



BOARD PACKAGE

June 12, 2024

Regular Board Meeting – 5:00 p.m.

REGULAR BOARD MEETING AGENDA

June 12, 2024 – 5:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Via Conference Call (see below)

REGULAR BOARD MEETING – 5:00 P.M.

Call to Order – Pledge of Allegiance

Roll Call

1) **Approval of Agenda**

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

a) **General Public**

b) **Community Reports**

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

3) **Consent Items**

- Approval of Minutes
- Approval of Board Stipends/Reimbursements
- Approval of Contractor Payments
- Adoption of Workplace Violence Prevention Plan

4) **Matters Removed from Consent Items**

5) **Presentations/Appointments – None**

6) **Continued/New Agenda Items**

- Discussion & Possible Action Regarding Contract Amendment for Bid Support Services with Wallace Group
- Update on the Civic Center and EOC Project, Park Expansion Project, and Park Enhancement Project

7) **Committee Reports/Comments**

- Engineering Committee (Standing)



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

- 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 – June 26, 2024

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

Remote Viewing:

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

[PPHCSD YouTube Channel Link](#)

Remote Participation:

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

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

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

Written Comments:

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

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

Agenda Item 3a

Approval of Board Minutes

REGULAR BOARD MEETING MINUTES

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

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

Board Members Absent: Deborah Philips, Director

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

District Counsel: Steve Kennedy, General Counsel

SPECIAL BOARD MEETING – 5:00 P.M.

Call to Order

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

Roll Call

All Directors but Director Philips were present at roll call.

1) Approval of Agenda

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

2) Public Comment

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

3) Consent Items

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

4) Matters Removed from Consent Items – None

5) **Presentations/Appointments** – None

6) **Continued/New Agenda Items**

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

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

Ms. Sevy introduced this item.

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

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

Staff Recommendation: None

Mr. Cardenas provided an update on this item.

No action taken; not an action item.

7) **Committee Reports/Comments**

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

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

Nothing further to report.

9) **Reports**

a) **Director's Report**

Roberts – Nothing to report.

Kujawa – Nothing to report.

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

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

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

11) **Review of Action Items**

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

12) **Set Agenda for Next Meeting**

- Regular Board Meeting – June 12, 2024

15) **Adjournment**

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

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

Chuck Hays, President of the Board

Date

Kim Sevy, HR & Solid Waste Manager/District Clerk

Date



Agenda Item 3b

Approval of Board
Stipends/Reimbursements

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2024

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

Meeting No. 1:

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

Meeting No. 2:

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

Meeting No. 3:

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

Meeting No. 4:

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

Meeting No. 5:

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

Meeting No. 6:

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

Meeting No. 7:

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

Meeting No. 8:

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

Meeting No. 9:

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

Meeting No. 10:

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

Other Expenses:

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

Certification:

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

Greg Snyder

Reimbursement Summary:

Table with 2 columns: Expense Category and Amount. Rows include: TOTAL MILEAGE: 300.00, TOTAL REIMBURSED MILEAGE REQUESTED: \$201.00, TOTAL MEETINGS: 8, TOTAL MEETING REIMBURSEMENT REQUESTED: \$960.00, OTHER EXPENSES REQUESTED: \$0.00, Grand Total Reimbursement Requested: \$1,161.00

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2024

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

Meeting No. 1:

Date of Meeting/Event: Wednesday, May 01, 2024
Expense Description/Business Purpose: Review of ERIP Ad-Hoc
Charge Amount: \$120
Mileage (Distance): 0

Meeting No. 2:

Date of Meeting/Event (2): Monday, May 06, 2024
Expense Description/Business Purpose (2): Agenda Review with GM
Charge Amount (2): \$120
Mileage (Distance) (2): 6.4

Meeting No. 3:

Date of Meeting/Event (3): Wednesday, May 08, 2024
Expense Description/Business Purpose (3): Board Meeting
Charge Amount (3): \$120
Mileage (Distance) (3): 6.4

Meeting No. 4:

Date of Meeting/Event (4): Thursday, May 09, 2024
Expense Description/Business Purpose (4): Special Finance Committee
Charge Amount (4): \$120
Mileage (Distance) (4): 6.4

Meeting No. 5:

Date of Meeting/Event (5): Tuesday, May 14, 2024
Expense Description/Business Purpose (5): Discussion with District General Counsel
Charge Amount (5): \$120
Mileage (Distance) (5): 0

Meeting No. 6:

Date of Meeting/Event (6): Wednesday, May 15, 2024
Expense Description/Business Purpose (6): Solid Waste Committee
Charge Amount (6): \$120
Mileage (Distance) (6): 6.4

Meeting No. 7:

