BOARD PACKAGE

May 8, 2024

Regular Board Meeting – 5:00 p.m.

Phelan Piñon Hills CSD
Established 2008

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

REGULAR BOARD MEETING AGENDA
May 8, 2024 – 5:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Via Conference Call (see below)

REGULAR BOARD MEETING – 5:00 P.M.

Call to Order – Pledge of Allegiance

Roll Call

1) **Approval of Agenda**

2) **Public Comment** – Under this item, any member of the public wishing to directly address the Board on any item of interest that may or may not be within the subject matter jurisdiction of the Board, but not listed on the agenda, may do so at this time. However, the Board is prohibited by law from taking any action on any item not appearing on the agenda unless the action is otherwise authorized by the Brown Act. Any member of the public wishing to directly address the Board on any item listed on the agenda may do so when the item is being considered by the Board. Speakers are requested to be brief in their remarks. The Chair may limit each speaker to a comment period of five (5) minutes.
   a) **General Public**
   b) **Community Reports**
      - C.E.R.T.
      - County Supervisor
      - Federal Representatives
      - Fire
      - Mojave Water Agency
      - School District
      - Sheriff
      - State Representatives

3) **Consent Items**
   a) Approval of Minutes
   b) Approval of Board Stipends/Reimbursements
   c) Approval of Contractor Payments
   d) Acceptance of March Disbursements
   e) Acceptance of Quarterly Financial Statements
   f) Acceptance of Quarterly Investment Report
   g) Acceptance of Quarterly Director Expenses
   h) Distribution of Draft Illness & Injury Prevention Policy
   i) Distribution of Draft Workplace Violence Prevention Plan

4) **Matters Removed from Consent Items**

5) **Presentations/Appointments**
   - Presentation of 2024 Earth Day Art Contest Winners
     By: Kim Sevy, Solid Waste Manager

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*

Presentations/Appointments
- Presentation on Chromium-6 Regulations
  By: Jen Oakes, Executive Management Analyst &
  Sean Wright, Water Operations Manager

6) **Continued/New Agenda Items**
   a) Discussion & Possible Action Regarding Declaration of Surplus Meter Reading Equipment
   b) Discussion & Possible Action Regarding Modifications to Proposed Civic Center & Emergency Operations Center Project
   c) Discussion & Possible Action Regarding Approval of Contract Between the County of San Bernardino and the Phelan Pinon Hills Community Services District for the Purpose of Providing Funding Support for the Civic Center & Emergency Operations Center Project in an Amount not to Exceed $500,000
   d) Update on the Phelan Park Expansion Project

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 – May 22, 2024

13) **Adjournment**

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

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

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

PPHCSD YouTube Channel Link

Remote Participation:
To provide public comment, or otherwise participate remotely, select the meeting you wish to attend on the District's website and then click the "Join Remote Meeting" option.
https://www.pphcsd.org/meetings

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

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

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

Agenda Item 3a

Approval of Board Minutes

Phelan Piñon Hills CSD
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REGULAR BOARD MEETING MINUTES
March 27, 2024 – 5:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

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

Board Members Absent: None

Staff Present: Don Bartz, General Manager
Kim Sevy, HR & Solid Waste Manager/District Clerk
Sean Wright, Water Operations Manager

District Counsel: Steve Kennedy, General Counsel

REGULAR BOARD MEETING – 5:00 P.M.

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

Roll Call
All Directors were present at roll call.

1) **Approval of Agenda**
Director Philips moved to approve the Agenda. Director Kujawa seconded the motion. Motion carried 5-0.

2) **Public Comment**
a) **General Public** – None
b) **Community Reports**
- **County Supervisor** – Sam Shoup, Constituent Services Director for Supervisor Cook's office, provided an update and offered for constituents to contact their office if they have any questions, issues, or suggestions.

3) **Consent Items**
Director Roberts moved to approve the consent items. Vice President Snyder seconded the motion. Motion carried 5-0.

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

5) **Presentations/Appointments** – None

6) **Continued/New Agenda Items**

a) **Discussion & Possible Action Regarding Options for Increasing Water Production Capacity**
Staff Recommendation: For the Board to authorize staff to move forward with planning and project development for Option 1, pipeline to existing water source in El Mirage.

Mr. Bartz introduced this item.

Consensus of the Board was to move forward with development of option 1, pipeline to existing water source in El Mirage.

b) **Discussion & Possible Action Regarding Extension of Pump and Well Services Contract**
Staff Recommendation: For the Board to approve a two-year extension to the existing pump and well services maintenance contract with the 9.5% labor and equipment rate increase.

Mr. Bartz introduced this item.

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

c) **Discussion & Possible Acceptance of 2024/2025 Solid Waste Collection Rates**
Staff Recommendation: For the Board to accept the residential and commercial solid waste rate changes for FY 2024/2025.

Ms. Sevy introduced this item.

Director Roberts moved to accept the residential and commercial solid waste rate changes for FY 2024/2025. President Hays seconded the motion. Motion carried 5-0.

d) **Update on the Proposed Civic Center & Phelan Park Expansion Projects**
Staff Recommendation: None

Mr. Bartz reported on this item.

No action taken; not an action item.

7) **Committee Reports/Comments**
a) **Engineering Committee (Standing)** – Met; the Board reviewed two items discussed tonight. Minutes are in the packet.
b) **Finance Committee (Standing)** – Meets tomorrow.
c) **Legislative Committee (Standing)** – Met this month; nothing to report.

d) **Parks, Recreation & Street Lighting Committee (Standing)** – Scheduled to meet on May 14, 2024.
e) **Waste & Recycling Committee (Standing)** – Met last week and discussed rates and upcoming franchise amendments which will be brought to the Board.

8) **Staff and General Manager's Report**
Mr. Wright reported on the new PRV installation.

9) **Reports**
a) **Director's Report**
Kujawa – Nothing to report.
Snyder – Nothing to report.
Roberts – Nothing to report.
Philips – Attended ASBCSD and learned about securing adequate resources.

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

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

11) **Review of Action Items**
a) **Prior Meeting Action Items** – None
b) **Current Meeting Action Items** – None

12) **Set Agenda for Next Meeting**
- Special Board Meeting – April 3, 2024
- Regular Board Meeting – April 10, 2024

13) **Recess to Closed Session**
The Board recessed to Closed Session at 5:28 p.m.

CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Pursuant to Government Code Section 54956.8
Property: 17900 Sheep Creek Road, El Mirage, California (APN 0457-161-83)
District Negotiator: Donald J. Bartz, General Manager; Steven M. Kennedy, General Counsel
Negotiating Party: Circle Green, Inc.
Under Negotiation: Price & Terms of Purchase

14) **Return to Open Session** – Announcement of Reportable Action
The Board returned to open session at 5:42 p.m. There was no reportable action.

15) **Adjournment**
With no further business before the Board, the meeting was adjourned at 5:42 p.m.

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

_____ _____

Chuck Hays, President of the Board Date

_____ _____

Kim Sevy, HR & Solid Waste Manager/District Clerk Date

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SPECIAL BOARD MEETING MINUTES
April 3, 2024 – 5:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

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

Board Members Absent: None

Staff Present: Don Bartz, General Manager
Lori Lowrance, Assistant General Manager/CFO
George Cardenas, Engineering Manager
Kim Sevy, HR & Solid Waste Manager/District Clerk
Sean Wright, Water Operations Manager
Steve Lowrance, Parks Supervisor
David Noland, Finance Supervisor
Chris Cummings, Assistant Water Operations Manager

District Counsel: None

SPECIAL BOARD MEETING – 5:00 P.M.

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

Roll Call
All Directors were present at roll call.

1) **Approval of Agenda**
Director Kujawa moved to approve the Agenda. Director Philips seconded the motion. Motion carried 5-0.

2) **Public Comment** – None

3) **Review of 2024/2025 Draft Budget**
Mr. Noland presented the 2024/2025 draft Budget and answered questions from the Board.

4) **Review of 10-Year Capital Improvement & Repair and Maintenance Plans**
Mr. Noland reviewed the 10-Year Capital Improvement and Repair and Maintenance Plans.

5) **Review of Action Items** – None

6) **Adjournment**
With no further business before the Board, the meeting was adjourned at 5:27 p.m.

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

_____ _____
Chuck Hays, President of the Board Date

_____ _____
Kim Sevy, HR & Solid Waste Manager/District Clerk Date

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SPECIAL BOARD MEETING MINUTES
April 3, 2024 – 6:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

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

Board Members Absent: None

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

District Counsel: Steve Kennedy

SPECIAL BOARD MEETING – 6:00 P.M.

Call to Order
President Hays called the meeting to order at 6:00 p.m. and the Pledge of Allegiance was conducted.

Roll Call
All Directors were present at roll call.

1) **Approval of Agenda**
Director Philips moved to approve the Agenda. President Hays seconded the motion. Motion carried 5-0.

2) **Public Comment** – None

3) **Recess to Closed Session**
The Board recessed to Closed Session at 6.01 p.m.

CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Pursuant to Government Code Section 54956.8
Property: 17900 Sheep Creek Road, El Mirage, California (APN 0457-161-83 & 0457-161-83)
District Negotiator: Donald J. Bartz, General Manager; Steven M. Kennedy, General Counsel
Negotiating Party: Circle Green, Inc.
Under Negotiation: Price & Terms of Purchase

4) **Return to Open Session – Announcement of Reportable Action**
The Board returned to Open Session at 6:32 p.m.; there was no reportable action.

5) **Discussion & Possible Action Regarding Adoption of Resolution No. 2024-07; Authorizing the Sale of Property and Execution of Related Documents**

Mr. Bartz introduced this item.

Director Snyder moved to Adopt Resolution No. 2024-07; Authorizing the Sale of Property and Execution of Related Documents. Director Kujawa seconded the motion. Motion carried 5-0.

6) **Review of Action Items**
Post Resolution No. 2024-07 and send a copy to Circle Green, Inc.

7) **Adjournment**
With no further business before the Board, the meeting was adjourned at 6:33 p.m.

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

_____ _____
Chuck Hays, President of the Board Date

_____ _____
Kim Sevy, HR & Solid Waste Manager/District Clerk Date

Agenda Item 3b

Approval of Board Stipends/Reimbursements

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2024

Name:	Deborah Philips
Email Address:	dphilips@pphcsd.org
Current Date:	April 8, 2024
Reimbursement Month:	March

Meeting No. 1:	
Date of Meeting/Event:	Tuesday, March 05, 2024
Expense Description/Business Purpose:	Mojave Water Agency Wonders of Water "Waterwise Gardening"
Charge Amount:	$120
Mileage (Distance):	59
Meeting No. 2:	
Date of Meeting/Event (2):	Tuesday, March 12, 2024
Expense Description/Business Purpose (2):	Legislative Committee
Charge Amount (2):	$120
Mileage (Distance) (2):	10
Meeting No. 3:	
Date of Meeting/Event (3):	Wednesday, March 13, 2024
Expense Description/Business Purpose (3):	Board meeting
Charge Amount (3):	$120
Mileage (Distance) (3):	10
Meeting No. 4:	
Date of Meeting/Event (4):	Thursday, March 14, 2024
Expense Description/Business Purpose (4):	Meeting with GM (budget)
Charge Amount (4):	$120
Mileage (Distance) (4):	10
Meeting No. 5:	
Date of Meeting/Event (5):	Monday, March 18, 2024
Expense Description/Business Purpose (5):	Association of San Bernardino County Special Districts "The Dynamic World of
Charge Amount (5):	$120
Mileage (Distance) (5):	116
Meeting No. 6:	
Date of Meeting/Event (6):	Wednesday, March 20, 2024
Expense Description/Business Purpose (6):	Solid Waste and Recycling Committee
Charge Amount (6):	$120
Mileage (Distance) (6):	10
Meeting No. 7:	
Date of Meeting/Event (7):	Wednesday, March 27, 2024
Expense Description/Business Purpose (7):	Board Meeting
Charge Amount (7):	$120
Mileage (Distance) (7):	10
Meeting No. 8:	
Date of Meeting/Event (8):	
Expense Description/Business Purpose (8):	
Charge Amount (8):	
Mileage (Distance) (8):	
Meeting No. 9:	
Date of Meeting/Event (9):	
Expense Description/Business Purpose (9):	
Charge Amount (9):	
Mileage (Distance) (9):	
Meeting No. 10:	
Date of Meeting/Event (10):	
Expense Description/Business Purpose (10):	
Charge Amount (10):	
Mileage (Distance) (10):	

Other Expenses:

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

Certification:

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

Reimbursement Summary:

TOTAL MILEAGE:	225.00
TOTAL REIMBURSED MILEAGE REQUESTED:	$150.75
TOTAL MEETINGS:	7
TOTAL MEETING REIMBURSEMENT REQUESTED:	$840.00
OTHER EXPENSES REQUESTED:	$0.00
Grand Total Reimbursement Requested:	**$990.75**

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2024

Name:	Greg S Snyder
Email Address:	gsnyder@pphcsd.org
Current Date:	April 22, 2024
Reimbursement Month:	March

Meeting No. 1:	
Date of Meeting/Event:	Wednesday, March 06, 2024
Expense Description/Business Purpose:	Cyber Security Training
Charge Amount:	$120
Mileage (Distance):	0
Meeting No. 2:	
Date of Meeting/Event (2):	Monday, March 11, 2024
Expense Description/Business Purpose (2):	Dairy ADHOC
Charge Amount (2):	$120
Mileage (Distance) (2):	
Meeting No. 3:	
Date of Meeting/Event (3):	Tuesday, March 12, 2024
Expense Description/Business Purpose (3):	Legislative Committee
Charge Amount (3):	$120
Mileage (Distance) (3):	
Meeting No. 4:	
Date of Meeting/Event (4):	Wednesday, March 13, 2024
Expense Description/Business Purpose (4):	Board Meeting
Charge Amount (4):	$120
Mileage (Distance) (4):	
Meeting No. 5:	
Date of Meeting/Event (5):	Tuesday, February 27, 2024
Expense Description/Business Purpose (5):	Board Meeting
Charge Amount (5):	$120
Mileage (Distance) (5):	
Meeting No. 6:	
Date of Meeting/Event (6):	
Expense Description/Business Purpose (6):	
Charge Amount (6):	
Mileage (Distance) (6):	
Meeting No. 7:	
Date of Meeting/Event (7):	
Expense Description/Business Purpose (7):	
Charge Amount (7):	
Mileage (Distance) (7):	
Meeting No. 8:	
Date of Meeting/Event (8):	
Expense Description/Business Purpose (8):	
Charge Amount (8):	
Mileage (Distance) (8):	
Meeting No. 9:	
Date of Meeting/Event (9):	
Expense Description/Business Purpose (9):	
Charge Amount (9):	
Mileage (Distance) (9):	
Meeting No. 10:	
Date of Meeting/Event (10):	
Expense Description/Business Purpose (10):	
Charge Amount (10):	
Mileage (Distance) (10):	

Other Expenses:

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

Certification:

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

Reimbursement Summary:

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

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2024

Name:	Mark Roberts
Email Address:	mroberts@pphcsd.orgReply
Current Date:	April 11, 2024
Reimbursement Month:	March

Meeting No. 1:	
Date of Meeting/Event:	Tuesday, March 12, 2024
Expense Description/Business Purpose:	Special Engineering Committee Meeting
Charge Amount:	$120
Mileage (Distance):	0
Meeting No. 2:	
Date of Meeting/Event (2):	Wednesday, March 13, 2024
Expense Description/Business Purpose (2):	Regular Board Meeting
Charge Amount (2):	$120
Mileage (Distance) (2):	0
Meeting No. 3:	
Date of Meeting/Event (3):	Wednesday, March 27, 2024
Expense Description/Business Purpose (3):	Regular Board Meeting
Charge Amount (3):	$120
Mileage (Distance) (3):	0
Meeting No. 4:	
Date of Meeting/Event (4):	Thursday, March 28, 2024
Expense Description/Business Purpose (4):	Special Finance Committee Meeting
Charge Amount (4):	$120
Mileage (Distance) (4):	0
Meeting No. 5:	
Date of Meeting/Event (5):	
Expense Description/Business Purpose (5):	
Charge Amount (5):	
Mileage (Distance) (5):	
Meeting No. 6:	
Date of Meeting/Event (6):	
Expense Description/Business Purpose (6):	
Charge Amount (6):	
Mileage (Distance) (6):	
Meeting No. 7:	
Date of Meeting/Event (7):	
Expense Description/Business Purpose (7):	
Charge Amount (7):	
Mileage (Distance) (7):	
Meeting No. 8:	
Date of Meeting/Event (8):	
Expense Description/Business Purpose (8):	
Charge Amount (8):	
Mileage (Distance) (8):	
Meeting No. 9:	
Date of Meeting/Event (9):	
Expense Description/Business Purpose (9):	
Charge Amount (9):	
Mileage (Distance) (9):	
Meeting No. 10:	
Date of Meeting/Event (10):	
Expense Description/Business Purpose (10):	
Charge Amount (10):	
Mileage (Distance) (10):	

Other Expenses:

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

Certification:

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

Reimbursement Summary:

TOTAL MILEAGE:	0.00
TOTAL REIMBURSED MILEAGE REQUESTED:	$0.00
TOTAL MEETINGS:	4
TOTAL MEETING REIMBURSEMENT REQUESTED:	$480.00
OTHER EXPENSES REQUESTED:	$0.00
Grand Total Reimbursement Requested:	**$480.00**

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2024

Name:	Chuck Hays
Email Address:	chays@pphcsd.org
Current Date:	April 26, 2024
Reimbursement Month:	April
Meeting No. 1:	
Date of Meeting/Event:	Tuesday, April 02, 2024
Expense Description/Business Purpose:	Ad-Hoc Dairy Committee
Charge Amount:	$120
Mileage (Distance):	0
Meeting No. 2:	
Date of Meeting/Event (2):	Wednesday, April 03, 2024
Expense Description/Business Purpose (2):	Board Workshop Budget
Charge Amount (2):	$120
Mileage (Distance) (2):	10.4
Meeting No. 3:	
Date of Meeting/Event (3):	Wednesday, April 03, 2024
Expense Description/Business Purpose (3):	Special Board Meeting
Charge Amount (3):	$0
Mileage (Distance) (3):	0
Meeting No. 4:	
Date of Meeting/Event (4):	Thursday, April 04, 2024
Expense Description/Business Purpose (4):	Well Dedication
Charge Amount (4):	$120
Mileage (Distance) (4):	24
Meeting No. 5:	
Date of Meeting/Event (5):	Wednesday, April 10, 2024
Expense Description/Business Purpose (5):	Board Meeting
Charge Amount (5):	$120
Mileage (Distance) (5):	10.4
Meeting No. 6:	
Date of Meeting/Event (6):	Wednesday, April 24, 2024
Expense Description/Business Purpose (6):	Meet with GM discuss various topics
Charge Amount (6):	$120
Mileage (Distance) (6):	10.4
Meeting No. 7:	
Date of Meeting/Event (7):	
Expense Description/Business Purpose (7):	
Charge Amount (7):	
Mileage (Distance) (7):	
Meeting No. 8:	
Date of Meeting/Event (8):	
Expense Description/Business Purpose (8):	
Charge Amount (8):	
Mileage (Distance) (8):	
Meeting No. 9:	
Date of Meeting/Event (9):	
Expense Description/Business Purpose (9):	
Charge Amount (9):	
Mileage (Distance) (9):	
Meeting No. 10:	
Date of Meeting/Event (10):	
Expense Description/Business Purpose (10):	
Charge Amount (10):	
Mileage (Distance) (10):	

Other Expenses:

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

Certification:

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

Reimbursement Summary:

TOTAL MILEAGE:	55.20
TOTAL REIMBURSED MILEAGE REQUESTED:	$36.98
TOTAL MEETINGS:	6
TOTAL MEETING REIMBURSEMENT REQUESTED:	$600.00
OTHER EXPENSES REQUESTED:	$0.00
Grand Total Reimbursement Requested:	**$636.98**

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2024

Name:	Deborah Phiilps
Email Address:	dphilips@pphcsd.org
Current Date:	May 1, 2024
Reimbursement Month:	April

Meeting No. 1:	
Date of Meeting/Event:	Wednesday, April 03, 2024
Expense Description/Business Purpose:	Special Board Meeting
Charge Amount:	$120
Mileage (Distance):	10
Meeting No. 2:	
Date of Meeting/Event (2):	Thursday, April 04, 2024
Expense Description/Business Purpose (2):	Well Dedication
Charge Amount (2):	$120
Mileage (Distance) (2):	8
Meeting No. 3:	
Date of Meeting/Event (3):	Wednesday, April 10, 2024
Expense Description/Business Purpose (3):	Board meeting
Charge Amount (3):	$120
Mileage (Distance) (3):	10
Meeting No. 4:	
Date of Meeting/Event (4):	Sunday, April 14, 2024
Expense Description/Business Purpose (4):	Special Districts Leadership Academy
Charge Amount (4):	$120
Mileage (Distance) (4):	40
Meeting No. 5:	
Date of Meeting/Event (5):	Monday, April 15, 2024
Expense Description/Business Purpose (5):	Special Districts Leadership Academy
Charge Amount (5):	$120
Mileage (Distance) (5):	
Meeting No. 6:	
Date of Meeting/Event (6):	Tuesday, April 16, 2024
Expense Description/Business Purpose (6):	Special Districts Leadership Academy
Charge Amount (6):	$120
Mileage (Distance) (6):	
Meeting No. 7:	
Date of Meeting/Event (7):	Wednesday, April 17, 2024
Expense Description/Business Purpose (7):	Special Districts Leadership Academy
Charge Amount (7):	$120
Mileage (Distance) (7):	40
Meeting No. 8:	
Date of Meeting/Event (8):	Monday, April 22, 2024
Expense Description/Business Purpose (8):	Webinar: Initiative 1935 Could Invalidate Your Revenue
Charge Amount (8):	$120
Mileage (Distance) (8):	
Meeting No. 9:	
Date of Meeting/Event (9):	Tuesday, April 23, 2024
Expense Description/Business Purpose (9):	Meeting with GM (Ballot Initiative 1935, budget)
Charge Amount (9):	$120
Mileage (Distance) (9):	
Meeting No. 10:	
Date of Meeting/Event (10):	
Expense Description/Business Purpose (10):	
Charge Amount (10):	
Mileage (Distance) (10):	

Other Expenses:

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

Certification:

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

Reimbursement Summary:

TOTAL MILEAGE:	108.00
TOTAL REIMBURSED MILEAGE REQUESTED:	$72.36
TOTAL MEETINGS:	9
TOTAL MEETING REIMBURSEMENT REQUESTED:	$1,080.00
OTHER EXPENSES REQUESTED:	$0.00
Grand Total Reimbursement Requested:	**$1,152.36**

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2024

Name:	Mark Roberts
Email Address:	mroberts@pphcsd.org
Current Date:	May 2, 2024
Reimbursement Month:	April

Meeting No. 1:	
Date of Meeting/Event:	Wednesday, April 03, 2024
Expense Description/Business Purpose:	Board Workshop & Special Board Meeting
Charge Amount:	$120
Mileage (Distance):	0
Meeting No. 2:	
Date of Meeting/Event (2):	Thursday, April 04, 2024
Expense Description/Business Purpose (2):	Well Dedication Ceremony
Charge Amount (2):	$120
Mileage (Distance) (2):	
Meeting No. 3:	
Date of Meeting/Event (3):	Wednesday, April 10, 2024
Expense Description/Business Purpose (3):	Regular Board Meeting
Charge Amount (3):	$120
Mileage (Distance) (3):	0
Meeting No. 4:	
Date of Meeting/Event (4):	Wednesday, April 17, 2024
Expense Description/Business Purpose (4):	Engineering Committee Meeting
Charge Amount (4):	$120
Mileage (Distance) (4):	0
Meeting No. 5:	
Date of Meeting/Event (5):	
Expense Description/Business Purpose (5):	
Charge Amount (5):	
Mileage (Distance) (5):	
Meeting No. 6:	
Date of Meeting/Event (6):	
Expense Description/Business Purpose (6):	
Charge Amount (6):	
Mileage (Distance) (6):	
Meeting No. 7:	
Date of Meeting/Event (7):	
Expense Description/Business Purpose (7):	
Charge Amount (7):	
Mileage (Distance) (7):	
Meeting No. 8:	
Date of Meeting/Event (8):	
Expense Description/Business Purpose (8):	
Charge Amount (8):	
Mileage (Distance) (8):	
Meeting No. 9:	
Date of Meeting/Event (9):	
Expense Description/Business Purpose (9):	
Charge Amount (9):	
Mileage (Distance) (9):	
Meeting No. 10:	
Date of Meeting/Event (10):	
Expense Description/Business Purpose (10):	
Charge Amount (10):	
Mileage (Distance) (10):	

Other Expenses:

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

Certification:

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

Reimbursement Summary:

TOTAL MILEAGE:	0.00
TOTAL REIMBURSED MILEAGE REQUESTED:	$0.00
TOTAL MEETINGS:	4
TOTAL MEETING REIMBURSEMENT REQUESTED:	$480.00
OTHER EXPENSES REQUESTED:	$0.00
Grand Total Reimbursement Requested:	**$480.00**

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2024

Name:	Rebecca Kujawa
Email Address:	rkujawa@pphcsd.org
Current Date:	April 20, 2024
Reimbursement Month:	April

Meeting No. 1:	
Date of Meeting/Event:	Wednesday, April 03, 2024
Expense Description/Business Purpose:	Board Workshop
Charge Amount:	$120
Mileage (Distance):	0
Meeting No. 2:	
Date of Meeting/Event (2):	Thursday, April 04, 2024
Expense Description/Business Purpose (2):	Well Ribbon Cutting Ceremony
Charge Amount (2):	$120
Mileage (Distance) (2):	20
Meeting No. 3:	
Date of Meeting/Event (3):	Monday, April 08, 2024
Expense Description/Business Purpose (3):	ASBCSD Board Meeting
Charge Amount (3):	$120
Mileage (Distance) (3):	0
Meeting No. 4:	
Date of Meeting/Event (4):	Wednesday, April 10, 2024
Expense Description/Business Purpose (4):	Regular Board Meeting
Charge Amount (4):	$120
Mileage (Distance) (4):	0
Meeting No. 5:	
Date of Meeting/Event (5):	Monday, April 15, 2024
Expense Description/Business Purpose (5):	ASBCSD Dinner Meeting
Charge Amount (5):	$120
Mileage (Distance) (5):	71
Meeting No. 6:	
Date of Meeting/Event (6):	Wednesday, April 17, 2024
Expense Description/Business Purpose (6):	Engineering Committee Meeting
Charge Amount (6):	$120
Mileage (Distance) (6):	0
Meeting No. 7:	
Date of Meeting/Event (7):	
Expense Description/Business Purpose (7):	
Charge Amount (7):	
Mileage (Distance) (7):	
Meeting No. 8:	
Date of Meeting/Event (8):	
Expense Description/Business Purpose (8):	
Charge Amount (8):	
Mileage (Distance) (8):	
Meeting No. 9:	
Date of Meeting/Event (9):	
Expense Description/Business Purpose (9):	
Charge Amount (9):	
Mileage (Distance) (9):	
Meeting No. 10:	
Date of Meeting/Event (10):	
Expense Description/Business Purpose (10):	
Charge Amount (10):	
Mileage (Distance) (10):	

