



BOARD PACKAGE

June 28, 2023

Regular Board Meeting – 5:00 p.m.

REGULAR BOARD MEETING AGENDA

June 28, 2023

Phelan Community Center
4128 Warbler Road, Phelan, CA 92371

REGULAR BOARD MEETING – 5:00 P.M.

Call to Order – Pledge of Allegiance

Roll Call

1) Approval of Agenda

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

a) **General Public**

b) **Community Reports**

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

3) Consent Items

- a) Approval of Minutes
b) Approval of Board Stipends/Reimbursements

4) Matters Removed from Consent Items

5) Presentations/Appointments

- Framework Readiness Assessment for Annual Water Use Objective
By: Jennifer Oakes, Executive Management Analyst/
Conservation Program Administrator

6) Continued/New Agenda Items

- a) Public Hearing on Water Conservation Measures
1. Secretary's Report
 2. Attorney's Report on Action Taken Prior to this Hearing
 3. Staff's Report
 4. Public Comments, Protests, and Objections



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

- a. Any person may address the Board on water conservation measures
 - b. Staff responses to comments, protests, and objections
- b) Discussion & Possible Adoption of Resolution No. 2023-17; Rescinding Stage Two Mandatory Restrictions on Water Use & Reverting to Stage One Mandatory Restrictions on Water Use
 - c) Discussion & Possible Action Regarding Annual Purchase Orders for Fuel from Rebel Oil & Sodium Hypochlorite from Univar Solutions
 - d) Update on Solid Waste Program Implementation
 - e) Update on the Proposed Civic Center & Phelan Park Expansion Projects
- 7) **Committee Reports/Comments**
- a) Engineering Committee (Standing)
 - b) Finance Committee (Standing)
 - c) Legislative Committee (Standing)
 - d) Parks, Recreation & Street Lighting Committee (Standing)
 - e) Waste & Recycling Committee (Standing)
- 8) **Staff and General Manager's Report**
- 9) **Reports**
- a) Director's Report
 - b) President's Report
- 10) **Correspondence/Information**
- 11) **Review of Action Items**
- a) Prior Meeting Action Items
 - b) Current Meeting Action Items
- 12) **Set Agenda for Next Meeting**
- Regular Board Meeting – July 12, 2023

13) **Adjournment**

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

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

Remote Viewing:

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

[PPHCSD YouTube Channel Link](#)

Remote Participation:

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

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

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

Written Comments:

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

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

Agenda Item 3a

Approval of Board Minutes

REGULAR BOARD MEETING MINUTES

June 14, 2023

Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Monterey County Fair RV Park
2004 Fairground Road, Monterey, CA 93940
& Remotely Via Zoom or Conference Call

Board Members Present: Mark Roberts, Vice President
Chuck Hays, Director
Deborah Philips, Director
Greg Snyder, Director

Board Members Absent: Rebecca Kujawa, President

Staff Present: Don Bartz, General Manager
George Cardenas, Engineering Manager
Kim Sevy, HR & Solid Waste Manager/District Clerk
Chris Cummings, Assistant Water Operations Manager
Linda Smith, Program Technician

District Counsel: Steve Kennedy, General Counsel

REGULAR BOARD MEETING – 5:00 P.M.

Call to Order

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

Roll Call

President Kujawa was absent.

1) Approval of Agenda

Director Philips moved to approve the Agenda. Director Hays seconded the motion. The motion carried after a roll call vote was conducted as follows:

- Hays – Aye
- Philips – Aye
- Snyder – Aye
- Roberts – Aye

2) Public Comment

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

3) Consent Items

Director Snyder moved to approve the Consent Items. Director Philips seconded the motion. The motion carried after a roll call vote was conducted as follows:

- Hays – Aye
- Philips – Aye
- Snyder – Aye
- Roberts – Aye

4) **Matters Removed from Consent Items** – None

5) **Presentations/Appointments** – None

6) **Continued/New Agenda Items**

a) **Public Hearing on Solid Waste Collection Services Rates**

Ms. Sevy provided a presentation on the District's solid waste programs.

NOTE: The presentation can be viewed at www.PPHCSD.org

Vice President Roberts declared the public hearing open at 5:25 p.m.

1. **Secretary's Report**

Ms. Sevy reported the District received five written protests, objections, or comments regarding the proposed solid waste collection services rates.

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

Mr. Kennedy reported notice of public hearing was mailed to 17,508 individuals for approximately 9,100 affected parcels on April 24, 2023, in compliance with Proposition 218.

Notice of Hearing was published in the Mountaineer Progress on June 8, 2023, and posted in the District office, District website, and District community centers.

Rates were discussed at three advertised community information meetings held on Saturday, May 20, 2023, at 10:00 a.m., Thursday March 16, 2023, at 7:00 p.m., and Tuesday, January 26, 2023, at 10:00 a.m.

The rates were made available for public review in the District office and on the District website in accordance with applicable law. Compliance with all legal requirements for this hearing are within the manner and time specified in the Government Code.

3. **Staff's Report**

Mr. Bartz reported that over the course of several months, District staff and CR&R negotiated rates for solid waste collection service, effective July 1, 2023, with CR&R agreeing to a rate freeze on the most common type of residential collection service, currently 2-cart trash collection service which will transition to 3-cart trash, recycling, and organics collection service, beginning July 1, 2023.

Although there will not be a rate increase for 3-cart residential service at this time, on April 24, 2023, the District mailed a notice of proposed rate increase because (1) service is transitioning from subscription to mandatory (unless the self-haul option is utilized), (2) new services have been added to the rate schedule in order to collect recycling and organics, and (3) some existing services are increasing by more than what is allowable by the existing rate schedule, such as CPI and certain pass-through costs.

CR&R conducted a rate analysis for the minimum collection service level to comply with state and District requirements. CR&R estimates it will lose approximately \$5.41 on each residential 3-cart service for the upcoming fiscal year.

Per CR&R, there are four components to the residential cart service rate: (1) collection costs, (2) disposal/processing costs, (3) District fees, and (4) overhead/administrative costs. The current rate of \$30.98 for two-cart service includes: collection service at \$22.11 (driver, truck, maintenance on truck and container), disposal/processing at \$0, District fees at 10% or \$3.09, and overhead/administrative costs at \$4.02 (facility, site management, customer service, billing, reporting). This difference of \$1.76 is profit to CR&R at 5.7% of the rate.

Under the changes for SB 1383 & AB 939 compliance, CR&R will add two new cart types, add route hours to service the new carts, and additional costs for processing and disposing of recycling and organics. The new cost components equal \$36.39, however, at this time, the rate will remain at \$30.98 for the basic residential service in order to comply with state and District disposal requirements.

4. **Public Comments, Protests, and Objections**

Public comment, protests, and/or objections were given by:

- Kent Baird, Resident
- Robert Swartwood, Resident
- Dennis Roby, Resident
- Barre Mormann, Resident
- Brenda Roper, Resident
- David Atkins, Resident
- Jeff Mohen, Resident
- Mary Estrada, Resident
- Napoleon Roper, Resident
- Beth Donnan, Resident
- Jeff Haggard, Resident

Director Philips moved to close the public hearing. Director Hays seconded the motion. The motion carried after a roll call vote was conducted as follows:

- Hays – Aye
- Philips – Aye
- Snyder – Aye
- Roberts – Aye

The public hearing was declared closed at 6:02 p.m.

b) **Discussion & Possible Action Regarding Resolution No. 2023-15; Adopting Rates for Solid Waste Collection Services Charges**

Staff Recommendation: For the Board to adopt Resolution No. 2023-15; Adopting Rates for Solid Waste Collection Services.

Ms. Bartz introduced this item.

Public comment was given by:

- An unidentified member of the public
- Shawn Troeger, Resident

After discussion, Director Snyder moved to adopt Resolution No. 2023-15. Director Philips seconded the motion. The motion carried after a roll call vote was conducted as follows:

- Hays – Aye
- Philips – Aye
- Snyder – Aye
- Roberts – Aye

c) **Update on Solid Waste Program Implementation**

Staff Recommendation: None

Ms. Sevy provided a presentation on the status of solid waste program implementation.

NOTE: The presentation can be viewed at www.PPHCSD.org.

No action taken; not an action item.

Vice President Roberts called a recess at 7:04 p.m.

The Board returned from recess at 7:23 p.m.

I

d) **Discussion & Possible Approval to Enter into a Professional Services Agreement with Dodson and Associates to Prepare an Initial Study, CEQA Compliance, for a Proposed 1.5 Million-Gallon Reservoir at Site 6A**

Staff Recommendation: For the Board to approve the Professional Services Agreement with Dodson & Associates to prepare an Initial Study, CEQA compliance, for a proposed 1.5 million-gallon reservoir at site 6A for an amount not to exceed \$32,000.

Ms. Cardenas introduced this item.

Director Hays moved to approve the staff recommendation. Director Snyder seconded the motion. The motion carried after a roll call vote was conducted as follows:

- Hays – Aye
- Philips – Aye
- Snyder – Aye

- Roberts – Aye

e) **Discussion & Possible Approval to Enter into a Professional Services Agreement with Wallace Group, Inc. for Design Work & Project Management for the Phelan Park Improvement Project**

Staff Recommendation: For the Board to approve the Professional Services Agreement with Wallace Group, Inc., for project management and design work for the Phelan Park Improvements Project.

Ms. Sevy introduced this item.