Date of Meeting/Event (7): Tuesday, May 21, 2024
Expense Description/Business Purpose (7): Discussion with District General Counsel
Charge Amount (7): \$120
Mileage (Distance) (7): 0

Meeting No. 8:

Date of Meeting/Event (8): Wednesday, May 22, 2024
Expense Description/Business Purpose (8): Board Meeting
Charge Amount (8): \$120
Mileage (Distance) (8): 6.4

Meeting No. 9:

Date of Meeting/Event (9): Tuesday, May 28, 2024
Expense Description/Business Purpose (9): Discussion with District Legal Counsel
Charge Amount (9): \$120
Mileage (Distance) (9): 0

Meeting No. 10:

Date of Meeting/Event (10): Wednesday, May 29, 2024
Expense Description/Business Purpose (10): Discussion with District Legal Counsel
Charge Amount (10): \$120
Mileage (Distance) (10): 0

Other Expenses:

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

Certification:

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

Charles Hays

Reimbursement Summary:

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

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2024

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

Meeting No. 1:

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

Meeting No. 2:

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

Meeting No. 3:

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

Meeting No. 4:

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

Meeting No. 5:

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

Meeting No. 6:

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

Meeting No. 7:

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

Meeting No. 8:

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

Meeting No. 9:

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

Meeting No. 10:

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

Other Expenses:

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

Certification:

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

Deborah Philips

Reimbursement Summary:

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

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2024

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

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

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

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

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

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

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

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

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

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

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

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

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

Rebecca Kujawa

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

Agenda Item 3c

Approval of Contractor
Payments

LILBURN CORPORATION

INVOICE

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

No. 24-0538

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

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

PHELAN CIVIC CENTER NEPA FOR EOC

Invoice Period: April 22 - May 19, 2024

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

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

NOTES Lilburn Corp.
 for FEMA Grant EOC Funding

Invoice #: 24-0538

PO # 05829 GEN MANAGER
 DEPT MANAGER ADMIN MANAGER

CONTRACT SUMMARY

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

TOTAL AMOUNT DUE \$ 5,425.00

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



PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT PURCHASE ORDER

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

PO Number: PO-05829

Date: 03/05/2024

Request #: PO-05829

Vendor #: LILBURN

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

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

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

Requested By: George Cardenas

Date: 3/5/2024

SUBTOTAL:	48,500.00
TOTAL TAX:	0.00
SHIPPING:	16 0.00
TOTAL	48,500.00

Payment Approval Form - Contract/Consultant

Date: 6/4/2024

Name of Vendor: Tom Dodson & Associates

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

Purchase Order # PO-05528

Date of Board Approval June 14, 2023

Original Approved Amount: \$ 32,000.00

Total Contract Amount \$ 32,000.00

% Completed to Date 79%

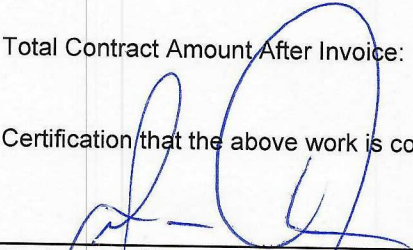
Total Invoiced to Date \$25,159.70

Amount Paid to Date 23,323.62

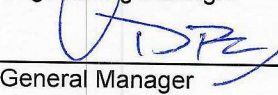
Total Due this Invoice \$1,836.08

Total Contract Amount After Invoice: \$ 6,840.30

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



Engineering Manager 6/4/24
Date



General Manager 6/4/24
Date

Approved by Board of Directors: _____
Date

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



Invoice

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

BILL TO

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

PROJECT TITLE

CEQA for proposed 1.5 MG Tank
 PO#5528

DUE DATE
 6/19/24

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

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

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

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

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

Tom Dodson

Total

18
\$1,836.08

**DAILY JOURNAL CORPORATION
CALIFORNIA NEWSPAPER SERVICE BUREAU**

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

**LEGAL ADVERTISING
INVOICE**

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

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

For payment processing, please forward to: Page 1 of 1
ACCOUNTS PAYABLE
TOM DODSON & ASSOCIATES
PO BOX 2307
SAN BERNARDINO, CA 92406 USA

DUE UPON RECEIPT.

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

To pay online, go to adtech.dailyjournal.com/payment

PLEASE PROCESS FOR PAYMENT IMMEDIATELY. DUE UPON RECEIPT.

Please make check payable to: Daily Journal Corporation

Total: 669.26
Payment: 0.00
Please Pay: 669.26

To ensure proper credit please write your account number 1124133897 on your check. Also, please detach and return this portion of the invoice with your payment. For account support, please email: anthony_gutierrez@dailyjournal.com or call: 2132295584.

