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SPECIAL SOLID WASTE & RECYCLING COMMITTEE MEETING AGENDA

January 26, 2023 – 4:30 P.M.
 Phelan Community Center
 4128 Warbler Road, Phelan, CA 92371
 & Via Conference Call (see below)

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF AB361, WHICH EFFECTIVE OCTOBER 1, 2021, MODIFIED CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT WITH RESPECT TO REMOTE TELECONFERENCE BOARD MEETINGS DURING PERIODS OF STATE-DECLARED EMERGENCIES.

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

REMOTE PARTICIPATION INFORMATION:

Dial-in

(669) 444-9171
 Meeting ID: 865 7544 7217
 Passcode: 592696

Zoom

<https://us06web.zoom.us/j/86575447217?pwd=WjYremV3Q2NTN0tWUXRaMy9rOXZ5dz09>
 Meeting ID: 865 7544 7217
 Passcode: 592696

One-Tap Mobile

+16694449171,,86575447217#

Comment Procedure:

- You will be muted until you are called on during the public comment period.
- You will be recognized by the last 4 digits of your phone number or Zoom ID and asked if you have a comment.
 - If you do not have a comment, state “no comment.”
 - If you do have a comment, please state your name, where you live, and limit your comment to 5 minutes. After 5 minutes you may be muted so that others can comment.
- You may also email your public comment to the Board Secretary at ksevy@pphcsd.org by the meeting start time listed on this agenda. Your comment will be read into 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.



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

SPECIAL SOLID WASTE & RECYCLING COMMITTEE MEETING – 4:30 P.M.

Call to Order – Pledge of Allegiance

Roll Call1) **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 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.

3) **Approval of Minutes**4) **Review of Quarterly Report**5) **Review of Solid Waste Events**6) **SB1383 & Recycling Requirements**

- Compliance Order
- De Minimis
- Timeline
- Outreach

7) **Review of Committee Roles & Responsibilities**8) **Review of Strategic Plan – Solid Waste Component**9) **Review of 2023/2024 Solid Waste CIP & Program Budget**10) **Staff Reports**11) **Review of Action Items**

- a) **Prior Meeting**
- b) **Current Meeting**

12) **Set Agenda for Next Meeting** – February 16, 202313) **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

SOLID WASTE & RECYCLING COMMITTEE MEETING MINUTES

November 10, 2022 – 4:30 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

- Board Members Present:** Deborah Philips, Chair/Vice President
Rebecca Kujawa, President
- Board Members Absent:** None
- Staff Present:** Kim Sevy, HR & Solid Waste Manager/District Clerk
- CR&R Staff Present:** Brandon McGill, Operations Manager
- Guests/Public:** Peter Barnes
Cheryl Rhoden
Meredith Hergenrader

Call to Order

Vice President Philips called the meeting to order at 4:33 p.m.

Roll Call

All Committee Members were present at Roll Call.

- 1) **Approval of Agenda**
President Kujawa moved to approve the Agenda. Vice President Philips seconded the motion. Motion passed unanimously.
- 2) **Public Comment**
Public comment was given by Peter Barnes.
- 3) **Approval of Minutes**
President Kujawa moved to approve the Minutes as amended. Vice President Philips seconded the motion. Motion passed unanimously.
- 4) **Review of Quarterly Report**
Ms. Sevy reviewed the updated quarterly report.
- 5) **Review of Program Events**
Ms. Sevy reviewed the programs and events.
- 6) **SB 1383 & Recycling Requirements**
Ms. Sevy gave an update on SB 1383 & recycling requirements.

7) **Staff Reports**

A written report was provided at the meeting and is available on the website.

8) **Review of Action Items**

a) **Prior Meeting** – None

b) **Current Meeting** – None

9) **Set Agenda for Next Meeting** – January 2023

10) **Adjournment**

With no further business before the Committee, the meeting adjourned at 5:10 p.m.

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

**San Bernardino County
Unincorporated Area Franchise Hauler
Quarterly Report**

Reporting Period: 10/1/22 to 12/31/23

CFA PPHCSD

Hauler:	CR&R
Contact Name & Phone No.	Brandon McGill 760-524-1409
e-mail address	brandonm@crrmail.com
Billing Accts	1030 & 1052

Section 12.2

All DRS/Data Exchange Corrections Submitted On-time (y/n)	YES	YES
-----------------------------------------------------------	-----	-----

Section 12.3(a)

Collection Information Report

Account Types	Residential			Commercial		
	Month 1	Month 2	Month 3	Month 1	Month 2	Month 3
Total # of accounts serviced	5,026	5,043	5,109	122	122	121
# of barrel accounts serviced	3,593	3,603	3,663	6	6	6
# of bin accounts serviced	1,433	1,440	1,446	116	116	115
# of Clean Mountain/Drop Off accounts	0	0	0			
# of Fee Waiver Accounts-if applicable	0	0	0			
# of Cleanup Service (Temporary) placements				18	10	8