Other Expenses:

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

Certification:

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

Reimbursement Summary:

TOTAL MILEAGE:	91.00
TOTAL REIMBURSED MILEAGE REQUESTED:	$60.97
TOTAL MEETINGS:	6
TOTAL MEETING REIMBURSEMENT REQUESTED:	$720.00
OTHER EXPENSES REQUESTED:	$0.00
Grand Total Reimbursement Requested:	**$780.97**

Agenda Item 3c

Approval of Contractor Payments

Payment Approval Form - Contract/Consultant

Date: 4/23/2024

Name of Vendor: Wallace Group

Description of work: Phelan Park Improvements - ARPA

Purchase Order # PO-05789

Date of Board Approval June 14, 2023

Original Approved Amount:	$ 103,987.00	
Total Contract Amount		$ 103,987.00
% Completed to Date		5%
Total Invoiced to Date		$5,388.75
Amount Paid to Date		3,691.25
Total Due this Invoice		**$1,697.50**

Total Contract Amount After Invoice: $ 98,598.25

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

HR & Solid Waste Manager/District Clerk — Date 4/23/2024

General Manager — Date 4/23/24

Approved by Board of Directors: Date

Total this Phase **0.00**

Phase 00801 Structural Support Allowance
Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Structural Support Allowance	2,875.00	0.00	0.00	0.00
Total Fee	2,875.00		0.00	0.00

Total Fee **0.00**

Total this Phase **0.00**

Total this Invoice **$1,697.50**

Outstanding Invoices

Number	Date	Balance
60906	11/27/2023	1,193.75
Total		**1,193.75**

OK TO PAY

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

WALLACE GROUP

April 18, 2024
Project No: 1764-0005-01
Invoice No: 62139
Invoice Total **$1,697.50**

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

Project 1764-0005-01 Phelan Piñon Hills Community Services District, Phelan Community Park ARPA Improvements

Professional services rendered through March 31, 2024

Phase 00101 Management & Meetings

Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing	
Management & Meetings	2,440.00	72.6947	1,311.25	462.50	
Total Fee	2,440.00		1,311.25	462.50	
			Total Fee		**462.50**
				Total this Phase	**$462.50**

Phase 00102 QA/QC

Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing	
QA/QC	4,040.00	0.00	0.00	0.00	
Total Fee	4,040.00		0.00	0.00	
			Total Fee		**0.00**
				Total this Phase	**0.00**

Phase 00201 Site Analysis

Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing	
LA Site Analysis	1,715.00	45.6268	782.50	0.00	
TRL Site Analysis	1,886.00	0.00	0.00	0.00	
Total Fee	3,601.00		782.50	0.00	
			Total Fee		**0.00**
				Total this Phase	**0.00**

Phase 00301 Schematic Plan

Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing	
Schematic Plan	7,422.00	44.2771	2,791.25	495.00	
Total Fee	7,422.00		2,791.25	495.00	
			Total Fee		**495.00**
				Total this Phase	**$495.00**

Phase 00401 60% PS&E

Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing	
60% PS&E	21,465.00	3.4475	0.00	740.00	
Total Fee	21,465.00		0.00	740.00	
			Total Fee		**740.00**
				Total this Phase	**$740.00**

Phase 00501 90% PS&E

Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing	
90% PS&E	32,809.25	0.00	0.00	0.00	
Total Fee	32,809.25		0.00	0.00	
			Total Fee		**0.00**
				Total this Phase	**0.00**

Phase 00601 100% PS&E

Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing	
100% PS&E	19,509.00	0.00	0.00	0.00	
Total Fee	19,509.00		0.00	0.00	
			Total Fee		**0.00**
				Total this Phase	**0.00**

Phase 00701 Bid Ready PS&E

Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing	
Bid Ready PS&E	9,825.75	0.00	0.00	0.00	
Total Fee	9,825.75		0.00	0.00	
			Total Fee		**0.00**

Billing Backup

Thursday, April 18, 2024

Wallace Group Invoice 62139 Dated 4/18/2024 12:00:11 PM

Project 1764-0005-01 Phelan Piñon Hills Community Services District, Phelan Community Park ARPA Improvements

Phase 00101 Management & Meetings

Labor

		Hours
Director of Landscape Architecture		
Wilkins, Matthew	3/4/2024	.25
Coordination with District Regarding Project Status		
Wilkins, Matthew	3/11/2024	.25
Project Management		
Wilkins, Matthew	3/12/2024	.50
Meeting Prep		
Wilkins, Matthew	3/13/2024	1.25
Coordination Call with District		
Wilkins, Matthew	3/29/2024	.25
Call with Jorge		
Totals		2.50
Total Labor		

Total this Phase

Phase 00301 Schematic Plan

Labor

		Hours
Director of Landscape Architecture		
Wilkins, Matthew	3/11/2024	1.00
Finalize Schematic Plan and Estimate		
Wilkins, Matthew	3/12/2024	1.50
Finalize Schematic Plan and Estimate		
Wilkins, Matthew	3/18/2024	.25
Review Schematic Plans and Discuss Next Steps		
Totals		2.75
Total Labor		

Total this Phase

Phase 00401 60% PS&E

Labor

		Hours
Director of Landscape Architecture		
Wilkins, Matthew	3/18/2024	.50
Plan Development and Coordination		
Wilkins, Matthew	3/19/2024	.25
Plan Development and Coordination		
Wilkins, Matthew	3/22/2024	.50
Plan Development and Coordination		

Project	1764-0005-01	PPHCSD PHELAN COMMUNITY PARK ARPA IMPROV		Invoice	62139
Wilkins, Matthew		3/25/2024	1.50		
	Design Development				
Wilkins, Matthew		3/26/2024	.75		
	Design Development				
Wilkins, Matthew		3/27/2024	.50		
	Design Development				
	Totals		4.00		
	Total Labor				

Total this Phase

Total this Project

Total this Report

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

PURCHASE ORDER

PO Number: PO-05789 **Date:** 11/30/2023

Request #: PO-05789 **Vendor #:** WALL GROUP

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

SHIP TO: Service
Service
Phelan, CA 92371

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Phelan Park Improvements - ARP	C0111		22-2-0-17000	CIP - Parks & Rec	103,987.00

Contract Payment
Board Approval June 14, 2023

Requested By: K. Sevy **Date:** 1/1/2024

SUBTOTAL:	103,987.00
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	103,987.00

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

Payment Approval Form - Contract/Consultant

Date: 4/23/2024

Name of Vendor: Wallace Group

Description of work: Phelan Park Improvements - ARPA

Purchase Order # PO-05789

Date of Board Approval June 14, 2023

Original Approved Amount:	$ 103,987.00	
Total Contract Amount		$ 103,987.00
% Completed to Date		6%
Total Invoiced to Date		$6,582.48
Amount Paid to Date		3,691.25
Pending Invoice		$ 1,697.50
Total Due this Invoice		**$1,193.75**

Total Contract Amount After Invoice: $ 97,404.52

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

4/23/2024

HR & Solid Waste Manager/District Clerk — Date

4/23/24

General Manager — Date

Approved by Board of Directors:

Date

Total this Phase **0.00**

Phase 00801 Structural Support Allowance

Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Structural Support Allowance	2,875.00	0.00	0.00	0.00
Total Fee	2,875.00		0.00	0.00

Total Fee **0.00**

Total this Phase **0.00**

Total this Invoice **$1,193.75**

OK TO PAY

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

November 27, 2023
Project No: 1764-0005-01
Invoice No: 60906
Invoice Total **$1,193.75**

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

Project 1764-0005-01 Phelan Piñon Hills Community Services District, Phelan Community Park ARPA Improvements

Professional services rendered through October 31, 2023

Phase 00101 Management & Meetings
Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing	
Management & Meetings	2,440.00	16.8545	0.00	411.25	
Total Fee	2,440.00		0.00	411.25	
			Total Fee		**411.25**
				Total this Phase	**$411.25**

Phase 00102 QA/QC
Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing	
QA/QC	4,040.00	0.00	0.00	0.00	
Total Fee	4,040.00		0.00	0.00	
			Total Fee		**0.00**
				Total this Phase	**0.00**

Phase 00201 Site Analysis
Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing	
LA Site Analysis	1,715.00	45.6268	0.00	782.50	
TRL Site Analysis	1,886.00	0.00	0.00	0.00	
Total Fee	3,601.00		0.00	782.50	
			Total Fee		**782.50**
				Total this Phase	**$782.50**

Phase 00301 Schematic Plan

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

PURCHASE ORDER

PO Number: PO-05789 **Date:** 11/30/2023

Request #: PO-05789 **Vendor #:** WALL GROUP

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

SHIP TO: Service
Service
Phelan, CA 92371

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Phelan Park Improvements - ARP	C0111		22-2-0-17000	CIP - Parks & Rec	103,987.00

Contract Payment
Board Approval June 14, 2023

Requested By: K. Sevy **Date:** 1/1/2024

SUBTOTAL:	103,987.00
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	103,987.00

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

Payment Approval Form - Contract/Consultant

Date: 4/29/2024

Name of Vendor: Lilburn Corporation

Description of work: Phelan Civic Center NEPA for EOC

Purchase Order # PO-05829

Date of Board Approval February 28, 2024

Original Approved Amount:	$ 48,500.00	
Total Contract Amount		$ 48,500.00
% Completed to Date		24%
Total Invoiced to Date		$11,795.00
Amount Paid to Date		6,930.00
Total Due this Invoice		**$4,865.00**

Total Contract Amount After Invoice: $ 36,705.00

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

Engineering Manager — Date 4/29/24

General Manager — Date 4/29/24

Approved by Board of Directors:

Date

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

INVOICE

No. 24-0345

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

Invoice Date: March 28, 2024
Project No.: 1556
Auth. No.: PO-05829
Due: April 28, 2024*

PHELAN CIVIC CENTER NEPA FOR EOC
Invoice Period: February 26 - March 24, 2024

Professional Services:	Hours	Rate	Total
Task 1: Proposed Action Alternative			
		Task 1 Total	$ -
Task 2: NEPA Document			
Environmental Analyst	16.50	$110.00	$ 1,815.00
Expenses			
Subconsultant (*BFSA*)			$ 3,050.00
		Task 2 Total	$ 4,865.00
Task 3: Project Management & Meetings			
		Task 3 Total	$ -

CONTRACT SUMMARY	
Contract Amount	$48,500.00
Prior Billed	$6,930.00
This Invoice	$4,865.00
Total Billed	$11,795.00
Remaining	$36,705.00

DESCRIPTION Civic Center EOC - NEPA — April 12, 2024
GL ACCT # C0002 — AMT $4,865.00
NOTES Lilburn Corp.
and Utility Coordination
Contract amount: $48,500
Board Approved - Feb. 28, 2024
PO # 5829
DEPT MANAGER
GEN MANAGER
ADMIN MANAGER

TOTAL AMOUNT DUE $ 4,865.00

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

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

PURCHASE ORDER

PO Number: PO-05829 **Date:** 03/05/2024

Request #: PO-05829 **Vendor #:** LILBURN

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

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

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Civic Center FEMA EOC - NEPA St	C0002		01-0-0-17000	CIP Enterprise Fun	48,500.00

Lilburn Corp.
Prepare NEPA Document for Emergency Operations Center

CEQA document has been approved by San Bernardino County

1st version of draft EA - 2 months

Completion in 3 months from the date of authorization to proceed.

Amount not to exceed: $48,500

Requested By: George Cardenas **Date:** 3/5/2024

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

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

Payment Approval Form - Contract/Consultant

Date: 4/29/2024

Name of Vendor: Lilburn Corporation

Description of work: Phelan Civic Center NEPA for EOC

Purchase Order # PO-05829

Date of Board Approval February 28, 2024

Original Approved Amount:	$ 48,500.00	
Total Contract Amount		$ 48,500.00
% Completed to Date		28%
Total Invoiced to Date		$13,605.00
Amount Paid to Date		6,930.00
Pending Invoice		$ 4,865.00
Total Due this Invoice		**$1,810.00**

Total Contract Amount After Invoice: $ 34,895.00

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

Engineering Manager — Date 4/29/24

General Manager — Date 4/29/24

Approved by Board of Directors:

Date

LILBURN CORPORATION

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

INVOICE

No. 24-0435

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

Invoice Date: April 25, 2024
Project No.: 1556
Auth. No.: PO-05829
Due: May 25, 2024*

PHELAN CIVIC CENTER NEPA FOR EOC
Invoice Period: March 25 - April 21, 2024

Professional Services:	Hours	Rate	Total
Task 1: Proposed Action Alternative			
		Task 1 Total	$ -
Task 2: NEPA Document			
Project Manager	4.00	$205.00	$ 820.00
Environmental Analyst	8.50	$110.00	$ 935.00
Expenses			
		Task 2 Total	$ 1,755.00
Task 3: Project Management & Meetings			
Environmental Analyst	0.50	$110.00	$ 55.00
		Task 3 Total	$ 55.00

CONTRACT SUMMARY

Contract Amount		$48,500.00
Prior Billed	11,795	~~$6,930.00~~
This Invoice		$1,810.00
Total Billed	13605	~~$8,740.00~~
Remaining	34,895	~~$39,760.00~~

DESCRIPTION Civic Center Project - NEPA April 26, 2024

GL ACCT #	AMT
C0002	$1,810.00

NOTES
Prepare NEPA for EOC FEMA funding compliance
Lilburn Corporation
Contract amount: $48,500
balance after invoice 24-0435 pd. - $39,760.00

PO # 5829
DEPT MANAGER
GEN MANAGER
ADMIN MANAGER

TOTAL AMOUNT DUE $ 1,810.00

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

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

PURCHASE ORDER

PO Number: PO-05829 **Date:** 03/05/2024

Request #: PO-05829 **Vendor #:** LILBURN

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

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

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Civic Center FEMA EOC - NEPA St	C0002		01-0-0-17000	CIP Enterprise Fun	48,500.00

Lilburn Corp.
Prepare NEPA Document for Emergency Operations Center

CEQA document has been approved by San Bernardino County

1st version of draft EA - 2 months

Completion in 3 months from the date of authorization to proceed.

Amount not to exceed: $48,500

Requested By: George Cardenas **Date:** 3/5/2024

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

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

Payment Approval Form - Contract/Consultant

Date: 4/30/2024

Name of Vendor: Tom Dodson & Associates

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

Purchase Order # PO-05528

Date of Board Approval June 14, 2023

Original Approved Amount:	$ 32,000.00	
Total Contract Amount		$ 32,000.00
% Completed to Date		73%
Total Invoiced to Date		$23,323.62
Amount Paid to Date		22,633.62

Total Due this Invoice	**$690.00**

Total Contract Amount After Invoice: $ 8,676.38

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

Engineering Manager — Date 4/30/24

General Manager — Date 5/11 24

Approved by Board of Directors:

Date

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

Invoice

DATE	INVOICE NO.
4/22/24	PPH-127-8

BILL TO

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

PROJECT TITLE

CEQA for proposed 1.5 MG Tank
PO#5528

DUE DATE
5/22/24

DESCRIPTION	HOURS	RATE	AMOUNT
Env. Specialist II			
3/18 - CEQA support	1	115.00	115.00
3/29 - CEQA support	4	115.00	460.00
4/12 - CEQA support	1	115.00	115.00

DESCRIPTION Proposed 1.5 MG Res 6A-2 April 22, 2024

GL ACCT # C0109 AMT $690.00

NOTES CEQA
Tom Dodson and Associates
Contract amount: $32,000
balance after invoice PPH-127-8 pd. - $8,676.38

PO # 5528 GEN MANAGER

DEPT MANAGER ADMIN MANAGER

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

Contract Amount	$32,000.00
Previously Invoiced	$22,633.62
This Invoice	$690.00
Total Invoiced To Date	$23,323.62
Amount Paid	$22,633.62
Invoiced Amount Outstanding	$690.00
Balance on Contract	$8,676.38

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

Tom Dodson

Total $690.00

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

PURCHASE ORDER

PO Number: PO-05528 **Date:** 07/01/2023

Request #: PO-05528 **Vendor #:** TOMDOD

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

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

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Proposed 1.5 MG Reservoir - CEQ	C0109		01-0-0-17000	CIP Enterprise Fun	32,000.00

CEQA compliance proposed IS/MND

Technical studies:
Air Quality
Biological
Cultural Resources
$17,000

Intial Study (IS)
$15,000

Services not to exceed $32,000

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

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

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

Agenda Item 3d

Acceptance of March Disbursements



Phelan Pinon Hills Community Services Dis

Cash Disbursements Report

By Payment Number

Payment Dates 3/1/2024 - 3/31/2024

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
596	3/1/2024	CHRGUA	Christopher B Gualco			125.00
	021424	Reimb. - Water Treatment (T2) Test		01-1-1-54260		65.00
	021524	Reimb. - Water Treatment (T2) Cert.		01-1-1-54260		60.00
597	3/1/2024	GENPUM	General Pump Company, Inc.			274,857.02
	30845	well 15 VFD, Electric Panel, MCC		01-0-0-17000	C0095 OUTSIDE SVCS	183,794.10
	31010	Well 6A Pump Replaced Due to Failur		01-1-3-54620		74,253.92
	31020	Site 1b Booster D Replaced Due to Hu		01-1-5-54620	C0110 OUTSIDE SVCS	16,809.00
598	3/1/2024	LINSMI	Linda Smith			332.52
	020124	Health Insurance Reimb. - Feb.		25-5-1-51230		332.52
600	3/1/2024	MUN DEN	Municipal Dental Pool			3,622.86
	030124	Dental Premium - March		01-0-0-14130		3,622.86
601	3/1/2024	REBEL	Rebel Oil Company, Inc.			4,051.25
	70893582	Fuel - 558 Gl., Dsl - 300 Gl.		01-1-8-54410		4,051.25
602	3/1/2024	STELOW	Steve Lowrance			185.00
	949963	Reimb. - Trk #3 Head Liner		22-2-8-54710		185.00
603	3/15/2024	CHA HAY	Charles Hays			30.02
	022924	Feb. Mileage - GM, Dairy, Ad-Hoc, Bo		01-0-1-52214		30.02
604	3/15/2024	DEBPHI	Deborah Jeanne Philips			108.54
	022924	Feb. Mileage - Solid Waste Auto Exp.		01-0-1-52210		-6.70
	022924	Feb. Mileage - MWA, GM, SW, ASBCS		01-0-1-52219		108.54
	022924	Feb. Mileage - Solid Waste Meeting		25-5-1-52210		6.70
605	3/15/2024	MICLEW	Michael Lewis			60.00
	021524	Reimb. - Water Treatment (T2) Rene		01-1-1-54260		60.00
606	3/15/2024	REBEL	Rebel Oil Company, Inc.			5,116.20
	2083810	Gauge for Fuel Dispenser for Oasis Ya		01-1-2-54620		238.28
	7084215	Fuel - 600 Gl.		01-1-8-54410		2,787.56
	7085022-IN	Blanket PO - Fuel		01-1-8-54410		2,090.36
607	3/29/2024	GENPUM	General Pump Company, Inc.			9,789.25
	31098	1B Booster B Motor Rewind- Failed in		01-1-5-54620		9,789.25
608	3/29/2024	MUN DEN	Municipal Dental Pool			3,622.86
	040124	Dental Premium - Apr.		01-0-0-14130		3,622.86
609	3/29/2024	REBEL	Rebel Oil Company, Inc.			4,821.44
	7085166	Fuel - 450 Gl.		01-1-8-54410		2,128.57
	7085775	Fuel - 400 Gl., Dsl - 150 Gl.		01-1-8-54410		2,692.87
34646	3/13/2024	ADD HEA	Addison Heating & Air Conditioning			99.20
	1632	Air Filter Replaced at Old Fire Station		22-2-2-54620		99.20
34647	3/13/2024	AVCOM	AVCOM Services Inc.			80.00
	32552	Answering Svc. - Feb.		01-0-1-53150		80.00
34648	3/13/2024	BOOBAR	Boot Barn Inc.			368.55
	INV00344043	Sfty. Work Boots for Mike L.		01-1-2-54680		168.55
	INV00344043	Sfty. Work Boots for Chris C.		01-1-2-54680		200.00
34649	3/13/2024	BRUMCE	Brunick, McElhaney & Kennedy			9,187.50
	198	Legal Svcs. - Jan.		01-0-0-17000	C0002 OUTSIDE SVCS	667.50

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
	198	Legal Svcs. - Jan.		01-0-1-53120		5,182.50
	198	Legal Svcs. - Jan.		01-7-7-53120		112.50
	198	Legal Svcs. - Jan.		20-0-1-53120		2,850.00
	198	Legal Svcs. - Jan.		22-0-1-53120		37.50
	198	Legal Svcs. - Jan.		25-0-1-53120		337.50
34650	3/13/2024	CPRS	California Park & Recreation Society			170.00
	022424	Membership Renewal - S. Lowrance		22-2-2-54230		170.00
34651	3/13/2024	CED	Consolidated Electrical Distributors Inc			2,560.08
	9085-1045479	Well Starter Spare Parts		01-1-3-54620		284.95
	9085-1045480	Parts for Green Rd. Vault Booster A R		01-1-5-54620		519.09
	9085-1045543	Breaker for Site 2B Booster C		01-1-5-54620		864.56
	9085-1045724	600 Amp contactor for site 2 Booster		01-1-5-54620		557.89
	9085-1045725	Well #15 Connector		01-0-0-17000	C0095 OUTSIDE SVCS	153.12
	9085-1045772	Level Transducer BGS & Parts for Well		01-0-0-17000	C0095 OUTSIDE SVCS	55.98
	9085-1045936	Parts for Site 2 Pump C Upgrade		01-1-5-54620		124.49
34652	3/13/2024	CORE	Core & Main			29,777.41
	U287600	Drill Bits & Hole Saws		01-1-5-54500		866.75
	U358220	3/4" Ball Straight Valve with Handle		01-1-0-13010		4,863.27
	U358220	1 CTS Angle Stop		01-1-0-13010		4,964.17
	U358220	1" Dual Check Valve MIP x FIP		01-1-0-13010		716.75
	U358220	1 IPS Angle Meter Stop		01-1-0-13010		86.21
	U358220	1" Ball Straight Mtr Valve FIP x Mtr S		01-1-0-13010		13,971.09
	U358220	1 MIP x IPS Corp Stop		01-1-0-13010		3,571.54
	U358220-1	Non-Inventory CTS Inserts		01-1-5-54620		737.63
34653	3/13/2024	SBC PARCELS	County of San Bernardino			10.00
	109241	(5) Parcel Map Revisions		01-1-1-54830		10.00
34654	3/13/2024	CR&R	CR&R Incorporated			1,406.50
	030124-1564	Trash - Pinon Hills Park March		22-0-2-58110		241.01
	030124-4538	Trash - Oasis Yard - March		01-0-2-58110		388.58
	030124-8478	Trash - Phelan CSD - March		01-0-1-58110		388.46
	030124-8478	Trash - Phelan CC - March		22-0-2-58110		388.45
34655	3/13/2024	DES WEST	Design West Engineering, Inc.			3,187.50
	24127	Civic Center Dry Utilities Site Design-		01-0-0-17000	C0002 OUTSIDE SVCS	3,187.50
34656	3/13/2024	DONBAR	Don Bartz			508.00
	022924	Mileage Reimb. - Feb.		01-0-1-54140		508.00
34657	3/13/2024	GAOSBO	G.A. Osborne Pipe & Supply Inc			499.92
	101-64216-01	Parts for Site 10-B for Elevation Line L		01-1-5-54620		499.92
34658	3/13/2024	GARDA	Garda CL West, Inc			623.16
	10772483	Armored Svcs. - March		01-0-1-54200		623.16
34659	3/13/2024	GEOMON	GEO-Monitor, Inc.			876.50
	27901	Routine Samples		01-1-4-53140		876.50
34660	3/13/2024	GOTO	GoTo Communications, Inc.			724.59
	IN7102726470	Office Phones Support - March		01-0-1-58010		724.59
34661	3/13/2024	GRAN	Granicus			3,750.00
	179705	Meeting Software (3rd Yr)		01-0-1-53170		3,750.00
34662	3/13/2024	GREE SVCS	Greenstone Services Inc.			720.00
	149	Blanket PO - Landscape Maint. Phela		22-2-2-53150		720.00
34663	3/13/2024	INFOSE	Infosend Inc			7,812.58
	257963	Postage & Printing - Jan.		01-1-6-54860		2,902.18
	257963	Postage & Printing - Jan.		01-1-6-54890		983.96

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
	257963	Postage & Printing - Jan.		01-1-9-54800		749.94
	257963	Postage & Printing - Jan.		25-5-1-54800		374.97
	257963	Postage & Printing - Jan.		25-5-1-54800		374.97
	257963-1	Postage & Printing - Feb.		01-1-6-54860		86.59
	257963-1	Postage & Printing - Feb.		01-1-6-54890		152.64
	257963-1	Postage & Printing - Feb.		01-1-9-54800		749.94
	257963-1	Postage & Printing - Feb.		22-2-2-54800		749.94
	257963-1	Postage & Printing - Feb.		25-5-1-54800		687.45
34664	3/13/2024	LILBURN	Lilburn Corp.			6,023.75
	24-0291	Professional Environmental Svcs.-Civi		01-1-1-53150		6,023.75
34665	3/13/2024	LOWES	Lowe's Credit			227.15
	355117787	Materials for Booster House Repairs		01-1-3-54620		264.38
	933488762	Item Returned - Deadbolt & Re-Keyin		01-1-3-54620		-48.89
	947426592	Nylon Line String		01-1-2-54620		11.66
34666	3/13/2024	ANDTRU	Mills Hardware			425.22
	022924	Inv #314610 - Bolts, Nuts, Washers		01-0-0-17000	C0084 OUTSIDE SVCS	9.57
	022924	Inv #314494 - Sampling Station Suppli		01-1-2-54500		58.14
	022924	Inv #314472 - Supplies for 3A Booster		01-1-2-54620		64.38
	022924	Inv #314506 - Windex for Trk 31		01-1-2-54620		5.38
	022924	Inv #314486 - Bungee Cords		01-1-2-54620		9.02
	022924	Inv #314517 - Stake Tie for Root Rem		01-1-2-54650		9.36
	022924	Inv #314513 - Supplies for Booster St		01-1-3-54620		21.94
	022924	Inv #314469 - Tarp for Sampling in Rai		01-1-4-54500		31.23
	022924	Inv #314455 - Coupling Flex for Well 2		01-1-5-54620		12.92
	022924	Inv #314540 - Adaptor & Bell Reducer		01-1-5-54620		12.91
	022924	Inv #314544 - Bolts, Nuts, Washers fo		01-1-5-54620		2.80
	022924	Inv #314616 - Supplies for Site 10 Boo		01-1-5-54620		44.99
	022924	Inv #314543 - Tap Plugs		01-1-5-54620		18.29
	022924	Inv #314531 - Galv Cap Bolts, Nuts, W		01-1-6-54620		40.06
	022924	Inv #314590 - Paint Liner, Spray, Cover		22-2-2-54620		84.23
34667	3/13/2024	OFFSOL	Office Solutions			230.87
	I-02203529	Office Supplies-Binders, Clips, Calend		01-0-1-54530		230.87
34668	3/13/2024	PHE SR CTR	Phelan Senior Center			2,400.00
	031224	Phelan Sr. Center Functions		22-0-1-54920		2,400.00
34669	3/13/2024	PINON SENIOR	Pinon Hills Senior Citizens			2,400.00
	031224	Pinon Hills Sr. Center Functions		22-0-1-54920		2,400.00
34670	3/13/2024	PUMCHE	Pump Check, Inc.			24,745.04
	460	Boosters Effeciency Tests		01-1-3-54620		19,213.04
	461-1	Source Water Meter Accuracy Certific		01-1-3-54620		3,540.00
	461-2	Source Water Meter Accuracy Certific		01-1-3-54620		1,992.00
34671	3/13/2024	ARMELE	Rodger Ashby			14,300.00
	020703062024	Well 15 Telemetry and Conduit Install		01-0-0-17000	C0095 OUTSIDE SVCS	12,400.00
	022303072024	Electric Repairs - Site 2-C		01-1-5-54620		400.00
	022303072024-1	Electric Repair- 2-B-C, 5-B-C, 1-B-C, 2		01-1-5-54620		1,500.00
34672	3/13/2024	SONSRA	Sonsray Machinery, llc			904.62
	PSO121514-1	Backhoe #111 Door Glass & Front Cu		01-1-8-54710		904.62
34674	3/13/2024	TT TECH	TT Technologies, Inc.			11,415.54
	0250380	Service Line Puller Tools & Cables		01-1-2-54650		3,835.69
	0250471	3" Service Line Boring Tools		01-1-2-54650		7,579.85
34675	3/13/2024	TURSEC	Turner Security, Inc			378.60
	230228	Monitoring Svc. - March		01-0-1-53150		46.95
	230228	Monitoring Svc. - March		01-1-1-53150		216.75