Director Philips moved to approve the Professional Services Agreement with Wallace Group, Inc. as amended to remove Exhibit B. Director Snyder seconded the motion. The motion carried after a roll call vote was conducted as follows:

- Hays – Aye
- Philips – Aye
- Snyder -Aye
- Roberts – Aye

f) **Discussion & Possible Approval to Enter into a Professional Services Agreement with Wallace Group, Inc. for Design Development & Management for the Phelan Park Expansion Project**

Staff Recommendation: For the Board to approve the Professional Services Agreement with Wallace Group, Inc., for design development and management for the Phelan Park Expansion Project.

Mr. Cardenas introduced this item.

Director Philips moved to approve the Professional Services Agreement with Wallace Group, Inc. as amended to remove Exhibit B and utilize the District's standard professional services agreement. Director Hays seconded the motion. The motion carried after a roll call vote was conducted as follows:

- Hays – Aye
- Philips – Aye
- Snyder – Aye
- Roberts – Aye

g) **Discussion & Possible Adoption of Resolution No. 2023-16; Establishing an Appropriations Limit for Fiscal Year 2023/2024**

Staff Recommendation: For the Board to adopt Resolution 2023-16; Establishing an Appropriations Limit for Fiscal Year 2023/2024.

Mr. Bartz introduced this item.

Director Hays moved to adopt the Resolution. Director Snyder seconded the motion. The motion carried after a roll call vote was conducted as follows:

- Hays – Aye

- Philips – Aye
- Snyder – Aye
- Roberts – Aye

h) **Discussion & Possible Action Regarding Enterprise Capital Improvement Plan Schedule**

Staff Recommendation: For the Board to review and accept the Capital Improvement Schedule in order to move forward with the preparation of various planning documents.

Mr. Bartz introduced this item.

Director Philips moved to accept the Capital Improvement Schedule. Director Hays seconded the motion. The motion carried after a roll call vote was conducted as follows:

- Hays – Aye
- Philips – Aye
- Snyder – Aye
- Roberts – Aye

i) **Discussion & Possible Action Regarding Election of Directors to the Special District Risk Management Authority’s Board of Directors**

Staff Recommendation: For the Board to vote for up to three (3) candidates for SDRMA’s Board of Directors and authorize staff to submit the ballot.

Mr. Bartz introduced this item.

Director Philips moved to vote for Robert Swan, Acquanetta Warren, and Sandy Seifert-Raffelson. Director Hays seconded the motion. The motion carried after a roll call vote was conducted as follows:

- Hays – Aye
- Philips – Aye
- Snyder – Aye
- Roberts – Aye

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

Staff Recommendation: None

Mr. Cardenas reported the District is waiting on the county to approve the civil plans. Steeno and staff are finalizing interior design and audio-visual components. CEQA for the park is moving forward.

No action taken; not an action item.

7) **Committee Reports/Comments**

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

- c) **Legislative Committee (Standing)** – Director Snyder reported updates were received from representatives, the CSDA action brief was reviewed, and the state budget was reviewed.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Minutes are in the agenda packet.
- e) **Waste & Recycling Committee (Standing)** – Meets Thursday.

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

Mr. Bartz reported most of the grows in the community have been eradicated. A discussion was held regarding wells in the community.

9) **Reports**

a) **Director’s Report**

Hays – He will be absent for the next Board meeting.

Philips – A written report was provided in the agenda packet.

Snyder – Nothing to report.

Roberts – Nothing to report.

b) **President’s Report** – None

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

11) **Review of Action Items**

a) **Prior Meeting Action Items** – None

b) **Current Meeting Action Items** – None

12) **Set Agenda for Next Meeting**

- Regular Board Meeting – June 28, 2023, 5:00 p.m.

13) **Adjournment**

With no further business before the Board, the meeting was adjourned at 8:05 p.m.

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

Mark Roberts, Vice President of the Board

Date

Kim Sevy, HR & Solid Waste Manager/District Clerk

Date



Agenda Item 3b

Approval of Board
Stipends/
Reimbursements

Phelan Piñon Hills Community Services District

BOARD STIPEND & EXPENSE VOUCHER/REPORT

2023					<small>AB1234 Compliant</small>							
					<small>*MAXIMUM PAID @ \$120 PER MEETING DAY AND LIMITED TO 10 MEETINGS PER MONTH</small>			Report of items paid for with District Credit Card***				
Name: Mark Roberts					Date: June 23, 2023							
<small>Reimbursed @ 0.655</small>					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	
05/05/23		Special Finance Committee Meeting	120.00		-							
05/10/23		Regular Board Meeting	120.00		-							
05/23/23		Engineering Committee Meeting	120.00		-							
05/24/23		Regular Board Meeting	120.00		-							
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Totals			480.00	-	-	-	-	-	-	-	-	
<p>A: Board Approved? (section 2.4)</p> <div style="border: 1px solid black; background-color: #ffff00; padding: 5px; margin: 5px 0;"> I certify the expenses listed above are related to my authorized travel according to the Phelan Piñon Hills Community Services District Policies. </div> <p style="text-align: center;">Board member's signature below</p> <p style="text-align: center;"><i>Mark Roberts</i></p> <p>_____ <i>Signature</i></p>					Acct #	Totals:					Date	
						Meetings	480.00	Payroll				
						Mileage	-	Board Mtg				
						Meals	-					
	Lodging	-										
	Other	-										
	Grand Total	480.00										
			Meals	-			Lodging	-				
			Other	-			Other	-				
							-					

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

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

Agenda Item 4

Matters Removed from
Consent Items

Agenda Item 5

Presentations/Appointments

- Framework Readiness Assessment for Annual Water Use Objective

*By: Jennifer Oakes, Executive Management Analyst/
Conservation Program Administrator*

Water Use Objective Calculation

Under California State Framework (AB 1668 and SB 606), retail water agencies are required to annually calculate and report their water use objective to DWR starting on January 1, 2024. Agencies must also complete a set of Compliance Tasks that will inform and potentially change their WUO over time.

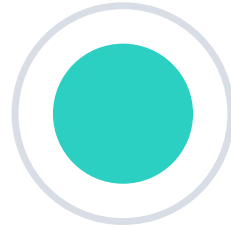


PPHCSD Water Use Objective Dashboard Overview

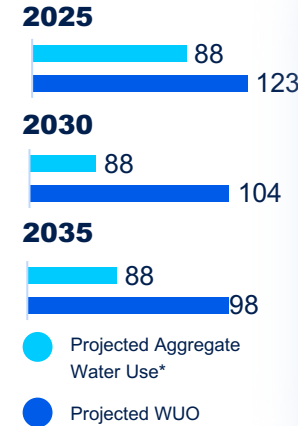
PAGE 1	PAGE 2	PAGE 3	PAGE 4	PAGE 5	PAGE 6	PAGE 7
WUO Performance Snapshot	Residential Indoor/Outdoor WUO Compliance	CII/Dedicated Irrigation Meter WUO Compliance	Water Loss Compliance	CII Mixed Use Meters Compliance	General CII Compliance	Water Use Trends and Forecasts



Projected WUO Compliance



Projected to be Fully Compliant through 2035



WUE Performance to Date

2015 = 105 GPCD

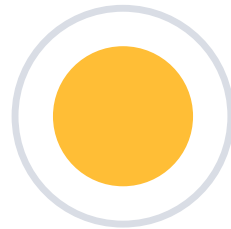
2020 = 89 GPCD

14% Overall GPCD Decrease

Compliance Readiness Scale

- Extremely High
- High
- Moderate
- Low
- Extremely Low

Task Compliance



Moderate Preparedness as of 2023

Task List | Compliance Implementation

CII MIXED USE METERS WITH IRRIGATION

- Identify mixed use meters with more than 500,000 GPY water use
- Determine most technically and financially feasible path for MUMs
- Implement identified path for MUMs

CII GENERAL METERS

- Map CII accounts into 22 water-centric classifications
- Identify top 2.5% of individual CII water users
- Identify top 20% of accounts in highest water use classifications*
- Implement best management practices and report activity

Residential Indoor/Outdoor WUO Compliance



AGGREGATE EFFICIENT
RESIDENTIAL INDOOR USE



AGGREGATE EFFICIENT
RESIDENTIAL OUTDOOR USE

Compliance Readiness Scale

- Extremely High
- High
- Moderate
- Low
- Extremely Low

**2025
Compliance
Readiness
Level**

**2030
Compliance
Readiness
Level**

**Compliance
Requirement Tasks**

Annual WUO reporting
starting
January 2024

**Program Enhancement
Opportunities**

Continue to offer
educational programs

2025 Compliance Performance

**Expected Target:
GPCD**

47 GPCD Indoor + 63 GPCD Outdoor

**Projected based upon
2017-2019 average actual use**

**-31%
below
standard**

76
110

● PPHCSD GPCD Projected Use

2030 Compliance Performance

**Expected Target:
GPCD**

42 GPCD Indoor + 50 GPCD Outdoor

**Projected based upon
2017-2019 average actual use**

**-17%
below
standard**

76
92

● PPHCSD GPCD Projected Use

2035 Compliance Performance

**Expected Target:
GPCD**

42 GPCD Indoor + 43 GPCD Outdoor

**Projected based upon
2017-2019 average actual use**

**-11%
below
standard**

76
85

● PPHCSD GPCD Projected Use

*A data point in the equation yet to be finalized is the ET Adjustment Factor (ETAF) which is a function of how much water the plants need and how efficiently the irrigation system works. The State is projected to set the final ETAF by 2023.

