



# BOARD PACKAGE

March 22, 2023

Regular Board Meeting – 5:00 p.m.

## REGULAR BOARD MEETING AGENDA

March 22, 2023

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

### REGULAR BOARD MEETING – 5:00 P.M.

**Call to Order** – Pledge of Allegiance

#### Roll Call

#### 1) Approval of Agenda

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

##### a) General Public

##### b) Community Reports

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

#### 3) Consent Items

- Approval of Board Minutes
- Acceptance of Board Stipends/Reimbursements
- Acceptance of February Disbursements

#### 4) Matters Removed from Consent Items

#### 5) Presentations/Appointments

#### 6) Continued/New Agenda Items

- Discussion & Possible Action Regarding Proposed Solid Waste Collection Rates & Authorization to Mail Proposition 218 Notification
- Presentation & Discussion Regarding Billing & Payment Options



#### 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

c) 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 – April 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](http://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](mailto:ksevy@pphcsd.org) by the meeting start time listed on this agenda. Your comment will be added to the record by the Board Secretary.

*Please check the District website for updates on this meeting. We encourage you to sign up for our email notifications by emailing [ksey@pphcsd.org](mailto:ksey@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.*

# Agenda Item 3a

Approval of Board Minutes

## **REGULAR BOARD MEETING MINUTES**

March 22, 2023

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

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

**Board Members Absent:** None

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

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

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

#### **Call to Order**

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

#### **Roll Call**

All Directors were present at roll call.

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

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

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

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

Public comment was provided by Franklin Oliva.

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

- **School District** – Superintendent Ryan Holman commented on the recent snow days and bus transportation challenges as a result. The school district will be

applying for a waiver for the excess snow days. Thanked firefighters and staff that assisted with snow cleanup.

- **County Supervisor** – Sam Shoup, Field Representative for Supervisor Cook, provided an update on funding for crime suppression in the county. He provided an update on the situation in the mountain areas as a result of the snow. He noted the county has established a snow removal reimbursement program.

### 3) **Consent Items**

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

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

Mr. Kennedy reported the District purchased 1.49 acres of real property located at 3945 Sheep Creek Road in the amount of \$25,000.

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

None

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

#### a) **Discussion & Possible Action Regarding Request for Qualifications for Construction Services for Phase 1 of the Civic Center & Phelan Park Expansion Project**

Staff Recommendation: For the Board to approve the Request for Qualifications (RFQ) for Construction Services for Phase 1 of the Civic Center & Phelan Park Expansion Project, and to authorize staff to issue the RFQ.

Mr. Cardenas presented this item.

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

#### b) **Discussion & Possible Action Regarding the Purchase and Programming of Tesco Telemetry Equipment for Well No. 15**

Staff Recommendation: For the Board to approve the proposal from Tesco Controls to program and furnish SCADA controls to operate Well No. 15.

Mr. Wright introduced this item.

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

#### c) **Discussion & Possible Action Regarding Approval of Equipment Rental and Installation of 5,820 feet of 12" DI350 Ductile Iron Pipe to Service Well No. 15**

Staff Recommendation: For the Board to authorize equipment rental from Apex Rental and to complete the construction necessary to install 5,820 feet of 12" DI350 Ductile Iron Pipe to Service Well No. 15.

Mr. Wright introduced this item.

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

d) **Discussion & Possible Adoption of Ordinance No. 2023-03; Establishing Guidelines for the Conduct of District Public Meetings and Activities**

Staff Recommendation: For the Board to adopt Ordinance No. 2023-03; Establishing Guidelines for the Conduct of District Public Meetings and Activities.

Ms. Sevy introduced this item.

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

e) **Discussion & Possible Adoption of Resolution No. 2023-08; Establishing Policies for Board Conduct Amongst Directors and with Staff**

Staff Recommendation: For the Board to adopt Resolution No. 2023-08; Establishing Policies for Board Conduct Amongst Directors and with Staff.

Mr. Bartz introduced this item.

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

f) **Discussion & Possible Action Regarding Contract Between San Bernardino County and the District Related to the American Rescue Plan Act and the Coronavirus Local Fiscal Recovery Fund**

Staff Recommendation: For the Board to approve the Contract Between San Bernardino County and the District Related to the American Rescue Plan Act and the Coronavirus Local Fiscal Recovery Fund and authorize the General Manager to execute the Contract.

Ms. Sevy introduced this item.

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

g) **Discussion & Possible Adoption of Resolution No. 2023-09; Adopting a Conflict of Interest Code**

Staff Recommendation: For the Board to adopt Resolution No. 2023-09; Establishing a Conflict of Interest Code.

Ms. Sevy introduced this item.

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

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

Staff Recommendation: None



Mr. Cardenas and Sophie Steeno from Steeno Design provided an update.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Engineering Committee (Standing)** – The meeting was cancelled.
- b) **Finance Committee (Standing)** – Upcoming special meeting.
- c) **Legislative Committee (Standing)** – Meets next week.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Nothing to report.
- e) **Waste & Recycling Committee (Standing)** – The meeting was cancelled.

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

Mr. Bartz reported on the future tank site.

9) **Reports**

a) **Director's Report**

**Snyder** – Nothing to report.

**Hays** – Attended SDLA and learned about the differences between special districts and cities.

**Roberts** – The new well will be pump tested this week.

**Hoffman** – Nothing to report.

- b) **President's Report** – President Kujawa was appointed to the Association of San Bernardino County Special Districts Board of Directors.

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** – Budget policy to committee

12) **Set Agenda for Next Meeting**

- Regular Board Meeting – March 22, 2023, 5:00 p.m.
  - Presentation of bill payment options

13) **Recess to Closed Session**

The Board recessed to Closed Session at 5:54 p.m.

Conference with Legal Counsel

Initiation of Litigation Pursuant to Government Code

Section 54956.9(d)(4)

Two Potential Cases

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

The Board returned to Open Session at 6:27 p.m.; there was no reportable action.

15) **Adjournment**

With no further business before the Board, the meeting was adjourned at 6:27 p.m.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kim Sevy, HR & Solid Waste Manager/District Clerk

\_\_\_\_\_  
Date



# Agenda Item 3b

Acceptance of Board  
Stipends/Reimbursements







# Agenda Item 3c

Acceptance of February  
Disbursements



# Cash Disbursements Report

## By Payment Number

Payment Dates 02/01/2023 - 02/28/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
517	2/15/2023	CHA HAY	Charles Hays			33.41
	013123	Jan. Mileage-Board, Finance, Special & ...		01-0-1-52214		33.41
518	2/15/2023	REBKUJ	Rebecca A. Kujawa			71.00
	013123	Jan. Mileage - Board & ASBCSD Meetings		01-0-1-52212		71.00
33523	2/15/2023	ANGROM	Angelica Romero			534.48
	020323	Reimb.- Drive to-from Sacramento CSM...		01-0-1-54470		534.48
33524	2/15/2023	APEREN	Apex Rentals			506.00
	82895	Man-Lift Rental HolidayDecor Removal		22-2-2-54300		506.00
33525	2/15/2023	ASHMIT	Ashley Mitchell			21.87
	012623	Reimb. - Excel Class Lunch		01-0-1-54470		21.87
33526	2/15/2023	ASBCSD	Assn of SB County Special Districts			36.00
	022723	Feb. Meeting - Rebecca		01-0-1-52232		36.00
33527	2/15/2023	AVCOM	AVCOM Services Inc.			97.50
	25344	Answering Svc. - Jan.		01-0-1-53150		97.50
33528	2/15/2023	CHAFED	C.J. Brown & Company, CPAS - An Accounting Corp.			655.00
	013123	Professional Svcs. - Jan.		01-0-1-53110		655.00
33529	2/15/2023	CA FOREST	California Department of Forestry and Fire Protection			2,950.22
	1499966	Fire Crew for Smithson Springs Clean-Up		01-1-2-53150		1,588.58
	1500158	Fire Crew for Smithson Springs Clean-Up		01-1-2-53150		1,361.64
33530	2/15/2023	CSDA	California Special Districts Association			8,810.00
	010123	2023 Membership Renewal		01-0-1-54230		8,810.00
33531	2/15/2023	CALTOO	C.T.W.S., LLC			48.36
	763512	Wire for Feed Welder		01-1-2-54500		48.36
33532	2/15/2023	CINFIR	Cintas			533.14
	5144837807	First Aid Supplies - CSD		01-0-1-54500		212.06
	5144837807	First Aid Supplies - CSD		22-0-1-54500		4.33
	5144837859	First Aid Supplies - Shop		01-1-1-54500		316.75
33533	2/15/2023	CIN UNI	Cintas Corporation			686.25
	013123	Uniform Rental Svcs. - Jan.		01-1-1-54680		567.11
	013123	Uniform Rental Svcs. - Jan.		22-2-1-54680		46.56
	4140102653	Vehicle Wash Station Supplies		01-1-8-54710		36.29
	4142852573	Vehicle Wash Station Supplies		01-1-8-54710		36.29
33534	2/15/2023	CED	Consolidated Electrical Distributors Inc			28,699.40
	9085-1031239	Electric Parts for District Facilities Repai...		01-1-2-54620		998.33
	9085-1031241	Electric Parts for District Facilities Repai...		01-1-2-54620		1,198.43
	9085-1031634	Electrical Panel & Switchgear for Well #...		01-1-3-54620		4,057.02
	9085-1031974	Load Center & Ground Bar for Well #17		01-1-3-54620		254.51
	9085-1032009	Electric Parts for District Facilities Repai...		01-1-2-54620		6,978.27
	9085-1032010	Electric Parts for District Facilities Repai...		01-1-2-54620		10,240.34
	9085-1032011	1C Switchgear for PS/PS		01-1-3-54620		3,345.80
	9085-1032012	Electric RCPs for Site 3B		01-1-3-54620		202.93
	9085-1032013	Electric RCPs for Zone G		01-1-3-54620		405.86
	9085-1032016	Electric Cap for Site 1A		01-1-3-54620		254.48
	9085-1032017	Electric Cap for Wilson Ranch Site		01-1-3-54620		381.71
	9085-1032018	Electric Cap for Site 3B		01-1-3-54620		127.24



