRICT, shall not constitute a waiver of its right to enforce subsequent violations of the same or any other terms or conditions herein.

6.19 AUTHORITY: The individuals executing this Agreement represent and warrant that they have the legal capacity and authority to sign this Agreement on behalf of and to so bind their respective legal entities.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date first written above.

CONSULTANT

DISTRICT

By: \_\_\_\_\_  
Charlie Andrews, Associate  
*RLB | Rider Levett Bucknall LTD.*

By: \_\_\_\_\_  
Donald J. Bartz, General Manager  
*Phelan Pinon Hills Community Services District*

January 6<sup>th</sup>, 2023

Don Bartz  
General District Manager  
Phelan Pinon Hills Community Services District  
4176 Warbler Road, Phelan CA 92371  
(760) 868-1212

**Re: Phelan Civic Center Phase 1  
Proposal for Project Management Services**

Dear Don,

Thank you for contacting Rider Levett Bucknall regarding the above project. As requested, we are submitting the following lump sum fee proposal for the provision of Project Management Services.

**Project Understanding**

The Phelan Civic Center Phase 1 project consists of the construction of a ~14,000 SF, single story, wood framed building that will serve the community of Phelan in an unincorporated part of San Bernardino County. The scope includes mass grading from later phases that is needed to facilitate the construction of the civic center, along with surrounding sitework and landscaping.

**Scope of Services**

RLB understands our scope of work associated with these services to be as follows:

- Part 1 – Develop and Issue Procurement Strategy Report
  - Detail potential construction procurement routes
  - Analyze pros and cons of each procurement and contract type
  - Recommend a route to the client based on program requirements
- Part 2 – Develop and Issue Request for Qualifications (RFQ)
  - Develop draft RFQ
  - Contact proposers; enhance competition
  - Coordination w/ PPHCSD staff; edits to draft RFQ
  - Finalize RFQ and send to proposers
  - Review, comment and score submissions
  - Participate on interview panel
  - Prepare selection memorandum
- Part 3 – Develop and Issue Request for Proposals (RFP)
  - Develop draft RFP
  - Coordination w/ PPHCSD staff; edits to draft RFP
  - Finalize RFP and send to proposers
  - Review, comment, and score proposals
  - Participate on interview panel
  - Prepare selection memorandum



Don Bartz  
 General District Manager  
 January 6<sup>th</sup>, 2023  
 Phelan Civic Center PM (Cont'd)

**Project Fees**

• Part 1 – Procurement Strategy Report	\$6,000
• Part 2 – Develop and administer Request for Qualifications	\$12,500
• Part 3 – Develop and administer Request for Proposals	<u>\$20,000</u>
<b>Total Fees</b>	<b><u>\$38,500</u></b>

**Clarifications of Fee**

Our fee includes provisions for the time necessary to facilitate the development of the deliverables including meetings with the project team to understand the scope of work and time to present each deliverable to the client.

**Time Frame for Delivery**

We anticipate the following timelines for each service:

- Part 1 – (5) business days to complete procurement strategy report
- Part 2 – (10) business days to complete RFQ package, 3-4 week overall process
- Part 3 – (10) business days to complete RFP package, 6-8 week overall process

**Additional Services**

Additionally, unless otherwise agreed to in writing, RLB's scope of services is limited to the extent discussed in this proposal. Any additional work not included in our proposal, such as, but not limited to: attendance at periodic project meetings; Value Engineering; additional or changes in the scope of services; or additional scope of services required by contract terms and conditions, shall be an additional service for which additional fees will be required. Additional services can either be priced as lump sum (if possible) or on a time and material basis that includes the hourly rates below.

**RLB Hourly Rates**

Associate Principal	\$255/hr
Associate	\$215/hr
Senior Project/Cost Manager	\$195/hr
Project/Cost Manager	\$170/hr
Project Engineer	\$120/hr

Please note that to proceed we will require either a formal written contract or at a minimum an interim e-mail indicating authorization to proceed.

The proposed fees are valid for ninety (90) days from the date of this proposal. Should any of the above tasks be deleted from our scope of services, we reserve the right to adjust the above fees, to reflect possible resultant changes to the scope of the remaining service(s).

Unless otherwise agreed to in writing, RLB's fees will be billed in accordance with the proposed lump sum, and our services will be performed in accordance with our standard Conditions of Engagement and Payment of Accounts included herein. The above fees include electronic PDF copies of our work. Reimbursable expenses such as travel (outside a 50-mile radius), photocopying and additional copies of the report, and special delivery charges, will be billed at cost.

Don Bartz  
General District Manager  
January 6<sup>th</sup>, 2023  
Phelan Civic Center PM (Cont'd)

Thank you for the opportunity to submit a proposal on your project and we look forward to working with you. If you have any questions, please contact me.

Yours faithfully,

**RIDER LEVETT BUCKNALL LTD.**

A handwritten signature in black ink, appearing to read 'Charlie Andrews', written in a cursive style.

**Charlie Andrews**  
Associate

Don Bartz  
General District Manager  
January 6<sup>th</sup>, 2023  
Phelan Civic Center PM (Cont'd)

**RIDER LEVETT BUCKNALL LTD  
CONDITIONS OF ENGAGEMENT AND PAYMENT OF ACCOUNTS**

1. Rider Levett Bucknall Ltd (Rider Levett Bucknall) services shall be performed in a manner consistent with that degree of skill and care ordinarily exercised by practicing professionals performing similar services in the same locality, and under the same or similar circumstances and conditions. Rider Levett Bucknall makes no other warranties, express or implied, with respect to the services rendered.
2. The scope of Rider Levett Bucknall services shall consist of and be limited to only those activities identified in our proposal unless specifically agreed to otherwise in writing, acknowledged, and executed by Rider Levett Bucknall and the Client for whom Rider Levett Bucknall is performing services for (Client).
3. Client understands that fees owed to Rider Levett Bucknall are payment for time expended by Rider Levett Bucknall on behalf of Client and must be paid. As a result, payment is not contingent upon any project outcome that may include but is not limited to: a cost estimate being under a project budget; whether a project commences; whether a project is completed; and/or, when Rider Levett Bucknall is providing advisory/litigation support services based on any outcome of a deposition, mediation, arbitration, litigation, or any other form of adjudication.
4. Accounts/invoices will be submitted at monthly intervals unless otherwise agreed to in writing. Payment shall be made within 30 days of the date of the invoice unless a specific payment term is agreed to in writing.
5. Rider Levett Bucknall services will be billed in accordance with our proposal (i.e., whether on a fixed fee, percentage of construction cost or hourly). Work that is performed on an hourly basis, and any additional work not included in our scope/proposal, will be billed at the stated hourly rates contained in our proposal.
6. Rider Levett Bucknall shall be reimbursed for all reimbursable expenses reasonably incurred in the performance of its services. Reimbursable expenses may include, but are not limited to: travel and subsistence expenses for out-of-town travel (subject to Client's approval); long distance telephone (including cellular/mobile charges and facsimile transmissions); costs of postage, overnight express mail, and delivery services; and/or, printing or copying of drawings and other documents (including those received electronically). Unless otherwise agreed to in writing, reimbursable expenses will be marked up 10% above cost.
7. Overdue accounts may have interest added at the rate of 1.0% per month on the outstanding balance. In the alternative, Rider Levett Bucknall, in its sole judgment, reserves the right to cease its work to any degree in whole or in part in the event the Client has not provided timely payment.
8. Should the original dates for completion of Rider Levett Bucknall services be delayed by more than 20% for any cause beyond the control of Rider Levett Bucknall, then additional fees for services carried out after the original service period will be negotiated.

Don Bartz  
General District Manager  
January 6<sup>th</sup>, 2023  
Phelan Civic Center PM (Cont'd)

9. When Rider Levett Bucknall officers, principals, directors, employees, agents, and independent professional associates/consultants are providing testimony at any hearing or trial, all fees must be current before any testimony is provided by Rider Levett Bucknall unless prior written arrangements have been made. A retainer may be required prior to the commencement of any preparation for testimony. The amount of the retainer is determined by Rider Levett Bucknall and commensurate with the expected work effort.
10. Instructions received by Rider Levett Bucknall from the Client's agent or attorney shall be deemed to be the Client's instructions. The Client understands that their agent, attorney, or other consultants may request that Rider Levett Bucknall perform certain tasks in association with the scope of Rider Levett Bucknall services under this appointment/Agreement, that Rider Levett Bucknall will comply with these requests unless written direction is received regarding who is/are the specific persons who may direct Rider Levett Bucknall scope of work, and that Rider Levett Bucknall will bill Client for the work associated with instructions received by Rider Levett Bucknall from the Client's agent or attorney.
11. The Client or its agent will provide Rider Levett Bucknall with all documents, drawings, specifications, and instructions necessary to enable Rider Levett Bucknall to carry out the professional duties Rider Levett Bucknall was/is engaged to perform. Rider Levett Bucknall shall not in any way be held responsible for any errors, omissions, or discrepancies in the documents provided or for delays resulting therefrom.
12. Rider Levett Bucknall shall not be held responsible for any error or discrepancy that may arise as a result of any difference between documents issued to a contractor or sub-contractor and the documents issued to Rider Levett Bucknall for the purpose of carrying out the professional duties Rider Levett Bucknall was/is engaged to perform. Any costs incurred in the preparation of amending documents necessary to correct any such differences shall be the responsibility of the Client.
13. Reports, Feasibility Studies, Estimates, Bills of Quantities or any other document(s) prepared by Rider Levett Bucknall shall not be used on any project not specifically covered by this assignment, appointment, or Agreement, and as permitted by law. Copyright in all Feasibility Studies, Estimates, Reports and Bills of Quantities prepared by Rider Levett Bucknall will remain the property of Rider Levett Bucknall.
14. Rider Levett Bucknall will maintain any work product, information gathered, or documents provided to us by Client unless otherwise directed in writing by Client.
15. Client may, by written instruction, make changes to the scope of Rider Levett Bucknall services. To be effective, written direction must be provided in the form of a change order and signed by both parties. In the event that Rider Levett Bucknall performs work at Client direction prior to the execution of any change order, Client hereby agrees to compensate Rider Levett Bucknall for such effort on an hourly basis in accordance with the stated hourly rates contained in our proposal.