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
	230228	Monitoring Svc. - March		22-2-2-53150		114.90
34676	3/13/2024	TYLBUS	Tyler Business Forms			461.82
	92251	AP Checks - Qty. (1,000)		01-0-1-54530		461.82
34677	3/13/2024	TYLTEC	Tyler Technologies, Inc			265.00
	025-455105	UB Online Support - March		01-1-6-53170		265.00
34678	3/13/2024	USA	Underground Service Alert of So. Cal.			118.50
	220240546	(62) Tickets		01-1-2-53150		118.50
34679	3/13/2024	USPS-PE	United States Postal Service			364.00
	030624	PO Box Svc. Fee (12 Months)		01-0-1-54860		364.00
34680	3/13/2024	VIS EDGE	Visual Edge IT, Inc.			649.26
	24AR1541447	Base Rate & Copies		01-0-1-53150		649.26
34681	3/28/2024	ASBCSD	Assn of SB County Special Districts			39.00
	031824	March Meeting - Deborah		01-0-1-52239		39.00
34682	3/28/2024	ATK	Atkinson, Andelson, Loya, Ruud & Romo Professional Corp.		Attorneys at Law	1,208.19
	708274	Mojave Adjudication Legal Services -		01-0-1-53120	C0057 LEGAL	1,208.19
34683	3/28/2024	AVCOM	AVCOM Services Inc.			70.00
	33893	Answering Svc. March		01-0-1-53150		70.00
34684	3/28/2024	CA FOREST	California Department of Forestry and Fire Protection			454.16
	1570131	2 Crew Units for Weed Abatement at		01-1-2-53150		454.16
34685	3/28/2024	CALTOO	C.T.W.S., LLC			147.27
	860677	Acetylene Gas for Cutting Torches		01-1-2-54500		147.27
34686	3/28/2024	CED	Consolidated Electrical Distributors Inc			802.88
	9085-1046064	Parts for Site 2 Booster C Upsizing		01-1-5-54620		251.75
	9085-1046108	Parts for Station 12 Booster B Replace		01-1-5-54620		405.38
	9085-1046125	Galv Steel & Conduit Nipple for Site 2		01-1-5-54620		145.75
34687	3/28/2024	CORE	Core & Main			4,122.45
	S785917	(4) CTS Angel Stops		01-1-0-13010		1,392.13
	U497324	(70) 1x3 Clamps		01-1-0-13010		2,483.75
	U532534	(3) 6" Grip Ring Kits		01-1-0-13010		246.57
34688	3/28/2024	SBC LIENS	County of San Bernardino			300.00
	24-63277	(15) Lien Revision Docs.		01-1-1-54830		300.00
34689	3/28/2024	SBC FIRE	County of San Bernardino Fire Department			10.00
	IN0175350-2	CUPA Permit Billing Revision Fee		01-1-1-53160		10.00
34690	3/28/2024	VALLE	Don Gene Fish Jr.			1,530.00
	VVP-0407	Streamed Meetings - Feb.		01-0-1-53150		940.00
	VVP-0407	Streamed Meetings - Feb.		01-7-7-53150		350.00
	VVP-0407	Streamed Meetings - Feb.		25-5-1-53150		240.00
34691	3/28/2024	EWIDEV	Ewing Development			250.00
	6622	Phelan Park Photo Cell Repairs		22-2-2-54620		250.00
34692	3/28/2024	FAUPRI	Faust Media Services LLC			747.70
	7632	Hard Copies of CCR		01-1-1-54890		747.70
34693	3/28/2024	GAOSBO	G.A. Osborne Pipe & Supply Inc			1,029.25
	101-44729	Parts for 12 Booster A Silent Check &		01-1-2-54620		778.40
	101-44885	1" Fittings for Cl2		01-1-2-54620		164.89
	101-44887	12" Nuts & Bolts for Hybrit PRV Sacra		01-1-5-54620		85.96
34694	3/28/2024	LES SCH	Les Schwab Tire Centers of Central CA, INC.			1,952.19
	58100150585	Trk #23 (4) Tires Repairs		01-1-8-54710		268.17

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
	58100163605	Trailer #112 Tire Exchange		01-1-8-54710		35.96
	58100178482	Trk #24 - (4) Tires Replaced		01-1-8-54710		1,648.06
34695	3/28/2024	LIN SVC	Richard J. Linsalato			635.00
	2024032	Janitorial Svcs. - CSD		01-0-1-54320		380.00
	2024032	Janitorial Svcs. - Oasis - Mar.		01-1-1-54320		225.00
	2024032	Janitorial Svcs. - CC Windows - Mar.		22-0-1-54320		30.00
34696	3/28/2024	OFFSOL	Office Solutions			10.76
	I-02206018	Office Supplies - Stapler		01-0-1-54530		10.76
34697	3/28/2024	PATSAL	Patton Sales Corp			139.57
	4786199	Trk #24 - Grinder		01-1-2-54650		139.57
34698	3/28/2024	PHEEXP	Phelan Express, Inc.			216.17
	52984	Trk #26 - Oil Change		22-2-8-54710		91.09
	53101	Trk #25 - Oil Change		01-1-8-54710		125.08
34699	3/28/2024	PLANNET	Plannet, LLC			10,745.00
	24-03-17	Civic Center Building - A/V design		01-0-0-17000	C0002 OUTSIDE SVCS	10,745.00
34700	3/28/2024	ARMELE	Rodger Ashby			3,375.00
	0311192024	Electric Repairs - Oais Yard		01-1-2-54620		825.00
	0311192024	Electric Repairs - Well #2 & 17		01-1-3-54620		350.00
	0311192024	Electric Repairs - Site 1B-C, 2C		01-1-5-54620		2,200.00
34701	3/28/2024	STEDES	Steeno Design Studio, Inc			3,774.75
	4932	Phelan Park expansion - County Depo		22-2-0-17000	C0078 COUNTY FEES	3,400.00
	4946	Civic Ctr. St. Improvement Plan Revie		01-0-0-17000	C0002 COUNTY FEES	374.75
34702	3/28/2024	TOMDOD	Tom Dodson & Associates			9,541.12
	PPH-127-6	Proposed 1.5 MG Reservoir - CEQA		01-0-0-17000	C0109 OUTSIDE SVCS	9,541.12
34703	3/28/2024	TRICOM	Kiwanis Club International Inc			1,000.00
	032724	5K Fiesta Sponsorship		01-1-9-54920		333.34
	032724	5K Fiesta Sponsorship		22-0-1-54920		333.33
	032724	5K Fiesta Sponsorship		25-5-1-54920		333.33
34704	3/28/2024	TRLS	TRLS Engineering, Inc			4,500.00
	4692	Circle Green - Grant of Easement (util		01-1-1-53150		2,250.00
	4693	Circle Green - Grant of Easement Parc		01-1-1-53150		2,250.00
34705	3/28/2024	TYLTEC	Tyler Technologies, Inc			265.00
	025-457674	UB Online Support - Apr.		01-1-6-53170		265.00
34706	3/28/2024	USABB	HD Supply, Inc.			161.91
	INV00296174	(2) 300 PSI Gauges		01-1-2-54620		161.91
34707	3/28/2024	WALL GROUP	Wallace Group, a California Corporation			28,020.50
	61839	Phelan Park Expansion - 65% Design		22-2-0-17000	C0078 OUTSIDE SVCS	10,109.25
	61840	Civic Center - Specs Review		01-0-0-17000	C0002 OUTSIDE SVCS	9,250.00
	61841	Assistance-FEMA Grant & EHP Applic		01-0-0-17000	C0002 OUTSIDE SVCS	5,402.50
	61842	Phelan Park Improvements - ARPA		22-2-0-17000	C0111 COUNTY FEES	3,258.75
34708	3/28/2024	WAXIE	Waxie Enterprises, Inc			815.03
	82361520	Cleaning Supplies - Mop Heads		22-2-2-54500		90.01
	82364222	Toilet Paper		01-0-1-54500		120.37
	82364222	Paper Towels		01-1-1-54500		105.27
	82364222	Transportation Surcharge		22-2-2-54500		9.80
	82364222	Dust Mop Heads		22-2-2-54500		98.93
	82364222	Paper Towels		22-2-2-54500		204.35
	82364222	Trash Can Liners		22-2-2-54500		65.93
	82364222	Toilet Paper		22-2-2-54500		120.37

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
DFT0012800	3/1/2024	CALPERS 457	California Public Employees' Deferred Compensation Plan			275.00
	INV0005576	Cal PERS 457/ Employer Plan: 450 71		01-1-0-24560		205.27
	INV0005576	Cal PERS 457/ Employer Plan: 450 71		22-2-0-24560		5.73
	INV0005576	Cal PERS 457/ Employer Plan: 450 71		25-5-0-24560		64.00
DFT0012801	3/1/2024	CALPERS	Calif Public Employees' Retirement System			4,145.31
	INV0005577	CalPERS/Employee Portion(EE)		01-1-0-24530		3,386.07
	INV0005577	CalPERS/Employee Portion(EE)		01-7-0-24530		341.59
	INV0005577	CalPERS/Employee Portion(EE)		22-2-0-24530		225.34
	INV0005577	CalPERS/Employee Portion(EE)		25-5-0-24530		192.31
DFT0012802	3/1/2024	CALPERS	Calif Public Employees' Retirement System			3,746.18
	INV0005578	CalPERS/Employee Portion(ER)		01-1-0-24530		2,615.47
	INV0005578	CalPERS/Employee Portion(ER)		01-7-0-24530		451.71
	INV0005578	CalPERS/Employee Portion(ER)		22-2-0-24530		472.30
	INV0005578	CalPERS/Employee Portion(ER)		25-5-0-24530		206.70
DFT0012803	3/1/2024	CALPERS	Calif Public Employees' Retirement System			10,153.65
	INV0005579	CalPERS/Employer Portion		01-1-0-24530		7,517.22
	INV0005579	CalPERS/Employer Portion		01-7-0-24530		1,091.74
	INV0005579	CalPERS/Employer Portion		22-2-0-24530		1,009.46
	INV0005579	CalPERS/Employer Portion		25-5-0-24530		535.23
DFT0012804	3/1/2024	CALPERS	Calif Public Employees' Retirement System			24.18
	INV0005580	CalPERS Retirement/ Survivor Benefit		01-1-0-24530		18.32
	INV0005580	CalPERS Retirement/ Survivor Benefit		01-7-0-24530		2.07
	INV0005580	CalPERS Retirement/ Survivor Benefit		22-2-0-24530		2.38
	INV0005580	CalPERS Retirement/ Survivor Benefit		25-5-0-24530		1.41
DFT0012805	3/1/2024	CALSTA	California State Disbursement Unit			139.61
	INV0005581	Remittance ID: 200000001121596		01-1-0-24520		139.61
DFT0012806	3/1/2024	EDD	Employment Development Department			1,169.39
	INV0005582	State Disability Ins - Payroll Taxes		01-0-0-24510		1,169.39
DFT0012807	3/1/2024	IRS	Internal Revenue Service			59.52
	INV0005583	Social Security - Payroll Taxes		01-0-0-24510		59.52
DFT0012808	3/1/2024	EDD	Employment Development Department			4,362.66
	INV0005584	CA State Income Tax - Payroll Taxes		01-0-0-24510		4,362.66
DFT0012809	3/1/2024	IRS	Internal Revenue Service			3,096.90
	INV0005585	Medicare - Payroll Taxes		01-0-0-24510		3,096.90
DFT0012810	3/1/2024	IRS	Internal Revenue Service			11,862.60
	INV0005586	Federal Income Tax - Payroll Taxes		01-0-0-24510		11,862.60
DFT0012811	3/14/2024	FBC-SEAN	First Bank Card			273.53
	022924	Rick's Cafe - Staff Meeting		01-0-1-54440		133.47
	022924	Amazon - Porta Jack for Flanges & Pu		01-1-2-54650		140.06
DFT0012812	3/14/2024	CIN UNI	Cintas Corporation			40.33
	4185240088	Vehicle Wash Station Supplies		01-1-8-54710		40.33
DFT0012813	3/14/2024	NAPA	NAPA Auto Parts			935.38
	022924	Inv #609963 - Air Compressor for Trk		01-1-2-54650		378.71
	022924	Inv #610068 - Trk #104 Battery		01-1-8-54710		158.23
	022924	Inv #610117 Vactor #110 V-Belt, Lubr		01-1-8-54710		134.20
	022924	Inv #609809 - Trailer #112 Lights		01-1-8-54710		107.41
	022924	Inv #610069 - Trk #104 Brake Cleaner		01-1-8-54710		14.61
	022924	Inv #610695 - Vactor #110 Power Driv		01-1-8-54710		142.22
DFT0012814	3/14/2024	FBC-Aimee	First Bank Card -Aimee			857.23
	022924	CSDA - Board Sec. Conference (Aimee		01-0-1-54260		660.00

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
	022924	Marriott - CSDA Conf. Deposit (Aimee		01-0-1-54470		197.23
DFT0012815	3/14/2024	FBC- GREG	First Bank Card - Greg			1,773.96
	022924	Hyatt Regency Deposit		01-0-1-52226		23.96
	022924	ACWA - Spring Conference		01-0-1-52236		1,260.00
	022924	CSDA - Leadership Academy		01-0-1-52236		490.00
DFT0012816	3/14/2024	FBC-CHRIS	First Bank Card			347.95
	022924	Amazon - Trk #31 - Sealant & DOT Tap		01-1-2-54500		171.81
	022924	Amazon - Trk #31 - Measuring Wheel		01-1-2-54650		82.20
	022924	Amazon - Trk #18 Tool Sockets		01-1-2-54650		73.94
	022924	76 - Trk #31 Fuel		01-1-8-54410		20.00
DFT0012817	3/14/2024	FBC-JENNIFER	First Bank Card			832.49
	022924	Zoom - Subscription		01-0-1-53170		100.00
	022924	Adobe Subscription - 11 Seats		01-0-1-53170		263.89
	022924	Eventbrite - Software Subscription for		01-0-1-53170		29.00
	022924	Adobe Subscription - 3 Seats		01-1-1-53170		71.97
	022924	Mailchimp - E-Bills for Customer Svc.		01-1-6-53170		120.00
	022924	Amazon - Conservation Coloring Book		01-1-9-54530		57.59
	022924	Amazon - Conservation Coloring Book		01-1-9-54530		57.59
	022924	Adobe Subscription - 2 Seats		01-7-7-53170		47.98
	022924	Amazon - Thermostat		01-7-7-54530		84.47
DFT0012818	3/14/2024	FBC-STEVE	First Bank Card			760.03
	022924	Rick's Cafe - Staff Meeting		01-0-1-54440		125.65
	022924	Lowes - Paint, Tape, Concrete & Asph		22-2-2-54620		212.38
	022924	Oakhills Roofing - Phelan CC Roof Rep		22-2-2-54620		422.00
DFT0012819	3/14/2024	FBC-HEATHER	First Bank Card			2,222.95
	022924	Tyler Connect Conference Registratio		01-0-1-54260		1,199.00
	022924	Amazon - Cabinet Locks & Clock		01-0-1-54300		91.17
	022924	Southwest Airlines - Travel to Tyler Co		01-0-1-54470		653.95
	022924	Amazon - Scissors & Notepads		01-0-1-54530		39.37
	022924	Amazon - Audio & Video Signs		01-0-1-54530		35.37
	022924	Amazon - Safe Box Returned		01-0-1-54530		-43.09
	022924	Amazon - 4 Toners for Karyn's Printer		01-0-1-54530		215.50
	022924	Cert Mail - Postage for Water Theft Le		01-1-6-54860		7.32
	022924	Cert Mail - Postage for Leak Letters		01-1-6-54860		24.36
DFT0012820	3/14/2024	FBC-DEBORAH	First Bank Card			345.00
	022924	CSDA - Legislative Days Registration F		01-0-1-52239		345.00
DFT0012821	3/14/2024	FBC-GEORGE	First Bank Card			1,345.41
	022924	Mexico Lindo - Meeting with Sean &		01-0-1-54440		60.13
	022924	Rick's Cafe -Staff Meeting		01-0-1-54440		87.10
	022924	Krispy Kreme - Cyber Security Trainin		01-0-1-54440		39.98
	022924	UPS Postage - Circle Green		01-0-1-54860		52.21
	022924	HDMWA Membership Lance, Chris C.,		01-1-1-54230		175.00
	022924	HDMWA - CEU Class for Eric & Ernest		01-1-1-54260		100.00
	022924	Apple - Icloud Storage for Field Ipad		01-1-2-53170		0.99
	022924	HDMWA - Membership for George &		01-7-7-54230		50.00
	022924	HDMWA - Membership for Tony		01-7-7-54230		25.00
	022924	CSDA - Leadership Academy Registra		01-7-7-54260		490.00
	022924	HDMWA - CEU Class for George		01-7-7-54260		50.00
	022924	AWWA - ACE Workshop for Tony		01-7-7-54260		215.00
DFT0012822	3/14/2024	SCE 9515-2666	Southern California Edison			-949.99
	123123-2	Electricity - Solar Credits		01-1-3-58115		-949.99
DFT0012823	3/14/2024	SCE 9515-2666	Southern California Edison			85,303.75
	013124-1	Electricity-Wells, Boosters, Tanks		01-1-3-58110		83,622.77

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
	013124-1	Electricity - St. Lights		23-3-2-58210		1,680.98
DFT0012824	3/14/2024	SCE 9515-2666	Southern California Edison			9,726.02
	022924	Electricity-Wells, Boosters, Tanks		01-1-3-58110		8,045.04
	022924	Electricity-St. Lights		23-3-2-58210		1,680.98
DFT0012825	3/14/2024	SCE 9515-2666	Southern California Edison			650.14
	123123-3	Electricity-Wells, Boosters, Tanks		01-1-3-58110		85,702.46
	123123-3	Electricity-Solar Credits		01-1-3-58115		-85,052.32
DFT0012826	3/14/2024	SCE 9515-2666	Southern California Edison			4,772.27
	013124-2	Electricity-Wells, Booster Tanks		01-1-3-58110		4,772.27
DFT0012827	3/14/2024	SCE 9515-2666	Southern California Edison			-12,920.79
	013124 CR	Electricity - Solar Credits		01-1-3-58115		-12,920.79
DFT0012828	3/14/2024	SCE 4490-1265	Southern California Edison			18.40
	022924	Electricity - P.H. Fire Station 2/1 - 2/2		22-0-2-58110		18.40
DFT0012829	3/14/2024	SCE 2439-1773	Southern California Edison			14.98
	022524	Electricity - Phelan Park 1/25 - 2/25		22-0-2-58110		14.98
DFT0012831	3/14/2024	SCE 3886-3219	Southern California Edison			31.75
	022824	Electricity - Well #17 1/30 - 2/28		01-1-3-58110		31.75
DFT0012832	3/14/2024	SCE 7695-0442	Southern California Edison			23.37
	022824	Electricity - Fill Station 1/30 - 2/28		01-0-2-58110		23.37
DFT0012833	3/14/2024	SCE 5917-6455	Southern California Edison			28.30
	022924	Electricity - Phelan Park St. Lights 2/1		22-2-2-58110		28.30
DFT0012834	3/14/2024	SCE 1613-6373	Southern California Edison			18.40
	022924	Electricity - R/R Crossings 2/1 - 2/29		23-0-2-58210		18.40
DFT0012835	3/14/2024	THEGAS	SoCalGas			137.31
	022724-6056	Gas - Pinon Hills CC 1/26 - 2/27		22-0-2-58110		137.31
DFT0012836	3/14/2024	THEGAS	SoCalGas			184.46
	022724-6781	Gas - Pinon Hills Fire 1/26 - 2/27		22-0-2-58110		184.46
DFT0012837	3/14/2024	RACE	Race Communications			255.00
	RC1128253	Phones - Internet Shop March		01-1-1-58010		255.00
DFT0012838	3/14/2024	RACE	Race Communications			4.00
	RC1135169	Phones - Internet Phelan CC Credit M		22-0-1-58010		-200.00
	RC1135169	Phones - Internet Phelan CC March		22-0-1-58010		204.00
DFT0012839	3/14/2024	RACE	Race Communications			104.00
	rc1135167	Phones - Internet Pinon Hills CC Credi		22-0-1-58010		-100.00
	rc1135167	Phones - Internet Pinon Hills CC Marc		22-0-1-58010		204.00
DFT0012840	3/14/2024	RACE	Race Communications			255.00
	RC1135168	Phones - Internet CSD March		01-0-1-58010		255.00
DFT0012841	3/14/2024	ACT IT	David Shay			7,328.90
	12512R	Software Support - March		01-0-1-53170		7,328.90
DFT0012842	3/14/2024	VER FLEET	Verizon Connect Fleet USA, LLC			341.10
	358000056486	Fleet GPS - Feb.		01-1-8-54300		341.10
DFT0012845	3/14/2024	FBC-LORI	First Bank Card			3,017.05
	022924	CSMFO Membership - D. Noland		01-0-1-54230		55.00
	022924	DLR- CSMFO Conf. Meal - L. Lowrance		01-0-1-54470		30.86
	022924	DLR - CSMFO Conf. Stay - L. Lowrance		01-0-1-54470		1,113.84
	022924	DLR - CSMFO Conf. Stay - A. Ahumada		01-0-1-54470		1,011.84
	022924	DLR - CSMFO Conf. Stay - D. Noland		01-0-1-54470		705.51

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
	022924	CSMFO Budget Award Plate		01-0-1-54530		100.00
DFT0012846	3/14/2024	FBC-DON	First Bank Card			1,994.86
	022924	Microsoft Subscription		01-0-1-53170		99.99
	022924	76 - Fuel		01-0-1-54140		157.69
	022924	76 - Fuel		01-0-1-54140		91.87
	022924	76 - Fuel		01-0-1-54140		90.73
	022924	76 - Fuel		01-0-1-54140		75.61
	022924	CSDA - Conference Registration Fee		01-0-1-54260		775.00
	022924	Rick's Cafe - Meeting with Sean		01-0-1-54440		42.21
	022924	Rick's Cafe - Meeting		01-0-1-54440		43.98
	022924	Rick's Cafe - Meeting with George &		01-0-1-54440		52.45
	022924	Booking - Reimb. Personal Exp R0076		01-0-1-54470		107.62
	022924	Southwest Airlines - CSDA Meeting		01-0-1-54470		317.97
	022924	Hyatt Hotel Credit - Cancelled Travel		01-0-1-54470		-302.22
	022924	Southwest Airlines - CSDA Meeting		01-0-1-54470		441.96
DFT0012847	3/14/2024	VER AIR	Verizon Wireless			1,371.69
	9958108041	Phones - Jet Packs, Tablets, On-Call Fe		01-1-1-58010		1,371.69
DFT0012848	3/14/2024	FBC-KIM	First Bank Card			370.48
	022924	Adobe - Creative Cloud Subscription		01-0-1-53170		54.99
	022924	Calendar Wiz - Website Calendar Sub		01-0-1-53170		14.00
	022924	Google - Personal Expense - Will Rei		01-0-1-53170		7.99
	022924	Amazon - Creamer, Coffee, Cookies fo		01-0-1-54440		57.25
	022924	Amazon - Door Sensor for Office Lobb		01-0-1-54500		28.00
	022924	Flower Shop Network - Condolence Fl		01-0-1-54530		122.25
	022924	Mexico Lindo - S.W. Meeting		25-5-1-54440		86.00
DFT0012849	3/12/2024	FRO 3434	Frontier Communications			198.48
	030924	Phones - Telemetry 2/10 -3/9		01-1-5-58010		198.48
DFT0012850	3/12/2024	FRO 5743	Frontier Communications			99.50
	030624	Phones - Office 2/7-3/6		01-0-1-58010		99.50
DFT0012851	3/12/2024	FRO 5743	Frontier Communications			113.67
	040624	Phones - Office 3/7 - 4/6		01-0-1-58010		113.67
DFT0012852	3/12/2024	FRO 8637	Frontier Communications			65.50
	031824	Phomes Sr. Ctr 2/19 - 3/18		22-0-1-58010		65.50
DFT0012853	3/12/2024	FRO 5072	Frontier Communications			158.35
	032424	Phones - Oasis Yard 2/25 -- 36/24		01-1-1-58010		158.35
DFT0012854	3/14/2024	SCE 1078-5254	Southern California Edison			398.03
	022924	Electricity - CC & Sr. Ctr 2/7-3/7		22-0-2-58110		398.03
DFT0012855	3/14/2024	SCE 7441-5755	Southern California Edison			292.49
	022924	Electricity - Pinon Hills CC 2/1-3/3		22-0-2-58110		292.49
DFT0012856	3/14/2024	CIN UNI	Cintas Corporation			566.08
	022924	Uniform Rental Svcs. - Feb.		01-1-1-54680		524.98
	022924	Uniform Rental Svcs. - Feb.		22-2-1-54680		41.10
DFT0012857	3/14/2024	FBC-JENNIFER	First Bank Card			2,542.34
	35926	Fiverr- Pro/Co Data Visualization		01-7-7-53170		814.46
	SI-642	WLR - Water Loss System Correction		01-1-9-54800		1,727.88
DFT0012858	3/14/2024	FBC-SEAN	First Bank Card			1,101.30
	18010684	1 Brass Gate Valve		01-1-0-13010		107.81
	18010684-1	1 Brass Gate Valve		01-1-0-13010		215.61
	18010684-2	1 Brass Gate Valve		01-1-0-13010		21.56
	P-051701-121123	Generator CARB Permit Renewal		01-1-2-53160		756.32