Cash Disbursements Report

Payment Dates: 02/01/2023 - 02/28/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	9085-1032019	Electric Cap for Site 5B		01-1-3-54620		127.24
	9085-1032020	Electric Cap for Zone G		01-1-3-54620		127.24
33574	2/15/2023 109105	SBC PARCELS (8) Parcel Map Revisions	County of San Bernardino	01-1-1-54830		16.00 16.00
33575	2/15/2023 020923	SBC LIENS (21) Lien Release Docs.	County of San Bernardino	01-1-1-54830		420.00 420.00
33576	2/15/2023 755943-4538 756213-1564 756476-8478 756476-8478	CR&R Trash - Oasis Yard Feb. Trash - Pinon Hills Park Feb. Trash - Phelan CSD Feb. Trash - Phelan CC Feb.	CR&R Incorporated	01-0-2-58110 22-0-2-58110 01-0-1-58110 22-0-2-58110		896.47 279.37 194.88 211.11 211.11
33577	2/15/2023 020323	DAVNOL Reimb.- CSMFO Conference Expenses	David Noland	01-0-1-54470		788.90 788.90
33578	2/15/2023 10124R 10279R	ACT IT Software Support - Feb. Remote Support - Jan.	David Shay	01-0-1-53170 01-0-1-53170		3,958.96 3,745.00 213.96
33579	2/15/2023 6507EC66-0010	STREAM Website Hosting - Feb.	Digital Deployment, Inc.	01-0-1-53170		300.00 300.00
33580	2/15/2023 010123	ERIBAR Reimb. - AWWA Cross Connection Ren...	Eric Barnes	01-1-1-54260		100.00 100.00
33581	2/15/2023 012623	FRARAM Reimb. - Excel Class Lunch	Frank J Ramirez	01-1-1-54470		10.80 10.80
33582	2/15/2023 022423	FRO 5072 Phones - Oasis Yard 1/25 - 2/24	Frontier Communications	01-1-1-58010		163.84 163.84
33583	2/15/2023 020723	FRO 5743 Phones - Office 2/7 - 3/6	Frontier Communications	01-0-1-58110		94.42 94.42
33584	2/15/2023 021823	FRO 8637 Phones - Sr. Ctr. 1/19 - 2/18	Frontier Communications	22-0-1-58010		76.35 76.35
33585	2/15/2023 101-36992 101-58915-01	GAOSBO Well #17 Fittings for Discharge Well #17 Fittings for Discharge	G.A. Osborne Pipe & Supply Inc	01-1-3-54620 01-1-3-54620		1,862.27 322.58 1,539.69
33586	2/15/2023 10726735	GARDA Armored Svcs. - Feb.	Garda CL West, Inc	01-0-1-54200		651.98 651.98
33587	2/15/2023 29963	GENPUM Well #8 Motor & Pump Pulled & Inspect...	General Pump Company, Inc.	01-1-3-54620		11,307.00 11,307.00
33588	2/15/2023 7101749802	GOTO Office - Phones Support Feb.	GoTo Communications, Inc.	01-0-1-58010		711.48 711.48
33589	2/15/2023 196220	HARFRE Drill Bits	Central Purchasing LLC	01-1-2-54650		124.17 124.17
33590	2/15/2023 2003641	HATTRI Uniform Jackets for (3) Board Members...	Hatrix Team Sports & Embroidery	01-0-1-54680		386.25 386.25
33591	2/15/2023 020823 020823 020823 022323 022323	HDMWA Membership - Mike Membership - Jen Membership - George SW Valve & Equip. CEU Class - Mike SW Valve & Equip. CEU Class - Jen	High Desert Mountain Water Assn	01-1-1-54230 01-7-7-54230 01-7-7-54230 01-1-1-54260 01-7-7-54260		210.00 25.00 25.00 25.00 45.00 45.00

Cash Disbursements Report

Payment Dates: 02/01/2023 - 02/28/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	022323	SW Valve & Equip. CEU Class - George		01-7-7-54260		45.00
33592	2/15/2023	INLWAT	Inland Water Works Supply Co.			6,308.22
	S1059087-004	8 x 1 SS DS Brass Saddle		01-1-0-13010		1,799.43
	S1062155-001	4"Mag Meter for Mountain Well #17		01-1-3-54620		3,431.29
	S1062487-001	CSM-11 Coils for Booster & Well Controls		01-1-3-54620		1,077.50
33593	2/15/2023	LORLOW	Lori Lowrance			534.48
	020323	Reimb.- Drive to-from Sacramento CSM...		01-0-1-54470		534.48
33594	2/15/2023	LOWES	Lowe's Credit			1,148.40
	013123	Inv #85984042 - Parts for Shop Welder		01-1-2-54620		111.29
	013123	Inv #8203334 - Maint. Supplies Break A...		01-1-2-54620		40.09
	013123	Inv #70375322 - Heater for Sites & Boos...		01-1-3-54500		161.05
	013123	Inv #85379087 - P{rimer, Tape, Glue for...		01-1-6-54620		314.98
	12780140	Replacement Air Compressor for Well S...		01-1-2-54500		520.99
33595	2/15/2023	MARFEN	Marriott Fence Construction Inc			21,749.00
	4237	Well #17 Fencing per Standard Detail		01-0-0-17000	C0072 OUTSIDE SVCS	21,749.00
33596	2/15/2023	SHINE	Mary Gabriel			350.00
	257	Painting Classes		22-2-2-54800		350.00
33597	2/15/2023	MERJOH	Merrell-Johnson Engineering Inc			2,000.00
	G2023005	Update Percolation Test Report		01-0-0-17000	C0002 OUTSIDE SVCS	2,000.00
33598	2/15/2023	ANDTRU	Mills Hardware			465.66
	013023	INv #312046 - 1/4 Tap & Bolts		01-1-2-54620		6.18
	013023	Inv #311990 - Nuts & Bolts for Fill Statio...		01-1-2-54620		5.33
	013023	Inv #312086 - Parts for Fill Station Repai...		01-1-2-54620		59.39
	013023	Inv #312069 - 6A Pneumatic Heater		01-1-2-54620		48.48
	013023	Inv #312015 - Galv. Elbows, Brass Bell &...		01-1-2-54620		37.25
	013023	Inv #312036 - Parts for Operations		01-1-2-54620		70.93
	013023	Inv #311991 - Items for Fill Station Repa...		01-1-2-54620		33.17
	013023	Inv #312064 - Wire Loom for Site 6A		01-1-3-54620		11.62
	013023	Inv #3612028 - Propane Gas for Sampli...		01-1-4-54500		9.69
	013023	Inv #312003 - Water Meter Key		01-1-6-54620		28.00
	013023	Inv #312077 - Bit Drill, Metric Lock Out, ...		22-2-2-54620		49.60
	013023	Inv #312004 - Sealant & Washers		22-2-2-54620		16.46
	013023	Inv #312029 - Keylock Set		22-2-2-54620		9.87
	013023	Inv #311996 - Caulking		22-2-2-54620		38.77
	013023	Inv #312037 - Drain Opener		22-2-2-54620		8.61
	013023	Inv #312104 - Calcium/Rust Remover		22-2-2-54620		32.31
33613	2/15/2023	MSW	MSW Consultants, Inc.			7,432.50
	578	Solid Waste Consulting		25-5-1-53150	C0076 OUTSIDE SVCS	7,432.50
33614	2/15/2023	NAPA	NAPA Auto Parts			918.97
	013123	Inv #573547 Fill Station Battery Termina...		01-1-2-54620		18.08
	013123	CR 572289 - Core Credit for Fill Station ...		01-1-2-54620		-18.00
	013123	Inv #572753 - Battery for Fill Station		01-1-2-54620		384.33
	013123	Inv #571943 - Trk #106 Antifreeze, Tubi...		01-1-8-54710		346.52
	013123	Inv #573384 - Trk #24 Invertor		01-1-8-54710		113.12
	013123	Inv #571058 - Trk #19 Wiper Blades		01-1-8-54710		29.93
	013123	Inv #573299 - Trk #18 Windshield Wash		01-1-8-54710		21.51
	013123	Inv #571718 - Trk #25 Fluid		01-1-8-54710		12.73
	013123	Inv #572576 - Trk #21 Windshield Wash		01-1-8-54710		10.75
33615	2/15/2023	OFFDEP	ODP Business Solutions, Inc.			280.28
	289507540001	Business Envelopes		01-0-1-54530		226.24
	863001	Office Supplies - Paper & Pens		01-0-1-54530		54.04