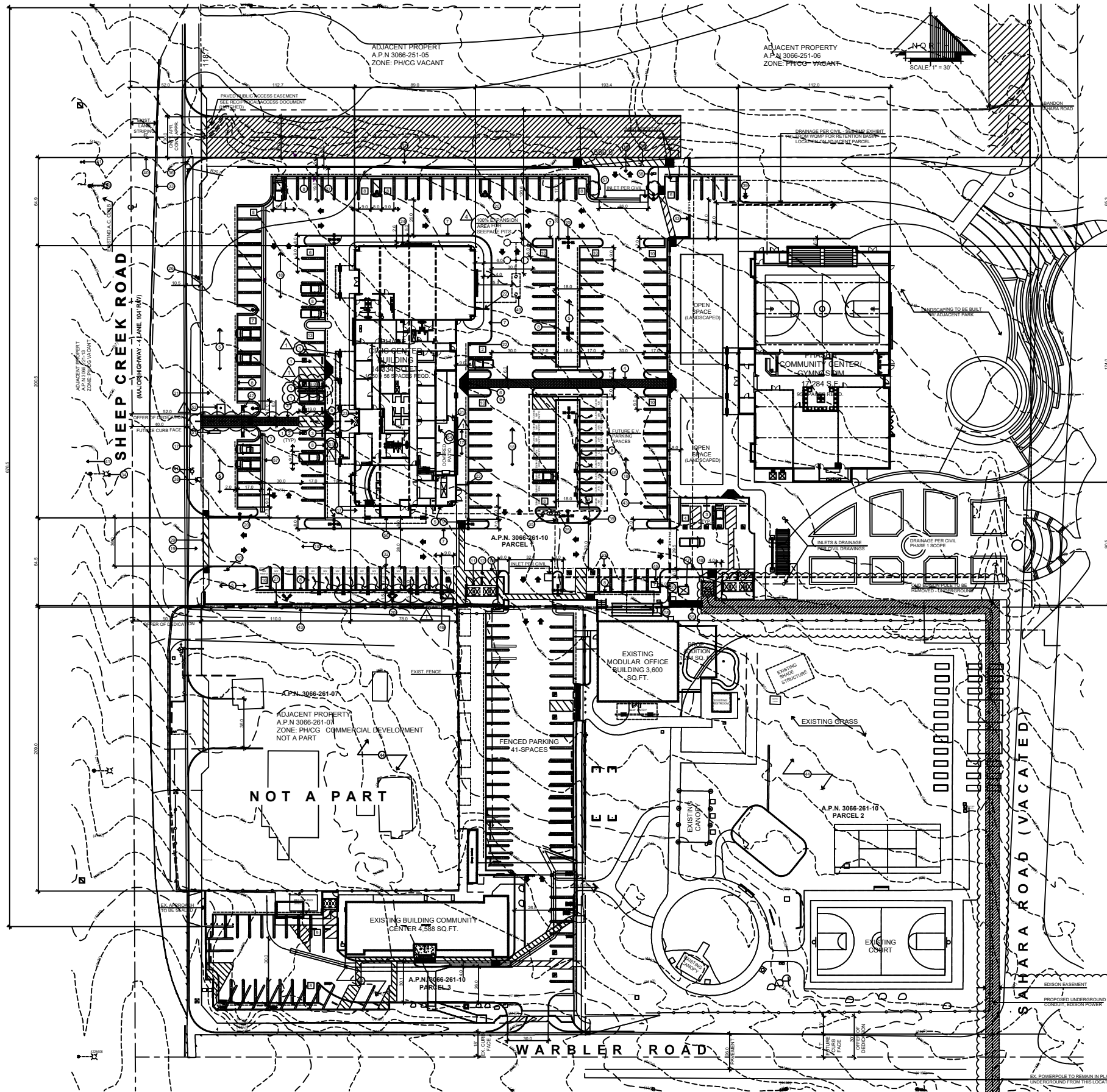
Don Bartz  
General District Manager  
January 6<sup>th</sup>, 2023  
Phelan Civic Center PM (Cont'd)

16. To the fullest extent permitted by law, Rider Levett Bucknall agrees to indemnify and hold the Client harmless from and against any liabilities, claims, damages and costs arising out of or resulting from Rider Levett Bucknall services, but only to the extent caused by the negligent acts of Rider Levett Bucknall in the performance of services under this appointment/Agreement.
17. Client and Rider Levett Bucknall hereby acknowledge and expressly agree to waive any and all claims against each other for consequential damages arising out of or relating to this appointment, Rider Levett Bucknall services under this Agreement, and/or due to either party's termination of this Agreement. This waiver includes, but is not limited to claims and/or damages for: rental expenses; losses of use; loss of income; loss of profit or anticipated profit; loss of business opportunities; financing costs; business and reputation; loss of productivity; escalation costs; general or extended general conditions costs; and/or, diminution in property value.
18. The Client and Rider Levett Bucknall waive all rights against each other, including the officers, principals, directors, employees, agents, and independent professional associates/consultants of the other, for damages to the extent that the damages sustained by either party are covered by insurance.
19. To the fullest extent permitted by law, Client acknowledges and expressly agrees that the total maximum liability in the aggregate of Rider Levett Bucknall and that of Rider Levett Bucknall officers, principals, directors, employees, agents, and independent professional associates/consultants, and any of them, to Client and any one claiming by, through or under Client, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to Rider Levett Bucknall services, the project, or this appointment/Agreement, from any cause or causes whatsoever, including but not limited to, the negligence, errors, omissions, strict liability, breach of contract, misrepresentation, or breach of warranty of Rider Levett Bucknall or Rider Levett Bucknall officers, principals, directors, employees, agents, and independent professional associates/consultants, or any of them, shall be limited and shall not exceed the total compensation received by Rider Levett Bucknall under this appointment/Agreement.
20. Either party may terminate this agreement at any time provided 30 days advance written notice is given. In the event of termination by either party all outstanding fees and costs shall be paid in accordance with the proposal fee schedule and these conditions of engagement. Additionally, in the event of termination by either party, and payment of all outstanding fees and costs through the date of termination has been made, Rider Levett Bucknall shall provide copies of its work product associated with the matter that Rider Levett Bucknall is providing services for.

Don Bartz  
General District Manager  
January 6<sup>th</sup>, 2023  
Phelan Civic Center PM (Cont'd)

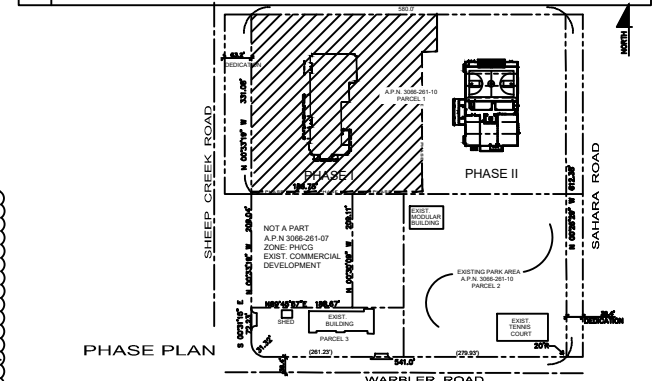
21. In the event of any dispute between Client and Rider Levett Bucknall regarding this Agreement, the services rendered by Rider Levett Bucknall, or the fees and/or expenses billed for services rendered, Client agrees that such dispute shall be resolved in the following manner unless otherwise agreed to in writing between Rider Levett Bucknall and Client: (1) by attempting to resolve any dispute amicably at a meeting to be attended by persons with decision-making authority; then (2) if, within thirty (30) calendar days after such meeting the parties have not resolved the dispute, they shall submit the dispute to mediation by written demand under the Construction Industry Mediation Procedures and cognizance of the American Arbitration Association and bear equally the costs of the mediation; and then, (3) if within thirty (30) calendar days after mediation is initiated the mediation has not resulted in a settlement of the dispute, then the dispute shall be settled by arbitration under the Construction Arbitration Rules (in place at the time of filing the demand for Arbitration) and cognizance of the American Arbitration Association, and not by litigation. Either party may submit the unresolved dispute to arbitration thirty (30) calendar days after mediation, which arbitration shall be conducted by a sole arbitrator. The arbitrator shall be selected in accordance with American Arbitration Association rules and must have experience in construction disputes and must not have any conflict of interest. Any such ruling or decision of the arbitrator shall be binding on Client and Rider Levett Bucknall and may be entered as a judgment in any judicial forum. The locale for any mediation and/or arbitration under this provision shall be in the city where the Rider Levett Bucknall office that provided the services for this appointment/Agreement is located, and the laws of the State of California shall apply to any arbitration and/or enforcement of any settlement/ruling/decision. The prevailing party in arbitration shall be entitled to recover its reasonable attorneys' fees, costs, and disbursements.
22. **CLIENT AND RIDER LEVETT BUCKNALL, AFTER CONSULTING WITH COUNSEL, HEREBY KNOWINGLY AND VOLUNTARILY WAIVE THEIR RIGHTS TO TRIAL BY JURY AND ACKNOWLEDGE THAT THEY UNDERSTAND AND ACCEPT THE DISPUTE RESOLUTION PROCEDURE SET FORTH HEREIN.**
23. In the event that there are conflicts in the provisions of any Client generated contracts and these Rider Levett Bucknall Conditions of Engagement and Payment of Accounts, these Rider Levett Bucknall Conditions of Engagement and Payment of Accounts shall take precedence unless specifically agreed to otherwise in writing which is acknowledged and executed by Client and Rider Levett Bucknall.