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DFT0012859	3/15/2024	CALPERS 457	California Public Employees' Deferred Compensation Plan			275.00
	INV0005587	Cal PERS 457/ Employer Plan: 450 71		01-1-0-24560		208.89
	INV0005587	Cal PERS 457/ Employer Plan: 450 71		22-2-0-24560		6.23
	INV0005587	Cal PERS 457/ Employer Plan: 450 71		25-5-0-24560		59.88
DFT0012860	3/15/2024	CALPERS	Calif Public Employees' Retirement System			4,204.91
	INV0005588	CalPERS/Employee Portion(EE)		01-1-0-24530		3,299.97
	INV0005588	CalPERS/Employee Portion(EE)		01-7-0-24530		322.50
	INV0005588	CalPERS/Employee Portion(EE)		22-2-0-24530		342.51
	INV0005588	CalPERS/Employee Portion(EE)		25-5-0-24530		239.93
DFT0012861	3/15/2024	CALPERS	Calif Public Employees' Retirement System			3,746.18
	INV0005589	CalPERS/Employee Portion(ER)		01-1-0-24530		2,613.61
	INV0005589	CalPERS/Employee Portion(ER)		01-7-0-24530		451.71
	INV0005589	CalPERS/Employee Portion(ER)		22-2-0-24530		475.82
	INV0005589	CalPERS/Employee Portion(ER)		25-5-0-24530		205.04
DFT0012862	3/15/2024	CALPERS	Calif Public Employees' Retirement System			10,212.71
	INV0005590	CalPERS/Employer Portion		01-1-0-24530		7,428.82
	INV0005590	CalPERS/Employer Portion		01-7-0-24530		1,072.82
	INV0005590	CalPERS/Employer Portion		22-2-0-24530		1,131.41
	INV0005590	CalPERS/Employer Portion		25-5-0-24530		579.66
DFT0012863	3/15/2024	CALPERS	Calif Public Employees' Retirement System			24.18
	INV0005591	CalPERS Retirement/ Survivor Benefit		01-1-0-24530		17.88
	INV0005591	CalPERS Retirement/ Survivor Benefit		01-7-0-24530		2.05
	INV0005591	CalPERS Retirement/ Survivor Benefit		22-2-0-24530		2.74
	INV0005591	CalPERS Retirement/ Survivor Benefit		25-5-0-24530		1.51
DFT0012864	3/15/2024	CALSTA	California State Disbursement Unit			139.61
	INV0005592	Remittance ID: 200000001121596		01-1-0-24520		139.61
DFT0012865	3/15/2024	EDD	Employment Development Department			1,157.07
	INV0005593	State Disability Ins - Payroll Taxes		01-0-0-24510		1,157.07
DFT0012866	3/15/2024	IRS	Internal Revenue Service			312.48
	INV0005594	Social Security - Payroll Taxes		01-0-0-24510		312.48
DFT0012867	3/15/2024	EDD	Employment Development Department			4,218.40
	INV0005595	CA State Income Tax - Payroll Taxes		01-0-0-24510		4,218.40
DFT0012868	3/15/2024	IRS	Internal Revenue Service			3,123.58
	INV0005596	Medicare - Payroll Taxes		01-0-0-24510		3,123.58
DFT0012869	3/15/2024	IRS	Internal Revenue Service			11,672.31
	INV0005597	Federal Income Tax - Payroll Taxes		01-0-0-24510		11,672.31
DFT0012872	3/21/2024	KAI PER	Kaiser Permanente			14,505.58
	861892641353	Health Premium - Apr.		01-0-0-14130		14,505.58
DFT0012873	3/21/2024	ANTBLU	Anthem Blue Cross			24,183.56
	0202403934168	Health Premium - Apr.		01-0-0-14130		24,183.56
DFT0012874	3/19/2024	VSP	Vision Service Plan			525.77
	820102749	Vision Insurance - Apr.		01-0-0-14130		525.77
DFT0012875	3/26/2024	AME SUP	American Fidelity Assurance			945.50
	D703271	Supplemental Life Insurance - March		01-0-0-24580		945.50
DFT0012876	3/18/2024	AME FID	American Fidelity Assurance Company			266.66
	2348621A	Flex Spending 3/1		01-0-0-24580		266.66
DFT0012877	3/14/2024	SCE 3752-2894	Southern California Edison			354.04
	022824-1	Electricity - N. Dairy Mobile 1/30 - 2/		01-1-3-58110		354.04

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
DFT0012879	3/28/2024	SCE 3886-3219	Southern California Edison			14.86
	031324	Elelctricity - Well #17 2/29 - 3/13		01-1-3-58110		14.86
DFT0012880	3/28/2024	SCE 8092-3468	Southern California Edison			717.26
	0222824	Electricity - NW Dairy Mobile 1/30 - 2		01-1-3-58110		717.26
DFT0012881	3/28/2024	SCE 8362-7804	Southern California Edison			616.21
	022824	Electricity - Solar Mtr.1/30 - 2/28		01-1-3-58110		663.43
	022824	Electricity - Solar Mtr. Credit 1/30 - 2/		01-1-3-58115		-47.22
DFT0012882	3/28/2024	SCE 9515-2666	Southern California Edison			83,326.61
	013124-3	Electricity - Wells, Boosters Tanks Dec		01-1-3-58110		949.99
	013124-3	Electricity-Wells, Boosters Tanks Jan.		01-1-3-58110		81,645.63
	013124-3	Electricity- Solar Credits Dec.		01-1-3-58115		-949.99
	013124-3	Electricity-St. Lights Jan.		23-3-2-58210		1,680.98
DFT0012883	3/28/2024	SCE 9515-2666	Southern California Edison			-98,442.10
	013124-4	Electricity - Solar Credits Jan.		01-1-3-58115		-98,442.10
DFT0012884	3/28/2024	SCE 9515-2666	Southern California Edison			4,135.09
	022824	Electricity - Wells, Boosters, Tanks Fe		01-1-3-58110		4,135.09
DFT0012885	3/28/2024	SCE 9515-2666	Southern California Edison			-11,522.76
	022824-1	Electricity - Solar Credits Feb.		01-1-3-58115		-11,522.76
DFT0012886	3/28/2024	ACT IT	David Shay			506.25
	12602R	Troubleshoot SCADA Mail Switch		01-1-2-54620		506.25
DFT0012887	3/29/2024	CALPERS 457	California Public Employees' Deferred Compensation Plan			275.00
	INV0005598	Cal PERS 457/ Employer Plan: 450 71		01-1-0-24560		207.02
	INV0005598	Cal PERS 457/ Employer Plan: 450 71		22-2-0-24560		5.23
	INV0005598	Cal PERS 457/ Employer Plan: 450 71		25-5-0-24560		62.75
DFT0012888	3/29/2024	CALPERS	Calif Public Employees' Retirement System			4,202.48
	INV0005599	CalPERS/Employee Portion(EE)		01-1-0-24530		3,389.00
	INV0005599	CalPERS/Employee Portion(EE)		01-7-0-24530		310.64
	INV0005599	CalPERS/Employee Portion(EE)		22-2-0-24530		262.90
	INV0005599	CalPERS/Employee Portion(EE)		25-5-0-24530		239.94
DFT0012889	3/29/2024	CALPERS	Calif Public Employees' Retirement System			3,743.29
	INV0005600	CalPERS/Employee Portion(ER)		01-1-0-24530		2,610.77
	INV0005600	CalPERS/Employee Portion(ER)		01-7-0-24530		451.71
	INV0005600	CalPERS/Employee Portion(ER)		22-2-0-24530		471.27
	INV0005600	CalPERS/Employee Portion(ER)		25-5-0-24530		209.54
DFT0012890	3/29/2024	CALPERS	Calif Public Employees' Retirement System			10,205.79
	INV0005601	CalPERS/Employer Portion		01-1-0-24530		7,512.58
	INV0005601	CalPERS/Employer Portion		01-7-0-24530		1,061.06
	INV0005601	CalPERS/Employer Portion		22-2-0-24530		1,044.94
	INV0005601	CalPERS/Employer Portion		25-5-0-24530		587.21
DFT0012891	3/29/2024	CALPERS	Calif Public Employees' Retirement System			24.18
	INV0005602	CalPERS Retirement/ Survivor Benefit		01-1-0-24530		18.12
	INV0005602	CalPERS Retirement/ Survivor Benefit		01-7-0-24530		2.05
	INV0005602	CalPERS Retirement/ Survivor Benefit		22-2-0-24530		2.49
	INV0005602	CalPERS Retirement/ Survivor Benefit		25-5-0-24530		1.52
DFT0012892	3/29/2024	CALSTA	California State Disbursement Unit			139.61
	INV0005603	Remittance ID: 200000001121596		01-1-0-24520		139.61
DFT0012893	3/29/2024	EDD	Employment Development Department			1,201.62
	INV0005604	State Disability Ins - Payroll Taxes		01-0-0-24510		1,201.62

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
DFT0012894	3/29/2024	IRS	Internal Revenue Service			59.52
	INV0005605	Social Security - Payroll Taxes		01-0-0-24510		59.52
DFT0012895	3/29/2024	EDD	Employment Development Department			4,529.42
	INV0005606	CA State Income Tax - Payroll Taxes		01-0-0-24510		4,529.42
DFT0012896	3/29/2024	IRS	Internal Revenue Service			3,181.88
	INV0005607	Medicare - Payroll Taxes		01-0-0-24510		3,181.88
DFT0012897	3/29/2024	IRS	Internal Revenue Service			12,227.33
	INV0005608	Federal Income Tax - Payroll Taxes		01-0-0-24510		12,227.33
DFT0012898	3/27/2024	EDD	Employment Development Department			123.52
	INV0005609	State Disability Ins - Payroll Taxes		01-0-0-24510		123.52
DFT0012899	3/27/2024	EDD	Employment Development Department			768.45
	INV0005610	CA State Income Tax - Payroll Taxes		01-0-0-24510		768.45
DFT0012900	3/27/2024	IRS	Internal Revenue Service			325.64
	INV0005611	Medicare - Payroll Taxes		01-0-0-24510		325.64
DFT0012901	3/27/2024	IRS	Internal Revenue Service			1,652.03
	INV0005612	Federal Income Tax - Payroll Taxes		01-0-0-24510		1,652.03
DFT0012916	3/14/2024	SCE 3752-2894	Southern California Edison			0.90
	022824-2	Electricity-N. Dairy Mobile 1/30-2/28		01-1-3-58110		0.90
DFT0012948	3/14/2024	CIN UNI	Cintas Corporation			-0.75
	031424	Early Pmt Discount		01-1-1-54680		-0.75
					Payment Total:	**768,520.04**

Report Summary

Fund Summary

Fund	Payment Amount
01 - WATER FUND	721,612.89
20 - GOV'T GENERAL FUND	2,850.00
22 - PARKS & RECREATION	33,035.74
23 - STREET LIGHTING	5,061.34
25 - SOLID WASTE	5,960.07
Grand Total:	**768,520.04**

Account Summary

Account Number	Account Name	Payment Amount
01-0-0-14130	Prepaid Benefit	46,460.63
01-0-0-17000	CIP Enterprise Funds	235,581.14
01-0-0-24510	Payroll Tax Payable	65,104.32
01-0-0-24580	Supplemental Ins W/H P	1,212.16
01-0-1-52210	Board Exp - Auto Expens	-6.70
01-0-1-52214	Board - Auto Expense/H	30.02
01-0-1-52219	Board - Auto Expense/P	108.54
01-0-1-52226	Board - Meals,Travel Exp	23.96
01-0-1-52236	Board - Education,Traini	1,750.00
01-0-1-52239	Board - Education,Traini	384.00
01-0-1-53120	Legal Services	6,390.69
01-0-1-53150	Outside Service	1,786.21
01-0-1-53170	Software Support	11,648.76
01-0-1-54140	Auto Expense	923.90
01-0-1-54200	Credit Card Fee & Bank	623.16
01-0-1-54230	Dues & Subscriptions	55.00
01-0-1-54260	Education & Training	2,634.00
01-0-1-54300	Equipment Rental / Leas	91.17
01-0-1-54320	General Maintenance	380.00
01-0-1-54440	Meeting, Seminar & Sup	642.22
01-0-1-54470	Travel Expense	4,278.56
01-0-1-54500	Operating Supplies	148.37
01-0-1-54530	Office Supplies	1,172.85
01-0-1-54860	Postage & Mailing	416.21
01-0-1-58010	Telephone	1,192.76
01-0-1-58110	Utilities	388.46
01-0-2-58110	Utilities	411.95
01-1-0-13010	Inventory - Water Field P	32,640.46
01-1-0-24520	Garnishment Payable	418.83
01-1-0-24530	Retirement W/H Payable	40,427.83
01-1-0-24560	Retirement 457 W/H Pay	621.18
01-1-1-53150	Outside Service	10,740.50
01-1-1-53160	Permits & Fees	10.00
01-1-1-53170	Software Support	71.97
01-1-1-54230	Dues & Subscriptions	175.00
01-1-1-54260	Education & Training	285.00
01-1-1-54320	General Maintenance	225.00
01-1-1-54500	Operating Supplies	105.27
01-1-1-54680	Uniforms	524.23
01-1-1-54830	State & County Fees & S	310.00
01-1-1-54890	Printing	747.70
01-1-1-58010	Telephone	1,785.04
01-1-2-53150	Outside Service	572.66
01-1-2-53160	Permits & Fees	756.32
01-1-2-53170	Software Support	0.99
01-1-2-54500	Operating Supplies	377.22
01-1-2-54620	Repair & Maintenance	2,765.17
01-1-2-54650	Small Tools	12,239.38

Account Summary

Account Number	Account Name	Payment Amount
01-1-2-54680	Uniforms	368.55
01-1-3-54620	Repair & Maintenance	99,871.34
01-1-3-58110	Utilities	270,655.49
01-1-3-58115	Utilities - Solar Credits	-209,885.17
01-1-4-53140	Laboratory Analysis	876.50
01-1-4-54500	Operating Supplies	31.23
01-1-5-54500	Operating Supplies	866.75
01-1-5-54620	Repair & Maintenance	34,982.58
01-1-5-58010	Telephone	198.48
01-1-6-53170	Software Support	650.00
01-1-6-54620	Repair & Maintenance	40.06
01-1-6-54860	Postage & Mailing	3,020.45
01-1-6-54890	Printing	1,136.60
01-1-8-54300	Equipment Rental / Leas	341.10
01-1-8-54410	Fuel Costs	13,770.61
01-1-8-54710	Vehicle Maintenance	3,578.89
01-1-9-54530	Office Supplies	115.18
01-1-9-54800	Programs (Wtr Conserva	3,227.76
01-1-9-54920	Public Relation	333.34
01-7-0-24530	Retirement W/H Payable	5,561.65
01-7-7-53120	Legal Services	112.50
01-7-7-53150	Outside Service	350.00
01-7-7-53170	Software Support	862.44
01-7-7-54230	Dues & Subscriptions	75.00
01-7-7-54260	Education & Training	755.00
01-7-7-54530	Office Supplies	84.47
20-0-1-53120	Legal Services	2,850.00
22-0-1-53120	Legal Services	37.50
22-0-1-54320	General Maintenance	30.00
22-0-1-54920	Public Relation	5,133.33
22-0-1-58010	Telephone	173.50
22-0-2-58110	Utilities	1,675.13
22-2-0-17000	CIP - Parks & Rec	16,768.00
22-2-0-24530	Retirement W/H Payable	5,443.56
22-2-0-24560	Retirement 457 W/H Pay	17.19
22-2-1-54680	Uniforms	41.10
22-2-2-53150	Outside Service	834.90
22-2-2-54230	Dues & Subscriptions	170.00
22-2-2-54500	Operating Supplies	589.39
22-2-2-54620	Repair & Maintenance	1,067.81
22-2-2-54800	Programs (Park & Rec)	749.94
22-2-2-58110	Utilities	28.30
22-2-8-54710	Vehicle Maintenance	276.09
23-0-2-58210	Utilities - Street Lights	18.40
23-3-2-58210	Utilities - Street Lights	5,042.94
25-0-1-53120	Legal Services	337.50
25-5-0-24530	Retirement W/H Payable	3,000.00
25-5-0-24560	Retirement 457 W/H Pay	186.63
25-5-1-51230	Employee Group Insuran	332.52
25-5-1-52210	Board Exp - Auto Expens	6.70
25-5-1-53150	Outside Service	240.00
25-5-1-54440	Meeting, Seminar & Sup	86.00
25-5-1-54800	Programs (Solid Waste)	1,437.39
25-5-1-54920	Public Relation	333.33
	Grand Total:	**768,520.04**

Project Account Summary

Project Account Key	Payment Amount
None	498,153.71
C0002 COUNTY FEES	374.75
C0002 OUTSIDE SVCS	29,252.50
C0057 LEGAL	1,208.19
C0078 COUNTY FEES	3,400.00
C0078 OUTSIDE SVCS	10,109.25
C0084 OUTSIDE SVCS	9.57
C0095 OUTSIDE SVCS	196,403.20
C0109 OUTSIDE SVCS	9,541.12
C0110 OUTSIDE SVCS	16,809.00
C0111 COUNTY FEES	3,258.75
Grand Total:	**768,520.04**

Agenda Item 3e

Acceptance of Quarterly Financial Statements

Phelan Pinon Hills Community Services District

Revenue and Expense - Ent & Gvmt Funds

Summary

For the Period Ending 03/31/2024

	Total ENTERPRISE FUNDS			Total GOVERNMENT FUNDS			TOTAL			
	Budget	Jul - Per	$ (Unfav) Budget	Budget	Jul - Per	$ (Unfav) Budget	Budget	Jul - Per	$ (Unfav) Budget	Annual Budget
Operational										
Revenue										
Total 40 - Water Consumption	3,386,477.42	2,903,173.21	-483,304.21	0.00	0.00	0.00	3,386,477.42	2,903,173.21	-483,304.21	4,528,053.49
Total 41 - Water Meter Charges	2,358,197.37	2,651,607.55	293,410.18	0.00	0.00	0.00	2,358,197.37	2,651,607.55	293,410.18	3,145,521.65
Total 44 - Special Assessments	283,463.96	282,159.50	-1,304.46	0.00	0.00	0.00	283,463.96	282,159.50	-1,304.46	283,463.96
Total 47 - Parks	0.00	0.00	0.00	15,014.25	20,900.00	5,885.75	15,014.25	20,900.00	5,885.75	20,027.07
Total 48 - Other Income	228,681.72	234,913.08	6,231.36	261,764.82	255,810.31	-5,954.51	490,446.54	490,723.39	276.85	654,190.68
Total Revenue	6,256,820.47	6,071,853.34	-184,967.13	276,779.07	276,710.31	-68.76	6,533,599.54	6,348,563.65	-185,035.89	8,631,256.85
Expense										
Total 50 - Water	12,749.14	8,508.97	4,240.17	0.00	0.00	0.00	12,749.14	8,508.97	4,240.17	25,608.92
Total 51 - Salary & Benefits	2,541,836.22	2,456,662.92	85,173.30	575,280.45	426,436.17	148,844.28	3,117,116.67	2,883,099.09	234,017.58	4,123,319.38
Total 52 - Board	72,758.34	73,761.79	-1,003.45	10,214.64	5,521.89	4,692.75	82,972.98	79,283.68	3,689.30	110,675.00
Total 53 - Professional Fee	329,248.60	361,878.23	-32,629.63	18,843.66	54,420.54	-35,576.88	348,092.26	416,298.77	-68,206.51	455,662.09
Total 54 - Service and Supplies	1,271,370.56	1,157,671.91	113,698.65	234,489.39	118,842.30	115,647.09	1,505,859.95	1,276,514.21	229,345.74	2,004,739.70
Total 58 - Utilities	695,272.91	730,002.80	-34,729.89	43,462.71	46,434.17	-2,971.46	738,735.62	776,436.97	-37,701.35	1,065,425.05
Total 59 - Other Expenses-Depreciation/Amort/Oth	1,339,430.04	1,334,774.01	4,656.03	69,542.10	69,523.00	19.10	1,408,972.14	1,404,297.01	4,675.13	1,879,381.51
Total Expense	6,262,665.81	6,123,260.63	139,405.18	951,832.95	721,178.07	230,654.88	7,214,498.76	6,844,438.70	370,060.06	9,664,811.65
Net Operational Income	-5,845.34	-51,407.29	-45,561.95	-675,053.88	-444,467.76	230,586.12	-680,899.22	-495,875.05	185,024.17	-1,033,554.80
Non-Operational										
70 - Property Tax Revenue										
Total 71 - Property Tax Revenue - Current	0.00	0.00	0.00	1,013,728.74	1,141,858.77	128,130.03	1,013,728.74	1,141,858.77	128,130.03	1,616,787.98
Total 72 - Property Tax Revenue - Prior Years	0.00	0.00	0.00	31,203.27	44,201.25	12,997.98	31,203.27	44,201.25	12,997.98	39,736.26
Total 73 - Property Tax Revenue - Other	10,780.04	9,169.19	-1,610.85	9,727.66	11,052.63	1,324.97	20,507.70	20,221.82	-285.88	32,427.12
Total 70 - Property Tax Revenue	10,780.04	9,169.19	-1,610.85	1,054,659.67	1,197,112.65	142,452.98	1,065,439.71	1,206,281.84	140,842.13	1,688,951.36
80 - Other Revenue										
Total 82 - Meter Installation/Fees/Capacity	386,741.79	653,862.52	267,120.73	0.00	0.00	0.00	386,741.79	653,862.52	267,120.73	515,862.25
Total 86 - Penalty & Other Fees	154,518.39	148,775.99	-5,742.40	0.00	0.00	0.00	154,518.39	148,775.99	-5,742.40	206,107.00
Total 88 - Other	1,095,299.28	1,289,301.88	194,002.60	548,570.43	634,378.08	85,807.65	1,643,869.71	1,923,679.96	279,810.25	2,192,703.66
Total 89 - Other Revenue	0.00	55,431.44	55,431.44	0.00	0.00	0.00	0.00	55,431.44	55,431.44	0.00
Total 80 - Other Revenue	1,636,559.46	2,147,371.83	510,812.37	548,570.43	634,378.08	85,807.65	2,185,129.89	2,781,749.91	596,620.02	2,914,672.91
Total Revenue	1,647,339.50	2,156,541.02	509,201.52	1,603,230.10	1,831,490.73	228,260.63	3,250,569.60	3,988,031.75	737,462.15	4,603,624.27

	Total ENTERPRISE FUNDS			Total GOVERNMENT FUNDS			TOTAL			
	Budget	Jul - Per	$ (Unfav) Budget	Budget	Jul - Per	$ (Unfav) Budget	Budget	Jul - Per	$ (Unfav) Budget	Annual Budget
90 - Other Expense										
Total 91 - Interest Expense	303,667.31	276,484.59	27,182.72	0.00	0.00	0.00	303,667.31	276,484.59	27,182.72	512,710.00
Total 92 - Loan Expense	16,620.00	16,620.51	-0.51	0.00	0.00	0.00	16,620.00	16,620.51	-0.51	16,620.00
Total 93 - Other Expense - Tax Processing	0.00	0.00	0.00	2,934.54	2,849.82	84.72	2,934.54	2,849.82	84.72	3,914.35
Total 94 - Chromium 6 Expense Reimb	632,013.66	0.00	632,013.66	0.00	0.00	0.00	632,013.66	0.00	632,013.66	843,022.20
Total 95 - Fair Market Value	5,000.00	-7,870.77	12,870.77	3,000.00	-5,510.38	8,510.38	8,000.00	-13,381.15	21,381.15	8,000.00
Total 99 - Other	0.00	217,175.16	-217,175.16	0.00	-217,175.16	217,175.16	0.00	0.00	0.00	0.00
Total 90 - Other Expense	957,300.97	502,409.49	454,891.48	5,934.54	-219,835.72	225,770.26	963,235.51	282,573.77	680,661.74	1,384,266.55
Total Expense	957,300.97	502,409.49	454,891.48	5,934.54	-219,835.72	225,770.26	963,235.51	282,573.77	680,661.74	1,384,266.55
Net Non-Operational Income	690,038.53	1,654,131.53	964,093.00	1,597,295.56	2,051,326.45	454,030.89	2,287,334.09	3,705,457.98	1,418,123.89	3,219,357.72
Net Income	684,193.19	1,602,724.24	918,531.05	922,241.68	1,606,858.69	684,617.01	1,606,434.87	3,209,582.93	1,603,148.06	2,185,802.92



Phelan Pinon Hills Community Services Dis

Balance Sheet - Consolidated

Account Summary

As Of 03/31/2024

	Beginning Balance 07/01/2023	03/31/2024	Change
Assets			
Current Assets			
11 - Cash			
11000 - Cash in Bank	9,278,684.82	10,108,870.12	830,185.30
11100 - Cash in Bank-Project Fund	6,041,609.94	6,131,750.49	90,140.55
11201 - Cash-Operating Reserves	2,065,312.00	2,166,444.00	101,132.00
11202 - Cash-Replacement Reserves	4,683,713.52	4,426,375.00	-257,338.52
11203 - Cash-Disaster Reserves	4,317,569.52	4,248,980.00	-68,589.52
11300 - Cash-Water Resources (Righ	405,611.81	545,724.86	140,113.05
11310 - Cash-Water Rights (Connect	212,960.00	479,584.00	266,624.00
11400 - Rate Stabilization Cash Fund	389,304.00	383,679.00	-5,625.00
Total 11 - Cash	**27,394,765.61**	**28,491,407.47**	**1,096,641.86**
12 - Accounts Receivable			
12010 - Accounts Receivable - Wate	935,802.51	810,214.17	-125,588.34
12020 - AR Accounts Receivable	5,314.01	0.00	-5,314.01
12150 - A/R - Accrual	77,732.54	82,215.25	4,482.71
12200 - Accounts Receivable - Parks	22,364.12	5,060.00	-17,304.12
12610 - Delinquent Accounts to Tax	35,078.18	81,655.51	46,577.33
12630 - Water Availability Receivabl	90,517.76	162,515.65	71,997.89
12640 - Water Availability Receivabl	34.80	34.80	0.00
12740 - Tax Receivable - PPHCSD	45,279.28	0.00	-45,279.28
12750 - Lease Receivable - Circle Gre	55,213.17	55,213.17	0.00
12751 - Lease Receivable - C & G Par	179,337.69	179,337.69	0.00
12800 - Other Receivable	41,184.68	32,625.23	-8,559.45
12910 - Accrued Interest Receivable	302,566.51	532,466.54	229,900.03
Total 12 - Accounts Receivable	**1,790,425.25**	**1,941,338.01**	**150,912.76**
13 - Inventory			
13010 - Inventory - Water Field Part	730,982.53	471,315.16	-259,667.37
Total 13 - Inventory	**730,982.53**	**471,315.16**	**-259,667.37**
14 - Other Current Assets			
14100 - Prepaid Expense	279,477.74	83,417.06	-196,060.68
14120 - Prepaid - Worker's Comp	81,709.97	19,430.16	-62,279.81
14130 - Pre Paid Benefit	29,303.66	64,335.41	35,031.75
14300 - Deferred Outflows of Resou	627,075.00	627,075.00	0.00
Total 14 - Other Current Assets	**1,017,566.37**	**794,257.63**	**-223,308.74**
Total Current Assets	**30,933,739.76**	**31,698,318.27**	**764,578.51**
Fixed Assets			
15 - Fixed Assets			
15100 - Land	1,340,885.87	1,340,885.87	0.00
15110 - Land	1,828,390.36	1,828,390.36	0.00
15120 - Land - Parks - Phelan	1,504,729.22	1,504,729.22	0.00
15130 - Land - Parks - Pinon Hills	53,892.65	53,892.65	0.00
15150 - Water Rights	16,371,782.80	16,371,782.80	0.00
15160 - Planning and Development	3,969,753.59	3,969,753.59	0.00
15200 - Bldg & Facilities -Pump Stati	4,114,807.94	4,172,533.65	57,725.71
15230 - Bldg & Facilities	6,826,664.10	6,826,664.10	0.00
15250 - Water Shares - SCWC	8,400.00	8,400.00	0.00
15320 - Improvement - Phelan	714,266.09	714,266.09	0.00
15330 - Improvement - Pinon Hills	621,073.45	621,073.45	0.00
15340 - Improvement - Parks Develc	57,834.16	57,834.16	0.00
15410 - Wells	5,948,269.17	5,948,269.17	0.00
15420 - Reservoirs	4,187,496.00	4,187,496.00	0.00

