



# BOARD PACKAGE

May 4, 2022

Regular Board Meeting – 6:00 p.m.

## REGULAR BOARD MEETING AGENDA

May 4, 2022 – 6:00 P.M.  
Phelan Community Center  
4128 Warbler Road, Phelan, CA 92371  
& Via Conference Call (see below)

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

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

#### REMOTE PARTICIPATION INFORMATION:

##### Dial-in

1-720-707-2699  
Meeting ID: 876 1469 7766  
Passcode: 360711

##### Zoom

<https://us06web.zoom.us/j/87614697766?pwd=RnhPSIU4bXMzMnNuQkYwMEc1OE55dz09>  
Meeting ID: 876 1469 7766  
Passcode: 360711

##### One-Tap Mobile

+17207072699,,87614697766#

#### Remote Comment Procedure:

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

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



#### Mission Statement:

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

#### Authorized Services:

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

**REGULAR BOARD MEETING – 6:00 P.M.**

**Call to Order** – Pledge of Allegiance

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

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

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

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

3) **Consent Items**

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

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

- a) Discussion & Possible Acceptance of Strategic Plan Amendments
- b) Discussion & Possible Action Regarding Resolution No. 2022-13; Establishing Policies for Board Member Compensation, Reimbursement, and Ethics Training
- c) Update on the Proposed Civic Center & Phelan Park Expansion Projects
- d) Update on the Status of Negotiations for the Consolidation of Sheep Creek Mutual Water Company into the District

7) **Committee Reports/Comments**

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

8) **Staff and General Manager's Report**9) **Reports**

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

- 10) **Correspondence/Information**
- 11) **Review of Action Items**
  - a) Prior Meeting Action Items
  - b) Current Meeting Action Items
- 12) **Set Agenda for Next Meeting**
  - Regular Board Meeting – May 18, 2022
- 13) **Recess to Closed Session**

**Closed Session:** Conference with Legal Counsel  
Significant Exposure to Litigation  
Pursuant to Government Code Section 54956.9(d)(2)  
One Potential Case

- 14) **Return to Open Session** – Announcement of Reportable Action
- 15) **Adjournment**

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

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



# Agenda Item 3a

Approval of Board Minutes

## **REGULAR BOARD MEETING MINUTES**

April 6, 2022

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

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

**Board Members Absent:** None

**Staff Present:** Don Bartz, General Manager  
George Cardenas, Engineering Manager  
Kim Ward, HR Manager/Executive Secretary  
Sean Wright, Water Operations Manager  
Chris Cummings, Water Operations Assistant Manager  
Jennifer Oakes, Executive Management Analyst

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

**Public:** None

### **Call to Order**

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

### **Roll Call**

All Directors were present at roll call.

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

Vice President Philips moved to approve the Agenda. Director Hoffman seconded the motion. Motion carried 5-0.

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

##### a) **General Public**

Zane Bower had comments regarding trash service and dump cards.

##### b) **Community Reports**

- **County Fire** – Mike McClintock stated the local station purchased a new brush engine. He gave call statistics and reported that dryness levels right now are what is typically seen in June. Firefighters participated in training over the last two months. Information was given on the Reverse 911 system for notifications.

- **Sheriff** – Sergeant Paul Solorio gave call statistics for March and provided an update on the marijuana eradication search warrants.
- **County Supervisor** – Sam Shoup, Field Representative for Supervisor Cook, mentioned the Phelan Road widening project.
- **Snowline School District** – Ryan Holman, Superintendent, stated that March 12th was a big day because masks became optional at schools. A school dance was held at Serrano High School on March 12th. San Bernardino County Superintendent of Schools, Ted Alejandre, spoke at the Greater High Desert Chamber of Commerce meeting regarding the State of Education.
- **C.E.R.T.** – Vice President Phillips, on behalf of Bonnie Butler, reported that trainings will be held on April 30th, May 7th, and May 14th.

### 3) **Consent Items**

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

### 4) **Matters Removed from Consent Items**

None

### 5) **Presentations/Appointments**

None

### 6) **Continued/New Agenda Items**

#### a) **Presentation, Discussion & Possible Action Regarding Phase 3 of the Phelan Park Expansion Project**

Staff Recommendation: For the Board to provide direction on which elements of Phase 3 of the Phelan Park Expansion to proceed with.

KTUA gave a presentation on this item, and it is available on the District's website.

Tom Steeno, Steeno Designs, provided an update regarding Joshua trees and the status of the project.

Mr. Cardenas provided an update on a modification to CEQA.

Consensus of the Board was Option A, which is the dog park being moved to the southeast corner of the pump track and the skate park being moved to the south edge of the pump track.

#### b) **Second Reading of Ordinance No. 2022-02; Establishing Uniform Solid Waste, Recycling, and Organic Waste Disposal Requirements**

Staff Recommendation: For the Board to waive the second reading of Ordinance No. 2022-02: Establishing Uniform Solid Waste, Recycling and Organic Waste Disposal Requirements.

Mr. Bartz presented this item.

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

c) **Public Hearing on Ordinance No. 2022-02; Establishing Uniform Solid Waste, Recycling, and Organic Waste Disposal Requirements**

President Kujawa declared the Public hearing open at 7:09 pm.

1) **Secretary's Report**

Ms. Ward reported the District received one written protest, objection, or comment relating to Ordinance No. 2022-02.

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

Mr. Kennedy reported Notice of Public Hearing was published in the Daily Press on March 23 and March 30, 2022. A summary of the Ordinance was published in the Mountaineer Progress on March 31, 2022. The first reading of the Ordinance was waived on March 30, 2022. The second reading was waived preceding this hearing. Further, notice of public hearing was posted in the District office and on the District website beginning March 23, 2022.

3) **Staff's Report**

CalRecycle, in consultation with the California Air Resources Board, has adopted regulatory requirements (Regulations), consistent with the mandate of SB 1383 that are designed to achieve the organic waste reduction goals established in Section 39730.6 of the Health and Safety Code through a 75 percent reduction in the level of the statewide disposal of organic waste from the 2014 level by 2025.

The regulations created to reduce organic waste consist of various components including providing an organic recycling service to all residential and commercial properties, establishing an edible food recovery program, meeting procurement requirements, tracking third-party organic waste haulers, creating education and outreach material, and conducting inspection and enforcement activities.

Beginning January 1, 2022, jurisdictions that were not in full compliance risked facing enforcement measures including financial penalties of up to \$10,000 per day. The District adopted and submitted a Notice of Intent to Comply with CalRecycle in accordance with Senate Bill 619 (SB 619) which creates a mechanism to delay penalties for local agencies.

Additionally, the District is currently failing to meet the state diversion (recycling) requirements of AB 341 and AB 939 and is subject to punitive action. The District must come into compliance, or at least show reasonable attempts to come into compliance, in order to stop future punitive action, especially now that it is likely the District will be reporting all diversion activity to the state and now that the county, the District's current reporting agency for recycling, is receiving notice of violation from the state related to recycling. This Ordinance is necessary to aid the District in meeting SB 1383 requirements and also the state recycling requirements.

For commercial customers, this Ordinance implements a 3 container, uniform service requirement beginning July 1, 2022. Commercial customers are already required to have trash and recycling service as adopted by Ordinances 2017-02 & 2017-03. This Ordinance would require a third container for organics and green waste, where applicable.

At this time, the District does not require residential customers to have collection service. There are approximately 7,130 households in Phelan and Pinon Hills. Of those households, approximately 4,800 subscribe to voluntary trash service with CR&R. This means roughly 67% of District residents have collection service for solid waste through the District's hauler. This service does not include a separate recycling bin with the exception of a very small area located in downtown Phelan which includes the District office. This is due to the need of having separate truck routes for solid waste and recycling.

The state now requires residents to subscribe to and participate in organics "curbside" collection service and Residents are required to properly sort their organic waste into the correct containers. The District must also monitor contamination and conduct various record keeping and reporting activities for the state. To make this feasible, the District needs to require residential collection service. This Ordinance implements a 3 container, uniform service requirement for residential customers beginning not earlier than July 1, 2023.

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

- Leonard Walquist asked how the trash service will be billed to customers and how much the new bins will increase the bill. He asked if water service can be turned off if a person doesn't pay their trash bill. He wanted to know if the dump card fee will be removed from property tax bills. He asked if the CRV charge will be removed from purchases since people will be required to put their recyclables in one of the new bins. He wanted to know what the qualifications are to become a self-hauler. He stated his concerns with what the additional traffic from more routes and trucks will do to the roads.
- Mike Troeger stated his concern with removing the capability to burn brush on your own land. He said this affects him greatly because he has a large property and currently burns his brush with Cal Fire's approval. He thinks the only reason the ability to burn brush is being removed is so that someone can show the state how much organic waste is being hauled away. He thinks it's better to burn brush on site instead of having diesel trucks transporting organic waste to wherever it is going. He stated that if people aren't allowed to burn brush, it will create a huge fire hazard. He sees this as a major problem and feels that burning brush is an effective way to mitigate fire hazards. He would like to know how this issue will be addressed.
- Zane Bower made a comment regarding the trash service pick up and the roads in the area. He stated the roads where he lives are not public and they aren't open to public access. He hopes to keep the rural way of life out here and for people to be able to keep doing things the way they like.
- Debbie McAfee noted she is a 16-year resident of Pinon Hills. She stated the District is not being forced by the state to require curbside trash service, and

that they are only required to reduce the amount of green waste in the landfill. She said it is clear to her from listening to discussions about the parks that the Board's job is to listen to the community and to accommodate the needs of the public. She asked what alternative methods have been looked at to meet the state's requirements. She would like to see a copy of the proposed budget along with a comparison of costs with everybody being forced to pay for trash service versus the way it is now with 33% of people not having trash service and only using dump cards. She stated that none of these regulations refer to regular trash service being required and wants to know why people are being forced to pay for regular trash pickup.

- Meredith Hergenrader commented regarding trash service in Wrightwood, stating that they have separation, but the trash company dumps the separated trash into the same truck. She asked where the money is coming from to buy all the extra trucks for the different bins and wanted to know if it is coming from grants. She said she knows there are billions of dollars in grant funds available because she knows someone that received grant funding to purchase an entire fleet of trucks for a recycling center. She asked why our area is the only one being forced to do this and stated that Barstow, El Mirage, and Lucerne are not doing the same thing that we have to do.

Director Johnson moved to close the Public Hearing. Vice President Philips seconded the motion. Motion carried 5-0 and the Public Hearing was closed at 7:25 pm.

Questions and comments from the public were addressed by staff.

d) **Discussion & Possible Adoption of Ordinance No. 2022-02; Establishing Uniform Solid Waste, Recycling, and Organic Waste Disposal Requirements**

Staff Recommendation: For the Board to adopt Ordinance No. 2022-02: Establishing Uniform Solid Waste, Recycling and Organic Waste Disposal Requirements.

Mr. Bartz presented this item.

Director Roberts moved to approve the staff recommendation. Director Hoffman seconded the motion. Motion passed 3-2; Vice President Philips and Director Johnson were opposed.

e) **Discussion & Possible Action Regarding Materials Purchase for Well No. 15**

Staff Recommendation: Staff recommends for the Board to approve the materials purchase of six (6) valve & hydrant assemblies with six (6) 12" transmission mainline valves and accompanying fittings.

Mr. Bartz presented this item.

Director Johnson moved to approve the purchase from Ferguson Waterworks. Vice President Philips seconded the motion. Motion carried 5-0.

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

Staff Recommendation: None

Nothing further at this time.

No action taken; not an action item.

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

Staff Recommendation: None

Mr. Cardenas reported that the application for funding was submitted to the state.

No action taken; not an action item.

h) **Discussion & Possible Action Regarding Increasing Purchase Order for Fuel for an Additional \$25,000**

Staff Recommendation: Staff recommends for the Board to approve increasing the Purchase Order for Fuel for an additional \$25,000.

Mr. Bartz presented this item.

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

7) **Committee Reports/Comments**

- a) **Antelope Valley Adjudication Committee (Ad Hoc)** – None.
- b) **Engineering Committee (Standing)** – Meeting minutes are included in this packet. MWA recharge project is progressing. There is nothing finite on chromium-6 yet; the updated MCL is expected soon.
- c) **Finance Committee (Standing)** – Met on March 22nd; discussed the budget.
- d) **Legislative Committee (Standing)** – Meets in May.
- e) **Parks, Recreation & Street Lighting Committee (Standing)** – Meeting on April 12th.
- f) **Waste & Recycling Committee (Standing)** – Meets in June.

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

None

9) **Reports**

- a) **Director's Report**
  - Hoffman** – Nothing further to report.
  - Philips** – Attended Helendale CSD's 15th Anniversary celebration. Attended ASBCSD meeting.
  - Roberts** – Nothing further to report.
  - Johnson** – Referred the Board to listen to the last MWA Watermaster meeting. Discussed information regarding frequently asked questions.
- b) **President's Report** – Report included in the packet.

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

11) **Review of Action Items**

a) **Prior Meeting Action Items**

- Completed

b) **Current Meeting Action Items**

- None

12) **Set Agenda for Next Meeting**

- Regular Board Meeting – April 20, 2022

13) **Recess to Closed Session**

With no further business before the Board, the Board recessed to closed session at 8:31 p.m.

**Closed Session:** Conference with Legal Counsel  
Significant Exposure to Litigation  
Pursuant to Government Code Section 54956.9(d)(2)  
One Potential Case

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

The Board returned to open session at 9:02 p.m.

There was no reportable action.

15) **Adjournment**

With no further business before the Board, the meeting was adjourned at 9:02 p.m.

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

\_\_\_\_\_  
Rebecca Kujawa, President of the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kim Ward, HR Manager/Executive Secretary

\_\_\_\_\_  
Date



## **REGULAR BOARD MEETING MINUTES**

April 20, 2022

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

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

**Board Members Absent:** None

**Staff Present:** Don Bartz, General Manager  
George Cardenas, Engineering Manager  
Kim Ward, HR Manager/Executive Secretary  
Sean Wright, Water Operations Manager  
Chris Cummings, Water Operations Assistant Manager  
Jennifer Oakes, Executive Management Analyst

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

**Public:** None

### **Call to Order**

Director Kujawa called the meeting to order at 6:01 p.m. and the Pledge of Allegiance was conducted.

### **Roll Call**

All Directors were present at roll call.