PROJECT DATA			
ZONE:	PER COUNTY MAP PHVCG	GENERAL COMMERCIAL	PARKING INFORMATION: SYMBOL INDICATING QTY OF STALLS
OVERLAYS:	FLOOD PLAN 1 (FP1) / FIRE SAFETY 2 (FS2)		REQUIRED PARKING STALLS:
OCCUPANCY:	(A) BUSINESS		PHASE 1:
CONSTRUCTION TYPE:	B		ADMIN BLDG @ 1250 GROSS FLR. AREA
STORIES:	1-STORY		14,034 SQ. FT. / 250
FIRE SPRINKLERS:	YES		PHASE 2:
A.P.N.:	3066-261-10		MULTI-PURPOSE BUILDING 17,284 SQ. FT.
PTN. N.W. 1/4, SEC. 24 T.4N., R.7W.	UNKNOWN		708 SQ. FT. OF SEATING @ 1255 SQ. FT.
SITE ADDRESS:	UNKNOWN		REMAINING BUILDING AREA = 1250
ZONING SETBACKS:	F.E.M.A. FLOOD ZONE		16,578 SQ. FT. / 250
APPLICANT/OWNER:	STEENOD DESIGN STUDIO, INC.		TOTAL REQUIRED PARKING STALLS (9'x19') = 151 SPACES
ARCHITECT/REPRESENTATIVE:	ARCHITECT: TOM STEENO		PROPOSED PARKING STALLS @ MIN. 9'x19' = 155 SPACES
11774 HESPERIA ROAD, SUITE B-1	PH: 760-868-1212 FAX: 760-244-1948		INCLUDES EV REQUIRED PARKING STALLS @ 9'x19' = 16 SPACES
PROPOSED:	GROSS AREA (4.65 AC.) = 202,925 SQ. FT. 100%		PROPOSED 'ACCESSIBLE' PARKING STALL @ 9'x19' W/ 8' UNLOADING ZONE = 11 SPACES
PROP. BUILDING AREA = 31,318 SQ. FT. 15.4%	PROP. LANDSCAPED AREA = 35,654 SQ. FT. 17.6%		TOTAL PROPOSED PARKING STALLS = 165 SPACES
PROP. PAVING & CONC. (TOTAL) = 136,092 SQ. FT. 67%	PROP. LANDSCAPING WITHIN ROW = 811 SQ. FT. N/A		ALLOCATED SPACES FOR EXISTING ADMIN BLDG. = 7 SPACES
			SURPLUS OF STALLS = 15 SPACES
			FUTURE EVSE PARKING STALLS = 20 SPACES
			SITE ENGINEERING - PHASE 1
			IMPERVIOUS SURFACE = 99,543 SQ. FT.
			NON-IMPERVIOUS SURFACE = 19,002 SQ. FT.
			DEVELOPED AREA = 118,543 SQ. FT.
			GRADING LIMITS = 515,432 SQ. FT.

KEYED NOTES	
1	VAN ACCESSIBLE PARKING SPACE. SEE DETAIL 4A ON SHEET AC-1
2	ACCESSIBILITY STALL EMBLEM PAINTED AS SHOWN
3	DISABLED ACCESSIBLE PARKING ONLY SIGN. SEE DETAIL 13 ON SHEET AC-1
4	72" WIDE ADA PATH OF TRAVEL W/ DECORATIVE PAVERS
5	LANDSCAPED AREA - TO INCLUDE "HILLSIDE LANDSCAPING" AT PROJECT PERIMETER - SEE WQMP BMP EXHIBIT
6	TRUNCATED DOMES 36" DEEP X WIDTH OF RAMP OR LANDING
7	6" WIDE CONCRETE CURB
8	8" WIDE CONCRETE CURB W/ 2" PARKING NOSE OVER
9	ACCESSIBLE RAMP NOT TO EXCEED 8% SLOPE IN DIRECTION OF RUN AND 2% MAX CROSS SLOPE
10	WARNING SIGNAGE REGARDING UNAUTHORIZED USE OF DISABLED PARKING SPACES
11	DBL. 5YD. BIN TRASH ENCLOSURE PER COUNTY STANDARDS (8' HIGH)
12	REINFORCED CONCRETE PAD W/ 2% MAXIMUM SLOPE AWAY FROM TIE
13	STRIPPED LANDING ZONE
14	TRAFFIC FLOW DIRECTIONAL ARROWS PAINTED ON PAVING AS SHOWN ON PLAN
15	DOUBLE STRIPPED PAINTED PARKING STALL STRIPE
16	BUILDING COLUMNS AND OVERHANG
17	PROPOSED CONC. SIDEWALK PER COUNTY STANDARD 109 TYPE C
18	PROPOSED CONCRETE OR A.C. PAVING PER GEO-TECH REPORT
19	PROPOSED CONC. DRIVEWAY APPROACH PER COUNTY STANDARD 129-B AND LOCATED PER SAN BERNARDINO COUNTY STANDARD 130
20	20' HIGH SITE LIGHT STANDARD
21	PROPOSED MONUMENT SIGN 4' HIGH & 36SQ.FT. MAX UNDER SEPARATE PERMIT
22	ROOF DRAIN PIPES UNDER SIDEWALK
23	S.B.C.F.D. KNOX BOX
24	PROPOSED GAS METER
25	PROPOSED DOUBLE DETECTOR CHECK VALVE ASSEMBLY
26	RELOCATED EX. FIRE HYDRANT
27	PROPOSED MASONRY BLOCK WALL MAX. 6" HI. SEE GRADING PLAN FOR HEIGHTS. UNDER SEPARATE PERMIT
28	8" DIA. CONC. FALLED STEEL BOLLARDS
29	ACCESSIBILITY EASEMENT ACROSS DRIVE APPROACH @ HATCHED AREA
30	DASHED LINE OF EASEMENT / B.S.L.
31	5' HIGH WROUGHT IRON FENCE W/ GATE W/ PANIC HARDWARE
32	PROVIDE (16) DESIGNATED PARKING STALL FOR FUEL EFFICIENT VEHICLES WITH THE WORDS "CLEAN AIR VEHICLE" PAINTED IN THE SAME STALL STRIPING PAINT & SUCH THAT THE LAST WORD ALIGNS WITH THE END OF THE STALL STRIPING AND IS VISIBLE BENEATH A PARKED VEHICLE. GREEN CODE 5.108-5.2
33	EXISTING EDGE OF PAVEMENT
34	EX. STREET LIGHT TO REMAIN
35	PROPOSED F.D.C. & P.I.V. FOR FIRE SPRINKLERS
36	EX. FIRE HYDRANT TO BE RELOCATED
37	FLOW LINE. SEE GRADING PLANS
38	EX. WATER METER
39	PROPOSED FIRE HYDRANT
40	LINE OF EXISTING PROPERTY LINE TO BE DEDICATED
41	EX. FIRE HYDRANT TO REMAIN
42	PROJECT ENTRY PORTAL. SEE SHEET A-1.1
43	LINE OF PROJECT PHASING
44	EXISTING DEVELOPMENT
45	2 PARKING SPACES RESERVED FOR EXISTING OFFICE
46	PROVIDE 10 - 40 AMP. DUAL EVSE CHARGING PEDESTAL FOR (20) OVERALL EV PARKING STALL. GREEN CODE 5.108-5.3.3
47	EXISTING ELECTRICAL TRANSFORMER TO BE REMOVED. SEE ELECTRICAL SHEETS
48	PROP. ELECTRIC TRANSFORMER
49	TRAFFIC RATED SEPTIC TANK W/ (2) 18" DEEP 4" DIAMETER SEEPAGE PITS. WITH DISTRIBUTION BOX AND 100% EXPANSION AREA PER EHS APPROVED PERC REPORT. THE DEPTH OF THE SEEPAGE PIT SHALL BE MEASURED BELOW THE SEWER PIPING INLET. ALL COMPONENTS TO BE DESIGNED FOR VEHICULAR TRAFFIC FOR STANDARD H-20 WHEEL LOADING
50	REPLACE EXISTING 800 AMP SERVICE W/ NEW 4000 AMP SERVICE
51	PROPOSED INTERNALLY LIT MONUMENT SIGN - UNDER DEFERRED SUBMITTAL
52	8" x 16" PAVED FLAG POLE ON 6'-0" x 8'-0" CONCRETE PAD
53	SHORT-TERM BICYCLE PARKING - PROVIDE PERMANENTLY ANCHORED BICYCLE RACKS WITHIN 200 FT. OF THE VISITORS' ENTRANCE. READILY VISIBLE TO PASSENGERS BY. FOR 5% OF NEW VISITOR MOTORIZED VEHICLE PARKING SPACES BEING ADDED, WITH A MIN. OF (1) TWO-BIKE CAPACITY RACK.
54	LONG-TERM BICYCLE PARKING - PROVIDE SECURE BICYCLE PARKING FOR 5% OF MOTORIZED VEHICLE PARKING CAPACITY W/ A MIN. OF (1) SPACE. ACCEPTABLE PARKING FACILITIES SHALL BE CONVENIENT FROM THE STREET.
55	PROP. 4000 AMP ELECTRIC SERVICE
56	LINE OF BUILDING - TO HOUSE OPERATIONS & MAINTENANCE FOR (PER THE WQMP BMP EXHIBIT), LANDSCAPE INSPECTION, SPILL KIT INSPECTION, & EFFICIENT IRRIGATION
57	GUTTER - SEE CIVILS
58	STORM DRAIN SIGNAGE PER WQMP BMP EXHIBIT