Invoice Date 5/6/2024	Invoice Number B3809522	Customer Number 1124133897
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Government Advertising - Division 1124	Amount Due	669.26
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DAILY JOURNAL CORPORATION CALIFORNIA NEWSPAPER SERVICE BUREAU ATTN: ACCOUNTS RECEIVABLE PO BOX 54026 LOS ANGELES, CA 90054-0026	ACCOUNTS PAYABLE TOM DODSON & ASSOCIATES PO BOX 2307 SAN BERNARDINO, CA 92406 USA	19
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473 E CARNEGIE DR #200, SAN BERNARDINO, CA 92408
Telephone (909) 889-9666 / Fax (909) 884-2536

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

SB #: 3809522

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

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

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

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

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

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

PROOF OF PUBLICATION

(2015.5 C.C.P.)

State of California)
County of SAN BERNARDINO) ss

Notice Type: GPN - GOVT PUBLIC NOTICE

Ad Description:
PPH-127 NOA

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

05/06/2024

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

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

Signature



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

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

5/6/24

SBS-3809522#



PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT PURCHASE ORDER

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

PO Number: PO-05528

Date: 07/01/2023

Request #: PO-05528

Vendor #: TOMDOD

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

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

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

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

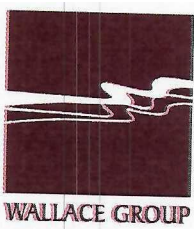
SUBTOTAL:	32,000.00
TOTAL TAX:	0.00
SHIPPING:	22 0.00
TOTAL	32,000.00

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

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

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

PO # 5614 GEN MANAGER _____
 DEPT MANAGER  ADMIN MANAGER _____



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

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

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

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

Professional services rendered through April 30, 2024

Phase 00100 Project Management & Administration

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

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

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

Phase 00300 50% Design Development

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

Phase 00400 65% Design Development

	25
--	-----------

Billing Backup

Tuesday, May 21, 2024

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

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

Phase 00100 Project Management & Administration

Labor

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

Total this Phase

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

Labor

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

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

Total this Phase

Phase 00400 65% Design Development

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

Total this Phase

Total this Project

Total this Report



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

PURCHASE ORDER

PO Number: PO-05614

Date: 08/25/2023

Request #: PO-05614

Vendor #: WALL GROUP

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

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

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

Requested By: George Cardenas

Date: 8/25/2023

SUBTOTAL:	435,811.00
TOTAL TAX:	0.00
SHIPPING:	28 0.00
TOTAL	435,811.00

Agenda Item 3d

Adoption of Workplace Violence
Prevention Plan

MEMORANDUM

DATE: June 12, 2024

TO: Board of Directors

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

SUBJECT: Adoption of Workplace Violence Prevention Plan

STAFF RECOMMENDATION

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

BACKGROUND

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

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

FISCAL IMPACT

None

ATTACHMENT(S)

Workplace Violence Prevention Plan

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



**Phelan Piñon Hills
Community Services District**

Workplace Violence Prevention Plan

Adopted May 8, 2024

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Appendices

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

Policy

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

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

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

Definitions

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

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

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

Plan: The workplace violence prevention Plan.

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

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

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

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

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

Responsibility and Authority

Workplace Violence Prevention Plan Administrator

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

Managers and Supervisors

Responsibilities include:

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

Employees

Responsibilities include:

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

Employee Active Involvement

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

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

Compliance

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

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

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

Communication

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

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

Coordination with Other Employers

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

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

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

Workplace Violence Incident Reporting Procedures

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

Emergency Response Procedures

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

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

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

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

Workplace Violence Hazard Assessment

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

Inspections are performed according to the following schedule:

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

Workplace Violence Hazard Correction

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

violence hazards:

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

Post Incident Response and Investigation

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

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

Training & Instruction

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

Training will occur:

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

Employee training on workplace violence will include:

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

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

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

Recordkeeping

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

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

Cal/OSHA Reporting of Work Related Fatalities and Serious Injuries

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

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

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

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

Annual Review

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

- At least annually.

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

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

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

Appendix A

WORKPLACE VIOLENT INCIDENT LOG

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

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

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

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

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

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

Where Incident Occurred:

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

Type of Incident (check as many apply):

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

Workplace violence committed by:

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

Circumstances at time of incident:

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

Consequences of incident:

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

Completed by:

Name:	Title:
Date:	Signature

WORKPLACE VIOLENCE EMERGENCY RESPONSE SCENARIOS & PROCEDURES

WORKPLACE VIOLENCE ACTS OR THREATS

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

FOUR TYPES OF WORKPLACE VIOLENCE

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

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

EMPLOYEE WARNING SIGNS

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

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

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

WARNING SIGNS FROM CUSTOMERS

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

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

WHEN HELP IS NEEDED

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

PERSONAL SAFETY

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

ACTIVE SHOOTER

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

CHARACTERISTICS OF AN ACTIVE SHOOTER SITUATION

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

HOW TO RESPOND

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

CALL 911 WHEN IT IS SAFE TO DO SO

When law enforcement arrives remain calm and follow all instructions.