CII/Dedicated Irrigation Meters WUO Compliance

Compliance Readiness Scale

- Extremely High
- High
- Moderate
- Low
- Extremely Low



**2025
Compliance
Readiness
Level**



**2030
Compliance
Readiness
Level**



**Compliance
Requirement Tasks**

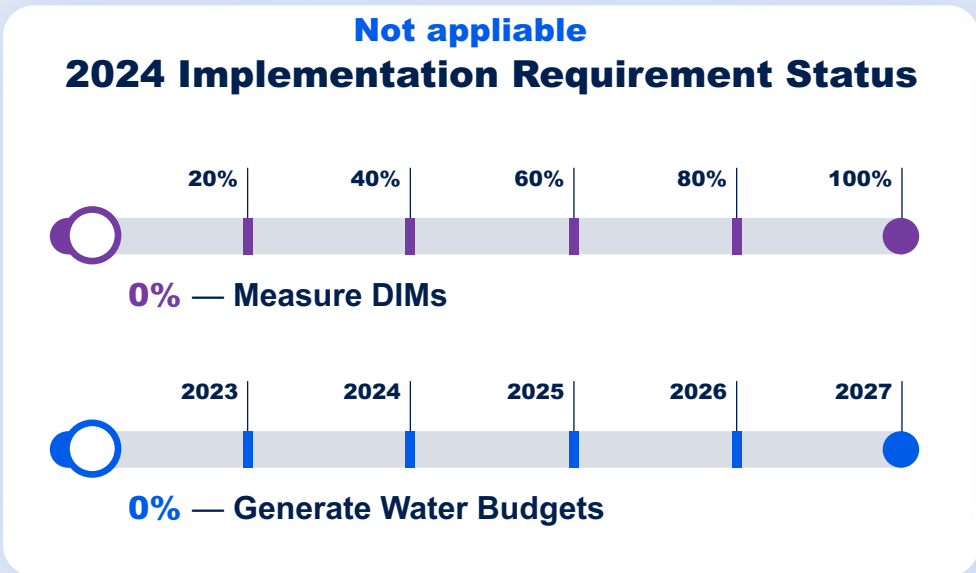
PPHCSD does not have any reported
dedicated landscape meters

Not applicable



**Program Enhancement
Opportunities**

Not applicable



**2025
Compliance
Performance**

**No compliance
requirement**

**2030
Compliance
Performance**

**No compliance
requirement**

**2035
Compliance
Performance**

**No compliance
requirement**

Water Loss Compliance (must comply with SB555)

Compliance Readiness Scale

- Extremely High
- High
- Moderate
- Low
- Extremely Low



**2025
Compliance
Readiness
Level**



**2030
Compliance
Readiness
Level**



Compliance Requirement Tasks

Conduct Water Loss Audit review
Continue annual water audit & reporting

2022 Compliance Performance


43 GPC*
Current Leakage

42.5 GPC*
Current Standard

*Gallons per Connection


Water Audit Data

Year	Conn.	Var Cost (\$/AF)	Water Losses (AF)		Water Losses(GPC*)	
			Apparent Loss	Real Loss	Apparent Loss	Real Loss
2017	6,953	\$649	24	296	3	38
2018	7,013	\$575	25	314	3	40
2019	7,064	\$719	24	342	3	43
2020	7,137	\$747	24	388	3	49
2021	7,260	\$700	28	426	3	52
2022	7,324	\$660	27	356	3	43



2022 Water Loss Audit

- 356** Current Real Loss (AF/yr)
- 348** Length of Mains (mi)
- 7,324** Number of Connections
- \$660** Variable Production Cost (\$)
- 101** Avg Operating Pressure (psi)
- 27** Apparent Loss (AF/yr)



0.012%
over standard

CII Mixed Use Meters with Irrigation Compliance



MIXED USE METER DIM
INSTALLATIONS

Compliance Readiness Scale

- Extremely High
- High
- Moderate
- Low
- Extremely Low



**2025
Compliance
Readiness
Level**


**2030
Compliance
Readiness
Level**

**2027 Compliance
Performance**

 **No performance
standard
set by State**

Recommended requirement is to install DIMs or
In-lieu technology for mixed use meters with
using more than 500,000 GPY*


In-lieu Technologies


If In-lieu technology chosen,
must implement complementary
BMPs along with the technology.


The required BMPs include:
communications,
irrigation system inspections,
repair and maintenance and proper
irrigation scheduling


- **Water budget-based rate structure**
- **Water budget-based management (no rate structure)**
- **Hardware improvements**
- **Remote sensing combined with other available information**
- **Other technologies meeting the burden of proof**

2024 Implementation Requirement Status

20% by 2023 | 40% by 2024 | 60% by 2025 | 80% by 2026 | 100% by 2027

 **0% — Identify MUMs >1 acre of irrigated area**

 **0% — Determine most feasible paths for MUMs**

 **0% — Implement solution for MUMs**


**Compliance
Requirement Tasks**

Identify mixed use meters using 500,000 GPY or more
Determine most technically and financially
feasible path for MUMs
Implement identified path for MUMs
Annually report activities and performance results

*500,000 GPY is SWRCB recommendation, DWR had recommended properties with 1 acre or more of irrigated area.

General CII Compliance

Compliance Readiness Scale

- Extremely High
- High
- Moderate
- Low
- Extremely Low



**2025
Compliance
Readiness
Level**



**2030
Compliance
Readiness
Level**

2027 Compliance Performance



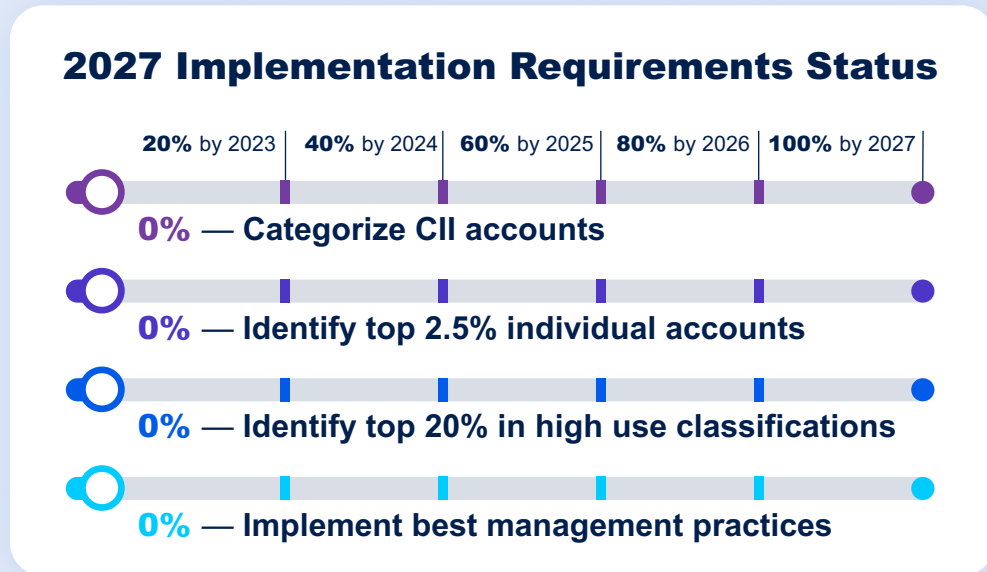
No performance standard set by State

Requirement is to classify CII accounts, identify top users, and implement best management practices

Mapping CII Accounts

PPHCSD has an estimated **79 CII accounts to be categorized – 49 CII, 30 schools**

To be compliant, this would require mapping 16 accounts per year. It may be more cost effective to hire a vendor and map all accounts at one time.



Compliance Requirement Tasks

- Map 79 CII accounts into 22 water-centric classifications
- Identify buildings 20,000 SF or more, aggregate and disclose annual use
- Identify top 2.5% of individual CII water users & top 20% of accounts in highest water use classifications*
- Implement best management practices and report activity (BMPs have not been released by DWR)

Best Management Practices

- 

Cooling Towers
Upgrades can produce huge savings and it can yield the biggest return on investment.
- 

Plumbing and Leak Detection
Upgrading plumbing and leak management are typically the #1 water reduction opportunities.
- 

Irrigation
Smart irrigation and landscape replacement saves substantial amount of water and reduce run-off.
- 

Water Reuse
New water supplies are “created” by reusing water from other processes within a facility.

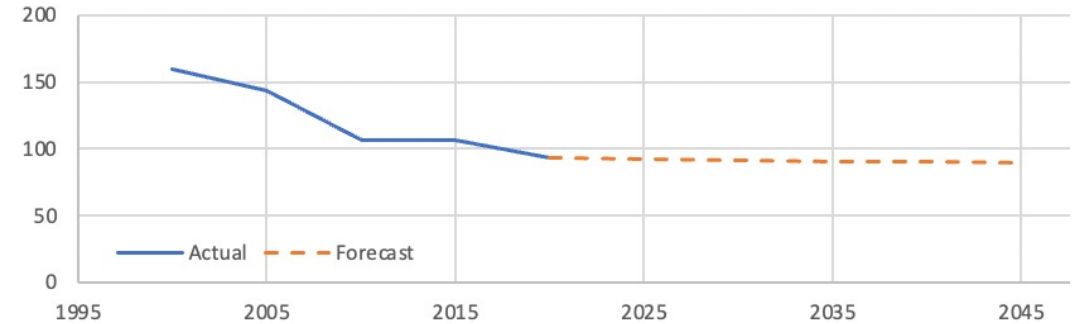
*Classifications to be determined by State when final standards are adopted, projected June 2022