DATE FINISHED: MAY 2022

DESIGN STUDIO INC. ARCHITECTURE • DESIGN • PLANNING  
 11774 HESPERIA ROAD SUITE B HESPERIA, CA 92345  
 PHONE (760) 244-1948 FAX (760) 244-1948  
 WWW.STEENODESIGN.COM

REVISIONS:

DEV_CODE_201422	
BLDG_CODE_201902	
ELECTRICAL_201902	
SEPTIC_101702	

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PROJECT: CIVIC CENTER BUILDING

PHELAN PIÑON HILLS C.S.D.

SITE ADDRESS: A.P.N. 3066-261-10, 903 SHEEP CREEK ROAD, PHELAN, CA 92329

CONTACT: DON BARTZ

JOB NO. COM20-L0101

SHEET NAME: SITE PLAN

PAGE: A-0

# Agenda Item 6d

Discussion & Possible Adoption of Resolution No. 2022-03; Modifying Section 2200 “Water Fees & Penalties” of Policy No. 2000 “Comprehensive Schedule of Rates, Fees & Charges for District Service



## MEMORANDUM

**DATE:** January 18, 2023

**TO:** Board of Directors

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

**SUBJECT:** Discussion & Possible Adoption of Resolution No. 2023-03; Modifying Section 2200 “Water Fees & Penalties” of Policy No. 2000 “Comprehensive Schedule of Rates, Fees & Charges for District Services”

### STAFF RECOMMENDATION

For the Board to adopt Resolution No. 2023-03; Modifying Section 2200 “Water Fees & Penalties” of Policy No. 2000 “Comprehensive Schedule of Rates, Fees & Charges for District Services.”

### BACKGROUND

District staff completed a comprehensive review of District rates and fees for non-utility billing or trash disposal services. For Section 2200 of Policy No. 2000, the following changes are recommended to better reflect the cost of providing certain services, helping to ensure that regular rate payers do not have to fund services unrelated to those included in regular water rates. These fees have not been modified since 2017, with the exception of the Disconnection/Reconnection Fee which was modified in January 2018.

- **Section 2220.03 – Temporary Meter Rental Refundable Deposit**

Current Fee: \$2,500 Proposed: \$3,500

When a customer rents a meter, a deposit is required in the event the meter is damaged, lost, or stolen. The proposed increase is due to the increase in meter costs.

- **Section 2240.03 – Tampering: Cut Lock**

Current Fee: \$50 Proposed: \$75

When a customer is disconnected, a lock is placed on the meter. When a customer becomes eligible to have their meter unlocked, such as by establishing service or paying their bill, staff is dispatched to remove the lock. If a customer has already cut the lock, a penalty is charged. The account must be updated with comments and the penalty must be added. The proposed increase is due to the increase in the productive hourly rate for staff.

- **Section 2240.04 – Tampering: Relock Meter**

Current Fee: \$90 Proposed: \$110

When a meter is locked and then the lock is removed, before the account is eligible for lock removal, staff must re-lock the meter, usually with a padlock, and then periodically monitor that the lock is still in place. The proposed increase is due to the increase in the productive hourly rate for staff.

- **Section 2240.05 – Water Disconnection/Reconnection**

Current Fee: \$90      Proposed: \$115

These fees are charged to help recover costs not associated with the normal billing processes and operations of the District's water system, ensuring that timely rate payers do not have to fund the entire cost of the disconnection and reconnection process. The administrative fee helps to recover the cost of additional administrative processes for delinquent accounts, including the creation of the disconnection cycle service orders and route creation and assignment. The disconnection and reconnection fees help to recover the cost of staff time and equipment used in the process of disconnecting and reconnecting customers.

The disconnection cycle is carefully planned and scheduled, typically occurring over the course of two days each month. Reconnections take longer than disconnections because they cannot be planned; reconnection only occurs when a customer has paid their bill which happens at varying times, but typically within a day or two of disconnection. Staff conducted an additional analysis of the time involved to disconnect and reconnect service accounts. Utilizing the existing equipment rates, materials, and staff costs (including wages, insurance costs, and other employment related expenses), the following is more representative of the costs associated with the average disconnection and reconnection cycle:

Disconnection Cost:	\$25.00
Reconnection Cost:	\$75.00
Administrative Cost:	\$15.00 (pre-disconnection)
TOTAL:	\$115.00

In 2022, there were 1,074 total disconnections. If disconnection rates remain the same, an additional \$26,850 in revenue would be charged to delinquent users to recover costs not associated with normal billing.

- **Section 2260.02 – Backflow Record Maintenance (3<sup>rd</sup>+ Notice)**

Current Fee: \$35      Proposed: \$50

There are numerous customers throughout the District that require a backflow device. In order to ensure the backflow devices is in working order, the device must be tested periodically. The District will send out two courtesy notices advising the customer to provide the District with their device test certificate. Sometimes, a customer fails to provide timely certification and a third or subsequent notice must be issued. These notices take time to prepare and log. Third and subsequent notices are sent certified. The proposed increase is due to the increase in the productive hourly rate for staff and postage.

- **Section 2260.08 – Remote Meter Read (Customer Request)**

Current Fee: N/A      Proposed: \$0

As the District continues to implement the meter replacement program, many meters can be read remotely by office staff.

- **Section 2260.09 – Physical Meter Read (Customer Request)**

Current Fee: \$35 Proposed: \$75

If a customer requests a meter read that requires a physical read, there are staff time costs. If the read request is due to a billing matter, and the read is not accurately reflected on the bill, the customer is not charged. The proposed increase for the physical read is due to the increase in the productive hourly rate for staff.

- **Section 2260.10 – Obstructed Meter**

Current Fee: \$35/billing cycle Proposed: \$75

If staff are called out to repair a meter or investigate a leak, access to the meter is necessary and is required by District rules and regulations. Each month a meter remains obstructed, a fee is charged. The proposed increase is due to the increase in the productive hourly rate for staff.

- **Section 2260.13 – After Hours Turn Off/Turn On Service (Customer Request 3pm-8am)**

Current Fee: \$55 Proposed: \$75

If a customer wants to turn off/turn on service after 3pm or before 8am, a fee is charged if they cannot wait for the next regular business day. This is due to staff time after hours to complete the request. The proposed increase is due to the increase in the productive hourly rate for staff.

- **Section 2270.02 – Field Inspection**

Current Fee: \$53/ inspection Proposed: \$90

Field staff inspects mainline installations to ensure the correct materials are used, the depth is correct, etc. The proposed increase is due to the increase in the productive hourly rate for staff.

- **Section 2270.13 – Service Lateral & Meter Installation**

Current Fee: \$2,358.42/1" meter (estimated) Proposed: \$2,517.12

This is the estimated cost for installing a service lateral and 1" meter. The actual cost is provided in the water letter. The increase is due to the increase in the cost of the meter and the increase in the productive hourly rate for staff.

- **Section 2270.16 – Water Connection Permit**

Current Fee: \$60 Proposed: \$50

A permit is issued whenever a customer is connecting to the system with either a temporary meter or a new meter installation. This process has been redesigned to be more efficient and therefore, even with the increase in staff costs, the permit fee can be reduced.