Cash Disbursements Report

Payment Dates: 02/01/2023 - 02/28/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
33616	2/15/2023	PHEEXP	Phelan Express, Inc.			1,903.12
	42197	Trk #21 - Front & Rear Brakes Rplcd & Oi..		01-1-8-54710		1,601.23
	42214	Trk #18 - Oil Change		01-1-8-54710		85.72
	42375	Trk #26 - Oil Change		22-2-8-54710		91.09
	42377	Trk #25 - Oil Change		01-1-8-54710		125.08
33617	2/15/2023	RACE	Race Communications			618.00
	RC828366	Phones-Internet Credit CSD - Feb.		01-0-1-58010		-100.00
	RC828366	Phones-Internet CSD - Feb.		01-0-1-58010		254.50
	RC828366	Phones-Internet Shop - Feb.		01-1-1-58010		204.50
	RC828366	Phones-Internet Credit Phelan CC - Feb.		22-0-1-58010		-200.00
	RC828366	Phones-Internet Phelan CC - Feb.		22-0-1-58010		254.50
	RC828366	Phones-Internet Pinon Hills CC - Feb.		22-0-1-58010		204.50
33618	2/15/2023	REBEL	Rebel Oil Company, Inc.			3,316.99
	7063554	Fuel - 322 Gl.		01-1-8-54410		1,366.88
	7063883	Fuel - 444 Gl.		01-1-8-54410		1,950.11
33619	2/15/2023	STEDES	Steen Design Studio, Inc			19,483.12
	4786	Phelan Park Expansion - County Fees		22-2-0-17000	C0078 COUNTY FEES	18,542.00
	4800	Civic Center Project - County Fees		01-0-0-17000	C0002 COUNTY FEES	941.12
33620	2/15/2023	SUNCOM	Sunset Community Little League			500.00
	020823	Spring Season Sponsorship		22-0-1-54920		500.00
33621	2/15/2023	SHE WIL	The Sherwin-Williams Co.			723.97
	4199-4	Paint for 6A Tank		01-1-9-54800		723.97
33622	2/15/2023	AQUA MET	Aqua Metric Sales Co			4,579.38
	INV0092896	10 3/4' Ally Remote Shutoff Meters for...		01-0-0-17000	C0084 OUTSIDE SVCS	4,579.38
33623	2/15/2023	TURSEC	Turner Security, Inc			373.60
	219421	Monitoring Svc. - Feb.		01-0-1-53150		46.95
	219421	Monitoring Svc. - Feb.		01-1-2-53150		211.75
	219421	Monitoring Svc. - Feb.		22-2-2-53150		114.90
33624	2/15/2023	USA	Underground Service Alert of So. Cal.			1,143.80
	120230548	(584) Tickets		01-1-2-53150		1,032.00
	22-2302711	Dig Safe Regulatory Fee		01-1-1-53160		111.80
33625	2/15/2023	UNIVAR	UNIVAR INC.			2,090.80
	50885650	Liquid Chlorine - 529 Gl.		01-1-3-54500		2,090.80
DFT0011657	2/3/2023	CALPERS 457	California Public Employees' Deferred Compensation Plan			175.00
	INV0005174	Cal PERS 457/ Employer Plan: 450 717 - ...		01-0-0-24560		13.50
	INV0005174	Cal PERS 457/ Employer Plan: 450 717 - ...		01-1-0-24560		146.14
	INV0005174	Cal PERS 457/ Employer Plan: 450 717 - ...		22-2-0-24560		4.33
	INV0005174	Cal PERS 457/ Employer Plan: 450 717 - ...		25-5-0-24560		11.03
DFT0011658	2/3/2023	CALPERS	Calif Public Employees' Retirement System			3,294.98
	INV0005175	CalPERS/Employee Portion(EE)		01-1-0-24530		2,660.34
	INV0005175	CalPERS/Employee Portion(EE)		01-7-0-24530		268.11
	INV0005175	CalPERS/Employee Portion(EE)		22-2-0-24530		227.40
	INV0005175	CalPERS/Employee Portion(EE)		25-5-0-24530		139.13
DFT0011659	2/3/2023	CALPERS	Calif Public Employees' Retirement System			3,698.24
	INV0005176	CalPERS/Employee Portion(ER)		01-0-0-24530		52.50
	INV0005176	CalPERS/Employee Portion(ER)		01-1-0-24530		2,792.00
	INV0005176	CalPERS/Employee Portion(ER)		01-7-0-24530		420.10
	INV0005176	CalPERS/Employee Portion(ER)		22-2-0-24530		351.09
	INV0005176	CalPERS/Employee Portion(ER)		25-5-0-24530		82.55
DFT0011660	2/3/2023	CALPERS	Calif Public Employees' Retirement System			8,824.85
	INV0005177	CalPERS/Employer Portion		01-0-0-24530		64.74

Cash Disbursements Report

Payment Dates: 02/01/2023 - 02/28/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	INV0005177	CalPERS/Employer Portion		01-1-0-24530		6,821.89
	INV0005177	CalPERS/Employer Portion		01-7-0-24530		905.31
	INV0005177	CalPERS/Employer Portion		22-2-0-24530		759.36
	INV0005177	CalPERS/Employer Portion		25-5-0-24530		273.55
DFT0011661	2/3/2023	CALPERS	Calif Public Employees' Retirement System			24.18
	INV0005178	CalPERS Retirement/ Survivor Benefits		01-0-0-24530		0.21
	INV0005178	CalPERS Retirement/ Survivor Benefits		01-1-0-24530		18.90
	INV0005178	CalPERS Retirement/ Survivor Benefits		01-7-0-24530		2.07
	INV0005178	CalPERS Retirement/ Survivor Benefits		22-2-0-24530		2.43
	INV0005178	CalPERS Retirement/ Survivor Benefits		25-5-0-24530		0.57
DFT0011662	2/3/2023	CALPERS 457	California Public Employees' Deferred Compensation Plan			136.03
	INV0005179	457 Loan Payback		01-1-0-24560		136.03
DFT0011663	2/3/2023	EDD	Employment Development Department			908.22
	INV0005180	State Disability Ins - Payroll Taxes		01-0-0-24510		908.22
DFT0011664	2/3/2023	IRS	Internal Revenue Service			193.44
	INV0005181	Social Security - Payroll Taxes		01-0-0-24510		193.44
DFT0011665	2/3/2023	EDD	Employment Development Department			23.79
	INV0005182	State Employer Training Tax - Payroll Ta...		01-0-0-24510		23.79
DFT0011666	2/3/2023	EDD	Employment Development Department			689.24
	INV0005183	State Unemployment Ins - Payroll Taxes		01-0-0-24510		689.24
DFT0011667	2/3/2023	EDD	Employment Development Department			3,997.80
	INV0005184	CA State Income Tax - Payroll Taxes		01-0-0-24510		3,997.80
DFT0011668	2/3/2023	IRS	Internal Revenue Service			2,971.66
	INV0005185	Medicare - Payroll Taxes		01-0-0-24510		2,971.66
DFT0011669	2/3/2023	IRS	Internal Revenue Service			10,897.28
	INV0005186	Federal Income Tax - Payroll Taxes		01-0-0-24510		10,897.28
DFT0011670	2/16/2023	SCE 7441-5755	Southern California Edison			205.15
	013123	Electricity - Pinon Hills CC 1/4-2/1		22-0-2-58110		205.15
DFT0011671	2/16/2023	SCE 4241-7012	Southern California Edison			617.10
	013023	Electricity - Dairy Mobile 12/30 -1/30		01-1-3-58110		617.10
DFT0011672	2/16/2023	SCE 5917-6455	Southern California Edison			27.73
	013123	Electricity - Phelan Park St. Lights 1/1 - 1...		22-2-2-58110		27.73
DFT0011673	2/16/2023	SCE 3752-2894	Southern California Edison			424.38
	013023	Electricity - N. Dairy Mobile 12/30 -1/30		01-1-3-58110		424.38
DFT0011674	2/16/2023	SCE 1613-6373	Southern California Edison			17.90
	013123	Electricity - R/R Crossings 1/1 - 1/31		23-0-2-58210		17.90
DFT0011675	2/16/2023	SCE 8362-7804	Southern California Edison			605.33
	123122	Electricity - Solar Mtr. 12/1 - 12/31		01-1-3-58110		645.76
	123122	Electricity - Solar Credits 12/1 - 12/31		01-1-3-58115		-40.43
DFT0011676	2/16/2023	SCE 9587-0653	Southern California Edison			1,318.56
	122622	Electricity - Office 11/28 - 12/26		01-0-1-58110		1,412.53
	122622	Electricity - Solar Credits 11/28 - 12/26		01-1-3-58115		-93.97
DFT0011677	2/16/2023	VER FLEET	Verizon Connect Fleet USA, LLC			360.05
	366000035694	Fleet GPS - Jan		01-1-8-54300		360.05
DFT0011678	2/15/2023	THEGAS	The Gas Company			340.12
	012723-6056	Gas - Pinon Hills CC 12/29 - 1/27		22-0-2-58110		340.12

Cash Disbursements Report

Payment Dates: 02/01/2023 - 02/28/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
DFT0011679	2/16/2023 012723-6781	THEGAS Gas - Pinon Hills Fire 12/29 - 1/27	The Gas Company	22-0-2-58110		317.49 317.49
DFT0011680	2/16/2023	FBC-GEORGE	First Bank Card			866.98
	013123	Adobe Subscription - (11) Office		01-0-1-53170		214.89
	013123	Mexico Lindo - Staff Meeting		01-0-1-54440		71.27
	013123	Ricks Cafe - District Projects Discussion		01-0-1-54440		66.65
	013123	Ricks Cafe - Meeting with Kathy & Don		01-0-1-54440		55.22
	013123	Ricks Cafe - Meeting with GM		01-0-1-54440		41.56
	013123	Ricks Cafe - Budget Meeting		01-0-1-54440		81.04
	013123	Lowes - AP Window Tint Application Kit		01-0-1-54530		16.29
	013123	The Home Depot - AP Window Tint		01-0-1-54530		64.63
	013123	Adobe Subscription - (2) Field		01-1-1-53170		33.98
	013123	UPS - Cert. Easement Letter		01-1-1-54860		15.40
	013123	Apple - iCloud Storage		01-1-2-53170		0.99
	013123	United Pacific - Trk #28 Fuel		01-1-8-54410		88.44
	013123	United Pacific - Trk #28 Fuel		01-1-8-54410		82.64
	013123	Adobe Subscription - (2) Eng.		01-7-7-53170		33.98
DFT0011682	2/16/2023	FBC-JENNIFER	First Bank Card			4,254.00
	013123	Zazzle - Name Plate for Board Member		01-0-1-54530		26.78
	013123	Pizza Factory - for Board Meeting		01-0-1-54530		31.47
	013123	Vista Print - Business Cards		01-0-1-54530		59.05
	013123	1 Stop Fix - Ipad Screen Replaced		01-1-1-54530		87.00
	013123	Mailchimp - CS Inserts		01-1-6-53170		120.00
	013123	EOU - Winter Semester Fees for Jen		01-7-7-54260		3,916.80
	013123	Amazon - Iphone Screen Protector		22-2-2-54500		12.90
DFT0011683	2/16/2023	FBC-LORI	First Bank Card			3,066.93
	013123	Tyler Connect Conference - Angelica		01-0-1-54260		1,067.00
	013123	Tyler Connect Conference - Heather		01-0-1-54260		1,099.00
	013123	Southwest Airlines- Flight Change for H...		01-0-1-54470		4.50
	013123	Southwest Airlines - Tyler Connect Flight..		01-0-1-54470		361.46
	013123	Southwest Airlines-Tyler Conect Flight ...		01-0-1-54470		534.97
DFT0011684	2/16/2023	FBC-STEVE	First Bank Card			118.29
	013123	Amazon - XLR Cables		01-0-1-54500		73.24
	013123	Amazon - (2) Wall Clocks & (1) Outlet		22-2-2-54500		101.13
	013123	The Home Depot - Lught Bulb Returned		22-2-2-54620		-91.57
	013123	The Home Depot - Light Bulb		22-2-2-54620		91.57
	013123	Amazon - (4) Floor Mats		22-2-2-54620		217.80
	013123	Webstaurant - Items Returned		22-2-2-54800		-273.88
DFT0011685	2/16/2023	FBC-SEAN	First Bank Card			4,043.77
	013123	EOU - Winter Semester Fees		01-1-1-54260		3,590.40
	013123	EOU - Winter Registration Credit		01-1-1-54260		-320.00
	013123	EOU - Winter Semester Fees		01-1-1-54260		652.80
	013123	OWP - Lance's Transcripts		01-1-1-54260		8.00
	013123	El Patron - Appreciation Lunch		01-1-1-54440		55.43
	013123	Mexico Lindo - 6A Appropriation Meeting		01-1-1-54440		57.14
DFT0011686	2/16/2023	FBC-KIM	First Bank Card			2,406.71
	013123	Calendar Wiz		01-0-1-53170		14.00
	013123	Genial Software - FMLA Leave & Worker..		01-0-1-53170		245.00
	013123	IEPMA HR - Don't Miss LEarning Course		01-0-1-54260		50.00
	013123	CCS-Excel Class forAshley		01-0-1-54260		95.00
	013123	McGraw - Mgmt Book		01-0-1-54260		93.99
	013123	Pitney Bowes - Postage Mtr. Rental Fee		01-0-1-54300		169.59
	013123	The Hotel Washington		01-0-1-54470		1.00
	013123	Expedia - ACWA Conference Flight		01-0-1-54470		812.01
	013123	NNA - Notary Journal		01-0-1-54530		58.10