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

Information to provide law enforcement when asked:

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

Training resource:

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

BOMB THREAT

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

PHONE THREAT

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

WRITTEN THREAT

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

POSSIBLE EVACUATION

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

BOMB THREAT CHECKLIST

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

CIVIL UNREST

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

SHELTER IN PLACE

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

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

MEDICAL EMERGENCY

CPR/AED

NON-Trained Responder:

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

Trained and Certified CPR Responder Only:

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

FIRST AID ONLY

Non-Trained First Aid Responder:

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

Trained First Aid Responder Only:

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

SUSPICIOUS PACKAGE

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

CHARACTERISTICS TO LOOK FOR IN A SUSPICIOUS PACKAGE OR LETTER

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

IF YOU SUSPECT A SUSPICIOUS PACKAGE OR LETTER

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

Agenda Item 4

Matters Removed from
Consent Items

Agenda Item 5

Presentations/Appointments

Agenda Item 6a

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

MEMORANDUM

DATE: June 6, 2024

TO: Board of Directors

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

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

STAFF RECOMMENDATION

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

BACKGROUND

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

The project was momentarily halted in early 2024 when it was discovered that there were specific Federal Emergency Management Agency (FEMA) federal funding mandates for a 500-year flood event to comply with the \$2,000,000 grant funding for the EOC. On May 8th, the Board approved those modifications to the design plans to comply with those requirements. The plan revisions are anticipated be to complete and approved by the County of San Bernardino in late August.

Wallace Group's proposal will include revising the front-end documents tailored for the project needs to meet federal funding granting requirements and conditions. This includes finalizing front-end documents, preparing 01 specifications, providing a bid schedule and bid support, and providing a construction management request for proposal support.

FISCAL IMPACT: \$37,500

ATTACHMENTS: Wallace Group Contract Amendment, Agreement for Services for Professional Services for the Civic Center Project Bid Document Support (Sept. 2023), and purchase order 05612.

**AGREEMENT FOR SERVICES
BETWEEN
PHELAN PINON HILLS COMMUNITY SERVICES DISTRICT
AND
WALLACE GROUP FOR
PROFESSIONAL SERVICES FOR THE CIVIC CENTER PROJECT BID
DOCUMENTS SUPPORT**

THIS AGREEMENT is made this 9th day of September, 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 **Wallace Group**, a **California Corporation** (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 provide **Professional Services for the Civic Center Project Bid Documents Support** (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, of 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 **George Cardenas, Engineering Manager**, 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 **\$24,500** 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 **September 9, 2023**, 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: Donald J. Bartz, General Manager
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To CONSULTANT: WALLACE GROUP
612 Clarion Court
San Luis Obispo, CA 93401
Attn: Brad R. Brechwald, President,CEO, Principal

6.6 CONSULTANT'S ASSIGNED PERSONNEL: CONSULTANT designates **Matt Wilkins, Director of Landscape Architecture**, 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: _____
Bradford R. Brechwald
President, CEO, Principal
Wallace Group

By: _____
Donald J. Bartz, General Manager
Phelan Pinon Hills Community Services
District

EXHIBIT "A"

August 23, 2023

George Cardenas
Phelan Piñon Hills Community Services District
4176 Warbler Rd
Phelan, California 92371

Subject: Phelan Civic Center Bid Support

Dear Mr. Cardenas:

Wallace Group appreciates the opportunity to provide you with our proposal for professional engineering and architectural review and coordination services for the above referenced project. Based on our discussion, the following Scope of Services has been prepared for your consideration:

I. PROJECT UNDERSTANDING

We understand that the District is seeking support for the Phelan Civic Center Bid Documents which are slated to be going out to bid soon. Wallace Group has met with the District to discuss the needs of the project and understands that there's desire to review the front-end bid set, assist with overall coordination of the specification package, review the landscape and civil specifications for technical completeness, and review the architecture and related building components for technical completeness. In order to help provide clarity on these various components, we've divided them up into sub-tasks for review (see Scope of Services below).

II. SCOPE OF SERVICES

Task 1: Specification Review & Coordination

Sub-Task 1.1: Front-End Specification Review

Wallace Group will review the front-end specification package for standard public bidding procedures and methods and will provide comments to the District. Wallace Group will help in providing strategy for the bidding schedule, and will review the District's proposed project delivery method (CM-at-Risk) with respect to conformance with California public bidding requirements. We will review funding agency requirements based on review of funding agreement between Lender and District, and will assist the District with incorporating such funding agency requirements into the bid documents.