Water Use Trends and Forecasts

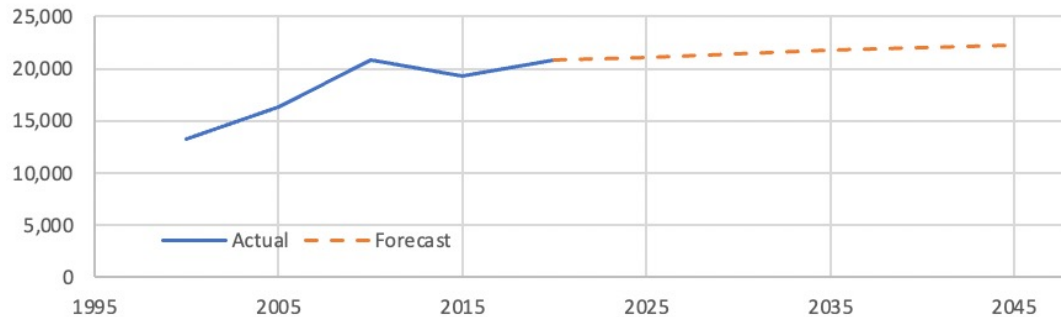
UWMP Data

Data Type	Year	Population	Water Use (AF)			Water Use (GPCD)		
			Resid.	CII	DIM	Resid.	CII	DIM
Actual*	2000	13,209	2,361	150	0	160	10	0
Actual	2005	16,379	2,628	167	0	143	9	0
Actual	2010	20,873	2,490	243	0	106	10	0
Actual	2015	19,291	2,303	191	0	107	9	0
Actual	2020	20,836	2,173	343	0	93	15	0
Forecast	2025	21,136	2,186	345	0	92	15	0
Forecast	2030	21,465	2,201	347	0	92	14	0
Forecast	2035	21,744	2,208	348	0	91	14	0
Forecast	2040	22,003	2,215	350	0	90	14	0
Forecast	2045	22,245	2,238	352	0	90	14	0

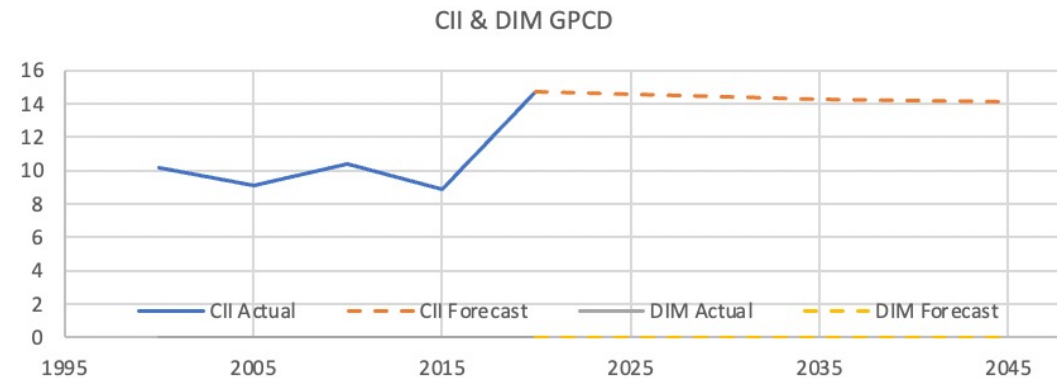
Residential GPCD



Service Area Population



CII GPCD



PPHCSD 2025 Standard

2025 Proposed Standards	Proposed Standard	Objective (AF)	Current (AF)	Over/Under (AF)	Over/Under (%)
Use Category					
Indoor Residential	47 gpcd	1,225	1,265	40	3%
Outdoor Residential	80% Net ETo	1,691	744	-947	-56%
CII DIM	80% Net ETo	0	0	0	0%
Real Water Loss	42.5 gcd	334	318	-16	-5%
Potable Reuse Bonus Incentive		0		0	NA
Urban Objective		3,250	2,327	-923	-28%

% Reduction Needed from Current: 0%
 Total Reduction Required: 0 AF
 Water Loss Reduction Required: 0 AF

PPCSD 2030 Standard

2030 Proposed Standards	Proposed Standard	Objective (AF)	Current (AF)	Over/Under (AF)	Over/Under (%)
Use Category					
Indoor Residential	42 gpcd	1,095	1,265	171	16%
Outdoor Residential	63% Net ETo	1,332	744	-588	-44%
CII DIM	63% Net ETo	0	0	0	0%
Real Water Loss	42.5 gcd	333.68	318	-16	-5%
Potable Reuse Bonus Incentive		0		0	NA
Urban Objective		2,760	2,327	-433	-16%

% Reduction Needed from Current: 0%
 Total Reduction Required: 0 AF
 Water Loss Reduction Required: 0 AF

PPHCSD 2035 Standard

2035 Proposed Standards	Proposed Standard	Objective (AF)	Current (AF)	Over/Under (AF)	Over/Under (%)
Use Category					
Indoor Residential	42 gpcd	1,095	1,265	171	16%
Outdoor Residential	55% Net ETo	1,162	744	-419	-36%
CII DIM	45% Net ETo	0	0	0	0%
Real Water Loss	42.5 gcd	334	318	-16	-5%
Potable Reuse Bonus Incentive		0		0	NA
Urban Objective		2,591	2,327	-264	-10%

% Reduction Needed from Current: 0%
 Total Reduction Required: 0 AF
 Water Loss Reduction Required: 0 AF

Agenda Item 6a

Public Hearing on Water Conservation Measures

1. Secretary's Report
2. Attorney's Report on Action Taken Prior to this Hearing
3. Staff's Report
4. Public Comments, Protests, and Objections
 - a. Any person may address the Board on water conservation measures
 - b. Staff responses to comments, protests, and objections

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Board of Directors (“Board”) of the Phelan Piñon Hills Community Services District (“District”) will receive public input on the contemplated rescission of Stage Two (2) Water Supply Shortage measures and reversion to Stage One (1) Water Supply Shortage measures.

On June 28, 2023, at 5:00 p.m., the Board will hold a public hearing to consider adoption of a proposed Resolution rescinding Stage Two Water Supply Shortage measures and re-imposing Stage One Water Supply Shortage measures under the District’s Water Conservation Ordinance (“Proposed Resolution”).

All interested persons are invited to review the District’s Water Conservation Ordinance and Proposed Resolution, and to attend the meeting and submit oral and/or written comments to the Board at the time of the hearing. Written comments may be submitted to the Board Secretary via e-mail at ksevy@pphcsd.org or by mail at P.O. Box 294049, Phelan, California 92329. All written comments received prior to the hearing will be added to the record by the Board Secretary.

The District will hold this meeting of its Board both in-person at the Phelan Community Center located at 4128 Warbler Road, Phelan, California, and via teleconference or video conference through the remote instructions located on the District’s website. Members of the public are encouraged to visit the District’s website at <http://www.pphcsd.org> or call the District office at (760) 868-1212 to review the Water Conservation Ordinance and Proposed Resolution, access the meeting link, and for updates regarding the manner in which this hearing will be conducted. The hearing on this item may be continued from time to time.

For more information, you may contact District staff at the District’s office located at 4176 Warbler Road, Phelan, California, or by telephone at (760) 868-1212, during regular business hours.

By: Don Bartz
General Manager

Publication Dates: June 14 and 21, 2023

Agenda Item 6b

Discussion & Possible Adoption of
Resolution No. 2023-17; Rescinding Stage
Two Mandatory Restrictions on Water Use
& Reverting to Stage One Mandatory
Restrictions on Water Use

MEMORANDUM

DATE: June 28, 2023

TO: Board of Directors

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

SUBJECT: Discussion & Possible Adoption of Resolution No. 2023-17; Rescinding Stage Two Mandatory Restrictions on Water Use & Reverting to Stage One Mandatory Restrictions on Water Use

STAFF RECOMMENDATION

For the Board to adopt of Resolution No. 2023-17; Rescinding Stage Two Mandatory Restrictions on Water Use & Reverting to Stage One Mandatory Restrictions on Water Use.

BACKGROUND

On June 15, 2022, the Board adopted Resolution No. 2022-19, which enacted Stage Two mandatory restrictions on water use, in response to the emergency regulations adopted by the State Water Board.

On March 24, 2023, the Governor of the State of California issued Executive Order N-5-23 lifting both the voluntary 15% water conservation target and the requirement for local water agencies to implement level 2 of drought contingency plans.

Following a public hearing and adoption by the Board, mandatory restrictions on water use would immediately revert to stage one of Ordinance No. 2021-02. These restrictions are listed on pages 6-7 of the Ordinance included in the agenda packet.

FISCAL IMPACT

None

ATTACHMENT(S)

Resolution No. 2023-17
Ordinance No. 2021-02, pages 6-8

RESOLUTION NO. 2023-17

RESOLUTION OF THE BOARD OF DIRECTORS OF THE PHELAN PINON HILLS COMMUNITY SERVICES DISTRICT RESCINDING STAGE TWO MANDATORY RESTRICTIONS ON WATER USE AND REVERTING TO STAGE ONE MANDATORY RESTRICTIONS ON WATER USE

WHEREAS, on February 17, 2016, the Board of Directors (“Board”) of the Phelan Pinon Hills Community Services District (“District”) adopted Ordinance No. 2016-01 which, among other things, established several water conservation measures in a continuing effort to achieve compliance with various regulations of the State Water Resources Control Board and the provisions of the District’s Water Shortage Contingency Plan that was implemented as part of the District’s revised 2010 Urban Water Management Plan.

WHEREAS, on June 16, 2021, the Board adopted Resolution No. 2021-13 which established the District’s updated 2020 Urban Water Management Plan (“UWMP”) and Water Shortage and Water Shortage Contingency Plan (“WSCP”).

WHEREAS, on July 8, 2021, Governor Newsom issued Executive Order N-10-21 which called on all Californians to voluntarily reduce water use by fifteen percent (15%) to prepare for potential continued dry conditions during Water Year 2021-22.

WHEREAS, on July 21, 2021, the Board adopted Ordinance No. 2021-02 which established the District’s new water conservation measures and water supply shortage restrictions and regulations in light of various water supply developments occurring subsequent to the Board’s adoption of Ordinance No. 2016-01, including but not limited to the District’s updated UWMP and WSCP.