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Payment Dates: 02/01/2023 - 02/28/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	013123	Amazon - File Folder Clips		01-0-1-54530		19.28
	013123	Stater Bros		01-0-1-54530		31.58
	013123	Amazon - Paper Towels		01-0-1-54530		53.44
	013123	Amazon - Footbals & Soccer Balls		01-0-1-54530		82.58
	013123	Minuteman Press - Business Cards		01-0-1-54530		95.90
	013123	Amazon - Dual Monitor Mount		01-0-1-54530		143.30
	013123	Amazon - Toner, Batteries		01-0-1-54530		149.85
	013123	Amazon - Organizer, Paper, Note Pads		01-0-1-54530		39.64
	013123	Amazon - Computer Monitor Cord		01-0-1-54530		11.87
	013123	CCS-Excel Class for Ernesto & Frank		01-1-1-54260		190.00
	013123	Cert Mail - Water Theft Letter		01-1-6-54860		5.62
	013123	Cert Mail - Water Theft Letter		01-1-6-54860		11.24
	013123	Cert Mail - Leak Letters		01-1-6-54860		33.72
DFT0011687	2/15/2023	FBC-CHRIS	First Bank Card			451.82
	013123	CPS - Supervisory for the Public Sector		01-1-1-54260		225.00
	013123	Amazon - Saw Blades for PVC Pipe		01-1-2-54620		135.69
	013123	Find It Parts - Trk #113 Oil Drain Valce		01-1-8-54710		91.13
DFT0011688	2/16/2023	SCE 9515-2666	Southern California Edison			65,295.59
	123122	Electricity - Tanks, Wells Dec.		01-1-3-58110		73,074.30
	123122	Electricity - Solar Credit Dec.		01-1-3-58115		-7,778.71
DFT0011689	2/16/2023	VER AIR	Verizon Wireless			1,058.39
	9926698733	Phones - Jet Packs, Tablets & On-Call Jan.		01-1-1-58010		1,058.39
DFT0011690	2/16/2023	FBC-DON	First Bank Card			3,236.02
	013123	76 - Fuel		01-0-1-54140		175.00
	013123	76 - United Pacific - Fuel		01-0-1-54140		145.21
	013123	76-United Pacific Fuel		01-0-1-54140		60.31
	013123	ACWA Conference Registration - Kim		01-0-1-54260		1,199.00
	013123	Ricks Cafe		01-0-1-54440		37.52
	013123	Southwest Airlines - CSDA Meeting		01-0-1-54470		45.01
	013123	Southwest Airlines - Credit		01-0-1-54470		-147.98
	013123	Hyatt		01-0-1-54470		570.06
	013123	Southwest Airlines - CSDA Meeting		01-0-1-54470		282.95
	013123	Southwest Airlines - CSDA Meeting		01-0-1-54470		304.97
	013123	Southwest Airlines - CSDA Meeting		01-0-1-54470		563.97
DFT0011691	2/16/2023	FBC-KIM	First Bank Card			1,600.00
	69637-13	District Photos - Board Memembers & Em...		01-0-1-53150		1,600.00
DFT0011692	2/16/2023	FBC-SEAN	First Bank Card			3,522.98
	10453	SCE Meter Panel for 8720 Tumbleweed ...		01-1-2-54620		2,009.80
	846231	Meter Wrenches for Meter Change-Outs		01-1-2-54650		1,513.18
DFT0011693	2/15/2023	FBC-CHRIS	First Bank Card			4,246.18
	242095	Lincoln 260 MIG Welder		01-1-2-54650		4,246.18
DFT0011694	2/17/2023	CALPERS 457	Calif Public Employees' Deferred Compensation Plan			175.00
	INV0005187	Cal PERS 457/ Employer Plan: 450 717 - ...		01-0-0-24560		-2.25
	INV0005187	Cal PERS 457/ Employer Plan: 450 717 - ...		01-1-0-24560		140.48
	INV0005187	Cal PERS 457/ Employer Plan: 450 717 - ...		22-2-0-24560		4.48
	INV0005187	Cal PERS 457/ Employer Plan: 450 717 - ...		25-5-0-24560		32.29
DFT0011695	2/17/2023	CALPERS	Calif Public Employees' Retirement System			3,303.14
	INV0005188	CalPERS/Employee Portion(EE)		01-1-0-24530		2,642.94
	INV0005188	CalPERS/Employee Portion(EE)		01-7-0-24530		265.27
	INV0005188	CalPERS/Employee Portion(EE)		22-2-0-24530		242.16
	INV0005188	CalPERS/Employee Portion(EE)		25-5-0-24530		152.77
DFT0011696	2/17/2023	CALPERS	Calif Public Employees' Retirement System			3,702.67
	INV0005189	CalPERS/Employee Portion(ER)		01-0-0-24530		-8.75

Cash Disbursements Report

Payment Dates: 02/01/2023 - 02/28/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	INV0005189	CalPERS/Employee Portion(ER)		01-1-0-24530		2,800.09
	INV0005189	CalPERS/Employee Portion(ER)		01-7-0-24530		420.10
	INV0005189	CalPERS/Employee Portion(ER)		22-2-0-24530		351.38
	INV0005189	CalPERS/Employee Portion(ER)		25-5-0-24530		139.85
DFT0011697	2/17/2023	CALPERS	Calif Public Employees' Retirement System			8,840.29
	INV0005190	CalPERS/Employer Portion		01-0-0-24530		-10.79
	INV0005190	CalPERS/Employer Portion		01-1-0-24530		6,802.08
	INV0005190	CalPERS/Employer Portion		01-7-0-24530		902.17
	INV0005190	CalPERS/Employer Portion		22-2-0-24530		775.16
	INV0005190	CalPERS/Employer Portion		25-5-0-24530		371.67
DFT0011698	2/17/2023	CALPERS	Calif Public Employees' Retirement System			24.18
	INV0005191	CalPERS Retirement/ Survivor Benefits		01-0-0-24530		-0.03
	INV0005191	CalPERS Retirement/ Survivor Benefits		01-1-0-24530		18.68
	INV0005191	CalPERS Retirement/ Survivor Benefits		01-7-0-24530		2.06
	INV0005191	CalPERS Retirement/ Survivor Benefits		22-2-0-24530		2.43
	INV0005191	CalPERS Retirement/ Survivor Benefits		25-5-0-24530		1.04
DFT0011699	2/17/2023	CALPERS 457	California Public Employees' Deferred Compensation Plan			136.03
	INV0005192	457 Loan Payback		01-1-0-24560		136.03
DFT0011700	2/17/2023	EDD	Employment Development Department			888.85
	INV0005193	State Disability Ins - Payroll Taxes		01-0-0-24510		888.85
DFT0011701	2/17/2023	EDD	Employment Development Department			3.84
	INV0005194	State Employer Training Tax - Payroll Ta...		01-0-0-24510		3.84
DFT0011702	2/17/2023	EDD	Employment Development Department			111.20
	INV0005195	State Unemployment Ins - Payroll Taxes		01-0-0-24510		111.20
DFT0011703	2/17/2023	EDD	Employment Development Department			3,747.33
	INV0005196	CA State Income Tax - Payroll Taxes		01-0-0-24510		3,747.33
DFT0011704	2/17/2023	IRS	Internal Revenue Service			2,864.10
	INV0005197	Medicare - Payroll Taxes		01-0-0-24510		2,864.10
DFT0011705	2/17/2023	IRS	Internal Revenue Service			10,457.69
	INV0005198	Federal Income Tax - Payroll Taxes		01-0-0-24510		10,457.69
DFT0011706	2/24/2023	EDD	Employment Development Department			33.36
	INV0005199	State Disability Ins - Payroll Taxes		01-0-0-24510		33.36
DFT0011707	2/24/2023	EDD	Employment Development Department			113.35
	INV0005200	CA State Income Tax - Payroll Taxes		01-0-0-24510		113.35
DFT0011708	2/24/2023	IRS	Internal Revenue Service			107.48
	INV0005201	Medicare - Payroll Taxes		01-0-0-24510		107.48
DFT0011709	2/24/2023	IRS	Internal Revenue Service			319.85
	INV0005202	Federal Income Tax - Payroll Taxes		01-0-0-24510		319.85
DFT0011712	2/6/2023	FBC-KIM	First Bank Card			159.96
	022823	Zoom Subscription		01-0-1-53170	C0086 OUTSIDE SVCS	159.96
DFT0011713	2/22/2023	VSP	Vision Service Plan			489.51
	817281938	Vision Insurance		01-0-0-14130		489.51
DFT0011714	2/23/2023	AME FID	American Fidelity Assurance Company			187.49
	2160863A	Flex Spending 2/1		01-0-0-24580		187.49
DFT0011715	2/27/2023	AME SUP	American Fidelity Assurance			714.62
	D559874	Supplemental Life Insurance - Feb		01-0-0-24580		714.62

Cash Disbursements Report

Payment Dates: 02/01/2023 - 02/28/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
DFT0011716	2/27/2023	CalPERS Health	California Public Employees' Retirement System			4,090.90
	030123 NonPERS	Non PERS Health Premium - March		01-0-0-14130		4,077.44
	030123 NonPERS	Non Pers Health Premium - March		01-0-1-51230		13.46
DFT0011717	2/27/2023	CalPERS Health	California Public Employees' Retirement System			40,871.32
	030123 PERS	PERS Health Premium - March		01-0-0-14130		40,736.89
	030123 PERS	Pers Health Premium - March		01-0-1-51230		134.43
DFT0011720	2/27/2023	SCE 1078-5254	Southern California Edison			386.99
	013123	Electricity - CC & CSD 1/9-2/7		22-0-2-58110		386.99
DFT0011721	2/27/2023	AME FID	American Fidelity Assurance Company			187.49
	2160873A	Flex Spending 2/15		01-0-0-24580		187.49
DFT0011722	2/28/2023	SCE 9515-2666	Southern California Edison			10,415.46
	022823	Electricity-Wells, Boosters, Tanks		01-1-3-58110		10,415.46
DFT0011723	2/2/2023	SCE 2439-1773	Southern California Edison			-44.32
	102522	Electricity-Phelan Park Solar Credit 9/26...01-1-3-58115				-44.32
<b>Payment Total:</b>						<b>368,205.77</b>