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

Vice President Philips moved to approve the Agenda. Director Hoffman seconded the motion. A roll call vote was conducted, and the motion passed by the following vote:

AYES: Hoffman, Johnson, Kujawa, Philips, Roberts

NOES: None

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

##### a) **General Public**

None

##### b) **Community Reports**

- **County Fire** – Captain Sam Thomas, Station 10, gave call statistics and shared two safety messages. There has been an increase in vehicle accidents with injuries recently, so his first message was to wear your seatbelts. The second message was to please continue to use the 911 system for emergencies that you are actually seeing or experiencing so they can provide the best service to the community.

### 3) **Consent Items**

Director Roberts moved to approve the Consent Items. Vice President Philips seconded the motion. A roll call vote was conducted, and the motion passed by the following vote:

AYES: Hoffman, Johnson, Kujawa, Philips, Roberts

NOES: None

### 4) **Matters Removed from Consent Items**

None

### 5) **Presentations/Appointments**

None

### 6) **Continued/New Agenda Items**

#### a) **Discussion & Possible Action Regarding Resolution No. 2020-13; Board Conduct Amongst Directors and with Staff**

Staff Recommendation: For the Board to review Resolution No. 2020-13; Board Conduct Amongst Directors and with Staff and determine if any modifications are necessary or desired.

Mr. Bartz introduced this item.

The Board reviewed the policy and the consensus of the Board was to leave the policy as it is.

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

Staff Recommendation: None

Mr. Cardenas reported that the state was voting on the endangered status of the Joshua tree. The District is waiting for documentation from the state that the Joshua tree will be removed from the endangered list. He also reported that the county is managing the CEQA document and responses, and the District should be hearing something soon.

No action taken; not an action item.

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

Staff Recommendation: None

Mr. Cardenas reported that the tech memo was submitted to the state and the District is waiting for comments regarding the consolidation plan. The District is also

still waiting for the water rights tech memo, which could take up to 4 more months for a decision to be reached.

No action taken; not an action item.

## 7) Committee Reports/Comments

- a) **Antelope Valley Adjudication Committee (Ad Hoc)** – None.
- b) **Engineering Committee (Standing)** – Met last week and reviewed system repairs, projects completed, and discussed new well site.
- c) **Finance Committee (Standing)** – Meeting was cancelled; will be rescheduled.
- d) **Legislative Committee (Standing)** – Meets next month.
- e) **Parks, Recreation & Street Lighting Committee (Standing)** – Met last week and discussed events schedule.
- f) **Waste & Recycling Committee (Standing)** – Meets in June.

## 8) Staff and General Manager's Report

None

## 9) Reports

- a) **Director's Report**
  - Hoffman** – Attended CSDA SDLA conference.
  - Philips** – Attended ASBCSD meeting. Discussed IE Works program for water industry internships.
  - Roberts** – Nothing further to report.
  - Johnson** – Nothing further to report.
- b) **President's Report** – Attended ASBCSD meeting and CSDA SDLA conference.

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

## 11) Review of Action Items

- a) **Prior Meeting Action Items**
  - Ordinance comments – request for FAQ on website
- b) **Current Meeting Action Items**
  - Data on tire clean-up stats

## 12) Set Agenda for Next Meeting

- Regular Board Meeting – May 4, 2022

## 13) Recess to Closed Session

With no further business before the Board, the Board recessed to closed session at 6:23 p.m.

**Closed Session:** Conference with Legal Counsel  
Significant Exposure to Litigation  
Pursuant to Government Code Section 54956.9(d)(2)  
One Potential Case

Conference with Real Property Negotiators  
Pursuant to Government Code Section 54956.8

Property: 17900 Sheep Creek Road, El Mirage, California (APN 0457-161-10)  
District Negotiator: Donald J. Bartz, General Manager; Steven M. Kennedy,  
General Counsel  
Negotiating Party: Circle Green, Inc.  
Under Negotiation: Sublease Agreement

14) **Return to Open Session** – Announcement of Reportable Action  
The Board returned to open session at 7:02 p.m.

By a vote of 5-0, the Board authorized the General Manager to accept a claim against the District upon execution of a release by the claimant.

There was no reportable action on the second closed session item.

15) **Adjournment**  
With no further business before the Board, the meeting was adjourned at 7:03 p.m.

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

\_\_\_\_\_  
Rebecca Kujawa, President of the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kim Ward, HR Manager/Executive Secretary

\_\_\_\_\_  
Date



# Agenda Item 3b

Approval of Board  
Stipends/Reimbursements

## Phelan Piñon Hills Community Services District BOARD STIPEND & EXPENSE VOUCHER/REPORT

AB1234 Compliant

**2022**

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

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

Name: Rebecca Kujawa

Date: April 24, 2022

Reimbursed @ 0.585

REIMBURSEMENT REQUESTED

CREDIT CARD EXPENSES

Date of mtg. or event	A	Expense Description / Business Purpose	*Meeting (\$120 or N/C)	Miles	Mileage**	Meals	Lodging	Other	Meals	Lodging	Other
04/03/22		SDLA Conference	120.00	280.00	163.80						
04/04/22		SDLA Conference	120.00		-						
04/05/22		SDLA Conference	120.00		-						
04/06/22		SDLA Conference	120.00		-						
04/06/22		SDLA Conference Meal			-	28.51					
04/06/22		General Meeting	N/C	10.20	5.97						
04/12/22		Park Committee Meeting	120.00		-						
04/18/22		ASBCSD	120.00	85.20	49.84						
04/20/22		General Meeting	120.00	10.20	5.97						
					-						
					-						
					-						
					-						
					-						
					-						
					-						
					-						
<b>Totals</b>			<b>840.00</b>	<b>385.60</b>	<b>225.58</b>	<b>28.51</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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

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

*Board member's signature below*

*Rebecca A Kujawa*

Signature

Acct #		Totals:		Date			
		Meetings	840.00	Payroll			
		Mileage	225.58	Board Mtg			
		Meals	28.51			Meals	-
		Lodging	-			Lodging	-
		Other	-			Other	-
<b>Grand Total</b>							
			<b>1,094.09</b>			<b>-</b>	

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

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

# Agenda Item 3c

Approval of Contractor  
Payments

Date: 04/21/2022

Name of Vendor: KTUA

Description of work: Phelan Community Park Project

Purchase Order # PO-04200

Date of Board Approval August 12, 2020

Original Approved Amount: \$ 287,925.00

Amount Approved C/O #1

Amount Approved C/O #2

Total Contract Amount \$ 287,925.00

% Completed to Date 90%

Total Invoiced to Date \$ 258,938.75

Amount Paid to Date 255,055.00


**Total Due this Invoice \$3,883.75**

Total Contract Amount After Invoice: \$ 28,986.25

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

  
Engineering Manager

4/21/22  
Date

  
General Manager

4/21/2022  
Date

Approved by Board of Directors:

\_\_\_\_\_  
Date





3916 Normal Street  
 San Diego, CA 92103  
 619.294.4477  
[www.ktua.com](http://www.ktua.com)  
 PLA 2342 • 2386 • 2500

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

April 19, 2022  
 Project No: 020-023.02  
 Invoice No: 33837

Project 020-023.02 Phelan Park - Phase 1A/2A 1B/2B  
For professional services for the period March 1, 2022 to March 31, 2022

**Fee Charges**

Description	Contract Amount	% Work To Date	Amount Billed	Previous Billed	This Inv Billed
<b>Park Site - Kick Off Meeting</b>					
KTUA	1,200.00	100.00	1,200.00	1,200.00	0.00
TRLS	810.00	100.00	810.00	810.00	0.00
<b>Total Park Site - Kick Off Meeting</b>	<b>2,010.00</b>		<b>2,010.00</b>	<b>2,010.00</b>	<b>0.00</b>
<b>Group 1A- Community Meeting 1 &amp; 2</b>					
KTUA	7,720.00	100.00	7,720.00	7,720.00	0.00
TRLS	900.00	100.00	900.00	900.00	0.00
<b>Total Group 1A- Community Meeting 1 &amp; 2</b>	<b>8,620.00</b>		<b>8,620.00</b>	<b>8,620.00</b>	<b>0.00</b>
<b>Group 1A - Stakeholders Meeting</b>					
KTUA	4,665.00	100.00	4,665.00	4,665.00	0.00
<b>Total Group 1A - Stakeholders Meeting</b>	<b>4,665.00</b>		<b>4,665.00</b>	<b>4,665.00</b>	<b>0.00</b>
<b>Group 1A - Final Programming</b>					
KTUA	2,345.00	100.00	2,345.00	2,345.00	0.00
TRLS	1,170.00	100.00	1,170.00	1,170.00	0.00
ARC	600.00	100.00	600.00	600.00	0.00
<b>Total Group 1A - Final Programming</b>	<b>4,115.00</b>		<b>4,115.00</b>	<b>4,115.00</b>	<b>0.00</b>
<b>Group 1A - CUP Package Draft</b>					
KTUA	2,830.00	100.00	2,830.00	2,830.00	0.00
TRLS	4,050.00	100.00	4,050.00	4,050.00	0.00
EDI	2,520.00	100.00	2,520.00	2,520.00	0.00

APPROVED FOR  
 Payment 4/20/22  
 PO 4200  
 \$3,803.75 21

ARC	2,400.00	100.00	2,400.00	2,400.00	0.00
<b>Total Group 1A - CUP Package Draft</b>	<b>11,800.00</b>		<b>11,800.00</b>	<b>11,800.00</b>	<b>0.00</b>
<b>Group 1A - Draft Schematic Park Site (15%)</b>					
KTUA	48,890.00	100.00	48,890.00	48,890.00	0.00
TRLS	37,350.00	100.00	37,350.00	37,350.00	0.00
EDI	8,100.00	100.00	8,100.00	8,100.00	0.00
ARC	7,200.00	100.00	7,200.00	7,200.00	0.00
<b>Total Group 1A - Draft Schematic Park Site (15%)</b>	<b>101,540.00</b>		<b>101,540.00</b>	<b>101,540.00</b>	<b>0.00</b>
<b>Group 1A - Expense</b>					
KTUA	600.00	0.00	0.00	0.00	0.00
TRLS	200.00	0.00	0.00	0.00	0.00
EDI	200.00	0.00	0.00	0.00	0.00
<b>Total Group 1A - Expense</b>	<b>1,000.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Group 2A - Refined Site Plan Park Site</b>					
KTUA	3,645.00	100.00	3,645.00	3,645.00	0.00
<b>Total Group 2A - Refined Site Plan Park Site</b>	<b>3,645.00</b>		<b>3,645.00</b>	<b>3,645.00</b>	<b>0.00</b>
<b>Group 2A - Community Meetings 3 &amp; 4</b>					
KTUA	6,180.00	100.00	6,180.00	6,180.00	0.00
<b>Total Group 2A - Community Meetings 3 &amp; 4</b>	<b>6,180.00</b>		<b>6,180.00</b>	<b>6,180.00</b>	<b>0.00</b>
<b>Group 2A - CUP Package</b>					
KTUA	13,760.00	100.00	13,760.00	13,760.00	0.00
TRLS	2,340.00	100.00	2,340.00	2,340.00	0.00
EDI	930.00	100.00	930.00	930.00	0.00
<b>Total Group 2A - CUP Package</b>	<b>17,030.00</b>		<b>17,030.00</b>	<b>17,030.00</b>	<b>0.00</b>
<b>Group 2A - Final Schematic Plan Park Site (35%)</b>					
KTUA	32,105.00	65.00	20,868.25	19,263.00	1,605.25
TRLS	25,830.00	65.00	16,789.50	15,498.00	1,291.50
EDI	10,740.00	65.00	6,981.00	6,444.00	537.00
ARC	9,000.00	65.00	5,850.00	5,400.00	450.00
<b>Total Group 2A - Final Schematic Plan Park Site (35%)</b>	<b>77,675.00</b>		<b>50,488.75</b>	<b>46,605.00</b>	<b>3,883.75</b>



<b>Group 1A/2A - Expense</b>						
KTUA	600.00	0.00	0.00	0.00	0.00	0.00
TRLS	200.00	0.00	0.00	0.00	0.00	0.00
<b>Total Group 1A/2A - Expense</b>	<b>800.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Group 1B - Draft Schematic for Civic Site (15%)</b>						
KTUA	23,935.00	100.00	23,935.00	23,935.00	0.00	
<b>Total Group 1B - Draft Schematic for Civic Site (15%)</b>	<b>23,935.00</b>		<b>23,935.00</b>	<b>23,935.00</b>	<b>0.00</b>	

<b>Group 2B - Final Schematics for Civic Site (35%)</b>						
KTUA	24,910.00	100.00	24,910.00	24,910.00	0.00	
<b>Total Group 2B - Final Schematics for Civic Site (35%)</b>	<b>24,910.00</b>		<b>24,910.00</b>	<b>24,910.00</b>	<b>0.00</b>	

Total Fee	287,925.00		258,938.75	255,055.00	3,883.75	
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**Total Fixed Fee 3,883.75**

**Total this Invoice \$3,883.75**

**Outstanding Invoices**

Number	Date	Balance
33779	3/29/2022	7,767.50
<b>Total</b>		<b>7,767.50</b>

**Total Now Due \$11,651.25**

**Billings to Date**

	Current	Prior	Total	Received
Fee	3,883.75	255,055.00	258,938.75	
<b>Totals</b>	<b>3,883.75</b>	<b>255,055.00</b>	<b>258,938.75</b>	<b>247,287.50</b>

Date: 04/21/2022

Name of Vendor: Tom Dodson & Associates

Description of work: CEQA Services for Well 15 & 16

Purchase Order # PO-04735

Date of Board Approval September 8, 2021

Original Approved Amount: \$33,530.00

Total Contract Amount \$33,530.00

% Completed to Date 57%

Total Invoiced to Date \$ 19,220.86

Amount Paid to Date 17,522.58

**Total Due this Invoice \$1,698.28**

Total Contract Amount After Invoice: \$ 14,309.14

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

[Signature] 4/21/22  
Engineering Manager Date

[Signature] 4/21/2022  
General Manager Date

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



**TOM DODSON & ASSOCIATES**

PO Box 2307  
 San Bernardino, CA 92406  
 Tel: (909) 882-3612  
 Email: tda@tdaenv.com

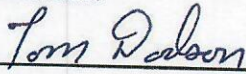


**Invoice**

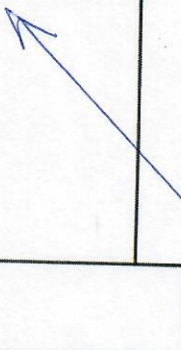
DATE	INVOICE NO.
4/18/22	PPH-116-6

**BILL TO**

Phelan Pinon Hills CSD  
 Attn: George Cardenas  
 PO Box 294049  
 Phelan, CA 92329