WHEREAS, on July 21, 2021, the Board adopted Resolution No. 2021-16 which operated to implement the mandatory level of water use reduction as mandated in Stage 1 of the conservation measures set forth in Ordinance No. 2021-02.

WHEREAS, on October 19, 2021, Governor Newsom issued a Proclamation of a State of Emergency declaring a statewide State of Emergency to exist due to ongoing drought conditions and directed local water suppliers to execute their urban Water Shortage Contingency Plans and agricultural Drought Plans at a level appropriate to local conditions that takes into account the possibility of a third consecutive dry year.

WHEREAS, on March 28, 2022, Governor Newsom issued Executive Order N-7-22 which ordered the State Water Resources Control Board (“SWRCB”) to consider adopting emergency regulations that include a requirement for urban water suppliers with a water shortage contingency plan to, at a minimum, implement shortage response actions up to twenty percent (20%).

WHEREAS, on May 13, 2022, SWRCB issued draft emergency water conservation regulations which require water suppliers to implement conservation

actions under Stage 2 of their water shortage contingency plan in an effort to boost water savings in June 2022.

WHEREAS, on May 24, 2022, SWRCB adopted Section 996 of Title 23 of the California Code of Regulations as an emergency regulation, which requires all urban water suppliers that submitted a water shortage contingency plan to the DWR to implement by June 10, 2022, at minimum, the demand reduction actions identified in the supplier's water shortage contingency plan.

WHEREAS, on June 15, 2022, the Board adopted Resolution No. 2022-19 which imposed Stage 2 of the conservation measures set forth in Ordinance No. 2021-02 in response to the findings set forth therein and in the District's staff report presented in connection therewith.

WHEREAS, on March 24, 2023, the Governor of the State of California issued Executive Order N-5-23 lifting both the voluntary 15% water conservation target and the requirement for local water agencies to implement level 2 of drought contingency plans.

WHEREAS, in addition to the statutory and regulatory provisions referenced above, the District is authorized by Government Code Section 61100(a) and Water Code Sections 375-377, 1009, and 71610.5 to restrict the use of water during any emergency caused by overdraft, drought, or other threatened or existing water shortage, and to prohibit the waste of District water or the use of District water during such periods, for any purpose other than household uses or such other restricted uses as may be determined to be necessary by the District and may prohibit use of such water during such periods for specific uses which the District may from time to time find to be nonessential. The District has the authority to impose monetary fines and penalties and take other applicable actions pursuant to Government Code Sections 61100(a), 61045(b), 61060(a)-(b), and 25120 et seq., and Water Code Sections 350-358, 375-377, 1009, and 71276-71281.

WHEREAS, in accordance with the District's updated UWMP and WSCP, and the above statutory provisions, a Notice of Public Hearing was published in the Daily Press, a newspaper of general circulation, at least ten (10) days before consideration of this Resolution.

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

1. Incorporation of Recitals. All of the foregoing Recitals are true and correct and the Board so finds and determines. The Recitals set forth above are incorporated herein and made an operative part of this Resolution.

2. Public Hearing. The Board conducted a public hearing on June 28, 2023, at 5:00 p.m., or as soon thereafter as practicable, at the Phelan Community Center located at 4128 Warbler Road, Unit B, Phelan, California, as part of the Regular Meeting of the Board.

3. Stage 1. The Board hereby declares that a water supply shortage condition continues to exist and thereby re-imposes Stage 1 of Ordinance No. 2021-02. The District shall notify the public of this determination by public proclamations. For example, and not by way of limitation, such proclamations may be made by way of press releases, brochures, mail-outs, and/or water bills. Upon such a proclamation, due and proper notice shall be deemed to have been given to each and every person supplied water within the District. The Board is adopting such Stage 1 restrictions pursuant to its legal authority as set forth herein.

4. Mandatory Restrictions and Prohibitions. Effective immediately upon adoption of this Resolution, the Stage 2 restrictions implemented pursuant to Resolution No. 2022-19 are hereby rescinded and the mandatory Stage 1 restrictions set forth in Section 4 of Ordinance No. 2021-02 (which are incorporated herein by this reference) shall be re-imposed to promote water conservation, except where necessary to address an immediate health and safety need or to comply with a term or condition in a permit issued by a state or federal agency.

5. Enforcement. The enforcement of this Resolution and the procedures for written notice, imposition of fines and/or penalties, termination of service, and appeal rights shall be the same such procedures as set forth in Ordinance No. 2021-02. The regulatory purposes of imposing the requirements and financial penalties, as set forth in this Resolution, are to conserve water, deter waste and unreasonable use of water, encourage efficiency, and to help cover the costs incident to the investigation, inspection, and administration of the enforcement of this Resolution.

6. Environmental Review. The Board finds that adopting and enforcing mandatory restrictions on water use in order to comply with SWRCB requirements is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15268 and Public Resources Code Section 21080(b)(1) as a ministerial action. The Regulations mandate that each urban water supplier implement all requirements and actions of the stage of its water shortage contingency plan that imposes mandatory restrictions on outdoor irrigation. Therefore, an action to implement a particular phase of a water shortage contingency plan is not a discretionary action and as such it is statutorily exempt from CEQA.

7. Severability. If any section, subsection, clause or phrase in this Resolution is for any reason held invalid, the validity of the remainder of this Resolution shall not be affected thereby. The Board hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases or the application thereof be held invalid.

8. Effective Date. This Resolution supersedes Resolution No. 2022-19 adopted by the Board on June 15, 2022, and shall become effective immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED this 28th day of June 2023, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

President, Board of Directors

ATTEST:

Secretary, Board of Directors

constructed homes and buildings should be in a manner consistent with regulations or other requirements established by the California Building Standards Commission and the Department of Housing and Community Development.

p. Exterior landscaping should utilize timed irrigation systems and drought resistant varieties of plants, shrubs, and turf should be installed in lieu of other varieties which require more water. Areas required for turf should be restricted to no more than 20% of the total landscaped area.

SECTION 4. STAGE 1 – WATER SHORTAGE

A Stage 1 Water Shortage condition exists when the District determines, in its sole discretion, that due to drought, state regulations, or other water supply conditions, a reduction in water use is necessary to make the most efficient use of water and appropriately respond to existing water and regulatory conditions. The water use reduction goal during a Stage 1 Water Shortage condition is up to 10%. No water user shall allow water to be wasted or misused. All of the following conservation measures, and any violation thereof, are hereby determined to be a waste of water and are prohibited. Any violation thereof may be enforced by the District pursuant to Section 11 through 17 of this Ordinance. Upon declaration by the District of a Stage 1 Water Shortage condition, the following water conservation restrictions may go into effect:

a. The watering of lawns, grass, shrubbery, ground cover or other landscaping shall occur only between the hours of 6:00 p.m. and 9:00 a.m. during the months of June through October; and shall occur only between 9:00 a.m. and 3:00 p.m. during the remaining months of November through May.

b. The use of water for any purpose which allows flooding or runoff, including but not limited to the flow of water onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures is prohibited.

c. The application of water to driveways, sidewalks, parking lots, or other hard and/or impervious surfaces is prohibited.

d. Allowing the waste of water through leaks or breaks in the users' water system or devices is prohibited. All leaks or breaks shall be repaired as soon as possible upon discovery.

e. The use of a hose that dispenses potable water to wash a motor vehicle is prohibited, except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use.

f. Water shall not be used in a fountain or other decorative water feature, unless such water is part of a recirculating system.

g. The serving of drinking water, other than upon request in eating or drinking establishments, including but not limited to restaurants, hotels, cafes,

cafeterias, bars, or other public places where food or drink are served and/or purchased, is prohibited pursuant to State regulations

h. All new construction, including residential, commercial and industrial, shall install water conserving devices as required by law.

i. Water used for cooling systems must be recycled to the extent possible.

j. Evaporation resistant covers and water recirculation systems are required for all swimming pools and hot tubs of at least 600 gallons capacity.

k. Operators of hotels and motels shall post notices urging guests to conserve water and shall provide guests with the option of choosing not to have towels and linens laundered daily. Notice of this option shall be prominently displayed in each guestroom using clear and easily understood language.

l. All current water customers are encouraged to install low flush toilets, shower heads, flow reducers, and faucet aerators.

m. The application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall is prohibited.

n. The irrigation with potable water of ornamental turf on public street medians is prohibited.

o. The irrigation with potable water of landscapes outside of newly constructed homes and buildings in a manner inconsistent with regulations or other requirements established by the California Building Standards Commission and the Department of Housing and Community Development is prohibited.

p. Exterior landscaping shall utilize timed irrigation systems and shall utilize the use of drought resistant varieties of plants, shrubs, and turf only. Areas required for turf shall be restricted to no more than 20% of the total landscaped area.