	Beginning Balance 07/01/2023	03/31/2024	Change
15430 - Tanks	2,281,723.29	2,281,723.29	0.00
15440 - Hydrants Telemetry & Contr	191,669.94	191,669.94	0.00
15450 - Transmission & Dist. Mains	18,644,149.27	18,644,149.27	0.00
15480 - Meters	2,258,854.75	2,282,731.95	23,877.20
Total 15 - Fixed Assets	**70,924,642.65**	**71,006,245.56**	**81,602.91**
16 - Equipment			
16620 - Equipment - Computer	1,289,606.51	1,289,606.51	0.00
16630 - Equipment-Office Furnitures	24,914.92	24,914.92	0.00
16640 - Equipment - Operation	574,106.62	574,106.62	0.00
16650 - Equipment - P	12,845.00	12,845.00	0.00
16730 - Trucks	749,912.33	786,810.01	36,897.68
16740 - Backhoe & Trailer	151,064.94	151,064.94	0.00
16750 - Dump Truck	190,800.59	190,800.59	0.00
16800 - Other Equipment	82,940.01	82,940.01	0.00
Total 16 - Equipment	**3,076,190.92**	**3,113,088.60**	**36,897.68**
17 - CIP			
17000 - CIP -	3,067,322.12	4,152,372.40	1,085,050.28
Total 17 - CIP	**3,067,322.12**	**4,152,372.40**	**1,085,050.28**
19 - Accumulated Depreciation			
19010 - Accm. Depreciation - ADM	-360,225.55	-388,841.91	-28,616.36
19040 - Accm. Depreciation - Parks	-1,646,540.10	-1,709,247.45	-62,707.35
19050 - Accm. Depreciation - OP	-1,648,379.24	-1,858,496.16	-210,116.92
19200 - Accm. Depreciation - Bldg &	-3,432,955.76	-3,498,611.34	-65,655.58
19410 - Accm. Depreciation - Wells	-2,659,110.27	-2,804,185.34	-145,075.07
19420 - Accm. Depreciation - Reserv	-3,522,742.88	-3,636,620.73	-113,877.85
19430 - Accm. Depreciation - Tanks	-949,227.27	-999,712.23	-50,484.96
19440 - Accm. Depreciation - Hydrar	-191,669.94	-191,669.94	0.00
19450 - Accm. Depreciation - Transn	-14,327,913.29	-14,589,369.63	-261,456.34
19470 - Accm. Depreciation - Meters	-692,826.38	-203,880.76	488,945.62
19620 - Accm. Depreciation - Equipn	-1,214,341.67	-1,229,659.69	-15,318.02
19630 - Accm. Depreciation - Office	-24,914.92	-24,914.92	0.00
19640 - Accm. Depreciation - Equipn	-161,436.80	-193,293.68	-31,856.88
19730 - Accm. Depreciation - Truck	-463,206.30	-511,464.59	-48,258.29
19740 - Accm. Depreciation - Backhc	-120,309.15	-130,955.39	-10,646.24
19750 - Accm. Depreciation - Dump	-143,601.98	-167,201.28	-23,599.30
19800 - Accm. Depreciation - Other	-59,019.01	-60,435.39	-1,416.38
19900 - Accm. Amortization	-2,794,978.02	-3,000,236.18	-205,258.16
Total 19 - Accumulated Depreciation	**-34,413,398.53**	**-35,198,796.61**	**-785,398.08**
Total Fixed Assets	**42,654,757.16**	**43,072,909.95**	**418,152.79**
Other Assets			
18 - Other Assets			
18100 - Deposits	500.00	500.00	0.00
Total 18 - Other Assets	**500.00**	**500.00**	**0.00**
Total Other Assets	**500.00**	**500.00**	**0.00**
Total Assets	**73,588,996.92**	**74,771,728.22**	**1,182,731.30**
Liability			
Current Liabilities			
21 - Accounts Payable			
21100 - Accounts Payable - Trade	1,050,475.31	275,443.99	-775,031.32
21150 - Accounts Payable - Unclaime	1,912.24	2,155.55	243.31
Total 21 - Accounts Payable	**1,052,387.55**	**277,599.54**	**-774,788.01**
22 - Accrrued Payable			
22150 - Accrued Interest Payable	241,925.02	0.00	-241,925.02
22210 - Deferred Revenue	65,471.48	3,539.80	-61,931.68
Total 22 - Accrrued Payable	**307,396.50**	**3,539.80**	**-303,856.70**
23 - Deposit			

	Beginning Balance 07/01/2023	03/31/2024	Change
23310 - Customer Deposits	17,501.00	17,501.00	0.00
23320 - Customer Deposit - Meter	23,000.00	16,000.00	-7,000.00
23330 - Customer Deposit - Maint. B	13,165.88	13,029.81	-136.07
Total 23 - Deposit	**53,666.88**	**46,530.81**	**-7,136.07**
24 - Payroll Liability			
24410 - Accrued Payroll	84,722.86	0.00	-84,722.86
24510 - Payroll Tax Payable	20,185.37	0.00	-20,185.37
24530 - Retirement W/H Payable	15,515.86	0.00	-15,515.86
24535 - Retirement W/H Payable-Pr	23,563.76	23,563.76	0.00
24540 - Worker's Compensation Pay	3,580.01	0.00	-3,580.01
24560 - Retirement 457 W/H Payabl	175.00	0.00	-175.00
24580 - Supplemental Ins W/H Paya	371.81	-101.89	-473.70
24650 - Current P- Compensated abs	132,697.20	132,697.20	0.00
Total 24 - Payroll Liability	**280,811.87**	**156,159.07**	**-124,652.80**
25 - Other Current Liabilities			
25510 - Deferred Inflow Lease - Circl	50,685.72	50,685.72	0.00
25511 - Deferred Inflow Lease - C &	164,928.43	164,928.43	0.00
Total 25 - Other Current Liabilities	**215,614.15**	**215,614.15**	**0.00**
Total Current Liabilities	**1,909,876.95**	**699,443.37**	**-1,210,433.58**
Long Term Liabilities			
29 - Long Term Liability			
29720 - CIEDB Loan	5,540,170.16	5,318,665.51	-221,504.65
29740 - Loan Payable - CalTrans	32,851.87	19,756.00	-13,095.87
29750 - MFC Loan 2021	4,767,010.10	4,373,633.19	-393,376.91
29760 - MFC Civic Center Site Lease	6,040,000.00	5,851,559.38	-188,440.62
29800 - Compensated absences	132,697.20	132,697.20	0.00
29850 - Net Pension Liability	34,656.00	34,656.00	0.00
Total 29 - Long Term Liability	**16,547,385.33**	**15,730,967.28**	**-816,418.05**
Total Long Term Liabilities	**16,547,385.33**	**15,730,967.28**	**-816,418.05**
Total Liability	**18,457,262.28**	**16,430,410.65**	**-2,026,851.63**
Equity			
31 - Board Designated Reserves			
31110 - Operating Reserve - Water&	1,819,463.00	1,846,517.00	27,054.00
31150 - Operating Reserve - Govt Fu	245,849.00	319,927.00	74,078.00
31210 - Debt Service Reserve - CEIDI	625,392.00	0.00	-625,392.00
31220 - Water Rate Stabilization Fur	389,304.00	383,679.00	-5,625.00
31310 - Replacement Reserve - Wat	4,457,243.52	4,171,458.00	-285,785.52
31350 - Replacement Reserve - Govt	226,470.00	254,917.00	28,447.00
31410 - Disaster Reserve-Water&Ad	4,103,496.52	4,034,908.00	-68,588.52
31450 - Disaster Reserve - Govt Func	214,073.00	214,072.00	-1.00
Total 31 - Board Designated Reserves	**12,081,291.04**	**11,225,478.00**	**-855,813.04**
32 - Unrestricted			
32000 - Unrestricted Net Assets	17,140,523.41	17,996,336.45	855,813.04
Total 32 - Unrestricted	**17,140,523.41**	**17,996,336.45**	**855,813.04**
33 - Investment in Plant			
33110 - Investments in Utility Plant-	23,764,129.39	23,764,129.39	0.00
33120 - Investments in Utility Plant-	2,145,790.80	2,145,790.80	0.00
Total 33 - Investment in Plant	**25,909,920.19**	**25,909,920.19**	**0.00**
Total Beginning Equity	**55,131,734.64**	**55,131,734.64**	**0.00**
Total Revenue	0.00	10,336,595.40	10,336,595.40
Total Expense	0.00	7,127,012.47	7,127,012.47
Total Equity and Current Surplus (Deficit):	**55,131,734.64**	**58,341,317.57**	**3,209,582.93**
Total Liabilities, Equity and Current Surplus (Deficit):	**73,588,996.92**	**74,771,728.22**	**1,182,731.30**

Phelan Pinon Hills Community Services District

Revenue and Expense - Consolidated

Summary

For the Period Ending 03/31/2024

	CURRENT			YEAR TO DATE					
	Budget	Per	$ (Unfav) Budget	YTD Budget	Jul - Per	$ (Unfav) Budget	Annual Budget	%	
Operational									
Revenue									
Total 40 - Water Consumption	254,931.82	222,499.26	-32,432.56	3,386,477.42	2,903,173.21	-483,304.21	4,528,053.49	64.12%	-10.67%
Total 41 - Water Meter Charges	262,021.93	319,674.97	57,653.04	2,358,197.37	2,651,607.55	293,410.18	3,145,521.65	84.30%	9.33%
Total 44 - Special Assessments	0.00	0.00	0.00	283,463.96	282,159.50	-1,304.46	283,463.96	99.54%	-0.46%
Total 47 - Parks	1,668.25	2,730.00	1,061.75	15,014.25	20,900.00	5,885.75	20,027.07	104.36%	29.39%
Total 48 - Other Income	54,494.06	49,639.64	-4,854.42	490,446.54	490,723.39	276.85	654,190.68	75.01%	0.04%
Total Revenue	573,116.06	594,543.87	21,427.81	6,533,599.54	6,348,563.65	-185,035.89	8,631,256.85	73.55%	-2.14%
Expense									
Total 50 - Water	3,275.09	0.00	3,275.09	12,749.14	8,508.97	4,240.17	25,608.92	33.23%	16.56%
Total 51 - Salary & Benefits	324,232.41	291,124.58	33,107.83	3,117,116.67	2,883,099.09	234,017.58	4,123,319.38	69.92%	5.68%
Total 52 - Board	9,219.22	11,390.91	-2,171.69	82,972.98	79,283.68	3,689.30	110,675.00	71.64%	3.33%
Total 53 - Professional Fee	35,799.14	47,922.91	-12,123.77	348,092.26	416,298.77	-68,206.51	455,662.09	91.36%	-14.97%
Total 54 - Service and Supplies	166,027.55	83,766.20	82,261.35	1,505,859.95	1,276,514.21	229,345.74	2,004,739.70	63.67%	11.44%
Total 58 - Utilities	91,319.69	23,384.68	67,935.01	738,735.62	776,436.97	-37,701.35	1,065,425.05	72.88%	-3.54%
Total 59 - Other Expenses-Depreciation/Amort/Other	156,552.46	158,273.72	-1,721.26	1,408,972.14	1,404,297.01	4,675.13	1,879,381.51	74.72%	0.25%
Total Expense	786,425.56	615,863.00	170,562.56	7,214,498.76	6,844,438.70	370,060.06	9,664,811.65	70.82%	3.83%
Net Operational Income	-213,309.50	-21,319.13	191,990.37	-680,899.22	-495,875.05	185,024.17	-1,033,554.80	47.98%	-17.90%
Non-Operational									
70 - Property Tax Revenue									
Total 71 - Property Tax Revenue - Current	93,465.95	120,733.30	27,267.35	1,013,728.74	1,141,858.77	128,130.03	1,616,787.98	70.63%	7.92%
Total 72 - Property Tax Revenue - Prior Years	2,388.26	2,047.51	-340.75	31,203.27	44,201.25	12,997.98	39,736.26	111.24%	32.71%
Total 73 - Property Tax Revenue - Other	1,917.60	1,116.99	-800.61	20,507.70	20,221.82	-285.88	32,427.12	62.36%	-0.88%
Total 70 - Property Tax Revenue	97,771.81	123,897.80	26,125.99	1,065,439.71	1,206,281.84	140,842.13	1,688,951.36	71.42%	8.34%
80 - Other Revenue									
Total 82 - Meter Installation/Fees/Capacity	42,971.31	49,338.42	6,367.11	386,741.79	653,862.52	267,120.73	515,862.25	126.75%	51.78%
Total 86 - Penalty & Other Fees	17,168.71	15,256.94	-1,911.77	154,518.39	148,775.99	-5,742.40	206,107.00	72.18%	-2.79%
Total 88 - Other	182,652.19	224,749.48	42,097.29	1,643,869.71	1,923,679.96	279,810.25	2,192,703.66	87.73%	12.76%
Total 89 - Other Revenue	0.00	25,001.00	25,001.00	0.00	55,431.44	55,431.44	0.00	0.00%	0.00%
Total 80 - Other Revenue	242,792.21	314,345.84	71,553.63	2,185,129.89	2,781,749.91	596,620.02	2,914,672.91	95.44%	20.47%
Total Revenue	340,564.02	438,243.64	97,679.62	3,250,569.60	3,988,031.75	737,462.15	4,603,624.27	86.63%	16.02%

	CURRENT			YEAR TO DATE					
	Budget	Per	$ (Unfav) Budget	YTD Budget	Jul - Per	$ (Unfav) Budget	Annual Budget	%	
90 - Other Expense									
Total 91 - Interest Expense	0.00	0.00	0.00	303,667.31	276,484.59	27,182.72	512,710.00	53.93%	5.30%
Total 92 - Loan Expense	0.00	0.00	0.00	16,620.00	16,620.51	-0.51	16,620.00	100.00%	0.00%
Total 93 - Other Expense - Tax Processing	326.06	283.87	42.19	2,934.54	2,849.82	84.72	3,914.35	72.80%	2.16%
Total 94 - Chromium 6 Expense Reimb	70,223.74	0.00	70,223.74	632,013.66	0.00	632,013.66	843,022.20	0.00%	74.97%
Total 95 - Fair Market Value	0.00	12,080.12	-12,080.12	8,000.00	-13,381.15	21,381.15	8,000.00	-167.26%	267.26%
Total 99 - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
Total 90 - Other Expense	70,549.80	12,363.99	58,185.81	963,235.51	282,573.77	680,661.74	1,384,266.55	20.41%	49.17%
Total Expense	70,549.80	12,363.99	58,185.81	963,235.51	282,573.77	680,661.74	1,384,266.55	20.41%	49.17%
Net Non-Operational Income	270,014.22	425,879.65	155,865.43	2,287,334.09	3,705,457.98	1,418,123.89	3,219,357.72	115.10%	44.05%
Net Income	56,704.72	404,560.52	347,855.80	1,606,434.87	3,209,582.93	1,603,148.06	2,185,802.92	146.84%	73.34%

Statement of Cash Flows - Phelan Pinon Hills

Phelan Pinon Hills Community Services Dis 07/01/2023 - 03/31/2024

01 - WATER FUND

Cash Flows From Operating Activities	
Total Revenue	8,228,394.36
Total Expense	6,625,670.12
Net Income	**1,602,724.24**
Adjustments to Net Income	
Depr Amort Exp Accts - Depreciation & Amortization Expense Accc	1,325,824.87
Net Income After Adjustments	**2,928,549.11**
Adjustments to reconcile Net Income to net cash provided by Operating Activities	
12010 - Accounts Receivable - Water	-125,588.34
12020 - AR Accounts Receivable	-5,314.01
12150 - A/R - Accrual	4,482.71
12610 - Delinquent Accounts to Tax Roll	46,577.33
12630 - Water Availability - WC13	71,997.89
12910 - Accrued Interest Receivable-GF	229,900.03
13010 - Inventory - Water Field Parts	-259,667.37
14100 - Prepaid Expense	-196,060.68
14120 - Prepaid - Workers Comp	-62,279.81
14130 - Prepaid Benefit	35,031.75
21100 - Accounts Payable - Trade	765,740.21
21150 - Accounts Payable - Unclaimed	-243.31
22150 - Accrued Interest Payable	241,925.02
22210 - Deferred Revenue	65,766.68
23320 - Customer Deposit - Meter	7,000.00
23330 - Customer Deposit - Maint. Bond	136.07
24410 - Accrued Payroll	84,722.86
24510 - Payroll Tax Payable	20,185.37
24530 - Retirement W/H Payable	12,779.39
24540 - Workers Comp Payable	3,580.01
24560 - Retirement 457 W/H Payable	107.50
24580 - Supplemental Ins Payable	473.70
Net cash provided by Operating Activities	**1,987,296.11**
Cash Flows From Investing Activities	
16730 - Trucks	-36,897.68
17000 - CIP	-1,046,710.79
Net cash provided by Investing Activities	**-1,083,608.47**
Cash Flows From Financing Activities	
29720 - CIEDB Loan 2012	-221,504.65
29740 - Loan Payable Cal Trans	-13,095.87
Net cash provided by Financing Activities	**-234,600.52**
Net Change in Cash	**669,087.12**
Beginning Cash Balance	**12,334,847.66**
Ending Cash Balance	**13,003,934.78**

20 - GOV'T GENERAL FUND

Cash Flows From Operating Activities	
Total Revenue	374,427.01
Total Expense	-3,738,959.88
Net Income	**4,113,386.89**
Adjustments to Net Income	
Depr Amort Exp Accts - Depreciation & Amortization Expense Acc	3,862.67
Net Income After Adjustments	**4,117,249.56**
Adjustments to reconcile Net Income to net cash provided by Operating Activities	
12800 - Other Receivable	-8,559.45
Net cash provided by Operating Activities	**4,125,809.01**
Net Change in Cash	**4,125,809.01**
Beginning Cash Balance	**-101,321.16**
Ending Cash Balance	**4,024,487.85**

22 - PARKS & RECREATION

Cash Flows From Operating Activities	
Total Revenue	203,358.82
Total Expense	486,133.40
Net Income	**-282,774.58**
Adjustments to Net Income	
Depr Amort Exp Accts - Depreciation & Amortization Expense Acc	65,660.33
Net Income After Adjustments	**-217,114.25**
Adjustments to reconcile Net Income to net cash provided by Operating Activities	
12200 - Accounts Receivable - Gov't	4,020.00
21100 - Accounts Payable - Trade	13,220.32
22210 - Deferred Revenue	-3,835.00
24530 - Retirement W/H Payable	1,570.55
24560 - Retirement 457 W/H Payable	6.23
Net cash provided by Operating Activities	**-232,096.35**
Cash Flows From Investing Activities	
17000 - CIP	-38,339.49
Net cash provided by Investing Activities	**-38,339.49**
Net Change in Cash	**-270,435.84**
Beginning Cash Balance	**5,521,310.96**
Ending Cash Balance	**5,250,875.12**

23 - STREET LIGHTING

Cash Flows From Operating Activities	
Total Revenue	564.66
Total Expense	21,975.67
Net Income	**-21,411.01**
Adjustments to reconcile Net Income to net cash provided by Operating Activities	
21100 - Accounts Payable - Trade	-3.53
Net cash provided by Operating Activities	**-21,407.48**
Net Change in Cash	**-21,407.48**
Beginning Cash Balance	**26,645.32**
Ending Cash Balance	**5,237.84**

24 - GOV'T PROPERTY TAX

Cash Flows From Operating Activities	
Total Revenue	1,269,124.05
Total Expense	3,549,494.24
Net Income	**-2,280,370.19**
Adjustments to reconcile Net Income to net cash provided by Operating Activities	
12740 - Tax Receivable - PPHCSD	-45,279.28
Net cash provided by Operating Activities	**-2,235,090.91**
Net Change in Cash	**-2,235,090.91**
Beginning Cash Balance	**3,489,332.03**
Ending Cash Balance	**1,254,241.12**

25 - SOLID WASTE

Cash Flows From Operating Activities	
Total Revenue	260,726.50
Total Expense	182,698.92
Net Income	**78,027.58**
Adjustments to reconcile Net Income to net cash provided by Operating Activities	
12200 - Accounts Receivable - Gov't	-21,324.12
21100 - Accounts Payable - Trade	-3,925.68
24530 - Retirement W/H Payable	1,165.92
24560 - Retirement 457 W/H Payable	61.27
Net cash provided by Operating Activities	**102,050.19**
Net Change in Cash	**102,050.19**
Beginning Cash Balance	**82,340.86**
Ending Cash Balance	**184,391.05**



Phelan Pinon Hills Community Services Dis

Month End Aging Report - Totals Only

Revenue Code Summary

Revenue Code - Description	Current Amount	+ 1 Month	+2 Months	+ 3 Months	+ 4 Months	Balance
400 - Payment Agreement Contract	4,180.88	829.82	0.00	0.00	243.59	5,254.29
400 LIEN - Payment Agreement Contract LIEN	0.00	0.00	0.00	3.53	0.00	3.53
600 - Misc Charges - Water	8,456.87	6,378.42	2,816.28	1,551.77	4,878.49	24,081.83
600 LIEN - Misc Charges - Water LIEN	0.00	196.79	35.00	0.00	414.21	646.00
996 - Utility Unapplied Credits	48,696.85 CR	1,474.50 CR	386.58 CR	0.00	799.15 CR	51,357.08 CR
C-001 - Consumption - Residential	197,367.41	32,884.27	18,074.82	1,549.76	6,654.49	256,530.75
C-001 (WR) - Consumption - Resid (WR)	0.00	0.00	0.00	0.00	1,528.36	1,528.36
C-001 LIEN - Consumption - Residential LIEN	0.00	346.29	381.07	101.40	3,195.05	4,023.81
C-002 - Consumption - Commercial	1,706.01	12.47	1.18	0.00	0.00	1,719.66
C-007 - Consumption - Multiple Res	412.58	5.04	0.00	0.00	0.00	417.62
C-009 - Consumption - School	6,860.65	0.00	0.00	0.00	0.00	6,860.65
C-011 - Consumption - Construction	1,258.39	0.00	0.00	0.00	0.00	1,258.39
C-012 - Consumption - Fill Station	5,227.45	0.00	0.00	122.60	3,285.83	8,635.88
C-100 - Cutoff	0.00	220.00	269.56	220.00	438.27	1,147.83
C-100 LIEN - Cutoff LIEN	0.00	0.00	0.00	0.00	110.00	110.00
CHROM 6-001 - Chromium 6 Surcharge	67,685.38	12,280.33	5,620.27	1,656.80	6,860.22	94,103.00
CHROM-001LIEN - Chromium-6 LIEN	0.00	120.09	78.15	29.13	420.86	648.23
M-001 - Meter Charge - Residential	295,431.12	54,874.04	25,098.79	7,243.70	25,696.10	408,343.75
M-001 LIEN - Meter Chrge - Residential LIEN	0.00	1,502.78	1,189.19	661.43	3,700.09	7,053.49
M-002 - Meter Charge - Commercial	2,527.06	282.10	46.70	0.00	0.00	2,855.86
M-003 - Meter Charge - Fire	243.00	0.00	0.00	0.00	0.00	243.00
M-007 - Meter Charge - Multiple Res	319.74	4.67	0.00	0.00	0.00	324.41
M-009 - Meter Charge - School	4,152.16	0.00	0.00	0.00	0.00	4,152.16
M-011 - Meter Charges - Construction	1,268.55	0.00	0.00	0.00	0.00	1,268.55
M-012 - Meter Charge - Fill Station	1,268.55	0.00	0.00	422.85	600.95	2,292.35
M-015 - Misc Man Hours Customer Service/Meter	0.00	52.50	93.85	0.00	0.00	146.35
M-016 - Misc Vehicle Charge Customer Service/Meter	0.00	37.50	0.00	0.00	0.00	37.50
M-017 - Misc Parts Used Customer Service/Meter	0.00	75.14	158.49	0.00	0.00	233.63
P-001 - Penalty	0.53 CR	11,991.50	6,220.25	2,000.85	7,761.06	27,973.13
P-001 LIEN - Penalty LIEN	0.00	130.45	107.01	47.29	498.26	783.01
P-002 - Penalty-Adjustment	0.00	60.00	60.00	71.78	0.00	191.78

Revenue Code - Description		Current Amount	+ 1 Month	+2 Months	+ 3 Months	+ 4 Months	Balance
P-002 LIEN - Penalty - Adjustment LIEN		0.00	0.00	0.00	0.92	0.00	0.92
P-003 - Miscellaneous Charges		0.00	956.61	460.54	150.00	932.82	2,499.97
P-003 LIEN - Miscellaneous Charges LIEN		0.00	75.00	75.00	15.80	350.00	515.80
	Revenue Totals:	549,668.42	121,841.31	60,399.57	15,849.61	66,769.50	814,528.41