- **Section 2280.09 – Pickup/Utility Truck**

Current Fee: \$25/hr Proposed: \$31.75

The overall replacement cost of the District's pickup fleet has increased which increases the hourly rate for use of the vehicle. This fee is charged whenever a non-utility billing related service action is required, such as in damage to the District's system.

**FISCAL IMPACT**

These fees are designed to cover the costs for associated services and revenue will vary based on application. It is estimated that the District will receive an additional \$26,850 in revenue related to water service disconnections and reconnections.

**ATTACHMENT(S)**

Resolution No. 2023-03  
Fee Schedule

**RESOLUTION NO. 2023-03**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PHELAN PINON HILLS COMMUNITY SERVICES DISTRICT MODIFYING SECTION 2200 “WATER FEES & PENALTIES” OF POLICY NO. 2000 “COMPREHENSIVE SCHEDULE OF RATES, FEES & CHARGES FOR DISTRICT SERVICES”**

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

**WHEREAS**, the District authorized by applicable law to establish various schedules of rates, fees, and charges for services provided by the District and that such rates, fees, and/or charges do not exceed the estimated reasonable cost of providing such services; and

**WHEREAS**, certain policies and procedures adopted by the Board of Directors specify various rates and fees for District services; and

**WHEREAS**, certain board actions in compliance with applicable legal requirement have been taken to establish certain rates, fees, and charges incorporated in the attached schedule of fees; and

**WHEREAS**, in accordance with applicable law, the District has conducted and concluded a duly noticed public hearing with respect to the adoption of Resolution No. 2017-20; Establishing Policy No. 2000 “Comprehensive Schedule of Rates, Fees & Charges for District Services; and

**WHEREAS**, based upon evidence presented to the Board of Directors, the Board of Directors desires to modify portions of Section 2200 of Policy No. 2000 to reflect the actual costs associated with service.

**NOW, THEREFORE, BE IT RESOLVED that** Policy No. 2000 is hereby modified as follows:

<b>NO.</b>	<b>FEE DESCRIPTION</b>	<b>RATE</b>
2220.03	TEMPORARY METER RENTAL REFUNDABLE DEPOSIT	\$3,500
2240.03	TAMPERING – CUT LOCK	\$75
2240.04	TAMPERING – RELOCK METER	\$110
2240.05	WATER DISCONNECTION/RECONNECTION	\$115 (\$15 ADMINISTRATION FEE, \$25 DISCONNECTION FEE, \$75 RECONNECTION FEE)
2260.02	BACKFLOW RECORD MAINTENANCE (3 <sup>RD</sup> NOTICE+)	\$50 PER NOTICE
2260.08	REMOTE METER READ (CUSTOMER REQUEST)	\$0

2260.09	PHYSICAL METER READ (CUSTOMER REQUEST)	\$75
2260.10	OBSTRUCTED METER	\$75 PER BILLING CYCLE PER METER
2260.13	AFTER HOURS TURN OFF/TURN ON SERVICE (CUSTOMER REQUEST 3PM-8AM)	\$75
2270.02	FIELD INSPECTION	\$90 PER INSPECTION
2270.13	SERVICE LATERAL & METER INSTALLATION	\$2,517.12 PER 1' METER (ESTIMATED) VARIES FOR METER LARGER THAN 1"
2270.16	WATER CONNECTION PERMIT	\$50
2280.09	PICKUP/UTILITY TRUCK	\$31.75 PER HOUR

**PASSED AND ADOPTED** by the Board of Directors of the Phelan Pinon Hills Community Services District this 18th day of January 2023, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

President, Board of Directors

ATTEST:

---

Secretary, Board of Directors

**2200 - Water Fees & Penalties**

<b>NO.</b>	<b>FEE DESCRIPTION</b>	<b>RATE</b>	<b>PROPOSED CHANGE</b>
<b>2210.00</b>	<b>Connection Fees</b>	<i>Established by Resolution 2013-11</i>	
2210.01	1" Meter	\$7,970	
2210.02	1 1/2" Meter	\$15,941	
2210.03	2" Meter	\$25,505	
2210.04	3" Meter	\$47,822	
2210.05	4" Meter	\$79,703	
2210.06	6" Meter	\$159,405	
<b>2220.00</b>	<b>Temporary Meter Rental &amp; User Charges</b>	<i>Established by Resolution 2014-33</i>	
2220.01	Meter Fee	1.5 times the regular monthly meter charge	
2220.02	Water Use Fee	Highest tiered rate + components for fees paid by permanent water users	
2220.03	Refundable Deposit	\$2,500	<b>\$3,500</b>
<b>2230.00</b>	<b>Bulk Water Filling Station User Charges</b>	<i>Established by Resolution 2021-08</i>	
2230.01	Monthly Account Fee - For Customers with Fill Station Accounts	Rate equivalent to Temporary Meter Rental Fee	
2230.02	Water Use Fee - With Account	\$0.01 per gallon	
2230.03	Water Use Fee - Without Account	\$0.05 per gallon	
2230.04	Refundable Deposit	\$2,500	
<b>2240.00</b>	<b>Penalties</b>	<i>Established by Policy No. 7100</i>	
2240.01	Billing - Late Penalty	10% of current bill + 0.1% of past due balance	
2240.02	Meter Removal Fee Due to Tampering	\$200.00	
2240.03	Tampering - Cut Lock	\$50.00 per incident	<b>\$75.00 per incident</b>
2240.04	Tampering - Relock Meter	\$90.00 per incident	<b>\$110.00 per incident</b>

2240.05	Water Disconnection/Reconnection Fee <i>Established by Resolution No. 2018-02</i>	\$15.00 administration fee, \$25.00 disconnection fee, \$50.00 reconnection fee	\$15.00 administration fee, \$25.00 disconnection fee, \$75.00 reconnection fee
<b>2250.00</b>	<b>Water Theft &amp; Tampering Fees</b>	<i>Established by Ordinance 2021-03</i>	
2250.01	Administrative Penalty for Meter Tampering - 1st Violation	\$130.00	
2250.02	Administrative Penalty for Meter Tampering - 2nd Violation (within 12 months)	\$700.00	
2250.03	Administrative Penalty for Meter Tampering - 3rd & Additional Violations (within 12 months)	\$1,300.00	
2250.04	Administrative Penalty for All Other Forms of Water Theft - 1st Violation	\$1,000.00	
2250.05	Administrative Penalty for All Other Forms of Water Theft - 2nd Violation (within 12 months)	\$2,000.00	
2250.06	Administrative Penalty for All Other Forms of Water Theft - Each Additional Violation (within 12 months)	\$3,000.00	
<b>2260.00</b>	<b>Labor Rate &amp; Administrative Fees</b>		
2260.01	Administrative Fee (not otherwise specified)	10% of sub-total on invoice, \$100 minimum	
2260.02	Backflow Record Maintenance (3rd+ Notice)	\$35.00 per notice	\$50.00 per notice
2260.03	Fire Service Line	\$27.00 per month	
2260.04	Intentional Damage	Time, equipment, parts, labor, administrative fee	
2260.05	Labor Rate	Total hourly rate of staff utilized	
2260.06	Meter Calibration (Customer Request)	\$125.00	
2260.07	Meter Installation (does not include connection fee)	Parts + Material + Labor	
2260.08	Remote Meter Read (Customer Request)		No charge (added line)
2260.09	Physical Meter Read (Customer Request)	\$35.00	\$75.00
2260.10	Obstructed Meter	\$35.00 per billing cycle per meter	\$75.00 per billing cycle per meter



2260.11	Service Establishment Fee	\$35.00	
2260.12	Turn Off/Turn On Service (Customer Request - 8am-3pm)	\$35.00	
2260.13	After Hours Turn Off/Turn On Service (Customer Request - After 3pm)	\$55.00	\$75.00
<b>2270.00</b>	<b>Development Services</b>		
2270.01	Feasibility Study	Time and materials	
2270.02	Field Inspection	\$53.00 per inspection	\$90.00
2270.03	Fire Flow Test	\$80.00 each	
2270.04	Additional Adjacent Fire Flow Test (requested at the same time as initial test and using the same hydrant)	\$25.00 each	
2270.05	Mainline Construction Inspection 0-1,200 feet	\$525.00 + \$262.50 administrative fee	
2270.06	Mainline Construction Inspection 1,200-2,500 feet	\$900.00 + \$450.00 administrative fee	
2270.07	Mainline Construction Inspection 2,500-5,000 feet	\$1,440.00 + \$720.00 administrative fee	
2270.08	Mainline Construction Inspection 5,000-10,000 feet	\$2,200.00 + \$1,100.00 administrative fee	
2270.09	Mainline Plan Check 0-1,200 feet	\$525.00 + \$262.50 administrative fee	
2270.10	Mainline Plan Check 1,200-2,500 feet	\$900.00 + \$450.00 administrative fee	
2270.11	Mainline Plan Check 2,500-5,000 feet	\$1,440.00 + \$720.00 administrative fee	
2270.12	Mainline Plan Check 5,000-10,000 feet	\$2,200.00 + \$1,100.00 administrative fee	
2270.13	Service Lateral & Meter Installation	\$2,358.42 per 1" meter (estimated) Varies for meter larger than 1"	\$2,517.12 per 1" meter (estimated) Varies for meter larger than 1"
2270.14	Water Standby Fee	\$20.00 per acre per year	
2270.15	Water Availability (Will Serve) Letter	\$80.00 per parcel per letter	