## Report Summary

## Fund Summary

Fund	Payment Amount
01 - WATER FUND	334,443.43
22 - PARKS & RECREATION	25,107.49
23 - STREET LIGHTING	17.90
25 - SOLID WASTE	8,636.95
<b>Grand Total:</b>	<b>368,205.77</b>

## Account Summary

Account Number	Account Name	Payment Amount
01-0-0-14130	Prepaid Benefit	45,303.84
01-0-0-17000	CIP Enterprise Funds	29,269.50
01-0-0-24510	Payroll Tax Payable	38,328.48
01-0-0-24530	Retirement W/H Payable	97.88
01-0-0-24560	Retirement 457 W/H Pay...	11.25
01-0-0-24580	Supplemental Ins W/H Pa...	1,089.60
01-0-1-51230	Employee Group Insurance	147.89
01-0-1-52212	Board - Auto Expense/Kuj...	71.00
01-0-1-52214	Board - Auto Expense/Hays	33.41
01-0-1-52232	Board - Education,Trainin...	36.00
01-0-1-53110	Auditing & Accounting Fe...	655.00
01-0-1-53150	Outside Service	1,744.45
01-0-1-53170	Software Support	4,892.81
01-0-1-54140	Auto Expense	380.52
01-0-1-54200	Credit Card Fee & Bank C...	651.98
01-0-1-54230	Dues & Subscriptions	8,810.00
01-0-1-54260	Education & Training	3,603.99
01-0-1-54300	Equipment Rental / Lease	169.59
01-0-1-54440	Meeting, Seminar & Suppl...	353.26
01-0-1-54470	Travel Expense	5,212.65
01-0-1-54500	Operating Supplies	285.30
01-0-1-54530	Office Supplies	1,164.04
01-0-1-54680	Uniforms	386.25
01-0-1-58010	Telephone	865.98
01-0-1-58110	Utilities	1,718.06
01-0-2-58110	Utilities	279.37
01-1-0-13010	Inventory - Water Field Pa...	1,799.43
01-1-0-24530	Retirement W/H Payable	24,556.92
01-1-0-24560	Retirement 457 W/H Pay...	558.68
01-1-1-53160	Permits & Fees	111.80
01-1-1-53170	Software Support	33.98
01-1-1-54230	Dues & Subscriptions	25.00
01-1-1-54260	Education & Training	4,491.20
01-1-1-54440	Meeting, Seminar & Suppl...	112.57
01-1-1-54470	Travel Expense	10.80
01-1-1-54500	Operating Supplies	316.75
01-1-1-54530	Office Supplies	87.00
01-1-1-54680	Uniforms	567.11
01-1-1-54830	State & County Fees & Se...	436.00
01-1-1-54860	Postage & Mailing	15.40
01-1-1-58010	Telephone	1,426.73
01-1-2-53150	Outside Service	4,193.97
01-1-2-53170	Software Support	0.99
01-1-2-54500	Operating Supplies	569.35
01-1-2-54620	Repair & Maintenance	22,357.38
01-1-2-54650	Small Tools	5,883.53
01-1-3-54500	Operating Supplies	2,251.85
01-1-3-54620	Repair & Maintenance	26,973.71
01-1-3-58110	Utilities	85,177.00

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Payment Amount</b>
01-1-3-58115	Utilities - Solar Credits	-7,957.43
01-1-4-54500	Operating Supplies	9.69
01-1-6-53170	Software Support	120.00
01-1-6-54620	Repair & Maintenance	342.98
01-1-6-54860	Postage & Mailing	50.58
01-1-8-54300	Equipment Rental / Lease	360.05
01-1-8-54410	Fuel Costs	3,488.07
01-1-8-54710	Vehicle Maintenance	2,510.30
01-1-9-54800	Programs (Wtr Conservati...	723.97
01-7-0-24530	Retirement W/H Payable	3,185.19
01-7-7-53170	Software Support	33.98
01-7-7-54230	Dues & Subscriptions	50.00
01-7-7-54260	Education & Training	4,006.80
22-0-1-54500	Operating Supplies	4.33
22-0-1-54920	Public Relation	500.00
22-0-1-58010	Telephone	335.35
22-0-2-58110	Utilities	1,655.74
22-2-0-17000	CIP - Parks & Rec	18,542.00
22-2-0-24530	Retirement W/H Payable	2,711.41
22-2-0-24560	Retirement 457 W/H Pay...	8.81
22-2-1-54680	Uniforms	46.56
22-2-2-53150	Outside Service	114.90
22-2-2-54300	Equipment Rental / Lease	506.00
22-2-2-54500	Operating Supplies	114.03
22-2-2-54620	Repair & Maintenance	373.42
22-2-2-54800	Programs (Park & Rec)	76.12
22-2-2-58110	Utilities	27.73
22-2-8-54710	Vehicle Maintenance	91.09
23-0-2-58210	Utilities - Street Lights	17.90
25-5-0-24530	Retirement W/H Payable	1,161.13
25-5-0-24560	Retirement 457 W/H Pay...	43.32
25-5-1-53150	Outside Service	7,432.50
	<b>Grand Total:</b>	<b>368,205.77</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Payment Amount</b>
**None**	312,801.81
C0002 COUNTY FEES	941.12
C0002 OUTSIDE SVCS	2,000.00
C0072 OUTSIDE SVCS	21,749.00
C0076 OUTSIDE SVCS	7,432.50
C0078 COUNTY FEES	18,542.00
C0084 OUTSIDE SVCS	4,579.38
C0086 OUTSIDE SVCS	159.96
	<b>Grand Total:</b>
	<b>368,205.77</b>

# Agenda Item 4

Matters Removed from  
Consent Items

# Agenda Item 5

Presentations/Appointments

# Agenda Item 6a

Discussion & Possible Action  
Regarding Proposed Solid Waste  
Collection Rates & Authorization to  
Mail Proposition 218 Notification

## MEMORANDUM

**DATE:** March 22, 2023

**TO:** Board of Directors

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

**SUBJECT:** Discussion & Possible Action Regarding Proposed Solid Waste Collection Rates & Authorization to Mail Proposition 218 Notification

### STAFF RECOMMENDATION

For the Board to review the rates submitted by CR&R for solid waste collection service for fiscal year ending 2024.

### BACKGROUND

District staff has been in the process of negotiating rates for solid waste collection service effective July 1, 2023. After several meetings, CR&R has agreed to no rate increase 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, and some rates for other service types are decreasing rather than increasing, it is still necessary to issue a notice of proposed rate increase and conduct a public hearing in compliance with Proposition 218 due to several reasons, including: (1) service is transitioning from subscription to mandatory, (2) new services have been added to the rate schedule in order to collect recycling and organics, and (3) some existing services are increasing more than what is allowable by the existing rate schedule, such as CPI and certain pass-through costs.

CR&R estimates it will lose approximately \$5.41 on each residential 3-cart service for the upcoming fiscal year. After District-wide implementation of uniform collection service for all three service types, there will be better data on collection participation and actual disposal tonnage necessary to conduct a cost-of-service analysis to ensure rates are appropriate for our jurisdiction. The cost-of-service analysis will be conducted by an independent, mutually agreed upon, auditor and new rates will likely need to be implemented, thus requiring another notification and public hearing next year.

### FISCAL IMPACT

TBD

### ATTACHMENT(S)

Rate Schedule

FEE DESCRIPTION	PROPOSED RATES EFF. 7/1/23	FREQUENCY	% CHANGE FROM 7/1/22
<b>RESIDENTIAL BARREL SERVICE</b>			
<b>3 Carts – (64 Gallons EA) 1 EA: Trash, Recycling, Organics</b>	<b>\$30.98</b>	<b>Per Month</b>	<b>0%</b>
Each Additional Cart (64 Gallons)	\$7.01	Per Month	0%
Pull Out Service	\$10.49	Per Month	N/A
<b>RESIDENTIAL BIN SERVICE (NOTE: Refuse bin will also include 1 recycling and 1 organics cart)*</b>			
<b>REFUSE (TRASH)</b>			
1.5 Cubic Yard ("CY")	\$90.87	Per Month	23.06%
2 CY	\$121.20	Per Month	25.65%
2 CY 2x/week	\$225.15	Per Month	25.66%
3 CY	\$181.82	Per Month	25.64%
3 CY 2x/week	\$337.79	Per Month	25.64%
4 CY	\$242.35	Per Month	25.65%
4 CY 2x/week	\$450.17	Per Month	25.64%
<b>RECYCLING</b>			
64 Gallon	\$7.01	Per Month	N/A
2 CY	\$110.53	Per Month	N/A
3 CY	\$165.76	Per Month	N/A
4 CY	\$217.76	Per Month	N/A
<b>ORGANICS</b>			
64 Gallon	\$7.01	Per Month	N/A
2 CY	\$294.36	Per Month	N/A
<b>SPECIAL CHARGES</b>			
Extra Pick-Up/Occurrence	\$92.26	Per Occurrence	N/A
<b>COMMERCIAL CART SERVICE</b>			
<b>3 Carts – (64 Gallons EA) 1 EA: Trash, Recycling, Organics</b>	<b>\$49.50</b>	<b>Per Month</b>	<b>-74.01%</b>
Each Additional Cart (Trash/Recycling/Organics)	\$7.96	Per Month	N/A
<b>COMMERCIAL BIN SERVICE (NOTE: Refuse bin will also include 1 recycling and 1 organics cart)*</b>			
<b>REFUSE (TRASH)</b>			
2 CY 1x/week	\$155.34	Per Month	23.68%
2 CY 2x/week	\$294.29	Per Month	23.68%
2 CY 3x/week	\$433.30	Per Month	23.68%
2 CY 4x/week	\$572.26	Per Month	23.68%
2 CY 5x/week	\$711.26	Per Month	23.68%
2 CY 6x/week	\$850.25	Per Month	23.68%
3 CY 1x/week	\$241.01	Per Month	23.67%
3 CY 2x/week	\$432.19	Per Month	23.68%
3 CY 3x/week	\$631.31	Per Month	23.68%
3 CY 4x/week	\$830.42	Per Month	23.68%
3 CY 5x/week	\$1,029.50	Per Month	23.67%
3 CY 6x/week	\$1,228.60	Per Month	23.68%
4 CY 1x/week	\$308.95	Per Month	23.68%
4 CY 2x/week	\$572.84	Per Month	23.69%
4 CY 3x/week	\$836.66	Per Month	23.68%
4 CY 4x/week	\$1,100.46	Per Month	23.68%
4 CY 5x/week	\$1,364.28	Per Month	23.68%
4 CY 6x/week	\$1,628.18	Per Month	23.68%
<b>RECYCLING</b>			
2 CY 1x/week	\$147.57	Per Month	74.66%
2 CY 2x/week	\$279.58	Per Month	N/A
3 CY 1x/week	\$228.96	Per Month	37.52%
<b>ORGANICS</b>			
2 CY Clean-up Bin	\$294.36	Per Occurrence	N/A
<b>SPECIAL CHARGES</b>			
Extra Pick Up/Occurrence	\$84.97	Per Occurrence	N/A