Commercial Accounts

Total # of Commercial Business accounts serviced		122	122	121
# of comm bus accounts w/ recycling services		122	121	120
Total # of multi-family accounts		1	1	1
# of multi-family accounts w/ recycling services		1	1	1
Total # of commercial business accounts that fall under AB 341 (≥ 4 CY/wk)		46	46	46
# of commercial business accounts that fall under AB 341 w/ recycling service		46	46	46
Total # of multi-family accounts that fall under AB 341 regulation (≥ 5 units)		1	1	1
# of multi-family accounts that fall under AB 341 regulation w/ recycling service		1	1	1
Total # of comm business accounts that fall under AB 1826 (min. 4CY organics/wk)		27	27	27
# of comm business accounts that fall under AB 1826 w/ organics recycling service		0	0	0
Total # of multi-family accounts that fall under AB 1826 (≥ 5 units & min. 4CY organics/wk)		0	0	0
# of multi-family accounts that fall under AB 1826 w/ organics recycling service		0	0	0

Actual Disposal (tons)

Route tons per month solid waste	902.93	1,014.82	1,066.01	344.37	275.84	249.39
Clean Mountain/Drop Off (CFA 16 & 17)	0.00	0.00	0.00			
Tons per month roll-off solid waste				185.91	128.55	85.22
Tons from Cleanup Service (Temporary) placements				4.03	3.62	8.46
Tons processing residual/residue solid waste disposed In-County	0.00	0.00	0.00	0.00	0.00	0.00
Tons processing residual/residue solid waste disposed Out-of-County	0.00	0.00	0.00	0.00	0.00	0.00
Total monthly solid waste disposal tons	902.93	1014.82	1066.01	534.31	408.01	343.07

**San Bernardino County
Unincorporated Area Franchised Hauler
Quarterly Report**

Section 12.3(a) Continued...

Diversion (see Diversion Worksheet)						
Total net Regular Diversion per month	1.30	1.60	1.40	19.07	22.06	25.06
Total net Green Waste Diversion per month	0.00	0.00	0.00	0.00	0.00	0.00
Combined Net Diversion per month	1.30	1.60	1.40	19.07	22.06	25.06
Monthly Waste Generation	904.23	1,016.42	1,067.41	553.38	430.07	368.13
Total Monthly Diversion Rate (%)	0.14%	0.16%	0.13%	3.45%	5.13%	6.81%

Section 12.3(b)

Service Information Report

# of commendations	6	9	4
# of litter complaints	0	0	0
# of property damage complaints	0	0	0
# of misplaced container complaints	0	0	0
# of personnel complaints	0	0	0
# of missed pick-ups	1	3	2
# of replacement containers	14	9	22
# of stolen containers	0	0	1
# of other complaints	0	0	0
# of semi-annual no charge bulky item pickups	62	58	64
# of charged bulky item pickups	0	0	0

Section 12.3(c)

Program Implementation and Evaluation

Attach a separate narrative describing outreach efforts made to increase the number of commercial and multi-family recycling accounts.

Section 12.3(d)

Financial Information

Total Gross Receipts(including Lien Revenue, this should match the figure on your Franchise Fee Worksheet which appears in Column E, Row 5)			
Franchise Fee Rate	10.00%	10.00%	10.00%
Franchise Fee	0.00	0.00	0.00

Exhibit "A" Section D(3)

Special Collections

Number of no-charge roll-offs this quarter

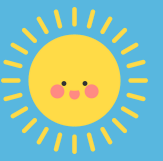
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Waste & Recycling Events – 2023

<u>Date</u>	<u>Time</u>	<u>Event</u>
WORKSHOPS		
January 26, 2023	10:00am	Community Info Meeting
May 13, 2023	10:00am – Noon	Compost Gardening Class
CHILDREN’S EVENTS		
April/May 2023	N/A	Art Contest
Summer 2023	10:00am – Noon	Kids Craft Class
CLEAN-UP EVENTS		
March 11, 2023	8:00am – Noon	Free Tire Day/Community Cleanup
June 10, 2023	8:00am – Noon	Free Tire Day
June 2023	TBD	HHW Collection Event
September 9, 2023	8:00am – Noon	Free Tire Day/Community Cleanup
September 2023	TBD	Used Oil Filter Exchange -Autozone
December 9, 2023	8:00am – Noon	Free Tire Day
SCHOOL PROGRAMS/EVENTS		
Spring 2023	TBD	Mr. Eco
TBD	TBD	Healthy Snowline Event
October 2023	TBD	Phelan Phun Days Booth
TBD	TBD	STEM Night

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



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



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



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

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



Learn More:

www.pphcsd.org/solid-waste-and-recycling

Questions? ¿Preguntas?

SolidWaste@PPHCSD.org
(760) 868-1212

RECYCLING & ORGANIC WASTE DISPOSAL REQUIREMENTS ARE COMING

THIS IS A STATE MANDATE

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

ESTO ES UN MANDATO ESTATAL DE CALIFORNIA

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



Community Information Meeting

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



Visit our website at www.PPHCSD.org or scan the QR code above for information on how to attend or view the recording

COMMUNITY CLEANUP & FREE TIRE DAY

March 11, 2023

10 AM - 12 PM

Drop Off Location:
9828 Buckwheat Rd
Phelan, CA



*District residents only. Must show proof of residency. Limit of 9 tires per residence. Must be off rim. NO COMMERCIAL.