2270.16	Water Connection Permit Fee	\$60.00 per connection	\$50.00 per connection
<b>2280.00</b>	<b>Equipment/Materials</b>		
2280.01	Materials	Actual Cost	
2280.02	3" Suction Hose	\$15.00 per use	
2280.03	4" Mud Pump	\$33.00 per hour	
2280.04	Air Compressor with Accessories	\$30.00 per hour	
2280.05	Backhoe	\$68.00 per hour	
2280.06	Backhoe Trailer	\$33.00 per hour	
2280.07	Bore Machine	\$27.00 per hour	
2280.08	Dump Truck - 10 Wheel	\$120.00 per hour	
2280.09	Pickup/Utility Truck	\$25.00 per hour	\$31.75 per hour
2280.10	Skid Steer	\$68.00 per hour	
2280.11	Unspecified Equipment	Rental Cost	
2280.12	Utility Trailer	\$33.00 per use	
2280.13	Vactor	\$33.00 per hour	
2280.14	Welder	\$33.00 per hour	

# Agenda Item 6e

Discussion & Possible Action  
Regarding Revision to the  
District's Personnel Manual  
Section 3.7 "Salary Ranges" &  
Section 3.8 "Reclassifications"

## MEMORANDUM

**DATE:** January 18, 2023

**TO:** Board of Directors

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

**SUBJECT:** Discussion & Possible Action Regarding Revision to the District's Personnel Manual Section 3.7 "Salary Ranges" & Section 3.8 "Reclassifications"

### STAFF RECOMMENDATION

For the Board to approve the proposed revisions to the District's Personnel Manual Section 3.7 "Salary Ranges" and Section 3.8 "Reclassifications."

### BACKGROUND

Over the past two years, the cost of living in the High Desert has continued to increase extraordinarily. This is according to the United States Bureau of Labor Statistics Consumer Price Index (CPI) for the area. Because the District is six months behind in applying COLA to wages, the extraordinary increase in CPI has been particularly impactful to staff and the Board has generously authorized mid-year COLA increases, both this year and last year, to help with the impact.

In order to limit, and hopefully avoid, the need for the future mid-year COLA adjustments, staff is proposing to modify Section 3.7.1 of the District's personnel manual to implement COLA annually on August 1<sup>st</sup> based on the immediate 12 month CPI rather than utilizing the prior calendar year's CPI for a COLA adjustment six months later.

In the event an employee is reclassified to a position in a lower salary range, the current policy only states that the salary is frozen. Staff recommends clarifying this language explicitly state that COLA and/or merit increased will not be applied until the range allows for additional increases.

### FISCAL IMPACT

The fiscal impact will vary from year-to-year based on CPI for the year. An estimate of COLA will be used during the budget process for salaries which will be reviewed by the Board.

### ATTACHMENT(S)

Section 3.7 – 3.9 of the Personnel Manual

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

3.7.1 **COST OF LIVING ADJUSTMENT (COLA)** - It is the intent of the District to keep employee salaries and salary ranges at pace with inflation. The Consumer Price Index (CPI) for all urban consumers within Riverside and San Bernardino County is used as a guideline. The ~~December to December 12-month CPI period ending July 31st time frame for the prior year~~ establishes the ~~Cost of Living~~ Cost-of-Living Adjustment (COLA) rate each year. Employee salaries and salary ranges are adjusted accordingly, effective ~~July 1st~~ August 1st, and reflect the updated amount on the minimum and maximum salary rate for each position within the District.

3.7.2 **MERIT INCREASE** - Merit is based on an employee's performance evaluation. The allowable percentage for merit increases will be approved during the budget process each year.

3.8 **RECLASSIFICATIONS** - The General Manager is responsible for maintaining classifications of District job descriptions that reflect the wage and salary conditions found in other special districts or related industries. Wage and salary surveys are accomplished on an as needed basis. The surveys are based on comparable duties and responsibilities on District positions. When surveys or other data show that a position's classification requires changing, the Department Manager/Supervisor will be asked to review the duties and responsibilities of the job description.

When the accuracy is verified, the job reclassification then will be submitted to the General Manager for approval. Since reclassification of a job will not automatically increase an employee's rate of pay, salary increases may be made during the scheduled evaluation cycles based on the employee's performance. In the event that a position classification has to be downgraded, the General Manager will determine if the individual's pay rate will be reduced. If the pay rate is not reduced, and the pay rate exceeds the maximum of the reclassified range, the pay rate will remain ~~frozen~~ frozen, and therefore COLA and/or merit increases will not be applied until the range allows for additional increases.

3.9 **CLASSIFICATION & SALARY RANGE APPROVAL** - During the preparation of the District's Annual Budget, the General Manager will incorporate the salary ranges and classification of each job description into the labor budget. Final review and approval will be obtained concurrently with the adoption of the budget by the Board of Directors.

# Agenda Item 6f

Update on the Proposed Civic Center & Phelan Park Expansion Projects



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

## MEMORANDUM

**DATE:** January 18, 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

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### STAFF RECOMMENDATION

None

### BACKGROUND

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

### FISCAL IMPACT

None

### ATTACHMENT(S)

None

# Agenda Item 7

Committee Reports/Comments



# 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

December 2022

### FINANCIAL DATA:

Enterprise Fund (Water Operations)				
	December	YTD	Total Budget	% of Total Budget
Operational Revenue	\$531,053.30	\$4,178,804.42	\$8,287,548.92	50%
Operational Expenses	\$518,779.10	\$4,075,271.66	\$8,329,076.79	49%
<b>Net Income (Loss)</b>	<b>\$12,274.20</b>	<b>\$103,532.76</b>	<b>-\$41,527.87</b>	<b>-249%</b>
Non-Operational Revenue	\$153,342.82	\$1,066,783.41	\$1,763,046.40	61%
Non-Operational Expenses	\$0.00	\$38,941.27	\$974,919.08	4%
<b>Net Income (Loss)</b>	<b>\$153,342.82</b>	<b>\$1,027,842.14</b>	<b>\$788,127.32</b>	<b>130%</b>
Total Revenue	\$684,396.12	\$5,245,587.83	\$10,050,595.32	52%
Total Expense	\$518,779.10	\$4,114,212.93	\$9,303,995.87	44%
<b>Total Net Income (Loss)</b>	<b>\$165,617.02</b>	<b>\$1,131,374.90</b>	<b>\$746,599.45</b>	<b>152%</b>
<b>Capital Outlay/Principal Pmts/C6</b>		<b>\$1,188,486.59</b>	<b>\$4,642,476.34</b>	

Government Funds (Parks, Street Lighting, Solid Waste & Recycling)				
	December	YTD	Total Budget	% of Total Budget
Operational Revenue	\$92,749.45	\$380,018.16	\$531,667.30	71%
Operational Expenses	\$63,506.00	\$403,646.53	\$916,645.95	44%
<b>Net Income (Loss)</b>	<b>\$29,243.45</b>	<b>-\$23,628.37</b>	<b>-\$384,978.65</b>	<b>6%</b>
Non-Operational Revenue	\$621,171.04	\$955,874.60	\$1,528,448.08	63%
Non-Operational Expenses	\$1,471.58	\$2,145.81	\$159,510.88	1%
<b>Net Income (Loss)</b>	<b>\$619,699.46</b>	<b>\$953,728.79</b>	<b>\$1,368,937.20</b>	<b>70%</b>
Total Revenue	\$713,920.49	\$1,335,892.76	\$2,060,115.38	65%
Total Expense	\$64,977.58	\$405,792.34	\$1,076,156.83	38%
<b>Total Net Income (Loss)</b>	<b>\$648,942.91</b>	<b>\$930,100.42</b>	<b>\$983,958.55</b>	<b>95%</b>

GOVERNMENT FUNDS:	General	Parks and Rec	Street Lighting	Property Tax	Solid Waste	Total
Revenue YTD	203,813.59	57,265.67	179.51	900,413.50	174,220.49	1,335,892.76
Expense TYD	5,250.11	334,685.13	7,373.85	2,145.81	56,337.44	405,792.34
<b>Total Net Income (Loss)</b>	<b>198,563.48</b>	<b>-277,419.46</b>	<b>-7,194.34</b>	<b>898,267.69</b>	<b>117,883.05</b>	<b>930,100.42</b>

	Enterprise	Government	Total
Cash Available	\$601,847.18	\$8,585,516.64	\$9,187,363.82
Cash Reserves	\$11,662,218.69	\$632,780.00	\$12,294,998.69
Total Cash	\$12,264,065.87	\$9,218,296.64	\$21,482,362.51

**ADMINISTRATIVE DATA:** December 2022

<b>Water Consumption (HCF):</b>	September	October	November	December
2022	98,969	93,012	65,594	64,559
2021	126,601	92,468	71,157	72,762
2020	119,872	105,801	72,249	70,506