FEE DESCRIPTION	PROPOSED RATES EFF. 7/1/23	FREQUENCY	% CHANGE FROM 7/1/22
3 CY Clean-up Bin	\$178.71	Per Dump	23.68%
6 CY Clean-up Bin	\$357.40	Per Dump	23.68%
<b>ROLL OFF SERVICE</b>			
Refuse – 10 CY Box (up to 7.5 tons)	\$781.32	Per Occurrence	8.38%
Refuse – 20 CY Box (up to 3.5 tons)	\$541.56	Per Occurrence	-8.41%
Refuse – 30 CY Box (up to 4 tons)	\$571.53	Per Occurrence	N/A
Refuse – 40 CY Box (up to 4 tons)	\$571.53	Per Occurrence	-20.72%
<b>ADDITIONAL RESIDENTIAL FEES</b>			
Additional Pick-up 1.5CY Bin	\$16.28	Per Occurrence	0%
Additional Pick-up 2CY Bin	\$21.38	Per Occurrence	0%
Additional Pick-up 3CY Bin	\$32.53	Per Occurrence	0%
Additional Pick-up 4CY Bin	\$43.39	Per Occurrence	0%
Additional Pick-up Cart	\$6.70	Per Occurrence	0%
Extra Pick-up Off Route Service Fee	\$54.07	Per Occurrence	0%
Bin Exchange - Change in Service	\$27.03	Per Occurrence	0%
New Account Set Up Fee	\$27.03	Per Occurrence	0%
New Account Delivery Fee	\$27.03	Per Occurrence	0%
Delivery Fee 1.5 yard/2 yard/3 yard/4 yard	\$27.03	Per Occurrence	0%
Pull Out Service	\$10.49	Per Month	N/A
Special Event Box Delivery	\$0.00	Per Occurrence	0%
Special Event Trash Box w/ Lid and Liner	\$3.24	Each	0%
Special Event Recycle Box w/ Lid and Liner	\$3.24	Each	0%
Cart Re-delivery New Customer	\$27.03	Per Occurrence	0%
Cart Delivery - Lost Cart	\$54.07	Per Occurrence	0%
Cart Re-instatement - Delinquent Account	\$37.85	Per Occurrence	0%
Contamination of Recycle Cart	\$27.03	Per Occurrence	0%
Mail-In Sharps Kit	\$111.38	Per Occurrence	0%
Additional Cart Delivery	\$16.23	Per Occurrence	0%
Burned /Damaged Cart Replacement Fee	\$54.07	Per Occurrence	0%
Cart Replacement (more than 1 per year)	\$16.23	Per Occurrence	0%
Cart Removal - Delinquent Account	\$37.85	Per Occurrence	0%
Unable to Pull Cart for Nonpayment	\$27.03	Per Occurrence	0%
Pull Carts - Stop Service	\$27.03	Per Occurrence	0%
Pull Additional Cart	\$16.23	Per Occurrence	0%
Pull Recycling Cart	\$16.23	Per Occurrence	0%
Convert to Locking Bin	\$48.67	Per Occurrence	0%
Bin Re-Delivery Fee - Due to Nonpayment	\$27.03	Per Occurrence	0%
Steam Cleaning	\$37.85	Per Occurrence	0%
Bulky Item Pickup - 2x per year, 4 items	\$0.00	Per Occurrence	0%
Additional Bulky Item Pickup, per item	\$21.63	Per Item	0%
Additional Trash Bags - Per 32gal Bag	\$1.35	Per Bag	0%
Non-Customer Special - 3 Carts or 6 Bags	\$37.85	Per Occurrence	0%
Christmas Tree Collection - Dec 26 - Jan 15	\$0.00		0%
<b>ADDITIONAL COMMERCIAL FEES</b>			
Account Set Up Fee - New Customer	\$27.03	Per Occurrence	0%
Delivery Fee - Cart	\$27.03	Per Occurrence	0%
Removal Fee - Cart	\$27.03	Per Occurrence	0%
Delivery Fee - 2YD, 3YD, 4YD Bin	\$27.03	Per Occurrence	0%
Overage Fee	\$54.07	Per Occurrence	0%
Delinquent Account Removal Fee	\$59.47	Per Occurrence	0%
Delinquent Account Re-Instatement fee	\$59.47	Per Occurrence	0%
Extra Pick-up 2CY Refuse	\$28.60	Per Occurrence	0%
Extra Pick-up 3 CY Refuse	\$44.39	Per Occurrence	0%
Extra Pick-up 4CY Refuse	\$56.89	Per Occurrence	0%



Exhibit A

FEE DESCRIPTION	PROPOSED RATES EFF. 7/1/23	FREQUENCY	% CHANGE FROM 7/1/22
Extra Pick-up Off-Route Service Fee * added on route charge	\$54.07	Per Occurrence	0%
Contamination of Recycle Bin	\$75.70	Per Occurrence	0%
Additional Pick-Up on Existing Recycling Bin	\$70.30	Per Occurrence	0%
Bin Relocation Fee	\$54.07	Per Occurrence	0%
Bin Rollout Fee	\$0.00	Per Occurrence	0%
Bin Exchange - Once per year	\$0.00	Per Occurrence	0%
Bin Exchange - More than once per year	\$81.10	Per Occurrence	0%
Convert Bin to Locking Lid	\$48.67	Per Occurrence	0%
Replacement Bin Lock or Key	\$16.23	Per Occurrence	0%
Enclosure Clean Out Fee	Varies	Based on Estimate	N/A
Replacement of Stolen or Burned Bin	\$594.76	Per Occurrence	0%
Bulky Item Pick Up, per item	\$27.03	Per Occurrence	0%
Scout Service	\$48.67	Per Occurrence	0%
Courtesy Pick Up	\$0.00	Per Occurrence	0%
Stinger - Pull Out Service/Bin	\$48.67	Per Occurrence	0%
Roll Off Service Extra Charge/Ton	\$64.82	Per Occurrence	0%
Roll Off Service Steam Cleaning	\$40.21	Per Occurrence	0%
Roll Off Service After 10 Days	\$12.45	Per Day	0%
Roll Off Service - Pull Empty Bin	\$91.91	Per Occurrence	0%
Roll Off - New Account Set Up Fee	\$59.47	Per Occurrence	0%
Roll Off - Compactor Haul Fee + Processing/Disposal	\$378.48	Per Occurrence	0%
Roll Off - Container Delivery Fee	\$81.10	Per Occurrence	0%
Roll Off - Container Removal Fee	\$81.10	Per Occurrence	0%
Roll Off - False Run Fee	\$91.91	Per Occurrence	0%
Roll Off - Relocation Box Fee	\$70.30	Per Occurrence	0%
Roll Off - Delinquent Account Removal Fee	\$81.10	Per Occurrence	0%
Roll Off - Delinquent Account Re-Instatement Fee	\$81.10	Per Occurrence	0%
Permanent Roll Off – 10 CY Box	\$332.00	Monthly Rental	0%
Permanent Roll Off – 20 CY Box	\$332.00	Monthly Rental	0%
Permanent Roll Off – 40 CY Box	\$332.00	Monthly Rental	0%
Clean-up Bin Trip Charge - 3CY/6CY	\$64.01	Per Occurrence	0%
<b>ADDITIONAL ROLLOFF FEES</b>			
Roll Off Rental After 10 Days	\$13.00	Per Day	N/A
Roll Off Service-Pull Empty Bin	\$125.00	Per Occurrence	36.00%
Roll Off-New Account Set Up Fee	\$15.00	Per Occurrence	-74.78%
Roll Off-Compactor Haul Only Fee	\$392.00	Per Haul	3.57%
Roll Off-Container Delivery/Removal Fee	\$69.00	Per Occurrence	-14.92%
Roll Off-False Run Fee	\$69.00	Per Occurrence	-24.93%
Roll Off-Relocation Box Fee	\$69.00	Per Occurrence	-1.85%
Roll Off-Delinquent Account Removal Fee	\$69.00	Per Occurrence	-14.92%
Roll Off-Delinquent Account Reinstatement Fee	\$69.00	Per Occurrence	-14.92%

# Agenda Item 6b

Presentation & Discussion  
Regarding Billing & Payment  
Options

# District Payment Options

Present & Future



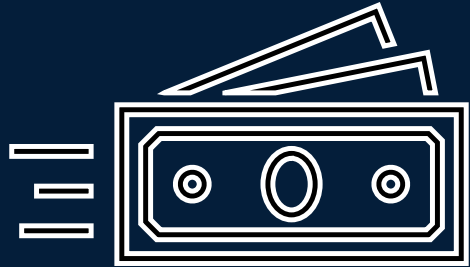
“Our mission is to provide all authorized services reliably and economically for the promotion of community development and to utilize all available resources for maximum beneficial use. Our vision is to develop a Community Services District that enhances the living experience for all people within the District.”