Sub-Task 1.2: Civil Technical Specification Review

We will cross-check plans with technical specifications for completeness, and will check for missing specification sections, sections that may need updates, and any discrepancies between the plans and technical specifications.

Sub-Task 1.3: Landscape Technical Specification Review

Similar to the civil technical review approach, we will review the landscape technical specifications.

Sub-Task 1.4: Architectural & Building Systems Technical Specification Review

Similar to the approach for civil and landscape technical specifications review, we will provide cross-checks between building plans and specifications, and review the specifications for completeness and to identify any discrepancies between the plans and technical specifications. If additional technical support from a third-party architect,



CIVIL AND
TRANSPORTATION
ENGINEERING

CONSTRUCTION
MANAGEMENT

LANDSCAPE
ARCHITECTURE

MECHANICAL
ENGINEERING

PLANNING

PUBLIC WORKS
ADMINISTRATION

SURVEYING /
GIS SOLUTIONS

WATER RESOURCES

WALLACE GROUP
A California Corporation

612 CLARION CT
SAN LUIS OBISPO
CALIFORNIA 93401

T 805 544-4011
F 805 544-4294

65
www.wallacegroup.us



mechanical/plumbing engineer, and/or electrical engineer is needed, Wallace Group will explore options to include them in the current contracted amount.

Sub-Task 1.5: Specification Package Coordination, Preparation and Management

We will provide overall review and coordination of the Project Manual, including front-end documents, notice inviting bids, instructions to bidders, Bid Forms/Measurement and Payment Clauses, Performance and Payment Bonds, Insurance Requirements, General Conditions, Supplementary General Conditions, and other elements required for public agency bids.

Deliverables:

- Written Comments/Redlines to Client-Provided Plans, Front-end and Technical Specifications (PDF or Word Format)

III. SCHEDULE

The District desires that this Project be bid in September 2023. As such, we will endeavor to provide comments on the bid documents as expeditiously as possible, to allow the District and consultants time to address Wallace Group comments. Please note that we will need the complete technical specification package (and plans) in order to provide comments and review for coordination between disciplines. We kindly request a minimum of two weeks from time of receipt to return comments but will work to return our review comments as promptly as possible.

IV. TO BE PROVIDED BY THE CLIENT

- Front-End Documents
- Funding Agency Agreement/Conditions
- PS&E Set
- Technical Specifications for Review

V. ITEMS NOT INCLUDED IN SCOPE OF SERVICES

The following services are not included in this Scope of Services or estimate of fees:

- Preparation/development of Technical Specifications (Review Only)
- Preparation/development of Front-End Specifications (Review Only)
- Plans, Drawings, and Estimates

VI. PROJECT FEES

Wallace Group will perform the proposed Scope of Services on a time and materials not to exceed basis. Wallace Group will perform the services denoted in accordance with the attached Standard Billing Rates (Exhibit A). These services will be invoiced monthly on an accrued cost basis, and our total fees, will not exceed our estimated fee of \$24,500 without receiving written authorization from the Client. Reimbursables are not anticipated for the project but if needed will be invoiced as an additional cost and are not included in the time and materials estimated fee amount stated above.

At your request, additional services to the Scope of Services will be performed by Wallace Group following the signature of our Contract Amendment or the initiation of a new contract.



VII. TERMS AND CONDITIONS

In order to convey a clear understanding of the matters related to our mutual responsibilities regarding this proposal, we request recently agreed upon terms from the 2023 Phelan Pinon Hills Community Services District agreement. If this proposal meets with your approval, please prepare a purchase order which will serve as our notice-to-proceed.

We want to thank you for this opportunity to present our proposal for professional services. If you would like to discuss this proposal in greater detail, please feel free to contact me.

Sincerely,

WALLACE GROUP, a California Corporation TERMS AND CONDITIONS ACCEPTED:

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

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

Signature

Printed Name

Title

Date

Attachments
GGM: PP23-7944, 2022, std
Exhibit A

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

Exhibit A
Standard Billing Rates



Engineering, Design & Support Services:

Assistant Designer/Technician	\$110
Designer/Technician I - IV	\$115/\$125/\$135/\$145
Senior Designer/Technician I - III	\$158/\$165/\$172
GIS Technical Specialist	\$150
Senior GIS Technical Specialist	\$160
Associate Engineer I - III	\$130/\$140/\$150
Engineer I - IV	\$160/\$165/\$170/\$175
Senior Engineer I - III	\$185/\$190/\$195
Director	\$200
Principal Engineer/Consulting Engineer	\$240
Principal	\$260

Landscape Architecture Services:

Associate Landscape Designer I - II	\$100/\$110
Designer I - IV	\$115/\$120/\$125/\$130
Landscape Architect I - IV	\$135/\$140/\$145/\$150
Senior Landscape Architect I - III	\$155/\$160/\$165
Director	\$180
Principal Landscape Architect	\$200
Principal	\$260

Public Works Administration Services:

Project Analyst I - IV	\$115/\$125/\$135/\$145
Senior Project Analyst I - III	\$150/\$155/\$160
Senior Environmental Compliance Specialist I - III	\$165/\$170/\$175

Support Services:

Office Assistant	\$100
Project Assistant I - III	\$110/\$115/\$125

Right to Revisions:

Wallace Group reserves the right to revise our standard billing rates on an annual basis, personnel classifications may be added as necessary.