PROJECT TITLE			DUE DATE
CEQA for Technical Services for Proposed Wells 15 & 16 PO#4735			5/18/22
DESCRIPTION	HOURS	RATE	AMOUNT
Env. Specialist II			
3/2 - CEQA support	2.5	105.00	262.50
3/3 - CEQA support	2	105.00	210.00
3/4 - CEQA support	1.5	105.00	157.50
3/7 - CEQA support	0.5	105.00	52.50
3/8 - CEQA support	0.5	105.00	52.50
Admin / WP / Graphics			
3/2 - finalize/assemble/post	0.5	50.00	25.00
3/3 - finalize/assemble/post	1.5	50.00	75.00
3/7 - posting w/SCH / assist PPHCSD w/set-up / mailing	1	50.00	50.00
3/8 - posting w/SCH / assist PPHCSD w/set-up / mailing	0.5	50.00	25.00
3/10 - posting w/SCH / assist PPHCSD w/set-up / mailing	1	50.00	50.00
ODCs			
Daily Press (3/8/22) - newspaper notice		738.28	738.28
<b>SUMMARY AS OF MAR 31, 2022 (PPH-116)</b> Contract Amount <b>\$33,530.00</b> Previously Invoiced \$17,522.58 This Invoice \$1,698.28 Total Invoiced To Date \$19,220.86 Amount Paid \$9,550.00 Invoiced Amount Outstanding \$9,670.86 Balance on Contract \$14,309.14			
Make check payable to Tom Dodson & Associates Please remit within 30 days 		<b>Total</b>	<b>\$1,698.28</b>

*BOARD APPROVAL*



*APPROVED FOR PAYMENT  
 PO #4735 4/19/22  
 [Signature]*

# Agenda Item 4

Matters Removed from  
Consent Items

# Agenda Item 5

Presentations/Appointments

# Agenda Item 6a

Discussion & Possible Acceptance  
of Strategic Plan Amendments



## MEMORANDUM

**DATE:** May 4, 2022

**TO:** Board of Directors

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

**SUBJECT:** Discussion & Possible Acceptance of Strategic Plan Amendments

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### STAFF RECOMMENDATION

For the Board to accept the proposed amendments to the District's Strategic Plan.

### BACKGROUND

The District's Strategic Plan was adopted by the Board on March 16, 2022. Since then, staff has been utilizing the Strategic Plan elements as a reference when applying for various grants, loans, and for the budget and staff has determined several amendments are necessary. The following are the amendments:

#### Cover

- Added: Adopted on March 16, 2022
- Added: Amended on May 4, 2022
- Note: Room left for additional amendments/reviews

#### Table of Contents

- Changed 12 to "Parks, Recreation & Street Lighting"
- Changed 16 to "Solid Waste, Recycling, & Organics Disposal Compliance"

#### Vision

- First bullet point updated to: "We have completed the Civic Center and Phelan Park expansion."

#### Section 1.0 Water Resources

- Changed section title to "Water Operations"
- Revised Section 1.7 to include "create community emergency operations center in new civic building"
- Added Section 1.8 "Complete Civic Center"

*The District is in the process of developing and constructing a civic center which will house the District's administrative offices, a Board room, a community emergency operations center, and a multi-purpose room. More than 95% of District operations support the water enterprise and therefore enterprise funds will be utilized to construct the majority of the civic center. In order to pay for construction, the District will utilize loans and will seek grant funding for portions of the building paid for by the enterprise fund.*

Section 2.0 Phelan Community Park

- Changed section title to “Parks, Recreation, & Street Lighting”
- Replaced Section 2.5 with “Street Lighting” since the Board determined to move the Community Recreation Building/Gym to a future phase that would likely fall outside of the 5 year scope of the Strategic Plan. Should funding become available, it can be added back into the Strategic Plan.
- Updated Map (included the phasing information details)

Section 3.0 Senate Bill 1383 Compliance

- Changed section title to “Solid Waste, Recycling, & Organics Disposal Compliance”
- Changed Objective to the following:  
*The District is responsible for administering solid waste, recycling, and organics programs in compliance with state and federal laws. Senate Bill 1383 (SB 1383) was signed into law in 2016 and requires the state to reduce organic waste disposal by 75% by 2025. The regulations went into effect on January 1, 2022. The District must also comply with previously existing regulations regarding recycling, including AB 939 which requires 50% diversion of material from landfills, commonly known as recycling. The District is failing to meet this requirement and now reports directly to CalRecycle, rather than falling under the umbrella of the county for state reporting. Our objective is to implement programs to comply with SB 1383, AB 939, and all other state and federal requirements regarding solid waste, recycling, and organics.*
- Changed title of Section 3.4 to “SB 1383 Procurement Policy”
- Changed title of Section 3.5 to “SB 1383 Edible Food Recovery Program”
- Changed title of Section 3.6 to “SB 1383 Outreach & Education”
- Added Section 3.7 Additional Diversion Programs  
*The District must comply with numerous diversion requirements and also desires to provide opportunities for residents to dispose of solid waste in a convenient and environmentally conscious manner. District staff continually looks for ways to meet diversion goals and opportunities to fund various programs. This includes such programs as mattress recycling, waste tire amnesty, household hazardous waste disposal, community cleanups, and other programs as they become necessary or available.*

Vision to Action Table

- Updated to include section title changes/additions

**FISCAL IMPACT**

None

**ATTACHMENT(S)**

Amended Strategic Plan

# 2022 Strategic Plan

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*Adopted on March 16, 2022  
Amended on May 4, 2022*

Maximizing Resources for the Benefit of the Community

[www.pphcsd.org](http://www.pphcsd.org)



# Introduction

*“A goal without a plan is just a wish.”*

*- Antoine de Saint-Exupery*

A strategic plan is a top-level planning document for an organization to set clear direction over all operational aspects of its mission. It serves as framework for decision making over a five-year-period. It is a disciplined effort to produce fundamental decisions that shape what an agency plans to accomplish by selecting a rational course of action.

In 2016, the Board of Directors of the Phelan Piñon Hills Community Services District (District) retained BHI Management Consulting (BHI) to facilitate and coordinate the initial strategic plan development. Since then, several aspects of District operations have changed. In April 2021, the District began the process of updating the Strategic Plan to address new operational conditions and projects. This plan incorporates an assessment of the present state of District operations by gathering and analyzing information, setting goals, and making decisions for the future. Input has been gathered from various sources to add to the vision and implementation plan presented in this document. The plan seeks to strengthen and build upon opportunities while addressing areas of concern.

The updated plan identifies actions, activities, and planning efforts that are currently active and needed for continued success in operations and management of the District, and provides for periodic reviews and updates.

## Board of Directors

**Rebecca Kujawa**

*President*

**Deborah Philips**

*Vice President*

**Charlie Johnson**

*Director*

**Kathy Hoffman**

*Director*

**Mark Roberts**

*Director*

## District Staff

**Don Bartz**

*General Manager*

**Lori Lowrance**

*Assistant General Manager/CFO*

**George Cardenas**

*Engineering Manager*

**Kim Ward**

*Human Resources Manager*

**Sean Wright**

*Water Operations Manager*

**Steve Lowrance**

*Parks Supervisor*

The strategic planning effort focuses on several of the following vision areas:

- Future Water Portfolio in the 5-25 year time frame
- Community Relations and Culture, Inclusive Rebranding
- Deliberate collaboration with partner agencies
- The need to address the challenges of providing a balance of community programs and facilities with existing and future limitations
- Valuing District employees now and thoughtful planning for succession

Consultant  
**Brent H. Ives**  
*Managing Consultant*

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## General Information

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**08** Water Resources

**12** Parks, Recreation, & Street Lighting

**16** Solid Waste, Recycling, & Organics Disposal Compliance

**20** Financial Efficiency

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**26** Personnel Management

## Maps/Tables

**28** Boundary Map

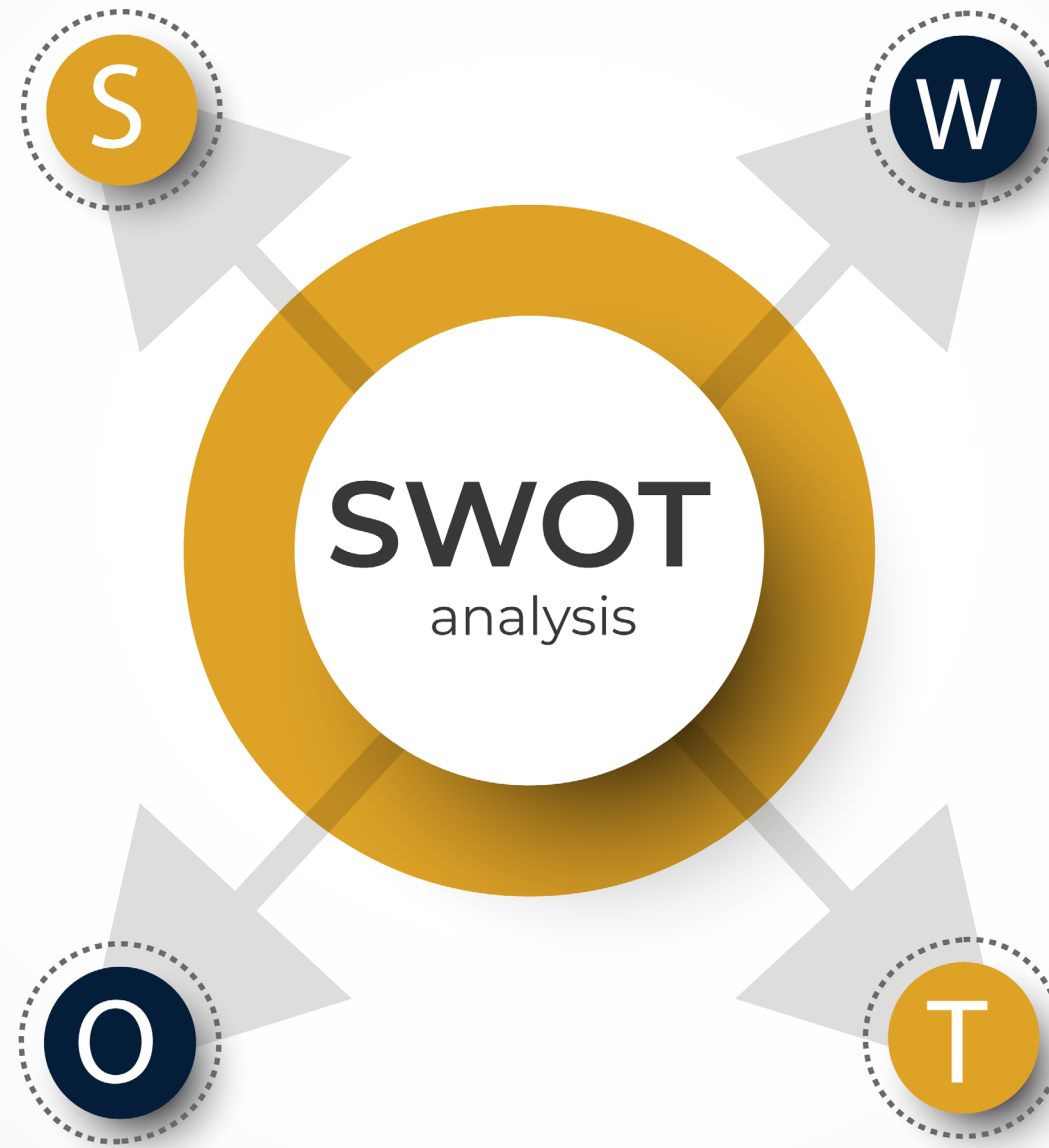
**29** Vision to Action Map

**S  
W  
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**STRENGTHS**

- WATER INFRASTRUCTURE
- GREAT MANAGEMENT & EMPLOYEES
- OUR BALANCE SHEET
- OUR CHROMIUM-6 SOLUTION

**PPHCSD**



**WEAKNESSES**

- LACK OF EXISTING PARK SPACE
- AREAS WITH SUB-PAR FIRE FLOW
- COMMUNITY COMMUNICATIONS

**OPPORTUNITIES**

- NEW SERVICE AREAS
- SHEEP CREEK MUTUAL WATER
- OPPORTUNITIES TO COMMUNICATE WITH PARTNERS

**THREATS**

- STATE AND CHROM-6 LIMITS
- STATE \$\$ FOR SHEEP CREEK
- STAFFING CHALLENGES W/ SCMWC



# Plan Development

*Our Services: Water, Parks & Recreation, Solid Waste & Recycling, Street Lighting*

BHI first gathered input from the employees of the District, then interviewed individual Board members to get their one-on-one perspectives. The senior management team also provided input to the preparatory steps of the process. The following items were discussed:

- Mission Statement
- District Strengths, Weaknesses, Opportunities, and Threats (SWOT)
- Important Future Projects

The Board supported this process as a way to allow all to participate in the foundation of the strategic plan. A public Board and key staff workshop was conducted to develop plan elements, and capture key areas to focus the plan. Each focus area was extensively discussed at this workshop to provide guidance to staff as they add more detail to the strategic plan.

Key staff worked with BHI to complete the list of strategic goals in support of the vision and focus areas. The plan was refined prior to the initial presentation to the Board so there was a clear understanding of what was being proposed, what components require Board support, and what options exist for the proposed actions. Upon final adjustments and refinements of the plan, it was brought back to the Board in a public meeting for review and approval.

## Mission

*“Our mission is to efficiently provide authorized services and maximize resources for the benefit of the community.”*

## Definitions

**Mission Statement:** A declaration of an organization's purpose; why the organization exists. Ideally, all activities of the District should be in support of the mission statement.

**Vision Statement:** A statement that articulates where the organization would like to be over the term of the strategic plan. It should outline important aspects of the organization as described within the planning term. The visions should create strategies and tactics in order to be met.

**Strategic Focus Areas:** Areas seen as current and future challenges and opportunities for the District that when completed, will fulfill the Mission statement for the community.

**Strategic Goals:** Strategic actions that are specific and measurable activities or targets that address the strategic elements. Day-to-day action and projects which are not covered in detail in the strategic plan, will be designed so the strategic goals are accomplished.



# Plan Management

A key part of the strategic planning process is to conduct an annual review and adjustment of the plan. These reviews allow for maintenance of the plan so it will continually reflect the actual needs and progress of the District strategy. The reviews will be documented and followed up by a plan supplement or an updated plan. A five-year planning horizon will be maintained.