<b>Meters In Ground:</b>	September	October	November	December
	7212	7216	7224	7230

<b>Meter Permits Issued:</b>	September	October	November	December
	7	6	8	2

<b>Lock-offs:</b>	September	October	November	December
	74	71	101	83

<b>Customer Service A/R Activities</b>	December Quantity		December \$ Received	
<b>Payments</b>				
Cash	502	8.78%	\$53,372.67	7.48%
Check	710	12.42%	\$212,746.88	29.82%
Credit Card (counter)	158	2.76%	\$39,210.89	5.50%
Mail (checks)	1,288	22.54%	\$114,026.57	15.98%
Online (credit card)	3,057	53.49%	\$294,015.80	41.21%
<b>TOTAL</b>	<u>5,715</u>	<u>100.00%</u>	<u>\$713,372.81</u>	<u>100.00%</u>

<b>Payments Received and Processed</b>	December Quantity	Enterprise	Government
Water	5,691	5,691	
Gvmt (Rentals, Classes, Franchise fee, et	24		24
	<u>5,715</u>	<u>5,691</u> 99.6%	<u>24</u> 0.4%

<b>Customer Service Other Activities</b>	December Quantity	Enterprise	Government
Service Orders Processed	413	413	
Assisted Customers at Counter	1,370	1,346 98.2%	24 1.8%
	<u>1,783</u>	<u>1,759</u>	<u>24</u>

## Parks, Recreation & Street Lighting Report December 2022

### 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	4	8	4
Phelan Senior Center	3	3	8
Piñon Hills Community Center	9	0	1
Miscellaneous	0	0	0
Phelan Park	0	0	0

### **Events and Classes**

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

- Next Parks Committee Meeting – Special/Budget January 10, 2023 4:30 pm Phelan C.C.
  - Regular Parks Committee Meeting – February 8, 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, discussions are in process with the senior groups regarding the senior lunches)
    - 1st Wednesday at Phelan C.C.
    - 3rd Thursday at Pinon Hills C.C.
  - Kids Baking Class – Saturday 12/10/2022 10am – 12 noon, at Phelan C.C.
  - Painting Class – Saturday 12/17/2022 Age 5-12, 9am – 10:30am & Age 13+, 11am – 12:30pm at Phelan C.C.
  - Tree Lighting Ceremony - Friday 12/2/2022 6 pm, at Phelan Park
  - Gardening Class – Planting Trees and Pruning, Saturday 12/12/2022, teaching Garden
  - Gardening Class – Garden Design/Layout, Saturday 1/14/2023
- (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 December 2022

### Introduction

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

### Summary

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

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

### Water Quality Samples

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

TEST TYPE	NO. OF COLLECTIONS THIS MONTH	TESTING SCHEDULE	NOTES
Raw water and Bac-t samples	48 samples	Monthly	All in compliance, Sampled Weekly
General physical samples	6 samples	Monthly	All in compliance, Sampled Weekly
TTHM/HAA5	0 samples sets	Quarterly	All in compliance.
Title 22	2 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	4 samples	Quarterly	All in Compliance.
Secondary GP'S	1 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.

<b>Total Monthly Production</b>	177.90 A. F. 5 % more than 2021
<b>2021 Monthly Production</b>	168.45 A. F.
<b>USA's Marked</b>	418
<b>Service Orders Completed</b>	516 service orders completed
<b>Main/Service Line Leaks</b>	30 service line leaks repaired. 0 Main line leak/ breaks repaired
<b>Hydrant Repairs/Replacements</b>	1 hydrant repaired/0 replaced
<b>Residential Meters Sold</b>	2
<b>Commercial Meters Sold</b>	0
<b>YTD Total Meters Sold (Calendar)</b>	86 (95 in 2021)
<b>Construction Meters Out</b>	7
<b>Service Lines Replaced</b>	12

### Job Code Summary

<b>Job Code</b>	<b>Total Completed</b>
C-Lock - Lock	78
C-Read & Unlock-Open - Read & Unlock - Opening	9
C-Read & Unlock-OC-DM - Read & Unlock - Opening-OC-DM	26
D-Closing Read & Lck - Closing Read & Lock DO NOT USE	3
D-Closing Read-OC-DM - Closing Read & Lock-OC-DM DO NOT USE	0
M- Investigate Lock - Verify Meter Still Locked	22
M- Verify Acct Class - Verify Account Class	0
M- Water Audit - Audit Water Usage	5
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	4
M-Lock No N/O Info - Meter Locked No New Owner Info	22
M-Low/No Consumption - Investigate Low/No Consumption	3
M-Meter Leaking - Meter Leaking	0
M-Meter UTL - Buried - Meter UTL - Buried	0
M-Pressure Ck Hi-Low - Pressure Check Hi-Low	1
M-R/R Angle Stop - Repair/ Replace Angle Stop	1
M-R/R Gate Valve - Repair/ Replace Gate Valve	4
M-Read - Read (do not update Read)	3
M-Repair Svc Line - Repair Service Line	30
M-Repair/Install Box - Meter Box	1
M-Replace Serv Line - Replace Service Line	12

M-Stake Meter Loc - Stake Meter Location	3
M-Status - Status	11
M-Turn off-Cust Req - Turn off - Customer Request	1
M-UNLOCK – UNLOCK	32
M-Verify Leak Repair - Verify Leak Repaired	0
M-Water Loss Leak - Door Hanger Water Loss Leak	3
M-Water Quality Taste - Water Quality - Taste	0
S- Replace Register - Register Not Sending Signal	0
S- Meter Downsize - Meter Downsizing	0
Service Change - Service Status Change	0
S-Replace Mtr & Reg - Replace Entire Meter Max Life Usage	5
S-Replace Reg Hotrod - Replace Register Hotrod Died	86
S-Replace Register - Replace Register Mueller	0
S-Replace Mtr- Replace Entire Meter Bottom Seal Leaking	10
Grand Totals	516

### **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 September 0.14 AF, YTD 5.57 AF @ \$1055 per AF replacement C/Y 2022
- Valves and Hydrants Maintenance: 0 hydrants flushed and painted YTD Total-49
- Service line replacement program on target to meet current established goals. 174 Replaced Calendar Year to Date, 46 Replaced Fiscal Year to Date
- Air-Vac maintenance & flushing program-0 Flushed & Maintenance YTD-72 of 336 Total Project 21% 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- 3406 of 7201 Replaced – 47 % Complete
- Equipping Community Fill Station with 200 Amp Electric service- 99% Complete
- Outfitting & Equipping of Mountain well (Well 17)- 15% Complete
- Drilling, Outfitting, and Equipping of Well # 15- 7% Complete (Started 12/5/22)
- Pipeline Protection Project phase 3- Sonora Rd between Phelan Rd & Hollister- 50% 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 21/22- 100 % Complete
- Electrical Efficiency test performed @ every booster and well within the District- 100% Complete with summaries of notable replacements attached
- Oil Changes and greasing at all district wells 100% Complete Boosters 100 % Complete
- 0 Valves Turned this month as part of the district Valve Exercising Program, 152 Year to Date Turned of 4291
- 317 Dead ends flushed of 317 = every year no matter what < No goal, this is mandatory
- 1936 hydrants = 0 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





Date: 01/01/2022 - 12/31/2022

No. Trips: 6,114  
 Volume (Gallons): 4,997,343  
 Revenue: \$87,057.10

**Revenue by Water/Waste Type - Summary**

W/W Type	Total Trips	Total Volume	Balance
Cash/Card	4649	893,544	\$46,317.70
Free Water	86	29,797	\$0.00
Water	1379	4,074,002	\$40,739.40
<b>Grand Totals</b>	<b>6114</b>	<b>4,997,343</b>	<b>\$87,057.10</b>

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# Agenda Item 9

Director Reports

# Agenda Item 10

Correspondence/Information



# BILLING SCHEDULE

## JANUARY 2023

**January 1**  
- Bills mailed for **December 2022** charges

**January 17**  
- Payment must be received by 5:00 p.m to avoid disconnection for **November 2022** bill

**January 18**  
-Disconnection date for **November 2022** bill

**January 23**  
-Payment must be received by 5:00 p.m. to avoid penalty for **January 2023** bill



## FEBRUARY 2023

**February 1**  
- Bills mailed for **January 2023** charges

**February 13**  
- Payment must be received by 5:00 p.m. to avoid disconnection for **December 2022** bill

**February 14**  
-Disconnection date for **December 2022** bill

**February 21**  
- Payment must be received by 5:00 p.m. to avoid penalty for **February 2023** bill



## MARCH 2023

**March 1**  
- Bills mailed for **February 2023** charges

**March 20**  
- Payment must be received by 5:00 p.m. to avoid disconnection for **January 2023** bill

**March 21**  
-Disconnection date for **January 2023** bill

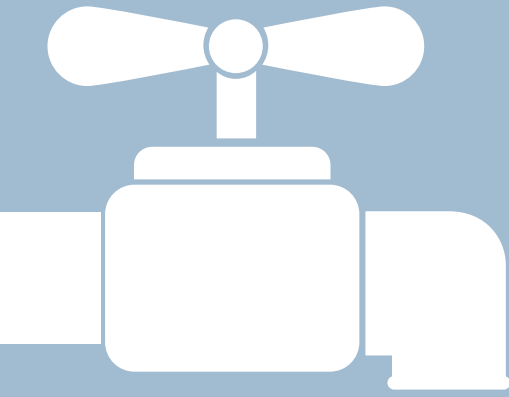
**March 22**  
- Payment must be received by 5:00 p.m. to avoid penalty for **March 2023** bill

### Holiday Closure

New Year's Day Observance- Monday January 2, 2023

Martin Luther King Jr. Day- Monday January 16, 2023

President's Day- Monday February 20, 2023



# BEFORE YOU EXPERIENCE A WATER EMERGENCY!

*Know where shut off valves are located for most plumbing fixtures.*



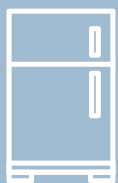
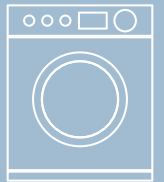
**Kitchen Sink and Bathroom Sink:** Shut offs are located under sinks in cabinets. There are two valves, one for hot water and one valve for cold water. Both valves must be shut off to work on or replace faucet fixture.