Additional Professional Services:

Fees for expert witness preparation, testimony, court appearances, or depositions will be billed at the rate of \$400 an hour. If required to meet schedule requests, overtime on a project will be billed at 1.5 times the employee's typical hourly rate.

Direct Expenses:

Direct expenses will be invoiced to the client and a handling charge of 15% may be added.

Sample direct expenses include, but are not limited to the following:

- travel expenses
- sub-consultant services
- agency fees
- delivery/copy services
- mileage (per IRS rates)
- other direct expenses

Invoicing and Interest Charges:

Invoices are submitted monthly on an accrued cost basis. A finance charge of 1.5% per month may be assessed on all balances that are thirty days past due.



PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT

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

PURCHASE ORDER

PO Number: PO-05612

Date: 08/25/2023

Request #: PO-05612

Vendor #: WALL GROUP

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

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

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Civic Center - Specs Review	C0002		01-0-0-17000	CIP Enterprise Fun	24,500.00
		Civic Center - RFP process Specifications coordination for Architectural Plans,Civic Plans, Landscape Plans, Front End Review Specification Package Coordination, Preparation and Management					
		Not to Exceed \$24.500					

Requested By: George Cardenas **Date:** 8/25/2023

SUBTOTAL:	24,500.00
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	24,500.00

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

Agenda Item 6b

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



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

MEMORANDUM

DATE: June 12, 2024

TO: Board of Directors

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

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

STAFF RECOMMENDATION

None

BACKGROUND

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

FISCAL IMPACT

None

ATTACHMENT(S)

Overview of Current Projects (Government Fund)

OVERVIEW OF CURRENT PPHCSD PROJECTS (Government Funded)

- **CIVIC CENTER & EMERGENCY OPERATIONS CENTER**

Budget: \$10,800,000 + \$116,480 (FEMA Redesign) = \$10,916,480

Funding Sources:

- \$2,000,000 FEMA Grant
- \$500,000 County Grant
- \$6,040,000 Site Lease from Muni Financial
- \$2,376,480 District Funds

Estimated Completion Date: June 2026

Current Status: In redesign process for FEMA requirements.

Description: Multi-use building that includes:

- Administrative Offices
- Emergency Operations Center
- Community Center

- **PHELAN COMMUNITY PARK ENHANCEMENT**

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

Funding Sources:

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

Estimated Completion Date: September 2025

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

Description: Park enhancements on existing park site:

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

- **PHELAN COMMUNITY PARK EXPANSION**

Budget: \$4,000,000

Funding Sources:

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

Estimated Completion Date: TBD – depends on grant funding.

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

Description: Park expansion onto 14-acre site:

- Soccer Field
- Baseball Field
- Multi-Use Field
- Skate Park
- Dog Park
- New Playground
- Additional Restrooms
- Terraced Seating
- Event Plaza
- Native Serenity Garden
- Splash Pad
- Equestrian Arena

- **PHELAN COMMUNITY PARK GYMNASIUM/COMMUNITY CENTER**

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

- **PINON HILLS COMMUNITY CENTER FIRE STATION CONVERSION**

Budget: \$100,000

Funding Sources:

- \$100,000 District Funds

Estimated Completion Date: December 2025

Current Status: In conceptual phase.

Description: Multi-use building that includes:

- Truck Bay/Kitchen: Convert to multi-use facility.
- Offices/Bathrooms: Future Phase - TBD

Agenda Item 7

Committee Reports/Comments

District Meetings List

Board Meeting

Regular Meetings: Second & Fourth Wednesday of the Month

Meeting Time: 5:00pm

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

Engineering – Standing Committee

Meeting Frequency: Monthly

Meeting Dates: Third Wednesday of each Month

Meeting Time: 4:30pm

Committee Members: Rebecca Kujawa, Mark Roberts

Finance – Standing Committee

Meeting Frequency: Quarterly

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

Meeting Time: 4:00pm

Committee Members: Mark Roberts, Chuck Hays

Legislative – Standing Committee

Meeting Frequency: Quarterly

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

Meeting Time: 3:00pm

Committee Members: Deborah Philips, Greg Snyder

Parks, Recreation & Street Lighting – Standing Committee

Meeting Frequency: Quarterly

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

Meeting Time: 4:30pm

Committee Members: Rebecca Kujawa, Greg Snyder

Waste & Recycling – Standing Committee

Meeting Frequency: Monthly

Meeting Dates: Third Wednesday of Each Month

Meeting Time: 2:30pm

Committee Members: Chuck Hays, Deborah Philips

ENGINEERING COMMITTEE MEETING MINUTES

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

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

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

Call to Order

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

Roll Call

All Committee Members were present at Roll Call.