- ✓ Free Residential Trash & Yard Waste Collection
- ✓ Free Tire Collection
- ✓ Free Recyclable Materials Collection
- ✗ No Hazardous Waste or E-waste
- ✗ No Commercial Waste or Commercial Tires

Questions? Call 760-868-1212

CR&R
INCORPORATED
environmental services

CalRecycle



**PHELAN PIÑON HILLS CSD
SOLID WASTE
SERVICES**





January 4, 2023

To: Local Jurisdictions

Subject: Organic Diversion Implementation Update

We would like to thank you for your continued commitment to California's fight against climate change through the reduction of methane emissions from organic waste.

2022 was a productive year with notable successes in the implementation of the SB 1383 (Lara, Chapter 395, Statutes of 2016) regulations. 417 jurisdictions are reporting deployed residential food waste collection and nearly all jurisdictions have new or expanding edible food recovery programs as well as expanding commercial food collection and recycling programs.

However, despite the progress, new focused efforts are needed. The 2021 State of Disposal and Recycling Report records that Californians disposed of 41 million tons of waste, over half of which (21 million tons) was organic waste. Not only has California not achieved the 2020 statutory target for 50% reduction in organic waste below the 2014 baseline, but we are also now disposing at a rate nearly 1 million tons above the baseline.

Continued dedication to implementation will be critical to achieve the necessary reduction in waste to meet our climate goals.

CalRecycle provided an overview of the compliance process in webinars and published a [factsheet](#) available on the SB 1383 webpage. CalRecycle has begun its review of jurisdictions and is starting its prioritization of compliance evaluations.

As CalRecycle begins its review, we would like to provide an update on the compliance evaluation process and what to expect in the coming months.

First, CalRecycle is committed to providing assistance to jurisdictions. CalRecycle will continue hosting webinars to facilitate peer-matching and share creative approaches for meeting the requirements and achieving the statewide targets. CalRecycle staff will continue to meet with each jurisdiction to provide guidance and discuss strategies for the jurisdiction to help to better ensure compliance. AB 1985 (Rivas, Chapter 344, Statutes of 2022) goes into effect January 1, 2023, and the Department will continue supporting jurisdictions in understanding their procurement targets and creating strategies to meet them.

Second, CalRecycle will begin conducting compliance evaluations in the coming months. Every jurisdiction will receive a compliance evaluation within four years (PRC section 41821 (h)). The elements that could lead to prioritization of jurisdictions for a compliance evaluation sooner during the four-year period include:

- Failure to develop an ordinance or other enforceable measures to support SB 1383 program implementation,
- Failure to submit reports to CalRecycle which were due April 1, 2022, and October 3, 2022,
- Failure conducting capacity planning, and/or
- Failure to fully comply with AB 341 and AB 1826 as discussed above.

Third, CalRecycle will notify a jurisdiction prior to conducting a compliance evaluation. The steps for a compliance evaluation are outlined in 14 CCR Section 18996.1. Specifically, a compliance evaluation may include, but is not limited to:

- Reviewing the annual report information (see 14 CCR Sections 18994.1 and 18994.2),
- Reviewing the Implementation Record (see 14 CCR Section 18995.2),
- Conducting field inspections, and
- Reviewing the enforceable ordinance(s).

Upon completion of the compliance evaluation, CalRecycle will provide the jurisdiction with written findings. CalRecycle continues to focus on providing guidance, and will provide early identification of concerns, and communication of issues while evaluating a jurisdiction's compliance with the SB 1383 requirements before taking enforcement action.

California is experiencing the effects of a climate crisis now. CalRecycle understands there are many competing priorities facing jurisdictions. Implementation of SB 1383 reduces methane emissions, redirects edible food currently from disposal to Californians, and creates valuable commodities such as compost, mulch, and renewable energy. The evolution of waste management requires collaboration at all levels of government and across industries, and CalRecycle is proud to work with local jurisdictions in establishing a circular economy for organics. Please contact your Local Assistance and Market Development (LAMD) representative if you have any questions or require assistance. The LAMD representative assigned to each jurisdiction can be found here <https://www2.calrecycle.ca.gov/LGCentral/Contacts/>.

Sincerely,

Rachel Machi Wagoner

Rachel Machi Wagoner
Director

Waste & Recycling Committee Roles and Responsibilities

The Board of Directors established the Waste & Recycling Committee as a standing committee with the following roles and responsibilities:

Role

The role of the Waste & Recycling Committee is to assist District staff with the solid waste and recycling services and programs within the District.

Responsibility

The responsibility of the Waste & Recycling Committee is to review and oversee the solid waste and recycling/diversion programs and contracts, and to develop annual and long-term capital and maintenance budgets.

Specific Tasks/Goals

- Represent the Board in an advisory capacity and report to the Board quarterly.
- To monitor state laws and regulations concerning solid waste and recycling.
- To oversee and develop or enhance solid waste and recycling/diversion programs.
- To update the Capital & Maintenance Ten Year Matrix, as needed.
- To recommend the annual budget assumptions related to solid waste and recycling projects & programs to the Board of Directors.
- To assist the District staff in preparation and review of solid waste and recycling related Requests for Proposals, and the evaluation of vendor proposals.
- To work with staff on solid waste and recycling policies for recommendation to the Board of Directors.
- To come into compliance with state laws and regulations in a manageable timeframe.
- Attend training sessions or networking opportunities as they may come available and are pertinent to committee-related concerns.
- Make budget recommendations annually for committee-related activities.