Phelan Pinon Hills Community Services Dis

Open Payable Report

As Of 03/31/2024

Summarized by Payable Account

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
Payable Account:	99-0-0-21100 - Accounts Payable - Trade						
Vendor: AIMWIL	**Aimee Williams**				**Payable Count:**	**(1)**	**54.81**
032624	Reib. - SDRMA Spring Conf. Mileage	03/31/2024	54.81	0.00	0.00	0.00	54.81
	Distributions						
	Account Number	**Account Name**	**Project Account Key**	**Distribution Amount**			
	01-0-1-54470	Travel Expense		54.81			
Vendor: AME FID	**American Fidelity Assurance Company**				**Payable Count:**	**(1)**	**266.66**
2348622A	Flex Spending 3/15	03/31/2024	266.66	0.00	0.00	0.00	266.66
	Distributions						
	Account Number	**Account Name**	**Project Account Key**	**Distribution Amount**			
	01-0-0-24580	Supplemental Ins W/H Payable		266.66			
Vendor: ATK	**Atkinson, Andelson, Loya, Ruud & Romo Professional Corp. Attorneys at Law**				**Payable Count:**	**(1)**	**534.16**
705564	Mojave Adjudication Legal Svcs. Jan.	01/31/2024	534.16	0.00	0.00	0.00	534.16
	Distributions						
	Account Number	**Account Name**	**Project Account Key**	**Distribution Amount**			
	01-0-1-53120	Legal Services	C0057 LEGAL	534.16			
Vendor: BOOBAR	**Boot Barn Inc.**				**Payable Count:**	**(1)**	**200.00**
INV00354961	Sfty. Work Boots - E. Araiza	02/29/2024	200.00	0.00	0.00	0.00	200.00
	Distributions						
	Account Number	**Account Name**	**Project Account Key**	**Distribution Amount**			
	01-1-2-54680	Uniforms		200.00			
Vendor: CJ BROWN	**C.J. Brown & Company, CPAS - An Accounting Corp.**				**Payable Count:**	**(1)**	**4,000.00**
113023	Professional Svcs. Nov.	11/30/2023	4,000.00	0.00	0.00	0.00	4,000.00
	Distributions						
	Account Number	**Account Name**	**Project Account Key**	**Distribution Amount**			
	01-0-1-53110	Auditing & Accounting Fees		4,000.00			
Vendor: CHA HAY	**Charles Hays**				**Payable Count:**	**(1)**	**30.02**
033124	March Mileage - GM, Training, Dairy Ad-Hoc, SW,	03/31/2024	30.02	0.00	0.00	0.00	30.02
	Distributions						
	Account Number	**Account Name**	**Project Account Key**	**Distribution Amount**			
	01-0-1-52210	Board Exp - Auto Expense		-4.29			
	01-0-1-52214	Board - Auto Expense/Hays		30.02			
	25-5-1-52210	Board Exp - Auto Expense		4.29			
Vendor: CINFIR	**Cintas**				**Payable Count:**	**(1)**	**474.92**
5201395918	First Aid Supplies - Shop	03/31/2024	474.92	0.00	0.00	0.00	474.92
	Distributions						
	Account Number	**Account Name**	**Project Account Key**	**Distribution Amount**			
	01-1-1-54500	Operating Supplies		474.92			
Vendor: CIN UNI	**Cintas Corporation**				**Payable Count:**	**(1)**	**574.56**
033124	Uniform Rental Svcs. - March	03/31/2024	574.56	0.00	0.00	0.00	574.56
	Distributions						
	Account Number	**Account Name**	**Project Account Key**	**Distribution Amount**			
	01-1-1-54680	Uniforms		532.80			

Payable Number	Description		Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
	22-2-1-54680	Uniforms			41.76			
Vendor: CED	**Consolidated Electrical Distributors Inc**					**Payable Count:**	**(4)**	**3,133.47**
9085-1046011	Soft Starter for Booster C at Site 2		03/31/2024	1,889.00	0.00	0.00	165.29	2,054.29
	Distributions							
	Account Number	**Account Name**	**Project Account Key**		**Distribution Amount**			
	01-1-5-54620	Repair & Maintenance			2,054.29			
9085-1046556	Electrical Parts for Site 7B		03/31/2024	292.23	0.00	0.00	25.57	317.80
	Distributions							
	Account Number	**Account Name**	**Project Account Key**		**Distribution Amount**			
	01-1-5-54620	Repair & Maintenance			317.80			
9085-1046595	Cable Tie & Steel Washers for Beekly Rd.		03/31/2024	24.56	0.00	0.00	2.15	26.71
	Distributions							
	Account Number	**Account Name**	**Project Account Key**		**Distribution Amount**			
	01-1-5-54620	Repair & Maintenance			26.71			
9085-1046634	Electrical Parts for Oasis Yard		03/31/2024	675.56	0.00	0.00	59.11	734.67
	Distributions							
	Account Number	**Account Name**	**Project Account Key**		**Distribution Amount**			
	01-1-2-54620	Repair & Maintenance			734.67			
Vendor: CORE	**Core & Main**					**Payable Count:**	**(5)**	**12,367.81**
U511076	12T & 90 for Well #15 Influent Into Site #2		03/31/2024	5,770.52	0.00	0.00	447.21	6,217.73
	Distributions							
	Account Number	**Account Name**	**Project Account Key**		**Distribution Amount**			
	01-0-0-17000	CIP Enterprise Funds	C0095 OUTSIDE SVCS		6,217.73			
U532472	6" Grip Rings, 6" Valves, 6" Push-on Valves		03/31/2024	1,679.20	0.00	0.00	130.14	1,809.34
	Distributions							
	Account Number	**Account Name**	**Project Account Key**		**Distribution Amount**			
	01-1-0-13010	Inventory - Water Field Parts			975.14			
	01-1-0-13010	Inventory - Water Field Parts			423.24			
	01-1-0-13010	Inventory - Water Field Parts			410.96			
U532472-1	(10) Non-Inventory Gaskets		03/31/2024	32.71	0.00	0.00	0.00	32.71
	Distributions							
	Account Number	**Account Name**	**Project Account Key**		**Distribution Amount**			
	01-1-5-54620	Repair & Maintenance			32.71			
U538542	CTS Angle Stops, Corp Stops, Dual Check Valves		03/31/2024	3,576.17	0.00	0.00	277.15	3,853.32
	Distributions							
	Account Number	**Account Name**	**Project Account Key**		**Distribution Amount**			
	01-1-0-13010	Inventory - Water Field Parts			3,763.59			
	01-1-0-13010	Inventory - Water Field Parts			89.73			
U538542-1	Non-Inventory Gasket & Grip Rings Qty. (100)		03/31/2024	454.71	0.00	0.00	0.00	454.71
	Distributions							
	Account Number	**Account Name**	**Project Account Key**		**Distribution Amount**			
	01-1-5-54620	Repair & Maintenance			454.71			
Vendor: CR&R	**CR&R Incorporated**					**Payable Count:**	**(1)**	**265.00**
813671-8478-2	Trash - Community Clean Up		03/31/2024	265.00	0.00	0.00	0.00	265.00
	Distributions							
	Account Number	**Account Name**	**Project Account Key**		**Distribution Amount**			
	25-5-1-54800	Programs (Solid Waste)			265.00			
Vendor: DEBPHI	**Deborah Jeanne Philips**					**Payable Count:**	**(1)**	**150.75**
033124	March Mileage-MWA, ASBCSD, Board, SW, Leg. Committ		03/31/2024	150.75	0.00	0.00	0.00	150.75

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-0-1-52210 Board Exp - Auto Expense						-6.70
	01-0-1-52219 Board - Auto Expense/Philips						150.75
	25-5-1-52210 Board Exp - Auto Expense						6.70
Vendor: DENMOR	**Dennis Morrison**					**Payable Count: (2)**	**1,682.02**
022924	Health Insurance Reimb. - Feb.	02/29/2024	824.53	0.00	0.00	0.00	824.53
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	22-2-2-51230 Employee Group Insurance						824.53
033124	Health Insurance Reimb. - March	03/31/2024	857.49	0.00	0.00	0.00	857.49
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	22-2-2-51230 Employee Group Insurance						857.49
Vendor: DES WEST	**Design West Engineering, Inc.**					**Payable Count: (1)**	**3,187.50**
24330	Dry Utilities Site Design - Civic Center	03/31/2024	3,187.50	0.00	0.00	0.00	3,187.50
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-0-0-17000 CIP Enterprise Funds C0002 OUTSIDE SVCS						3,187.50
Vendor: DONBAR	**Don Bartz**					**Payable Count: (1)**	**600.50**
033124	Mileage Reimb. - March	03/31/2024	600.50	0.00	0.00	0.00	600.50
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-0-1-54140 Auto Expense						600.50
Vendor: VALLE	**Don Gene Fish Jr.**					**Payable Count: (1)**	**9,700.00**
VVP-0407-2	Waste & Recycling Outreach Videos	03/31/2024	9,700.00	0.00	0.00	0.00	9,700.00
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	25-5-1-53150 Outside Service C0106 OUTSIDE SVCS						9,700.00
Vendor: FBC-Aimee	**First Bank Card -Aimee**					**Payable Count: (1)**	**705.08**
033124	M-E Statement - March	03/31/2024	705.08	0.00	0.00	0.00	705.08
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-0-1-54260 Education & Training						299.98
	01-0-1-54470 Travel Expense						60.00
	01-0-1-54470 Travel Expense						172.55
	25-5-1-54470 Travel Expense						172.55
Vendor: FBC-CHRIS	**First Bank Card**					**Payable Count: (2)**	**1,372.47**
033124	M-E Statement - March	03/31/2024	840.68	0.00	0.00	0.00	840.68
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-1-1-54260 Education & Training						474.99
	01-1-2-54620 Repair & Maintenance						32.31
	01-1-2-54650 Small Tools						95.36
	01-1-8-54710 Vehicle Maintenance						151.83
	01-1-8-54710 Vehicle Maintenance						86.19
ZJP4MA5G9	2.5" Gate Valves for Booster Stations	03/31/2024	531.79	0.00	0.00	0.00	531.79

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
	Distributions						
	Account Number	**Account Name**	**Project Account Key**	**Distribution Amount**			
	01-1-5-54500	Operating Supplies		531.79			
Vendor: FBC-SEAN	**First Bank Card**				**Payable Count: (6)**		**5,554.91**
031324	Victolics, Couplings, Silent Check Valves	03/31/2024	1,049.20	0.00	33.44	81.32	1,163.96
	Distributions						
	Account Number	**Account Name**	**Project Account Key**	**Distribution Amount**			
	01-1-2-54620	Repair & Maintenance		1,163.96			
033124	M-E Statement - March	03/31/2024	591.61	0.00	0.00	0.00	591.61
	Distributions						
	Account Number	**Account Name**	**Project Account Key**	**Distribution Amount**			
	01-1-1-54440	Meeting, Seminar & Supplies		461.20			
	01-1-1-54440	Meeting, Seminar & Supplies		80.25			
	01-1-2-54500	Operating Supplies		13.44			
	01-1-2-54500	Operating Supplies		36.72			
20378010	2" Trash Pump, Gasket, Discharge Hose	03/31/2024	966.69	0.00	0.00	0.00	966.69
	Distributions						
	Account Number	**Account Name**	**Project Account Key**	**Distribution Amount**			
	01-1-2-54650	Small Tools		966.69			
22887	Gravel for Hybrid PRV on P.H. x Sacramento	03/31/2024	661.64	0.00	0.00	0.00	661.64
	Distributions						
	Account Number	**Account Name**	**Project Account Key**	**Distribution Amount**			
	01-1-5-54620	Repair & Maintenance		661.64			
3623412	Thermal Imager & Crimper for Electric Panel	03/31/2024	628.03	0.00	0.00	0.00	628.03
	Distributions						
	Account Number	**Account Name**	**Project Account Key**	**Distribution Amount**			
	01-1-2-54650	Small Tools		628.03			
88550	Perf. Utility Supply-Lifting Knuckles for Concrete	03/31/2024	1,542.98	0.00	0.00	0.00	1,542.98
	Distributions						
	Account Number	**Account Name**	**Project Account Key**	**Distribution Amount**			
	01-1-5-54620	Repair & Maintenance		1,542.98			
Vendor: FBC-DON	**First Bank Card**				**Payable Count: (1)**		**573.04**
033124	M-E Statement - March	03/31/2024	573.04	0.00	0.00	0.00	573.04
	Distributions						
	Account Number	**Account Name**	**Project Account Key**	**Distribution Amount**			
	01-0-1-54140	Auto Expense		151.77			
	01-0-1-54140	Auto Expense		175.00			
	01-0-1-54140	Auto Expense		173.00			
	01-0-1-54440	Meeting, Seminar & Supplies		62.07			
	01-0-1-54470	Travel Expense		11.20			
Vendor: FBC-GEORGE	**First Bank Card**				**Payable Count: (1)**		**652.54**
033124	M-E Statement - March	03/31/2024	652.54	0.00	0.00	0.00	652.54
	Distributions						
	Account Number	**Account Name**	**Project Account Key**	**Distribution Amount**			
	01-0-1-54440	Meeting, Seminar & Supplies		102.65			
	01-0-1-54440	Meeting, Seminar & Supplies		55.76			
	01-1-2-53170	Software Support		0.99			
	01-1-8-54410	Fuel Costs		47.77			
	01-1-8-54410	Fuel Costs		95.04			
	01-1-8-54410	Fuel Costs		102.50			
	01-1-8-54410	Fuel Costs		95.01			
	01-7-7-54260	Education & Training		30.00			

Payable Number	Description		Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
	01-7-7-54530	Office Supplies			122.82			
Vendor: FBC-HEATHER	**First Bank Card**					**Payable Count:**	**(1)**	**978.25**
033124	M-E Statement - March		03/31/2024	978.25	0.00	0.00	0.00	978.25
	Distributions							
	Account Number	**Account Name**	**Project Account Key**		**Distribution Amount**			
	01-0-1-54530	Office Supplies			54.79			
	01-0-1-54530	Office Supplies			127.75			
	01-0-1-54530	Office Supplies			226.57			
	01-0-1-54530	Office Supplies			27.66			
	01-0-1-54530	Office Supplies			65.98			
	01-0-1-54860	Postage & Mailing			7.32			
	01-0-1-54860	Postage & Mailing			7.08			
	01-1-1-54530	Office Supplies			112.74			
	01-1-6-54860	Postage & Mailing			219.24			
	01-1-6-54860	Postage & Mailing			7.32			
	01-1-6-54860	Postage & Mailing			121.80			
Vendor: FBC-JENNIFER	**First Bank Card**					**Payable Count:**	**(2)**	**1,927.86**
033124	M-E Statement - March		03/31/2024	1,086.87	0.00	0.00	0.00	1,086.87
	Distributions							
	Account Number	**Account Name**	**Project Account Key**		**Distribution Amount**			
	01-0-1-53170	Software Support			29.00			
	01-0-1-53170	Software Support			100.00			
	01-0-1-53170	Software Support			263.89			
	01-0-1-54260	Education & Training			39.02			
	01-1-1-53170	Software Support			71.97			
	01-1-6-53170	Software Support			120.00			
	01-1-6-54500	Operating Supplies			203.65			
	01-7-7-53170	Software Support			47.98			
	22-2-2-54440	Meeting, Seminar & Supplies			33.57			
	22-2-2-54440	Meeting, Seminar & Supplies			40.00			
	22-2-2-54800	Programs (Park & Rec)			137.79			
2257-6435	Sign for Prop 68 - Land Acquisition		03/31/2024	780.50	0.00	0.00	60.49	840.99
	Distributions							
	Account Number	**Account Name**	**Project Account Key**		**Distribution Amount**			
	22-2-1-54110	Advertising			840.99			
Vendor: FBC-KIM	**First Bank Card**					**Payable Count:**	**(1)**	**1,031.32**
033124	M-E Statement - March		03/31/2024	1,031.32	0.00	0.00	0.00	1,031.32
	Distributions							
	Account Number	**Account Name**	**Project Account Key**		**Distribution Amount**			
	01-0-1-53170	Software Support			14.00			
	01-0-1-54470	Travel Expense			18.46			
	01-0-1-54470	Travel Expense			16.62			
	01-0-1-54470	Travel Expense			46.58			
	01-0-1-54470	Travel Expense			129.39			
	01-0-1-54470	Travel Expense			57.30			
	01-0-1-54470	Travel Expense			48.00			
	01-0-1-54470	Travel Expense			17.07			
	01-0-1-54470	Travel Expense			172.55			
	01-0-1-54470	Travel Expense			28.26			
	01-0-1-54470	Travel Expense			26.56			
	01-0-1-54470	Travel Expense			62.50			
	01-1-1-54500	Operating Supplies			86.18			
	01-1-1-54500	Operating Supplies			37.60			
	25-5-1-54470	Travel Expense			9.24			
	25-5-1-54470	Travel Expense			28.65			

Payable Number	Description		Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
	25-5-1-54470	Travel Expense			64.70			
	25-5-1-54470	Travel Expense			8.32			
	25-5-1-54920	Public Relation			94.15			
	25-5-1-54920	Public Relation			65.19			
Vendor: FBC-STEVE	**First Bank Card**						**Payable Count: (1)**	**510.02**
033124	M-E Statement - March		03/31/2024	510.02	0.00	0.00	0.00	510.02
	Distributions							
	Account Number	**Account Name**	**Project Account Key**		**Distribution Amount**			
	01-1-2-54500	Operating Supplies			354.50			
	22-2-2-54620	Repair & Maintenance			155.52			
Vendor: FRO 3434	**Frontier Communications**						**Payable Count: (1)**	**212.65**
040924	Phones - Telemetry 3/10 - 4/9		03/31/2024	212.65	0.00	0.00	0.00	212.65
	Distributions							
	Account Number	**Account Name**	**Project Account Key**		**Distribution Amount**			
	01-1-5-58010	Telephone			212.65			
Vendor: INFOSE	**Infosend Inc**						**Payable Count: (1)**	**3,922.44**
259921	Postage & Printing - March		03/29/2024	3,922.44	0.00	0.00	0.00	3,922.44
	Distributions							
	Account Number	**Account Name**	**Project Account Key**		**Distribution Amount**			
	01-1-6-54860	Postage & Mailing			3,003.29			
	01-1-6-54890	Printing			919.15			
Vendor: KIMSEV	**Kimberly Sevy**						**Payable Count: (1)**	**51.81**
032524	Reimb. - SDRMA Spring Conf. Fees		03/31/2024	51.81	0.00	0.00	0.00	51.81
	Distributions							
	Account Number	**Account Name**	**Project Account Key**		**Distribution Amount**			
	01-0-1-54470	Travel Expense			51.81			
Vendor: LINSMI	**Linda Smith**						**Payable Count: (1)**	**332.52**
033124	Health Insurance Reimb. - March		03/31/2024	332.52	0.00	0.00	0.00	332.52
	Distributions							
	Account Number	**Account Name**	**Project Account Key**		**Distribution Amount**			
	25-5-1-51230	Employee Group Insurance			332.52			
Vendor: LOWES	**Lowe's Credit**						**Payable Count: (1)**	**566.88**
033124	M-E Statement March		03/31/2024	566.88	0.00	0.00	0.00	566.88
	Distributions							
	Account Number	**Account Name**	**Project Account Key**		**Distribution Amount**			
	01-1-5-54620	Repair & Maintenance			249.66			
	01-1-5-54620	Repair & Maintenance			48.92			
	01-1-5-54620	Repair & Maintenance			90.96			
	01-1-5-54620	Repair & Maintenance			177.34			
Vendor: MERJOH	**Merrell-Johnson Engineering Inc**						**Payable Count: (1)**	**5,764.00**
G2024077	Reservoir 6A-2 - Geotechnical Report		03/31/2024	5,764.00	0.00	0.00	0.00	5,764.00
	Distributions							
	Account Number	**Account Name**	**Project Account Key**		**Distribution Amount**			
	01-0-0-17000	CIP Enterprise Funds	C0109 OUTSIDE SVCS		5,764.00			
Vendor: ANDTRU	**Mills Hardware**						**Payable Count: (1)**	**729.22**
033124	M-E Statement - March		03/31/2024	676.39	0.00	0.00	52.83	729.22
	Distributions							
	Account Number	**Account Name**	**Project Account Key**		**Distribution Amount**			
	01-1-2-54620	Repair & Maintenance			15.07			

Payable Number	Description		Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
	01-1-2-54620	Repair & Maintenance			52.44			
	01-1-2-54620	Repair & Maintenance			11.84			
	01-1-2-54620	Repair & Maintenance			43.22			
	01-1-2-54620	Repair & Maintenance			26.93			
	01-1-2-54650	Small Tools			139.99			
	01-1-5-54620	Repair & Maintenance			10.51			
	01-1-5-54620	Repair & Maintenance			8.39			
	01-1-5-54620	Repair & Maintenance			25.45			
	01-1-5-54620	Repair & Maintenance			15.07			
	01-1-5-54620	Repair & Maintenance			13.52			
	01-1-5-54620	Repair & Maintenance			46.30			
	01-1-5-54620	Repair & Maintenance			48.62			
	01-1-5-54620	Repair & Maintenance			4.29			
	01-1-6-54620	Repair & Maintenance			13.46			
	01-1-6-54620	Repair & Maintenance			27.51			
	01-1-8-54710	Vehicle Maintenance			17.86			
	22-2-2-54620	Repair & Maintenance			-5.39			
	22-2-2-54620	Repair & Maintenance			81.89			
	22-2-2-54620	Repair & Maintenance			29.07			
	22-2-2-54620	Repair & Maintenance			5.69			
	22-2-2-54620	Repair & Maintenance			13.90			
	22-2-2-54620	Repair & Maintenance			1.51			
	22-2-2-54620	Repair & Maintenance			82.08			
Vendor: MRCOPY	**MRC Smart Technology Solutions**						**Payable Count: (2)**	**32.32**
IN4059867	Cyan Toner Delivery Fee		03/31/2024	16.16	0.00	0.00	0.00	16.16
	Distributions							
	Account Number	**Account Name**	**Project Account Key**		**Distribution Amount**			
	01-0-1-54530	Office Supplies			16.16			
IN4077425	Yellow Toner Delivery Fee		03/31/2024	16.16	0.00	0.00	0.00	16.16
	Distributions							
	Account Number	**Account Name**	**Project Account Key**		**Distribution Amount**			
	01-0-1-54530	Office Supplies			16.16			
Vendor: NAPA	**NAPA Auto Parts**						**Payable Count: (1)**	**647.40**
033124	M-E Statement - March		03/31/2024	600.98	0.00	0.00	46.42	647.40
	Distributions							
	Account Number	**Account Name**	**Project Account Key**		**Distribution Amount**			
	01-1-2-54620	Repair & Maintenance			144.30			
	01-1-8-54710	Vehicle Maintenance			228.26			
	01-1-8-54710	Vehicle Maintenance			17.22			
	01-1-8-54710	Vehicle Maintenance			196.83			
	01-1-8-54710	Vehicle Maintenance			24.52			
	01-1-8-54710	Vehicle Maintenance			36.27			
Vendor: OFFSOL	**Office Solutions**						**Payable Count: (1)**	**426.95**
I-02211115	Office Supplies-Note Pads, Pens, Clips, Tape,Toner		03/31/2024	396.24	0.00	0.00	30.71	426.95
	Distributions							
	Account Number	**Account Name**	**Project Account Key**		**Distribution Amount**			
	01-0-1-54530	Office Supplies			426.95			
Vendor: PHEEXP	**Phelan Express, Inc.**						**Payable Count: (3)**	**358.38**
53412	Trk #31 - Oil Change		03/31/2024	125.08	0.00	0.00	0.00	125.08
	Distributions							
	Account Number	**Account Name**	**Project Account Key**		**Distribution Amount**			
	01-1-8-54710	Vehicle Maintenance			125.08			
53415	Trk #19 - Oil Change		03/31/2024	125.25	0.00	0.00	0.00	125.25

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-1-8-54710 Vehicle Maintenance			125.25			
53430	Trk #21 - Oil Change	03/31/2024	108.05	0.00	0.00	0.00	108.05
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-1-8-54710 Vehicle Maintenance			108.05			
Vendor: PUMCHE	**Pump Check, Inc.**				**Payable Count: (1)**		**2,620.00**
533	Pump Effeciency Tests for Remainder of District	03/31/2024	2,620.00	0.00	0.00	0.00	2,620.00
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-1-2-54620 Repair & Maintenance			2,620.00			
Vendor: REBEL	**Rebel Oil Company, Inc.**				**Payable Count: (1)**		**2,208.76**
7086357-IN	Fuel - 450 Gl.	03/31/2024	2,208.76	0.00	0.00	0.00	2,208.76
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-1-8-54410 Fuel Costs			2,208.76			
Vendor: SER MAD	**Sergio A. Madrigal**				**Payable Count: (1)**		**50.00**
121423	2023 Safety Incentive Award	12/06/2023	50.00	0.00	0.00	0.00	50.00
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-0-1-54260 Education & Training			50.00			
Vendor: THEGAS	**SoCalGas**				**Payable Count: (4)**		**631.91**
032024-4084	Gas - Phelan Sr. Ctr. 2/20 - 3/20	03/20/2024	198.58	0.00	0.00	0.00	198.58
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	22-0-2-58110 Utilities			198.58			
032024-4585	Gas - Phelan CC 2/20 - 3/20	03/20/2024	205.59	0.00	0.00	0.00	205.59
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	22-0-2-58110 Utilities			205.59			
032724-6056	Gas - Pinon Hills CC 2/27 - 3/27	03/27/2024	106.08	0.00	0.00	0.00	106.08
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	22-0-2-58110 Utilities			106.08			
032724-6781	Gas - Pinon Hills Fire 2/27 - 3/27	03/27/2024	121.66	0.00	0.00	0.00	121.66
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	22-0-2-58110 Utilities			121.66			
Vendor: SCE 2439-1773	**Southern California Edison**				**Payable Count: (1)**		**13.57**
033124	Electricity - Phelan Park 2/26 - 3/25	03/25/2024	13.57	0.00	0.00	0.00	13.57
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	22-0-2-58110 Utilities			13.57			
Vendor: SCE MISC	**Southern California Edison**				**Payable Count: (1)**		**3,847.70**
7501656816	Fill Station Non-Residential Shortfall	02/29/2024	3,847.70	0.00	0.00	0.00	3,847.70