- 1) **Approval of Agenda**
Director Kujawa moved to approve the Agenda. Director Roberts seconded the motion. Motion carried unanimously.
- 2) **Public Comment** – None
- 3) **Approval of Minutes**
Director Roberts moved to approve the Minutes. Director Kujawa seconded the motion. Motion passed unanimously.
- 4) **Consideration of Implementation of a Water Meter Assistance Program**
Mr. Wright introduced this item. The Committee discussed the item and requested that it be brought back next month with more detailed information.
- 5) **Oeste Recharge Study Project**
Mr. Wright reported on this item.
- 6) **Discussion Regarding Water System**
 - **Pumps and Wells Services Agreement**
 - **10-Year Tank Rehabilitation & Maintenance Service**
 - **Water Quality**
 - **Service Line Replacement Program**
 - **Other Repairs/Replacements/Updates/Maintenance**Mr. Wright provided updates on the water system.

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

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

SOLID WASTE & RECYCLING COMMITTEE MEETING MINUTES

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

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

Board Members Absent: None

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

CR&R Staff Present: Brandon McGill, Operations Manager

Call to Order

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

Roll Call

All Committee Members were present at Roll Call.

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

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

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

Agenda Item 8

Staff & General Manager's Report

Parks, Recreation & Street Lighting Report May 2024

Introduction

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

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

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

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

Monthly Activity Report

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

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

Events and Classes

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

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

Projects/Activities in Process

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



Water Operations Manager's Report May 2024

Introduction

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

Summary

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

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

Water Quality Samples

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

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

Production and Service Order Report

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

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

Job Code Summary

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

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

Summary of Current Projects

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

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

Projects Completed

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

The Service Line Replacement Program



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



Agenda Item 9

Director Reports

Agenda Item 10

Correspondence/Information

SUMMER FUN

KIDS PAINTING CLASS WITH SHINE BRIGHT PAINT

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

Ages 5-12: 9 AM

Ages 13 & Up: 11 AM

Phelan Community Center - RSVP Required

4176 Warbler Road, Phelan



KIDS ARCHERY LESSONS WITH THE MOJAVE ARCHERS

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

9 AM - 11 AM

4093 Olivera Rd., Phelan

West Corner of Cayucos Dr. and Sheep Creek Rd



**Go Play
at the Park**

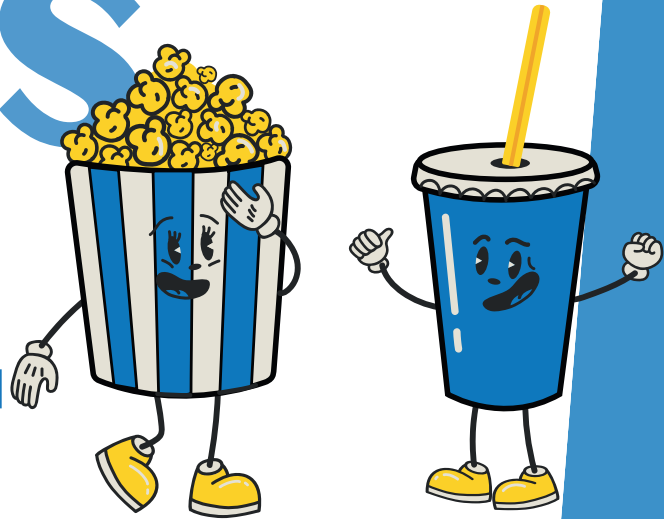
Phelan Piñon Hills CSD Parks and Recreation

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



SUMMER MOVIE NIGHTS

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



**ELEMENTAL
JUNE 7**

**RUBY GILLMAN,
TEENAGE KRAKEN
JUNE 14**

**WONKA
JUNE 21**

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

**WISH
JULY 12**

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

**TROLLS BAND
TOGETHER
JULY 26**



**Go Play
at the Park**

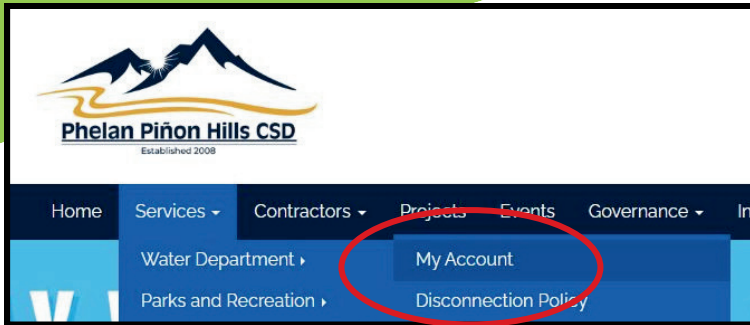
Phelan Piñon Hills CSD Parks and Recreation