2022 Strategic Plan



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

Maximizing Resources for the Benefit of the Community

www.pphcsd.org

Introduction

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

- Antoine de Saint-Exupery

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

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

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

Board of Directors

Rebecca Kujawa

President

Deborah Philips

Vice President

Charlie Johnson

Director

Kathy Hoffman

Director

Mark Roberts

Director

District Staff

Don Bartz

General Manager

Lori Lowrance

Assistant General Manager/CFO

George Cardenas

Engineering Manager

Kim Ward

Human Resources Manager

Sean Wright

Water Operations Manager

Steve Lowrance

Parks Supervisor

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

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

Consultant
Brent H. Ives
Managing Consultant

Contents

General Information

Introduction

04 SWOT

06 Definitions

06 Plan Development

6-7 Mission/Vision

07 Plan Management

Strategic Focus Areas

08 Water Resources

12 Parks, Recreation, &
Street Lighting

16 Solid Waste, Recycling, &
Organics Disposal Compliance

20 Financial Efficiency

24 Strategic Partners and Public Affairs

26 Personnel Management

Maps/Tables

28 Boundary Map

29 Vision to Action Map

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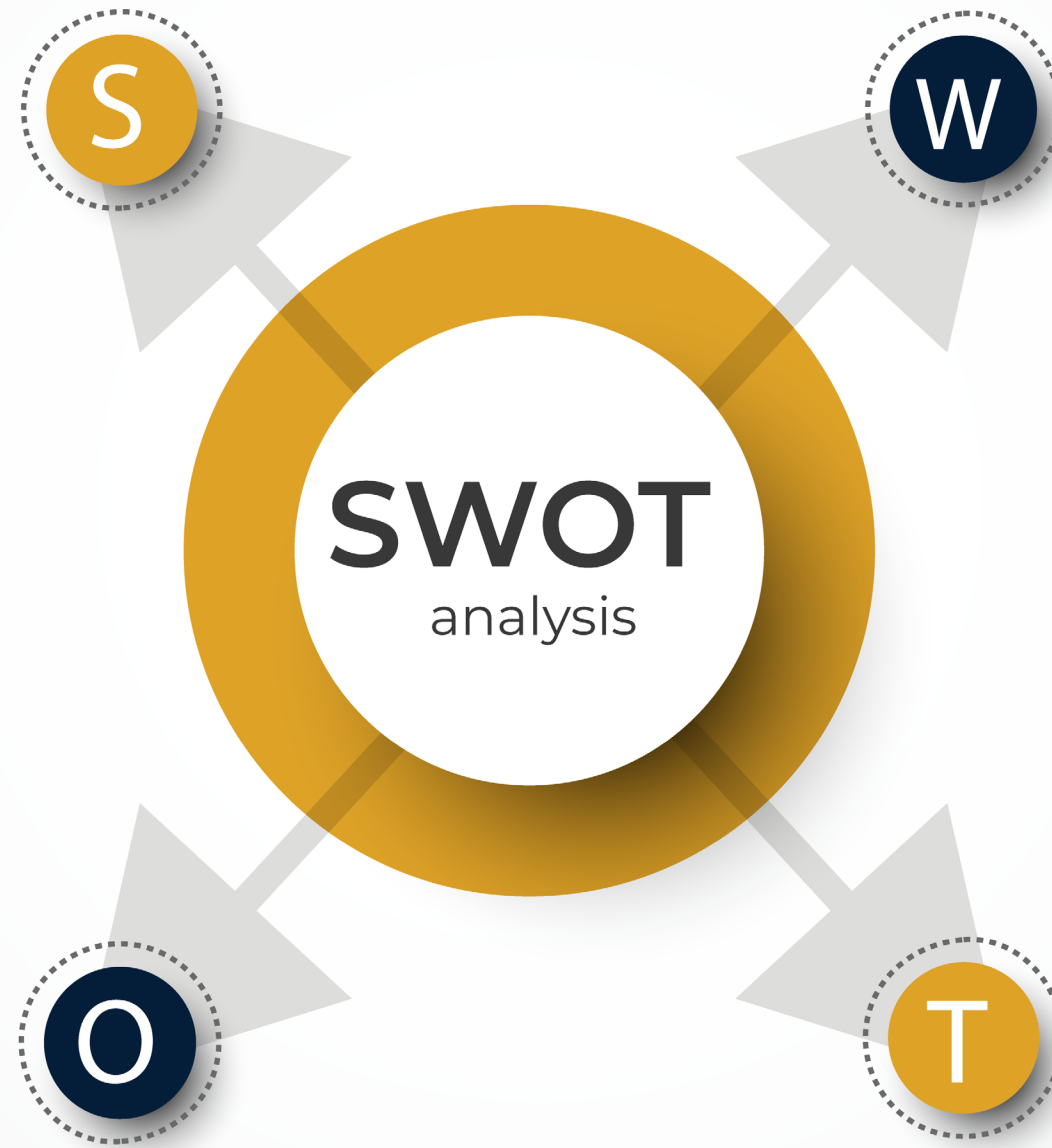
STRENGTHS

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

OPPORTUNITIES

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

PPHCSD



WEAKNESSES

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

THREATS

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

Plan Development

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

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

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

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

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

Mission

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

Definitions

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

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

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

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



Plan Management

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

Vision

In five years, the District would like to say:

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

1.0 Water Operations

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

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

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



1.1

Sheep Creek Mutual Water Company Consolidation

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

1.2

Chromium-6 Mitigation

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

1.3

Water Conservation

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



1.4

Water Resources

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

1.7

Emergency Preparedness

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

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

1.5

Water Production & Storage

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

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

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

1.8

Complete Civic Center

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

1.6

Meter Replacement Program

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

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



2.0 Parks, Recreation, & Street Lighting

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

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

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



2.1

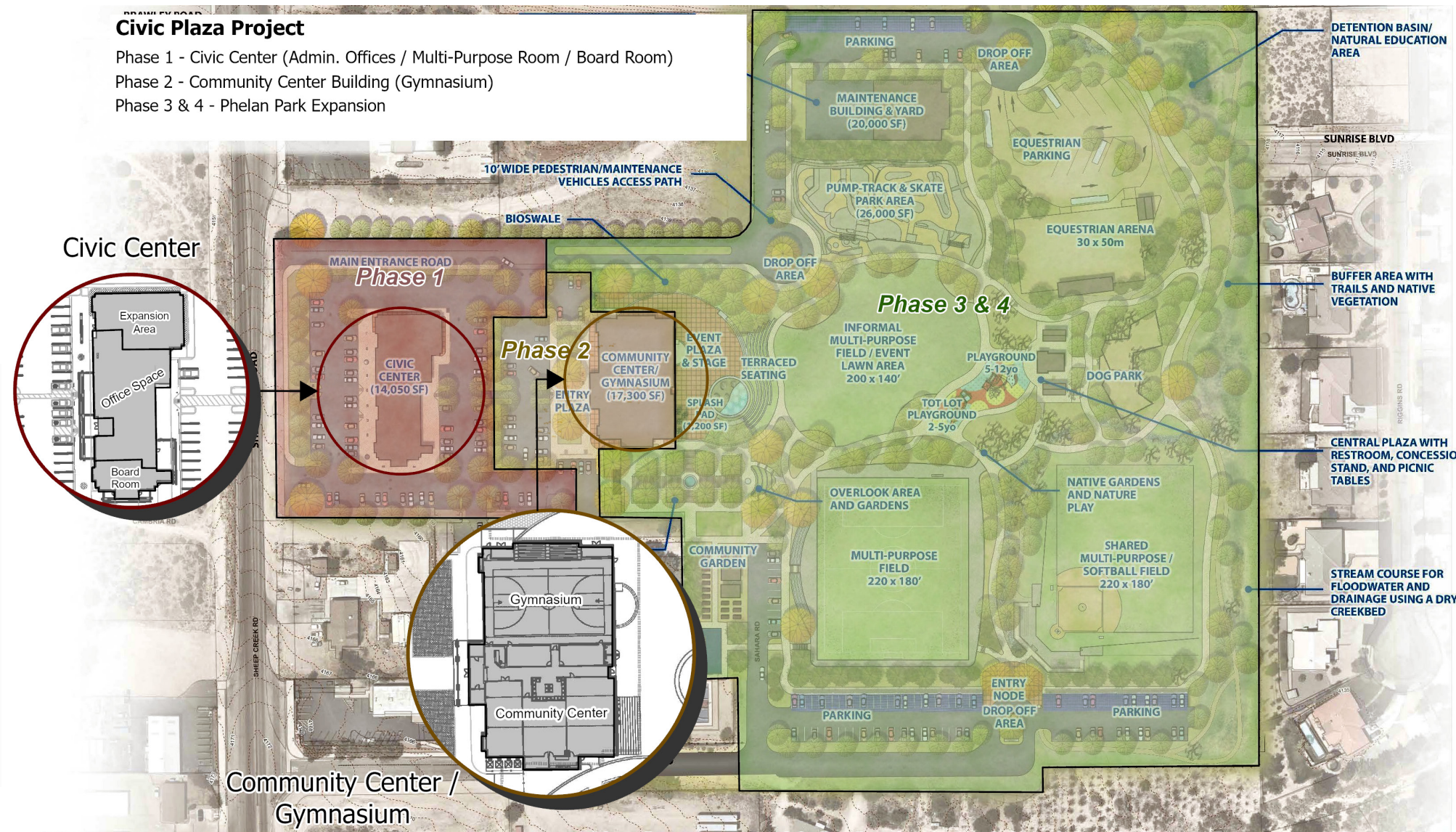
Phelan Community Park Expansion

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

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

Civic Plaza Project

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





2.2

Parks Master Plan Update

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

2.3

Complete Parks Portion of the Civic Center Building

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

2.4

Public & Private Partnerships for Parks and Recreation Programs

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

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

2.5

Street Lighting

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

3.0 Solid Waste, Recycling, & Organics Disposal Compliance



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

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

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

3.1

Franchise Amendment

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

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

3.2

Adopt and Amend as Necessary Ordinance for Uniform Residential & Commercial Solid Waste, Recycling, & Organics Collection

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

3.3

School Outreach Program

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



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

- Robert F. Kennedy, Jr.