## Vision

In five years, the District would like to say:

- We have completed the Civic Center and Phelan Park expansion
- We continue to meet industry standards and maintain a healthy financial position through sound fiscal policies
- We have increased our proactive relations with both our private and public partnerships
- We remain on-track with the maintenance and replacement of our water infrastructure as necessary
- We have high employee retention and are successfully addressing employee succession
- We have optimized our means and methods of communicating with our community



# 1.0 Water Operations



**Objective:** Our objective is to operate and maintain a safe, reliable, secure, compliant, and superior quality production system that meets water demand requirements of the community.

**Strategy:** We will do this by keeping on-track with the repair and replacement of water delivery infrastructure, safeguarding current source reliability through strategic basin management, and seeking additional water sources as outlined in the District’s Urban Water Management Plan, 10-Year Capital Improvement Plan, and Water Master Plan.

**Measurement:** We will know we have achieved the objective of this element by having a fully-operational water system that meets water demand and is compliant with all state and federal requirements.

## 1.1

### Sheep Creek Mutual Water Company Consolidation

The District believes that a community does not thrive unless all of its members thrive. To that end, the District sees consolidation with Sheep Creek Mutual Water Company (SCMWC) as beneficial to all members of the community as it will provide adequate and reliable source water to District businesses, schools, and residents. The District is currently working with the State Water Resources Control Board (SWRCB), Ardurra, and SCMWC towards consolidation. It is estimated the District and SCMWC will enter into a consolidation agreement in late 2022 contingent upon state funding.

## 1.2

### Chromium-6 Mitigation

Hexavalent Chromium (Chromium-6) mitigation is necessary to meet state requirements and ensure the District can provide clean and safe drinking water to its customers. District staff and the Board are working to mitigate Chromium-6 in a cost-effective manner ahead of the anticipated new state requirements. The District will know we have achieved this objective if our mitigation programs, while meeting regulations, do not significantly impair our production or significantly burden our customers. By utilizing a well profiling method of mitigation, the District will be under the anticipated state requirements. If the state requirements are more burdensome than expected, additional methods for mitigation may need to be implemented.

## 1.3

### Water Conservation

Water conservation plays a key role in ensuring source reliability. To comply with state requirements regarding unbilled water production (water loss), as well as user restrictions, the District will need to designate capital needed to reduce water loss and meet state restrictions. Water loss will need to be addressed by replacing aging infrastructure. District Metered Areas (DMA’s) can help to identify the priority areas of the District that need to be replaced and where loss is occurring. Upcoming restrictions on customer indoor and outdoor water usage will become important as state conservation requirements begin to be implemented. Conservation may have significant costs associated with it as customer education and enforcement will be required.





# 1.4

## Water Resources

The District owns water production rights in two Mojave River basins. As part of the adjudication, the District is only allowed to produce a certain percentage of the water rights it owns; this is known as the District's free production allowance. With the knowledge that the District will face a significant ramp-down of the free production allowance within the next five to seven years it is critical to secure additional water rights, access to imported water (when necessary), and to budget and prepare for paying for a replacement water obligation.

# 1.7

## Emergency Preparedness

The District has an Emergency Response Plan and conducts annual training on the Plan. In order to better prepare for various emergencies, the District has developed the following goals:

- Develop a Continuity of Operations Plan
- Create a community emergency operations center in new civic building
- Comprehensive IT Assessment & Disaster Plan
- Identify all critical infrastructure vulnerability points and develop action plans for critical infrastructure
- Anticipate and prepare for supply chain disruptions by ensuring adequate inventory
- Update Emergency Response Plan to include a list of equipment and their locations, and identify local residents who could assist in emergencies, such as personnel for SCE or other water districts

# 1.5

## Water Production & Storage

The District is in the process of adding a new production well to the District's system and is working on a plan to add another new well in order to meet the needs of the District and provide increased production to meet future demand.

The District's ability to store water is also important. Storing water allows the District to provide water to customers during periods of high demand. Further, water storage allows the District to pump water during low demand and/or during times when it is less costly to use electricity. This water can then be utilized during high demand periods to ensure adequate supply and fire protection capability.

The District will add storage by constructing a new reservoir and enlarging current reservoirs, if possible, as outlined in the District's Water Master Plan.

# 1.8

## Complete Civic Center

The District is in the process of developing and constructing a civic center which will house the District's administrative offices, a Board room, a community emergency operations center, and a multi-purpose room. More than 95% of District operations support the water enterprise and therefore enterprise funds will be utilized to construct the majority of the civic center. In order to pay for construction, the District will utilize loans and will seek grant funding for portions of the building paid for by the enterprise fund.

# 1.6

## Meter Replacement Program

The District's meter replacement program is seen as one of the primary tools for managing the District's water resources efficiently and effectively. In 2020, the District began to replace meters with Sensus Advance Metering Infrastructure (AMI) meters focusing on over-lifespan, inaccurate, and failing meters, in addition to strategic area replacements. The benefits of the meter replacement program are reduction of District-side water loss, customer-side water usage monitoring, and efficient customer service. Specific goals include:

- Complete customer-side internet meter portal
- Complete Phase 3
- Complete Phase 4
- Complete Phase 5





# 2.0 Parks, Recreation, & Street Lighting

**Objective:** Our objective is to expand Phelan Community Park and provide additional activities to accommodate the needs and desires of the community as funding sources permit.

**Strategy:** We will do this by completing the expansion of Phelan Park per the plan developed by the District consultant KTUA, depending upon funding sources available to the District.

**Measurement:** We will know we have achieved the objective of this element if, within five years, the Phelan Park expansion is under construction and existing programs are enhanced.



# 2.1

## Phelan Community Park Expansion

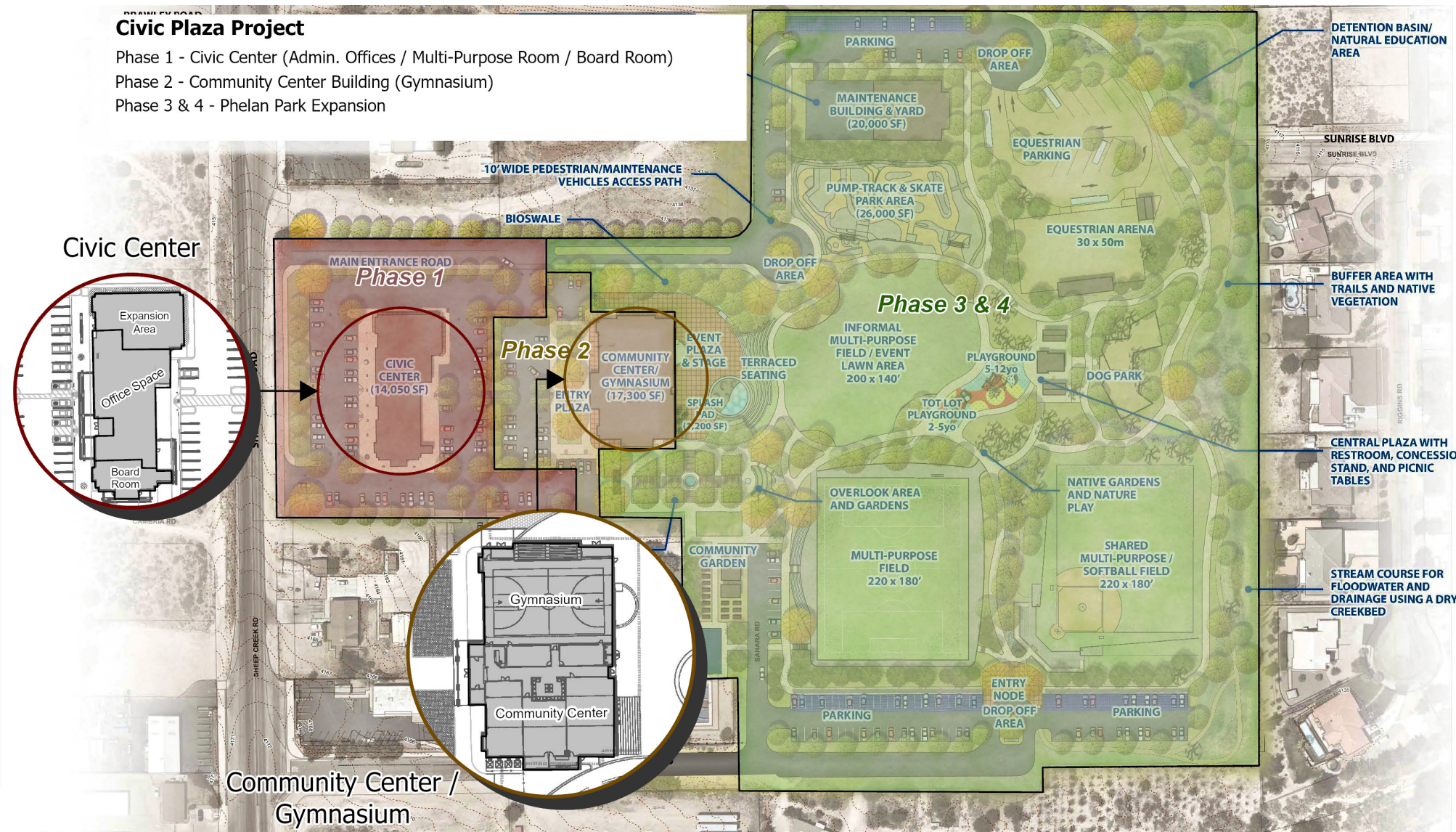
Phelan Community Park is the primary park utilized by District residents for a variety of activities, including music in the park, school field trips, and recreational activities such as basketball and walking. Development of the property to expand Phelan Park is in process and will continue until the park expansions are complete and open for public use. This will require project-finance plans to be completed.

The District continues to submit grant applications for parks funding. In addition to potential grant funding, the District will need to seek other funding resources in order to accomplish any park expansion. Depending on the project-finance opportunities, the project may be built in phases or the entire project could be built at one time.



### Civic Plaza Project

- Phase 1 - Civic Center (Admin. Offices / Multi-Purpose Room / Board Room)
- Phase 2 - Community Center Building (Gymnasium)
- Phase 3 & 4 - Phelan Park Expansion







# 2.2

## Parks Master Plan Update

A Parks Master Plan has been prepared that describes existing operations, identifies long-term operations, replacements, repairs, potential expansions of parks and community centers within the District and includes an action plan to be implemented. As Phelan Park and other park facilities are developed, the Parks Master Plan will need to be updated to incorporate new facilities and programs. This will allow the District to make intelligent decisions about these elements.

# 2.3

## Complete Parks Portion of the Civic Center Building

Part of the Civic Center vision includes a multi-purpose building to be utilized for indoor recreation and event purposes. For example, the building could be used for many types of community events and gatherings, both public and private, such as weddings, receptions, seminars, the farmers market, community classes and workshops, fitness activities, etc. Project-finance plans will be required to complete this goal.

# 2.4

## Public & Private Partnerships for Parks and Recreation Programs

The District will continue working with local civic groups and businesses to promote District events and participate in community events. These groups include, but are not limited to, the Phelan and Piñon Hills Chambers of Commerce, Phelan and Piñon Hills Senior Groups, Snowline Joint Unified School District, Kiwanis Club, Mojave Archers, and CR&R.

The District will promote volunteer hosting and co-sponsorship of District classes and programs and consider programs such as "Adopt a Park" or "Park Pals" to encourage businesses and residents to become stewards of public areas.

# 2.5

## Street Lighting

The District provides street lighting within its boundaries and is entirely funded by property tax revenue. The District pays the electric bills of the street lights and annually places holiday decorations on them in the main business area. The District will continue to address street lighting requests in a timely manner and in compliance with San Bernardino County's Dark Skies ordinance. Additionally, the District will reserach potential cost savings upgrades.



# 3.0 Solid Waste, Recycling, & Organics Disposal Compliance



**Objective:** The District is responsible for administering solid waste, recycling, and organics programs in compliance with state and federal laws. Senate Bill 1383 (SB 1383) was signed into law in 2016 and requires the state to reduce organic waste disposal by 75% by 2025. The regulations went into effect on January 1, 2022. The District must also comply with previously existing regulations regarding recycling, including AB 939 which requires 50% diversion of material from landfills, commonly known as recycling. The District is failing to meet this requirement and now reports directly to CalRecycle, rather than falling under the umbrella of the county for state reporting. Our objective is to implement programs to comply with SB 1383, AB939, and all other state and federal requirements regarding solid waste, recycling, and organics.

**Strategy:** We will do this by enhancing current programs and implementing new services.

**Measurement:** We will know we have achieved the objective of this element by meeting SB 1383 requirements.

## 3.1

### Franchise Amendment

The District's current franchise agreement with CR&R was adopted on July 3, 2019. Since that time, final rule making for SB 1383 was completed and certain regulations went into effect on January 1, 2022. District staff has prepared a timeline as guidance for implementation of SB 1383. One of the initial steps in the process is to amend the District's franchise agreement to include service provisions related to SB 1383.

In order to begin the process to prepare for uniform collection and compliance with SB 1383, CR&R will incur significant capital expenses to add personnel, to purchase trucks and bins, and to help the District educate customers on upcoming requirements.

## 3.2

### Adopt Ordinance for Uniform Residential & Commercial Solid Waste, Recycling, & Organics Collection

The District currently has ordinances for commercial solid waste and commercial recycling collection. These ordinances will be replaced with a single ordinance that also includes provisions for organics collection. Further, the ordinance will include residential collection requirements in order to comply with SB 1383. This will require uniform residential solid waste, recycling, and organics collection in order for the program to be economically feasible and to ensure compliance with SB 1383.

## 3.3

### School Outreach Program

The District already has a school outreach program that utilizes Mr. Eco to educate students on recycling. This program will be modified to educate students on proper disposal of organics. Further, District staff and CR&R will develop and distribute materials to schools, including labels for containers, to help ensure waste is properly sorted and disposed of.



“The most patriotic thing you can do is to take care of the environment and try to live sustainably.”

- Robert F. Kennedy, Jr.

#### Six Main Elements of SB 1383

- + Organics and Recycling Collection
- + Contamination Monitoring
- + Education and Outreach
- + Capacity Planning
- + Procurement
- + Edible Food Recovery





# 3.4

## SB 1383 Procurement Policy

SB 1383 requires the District to adopt a procurement policy that requires the District to purchase a certain amount of organic waste products. Procurement can include compost, mulch, and renewable energy. Further, the District can only purchase paper products that contain postconsumer recycled content.