SECTION 5. STAGE 2 – MODERATE WATER SHORTAGE

A Stage 2 Moderate Water Shortage Condition exists when the District determines, in its sole discretion, that due to drought, state regulations, or other water supply conditions, a reduction in water use is necessary to make the most efficient use of water and appropriately respond to existing water and regulatory conditions. The water use reduction goal during a Stage 2 Moderate Water Shortage condition is 10-20%. In addition to the Stage 1 Water Shortage restrictions, all of the following conservation measures, and any violation thereof, are hereby determined to be a waste of water and are prohibited. Any violation thereof may be enforced by the District pursuant to Section 11 through 17 of this Ordinance. Upon declaration by the District of a Stage 2 Water Shortage condition, the following additional water conservation restrictions may go into effect:

a. Agricultural Irrigation. Persons receiving water from the District who are engaged in agricultural practices, whether for the purpose of crop production, growing of commercial ornamental plants, or maintaining existing nursery stock shall provide, maintain, and use irrigation equipment and practices which are the most efficient possible. The General Manager may require the owner or operators of these systems to prepare a plan describing their irrigation practices and equipment, including but not limited to, an estimate of the efficiency or the use of water on their properties. After review and approval by the General Manager, the agricultural irrigation plan shall be considered subject to inspection and enforcement by the District.

b. Commercial Facilities. Commercial and industrial facilities shall, upon request of the General Manager, provide the District with their plan to ensure conservation of water at their facilities. The District will provide these facilities with information regarding the average monthly water use by the facility for the last two year period. The facility shall provide the District with a plan to conserve or reduce the amount of water used by the percentage deemed by the Board of Directors to be necessary under the circumstances. After review and approval by the General Manager, the water conservation plan shall be considered subject to inspection and enforcement by the District.

c. No customer of the District, or other person acting on behalf of or under the direction of a customer, shall cause or permit the use of water for irrigation of landscaping or other outdoor vegetation, plantings, lawns, or other growth, to exceed the amount required to provide reasonable irrigation of same, and shall not cause or permit any unreasonable or excessive waste of water from said irrigation activities or from watering devices or systems. The free flow of water away from an irrigated site shall be presumptively considered excessive irrigation and a waste of water.

d. Public and private parks, golf courses, swimming pools, and school grounds which use water provided by the District shall only use water for pool filling between the hours of 10:00 p.m. and 6:00 a.m.

e. All residential, public, and recreational swimming pools, of all size, shall use evaporation resistant covers and shall recirculate water. Any swimming pool which does not have a cover installed during periods of non-use shall be considered a waste of water.

f. The District will employ the use of a drone and other methods to monitor and enforce water use not consistent with this Ordinance.

g. The water consumption practices of water users who have not achieved their individual conservation requirement (as established by the Board by separate Resolution) may be reviewed, restricted, penalized, and enforced by the District.

SECTION 6. STAGE 3 – SIGNIFICANT WATER SHORTAGE

Agenda Item 6c

Discussion & Possible Action Regarding
Annual Purchase Orders for Fuel from
Rebel Oil & Sodium Hypochlorite from
Univar Solutions

MEMORANDUM

DATE: June 28, 2023

TO: Board of Directors

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

SUBJECT: Discussion and Possible Action Regarding Annual Purchase Orders for Fuel from Rebel Oil and Sodium Hypochlorite from Univar Solutions

STAFF RECOMMENDATION

Staff recommends the Board approve the blanket purchase orders for fuel and sodium hypochlorite as budgeted for fiscal year 2023/2024.

BACKGROUND

The District currently purchases gasoline at \$3.44 per gallon and diesel fuel at \$3.44 per gallon from Rebel Oil. Limited availability within our geographic location in conjunction with the fuel delivery schedules and limited fuel storage capabilities render Rebel Oil the only vendor capable of meeting the District's needs for fuel as larger distributors require larger quantities per delivery.

The purchase of Sodium Hypochlorite (CL2), commonly referred to as bleach, is purchased from Univar Solutions in mini bulk at \$3.69 per gallon with deliveries between 550-600 gallons. Mini bulk deliveries guarantee the quality of chemicals being delivered as purchasing in drum batches can lead to quality and availability issues such as CL2 being mixed with hydrocarbons.

Per Section 6D of the District's Purchasing Policy, "Exemptions to Competitive Bidding", this item was not advertised for bids because staff deemed, "advertisement for competitive bidding would be undesirable, impractical, or impossible." Staff feels that advertising in a publication for fuel and chemicals will not produce a competitive advantage due to the limited quantities and qualities that are purchased by the District.

FISCAL IMPACT

Budgeted Fuel for FY 23/24- \$135,087.62
Budgeted Sodium Hypochlorite for FY 23/24- \$26,000

Agenda Item 6d

Update on Solid Waste Program
Implementation



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

MEMORANDUM

DATE: June 28, 2023
TO: Board of Directors
FROM: Don Bartz, General Manager
By: Kim Sevy, HR & Solid Waste Manager/District Clerk
SUBJECT: Update on Solid Waste Program Implementation

STAFF RECOMMENDATION

None

BACKGROUND

Staff will update the Board on Solid Waste Program Implementation.

FISCAL IMPACT

None

ATTACHMENT(S)

None

Agenda Item 6e

Update on the Proposed Civic Center & Phelan Park Expansion Projects



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

MEMORANDUM

DATE: June 28, 2023
TO: Board of Directors
FROM: Don Bartz, General Manager
By: Kim Sevy, HR & Solid Waste Manager/District Clerk
SUBJECT: Update on the Proposed Civic Center & Phelan Park Expansion Project

STAFF RECOMMENDATION

None

BACKGROUND

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

FISCAL IMPACT

None

ATTACHMENT(S)

None

Agenda Item 7

Committee Reports/Comments

SOLID WASTE & RECYCLING COMMITTEE MEETING MINUTES

May 18, 2023 – 4:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Deborah Philips
Chuck Hays

Board Members Absent: None

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

CR&R Staff Present: Brandon McGill, Operations Manager

Call to Order

Director Hays called the meeting to order at 4:00 p.m.

Roll Call

All Committee Members were present at Roll Call.

1) **Approval of Agenda**

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

2) **Public Comment**

None.

3) **Approval of Minutes**

Director Hays moved to approve the minutes. Director Philips seconded the motion.
Motion passed unanimously.

4) **Review of Solid Waste Events**

Cheryl Rhoden commented on the social media and email notification for the Solid Waste Information Meeting. Ms. Sevy reviewed the programs and events.

5) **Update on Rates & Uniform Collection**

Ms. Sevy reported on the Prop 218 notification and overviewed the process which will be discussed in detail at the Solid Waste Information Meeting on Saturday. Mr. McGill commented on the cart distribution and collection process. Cheryl Rhoden commented on the self-haul program update, extra trash bag collection, bear-proof bins, animal scavenging in her bins, and manure disposal.

6) **SB 1383 & Recycling Requirements**

Ms. Sevy noted the reporting to CalRECYCLE on the Compliance Action Plan. Ordinance revision is underway. Cheryl Rhoden commented on the fines and the MWEL0 section of the Ordinance. Mr. Barnes also commented on the fines in the Ordinance.

7) **Staff Reports**

A written report was included in the packet. Mr. McGill provided an explanation on the customer counts in the report. Mr. Barnes commented on recycling collection.

8) **Review of Action Items**

a) **Prior Meeting** – None

b) **Current Meeting** – Director Philips will be the chair of this committee. Check social media postings.

9) **Set Agenda for Next Meeting** – June 15, 2023

- New meeting time will be 3:00 p.m.

10) **Adjournment**

With no further business before the Committee, the meeting adjourned at 4:39 p.m.

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

SPECIAL ENGINEERING COMMITTEE MEETING MINUTES

May 23, 2023 – 4:30 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

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

Staff Present: Don Bartz, General Manager
George Cardenas, Engineering Manager
Kim Sevy, HR & Solid Waste Manager/District Clerk
Sean Wright, Water Operations Manager
Chris Cummings, Water Operations Assistant Manager
Tony De La Rosa, Engineering Technician

Call to Order

Director Roberts called the meeting to order at 4:37 p.m.

Roll Call

All Committee Members were present at Roll Call.

1) **Approval of Agenda**

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

2) **Public Comment** – None

3) **Approval of Minutes**

President Kujawa moved to approve the Minutes. Vice President Roberts seconded the motion. Motion passed unanimously.

4) **Oeste Recharge Study Project**

Mr. Wright provided an update.

5) **Discussion Regarding Water System**

- **Pumps and Wells Services Agreement**
- **10-Year Tank Rehabilitation & Maintenance Service**
- **Water Quality**
- **Service Line Replacement Program**
- **Other Repairs/Replacements/Updates/Maintenance**

Mr. Wright reported on Well 14 utilization, meter change outs, Tank 1-C maintenance, and upcoming dive inspection.

- 6) **Smithson Springs Update**
Mr. Wright reported on vegetation growth.
- 7) **State Regulations Update**
An update on conservation is going to the Board at the second meeting in June.
- 8) **Review of Current Projects**
 - **Pressure Zone 6**
 - **New Well No. 15**
 - **Well No. 17**Mr. Wright and Mr. Cardenas provided updates on the current projects.
- 9) **Review of Capital Projects**
The committee reviewed the capital projects.
- 10) **Staff Reports**
Nothing new to report; a written report is in the packet.
- 11) **Review of Action Items**
 - a) **Prior Meeting**
 - Well 14 Construction Diagrams – Comple4
 - b) **Current Meeting**
 - None
- 12) **Set Agenda for Next Meeting** – June 21, 2023
 - Remove Pressure Zone 6
- 13) **Adjournment**
With no further business before the Committee, the meeting adjourned at 5:26 p.m.