Six Main Elements of SB 1383

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



3.4

SB 1383 Procurement Policy

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



3.5

SB 1383 Edible Food Recovery Program

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

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

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

3.6

SB 1383 Outreach & Education

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

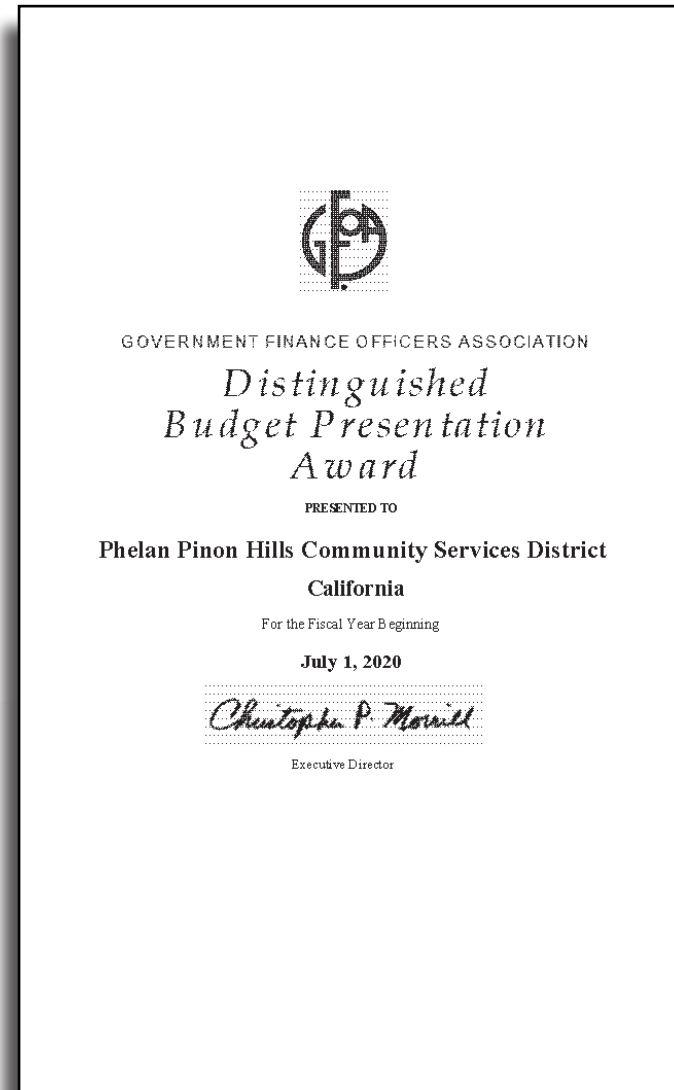
3.7

Additional Diversion Programs

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



4.0 Financial Efficiency



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

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

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

4.1

Annual Budget Process

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

4.3

Connection Fee Analysis

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

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

4.2

Periodic Financial Studies

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

4.4

Annual Audit

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



4.5

Fiscal Policies

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

4.6

Financing

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



5.0 Strategic Partners and Public Affairs



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

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

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

5.1

Increased Communication to the Public

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

5.2

Community Business & Organization Outreach

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

5.3

Involvement in Professional Organizations

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

5.4

Outreach to Legislators and Local Agencies

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

6.0 Personnel Management

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

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

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

6.1

Retention & Development

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

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



6.2

Internal Communication

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

6.4

Succession Planning

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

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

6.3

Team Building

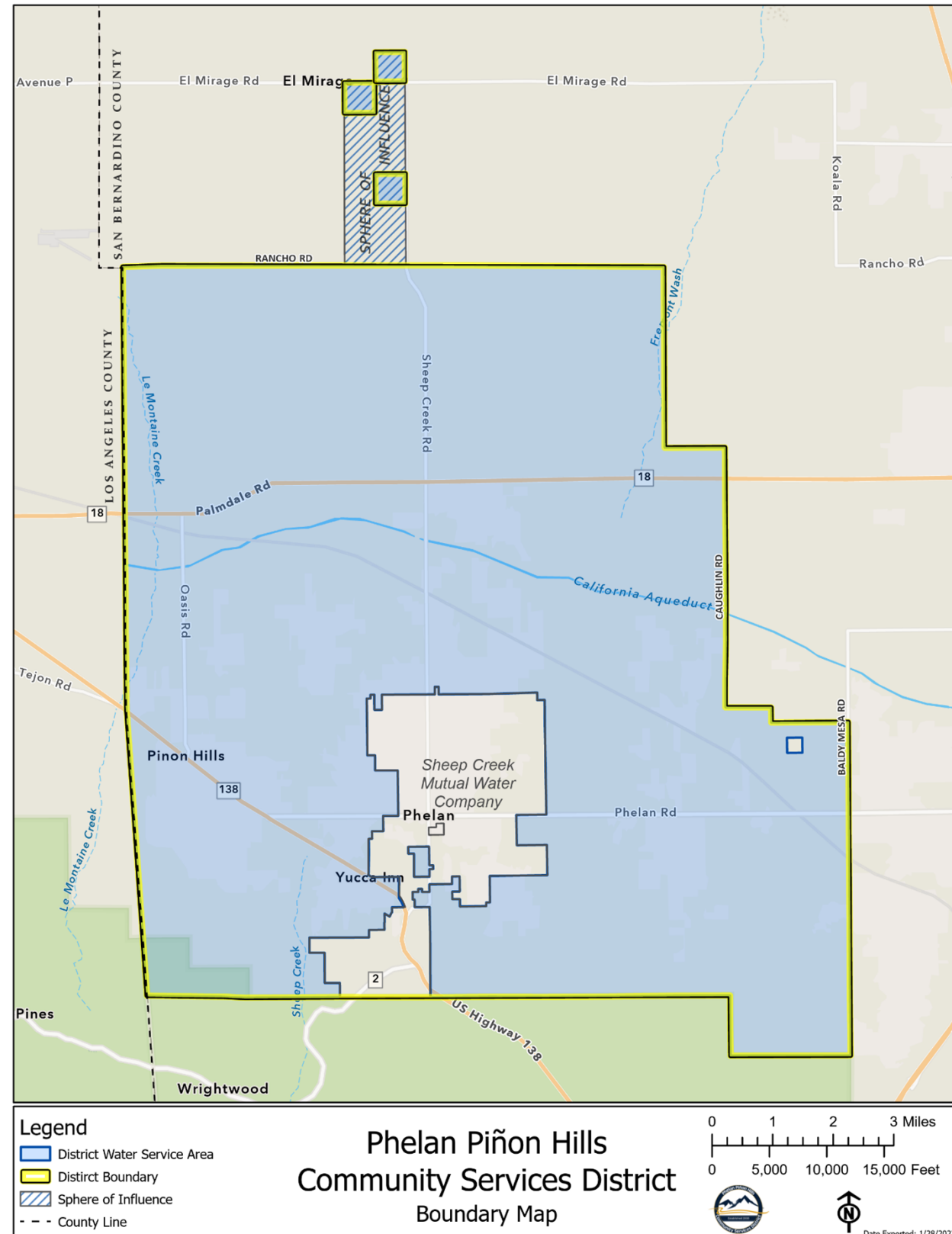
This will be accomplished by having monthly meetings with the entire staff where team building activities are conducted and office and field staff have an opportunity to interact. During these meetings, the General Manager will address current issues and activities of the District and receive input from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