# 3.5

## SB 1383 Edible Food Recovery Program

To reduce food waste and help address food insecurity, SB 1383 requires that by 2025 California will recover 20 percent of edible food that would otherwise be sent to landfills, to feed people in need. The District is required to:

- Establish food recovery programs and strengthen existing food recovery networks
- Educate food donors to recover the maximum amount of their edible food that would otherwise go to landfills
- Maintain recovery records

District staff will work with CR&R to develop this program and ensure as much edible food as possible is recovered.

# 3.6

## SB 1383 Outreach & Education

SB 1383 regulations require that jurisdictions conduct education and outreach on organics recycling to all residents, businesses (including those that generate edible food that can be donated), haulers, solid waste facilities, and local food banks and other food recovery organizations. District staff will work with CR&R on outreach regarding SB 1383 requirements, including how to source separate waste.

# 3.7

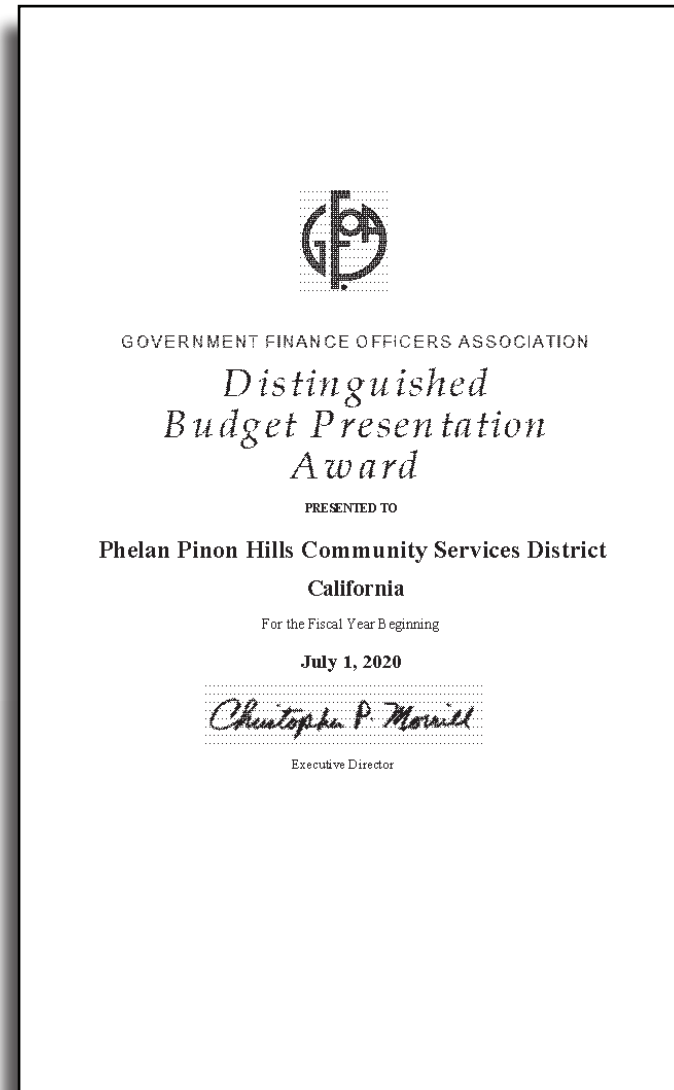
## Additional Diversion Programs

The District must comply with numerous diversion requirements and also desires to provide opportunities for residents to dispose of solid waste in a convenient and environmentally conscious manner. District staff continually looks for ways to meet diversion goals and opportunities to fund various programs. This includes such programs as mattress recycling, waste tire amnesty, household hazardous waste disposal, community cleanups, and other programs as they become necessary or available.





## 4.0 Financial Efficiency



**Objective:** Our objective is to manage public funds to provide financial stability, rate equity, prudent fiscal management, and to demonstrate responsible stewardship.

**Strategy:** We will do this by controlling costs, establishing rates that support policy objectives, implementing viable alternative revenue options, and managing risks, investments, and debts in a way that ensures funds are available when needed.

**Measurement:** We will know we have achieved the objective of this element by providing accurate financial information, and developing financial, budget, cost recovery, and rate strategies in support of the District's mission and goals. We will continue to receive awards from GFOA and/or CSMFO for the budget document and the Annual Comprehensive Financial Report (ACFR). We will have sufficient funding mechanisms to support strategic initiatives while maintaining adequate reserves to protect the District.

## 4.1

### Annual Budget Process

The District will continue to promote prudent fiscal management through proper communication of the budget to employees, board members, and the public. The annual budget process will strive for clarity and strategic integration while in compliance with Budget Policy, GFOA and CSMFO standards, Generally Accepted Accounting Principles, Governmental Accounting Auditing and Financial Reporting, and Government Accounting Standards Board.

## 4.3

### Connection Fee Analysis

Connection charges are intended to recover the cost of upgrading and expanding facility capacity to accept and offset the impact of new users on the water system.

Connection charges are the one-time fee charged to connect to the water system. The connection charge for water service is made up of two components: "buy in" cost and capital costs attributable to future users. The buy in component is essentially the fair share cost of buying into the existing system; and the costs attributable to future users is the proportional cost of capital projects that are driven by future demand. The water connection fee is then scaled to the respective water meter size using standard meter ratios, published by the American Water Works Association (AWWA). The last connection fee study was in 2013. A new study is necessary to ensure connection fees are sufficient to offset the impact of new users on the system.

## 4.2

### Periodic Financial Studies

The District will continue to conduct studies every five years, or as often as necessary, to address strategic needs, mandates, and/or other unforeseen circumstances that may arise. Needs analyses, rate studies, and potential subsequent rate changes will be in compliance with Proposition 218 at a minimum and will incorporate additional public outreach in the spirit of transparency and encouragement of public participation.

## 4.4

### Annual Audit

The District will continue to contract with a qualified auditing firm to conduct an annual audit of the District's financial records. The annual audit provides reassurance and transparency of the District's financial management. A CPA firm, selected by the Board of Directors, will conduct the audit and produce the Annual Comprehensive Financial Report (ACFR) in compliance with Generally Accepted Accounting Principles, state and federal standards, including Governmental Accounting Standards Boards and Government Auditing Standards issued by the Comptroller General of the United States. The CPA firm will be reviewed by the Board of Directors to ensure the District is receiving the most cost effective, highest quality, and thorough audit services.





# 4.5

## Fiscal Policies

The District will develop new policies and continue to update existing policies as needed, including: Budget Policy, Purchasing Policy, Investment Policy, Reserves Policy, Revenue Policy, and Cash Handling Policy.

# 4.6

## Financing

The District will continue to seek low interest loans and grants to fund projects. We will continue to develop Budget and Audit documents that meet GFOA and/or CSMFO standards to receive awards which assist with eligibility for loans and grants. The District will continue to be involved and educated by California Debt and Investment Advisory Commission (CDIAC) and other funding and grant agencies.





## 5.0 Strategic Partners and Public Affairs



**Objective:** Our objective is to foster beneficial strategic relationships to accomplish the goals of the District and to ensure a well-informed public regarding District business and planning.

**Strategy:** We will do this by embracing strategic ties with other organizations, working closely with regulators, developing a deliberate legislative and regulatory agenda, and participating in professional associations. We will also proactively communicate the District's business plans to both our staff and the public while being open and transparent in all we do.

**Measurement:** We will know we have achieved the objective of this element by having increased staff and public involvement in District events, increased involvement in, and results from, professional associations, and stronger ties with outside organizations and legislators.

### 5.1

#### Increased Communication to the Public

This goal will be accomplished by utilizing the District's new branding in continuing and increasing District efforts to maintain and enhance a variety of staff and community outreach communications systems. These systems include, but are not limited to: press releases, public bulletin boards, District website, District newsletter, billing inserts, and social media.

### 5.2

#### Community Business & Organization Outreach

District representatives will attend chamber of commerce meetings and other community-related meetings on a regular basis. We will also attend other agency meetings, such as Mojave Water Agency (MWA) meetings, on a regular basis. The District will continue its partnership with Snowline School District to promote District events and activities. We will be prepared to share information about District activities at these meetings and encourage participation by applicable organizations.

### 5.3

#### Involvement in Professional Organizations

Professional organizations, such as CSDA, ASBCSD, AWWA, and ACWA, are valuable sources of information and offer many resources. Staff and the Board will be encouraged to be involved in professional organizations and to seek recognition from these organizations through completion of training programs or through work excellence.

### 5.4

#### Outreach to Legislators and Local Agencies

We will continue outreach and obtain monthly updates from local legislators through the District's Legislative Committee meetings to reflect our legislative agenda. We will provide meeting spaces free of charge for activities that provide a community benefit, such as trainings, meetings, and town halls. We will work with our legislators on legislation that will benefit the District. We will be a partner with public safety to support them where we can such as providing spaces to utilize during emergencies and for training.

# 6.0 Personnel Management

**Objective:** Our objective is to utilize our employees in the most optimal manner, create an equitable and safe work environment, foster employee retention and development, recognize excellence, and plan for the future personnel needs of the District.

**Strategy:** We will do this by continuing our education and training programs, continuing annual performance evaluations, periodically evaluating the organizational structure of the District, developing succession plans for key positions, utilizing sound policies and personnel practices, and working on programs and methods to create a positive environment where employees desire to work.

**Measurement:** We will know we have achieved the objective of this element by having positive employee performance evaluations, more employee involvement in District events, improved employee retention, increased employee participation in the District's education and training programs, and succession plans completed for all key positions.

# 6.1

## Retention & Development

The District desires to have the best possible staff and to retain them. Retaining staff ensures continuity of operations, reduces hiring and training costs, and maintains valuable institutional knowledge. In order to retain and develop staff, the District will continue to conduct annual performance evaluations and use them in a meaningful way to develop and improve staff skills.

The District offers a variety of educational and training opportunities to its employees. Employees are encouraged to enhance their knowledge, skills, and abilities which help the District to succeed. All staff are offered training relevant to their position or career goals. During annual performance reviews, or as needed, training goals are determined and assigned. Employees are also encouraged to request training on their own utilizing the District's training request procedure.



# 6.2

## Internal Communication

This goal will be accomplished by continuing and increasing District efforts to maintain and enhance a variety of staff communication methods. This will include monthly training/updates with all staff, e-mail updates regarding items affecting the District or changes to procedures and policies.

# 6.4

## Succession Planning

A succession plan allows an organization to look into the future to mitigate issues that present potential staffing gaps, analyze pending issues with staffing, as well as identify single point information failures. District staff will analyze the known planned attrition and the organization as it relates to potential upcoming staffing issues. Staff will identify key employees likely to retire in the coming years and identify possible internal replacements, if any.

To prepare for unplanned attrition, staff will identify functional areas to determine if critical information is held by a singular employee and explore methods to share this information, such as cross training, written procedures, delegation of duties, and identifying outside resources for contingencies. Staff will also evaluate means for allowing and promoting the growth of internal staff, when possible, for career progression, development in a planned way as it is currently done through annual performance evaluations. An outside firm may be engaged to assist with this effort.

# 6.3

## Team Building

This will be accomplished by having monthly meetings with the entire staff where team building activities are conducted and office and field staff have an opportunity to interact. During these meetings, the General Manager will address current issues and activities of the District and receive input from employees. This will also provide an opportunity to review policies and procedures with staff and explain their purpose while accepting comments and suggestions for updates, if applicable.

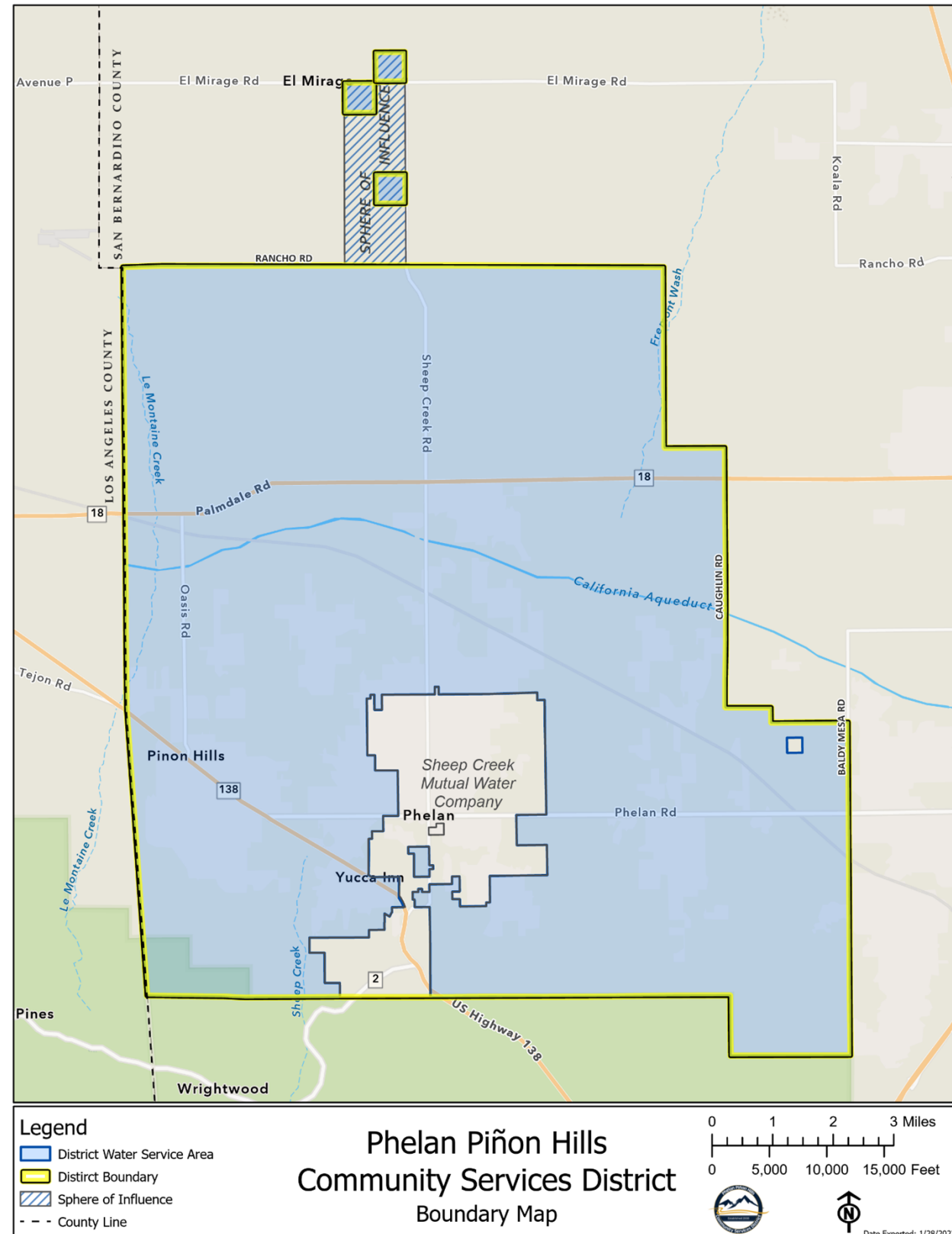
# 6.5

## Personnel Policies

The Personnel Manual is updated as necessary to ensure the Personnel Manual contains policies and procedures that are aligned with current laws and the District's needs. An entirely new manual is being developed. The new manual will promote employee equity and allow management to effectively direct the District's personnel.