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-1-2-54620 Repair & Maintenance			3,847.70			
Vendor: SCE 1613-6373 **Southern California Edison**					**Payable Count: (1)**		**18.44**
033124	Electricity - R/R Crossings 3/1 - 3/31	03/31/2024	18.44	0.00	0.00	0.00	18.44
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	23-0-2-58210 Utilities - Street Lights			18.44			
Vendor: SCE 3752-2894 **Southern California Edison**					**Payable Count: (1)**		**283.48**
033124	Electricity - N. Dairy Mobile 2/29 - 3/31	03/31/2024	283.48	0.00	0.00	0.00	283.48
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-1-3-58110 Utilities			283.48			
Vendor: SCE 4241-7012 **Southern California Edison**					**Payable Count: (3)**		**414.87**
012924	Electricity - S. Dairy Mobile 12/29 - 1/29	01/29/2024	307.93	0.00	0.00	0.00	307.93
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-1-3-58110 Utilities			307.93			
022824	Electricity - S. Dairy Mobile 1/30 - 2/28	02/28/2024	54.40	0.00	0.00	0.00	54.40
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-1-3-58110 Utilities			54.40			
033124	Electricity - S. Dairy Mobile 2/29 - 3/31	03/31/2024	52.54	0.00	0.00	0.00	52.54
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-1-3-58110 Utilities			52.54			
Vendor: SCE 4490-1265 **Southern California Edison**					**Payable Count: (1)**		**18.44**
033124	Electricity - P.H. Fire Station 3/1 - 3/31	03/31/2024	18.44	0.00	0.00	0.00	18.44
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	22-0-2-58110 Utilities			18.44			
Vendor: SCE 5917-6455 **Southern California Edison**					**Payable Count: (1)**		**28.39**
033124	Electricity - Phelan Park St. Lights 3/1 - 3/31	03/31/2024	28.39	0.00	0.00	0.00	28.39
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	22-2-2-58110 Utilities			28.39			
Vendor: SCE 7695-0442 **Southern California Edison**					**Payable Count: (1)**		**24.11**
033124	Electricity - Fill Station 2/29 - 3/31	03/31/2024	24.11	0.00	0.00	0.00	24.11
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-0-2-58110 Utilities			24.11			
Vendor: SCE 8092-3468 **Southern California Edison**					**Payable Count: (1)**		**100.70**
033124	Electricity - NW Dairy Mobile 2/29 - 3/31	03/31/2024	100.70	0.00	0.00	0.00	100.70
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-1-3-58110 Utilities			100.70			
Vendor: SCE 9515-2666 **Southern California Edison**					**Payable Count: (2)**		**75,693.63**
022824-2	Electricity-Wells, Boosters, Tanks, St. Lights, CR	02/29/2024	64,992.73	0.00	0.00	0.00	64,992.73

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-1-3-58110 Utilities			77,605.63			
	01-1-3-58115 Utilities - Solar Credits			-14,293.88			
	23-3-2-58210 Utilities - Street Lights			1,680.98			
033124	Electricity-Wells, Boosters, Tanks, St. Lights, CR	03/31/2024	10,700.90	0.00	0.00	0.00	10,700.90
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-1-3-58110 Utilities			9,745.84			
	01-1-3-58115 Utilities - Solar Credits			-729.94			
	23-3-2-58210 Utilities - Street Lights			1,685.00			
Vendor: SCE 9587-0653	**Southern California Edison**					**Payable Count: (3)**	**1,167.24**
022924 CR	Electricity - Office Solar Credits 1/25 - 2/24	02/24/2024	-1,791.61	0.00	0.00	0.00	-1,791.61
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-1-3-58115 Utilities - Solar Credits			-1,609.13			
	01-1-3-58115 Utilities - Solar Credits			-182.48			
022924	Electricity - Office 1/25 - 2/24	02/25/2024	1,609.13	0.00	0.00	0.00	1,609.13
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-0-1-58110 Utilities			1,609.13			
033124	Electricity - Office 2/26 - 3/25	03/25/2024	1,349.72	0.00	0.00	0.00	1,349.72
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-0-1-58110 Utilities			1,349.72			
Vendor: TESCON	**Tesco Controls, Inc**					**Payable Count: (3)**	**97,887.44**
008151-in	Site 2A Repairs - Communication & PLC Failed	11/22/2023	2,709.00	0.00	0.00	0.00	2,709.00
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-1-2-54620 Repair & Maintenance			2,709.00			
0082123-IN	Well #15 Telemetry Control Panel & Integration	01/31/2024	93,000.00	0.00	0.00	0.00	93,000.00
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-0-0-17000 CIP Enterprise Funds C0095 OUTSIDE SVCS			93,000.00			
0082230-IN	SCADA Servers Hard Drive Replaced	02/15/2024	2,178.44	0.00	0.00	0.00	2,178.44
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-1-2-54620 Repair & Maintenance			2,178.44			
Vendor: TOMDOD	**Tom Dodson & Associates**					**Payable Count: (1)**	**3,635.00**
PPH-127-7	Proposed 1.5 MG Reservoir - CEQA	03/31/2024	3,635.00	0.00	0.00	0.00	3,635.00
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-0-0-17000 CIP Enterprise Funds C0109 OUTSIDE SVCS			3,635.00			
Vendor: TYLTEC	**Tyler Technologies, Inc**					**Payable Count: (2)**	**12,252.80**
025-459910	UB Insite Transaction Fees 1/1 - 3/31	03/31/2024	11,997.50	0.00	0.00	0.00	11,997.50
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-1-6-53170 Software Support			11,997.50			
025-460371	Smart Meter Notifications 1/1 - 3/31	03/31/2024	255.30	0.00	0.00	0.00	255.30

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-1-6-53170 Software Support						255.30
Vendor: UNIVAR	**UNIVAR INC.**					**Payable Count: (1)**	**2,128.72**
519556844	Liquid Chlorine - 524 Gal.	03/31/2024	2,128.72	0.00	0.00	0.00	2,128.72
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-1-3-54500 Operating Supplies						2,128.72
Vendor: VALCON	**Valley Construction Supply**					**Payable Count: (1)**	**282.64**
497209	Lath Stakes	03/31/2024	264.11	0.00	0.00	18.53	282.64
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-1-2-54620 Repair & Maintenance						282.64
Vendor: VER FLEET	**Verizon Connect Fleet USA, LLC**					**Payable Count: (1)**	**341.10**
615000054732	Fleet GPS - March	03/31/2024	341.10	0.00	0.00	0.00	341.10
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-1-8-54300 Equipment Rental / Lease						341.10
Vendor: VER AIR	**Verizon Wireless**					**Payable Count: (1)**	**1,377.48**
9960604714	Phones, Jet Packs, Tablets, On-Call March	03/31/2024	1,377.48	0.00	0.00	0.00	1,377.48
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-1-1-58010 Telephone						1,377.48
Vendor: GRAING	**W. W. Grainger, Inc**					**Payable Count: (2)**	**283.93**
9051185974	Run Light for Booster C at Site 2	03/31/2024	155.62	0.00	11.68	12.07	179.37
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-1-5-54620 Repair & Maintenance						179.37
9057090111	Cut Off WHeels for Ductile Iren 14" Saws	03/31/2024	81.80	0.00	16.42	6.34	104.56
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-1-2-54500 Operating Supplies						104.56
Vendor: WESWAT	**Western Water Works Supply Co**					**Payable Count: (1)**	**6,826.40**
1144367	12" Tees & Valve for Well 15 to Well 5 Line	03/31/2024	6,335.40	0.00	0.00	491.00	6,826.40
	Distributions						
	Account Number / **Account Name** / **Project Account Key** / **Distribution Amount**						
	01-0-0-17000 CIP Enterprise Funds	C0095 OUTSIDE SVCS					6,826.40

Payable Account 99-0-0-21100 Payable Count: (90) Total: 275,708.99

Summary

Payable Account Summary

Account	Count	Amount
99-0-0-21100 - Accounts Payable - Trade	90	275,708.99
Report Total:	**90**	**275,708.99**

Payable Fund Summary

Fund		Amount
99 - POOLED CASH	90	275,708.99
Report Total:	**90**	**275,708.99**

Project Number	Project Name	Group	Type	Status
C0002	ADMINISTRATIVE PROPERTY	Adminstration	Construction in Pro	Active

Expenses

Account Key	Account Name	Category	Beginning Balance	Activity	Ending Balance
C0002 ARCHITECT	C0002 ARCHITECT	OUTSIDE SERVICES	0.00	204,970.95	204,970.95
C0002 BUILD	C0002 MODULAR BUILDING	Buildings	0.00	-3,761.15	-3,761.15
C0002 COUNTY FEES	C0002 COUNTY FEES	Fees/License	0.00	94,108.70	94,108.70
C0002 IMPROVE	C0002 IMPROVEMENTS	OUTSIDE SERVICES	0.00	66,751.26	66,751.26
C0002 LABOR	C0002 LABOR - ADMIN BUILDING	LABOR	0.00	13,208.76	13,208.76
C0002 OUTSIDE SVCS	C0002 OUTSIDE SVCS	OUTSIDE SERVICES	0.00	422,010.88	422,010.88
		Total Expenses:	**0.00**	**797,289.40**	**797,289.40**
		Total C0002:	**0.00**	**797,289.40**	**797,289.40**

Project Number	Project Name	Group	Type	Status
C0072	Mountain Well	Wells	Construction in Pro	Active

Expenses

Account Key	Account Name	Category	Beginning Balance	Activity	Ending Balance
C0072 LABOR	C0072 LABOR - MOUNTAIN WELL	LABOR	0.00	392.72	392.72
C0072 OUTSIDE SVCS	C0072 OUTSIDE SVCS - MOUNTAIN W	OUTSIDE SERVICES	0.00	118,681.86	118,681.86
		Total Expenses:	**0.00**	**119,074.58**	**119,074.58**
		Total C0072:	**0.00**	**119,074.58**	**119,074.58**

Project Number	Project Name	Group	Type	Status
C0078	Phelan Park Expansion	Parks	Construction in Pro	Active

Expenses

Account Key	Account Name	Category	Beginning Balance	Activity	Ending Balance
C0078 COUNTY FEES	C0078 COUNTY FEES - Phelan Park Ex	Fees/License	0.00	26,161.58	26,161.58
C0078 ENGINEERING	C0078 ENGINEERING - Phelan Park Ex	ENGINEERING	0.00	70.44	70.44
C0078 LABOR	C0078 LABOR - Phelan Park Expansio	LABOR	0.00	9,273.66	9,273.66
C0078 OUTSIDE SVCS	C0078 OUTSIDE SVCS - Phelan Park Ex	OUTSIDE SERVICES	0.00	541,166.51	541,166.51
		Total Expenses:	**0.00**	**576,672.19**	**576,672.19**
		Total C0078:	**0.00**	**576,672.19**	**576,672.19**

Project Number	Project Name	Group	Type	Status
C0095	Well 15 - Development / Chromi	Wells	Construction in Pro	Active

Expenses

Account Key	Account Name	Category	Beginning Balance	Activity	Ending Balance
C0095 LABOR	C0095 LABOR - WELL 15 Dvlpmnt/Chr	LABOR	0.00	63,453.12	63,453.12
C0095 OUTSIDE SVCS	C0095 OUTSIDE SVCS - WELL 15 Dvlp	OUTSIDE SERVICES	0.00	2,500,749.48	2,500,749.48
		Total Expenses:	**0.00**	**2,564,202.60**	**2,564,202.60**
		Total C0095:	**0.00**	**2,564,202.60**	**2,564,202.60**

Project Number	Project Name	Group	Type	Status
C0109	Reservoir 6A - 2	Tanks	Construction in Pro	Active

Expenses

Account Key	Account Name	Category	Beginning Balance	Activity	Ending Balance
C0109 LABOR	C0109 LABOR - Reservoir 6A - 2 (Chro	LABOR	0.00	569.09	569.09
C0109 LAND	C0109 LAND - Reservoir 6A - 2 (Chro	Land	0.00	25,000.00	25,000.00
C0109 OUTSIDE SVCS	C0109 OUTSIDE SVCS - Reservoir 6A -	OUTSIDE SERVICES	0.00	58,579.62	58,579.62
		Total Expenses:	**0.00**	**84,148.71**	**84,148.71**
		Total C0109:	**0.00**	**84,148.71**	**84,148.71**

Project Number	Project Name	Group	Type	Status
C0111	ARPA project - Community Gard	Parks	Construction in Pro	Active

Expenses

Account Key	Account Name	Category	Beginning Balance	Activity	Ending Balance
C0111 COUNTY FEES	C0111 COUNTY FEES - ARPA project	Fees/License	0.00	3,691.25	3,691.25
		Total Expenses:	**0.00**	**3,691.25**	**3,691.25**
		Total C0111:	**0.00**	**3,691.25**	**3,691.25**

Project Number	Project Name	Group	Type	Status
C0112	Mobile GIS Asset Mgmnt Applic	Study & Design	Construction in Pro	Active

Project Balance Report **Report Dates: 07/01/2008 - 03/31/2024**

Project Number	Project Name	Group	Type	Status
Expenses				

Account Key	Account Name	Category	Beginning Balance	Activity	Ending Balance
C0112 OUTSIDE SVCS	C0112 OUTSIDE SERVICES - Novotx GI	OUTSIDE SERVICES	0.00	47,500.00	47,500.00
		Total Expenses:	**0.00**	**47,500.00**	**47,500.00**
		Total C0112:	**0.00**	**47,500.00**	**47,500.00**

Summary

Project Summary

Project Number	Project Name	Beginning Balance	Activity	Ending Balance
C0002	ADMINISTRATIVE PROPERTY	0.00	797,289.40	797,289.40
C0072	Mountain Well	0.00	119,074.58	119,074.58
C0078	Phelan Park Expansion	0.00	576,672.19	576,672.19
C0095	Well 15 - Development / Chromium	0.00	2,564,202.60	2,564,202.60
C0109	Reservoir 6A - 2	0.00	84,148.71	84,148.71
C0111	ARPA project - Community Garden &	0.00	3,691.25	3,691.25
C0112	Mobile GIS Asset Mgmnt Applicatior	0.00	47,500.00	47,500.00
	Project Totals:	0.00	4,192,578.73	4,192,578.73

Group Summary

Group	Beginning Balance	Activity	Ending Balance
Adminstration	0.00	797,289.40	797,289.40
Parks	0.00	580,363.44	580,363.44
Study & Design	0.00	47,500.00	47,500.00
Tanks	0.00	84,148.71	84,148.71
Wells	0.00	2,683,277.18	2,683,277.18
Group Totals:	**0.00**	**4,192,578.73**	**4,192,578.73**

Type Summary

Type	Beginning Balance	Activity	Ending Balance
Construction in Progress	0.00	4,192,578.73	4,192,578.73
Type Totals:	**0.00**	**4,192,578.73**	**4,192,578.73**

Solar Project and Credits Report

					Running Balance	
Cost of Solar Project:		$ 5,239,947.43			$ 5,239,947.43	
Loan Received:		$ 5,000,000.00			$ (5,000,000.00)	
Loan Payments:		Principal	Interest	Total		
Total Pmts 01/2015-06/2020		$ 1,028,328.62	$ 909,777.59	$ 1,938,106.21		Y0-5
7/13/2020	12	$ 104,326.80	$ 74,468.84	$ 178,795.64		Y6
1/4/2021		$ 106,282.93	$ 72,512.71	$ 178,795.64		Y6
8/13/2021		$ 147,792.30	$ 21,689.89	$ 169,482.19		Y7
2/1/2022		$ 118,069.37	$ 51,412.82	$ 169,482.19		Y7
8/1/2022		$ 119,722.34	$ 49,759.85	$ 169,482.19		Y8
2/1/2023		$ 121,398.45	$ 48,083.74	$ 169,482.19		Y8
8/1/2023		$ 123,098.03	$ 46,384.16	$ 169,482.19		Y9
2/1/2024		$ 124,821.40	$ 44,660.79	$ 169,482.19		Y9
Total		$ 1,993,840.24	$ 1,318,750.39	$ 3,312,590.63	$ 3,312,590.63	
OM Expenses					$ 344,700.12	
			Total Cost to Date		$ 3,897,238.18	

Edison Credits Received:

	Credits Received					
2015/2016	$ 102,606.65	Total Received for Fiscal Year		Y1	*$ 102,606.65*	
2016/2017	$ 363,593.28	Total Received for Fiscal Year		Y2	*$ 363,593.28*	
2017/2018	$ 370,590.41	Total Received for Fiscal Year		Y3	*$ 370,590.41*	
2018/2019	$ 128,314.95	Total Received for Fiscal Year		Y4	*$ 128,314.95*	
2019/2020	$ 1,075,131.15	Total Received for Fiscal Year	Incl Settlement	Y5	*$ 1,075,131.15*	
2020/2021	$ 119,612.47	Total Received for Fiscal Year		Y6	*$ 119,612.47*	
2021/2022	$ 1,237,537.38	Total Received for Fiscal Year	Incl PY Credits	Y7	*$ 1,237,537.38*	
2022/2023	$ 789,567.65	Total Received for Fiscal Year		Y8	*$ 789,567.65*	
July - Sept 2023	$ 372,745.94			Y9		
Oct - Dec 2023	$ 154,816.52			Y9		
Jan -Mar 2024	$ 141,547.07			Y9		
Apr - Jun 2024				Y9		
2023/2024	$ 669,109.53	Total Received for Fiscal Year		Y9	*$ 669,109.53*	
Total	$ 4,856,063.47	**Total Credits to Date**	$ (4,856,063.47)			4,856,063.47
		Total Cost (Income)	$ (958,825.29)			

Scenario **09/11/2014 Revised 09/2021**
Terms **Turnkey System, Annual O&M, 10 Year Performance Guarantee @90%**
Terms **25 Year Module Warranty, 10 Year Balance of System Warranty, 30 Year Lifecycle**
Financing Structure **20 Yr Loan Term, 3.75% interest rate, Origination Fees and Financing Fees May Apply, $0 Annual Payment Escalation**

Estimate

EOY	Utility Savings	REC Sales	O&M Expense	Pre-COD	Net Operating Savings	Principal Balance	Principal Payment	Interest Payment	Total Debt Service	DSCR	Net Cash Flow
Y0	$ -	$ -	$ -	$ (198,821)	$ (198,821)	**$ 5,000,000**					$ (198,821)
2016	$ 416,265	$ 3,484	$ (35,575)	$ -	$ 384,174	$ 4,828,314	$ (171,686)	$ (185,905)	$ (357,591)	107%	$ 26,583
2017	$ 431,833	$ 3,623	$ (35,575)	$ -	$ 399,882	$ 4,650,130	$ (178,184)	$ (179,407)	$ (357,591)	112%	$ 42,290
2018	$ 447,984	$ 3,768	$ (35,575)	$ -	$ 416,177	$ 4,465,201	$ (184,929)	$ (172,662)	$ (357,591)	116%	$ 58,586
2019	$ 464,738	$ 3,919	$ (35,575)	$ -	$ 433,082	$ 4,273,272	$ (191,929)	$ (165,662)	$ (357,591)	121%	$ 75,491
2020	$ 482,119	$ 4,076	$ (35,575)	$ -	$ 450,620	$ 4,074,078	$ (199,194)	$ (158,398)	$ (357,591)	126%	$ 93,029
2021	$ 500,151	$ 4,239	$ (35,575)	$ -	$ 468,815	$ 3,867,345	$ (206,733)	$ (150,858)	$ (357,591)	131%	$ 111,223
2022	$ 318,788	$ 12,212	$ (35,575)	$ -	$ 295,425	$ 3,652,786	$ (214,559)	$ (143,033)	$ (357,591)	136%	$ (62,166)
2023	$ 333,890	$ 12,790	$ (35,575)	$ -	$ 311,105	$ 3,430,106	$ (222,680)	$ (134,911)	$ (357,591)	142%	$ (46,486)
2024	$ 349,708	$ 13,396	$ (35,575)	$ -	$ 327,529	$ 3,198,997	$ (231,109)	$ (126,482)	$ (357,591)	148%	$ (30,062)
2025	$ 366,276	$ 14,031	$ (35,575)	$ -	$ 344,732	$ 2,959,140	$ (239,857)	$ (117,735)	$ (357,591)	153%	$ (12,859)
2026	$ 383,628	$ 14,696	$ (31,946)	$ -	$ 366,378	$ 2,710,205	$ (248,936)	$ (108,656)	$ (357,591)	161%	$ 8,786
2027	$ 401,803	$ 15,392	$ (32,905)	$ -	$ 384,290	$ 2,451,847	$ (258,358)	$ (99,233)	$ (357,591)	167%	$ 26,699
2028	$ 420,838	$ 16,121	$ (33,892)	$ -	$ 403,067	$ 2,183,709	$ (268,137)	$ (89,454)	$ (357,591)	173%	$ 45,476
2029	$ 440,775	$ 16,885	$ (34,909)	$ -	$ 422,751	$ 1,905,422	$ (278,287)	$ (79,304)	$ (357,591)	179%	$ 65,160
2030	$ 461,657	$ 17,685	$ (167,208)	$ -	$ 312,134	$ 1,616,602	$ (288,820)	$ (68,771)	$ (357,591)	150%	$ (45,457)
2031	$ 483,528	$ 18,522	$ (37,035)	$ -	$ 465,015	$ 1,316,849	$ (299,753)	$ (57,838)	$ (357,591)	193%	$ 107,424
2032	$ 506,435	$ 121,398	$ 48,084	$ -	$ 675,917	$ 1,005,750	$ (311,099)	$ (46,492)	$ (357,591)	201%	$ 318,326
2033	$ 530,427	$ 20,319	$ (39,290)	$ -	$ 511,456	$ 682,875	$ (322,874)	$ (34,717)	$ (357,591)	208%	$ 153,865
2034	$ 555,556	$ 21,282	$ (40,469)	$ -	$ 536,369	$ 347,780	$ (335,096)	$ (22,495)	$ (357,591)	216%	$ 178,778
2035	$ 581,876	$ 22,290	$ (41,683)	$ -	$ 562,483	$ (0)	$ (347,780)	$ (9,812)	$ (357,591)	224%	$ 204,892
2036	$ 609,442	$ 23,346	$ (42,933)	$ -	$ 589,855	$ (0)	$ (0)	$ 0	$ -	0%	$ 589,855
2037	$ 638,315	$ 24,452	$ (44,221)	$ -	$ 618,546	$ (0)	$ -	$ -	$ -	0%	$ 618,546
2038	$ 668,555	$ 25,610	$ (45,548)	$ -	$ 648,617	$ (0)	$ -	$ -	$ -	0%	$ 648,617
2039	$ 700,227	$ 26,823	$ (46,914)	$ -	$ 680,136	$ (0)	$ -	$ -	$ -	0%	$ 680,136
2040	$ 733,401	$ 28,094	$ (48,322)	$ -	$ 713,173	$ (0)	$ -	$ -	$ -	0%	$ 713,173
2041	$ 768,146	$ 29,425	$ (49,771)	$ -	$ 747,800	$ (0)	$ -	$ -	$ -	0%	$ 747,800
2042	$ 804,536	$ 30,819	$ (51,265)	$ -	$ 784,090	$ (0)	$ -	$ -	$ -	0%	$ 784,090
2043	$ 842,651	$ 32,279	$ (52,802)	$ -	$ 822,128	$ (0)	$ -	$ -	$ -	0%	$ 822,128
2044	$ 882,572	$ 33,808	$ (54,387)	$ -	$ 861,993	$ (0)	$ -	$ -	$ -	0%	$ 861,993
2045	$ 924,384	$ 35,410	$ (56,018)	$ -	$ 903,776	$ (0)	$ -	$ -	$ -	0%	$ 903,776
TOTAL	$ 16,450,503	$ 650,194	$ (1,259,181)	$ (198,821)	$ 15,642,696		$ (5,000,000)	$ (2,151,825)	$ (7,151,826)		**$ 8,490,870**

Actual

FYE	Utility Savings	REC Sales	O&M Expense	Other Exp	Net Operating Savings	Principal Balance	Principal Payment	Interest Payment	Total Debt Service	DSCR	Net Cash Flow
Y0	$ -	$ -	$ -	$ (239,947)	$ (239,947)	**$ 5,000,000**	$ (85,046)	$ (65,104)	$ (150,150)		$ (390,097)
2016	$ 102,607	$ -	$ (35,575)	$ -	$ 67,032	$ 4,914,954	$ (174,905)	$ (182,686)	$ (357,591)	19%	$ (290,559)
2017	$ 363,593	$ -	$ (35,575)	$ (24,528)	$ 303,491	$ 4,740,049	$ (181,525)	$ (176,066)	$ (357,591)	85%	$ (54,101)
2018	$ 370,590	$ -	$ (35,575)	$ -	$ 335,016	$ 4,558,524	$ (188,396)	$ (169,195)	$ (357,591)	94%	$ (22,576)
2019	$ 128,315	$ -	$ (35,575)	$ -	$ 92,740	$ 4,370,127	$ (195,528)	$ (162,064)	$ (357,591)	0%	$ (264,851)
2020	$ 1,075,131	$ -	$ (35,575)	$ -	$ 1,039,556	$ 4,174,600	$ (202,929)	$ (154,663)	$ (357,591)	0%	$ 681,965
2021	$ 119,612	$ -	$ (35,575)	$ -	$ 84,038	$ 3,971,671	$ (210,610)	$ (146,982)	$ (357,591)	0%	$ (273,554)
2022	$ 1,237,537	$ -	$ (35,575)	$ -	$ 1,201,963	$ 3,761,062	$ (265,862)	$ (73,103)	$ (338,964)	0%	$ 862,998
2023	$ 789,568	$ -	$ (35,575)	$ -	$ 753,993	$ 3,495,200	$ (241,121)	$ (97,844)	$ (338,964)	0%	$ 415,029
2024	$ 669,110	$ -	$ (35,575)	$ -	$ 633,535	$ 3,254,079	$ (247,919)	$ (91,045)	$ (338,964)	0%	$ 294,570
2025	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ -
2026	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ -
2027	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ -
2028	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ -
2029	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ -
2030	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ -
2031	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ -
2032	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ -
2033	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ -
2034	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ -
2035	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ -
2036	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ -
2037	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ -
2038	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ -
2039	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ -
2040	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ -
2041	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ -
2042	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ -
2043	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ -
2044	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ -
2045	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%	$ -
TOTAL	$ 4,856,063	$ -	$ (320,172)	$ (264,475)	$ 4,271,416		$ (1,993,840)	$ (1,318,750)	$ (3,312,591)		**$ 958,825**