6.5

Personnel Policies

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

Boundary Map



Vision to Action Table

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

Phelan Pinon Hills Community Services District

Government Funds Capital Improvement Projects

	No.	Location	Description											
				2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	
Phelan Park Exp.	1	Design/Engineering Construction	Phase 3 & 4											
				\$3,000,000.00	\$2,772,993.00	\$8,500,000.00								
Civic Center Bldg.	2	Government Portion of Phase I	Design / Engineering (5%)											
			Site Dev./Improvements (30%)		\$3,000,000.00									
			Building Const. (5%)											
Multi-Purp. Bldg.	3	Phelan Park - Phase 2	Design / Engineering											
			Buildout		\$1,000,000.00									
			Remaining Buildout											
Leg.	4		Ballot Measure	\$10,000.00		\$100,000.00								
Solid Waste & Rec.	5		Potential Capital Projects	\$35,000.00	\$35,000.00	\$40,000.00	\$40,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	
Sub-Total Projects:				\$45,000.00	\$6,807,993.00	\$8,640,000.00	\$40,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	

Note:\$1.7m from grant fund that will req. matching funds, if awarded

Note: \$500k from grant funds that may req. matching funds, if awarded

Government Funds Capital Purchase

	No.	Item	Description											
				2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	
Vehicles	6	Vehicles / Equipment	Equipment											
			GM Vehicle (20%)											
			Vehicle (Solid Waste)		\$65,000.00									
			Truck (Parks)			\$80,000.00								
Sub-Total Purchases:				\$0.00	\$65,000.00	\$80,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Government Funds - Repair and Maintenance Plan & Programs

	No.	Item	Description											
				2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	
Parks and Recreation	7	Community Centers	Roof			\$50,000.00					\$40,000.00			
			HVAC	\$8,000.00	\$8,000.00	\$8,000.00								
			Paint Exterior				\$20,000.00	\$18,000.00						
			Paint Interior	\$11,000.00			\$11,000.00							
			Ceiling Tiles		\$20,000.00									
			Vinyl Floors								\$15,000.00	\$15,000.00	\$15,000.00	
			Carpet			\$5,000.00								
			Doors								\$32,000.00			
			Drinking Fountains	\$1,500.00	\$1,500.00	\$1,500.00								
			Tables and Chairs	\$1,500.00	\$2,000.00									
			Storage Shed			\$7,000.00								
			Kitchen Appliances	\$7,000.00	\$7,000.00	\$7,000.00					\$17,500.00			
			Water Heaters	\$5,000.00	\$5,000.00	\$5,000.00								
			Kitchen Floors and Paint									\$6,500.00	\$6,500.00	\$6,500.00
			Bathroom Fixtures/Partitions	\$7,500.00	\$20,000.00	\$22,800.00								
			Bathroom Floors and Paint									\$5,000.00	\$5,000.00	\$5,000.00
			8	Parking Lots	Parking Lots			\$5,000.00						
9	Street Light Décor													
10	Existing Parks	Play Equipment			\$15,000.00									
		Shelters			\$130,000.00									
		Walkways/Table Pads												
		Landscape	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00			
		Hardscape	\$10,000.00											
		Amenities (Tables, Benches, etc)	\$17,200.00		\$52,100.00					\$50,100.00				
Sub-Total Repair & Maintenance Parks & Rec.:				\$83,500.00	\$78,300.00	\$323,200.00	\$43,000.00	\$30,000.00	\$12,000.00	\$151,600.00	\$38,500.00	\$38,500.00		