# Boundary Map



# Vision to Action Table

Strategic Element	Strategic Goals	Completion Time Frame
1.0 Water Operations	1.1 Sheep Creek Mutual Water Company Consolidation 1.2 Chromium-6 Mitigation 1.3 Water Conservation 1.4 Water Resources 1.5 Water Production & Storage 1.6 Meter Replacement Program 1.7 Emergency Preparedness 1.8 Complete Civic Center	2023/2024 2022/2023 2022/2023 2022/2023 2022/2024 2025 2023/2024 2024
2.0 Parks, Recreation, & Streetlighting	2.1 Phelan Community Park Expansion 2.2 Parks Master Plan Update 2.3 Complete Parks Portion of the Civic Center Building 2.4 Public and Private Partnerships for Parks and Recreation Programs 2.5 Street Lighting	2027 2024/2025 2023/2024 Ongoing Ongoing
3.0 Solid Waste, Recycling, & Organics Disposal Compliance	3.1 Franchise Amendment 3.2 Adopt Ordinance for Uniform Residential & Commercial Solid Waste, Recycling, & Organics Collection 3.3 School Outreach Program 3.4 SB 1383 Procurement Policy 3.5 SB 1383 Edible Food Recovery Program 3.6 SB 1383 Outreach & Education 3.7 Additional Diversion Programs	2022 2022 Ongoing 2022 2022 Ongoing Ongoing
4.0 Fiscal Efficiency	4.1 Annual Budget Process 4.2 Periodic Financial Studies 4.3 Connection Fee Analysis 4.4 Annual Audit 4.5 Fiscal Policies 4.6 Financing	Ongoing Ongoing 2022/2023 Annual Ongoing Ongoing
5.0 Strategic Partners and Public Affairs	5.1 Increase Communication to the Public 5.2 Community Business & Organization Outreach 5.3 Involvement in Professional Organizations 5.4 Outreach to Legislators and Local Agencies	Ongoing Ongoing Ongoing Ongoing
6.0 Personnel Management	6.1 Retention & Development 6.2 Internal Communication 6.3 Team Building 6.4 Succession Planning 6.5 Personnel Policies	Ongoing Ongoing Ongoing 2022/2023 2022/2023

# Agenda Item 6b

Discussion & Possible Action  
Regarding Resolution No. 2022-13;  
Establishing Policies for Board  
Member Compensation,  
Reimbursement, and Ethics  
Training

## MEMORANDUM

**DATE:** May 4, 2022

**TO:** Board of Directors

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

**SUBJECT:** Discussion & Possible Action Regarding Resolution No. 2022-13; Establishing Policies for Board Member Compensation, Reimbursement, and Ethics Training

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### STAFF RECOMMENDATION

For the Board to review and adopt Resolution No. 2022-13; Establishing Policies for Board Member Compensation, Reimbursement, and Ethics Training.

### BACKGROUND

The policy concerning Board compensation, reimbursement, and ethics training is reviewed annually and modified as deemed necessary. The Board last reviewed and modified the policy on June 2, 2021; no modifications were made at that time.

Staff has no recommended modifications at this time. Should the Board have modifications, the Resolution can be amended and adopted at the Board meeting or brought back to the next Board meeting for review and possible adoption.

### FISCAL IMPACT

None

### ATTACHMENT(S)

Resolution No. 2022-13

**RESOLUTION NO. 2022-13**  
**A RESOLUTION OF THE BOARD OF DIRECTORS**  
**OF THE PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT**  
**ESTABLISHING POLICIES FOR BOARD MEMBER**  
**COMPENSATION, REIMBURSEMENT, AND ETHICS TRAINING**

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

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

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

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

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

Section 1. **COMPENSATION.**

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

1.2. **Day of Service.**

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

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



must be particularly described in the Board member's corresponding payment request;

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

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

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

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

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

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

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

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

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

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

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

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

1.3. **Procedure.** To receive compensation for attendance or participation at approved meetings, a Board member shall submit to the District's General Manager a payment request for the calendar month no later than the Monday of the week preceding the second regular Board meeting of the following month. By such meeting, the Board will review and approve or deny the payment request. Payment requests not submitted during the specified time period shall be placed on the agenda as a separate item and be subject to Board review for approval or denial. Payments made by District staff prior to Board consideration of compensation requests are expressly subject to reconciliation following Board action thereon.

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

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

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

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

2.3. **Rates.**

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

2.3.2. **Transportation.**

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

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

time of the vehicle usage.

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

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

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

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

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

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

2.6. **Expense Forms.** The District shall provide expense report forms to be filed by the members of the Board for reimbursement for actual and necessary expenses incurred on behalf of the District in the performance of official duties. The expense reports shall document that expenses meet the policy reflected in this Resolution for expenditure of public resources. Board members shall submit to the District's General Manager expense reports for the calendar month by the second regular Board meeting of the following month, and the reports shall be accompanied by detailed/itemized receipts documenting each expense. Detailed/itemized receipts for credit card charges shall be documented on the monthly expense form, however the receipts must be submitted to the District as soon as possible after the charge is incurred. By the second regular Board meeting of each month, the Board will review

and/or approve District reimbursement of Board member expenses incurred during the previous month. Payments made by District staff prior to Board consideration of expense reimbursement requests are expressly subject to reconciliation following Board action thereon. All documents related to reimbursable District expenditures, or expenditures charged on a District credit card, are public records subject to disclosure under the California Public Records Act.

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

Section 3. **ETHICS TRAINING.**

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

3.2. **Application.**

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

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

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

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

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

3.3. **District Responsibilities.**

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

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

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

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

Section 5. **SEVERABILITY.**

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

Section 6. **EFFECTIVE DATE.**

The provisions of this Resolution shall supersede Resolution No. 2021-10 adopted by the Board on June 2, 2021, and shall become effective immediately upon adoption.

ADOPTED this 4th day of May, 2022,

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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President, Board of Directors

ATTEST:

---

Secretary



# Agenda Item 6c

Update on the Proposed Civic  
Center & Phelan Park Expansion  
Projects



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

## MEMORANDUM

**DATE:** May 4, 2022  
**TO:** Board of Directors  
**FROM:** Don Bartz, General Manager  
By: Kim Ward, HR Manager/Executive Secretary  
**SUBJECT:** Update on the Proposed Civic Center & Phelan Park Expansion Project

---

### STAFF RECOMMENDATION

None

### BACKGROUND

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

### FISCAL IMPACT

None

### ATTACHMENT(S)

None

# Agenda Item 6d

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



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

## MEMORANDUM

**DATE:** May 4, 2022

**TO:** Board of Directors

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

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

---

### STAFF RECOMMENDATION

None

### BACKGROUND

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

### FISCAL IMPACT

None

### ATTACHMENT(S)

None

# Agenda Item 7

Committee Reports/Comments



## **ENGINEERING COMMITTEE MEETING MINUTES**

April 13, 2022 – 4:00 p.m.  
Phelan Community Center  
4128 Warbler Road, Phelan, CA 92371  
& Remotely Via Zoom or Conference Call

**Board Members Present:** Mark Roberts, Director (Chair)  
Kathy Hoffman, Director  
Charlie Johnson (non-participating)

**Board Members Absent:** None

**Staff Present:** Don Bartz, General Manager  
Sean Wright, Water Operations Manager  
Chris Cummings, Water Operations Assistant Manager  
Tony De La Rosa, Engineering Technician  
Jennifer Oakes, Executive Management Analyst  
Aimee Williams, Administrative Technician II

**Guests/Public:** None

### **Call to Order**

Director Roberts called the meeting to order at 4:13 p.m.

### **Roll Call**

All Committee Members were present at Roll Call.

- 1) **Approval of Agenda**  
Director Hoffman moved to approve the Agenda. Director Roberts seconded the motion. Motion passed unanimously.
- 2) **Public Comment** – None
- 3) **Approval of Minutes**  
Director Hoffman moved to approve the Minutes. Director Roberts seconded the motion. Motion passed unanimously.
- 4) **Oeste Recharge Study Project**  
Mr. Wright reported that MWA completed 2 monitoring wells on site and is progressing according to their timeline.
- 5) **Discussion Regarding Water System**
  - **Pumps and Wells Services Agreement**
  - **10-Year Tank Rehabilitation & Maintenance Service**
  - **Water Quality**

- **Service Line Replacement Program Update**

- **Other Repairs/Replacements/Updates/Maintenance**

Mr. Wright provided an update on the water system. The service line replacement program is on track for the year. Tank 1A3 interior coating is approximately 75% complete and will be online May 1st. He stated the Wilson Ranch pipeline protection project is 90% done and will be completed at the end of the week. Drone footage was taken throughout the project and will be brought to a future meeting. Booster maintenance and tank washouts are complete. He reported on pump repairs/rehabs and included notes regarding cost savings and efficiency improvements.

6) **Smithson Springs Update**

Mr. Wright reported that the flow is 3.5gpm at the upper weir and 3gpm at the lower weir.

7) **State Regulations Update**

Ms. Oakes stated that there are no new updates at this time.

Mr. Wright reported that a preliminary MCL for Chromium-6 should be adopted by 2024, with full implementation expected in 2028. The new MCL is expected to be 10 ppb and the District currently has two wells that are slightly over that number. The District will be applying for a grant for well funding.

8) **Review of Current Projects**

- **Pressure Zone 6**

Nothing new to report.

- **New Well No. 15**

Mr. Wright reported that staff will be seeking adoption of CEQA and approval for drilling of Well No. 15 at the next meeting.

9) **Staff Reports**

Mr. Wright commended field staff for the work done on the Wilson Ranch project.

10) **Review of Action Items**

a) **Prior Meeting** – None

b) **Current Meeting** – None

11) **Set Agenda for Next Meeting** – May 11, 2022

12) **Adjournment**

With no further business before the Committee, the meeting adjourned at 4:30 p.m.

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

## **SPECIAL PARKS COMMITTEE MEETING MINUTES**

April 12, 2022

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

**Board Members Present:** Rebecca Kujawa, President (Chair)  
Charlie Johnson, Director (Zoom)

**Board Members Absent:** None

**Staff Present:** Steve Lowrance, Parks Supervisor  
Aimee Williams, Administrative Technician II

**Guests/Public:** Rowena McDermott  
Cheryl Rhoden

### **Call to Order**

President Kujawa called the meeting to order at 4:01 p.m.

### **Roll Call**

All Committee Members were present at Roll Call.

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

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

2) **Public Comment** – Cheryl Rhoden stated she will have comments on Agenda Item 5.

#### 3) **Approval of Minutes**

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

#### 4) **Review & Discussion Regarding Parks & Recreation Events**

Mr. Lowrance reviewed the upcoming events. The summer activities will begin in June and will include baking classes, painting classes, archery classes, movies in the park, concerts in the park, and kids dance classes. He stated that he is still working on scheduling junior ninja classes and a butterfly garden class with Transitional Habitat.

#### 5) **Update Regarding Phelan Park Expansion**

Mr. Lowrance reported that the District has applied for a grant for \$2.7 million through the Land and Water Conservation Fund to complete a portion of the park. The state will be conducting a site visit as part of the process.

#### 6) **Update on Phelan Farmers Market**

Rowena McDermott, Phelan Farmer’s Market owner and manager, gave an update on the market. She reported that the market is thriving over the last 8 weeks with more Covid restrictions being lifted, and farm sales have gone up over 60%. She stated that she is seeing a lot of new faces at the market, with new customers visiting the market and new vendors being added. She said the EBT Market Match Grant has grown recently, but federal funding will be ending soon. She reported that the market will be moving back to the park next week and she is hoping to add games for the kids. She also stated that she is searching for funding and hopes to be able to have nutrition and cooking classes in the fall.

7) **Update on Teaching Garden**

Mr. Lowrance stated that there was a class last Saturday, and attendance has continued to be around 12 people per class.

8) **Staff Report**

Nothing further.

9) **Committee Comments**

Nothing further.

10) **Review of Action Items**

a) **Prior Meeting** – None

b) **Current Meeting** – Copy of detailed parks survey results

11) **Set Agenda for Next Meeting** – July 12, 2022

12) **Adjournment**

With no further business before the Committee, the meeting adjourned at 4:29 p.m.