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

Agenda Item 8

Staff & General Manager's Report

Parks, Recreation & Street Lighting Report MAY 2023

Introduction

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

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

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

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

Monthly Activity Report

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

Location	Paid Rental	District Use	Donated Use
Phelan Community Center	4	6	5
Phelan Senior Center	4	0	9
Piñon Hills Community Center	8	0	5
Miscellaneous	0	0	0
Phelan Park	0	0	0

Events and Classes

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

- Regular Parks Committee Meeting – May 9, 2023 4:30 pm at Phelan C.C.
- Farmers Market – Mondays, 2:00 pm – 6:00 pm (summer hours at Phelan C.C.)
- Line Dancing – Every Friday, 9:00 am – 10:30 am at Phelan C.C.
- Senior Activities – Mondays & Thursdays Pinon Hills C.C. and Tuesdays & Fridays Phelan C.C.
- Cardio & Strength – Tuesdays, March 7, 14, 21 and 28. 10 am at Pinon Hills C.C.
May 2, 9, 16, 23 and 30. 10 am at Pinon Hills C.C.
- Stretch & Balance – Tuesdays, March 7, 14, 21 and 28. 11 am at Pinon Hills C.C.
May – 2, 9, 16, 23 and 30. 11 am at Pinon Hills C.C.
- Movies in the Park – Fridays 6/9/2023 thru 7/28/2023 Dusk, in Phelan Park
- Painting Class – Thursdays 6/15 thru 7/27/2023, 9am-10:30 am & 11am- 12:30 pm, in Phelan C.C.
- Kids Fitness/Dance Class in the Park– Fridays 6/9 thru 7/25/2023, in Phelan Park
- Kids Baking Class – Wednesday 6/24/2023 10:30am – 12 noon, at Phelan C.C.
- Free Tire Drop off Day – Saturday 6/10/2023 8am – 12 noon, at CR&R Service Yard
- Archery – Thursdays 6/15 thru 7/13/2023, 9am – 11am, at Mojave Archers
- Gardening Class – Compost, Verma Compost 5/13/2023, 10 am.
- Gardening Class – Pest Control, 6/10/2023, 10 am.

(Learn to Garden classes are held at the Teaching Garden, just north of PPHCSD Office)

Projects/Activities in Process

- Parks Budget for 2023/2024 – Board approved, Fiscal year July 1, 2023 – June 30, 2024.
- Parks Budget for 2022/2023 – CIP projects are in process and ongoing. Phelan C.C Unit A interior painting complete. Pinon Hills C.C. restroom plastic wall panels, replacement complete. Pinon Hills Park swing set retaining wall, complete. Lighting additions for Phelan and Pinon Hills Park, complete.
- Phelan Park Expansion Project – Design with phase planning is in process and ongoing for the District owned parks properties east of Phelan Park – 4.22-acre parcel, APN 3066-261-08, and adjoining 10-acre parcel, APN 3066-251-14.
- Efforts on funding source possibilities for the Phelan Park expansion project are ongoing.
- Land and Water Conservation Grant, application submitted in May. Award announcements, winter 2023.
- Parks Master Plan – Action plan needs are being implemented and are ongoing.

MANAGEMENT REPORT

DATE: June 9, 2023
PREPARED BY: Kim Sevy, HR & Solid Waste Manager
SUBJECT: May 2023 Manager's Report

SOLID WASTE & RECYCLING

Customer Data:

<u>COMMERCIAL ACCOUNTS</u>	<u>NO.</u>	<u>CITATIONS ISSUED</u>	<u>NO.</u>
Trash	94	Commercial	0
Recycling	92	Residential	0
Organics	N/A		
		<u>PERMITS ACTIVE</u>	<u>NO.</u>
		Self-Haul - Commercial Recycling	2
		Self-Haul - Commercial Organics	0
		Self-Haul - Residential Recycling	N/A
		Self-Haul - Residential Organics	N/A
		SB1383 Exemptions – Commercial	13
<u>SCHOOL ACCOUNTS</u>	<u>NO.</u>	<u>TEMPORARY SERVICE</u>	<u>NO.</u>
Trash	16	Temporary - Trash	4
Recycling	16	Temporary - Recycling	2
Organics	N/A		
<u>RESIDENTIAL ACCOUNTS</u>	<u>NO.</u>		
Trash	5,211		
Recycling	34		
Organics	N/A		

Notable Activity:

- Gathering additional SB 1383 exemption forms from applicable commercial customers
- Continuing to promote CR&R residential service to increase voluntary participation.
 - Monthly mailers in customer bills
 - Information in new customer packets
 - Information in District office

Recent & Upcoming Events:

- Community Information Meeting #3
 - May 20, 2023 – 10:00am
 - Phelan Community Center & Zoom
- Free Tire Disposal Day
 - June 10, 2022 – 8am-noon
 - CR&R Service Yard

HUMAN RESOURCES

Statistical Data:

- Full Time Employees: 27
 - Engineering: 3
 - Water (Field): 10.5
 - Parks & Rec: 2.5
 - Administration: 11
- Part Time Employees: 0
- Temporary Employees: 1

- Open Positions: 0

MISCELLANEOUS

Recent District Events:

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

- Community Coffee with Jay Obernolte
 - May 31, 2023 – 6-7pm
 - Phelan Community Center

Website Data (for May 2023)

PAGE	Unique Views	Total Views
Main Page	2,103	3,905
My Account	1,517	3,366
Water Department	377	558
Services	300	427
Solid Waste & Recycling	195	371
Meeting	116	356
Contact Us	221	347
Events	157	239
Sign Up for Classes	83	235
Apply For Service - Water	126	224
Solid Waste – Residential	109	211
Employment	144	204
Board of Directors Meeting	80	195
Calendar	73	160
Rates & Fees	94	155
Parks & Recreation	96	151
Contractors	50	144
Board Members	55	121
New Connections	57	85
Information	55	81

Grants

- **SB 1383 Local Compliance Grant**
 - Submitted in January 2022. The District was awarded \$20,000. Grant funds have been used to pay for Solid Waste consultant.
- **Small Scale Water Efficiency Grant**
 - \$75,000 to be disbursed when meters for Phase 3a are purchased.
- **Community Project Funding Request - 2023**
 - Staff submitted a Community Project Funding Request (“Request”) in the amount of \$2 million to help fund a portion of the Civic Center Project which will house the Community/Board Room that also will serve as the area’s Community Emergency

Operations Center. The \$2 million request was funded in the FY2023 Omnibus appropriations bill which the Senate and House passed at the end of December. CalOES issued grant documents to the District to complete as they will be administering the funds.

- **Community Project Funding Request - 2024**

- Staff submitted a Community Project Funding Request (“Request”) in the amount of \$2,000,000 to help fund a Tank 6A-2. Staff is pleased to report the District’s full Request was selected by the Congressman as one of the 15 projects he submitted to the House Appropriations Committee.
- There is an approximately year-long process before final approval and receipt of funds. The Request must be reviewed and approved by the House Appropriations Committee who will then craft legislation in the form of funding bills which are then consolidated with the Senate Appropriations Committee’s funding bills. The consolidated funding bill is then signed into law by the President and funding is then distributed. After funding is distributed, the District will have approximately 12-24 months to complete the project and is subject to an audit by the Government Accountability Office. During this time, it is possible that funding for such Requests may disappear, however all indications show that funding is likely to continue for now.

- **County American Rescue Program Act (ARPA) Funds**

- Staff worked with consultants and submitted a request to the county. The county has preliminarily approved \$457,194 in ARPA funds for construction of certain parks elements. The contract was approved by the District’s Board on 3/8/2023 and has been submitted to the County and is awaiting Board of Supervisors for ratification, expected mid-June.

- **Land and Water Conservation Fund Grant**

- The grant was submitted on May 31, 2023, in the amount of \$976,154. Funding determination is expected in the fall of 2023.

Agenda Item 9

Director Reports

Agenda Item 10

Correspondence/Information



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

July 1, 2023

To Current Resident:

The Phelan Piñon Hills Community Services District ("District") is responsible for providing solid waste programs for the communities of Phelan and Piñon Hills. The District contracts with CR&R to provide collection service for residents who do not self-haul.

You may have heard that the way we dispose of solid waste in our community is about to change. The State of California has passed numerous laws regulating the disposal of trash that we must comply with (visit our website at www.PPHCSD.org/residential for additional information).

Beginning in July 2023, solid waste collection service will become mandatory, unless you are an identified self-hauler. Please review the enclosed information and then complete the *Application for Solid Waste Collection Service/Self-Haul* and return it in the enclosed envelope with your water bill payment. You may also complete the Application online at www.PPHCSD.org/residential, scan and email it to customerservice@pphcsd.org, or drop it off at our District office located at 4176 Warbler Road, Phelan, CA 92371.

Even if you are self-hauling, or are already a CR&R customer, you will need to complete the application confirming your solid waste disposal method. Again, information regarding the state requirements and the District's program is available at www.PPHCSD.org/residential.

If you have any additional questions, or require additional information not covered in the enclosed information, please contact the District office at 760-868-1212.

Sincerely,

Don Bartz
General Manager

INSTRUCTIONS FOR SOLID WASTE COLLECTION SERVICE AND SELF-HAUL APPLICATION

Please complete the attached application indicating how you will dispose of trash, recycling, and organics in compliance with state requirements. If you do not know your parcel number, leave it blank. All other fields are required. If your property is unoccupied, select the self-haul option.

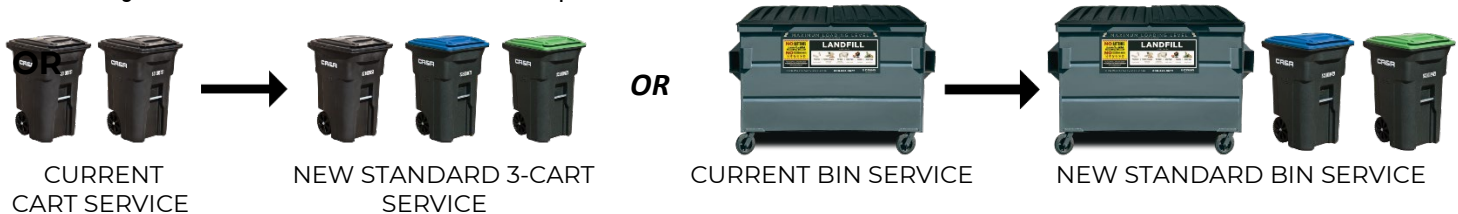
CURRENT SELF-HAULERS:

If you want to continue to self-haul, select the first box in OPTION #1. You will be required to keep receipts and sort your trash, recycling, and organics before going to the transfer station (Dump). You will need to bring your ID and your Disposal Use Permit (Dump Card).