—PPHCSD Mission Statement

“All of your customers are partners in **your mission.**”

—Shep Hyken

# INTRODUCTION



- **How Are We Making Payments Easy for Our Customers?**



- **How Can We Make Payments Easier for Our Customers in the Future?**



# Present

## How Are We Making Payments Easy For Our Customers?

# How Can Customers Receive Their Bill?



- Mail
- Email
- Mail and Email

# Current Payment Options



**1**

## In Office

- Cash
- Check/Money Order
- Credit/Debit Card (\$3.00 Charge to Customer)



**2**

## By Phone

- Credit/Debit Card (\$3.00 Charge to Customer)



**3**

## Online Payments

- Credit/Debit Card (\$3.00 Charge to Customer)



**4**

## Auto-Pay

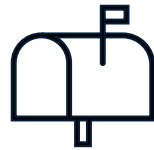
- Set Up with District
- Direct Debit from Customer's Bank (ACH Draft)



**5**

## Bill Pay

- Set Up with Customer's Bank
- Customer's Bank Mails Us a Physical Check



**6**

## By Mail

- Check/Money Order



**7**

## Dropbox

- Check/Money Order
- Located at District Office



# Future

**How Can We Make Payments Easier for Our Customers in the Future?**

## Future Payment Options Currently Being Pursued by District Staff – To Be Brought to the Board for Approval

### 1

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#### E-Klick Services

- Customer Signs Up for Bill Pay Through Their Bank
- Payments are Sent Electronically to District
- District Cost - \$50 per month plus \$0.25 per payment – Approximate cost to District \$200 per month
- Approximately 675 Customers Currently Use Bill Pay

### 2

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#### Contactless Payment

- Would Allow “Tap” Payments
- Allow Apple Pay, Google Pay, etc.
  - \$3.00 Fee to Customer
- District Costs – Fee to Upgrade District Equipment



# Conclusion

The District currently offers many payment options:

- In Office
- By Phone
- Online
- Auto-Pay
- Bill Pay
- Mail
- Dropbox

The District is Seeking New Payment Options:

- E-Klick Services
- Contactless Pay

# 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:** March 22, 2023  
**TO:** Board of Directors  
**FROM:** Don Bartz, General Manager  
By: Kim Sevy, HR & Solid Waste Manager/District Clerk  
**SUBJECT:** Update on the Proposed Civic Center & Phelan Park Expansion Project

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### STAFF RECOMMENDATION

None

### BACKGROUND

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

### FISCAL IMPACT

None

### ATTACHMENT(S)

None

# Agenda Item 7

Committee Reports/Comments

## **PARKS, RECREATION & STREET LIGHTING COMMITTEE MEETING MINUTES**

January 10, 2023  
Phelan Community Center  
4128 Warbler Road, Phelan, CA 92371  
& Remotely Via Zoom or Conference Call

**Board Members Present:** Rebecca Kujawa, President (Chair)  
Greg Snyder, Director

**Board Members Absent:** None

**Staff Present:** Kim Sevy, HR & Solid Waste Manager/District Clerk  
Steve Lowrance, Parks Supervisor

**Guests/Public:** None

### **Call to Order**

President Kujawa called the meeting to order at 4:30 p.m.

### **Roll Call**

All Committee Members were present at Roll Call.

- 1) **Approval of Agenda**  
Director Snyder moved to approve the Agenda. President Kujawa seconded the motion. Motion passed unanimously.
- 2) **Public Comment** – None
- 3) **Approval of Minutes**  
The minutes were approved.
- 4) **Review & Discussion Regarding Parks and Recreation Events and Programs**  
The events and informational flyers were reviewed.
- 5) **Update Regarding Phelan Park Expansion**  
The District was tentatively awarded an ARPA grant for development of a few amenities in Phelan Park. A timetable will be provided at the budget workshop.
- 6) **Update on Phelan Farmers Market**  
The Farmers Market Manager will provide an update at the May meeting.
- 7) **Staff Report**  
Nothing further to report.

8) **Committee Comments**

None.

9) **Review of Action Items**

a) **Prior Meeting** – Complete

b) **Current Meeting** – Correction to date on event schedule.

10) **Set Agenda for Next Meeting** – May 9, 2023

11) **Adjournment**

With no further business before the Committee, the meeting adjourned at 4:52 p.m.

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



# Agenda Item 8

Staff & General Manager's Report



# Phelan Piñon Hills Community Services District

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

## Assistant General Manager / CFO's Report

February 2023

### FINANCIAL DATA:

Enterprise Fund (Water Operations)				
	February	YTD	Total Budget	% of Total Budget
Operational Revenue	\$433,746.56	\$5,191,802.19	\$8,287,548.92	63%
Operational Expenses	\$522,313.89	\$5,489,816.23	\$8,329,076.79	66%
<b>Net Income (Loss)</b>	<b>-\$88,567.33</b>	<b>-\$298,014.04</b>	<b>-\$41,527.87</b>	<b>718%</b>
Non-Operational Revenue	\$164,787.87	\$1,424,171.00	\$1,763,046.40	81%
Non-Operational Expenses	\$0.00	\$43,952.80	\$974,919.08	5%
<b>Net Income (Loss)</b>	<b>\$164,787.87</b>	<b>\$1,380,218.20</b>	<b>\$788,127.32</b>	<b>175%</b>
Total Revenue	\$598,534.43	\$6,615,973.19	\$10,050,595.32	66%
Total Expense	\$522,313.89	\$5,533,769.03	\$9,303,995.87	59%
<b>Total Net Income (Loss)</b>	<b>\$76,220.54</b>	<b>\$1,082,204.16</b>	<b>\$746,599.45</b>	<b>145%</b>
<b>Capital Outlay/Principal Pmts/C6</b>		<b>\$2,190,339.88</b>	<b>\$4,642,476.34</b>	

Government Funds (Parks, Street Lighting, Solid Waste & Recycling)				
	February	YTD	Total Budget	% of Total Budget
Operational Revenue	\$64,767.41	\$494,814.78	\$531,667.30	93%
Operational Expenses	\$51,471.00	\$515,521.66	\$916,645.95	56%
<b>Net Income (Loss)</b>	<b>\$13,296.41</b>	<b>-\$20,706.88</b>	<b>-\$384,978.65</b>	<b>5%</b>
Non-Operational Revenue	\$44,658.79	\$1,086,742.11	\$1,528,448.08	71%
Non-Operational Expenses	\$47.13	-\$106,034.80	\$159,510.88	-66%
<b>Net Income (Loss)</b>	<b>\$44,611.66</b>	<b>\$1,192,776.91</b>	<b>\$1,368,937.20</b>	<b>87%</b>
Total Revenue	\$109,426.20	\$1,581,556.89	\$2,060,115.38	77%
Total Expense	\$51,518.13	\$409,486.86	\$1,076,156.83	38%
<b>Total Net Income (Loss)</b>	<b>\$57,908.07</b>	<b>\$1,172,070.03</b>	<b>\$983,958.55</b>	<b>119%</b>

GOVERNMENT FUNDS:	General	Parks and Rec	Street Lighting	Property Tax	Solid Waste	Total
Revenue YTD	261,596.02	96,197.69	299.33	987,243.62	236,220.23	1,581,556.89
Expense TYD	8.65	345,563.54	6,999.46	-31,763.21	88,678.42	409,486.86
<b>Total Net Income (Loss)</b>	<b>261,587.37</b>	<b>-249,365.85</b>	<b>-6,700.13</b>	<b>1,019,006.83</b>	<b>147,541.81</b>	<b>1,172,070.03</b>

	Enterprise	Government	Total
Cash Available	\$6,274,937.42	\$8,805,227.61	\$15,080,165.03
Cash Reserves	\$11,688,710.89	\$632,780.00	\$12,321,490.89
Total Cash	\$17,963,648.31	\$9,438,007.61	\$27,401,655.92

**ADMINISTRATIVE DATA:** February 2023

<b>Water Consumption (HCF):</b>	November	December	January	February
2022/2023	65,594	64,559	62,393	65,255
2021/2022	71,157	72,762	62,495	49,741
2020/2021	72,249	70,506	57,387	50,652

<b>Meters In Ground:</b>	November	December	January	February
	7224	7230	7233	7235

<b>Meter Permits Issued:</b>	November	December	January	February
	8	2	2	1

<b>Lock-offs:</b>	November	December	January	February
	101	83	67	84

<b>Customer Service A/R Activities</b>	February Quantity		February \$ Received	
<b>Payments</b>				
Cash	507	9.07%	\$47,891.34	8.00%
Check	593	10.60%	\$146,397.05	24.46%
Credit Card (counter)	172	3.08%	\$25,291.61	4.23%
Mail (checks)	1,286	23.00%	\$88,942.52	14.86%
Online (credit card)	3,034	54.26%	\$290,095.42	48.46%
<b>TOTAL</b>	<b>5,592</b>	<b>100.00%</b>	<b>\$598,617.94</b>	<b>100.00%</b>

<b>Payments Received and Processed</b>	February Quantity	Enterprise	Government
Water	5,572	5,572	
Gvmt (Rentals, Classes, Franchise fee, et	20		20
	<u>5,592</u>	<u>5,572</u>	<u>20</u>
		99.6%	0.4%

<b>Customer Service Other Activities</b>	February Quantity	Enterprise	Government
Service Orders Processed	497	497	
Assisted Customers at Counter	1,272	1,252	20
	<u>1,769</u>	<u>1,749</u>	<u>20</u>
		98.4%	1.6%



## MANAGEMENT REPORT

**DATE:** March 9, 2023  
**PREPARED BY:** Kim Sevy, HR & Solid Waste Manager  
**SUBJECT:** February 2023 Manager's Report

### SOLID WASTE & RECYCLING

#### Customer Data:

<u>COMMERCIAL ACCOUNTS</u>	<u>NO.</u>	<u>CITATIONS ISSUED</u>	<u>NO.</u>
Trash	101	Commercial	0
Recycling	100	Residential	0
Organics	N/A		
		<u>PERMITS ACTIVE</u>	<u>NO.</u>
		Self-Haul - Commercial Recycling	1
		Self-Haul - Commercial Organics	0
		Self-Haul - Residential Recycling	N/A
		Self-Haul - Residential Organics	N/A

#### Notable Activity:

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

#### Upcoming/Current Events:

- Community Clean-up & Free Tire Disposal Day
  - March 11, 2023 – 8am - noon
  - CR&R Yard
- Community Information Meeting #2
  - March 16, 2023 – 7:00pm
  - Phelan Community Center & Zoom
- Community Information Meeting #3
  - May 20, 2023 – 10:00am
  - Phelan Community Center & Zoom

### HUMAN RESOURCES

#### Statistical Data:

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

**MISCELLANEOUS**Upcoming District Events:*(for Park & Rec events, see Park Operations Supervisor's Report)*Website Data (for February 2023)

PAGE	Unique Views	Total Views
My Account	1628	3671
Main Page	2069	3602
Water Department	440	610
Services	316	426
Contact Us	173	258
Meetings	82	251
Solid Waste & Recycling	148	220
Apply for Service	101	156
Events	105	140
Parks & Recreation	86	130
Signup for Classes	63	130
Calendar	56	124
Rates & Fees	68	114
Employment	83	108
Residential Solid Waste	66	108
Board of Directors Meeting	41	100
Board Members	46	98
New Connection	48	77
FAQ - Solid Waste	45	67
Contractors	25	58

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 Requests**
  - 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.