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

# Agenda Item 8

Staff & General Manager's Report





## Water Operations Manager's Report March 2022

### Introduction

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

### Summary

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

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

### Water Quality Samples

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

TEST TYPE	NO. OF COLLECTIONS THIS MONTH	TESTING SCHEDULE	NOTES
Raw water and Bac-t samples	47 samples	Monthly	All in compliance, Sampled Weekly
General physical samples	6 samples	Monthly	All in compliance, Sampled Weekly
TTHM/HAA5	0 samples sets	Quarterly	All in compliance.
UCMR 4	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 SOC	0 samples	As needed	All in compliance.
Nitrate as N	2 samples	As needed	All in Compliance.
Chromium 6	0 samples	Quarterly	All in Compliance.
Secondary GP'S	0 samples	As needed	All in Compliance.
Uranium	0 samples	As needed	All in Compliance

## Production and Service Order Report

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

<b>Total Monthly Production</b>	199.84 A. F. 1 % more than 2013
<b>2013 Monthly Production</b>	213.91 A. F.
<b>USA's Marked</b>	277
<b>Service Orders Completed</b>	533 service orders completed
<b>Main/Service Line Leaks</b>	18 service line leaks repaired. 0 Main line leak/ breaks repaired
<b>Hydrant Repairs/Replacements</b>	1 hydrant repaired/1 replaced
<b>Residential Meters Sold</b>	12
<b>Commercial Meters Sold</b>	0
<b>YTD Total Meters Sold (Calendar)</b>	21 (95 in 2021)
<b>Construction Meters Out</b>	7
<b>Service Lines Replaced</b>	34

### Job Code Summary

<b>Job Code</b>	<b>Total Completed</b>
C-Lock - Lock	50
C-Read & Unlock-Open - Read & Unlock - Opening	3
C-Read & Unloc-OC-DM - Read & Unlock - Opening-OC-DM	19
D-Closing Read & Lck - Closing Read & Lock DO NOT USE	5
D-Closing Read-OC-DM - Closing Read & Lock-OC-DM DO NOT USE	2
M- Investigate Lock - Verify Meter Still Locked	41
M- Verify Acct Class - Verify Account Class	1
M- Water Audit - Audit Water Usage	1
M-Backflow - Backflow Information	0
M-Cost Estimate Req - Cost Estimate Request	0
M-Data - Data Log	5
M-Bees- Bees	0
M-Investigate Leak - Investigate Leak	0
M-Investigate No Wtr - Investigate No Water	1
M-Lock No N/O Info - Meter Locked No New Owner Info	27
M-Low/No Consumption - Investigate Low/No Consumption	5
M-Meter Leaking - Meter Leaking	0
M-Meter UTL - Buried - Meter UTL - Buried	1
M-Pressure Ck Hi-Low - Pressure Check Hi-Low	5
M-R/R Angle Stop - Repair/ Replace Angle Stop	1
M-R/R Gate Valve - Repair/ Replace Gate Valve	2
M-Read - Read (do not update Read)	1
M-Repair Svc Line - Repair Service Line	18
M-Repair/Install Box - Meter Box	1
M-Replace Serv Line - Replace Service Line	34

M-Stake Meter Loc - Stake Meter Location	2
M-Status - Status	6
M-Turn off-Cust Req - Turn off - Customer Request	3
M-UNLOCK – UNLOCK	39
M-Verify Leak Repair - Verify Leak Repaired	5
M-Water Loss Leak - Door Hanger Water Loss Leak	1
M-Water Quality Tast - Water Quality - Taste	1
S- Replace Register - Register Not Sending Signal	0
S- Meter Downsize - Meter Downsizing	0
Service Change - Service Status Change	0
S-Replace Mtr & Reg - Replace Entire Meter Max Life Usage	15
S-Replace Reg Hotrod - Replace Register Hotrod Died	70
S-Replace Register - Replace Register Mueller	0
S-Replace Mtr- Replace Entire Meter Bottom Seal Leaking	19
Grand Totals	533

### **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
- Smithson Springs last cleaned December 2021- Current flows 3.5 GPM Upper Weir, 3 GPM Lower Weir
- Well 14 Production for December 0.13 AF, YTD 0.99 AF
- Valves and Hydrants Maintenance: 37 hydrants flushed and painted YTD Total-37
- Service line replacement program on target to meet current established goals. 83 Replaced Calendar Year To Date, 117 Replaced Fiscal Year To Date
- Air-Vac maintenance & flushing program-0 Flushed & Maintenance YTD-70 of 336 Total Project 21% Complete
- Cla-Val automatic controls valves being systematically rebuilt as a water conservation measure- 7 CompleteYTD Water savings from this project is 9.5 GPM and counting @ 5MG
- Water Meter Replacement Project- 2713 of 7050 Replaced – 38.5 % Complete
- Tank 1A-3 Interior coating sand, blast, re-coat- 75% Complete
- Diving cleaning of Zone G Reservoir- 10% Complete
- Wilson Ranch Road Pipeline Protection Project- Drone images of before & after to follow- 15% Complete

### **Projects Completed**

- Rehabilitation of pump and motor at 3B Booster A- 100% Complete
- Rehabilitation of pump and motor at 4B Booster A- 100% Complete
- Rehabilitation of pump and motor at 5B Booster A- 100% Complete
- Rehabilitation of pump and motor at 7B Booster A-100% Complete
- Replacement of Booster B at Station 12- 100% Complete
- Re-wiring of site 5A Boosters A, B, C and control wiring-100% Complete
- Well Meter and inter-tie Meter annual accuracy program FY 21/22- 100 % Complete
- Electrical Efficiency test performed @ every booster and well within the District- 100% Complete with summaries of notable replacements attached
- Oil Changes and greasing at all district wells 100% Complete Boosters 100 % Complete
- 43 Valves Turned this month as part of district Valve Exercising Program, 63 Year To Date Turned of 4291
- 317 Dead ends flushed of 317 = every year no matter what < No goal, this is mandatory
- 1936 hydrants = 0 flushed this Year To Date 37 Painted Goal is 968 annually, this is done Bi-Annual
- Tank washouts of 1B-2,1B-1,3B,3C,1C-1,5A,1A-3, Well 2-1, 4A Complete

## **Engineering Manager's Report**

**May 4, 2022**

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### ***Alternative Energy - 1.16 MW Solar Photovoltaic***

The generation report from November to December has been disconnected. A customer ticket was issued to resolve the SunPower Portal reporting with their customer service team. Reporting during this period will be included in the February Manager's report. Monthly generation reports are issued the second week of the following month.

The district is scheduled to register its solar generation, Renewable Energy Credits (REC's), with the U.S. Department of Energy, Energy Information Administration (EIA). The sunsetting of 3G cellular service has impacted the remote generation reports and monitoring which caused missing monthly generation data since October 2021, credit registration has been delayed until this is remedied. Communication hardware is being retrofitted with LTE equipment.

For 2020, the district has registered 2,658 MWh (2,657,613 kWh).

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### ***Geographic Information System (GIS)***

Mobile access to the GIS data is secured using Single Sign-on (SSO) and virtual private network (VPN) connections. This is possible through ESRI small utility enterprise license agreement (SUELA) with access to ESRI software and tools. SEDARU is another component to mobile application with continue to provide system logging, system maintenance, service and work orders processes integrated with Tyler, hydraulic model, and positive response DigAlert. The district has migrated from mail exchange server to Azure Active Directory through Microsoft Office 365 cloud-based portal.

Water system and facilities as-built plans are now mobile accessible, by staff, through Portal providing immediate access to infrastructure information. Wells, booster stations and reservoir sites will be included concluding updated imagery and photos. A Capital Improvement Project (CIP) and mainline extension dashboards is now in-place. Field staff now log daily/weekly/monthly vehicle safety check and fuel/milage through a mobile application. Data collected will assist and validate the need for vehicle replacements. Mobile system backflow management application is in design and beta-tested by end of fiscal year.

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### ***Pressure Zone 6 Improvements***

Over the last 3-years, the district has looked into improving system pressures in 2 locations. 2020 Water Master Plan (WMP) listed improving system pressure on the west end of Maria Road in pressure zone (PZ) 6 with expanding PZ 7 with 1,300 lineal feet of 8-inch pipeline on Pinon Hills Road between Nielson Road and Maria Road. The updated hydraulic model in the WMP validated the PZ deficiency. Distribution system and customers in PZ6 would benefit with the proposed

project. . District staff prepared design drawings for this project. The project will be brought to the Board for approval as required by the District’s purchasing policy.

The second location is on Mescalero Road, between Quail Road and Snowline Road, with 740 LF of proposed 6-inch water pipeline. Design plans for Mescalero Road were also prepared by District staff. The installation is proposed to be constructed by field staff. The WMP has proposed increasing capacity at Tank site 6A with an additional 2.2 MG. Preliminary layout proposes a tank between Sheep Creek’s tank and the existing District’s 0.42 MG. Tank 6A primarily serve PZ6.

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### ***Civic Center / Community Center and Future Phelan Park Expansion***

Phase 1 – Civic Center. Street improvement plans, grading plans, drainage plans, Water Quality Management Plan (WQMP), and construction documents have been submitted County plan check. The construction documents were received on March 30<sup>th</sup> and will be resubmitted by the end of April. 95% of the comments were ADA related. Landscape plans were submitted in late November and pending County comments.

The existing electrical switch gear is proposed to be upgraded from a 800 amp to 4000 amp to serve the Civic Center, Community Building, and Phelan Park expansion. The light plan and specifications were received from the electrical engineer for submittal.

The percolation test and infiltration report were completed and received for the future park site. The reports were required to complete the Hydrology Study for the Civic Center Project. The future park site would provide the necessary soil (borrow) for the Civic Center Project. Rough grading plan of the proposed park is included in the Civic Center grading design plans. The County has reviewed the CEQA Study prepared by Lilburn Corporation. The County is the lead for CEQA.

Staff is working with District’s legal to prepare the ingress/egress and grading easements for APN 3066-251-05 and -06 and required to abandon Sahara Road. Written permission was conditioned to proceed with the abandonment process

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### ***Future Well No. 15 and 16***

The purchase of the east 5.0-acre portion of the 40-acre parcel has closed escrow in early October. Dodson and Associates is preparing the Environment Report (CEQA) for future well no. 15. The district anticipates delivery for review in the next week. This project includes approximately 5,900 LF of 12-inch water pipeline from well 15 to reservoir Site 2-2 on Sheep Creek Road.

Comments for the CEQA study were received from (3) agencies. Dodson and Associates have responded to comments in mid-April. Dodson will prepare public notice and will be brought to the Board at its May 18<sup>th</sup> Board meeting. Staff is working with a consultant for permitting and design plan for phase II of the project.



## ***Water Mainline Extension Projects***

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

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

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### ***Silver Rock Road - to serve APN 3099-491-14, -15, -16, & -17***

Proposed 570 Linear Feet of 8-inch PVC water pipeline, located on Silver Rock Road from Marco Road north to Sacramento Road. Owner: So. Cal Services. Plans were prepared by TRLS Engineering. Second plan check in pending.

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### ***Schlitz Road - to serve APN 3101-571-02***

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

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

Proposed 950 Linear Feet of 8-inch PVC water pipeline, located on Salerno Road from Bambi Court west to 350 west of Johnson Road. Plans were prepared by Merrell Johnson Companies. First plan check was returned on March 30, 2021.

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

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

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

Proposed 340 Linear Feet of 8-inch PVC water pipeline, located on Sequoia Road east of Johnson Road. Owner: ZAB LLC, Luis Benites. Plans were prepared by Capstone Engineering Incorporated. Approved design plans are pending pre-construction meeting.

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### ***Lager Road - to serve APN 3066-471-22, -23, -24, & -25***

Complete - Proposed 939 Linear Feet of 8-inch PVC water pipeline, located on Lager Road between White Fox Trail and Yucca Terrace Drive. Construction completed in early April.

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

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

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***Solano Road - to serve APN 3068-171-19 & -20***

Proposed 320 Linear Feet of 8-inch PVC water pipeline, located on Solano Road, west of Crystal Aire Road. Plans prepared by TRLS Engineering for Rashidian. Second plan check completed and approved. Final plans received March 31, 2022. Plans to be revised. Will require Fire approval.

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***San Bernardino County Public Works Projects  
(nothing new to report)***

***Phelan Road Intersection Improvements***

The San Bernardino County Public Works Department has delayed begin of work for this project. The intersection widening for left and right turn lanes along Phelan Road areas are as listed:

Sonora Road  
Tumbleweed Road  
Sunny Vista Road  
& Arrowhead Road

Potholing was completed. No District facilities are impacting County improvements. Frontier Communications are set to relocate concrete encased conduits at Sonora Road in the next few months. Southwest Gas unable to confirm depth of lines along Phelan Road.

***Phelan Road Intersection Improvements***

The County awarded an environmental clearance and design services consultant contract to EXP in June 2021. The scope of the project includes widening to five lanes with one center continuous left turn lane; pavement rehab or reconstruction; drainage improvements at Sheep Creek and Horse Canyon Channel, along with 25+/- other drainage structures; and, install traffic signal at Clovis Road.

The tentative schedule is as follows:

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

- Construction: Spring 2026

The consultant, EXP, has requested as-builts, from the district, for the project in late August 2021. Staff recognized improvements impact water pipeline casing crossing. The district was not noticed of the conflict therefore acceptable by Caltrans.

# Agenda Item 9

Director Reports



ASBCSD  
April 18, 2022

President Rebecca Kujawa

Hosted by: West Valley Water District

Speaker: Dr. Angleo Farooq ( California Workforce Development Board) Chair

\* Highlighted [IEWorks.org](https://www.ieworks.org) (Internships/Training for future water leaders)

\* American Job Centers - designed to provide a full range of assistance to job seekers under one roof.

\*\* The workforce will need to fill many positions in Cybersecurity, Transportation and Water in the near future.

\*\* A large portion of the workforce that recently left was women due to Covid and caring for family members.

# Agenda Item 10

Correspondence/Information



# LAFCO

## Local Agency Formation Commission for San Bernardino County

1170 West 3rd Street, Unit 150  
San Bernardino, CA 92415-0490  
909.388.0480 | Fax 909.388.0481  
lafco@lafco.sbcounty.gov  
www.sbclafco.org

### COMMISSIONERS

JOE BACA, Jr.  
Board of Supervisors

JIM BAGLEY, Chair  
Public Member

DR. KIMBERLY COX  
Special District

JAMES V. CURATALO  
Special District

CURT HAGMAN  
Board of Supervisors

LARRY McCALLON  
City Member

ACQUANETTA WARREN, Vice Chair  
City Member

### ALTERNATES

DIETER C. DAMMEIER  
Public Member

RICK DENISON  
City Member

STEVEN FARRELL  
Special District

DAWN ROWE  
Board of Supervisors

### EXECUTIVE OFFICER

SAMUEL MARTINEZ

### LEGAL COUNSEL

PAULA DE SOUSA

April 14, 2022

TO: COUNTY OF SAN BERNARDINO  
CITIES AND TOWNS  
INDEPENDENT SPECIAL DISTRICTS

RE: LAFCO PROPOSED SCHEDULE OF FEES, DEPOSITS  
AND CHARGES FOR FY 2022-23

Pursuant to the provisions of Government Code Section 56383, the proposed Schedule of Fees, Deposits and Charges (hereafter "Schedule") was reviewed by the Commission at its March hearing. You are being provided a copy of the proposed Schedule for your review and comment. The revised Schedule for Fiscal Year 2022-23 is accessible on the LAFCO homepage ([www.sbclafco.org](http://www.sbclafco.org)).

The Commission will consider the final adoption of the Schedule at its May 18, 2022 hearing. If you have comments and wish to have them included within the report to the Commission for the final consideration, they must be received in our office by no later than May 11, 2022. All other comments received will be provided to Commission members at the hearing for consideration. Once adopted, the Schedule will become effective July 1, 2022.