Phelan Pinon Hills Community Services District

Government Funds 10-Year Repair and Maintenance Plan & Programs

	No.	Item	Description	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2029/2030	2029/2030
Solid Waste Programs	11	Community Clean-ups	2 per year	\$13,200.00	\$13,200.00	\$15,400.00	\$15,400.00	\$17,600.00	\$17,600.00	\$17,600.00	\$17,600.00	\$17,600.00	\$17,600.00
	12	Tire Clean-ups	4 per year	\$11,000.00	\$11,000.00	\$13,200.00	\$13,200.00	\$15,400.00	\$15,400.00	\$15,400.00	\$15,400.00	\$15,400.00	\$15,400.00
	13	Workshops		\$6,930.00	\$6,930.00	\$6,930.00	\$6,930.00	\$6,930.00	\$6,930.00	\$6,930.00	\$6,930.00	\$6,930.00	\$6,930.00
	14	Commercial Trash & Recycling Program	Marketing Software	\$2,750.00	\$3,300.00 <i>\$35,000.00</i>	\$3,300.00	\$3,850.00	\$3,850.00	\$4,400.00	\$4,400.00	\$4,400.00	\$4,400.00	\$4,400.00
	15	Household Hazardous Waste Program Special PPHCSD Hosted HHW Event	Staff Payable to SB County	\$3,300.00	\$3,300.00	\$3,300.00	\$3,300.00	\$3,300.00	\$3,300.00	\$3,300.00	\$3,300.00	\$3,300.00	\$3,300.00
	16	Miscellaneous Marketing		\$10,000.00	\$15,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
	17	School Outreach Program		\$11,000.00	\$11,000.00	\$11,500.00	\$11,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00
	18	Service Organization Donations		\$1,500.00	\$1,500.00	\$2,000.00	\$2,000.00	\$3,500.00	\$3,500.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
Sub-Total Solid Waste Programs				\$59,680.00	\$100,230.00	\$65,630.00	\$66,180.00	\$73,080.00	\$73,630.00	\$74,130.00	\$74,130.00	\$74,130.00	\$74,130.00
Total Government Funds Repair, Maintenance, & Programs				\$143,180.00	\$178,530.00	\$388,830.00	\$109,180.00	\$103,080.00	\$85,630.00	\$225,730.00	\$112,630.00	\$112,630.00	\$112,630.00
Total Government Funds CIP & Capital Purchases				\$45,000.00	\$6,872,993.00	\$8,720,000.00	\$40,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00
Total Government Fund CIP, Capital Purchases, Repairs, Maintenance, & Programs				\$188,180.00	\$7,051,523.00	\$9,108,830.00	\$149,180.00	\$148,080.00	\$130,630.00	\$270,730.00	\$157,630.00	\$157,630.00	\$157,630.00

Items in blue italics are placeholder items



MANAGEMENT REPORT

DATE: January 13, 2023
PREPARED BY: Kim Sevy, HR & Solid Waste Manager
SUBJECT: December 2022 Manager's Report

SOLID WASTE & RECYCLING

Customer Data:

<u>COMMERCIAL ACCOUNTS</u>	<u>NO.</u>	<u>CITATIONS ISSUED</u>	<u>NO.</u>
Trash	121	Commercial	0
Recycling	120	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
 - Social media ads
 - Information in District office

Upcoming/Current Events:

- Community Information Meeting
 - January 26, 2022 – 10:00am
 - Phelan Community Center & Zoom
 - Facilitated by MSW Consulting

Recent Events:

- Community Clean-up & Tire Day
 - November 5, 2022 – 8am-noon
 - CR&R Service Yard
 - 5 roll-offs of tires collected
 - 1 roll-off of trash collected

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)

Board Election

- Certified on December 8, 2022
- New Board sworn in on December 14, 2022

Website Data (for December 2022)

My Account	3,858
Main Page	3,466
Water Department	545
Services	352
Contact Us	213
Apply for Service	189
Events	180
Solid Waste & Recycling	180
Meetings	177
Parks & Recreation	132
Calendar	124
Board Members	97
Other Payment Options	93
Rates & Fees	91
Sign Up for Classes	87
Employment	80
New Connections	69
Board of Directors Meetings	68
Residential Service	53

Grants

- **SB 1383 Local Compliance Grant**
 - Submitted in January 2022. The District was awarded \$20,000.
- **Small Scale Water Efficiency Grant**
 - \$75,000 to be disbursed when meters for Phase 3a are purchased. Verified meter purchase is in compliance with federal requirements.
- **Community Project Funding Request**
 - Staff submitted a Community Project Funding Request ("Request") in the amount of \$2,000,000 to help fund a portion of the Civic Center Project which will house the Community/Board Room that also will service as the area's Community Emergency Operations Center to Congressman Jay Obernolte.

- The \$2,000,000 request was funded in the FY2023 Omnibus appropriations bill which the Senate and House passed at the end of December.
- **County American Rescue Program Act (ARPA) Funds**
 - Staff submitted a request and the County verified receipt. Initial indications show a likely award of \$500k with matching provision towards various park improvements on original park site. Process to obtain funds TBD.