If you are a current self-hauler but would rather sign-up for collection service through CR&R, select the second box in OPTION #2 and choose the level of service you desire.

EXISTING CR&R CUSTOMERS:

If you are a current CR&R customer, your service will automatically change from trash-only to three separate containers (trash, recycling, organics). Check the first box in OPTION #2 to confirm or modify your service. Then, select the service option you desire and any additional CR&R service options.



NEW RESIDENTS:

Provide proof of ownership (final escrow closing statement or recorded grant deed) and complete the attached form indicating how you will dispose of your trash by selecting either OPTION #1 or OPTION #2. If you are a tenant, see “Tenants” section below.

TENANTS (RENTERS):

Tenants may sign-up for Standard 3-cart collection service only. This is the basic level of compliance with the District’s solid waste disposal requirements. Additional collection services require written property owner permission. Tenants desiring to self-haul must have written permission from the property owner and obtain the Disposal Use Permit (Dump Card) from the owner.

QUESTIONS & ADDITIONAL INFORMATION

Call the District at 760-868-1212 or CR&R at 760-868-4232 or visit: www.PPHCSD.org/residential

To complete this application online, visit:

www.PPHCSD.org/residential/application

Scan with your smart phone for additional information on this program.





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APPLICATION FOR SOLID WASTE COLLECTION SERVICE/SELF-HAUL

Owner **Tenant** (3-cart service only – written permission from property owner needed for other services)

PARCEL NUMBER (APN):
 IF KNOWN _____

SERVICE ADDRESS: _____

CUSTOMER NAME(S): _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE/CELL/TEXT NO: Primary _____ Secondary _____

DRIVERS LICENSE/ID NO: _____ DATE OF BIRTH: _____

EMAIL ADDRESS: _____

OPTION #1: SELF-HAUL TO TRANSFER STATION (DUMP) (no fee or permit required at this time)

- I am a current self-hauler and want to continue to self-haul
- I am a current CR&R customer and want to cancel my CR&R collection service and self-haul instead
- I am a new resident and want to self-haul

Self-Hauler Acknowledgements

As a self-hauler, you must sort trash, recycling, and organics before going to the dump. You are also required to keep receipts for verification of self-hauling. You may change from a self-hauler to a CR&R collection customer but will need to complete a new application. Tenants cannot self-haul without written authorization from the owner. By signing this form below, you are acknowledging these requirements.

OPTION #2: SIGN-UP/CONTINUE COLLECTION SERVICE WITH CR&R

- I am a current CR&R collection service customer and want to confirm or modify my service level
- I am a current self-hauler and want to sign-up for collection service with CR&R
- I am a new resident and want to sign-up for collection service with CR&R

CR&R Standard Service Options – Choose One

- Standard 3-Cart Service - \$30.98/month*
(1 trash cart, 1 recycling cart, 1 organics cart)
- Standard Bin (Dumpster) Service - \$121.20/month*
(1 two-yard bin, 1 recycling cart, 1 organics cart)

Additional CR&R Service Options

- Additional Trash Cart(s) Quantity: _____
\$7.01/month* for each additional cart
- Additional Recycling Cart(s) Quantity: _____
\$7.01/month* for each additional cart
- Other: _____
- Additional Organics Cart(s) Quantity: _____
\$7.01/month* for each additional cart

CR&R Collection Customer Acknowledgements

All solid waste must be separated into the appropriate cart or bin. Information on how to sort your solid waste is attached to this application. Information on collection day(s)/time(s) will be provided when your containers are delivered. Property owners are responsible for all unpaid charges; tenants may only sign-up for basic, 3-cart collection service unless written authorization for additional services is received from the owner of the property. By signing this form below, you are acknowledging these requirements.

Customer Signature (REQUIRED)

Date

*Rates effective 7/1/2023. Residential cart service is billed quarterly in advance. Residential bin service is billed monthly in advance.

The Way We Dispose of Trash is Changing

New Customers

- Complete the application form indicating whether you want to self-haul or signup for collection service through CR&R.

Self-Haulers

- Complete the application form indicating you want to self-haul.
- For 2023 - No additional charge to self-haul.
- Keep receipts for verification of self-haul.
- Sort your waste into recycling, organics, or trash before heading to the dump.

All District Residents

- Application forms and information on sorting your solid waste will be sent out to all District residents starting in July. All residents must return an application either indicating they want to self-haul, or to continue or start service with CR&R.

Existing CR&R Customers

- Complete the application form verifying the service level you desire.
- Existing trash cart-only customers will have carts replaced with the 3-cart system starting now through January 2024.
- Existing customers with dumpsters (bins) will also be issued recycling and organics carts unless another service option is requested.
- All materials will be picked up in the same truck until January 2024 when materials must be separated into the appropriate container which will be picked up separately.

Questions?

Please contact the District at 760-868-1212 or visit www.pphcsd.org/solid-waste-and-recycling.



What Goes Where

RECYCLABLES

- Aluminum
- Cardboard
- Glass
- Metal
- Paper
- Plastic



ORGANICS

- | | |
|---------------------|---------------|
| From The Kitchen | From The Yard |
| • Dairy | • Flowers |
| • Food Soiled Paper | • Grass |
| • Fruits | • Leaves |
| • Grains | • Prunings |
| • Meat | • Weeds |
| • Seafood | |
| • Vegetables | |



**FOOD WASTE MUST BE PLACED
IN PLASTIC BAGS AND PLACED
INSIDE ORGANICS CART**

LANDFILL

- Ceramics
- Coat Hangers
- Diapers
- Mirrors
- Paper Towels
- Pet Waste/Cat Litter
- Styrofoam
- Tissue Paper
- Waxed Paper



NO HAZARDOUS WASTE

Notice of Water Rate Change

The District provides water service to approximately 7,100 customers, and monthly water service fees are the primary source of revenue to operate the water system. Revenues received from water service fees are used solely to fund the water enterprise. The objective of the proposed five-year rate schedule is to fully fund operations, address capital replacement, and adequately build-up reserves to meet reserve policies through Fiscal Year 2025-2026. In addition, the District needs to ensure adequate funding to address additional capital and operating expenses. The new rates for the District's water service fees were adopted by the Board on December 1, 2021, after a noticed public hearing and several public meetings. The new rates are based on a comprehensive rate study prepared by an independent consultant.

Water rates for all District customers are scheduled to change. The new rates will begin July 1, 2023, and will be reflected on your billing statement received in August.

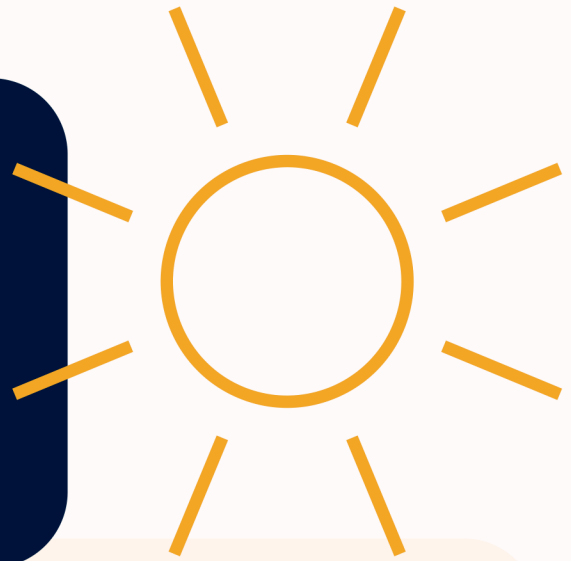
Fixed Charges (Meter Charge) \$/Month				
Meter Size	Current	Effective 7/1/2023	Effective 7/1/2024	Effective 7/1/2025
3/4"	\$24.17	\$25.63	\$27.17	\$28.81
1"	\$36.57	\$38.77	\$41.10	\$43.57
1 1/2"	\$67.58	\$71.64	\$75.94	\$80.50
2"	\$104.79	\$111.08	\$117.75	\$124.82
3"	\$222.60	\$235.96	\$250.12	\$265.13
4"	\$396.23	\$420.01	\$445.22	\$471.94
Chromium-6 Surcharge (all meters)	\$9.71	\$9.71	\$9.71	\$9.71

Variable Rates - \$/unit (1 unit = 748 gallons)				
Customer Class	Current	Effective 7/1/2023	Effective 7/1/2024	Effective 7/1/2025
<i>Residential</i>				
Tier 1: ≤ 9 units	\$2.90	\$3.08	\$3.27	\$3.47
Tier 2: 9 hcf- 29 units	\$3.31	\$3.51	\$3.73	\$3.96
Tier 3: > 29 units	\$7.99	\$8.47	\$8.98	\$9.52
<i>Commercial</i>				
	\$3.87	\$4.11	\$4.36	\$4.63
<i>Institutional</i>				
	\$4.20	\$4.45	\$4.73	\$5.02

If you have any questions, please contact the District at (760) 868-1212.

For additional information, please visit our website at www.pphcsd.org

Summer Conservation Tips



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

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

- **Cover Your Pool**

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

- **Use Mulch**

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

- **Cut Your Shower Time**

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

- **Fix Leaky Plumbing**

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

- **Upgrade Your Bathroom Fixtures**

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

- **Wash Only Full Loads**

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



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



Agenda Item 11

Review of Action Items

Agenda Item 12

Set Agenda for Next Meeting