Please feel free to contact the LAFCO office at the phone number listed above or by email at [lafco@lafco.sbcounty.gov](mailto:lafco@lafco.sbcounty.gov) if you have any questions.

Sincerely,

SAMUEL MARTINEZ  
Executive Officer



# LAFCO

## Local Agency Formation Commission for San Bernardino County

1170 West 3rd Street, Unit 150  
San Bernardino, CA 92415-0490  
909.388.0480 | Fax 909.388.0481  
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Special District

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DIETER C. DAMMEIER  
Public Member

RICK DENISON  
City Member

STEVEN FARRELL  
Special District

DAWN ROWE  
Board of Supervisors

### EXECUTIVE OFFICER

SAMUEL MARTINEZ

### LEGAL COUNSEL

PAULA DE SOUSA

April 14, 2022

TO: COUNTY OF SAN BERNARDINO  
Board of Supervisors  
County Executive Officer  
Chief Financial Officer  
CITIES AND TOWNS  
City/Town Managers  
INDEPENDENT SPECIAL DISTRICTS  
General Managers

Provided for your review and comment, pursuant to the provisions of Government Code Section 56381, is the LAFCO Proposed Budget for Fiscal Year 2022-23 adopted by the Commission. Attached to this letter is the proposed apportionment for Fiscal Year 2022-23 based upon the adopted Proposed Budget.

The staff report (including attachments) for the Proposed Budget consideration is accessible on the LAFCO homepage ([www.sbclafco.org](http://www.sbclafco.org)).

The Commission is scheduled to consider and adopt its Final Budget at the May 18 hearing as required by law. If you have comments and wish them to be included within the report to the Commission for the Final budget consideration, they must be received in our office by no later than May 10. All other comments received will be provided to Commission members at the hearing for consideration.

Please feel free to contact the LAFCO office at the phone number listed above or by email at [lafco@lafco.sbcounty.gov](mailto:lafco@lafco.sbcounty.gov) if you have any questions.

Sincerely,

SAMUEL MARTINEZ  
Executive Officer

Attachment:

Apportionment Distribution for County, City/Town, and Special Districts



**LAFCO Cost Allocation  
Special Districts Allocation  
FY 2022-2023**

District Name	Apportionment FY 18-19	Apportionment FY 19-20	Apportionment FY 20-21	Apportionment FY 21-22	Total Revenues* FY 19-20	Apportionment FY 22-23
Apple Valley Fire Protection	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 12,590,177.00	\$ 10,000.00
Apple Valley Foothill County Water	388.67	285.22	274.52	179.08	164,444.00	2.63
Apple Valley Heights County Water	772.95	571.52	764.95	303.75	396,962.00	6.35
Arrowbear Park County Water	3,187.14	2,723.80	2,428.29	1,171.07	1,403,310.00	22.45
Baker Community Services	1,932.08	1,193.65	1,279.69	801.18	712,799.00	11.41
Barstow Cemetery	1,052.82	594.95	545.38	280.59	420,792.00	6.73
Barstow Heights Community Services	173.01	118.92	117.32	62.27	73,921.00	1.18
Bear Valley Community Healthcare	1,500.00	1,500.00	1,600.00	1,500.00	2,019,667.00	1,500.00
Big Bear Airport	5,000.00	3,731.47	3,806.39	2,127.80	2,468,215.00	39.48
Big Bear City Community Services	10,000.00	10,000.00	10,000.00	10,000.00	15,097,897.00	10,000.00
Big Bear Municipal Water	5,000.00	10,000.00	10,000.00	10,000.00	6,138,484.00	10,000.00
Big River Community Services	280.49	183.06	174.23	84.84	154,072.00	2.47
Bighorn-Desert View Water Agency	5,000.00	3,704.81	3,761.85	1,856.16	2,308,268.00	36.93
Chino Basin Water Conservation	4,669.76	4,737.17	5,000.00	3,086.56	3,654,509.00	58.48
Chino Valley Independent Fire	20,000.00	20,000.00	20,000.00	20,000.00	45,532,119.00	20,000.00
Crestline Lake Arrowhead Water Agency	10,000.00	10,000.00	10,000.00	10,000.00	8,238,155.00	10,000.00
Crestline Sanitation District	5,000.00	5,000.00	5,000.00	4,281.75	5,088,108.00	10,000.00
Crestline Village Water	5,000.00	4,996.20	5,000.00	2,875.87	3,304,657.00	52.88
Cucamonga Valley Water District	30,000.00	30,000.00	30,000.00	30,000.00	108,233,101.00	30,000.00
Daggett Community Services	739.20	593.07	594.12	272.94	259,415.00	4.15
East Valley Water	20,000.00	20,000.00	20,000.00	20,000.00	40,459,570.00	20,000.00
Helendale Community Services District	5,000.00	5,000.00	10,000.00	10,000.00	6,060,958.00	10,000.00
Hesperia Recreation and Park	5,000.00	10,000.00	10,000.00	10,000.00	9,849,105.00	10,000.00
Hi-Desert Memorial Healthcare District	1,500.00	1,500.00	1,500.00	1,500.00	10,861,546.00	1,500.00
Hi-Desert Water District	10,000.00	10,000.00	10,000.00	10,000.00	17,228,338.00	10,000.00
Inland Empire Resource Conservation	5,000.00	3,680.67	3,103.33	2,074.24	4,207,471.00	67.33
Inland Empire Utilities Agency	30,000.00	30,000.00	30,000.00	30,000.00	219,198,974.00	30,000.00
Joshua Basin Water	10,000.00	10,000.00	10,000.00	10,000.00	7,666,510.00	10,000.00
Juniper-Riviera County Water	794.94	533.88	524.23	276.05	322,087.00	5.15
Lake Arrowhead Community Services	10,000.00	10,000.00	10,000.00	10,000.00	20,635,914.00	20,000.00
Mariana Ranchos County Water	1,352.32	965.62	963.49	497.44	549,364.00	8.78
Mojave Desert Resource Conservation	233.22	237.29	226.84	116.66	135,043.00	2.16
Mojave Water Agency	20,000.00	20,000.00	20,000.00	20,000.00	55,197,152.00	30,000.00
Monte Vista Water	10,000.00	10,000.00	10,000.00	20,000.00	23,276,757.00	20,000.00
Morongo Valley Community Services	2,501.98	2,371.92	1,682.65	887.79	965,925.00	15.48
Newberry Community Services	620.20	355.32	365.96	184.07	222,540.00	3.56
Phelan Pinon Hills Community Services District	10,000.00	10,000.00	10,000.00	10,000.00	10,748,450.00	10,000.00
Rim of the World Recreation and Park	3,120.65	1,990.72	2,000.85	1,041.43	1,109,536.00	17.75
Running Springs Water	10,000.00	10,000.00	10,000.00	10,000.00	7,482,513.00	10,000.00
San Bernardino Mountains Community Hospital	1,500.00	1,500.00	1,500.00	1,500.00	(5,448.00)	-
San Bernardino Valley Municipal Water	30,000.00	30,000.00	30,000.00	30,000.00	141,825,429.00	30,000.00
San Bernardino Valley Water Conservation	5,000.00	3,951.62	4,281.93	2,418.94	3,548,354.00	56.78
Thunderbird County Water	622.80	427.24	405.11	216.36	227,908.00	3.65
Twentynine Palms Cemetery	648.28	439.74	443.20	249.99	251,317.00	4.02
Twentynine Palms Water District	10,000.00	5,000.00	10,000.00	10,000.00	5,503,016.00	10,000.00
West Valley Mosquito and Vector Control	5,000.00	5,000.00	5,000.00	3,101.45	3,631,586.00	58.11
West Valley Water District	20,000.00	20,000.00	20,000.00	20,000.00	33,022,132.00	20,000.00
Wrightwood Community Services District	382.15	268.09	790.16	430.10	465,023.00	7.44
Yermo Community Services	339.68	222.02	372.30	282.38	180,433.00	2.57
Yucaipa Valley Water	20,000.00	20,000.00	20,000.00	20,000.00	26,836,502.00	20,000.00
Yucca Valley Airport	186.68	121.03	112.68	58.24	67,303.00	1.08
<b>Totals</b>	<b>\$ 368,499.00</b>	<b>\$ 363,499.00</b>	<b>\$ 373,499.00</b>	<b>\$ 363,499.00</b>	<b>\$ 869,770,380.00</b>	<b>\$ 363,499.00</b>

All data in this worksheet are extracted from Fiscal Year 2019-20 Special Districts revenues published on the State Controller's website. FY 2020-21 was not available as of April 8, 2022.

Pursuant to authority provided by Government Code Section 56381, the Independent Special Districts, by majority vote, have determined an Alternative Funding Formula to the Independent Special Districts' mandatory share of the LAFCO net operating costs as follows:

- A. Healthcare (Hospital) Districts shall be limited to payment of \$1,500 regardless of Total Revenue.
- B. Those districts with Total Revenue of more than \$50,000,000 shall pay \$30,000.
- C. Those districts with Total Revenue of between \$20,000,000 to \$50,000,000 shall pay \$20,000.
- D. Those districts with Total Revenue of between \$5,000,000 to \$20,000,000 shall pay \$10,000.
- E. Those districts with Total Revenue of between \$2,000,000 to \$5,000,000 shall contribute an amount not to exceed \$5,000.
- F. Those districts with Total Revenue of less than \$2,000,000 shall be apportioned an amount to be determined by the ratio of each district's Total Revenue as compared to the Total Revenues whose share does not exceed \$5,000.

# BILLING SCHEDULE



## MAY 2022

**May 1**

- Bills mailed for **April 2022** charges

**May 16**

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

**May 17**

Disconnection date for **March 2022** bill

**May 23**

-Payment must be received by 5:00 p.m. to avoid penalty for **May 2022** bill



## JUNE 2022

**June 1**

- Bills mailed for **May 2022** charges

**June 14**

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

**June 15**

Disconnection date for **April 2022** bill

**June 22**

- Payment must be received by 5:00 p.m. to avoid penalty for **June 2022** bill



## JULY 2022

**July 1**

- Bills mailed for **June 2022** charges

**July 18**

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

**July 19**

-Disconnection date for **May 2022** bill

**July 25**

- Payment must be received by 5:00 p.m. to avoid penalty for **July 2022** bill

Effective July 1, 2022 credit card fee will increase to \$3.00

Holiday Closures

Memorial Day- Monday, May 30, 2022

Fourth of July-Monday, July 4, 2022



Phelan Piñon Hills CSD

Invites Everyone to Come for...

Family Faves.

# MOVIE NIGHTS IN THE PARK

Every Friday Night at Dusk

Phelan Community Park  
June 10 - September 16

Co-hosted by the Tri-Community Kiwanis

**June 10**  
Encanto

**June 17**  
The Greatest Showman

**June 24**  
Lego Batman Movie

**July 1**  
The Princess Bride

**July 8**  
Up

**July 15**  
Enchanted

**July 22**  
Ron's Gone Wrong

**July 29**  
School of Rock

**Aug. 5**  
The BFG

**Aug. 12**  
Mary Poppins Returns

**Aug. 19**  
Megamind

**Aug. 26**  
Jumanji (1995)

**Sept. 2**  
Emperor's New Groove

**Sept. 9**  
Wonder

**Sept. 16**  
Clifford the Big Red Dog

FREE

# CR&R SOLID WASTE SERVICES



**TIRED OF  
WAITING IN  
LINE AT THE  
DUMP?**

**RESIDENTIAL  
PICKUP SERVICE**

**FREE  
RECYCLING  
DROP-OFF**

## WHAT CAN I RECYCLE?

- Paper
- Clean Metal Cans
- Aluminum Cans
- Plastic Containers
- Clean Cardboard
- Glass Bottles & Jars
- Green Waste
- Catalogs
- Junk Mail
- Plastic #1- #7
- Cereal Boxes
- Clean Aluminum Foil

**CALL TODAY  
760-868-6353**





2022  
SPRING

PHELAN PIÑON HILLS CSD PRESENTS

# EARTH DAY

# ART CONTEST

Prizes (Per Category)

1st Place: \$100

2nd Place: \$75

3rd Place: \$50

Deadline: May 31

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

PHELAN PIÑON HILLS CSD  
SOLID WASTE  
SERVICES

CONSERVATION  
IT'S OUR WAY OF LIFE

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



# Contest Rules and How to Enter

## How to Enter

1. Create a piece of artwork reminding everyone to recycle or conserve water.
2. Attach the form at the bottom of this sheet to your artwork. The entry form at the bottom of this paper must be included with your artwork. You may be disqualified if the form is not included.
3. Mail or drop off your artwork by April 29, 2022 to the PPHCSD office at: 4176 Warbler Road, Phelan, CA 92371.
4. Winners will be awarded in May and will be featured in our 2023 District calendar, as well as on our website and social media.

## Eligibility

Participating students must attend a school located in Phelan or Piñon Hills. All entries must be delivered to the Phelan Piñon Hills Community Services District (District) office before 5 PM on May 31, 2022. Any entries submitted after this date and time may not be accepted or considered. Only one artwork entry may be submitted per student. ALL ENTRIES MUST INCLUDE THE BELOW ENTRY FORM. Entries not containing this information may be disqualified. Artwork must be submitted on 8.5"x11" paper. Larger or smaller artwork will not be considered for the contest. The purpose of this contest is to help students understand the importance of recycling and conserving water and the positive effect it has on the environment and our community.

## Judging Procedure

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

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

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

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

## Judging Criteria

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

## Please Note:

- All artwork submitted becomes the property of the District and may be reproduced.
- The District has the exclusive right to use the artwork for promotional materials in various collateral formats. Artwork may also be displayed on the District website, as an exhibit, or displayed in any and all formats for promotional purposes and purposes of community recycling, community water conservation, and environmental education. Non-winning entries used for other promotional material will not be compensated or receive any prizes.
- Once the prizes are distributed, no further compensation will be given. All entries will be evaluated by a panel of judges selected by District management. The District is not responsible for any lost or damaged contest entry submissions. Contest artwork entries will not be returned to students. The contest artwork entry winners will be notified by June 8, 2022 and invited to attend an award presentation at an upcoming board meeting.

**For further information call 760-868-1212.**

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

**Entry Form - All entries must include this form.**

Student's Name

Guardian Name

School

Grade

Guardian Contact Email Address

Guardian Contact Mailing Address:

Guardian Contact Phone Number

# Agenda Item 11

Review of Action Items

# Agenda Item 12

Set Agenda for Next Meeting