**Dishwasher and Garbage Disposal:** Shut off is located under kitchen sink in cupboard. You may have to trace water lines to be sure you are shutting off the right valve.



**Toilets:** Generally, the shut off for the toilet is on the left side, below and to the back side of the toilet. The shut off will be either a riser out of the floor, or protruding from the wall. To make any repairs to the fixtures inside the tank, or to replace entire toilet, the valve must be shut off. If the toilet is in need of repair, but time is not immediately available, the shut off valve can be turned on and off as toilet is needed until leak can be repaired.

**Clothes Washer:** Generally, hot and cold water supply valves are located behind the washer, on the wall. Note! If you notice the washer partially fills with water when not in use, it could possibly be the electronic valve (operated by the timer) on the back of the washer. If this happens, shutting off the supply valves will prevent water waste until washer can be repaired.



**Ice Maker (Refrigerator):** For newer homes a water supply valve is located either protruding from the wall, or a riser in the floor behind the refrigerator. Should you have a problem, the refrigerator needs to be moved out away from the wall to access this valve. There is normally enough excess water line to allow for this purpose.

**Bathtub and Shower:** Most homes do not have individual shut offs for the tub and shower. If you have a leak at the fixtures the water should be shut off at the home's main supply valve, before repairs are made.



**Irrigation System:** If the irrigation system needs to be shut off due to broken sprinkler or sprinkler line after the control valves, the timer can be turned to the off position. If the system continues to run, or a control valve is broken or leaking, then the supply valve should be shut off. The irrigation supply valve can be located in a plastic can by the control valves, or by the "riser" (supplying water to the house) or in some cases just outside the water meter box. If you cannot locate the irrigation supply valve, contact either the home builder or a plumber.



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



**CONSERVATION** 141  
IT'S OUR WAY OF LIFE

# Help us update our records.



Hello

Receiving your bill and keeping in touch has never been so easy.

## Never miss a bill again!

Sign up for ebilling below or by visiting our website at [www.pphcsd.org](http://www.pphcsd.org) and get your bill delivered directly to your email.

## Never miss a payment again!

Sign up for autopay on our website at [www.pphcsd.org](http://www.pphcsd.org) or in our office and never miss a payment again. Call 760-868-1212 for more information.

## Never miss a notification again!

You may also choose to receive your telephone notification via text message instead of recorded message. Complete the form below or call 760-868-1212.

## Keep up to date with District news, conservation tips and more!

Follow us on Facebook and Instagram for payment reminders, bill due dates, District workshops and events, and much more or on Instagram for helpful conservation tips and tricks.

### Help us keep our records up to date.

Detach and return the bottom portion with your payment, bring into our office, or call 760-868-1212.

OR: Update online at [www.pphcsd.org](http://www.pphcsd.org)

Customer Name: \_\_\_\_\_

Service Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell/Text Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Billing Options:  EBill Only  Paper and EBill  Paper Bill Only

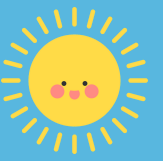
Notifications:  Phone Call Only  Text Message Only

*\*Standard messaging rates may apply*

4176 Warbler Rd  
Phelan, CA 92371  
[www.pphcsd.org](http://www.pphcsd.org)  
760-868-1212



# THE WAY WE DISPOSE OF TRASH IS ABOUT TO CHANGE...



Scan this QR code with your phone camera to view more information about the District's solid waste & recycling programs



Scan this QR code with your phone camera to view more information about SB 1383 from CalRecycle



RECYCLING & CALIFORNIA SENATE BILL 1383 ORGANIC WASTE DISPOSAL REQUIREMENTS ARE COMING TO OUR COMMUNITY

LOS REQUISITOS DE RECICLAJE DE PRODUCTOS ORGÁNICOS DEL PROYECTO DE LEY DEL SENADO (SB) 1383 VIENE AL COMUNIDAD



### Learn More:

[www.pphcsd.org/solid-waste-and-recycling](http://www.pphcsd.org/solid-waste-and-recycling)

### Questions? ¿Preguntas?

[SolidWaste@PPHCSD.org](mailto:SolidWaste@PPHCSD.org)  
(760) 868-1212

## RECYCLING & ORGANIC WASTE DISPOSAL REQUIREMENTS ARE COMING

### THIS IS A STATE MANDATE

Starting in 2022, California jurisdictions must provide trash, recycling, and organics recycling services to residents and businesses. The District will begin residential and commercial programs starting in July 2023. The District is dedicated to keeping you informed about this law and will work with CR&R to share more information as details are confirmed.

### ESTO ES UN MANDATO ESTATAL DE CALIFORNIA

A partir de 2022, las jurisdicciones de California deben brindar servicios de basura, reciclaje, y reciclaje de productos orgánicos a los residentes y negocios. El Distrito comenzará programas residenciales y comerciales a partir de Julio de 2023. El Distrito se dedica a mantenerlo informado sobre esta nueva ley y trabajará con la compañía de basura (CR&R) para compartir más información a medida que se confirman los detalles.



## Community Information Meeting

Join us for a virtual and in-person information meeting on  
January 26, 2023 at 10am



Visit our website at [www.PPHCSD.org](http://www.PPHCSD.org) or scan the QR code above for information on how to attend or view the recording



**PRESS RELEASE - 1/05/2023**

**PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT  
2023/2024 BUDGET PROCESS & SCHEDULE**

Each year, staff is tasked with preparing a budget for consideration at an annual Public Hearing in June. The process leading up to the hearing includes several public meetings to provide the Board and the public with information for consideration and opportunities for input into the budget process. These public meetings include workshops, committee, and Board meetings. Beginning in January, committees review and update their respective Long Range Plans including the 10-year Capital Improvement Plan (CIP) and Maintenance plans. In February, staff gathers information in preparation for the budget. February through March, the Board reviews and approves the Long Range Capital Plans. Staff utilizes budget assumptions based on the consumer price index and other economic factors. Considering these guidelines, staff begins the process of preparing a draft budget. Staff works with department managers and supervisors to obtain budget information and incorporates the data with the assumptions as directed by the Board. The draft budget is reviewed by management and presented to the Finance Committee for consideration prior to being presented to the full Board. The Final Draft Budget is made available for review and a public hearing is held in June. The Final Draft Budget is presented to the Board during the public meeting for final review, consideration, and adoption. All of these are public meetings and the District encourages public attendance and participation. The events listed below have been scheduled to promote public participation and ensure the public has the opportunity to become familiar with the budget process. **The Public is invited to ALL of these sessions and is encouraged to attend.**

**SCHEDULE OF EVENTS**

**PUBLIC MEETINGS AND HEARING FOR 2023/2024 BUDGET PROCESS**

January & February	Committees meet, review, and update long range capital, maintenance plans, programs, and District goals. Committee meeting agendas are posted on the District calendar, in the office, online, and at the community centers. The public is invited and encouraged to attend and participate in this process.
Wednesday – 4:30 p.m. February 22, 2023	Special Board Workshop – Review and approval of committee proposed long range capital, maintenance plans, programs, and goals.
Tuesday – 4:00 p.m. March 21, 2023	Special Finance Committee – Review Draft Budget
Tuesday – 4:30 p.m. April 4, 2023	Special Board Workshop – Review Draft Budget
Tuesday – 4:00 p.m. April 18, 2023	Finance Committee – Review Final Draft Budget
Wednesday – 5:00 p.m. May 3, 2023	Special Board Workshop – Review Final Draft Budget. Note: This meeting is tentative. The meeting of April 4, 2023, will determine whether or not this meeting will be necessary.
Wednesday – 6:00 p.m. June 7, 2023	Regular Board Meeting <b>Budget Hearing</b> & possible Budget approval (with any modifications identified as a result of the hearing)

NOTE: Due to COVID-19 restrictions, any or all of the above meetings may be held via Zoom. All meetings will have an agenda posted in advance which tell how the meeting will be conducted.



# Agenda Item 11

Review of Action Items

# Agenda Item 12

Set Agenda for Next Meeting