- Staff will be submitting a new request for FY2024 to increase the District's water storage capacity. The total expected request will be \$2 million.
- **County American Rescue Program Act (ARPA) Funds**
  - Staff worked with KTUA and submitted a request to the county. The county has preliminarily approved \$457,194 in ARPA funds for construction of certain parks elements. The contract 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.
- **Land and Water Conservation Grant**
  - Staff is working with KTUA on a project submittal for this year. Submittals are due in June.

## Parks, Recreation & Street Lighting Report February 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	11	3
Phelan Senior Center	3	0	7
Piñon Hills Community Center	7	0	3
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 – February 14, 2023 4:30 pm at Phelan C.C.
  - Upcoming Parks Committee Meeting – May 9, 2023 4:30 pm at Phelan C.C.
  - Farmers Market – Mondays, 2:00 pm – 5:00 pm (winter hours at Phelan C.C.)
  - Line Dancing – Every Friday, 9:00 am – 10:30 am at Phelan C.C.
  - Senior Lunches – Monthly (TBD)
  - Mommy & Me Ballet – Fridays, at 9 am at Pinon Hills C.C. (Cancelled, lack of signups)
  - Strength & Conditioning – Fridays, March 3, 10, 17, and 24. 10 am at Pinon Hills C.C.  
April 14, 21, and 28. 10 am at Pinon Hills C.C.  
May 5, 12, 19 and 26. 10 am at Pinon Hills C.C.
  - Cardio & Strength – Tuesdays, March 7, 14, 21 and 28. 10 am at Pinon Hills C.C.  
April 11, 18 and 25. 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.  
April 11, 18 and 25. 11 am at Pinon Hills C.C.  
May – 2, 9, 16, 23 and 30. 11 am at Pinon Hills C.C.
  - Gardening Class – Starting Spring Seedlings, Saturday 2/11/2023, 10 am.
  - Gardening Class – Building Raised Beds, Saturday 3/11/2023, 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 – Preparations are in process.
- Parks Budget for 2022/2023 – CIP projects are in process and ongoing. Phelan C.C Unit A interior painting done in August. Pinon Hills C.C. restroom plastic wall panels, replaced in September. Pinon Hills Park swing set retaining wall, done in September. Lighting additions for Phelan and Pinon Hills Park done in November.
- Phelan Park Expansion Project – Design with phase planning is in process for the District owned parks properties east of Phelan Park – 4.22-acre parcel, APN 3066-261-08, and adjoining 10-acre parcel, APN 3066-251-14.
- Efforts on funding source possibilities for the Phelan Park expansion project are ongoing.
- Parks Master Plan – Action plan needs are being implemented and are ongoing.



# Agenda Item 9

Director Reports

# Agenda Item 10

Correspondence/Information



## NOTICE OF VACANCY

The Mojave Water Agency ("MWA") has a vacancy for the Division 3 seat on its Board of Directors ("Board"). The Board intends to fill the position by appointment.

Qualified individuals interested in being appointed to fill the Division 3 seat on the Board must submit a letter of interest and resume to MWA in either of the following ways:

1. *Mail or Hand Deliver to:*  
*Mojave Water Agency*  
*13846 Conference Center Drive*  
*Apple Valley, CA 92307*
2. *Email to La Trici Jones at [ljones@mojavewater.org](mailto:ljones@mojavewater.org)*

**Due Date: No later than 4:00 P.M. on March 22, 2023**

Application materials received after the due date will not be accepted and MWA will not be responsible for delays due to mail delivery.

The Board will be conducting interviews of all prospective appointees at a special Board meeting on April 7, 2023. The questions that prospective appointees will be asked during the interviews are attached hereto. Additional questions may also be asked.

Serving on the Board will require a commitment to and attend monthly Board and Committee meetings.

Other Requirements include, but are not limited to, the following:

- Ethics Training per CA AB1234
- Sexual Harassment Prevention Training per CA AB1825
- Annual Statement of Economic Interests (Form 700) reporting per the California Fair Political Practices Commission

All potential candidates should review the MWA Board of Directors Procedures and Policies Manual on the MWA website at [www.mojavewater.org](http://www.mojavewater.org) prior to submitting resume for consideration.

If you have any questions or require additional information, please call Board Secretary, La Trici Jones at 760-946-7002

## **Interview Questions**

1. Are you prepared to dedicate the time necessary to educate yourself, participate in daytime meetings, and attend conferences and/or seminars on behalf of the Agency?
2. How have you been involved in the Division 3 community?
3. If appointed, what strengths can you offer the Agency?
4. Are you aware of any issues that the Agency is facing? If so, please describe.
5. What is your vision for the Agency?
6. Be prepared to answer questions regarding resume submittals.



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# The Way We Dispose of Trash is Changing

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



Join us at the  
Phelan Community Center  
4128 Warbler Road  
Phelan, CA 92371  
or use the Zoom QR code below



[www.pphcsd.org](http://www.pphcsd.org)  
760-868-1212

**CalRecycle** 

**CR&R**  
INCORPORATED  
environmental services



Phelan Piñon Hills CSD  
Established 2008

PHELAN PIÑON HILLS CSD  
**SOLID WASTE  
SERVICES** 



**BERRY SWEET BAKING CLASS**



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

**Ages 5 - 17**

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

**Phelan Senior Center  
4128 Warbler Road  
Phelan, CA**

**RSVP Required: [www.pphcsd.org/sign-up-for-classes](http://www.pphcsd.org/sign-up-for-classes)**

*\*All minors must be accompanied by an adult.*



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



Spring Fitness



# STRENGTH &

Conditioning

Join us for Strength and Conditioning Training at the

Piñon Hills  
Community Center

10433 Mountain Road  
Piñon Hills

Fridays @ 10 AM

- March 3, March 10, March 17, and March 24 (no class March 31)
- April 14, April 21, and April 28 (no class April 7)
- May 5, May 12, May 19, and May 26

RSVP Required: [www.pphcsd.org/sign-up-for-classes](http://www.pphcsd.org/sign-up-for-classes)

\*All attendees must bring a yoga mat, towel, and water bottle. All ages welcome. Adult must accompany minor children.

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



Go Play  
at the Park

Phelan Piñon Hills CSD Parks and Recreation



Phelan Piñon Hills CSD

Established 2008

Spring Fitness

Stretch &



# Balance

Join us for Strength and Balance Training at the

Piñon Hills  
Community Center

10433 Mountain Road  
Piñon Hills

Tuesdays @ 11 AM

- March 7, March 14, March 21, and March 28
- April 11, April 18, and April 25 (no class April 4)
- May 2, May 9, May 16, May 23, and May 30

RSVP Required: [www.pphcsd.org/sign-up-for-classes](http://www.pphcsd.org/sign-up-for-classes)

\*All attendees must bring a yoga mat, towel, and water bottle. All ages welcome. Adult must accompany minor children.



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



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

Phelan Piñon Hills CSD  
Established 2008





*Spring Fitness*

# CARDIO & STRENGTH



Join us this Spring for Cardio and Strength Training at the

## Piñon Hills Community Center

10433 Mountain Road  
Piñon Hills

Every Tuesday @ 10 AM

- March 7, March 14, March 21, and March 28
- April 11, April 18, and April 25 (no class April 4)
- May 2, May 9, May 16, May 23, and May 30

**RSVP Required: [www.pphcsd.org/sign-up-for-classes](http://www.pphcsd.org/sign-up-for-classes)**

\*All attendees must bring a yoga mat, towel, and water bottle. All ages welcome. Adult must accompany minor children.



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



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



Learn How To:

# Perform Swamp Cooler Maintenance *Spring/Summer*

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

## Spring Cleaning

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

## Mid-Summer Checkup

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

## Cool Rules

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

For more information and other useful tips, visit our website at [www.pphcsd.org](http://www.pphcsd.org) or follow us on Facebook and Instagram.

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



Learn How To:

# Look for Leaks



Here are a few ways to try to determine if you have a leak that is causing water to go through your meter. Locating leaks helps save water and helps you save money.

## 1 Low Flow/Leak Indicator:

Your water meter has a "leak indicator" that shows if water is going through the meter. To check this leak indicator, look for a small spinning red triangle on your meter or a "+" sign if you have a digital meter screen. Shut off all water using devices in your home. If the triangle still continues to spin or if there is still a plus sign on your meter, you have a leak somewhere on your property.

## 2 Water Softener/Filter Check:

Do you have a water softener, filter, or other treatment device anywhere in your home? Check to make sure it is cycling properly.

## 3 Toilet Tank Dye Test:

Toilets are notorious water wasters. If you have a small leak in the seal of the flapper mechanism in your toilet, you may not hear it running, but large amounts of water can be wasted this way. To test your toilets, put a few drops of food coloring, or dye tablets in the toilet tank and wait 15-20 minutes without flushing. Check the toilet bowl. If you have any colored water appear in your toilet bowl, this means you have a leaky toilet that needs to be repaired. A darker colored dye (blue or green) works best for this test, or come by the District office and pick up some complimentary dye tablets.

## 4 Toilet Tank Dye Test:

Another way to determine if you have a leak is to conduct a time test. Look at your water meter and take note of the read. Do not use any water for at least 30 minutes. Look at the meter read again. If it has changed that means that water is running through your meter. You can repeat this test multiple times while isolating different fixtures to determine where the water is going.

*Still can't find that leak?  
Contact a plumber or our  
office for further tips at  
760-868-1212.*

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



2023  
SPRING

PHELAN PIÑON HILLS CSD PRESENTS

# EARTH DAY

# ART CONTEST

Prizes (Per Category)

1st Place: \$100

2nd Place: \$75

3rd Place: \$50

Deadline: April 28

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 28, 2023 to the PPHCSD office at: 4176 Warbler Road, Phelan, CA 92371.
4. Winners will be awarded in May and will be featured in our 2024 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 April 28, 2023. 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 May 3, 2023 and invited to attend an award presentation at the upcoming board meeting on May 10, 2023.

**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