**LEARN MORE
WWW.PPHCSD.ORG**

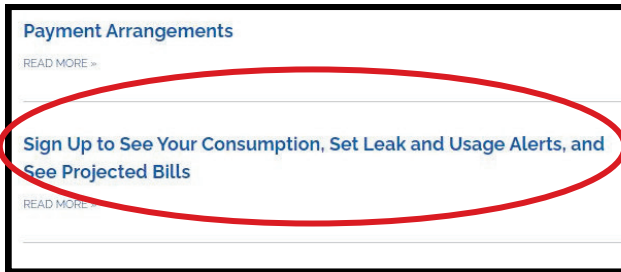
Ready to Take Control of Your Water Bill?

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

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



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



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



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





5. Log in or register for an account.

Register

Email required

john.smith@example.com

Password required

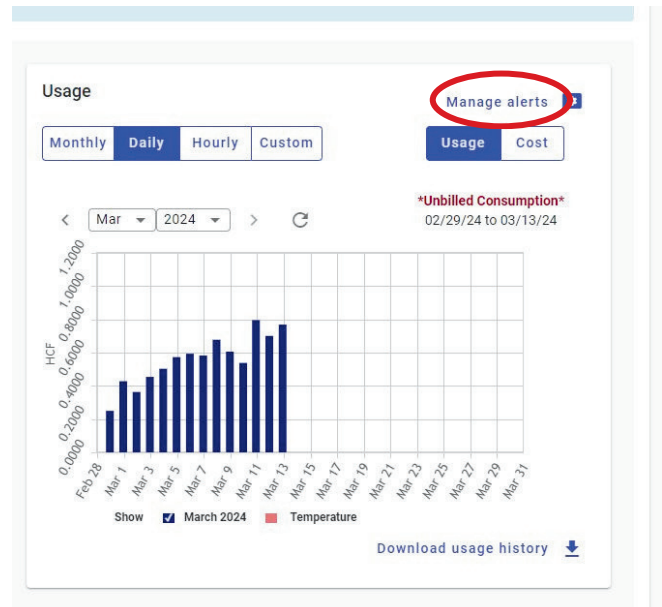
Password

Confirm Password required

Confirm Password

Name

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



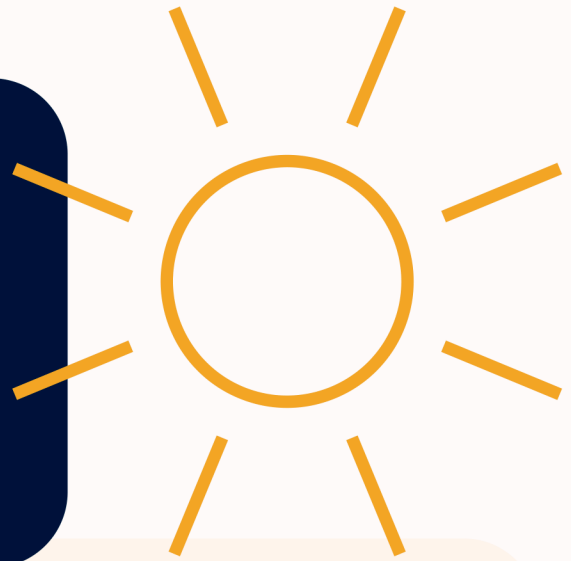
7. Select which alerts you would like to receive.

The form is titled 'Receive alert if estimated billing amount exceeds' and includes a 'Billing threshold' field set to 80. It also displays 'Your average bill for the last 12 months was \$416.00. Your highest bill in the last 12 months was \$664.00.' There is a 'Consumption Threshold Alerts' toggle switch. Below, there are sections for 'Notify me if my daily usage exceeds' and 'Notify me if my monthly usage exceeds', both with 'Water (HCF)' selected and input fields set to 3.10 and 90.00 respectively. The form ends with 'Cancel' and 'Sign up' buttons.

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



Summer Conservation Tips



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

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

- **Cover Your Pool**

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

- **Use Mulch**

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

- **Cut Your Shower Time**

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

- **Fix Leaky Plumbing**

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

- **Upgrade Your Bathroom Fixtures**

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

- **Wash Only Full Loads**

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



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



Agenda Item 11

Review of Action Items

Agenda Item 12

Set Agenda for Next Meeting