Agenda Item 3f

Acceptance of Quarterly Investment Report

DATE: May 9, 2024

TO: Board of Directors

FROM: Don Bartz, General Manager/Treasurer
BY: David Noland, Finance Supervisor

Cash / Investment Report

31-Mar

Institution	Account Type	Amount	Interest Rate	Maturity Date	Market Value	% of total Funds
CHECKING ACCOUNTS						
Flagstar Bank (DCB)	Checking / Sweep	$ 210,875.13	2.50%	N/A	$ 210,875.13	0.74%
INVESTMENT ACCOUNTS						
State of California	LAIF	$41,375.27	4.22%	N/A	$ 40,764.14	0.15%
California CLASS	JP Investment Pool	$14,740,408.12	5.42%	N/A	$ 14,740,408.12	51.72%
Flagstar Bank (DCB)	Savings	$483,496.35	3.95%	N/A	$ 483,496.35	1.70%
Flagstar Bank (DCB)	CD (2 yr.)	$5,000,000.00	4.57%	11/29/2024	$ 5,000,000.00	17.54%
Flagstar Bank (DCB)	CD (2 yr.)	$1,000,000.00	4.08%	5/8/2025	$ 1,000,000.00	3.51%
Flagstar Bank (DCB)	CD (3 yr.)	$1,000,000.00	4.30%	11/29/2025	$ 1,000,000.00	3.51%
Flagstar Bank (DCB)	CD (3 yr.)	$1,000,000.00	4.70%	11/9/2026	$ 1,000,000.00	3.51%
Flagstar Bank (DCB)	CD (4 yr.)	$1,000,000.00	4.15%	11/29/2026	$ 1,000,000.00	3.51%
Flagstar Bank (DCB)	CD (5 yr.)	$1,000,000.00	4.50%	11/9/2028	$ 1,000,000.00	3.51%
Charles Schwab	US Treasury (3 yr.)	$994,000.00	4.25%	11/29/2025	$ 985,768.39	3.49%
Charles Schwab	CD (2 yr.)	$250,000.00	4.80%	5/19/2025	$ 249,426.75	0.88%
Charles Schwab	CD (3 yr.)	$250,000.00	4.60%	5/15/2026	$ 249,258.25	0.88%
Charles Schwab	CD (3 yr.)	$250,000.00	4.65%	5/19/2026	$ 249,563.75	0.88%
Charles Schwab	CD (3 yr.)	$21,000.00	4.50%	5/29/2026	$ 20,920.10	0.07%
Charles Schwab	CD (3 yr.)	$250,000.00	4.65%	12/14/2026	$ 250,227.75	0.88%
Charles Schwab	CD (3 yr.)	$250,000.00	4.60%	12/14/2026	$ 249,912.50	0.88%
Charles Schwab	CD (4 yr.)	$250,000.00	4.50%	5/17/2027	$ 250,174.00	0.88%
Charles Schwab	CD (4 yr.)	$250,000.00	4.50%	12/13/2027	$ 251,421.25	0.88%
Charles Schwab	CD (4 yr.)	$250,000.00	4.55%	12/13/2027	$ 251,837.75	0.88%
MISC ACCOUNTS						
Cnty/Change Fund/Petty Cash		$ 7,353.24		N/A	$ 7,353.24	0.03%
	TOTAL	$ 28,498,508.11			$ 28,491,407.47	100%

Statement on Compliance with Investment Policy
The Distict is in compliance with the adopted Investment Policy

Statement of Ability to Meet Required Expenditures for the Next Six Months
Based upon currently budgeted revenues and expenditures, the District has sufficient financial resources to meet the anticipated expenditures for the next six months of 4/1/2024 through 10/1/2024

Agenda Item 3g

Acceptance of Quarterly Director Expenses

Phelan Pinon Hills Community Services Dis

Expense Approval Report

By Fund

Payable Dates 1/1/2024 - 3/31/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 01 - WATER FUND					
Charles Hays	013124	01/31/2024	Jan. Mileage - Board, Finance, …	01-0-1-52214	17.42
Charles Hays	022924	02/29/2024	Feb. Mileage - GM, Dairy, Ad-…	01-0-1-52214	30.02
Charles Hays	033124	03/31/2024	March Mileage - GM, Training,…	01-0-1-52214	30.02
				Fund 01 - WATER FUND Total:	**77.46**
				Grand Total:	**77.46**

Report Summary

Fund Summary

Fund	Payment Amount
01 - WATER FUND	77.46
Grand Total:	**77.46**

Account Summary

Account Number	Account Name	Payment Amount
01-0-1-52214	Board - Auto Expense/H…	77.46
	Grand Total:	**77.46**

Project Account Summary

Project Account Key	Payment Amount
None	77.46
Grand Total:	**77.46**



Phelan Pinon Hills Community Services Dis

Expense Approval Report

By Fund

Payable Dates 1/1/2024 - 3/31/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 01 - WATER FUND					
Deborah Jeanne Philips	013124	01/31/2024	Jan. Mileage - GM, Board & S...	01-0-1-52219	127.00
Assn of SB County Special Distr..	012224	01/17/2024	Jan. Meeting - Deborah	01-0-1-52239	39.00
Deborah Jeanne Philips	022924	02/29/2024	Feb. Mileage - MWA, GM, SW,...	01-0-1-52219	108.54
First Bank Card	022924	02/29/2024	CSDA - Legislative Days Regist...	01-0-1-52239	345.00
Assn of SB County Special Distr..	022624	02/28/2024	Feb. Meeting - Deborah	01-0-1-52239	42.00
Deborah Jeanne Philips	033124	03/31/2024	March Mileage-MWA, ASBCSD..	01-0-1-52219	150.75
Assn of SB County Special Distr..	031824	03/28/2024	March Meeting - Deborah	01-0-1-52239	39.00
				Fund 01 - WATER FUND Total:	**851.29**
				Grand Total:	**851.29**

Report Summary

Fund Summary

Fund	Payment Amount
01 - WATER FUND	851.29
Grand Total:	**851.29**

Account Summary

Account Number	Account Name	Payment Amount
01-0-1-52219	Board - Auto Expense/Ph...	386.29
01-0-1-52239	Board - Education,Traini...	465.00
	Grand Total:	**851.29**

Project Account Summary

Project Account Key	Payment Amount
None	851.29
Grand Total:	**851.29**

Phelan Pinon Hills Community Services Dis

Expense Approval Report

By Fund

Payable Dates 1/1/2024 - 3/31/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 01 - WATER FUND					
First Bank Card - Greg	022924	02/29/2024	Hyatt Regency Deposit	01-0-1-52226	23.96
First Bank Card - Greg	022924	02/29/2024	CSDA - Leadership Academy	01-0-1-52236	490.00
First Bank Card - Greg	022924	02/29/2024	ACWA - Spring Conference	01-0-1-52236	1,260.00
				Fund 01 - WATER FUND Total:	**1,773.96**
				Grand Total:	**1,773.96**

Report Summary

Fund Summary

Fund	Payment Amount
01 - WATER FUND	1,773.96
Grand Total:	**1,773.96**

Account Summary

Account Number	Account Name	Payment Amount
01-0-1-52226	Board - Meals,Travel Exp...	23.96
01-0-1-52236	Board - Education,Traini...	1,750.00
	Grand Total:	**1,773.96**

Project Account Summary

Project Account Key	Payment Amount
None	1,773.96
Grand Total:	**1,773.96**

Agenda Item 3h

Distribution of Draft Illness & Injury Prevention Plan

Phelan Piñon Hills CSD
Established 2008

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

MEMORANDUM

DATE: May 8, 2024

TO: Board of Directors

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

SUBJECT: Distribution of Illness & Injury Prevention Plan

STAFF RECOMMENDATION
For the Board to review the Illness & Injury Prevention Plan ("IIPP").

BACKGROUND
The District's current IIPP has not been updated since it was adopted. Staff, in conjunction with the consulting firm hired to assist with Human Resources, are in the process of revising the District's Personnel Manual. The attached IIPP is based off SDRMA's model plan which will replace the District's current IIPP. All District staff will receive training on the new IIPP upon adoption and annually thereafter.

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

FISCAL IMPACT
None

ATTACHMENT(S)
Illness & Injury Prevention Plan – Draft Revision
Illness & Injury Plan - Current

Phelan Piñon Hills
Community Services District

Injury and Illness Prevention Program

Adopted May 8, 2024

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A. Hazardous/Unsafe Condition Report Form
B. Accident/Incident Investigation Form
C. Safety Training Matrix
D. Code of Safe Practices

Policy

We have established this written Injury and Illness Prevention Program (IIPP) in accordance with Title 8, California Code of Regulations, Section 3203, of the General Industry Safety Orders. All employees are required to comply with our safety and health policies and practices. This includes employees at every level and in all positions.

This IIPP includes the following elements:

- Responsibility and Authority
- Compliance
- Communication
- Hazard Assessment
- Accident Investigation
- Hazard Correction
- Training and Instruction
- Record Keeping
- Code of Safe Practices

Our IIPP and related forms are located at the main office, shop, employee portal, and server.

Responsibility and Authority

IIPP Administrator:
The Human Resources Manager, or designee, is the designated IIPP Administrator and has the authority and responsibility for implementing and maintaining this IIPP. The role of the IIPP Administrator is to assist in the development, implementation, and maintenance of the IIPP. This includes:

- Ensuring department heads, managers, and supervisors understand their roles in the implementation of the IIPP.
- Developing an accountability system to ensure departments are complying with the IIPP requirements, including educating and training employees on their respective IIPP requirements.
- Periodically reviewing the IIPP to ensure its effectiveness and welcoming feedback from managers, supervisors, and employees.

Managers and supervisors:
Managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP. This includes:

- Ensuring IIPP procedures and requirements are implemented and followed within their department.
- Conducting appropriate safety orientation and training, including department specific procedures, including the use and care of required personal protective equipment (PPE).
- Conducting required accident investigations, safety inspections, hazard identification, and hazard correction requirements as outlined in the IIPP.
- Encourage employees to report unsafe conditions with assurance that action will be taken

without fear of reprisal.

- Recognize employee safety performance.

Employees:
Employees are responsible for the following:

- Following all written and verbal safety policies, procedures, and directives.
- Reporting all work-related injuries immediately to their supervisor.
- Perform their duties using safe work practices.
- Report unsafe conditions, work practices or hazards and equipment failures immediately to their supervisor.
- Asking questions when direction is unclear.

Compliance

All employees, including managers and supervisors, are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

The system to ensure all employees comply with these practices includes the following:

- Informing employees of the requirements within our IIPP in a readily understandable language
- Training all employees on general safety policies, rules, and work practices
- Recognizing employees who perform safe and healthful work practices
- Providing additional training to employees whose safety performance is deficient
- Disciplining employees for failure to comply with safe and healthful work practices

Communication

We recognize open, two-way communication is essential to a safe workplace. All managers and supervisors are responsible for communicating with employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal. Employees can report unsafe workplace conditions by talking to their supervisor and/or by completing the Unsafe Condition Report form (Appendix A). Employees can submit the form anonymously by contacting the District's outside consulting firm (CPSHR) or routing the form to the IIPP Administrator.

Our communication system includes:

- New employee orientation including a discussion of safety and health policies and procedures
- Review of our IIPP
- Safety training programs
- Regularly scheduled safety meetings
- Posted or distributed safety information

Hazard Assessment

The District has conducted a hazard assessment to identify potential hazards and exposures in our workplace. To continue to identify unsafe conditions, periodic inspections will be conducted to evaluate physical hazards, use of hazardous materials, and safe work practices. The periodic inspection schedule is as follows:

Department/Facility/Location	Frequency
Office	1x/year
Shop	1x/year
Parks	1x/year
Community Centers	1x/year
General Field Work	1x/year

In addition to the periodic inspection schedule, inspections will be conducted as required in the following situations:

- When we initially established our IIPP;
- When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur; and
- Whenever workplace conditions warrant an inspection

Hazard Correction

When unsafe or unhealthy work conditions, practices, or procedures are observed or discovered, they will be corrected in a timely manner based on the severity of the hazards. When an imminent hazard exists that cannot be immediately corrected, the exposed employees will be removed from the immediate hazard except those needed to correct the condition and to address security issues. Employees who are required to correct the hazardous condition will be provided with the necessary protection.

Accident/Incident Investigations

Reporting

In the event you are injured or become ill as a result of your work activities; you must immediately notify your manager and call Company Nurse. If life threatening call 911 and seek emergency treatment. If non-life-threatening, contact the Human Resources Manager, or designee, or the District's outside consultant (CPSHR).

If you require medical treatment, you will be directed to the District's designated medical clinic unless you have pre-designated your personal physician to treat your workplace injuries. Human Resources can provide you with additional information or answer any questions you may have.

Investigation

Workplace accidents/incidents resulting in injury or illness will be investigated by completing Supervisor's Accident/Incident Investigation form (Appendix B). The goal of the investigation is to identify contributing factors and develop prevention measures to reduce reoccurrence. Procedures for investigating workplace accidents and hazardous substance exposures include:

- Examining the workplace for factors associated with the accident/exposure
- Interviewing injured employees and witnesses
- Determining the cause of the accident/exposure
- Taking corrective action to prevent the accident/exposure from reoccurring
- Recording the findings and actions taken

Training and Instruction

All employees will participate in safety training on general and job-specific hazards and safe work practices. Each supervisor and manager will be trained on all health and safety hazards to which employees under their immediate direction and control are exposed.

In addition to hazard-specific safety training, training will be provided when:

- The IIPP is first established
- New employees are hired
- Employees are reassigned to a new area or task with no prior training
- New substances, operations, or equipment are introduced

Our Employee Safety Training Matrix is an appendix in the IIPP.

Record Keeping

All the following IIPP documentation is maintained for three years:

- Safety training for each employee, including the employee's name, training dates, type of training, and training providers
- Inspections, including the person(s) conducting the inspection; the unsafe conditions and work practices identified; corrective action, and follow up
- Accidents, illnesses, and near-miss inspections that identify the root cause and corrective action taken
- Periodic program reviews

Appendix A

Hazardous/Unsafe Condition Report

Reporting Unsafe Condition or Practice

Department: _____

Person Reporting: (optional) _____ Contact Information (optional): _____

Location of Hazard: _____

Building: _____ Floor: _____ Room: _____

Date and time the condition or hazard was observed: _____

Hazards posing an immediate danger to life and health should be reported as soon as possible to your supervisor, manager, or the IIPP Administrator.

Description of unsafe condition or hazard: _____

What changes would you recommend to correct the condition or hazard? _____

Employee Signature: (optional) _____ Date: _____

IIPP Administrator/Manger Investigation

Name of person investigating unsafe condition or hazard: _____

Results of investigation. What was found? Was condition unsafe or a hazard?
(Attach additional sheets if necessary.)

Proposed action to be taken to correct hazard or unsafe condition:

Signature of Investigating Party: _____ Date: _____

Date reporting employee was notified of action taken (if not an anonymous report) _____

Appendix B
Supervisor's Accident/Incident Investigation Form

Department	**Incident Date**	**Date Reported**
Injured Employee	**Position/Title**	**Full Time/Part Time/Other**
Incident Location	**Incident Time**	**Supervisor**
Type of Injury/Illness	**Affected Body Parts**	**Lost Time?**
Type of Equipment, chemical, hazardous material involved:		
DESCRIPTION: Describe clearly what took place. How did the incident occur? What were the conditions? Who was involved? Describe the location?		
ANALYSIS: Determine the primary and secondary causes of the incident. Determine what could have been done to avoid the accident. Analyze who, what, when, where, and why and determine the connections to each other.		
PREVENTION: Describe the management action or controls that have been, or will be, taken to reduce the potential for a reoccurrence, as well as actions to mitigate the severity of this and/or future losses.		
Investigated By	**Date Completed**	**Suggested Action Due Date**
Reviewed By	**Date Reviewed**	**Comments**

Appendix C

Employee Safety Training Matrix

PHELAN PINON HILLS CSD **EMPLOYEE SAFETY** **TRAINING MATRIX**	**Training Frequency**	**Cal/OSHA Section Reference**	**Parks Staff**	**Water Operations Staff (ALL)**	**Engineering Staff**	**Office Staff**	**Supervisor/Manager Only**	**Board**
Aerial Devices	I/(3yr)	3646, 3648	X	X				
Arc Flash	I/(3yr)	2940.11		X				
Asbestos Awareness	I/A	1529, 5208	X	X				
Bloodborne Pathogens	I/A	5193	X	X	X	X		
Code of Safe Practices (Department specific where applicable)	I/U/R	3203	X	X	X	X		
Confined Space Awareness	I/U/R	5157, 5158		X				
Confined Space Entry	I/U/R	5157, 5158		X				
COVID-19 Prevention(Temporary Emergency Standard)	I/U/R	3205	X	X	X	X		X
Driver Safety/Defensive Driving (Applicable employees)	I/R	3203	X	X	X	X		
Electrical Safety (General Awareness/Office)	I/U/R	3203	X	X	X	X		
Electrical Safety (Industrial High/Low Voltage)	I/U/R	2299 - 2974	X	X	X			
Emergency Action/Fire Prevention	I/U/R	3220, 3221	X	X	X	X		
Emergency Eye Wash	I/U/R	5162						

PHELAN PINON HILLS CSD **EMPLOYEE SAFETY** **TRAINING MATRIX**	Training Frequency	Cal/OSHA Section Reference	Parks Staff	Water Operations Staff (ALL)	Engineering Staff	Office Staff	Supervisor/Manager Only	Board
Equipment Operation Safety (Department specific)	I/U/R	Title 8 Index	X	X	X	X		
Ergonomics – Office Workstations	I/R	5110	X	X	X	X		
Ergonomics – Back Safety	I/R	5110	X	X	X	X		
Excavation/Trenching/Shoring	I/U/R	1540	X	X				
Fall Prevention (General awareness/Office)	I/U/R	3203	X	X	X	X		
Fall Protection (Industrial)	I/U/R	1670	X	X				
First Aid/CPR (Designated employees)	I/C (2yr)	3400	X	X	X	X		
Forklifts	I/C (3yr)	Article 25		X				
Hazard Communication (General)	I/U/R	5194	X	X	X	X		
Hearing Conservation	I/A	5095, 5099	X	X				
Heat Illness Prevention	I/A-Spring	3395	X	X	X			
Injury & Illness Prevention Program	I/U/R	3203	X	X	X	X		
Ladder Safety	I/U/R	3276	X	X	X	X		
Lead Awareness	I/A	5198(l)	X	X				
Lockout/Tag Out	I/U/R	3314		X				
Machine Shop Safety	I/U/R	3940		X				

PHELAN PINON HILLS CSD **EMPLOYEE SAFETY** **TRAINING MATRIX**	Training Frequency	Cal/OSHA Section Reference	Parks Staff	Water Operations Staff (ALL)	Engineering Staff	Office Staff	Supervisor/Manager Only	Board
New Employee Safety Orientation/Specific Job Hazards	I/U/R	3203	X	X	X	X		X
Outdoor Hazards (Plants, animals, insects)	A-Spring	3203	X	X	X			
Personal Protective Equipment Requirements (PPE)	I/U/R	3380, 3385	X	X	X	X		
Pesticide Use	I/U/R	5194	X	X				
Respiratory Protection	I/A	5144	X	X				
Rigging/Hoisting	I/U/R	5006	X	X				
Silica Dust Exposure	I/U/R	1530	X	X				
Tools – Hand & Power (Department specific)	I/U/R	Article 20	X	X	X			
Traffic Control & Flagger Training	I/U/R	1599	X	X	X			
Tree Work (trimming, maintenance, removal)	I/U/R	3421	X	X				
Welding & Cutting Safety/Fire Watch/Hot Work	I/U/R	4799, 4848		X				
Workplace Violence Prevention	I/U/R	3203	X	X	X	X		X
SB 1343 Harassment Prevention	I/C (2yr)	N/A	X	X	X	X		X
AB 1825 Harassment Prevention	I/C (2yr)	N/A					X	
AB 1234 Ethics	I/C (2yr)	N/A					X	X

PHELAN PINON HILLS CSD **EMPLOYEE SAFETY** **TRAINING MATRIX**	**Training Frequency**	**Cal/OSHA Section Reference**	**Parks Staff**	**Water Operations Staff (ALL)**	**Engineering Staff**	**Office Staff**	**Supervisor/Manager Only**	**Board**
Active Shooter	I/R (2yr)	N/A	X	X	X	X		
Cybersecurity Awareness	I/A	N/A	X	X	X	X		X
Phishing Exercise	I/A	N/A	X	X	X	X		
Cybersecurity Awareness - Supervisors	I/A	N/A					X	
Training Frequency: I – Initial Exposure/ New Employee	A – Annual	U – Update/Change	R - Refresher	C – Certification				

Appendix D

Code of Safe Practices

This Code of Safe Practices was developed in compliance with California Code of Regulations Title 8, Division 1, Chapter 4.

General Construction

1. All persons shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the supervisor or superintendent.

2. Supervisors shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.

3. All employees shall be given frequent accident prevention instructions. Instructions shall be given at least every 10 working days. When applicable, the accident prevention instructions shall also include specific instruction on the safe use, care and maintenance of fall protection equipment (i.e. fall arrest systems, positioning device systems, safety nets, etc.) used at the jobsite.

4. Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.

5. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.

6. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.

7. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.

8. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.

9. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the supervisor or superintendent.

10. Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.

11. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor.

12. All injuries shall be reported promptly to the supervisor or superintendent so that arrangements can be made for medical or first aid treatment.

13. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.

14. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.

15. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.

16. Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources.

17. Hod carriers should avoid the use of extension ladders when carrying loads. Such ladders may provide adequate strength, but the rung position and rope arrangement make such climbing difficult and hazardous for this trade.

18. Work shall be so arranged that employees are able to face ladder and use both hands while climbing.

19. Gasoline shall not be used for cleaning purposes.

20. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the supervisor or superintendent.

21. Any damage to scaffolds, falsework, or other supporting structures shall be immediately reported to the supervisor and repaired before use.

Use of Tools and Equipment

22. All tools and equipment shall be maintained in good condition.

23. Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE."

24. Pipe or Stillson wrenches shall not be used as a substitute for other wrenches.

25. Only appropriate tools shall be used for the job.

26. Wrenches shall not be altered by the addition of handle-extensions or "cheaters."

27. Files shall be equipped with handles and not used to punch or pry.

28. A screwdriver shall not be used as a chisel.

29. Wheelbarrows shall not be pushed with handles in an upright position.

30. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.

31. Electric cords shall not be exposed to damage from vehicles.

32. In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.

Machinery and Vehicles

33. Only authorized persons shall operate machinery or equipment.

34. Loose or frayed clothing, or long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other sources of entanglement.

35. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.

36. Where appropriate, lock-out procedures shall be used.

37. Employees shall not work under vehicles supported by jacks or chain hoists, without protective blocking that will prevent injury if jacks or hoists should fail.

38. Air hoses shall not be disconnected at compressors until hose line has been bled.

39. All excavations shall be visually inspected before backfilling, to ensure that it is safe to backfill.

40. Excavating equipment shall not be operated near tops of cuts, banks, and cliffs if employees are working below.

41. Tractors, bulldozers, scrapers and carryalls shall not operate where there is possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.

42. When loading where there is a probability of dangerous slides or movement of material, the wheels or treads of loading equipment, other than that riding on rails, should be turned in the direction which will facilitate escape in case of danger, except in a situation where this position of the wheels or treads would cause a greater operational hazard.

Advance Planning Suggested for Construction Work

Each operation of a construction job should be planned in advance. Such planning is needed at all stages of the project. It should start with the estimators, prior to preparations of bids, and continue throughout the job, with superintendents and supervisors doing their share.

Construction planning will eliminate some accidents automatically, by creating a well-organized job. But expert planning gives special attention to safety, and thus is highly effective in making the operation safe and efficient.

1. **Safe Access and Movement**

- (a) Workers
  - (1) Adequate work areas.
  - (2) Adequate walkways and runways.
  - (3) Adequate ladders, stairways, or elevators.
  - (4) Work areas and passageways clear of rubbish, debris, nails, etc.
  - (5) Protection for floor and roof openings.
  - (6) Adequate illumination.
- (b) Vehicles
  - (1) Good roads.
    - (A) Adequate turn space.
    - (B) Adequate parking area.
    - (C) Free from excessive mud and dump areas.
  - (2) Separate materials storage areas and dump areas.
  - (3) Adequate signs, signals, etc., to route vehicles on job.
  - (4) Maintenance and repair of vehicles.
- (c) Location of Utilities and Service
  - (1) Locate saw, tool sheds, office, etc., in a safe, convenient place.

(2) Consider location of high-voltage lines.
(A) Arrange to move, de-energize, or erect barrier, if contact is a possibility.
(3) Locate sanitary facilities, drinking water, power, etc., for safety and convenience.

2. **Schedule Work for Safety**

(a) Have safety materials on job when needed, i.e., personal protective equipment, shoring, first aid, etc.
(b) Plan work so that too many trades are not in a small area at the same time.

3. **Work Procedures**

(a) Materials Handling
(1) Methods of elevating and handling materials.
(A) Adequate space.
(B) Proper auxiliary equipment, i.e., cranes, hoists, elevators, trucks, etc.
(2) Methods of loading and unloading.
(A) Adequate space.
(B) Proper auxiliary equipment, i.e., power shovels, cranes, rigging, fork lifts, etc.
(b) Tools and Equipment
(1) Repair, maintenance, and care.
(2) Inspection.
(3) Adequate supplies of the right tools for each part of job.
(c) Workers and Supervisors
(1) Proper job placement.
(2) Adequate training and supervision.
(3) Adequate manpower.
(4) Plans for maintaining interest in safety.
(A) Safety bulletins, record charts, and posters.
(B) Recognition for groups or individuals with safety records.
(C) Investigation and reporting on all accidents.
(D) Knowledge of safety orders.
(E) Safety meetings.

GENERAL OFFICE

1. Report all unsafe conditions and equipment to your Supervisor.

2. No employee will undertake a task until he/she has received instructions about how to perform the task properly and safely and until he/she is authorized to perform the task.

3. No employee will undertake a task that appears to be unsafe.

4. Employees must follow all written safety procedures.

5. No employee will work or operate equipment while under the influence of intoxicating drugs and/or alcohol.

6. Employees must report to a Supervisor or Manager any prescription or over-the-counter medication the employee is taking that may cause drowsiness or dizziness. No employee will work or operate equipment while taking prescription or over-the-counter medication that is causing drowsiness or dizziness.

7. No employee is permitted to wear loose clothing or jewelry or to keep long hair in a down position where there is a danger of catching such articles in moving machinery, for example, a paper shredder.

8. Horseplay, running, fighting or any activity that may result in injury will not be tolerated.

9. Report all incidents, injuries and illnesses to your Supervisor or Safety Coordinator immediately.

10. Means of egress shall be kept unblocked, well lit, and unlocked during work hours.

11. In the event of fire, sound alarm and evacuate.

12. Upon hearing fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated location.

13. Only trained workers may attempt to respond to a fire or other emergency.

14. Exit doors must comply with fire safety regulations during business hours.

15. Stairways should be kept clear of items that can be tripped over and all areas under stairways that egress routes should not be used to store combustibles.

16. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.

17. Aisles must be kept clear at all times.

18. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.

19. All spills shall be wiped up promptly.

20. Files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items should be stored closest to the floor and lightweight items stored above.

21. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.

22. Never stack material precariously on top of file cabinets, lockers or other high places. Do not stack materials in an unstable manner.

23. Never leave desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.

24. Do not open more than one upper drawer at a time, particularly the tip two drawers on tall file cabinets.

25. Always use the proper lifting technique. Never attempt to lift or push an object, which is too heavy. You must contact your Supervisor when help is needed to move a heavy object.

26. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.

27. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three –pronged plugs should be used to ensure continuity of ground.

28. Individual heaters at work areas should be kept clear of combustible materials such as window coverings or waste from wastebaskets. Newer heaters, which are equipped with tip-over switches, should be used.

29. Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.

30. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.

31. Equipment such as scissors, staplers, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.

32. Cleaning supplies should be stored away from edible items on kitchen shelves.

33. Cleaning solvents and flammable liquids should be stored in appropriate containers.

34. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers.

35. Do not eat in areas where hazardous chemicals are present.

INJURY AND ILLNESS PREVENTION PLAN

PURPOSE

The purpose of the Injury and Illness Prevention Plan (IIP) is to establish guidelines for a responsible, effective Risk Management Program that will promote a safe environment for all employees of the Phelan Pinon Hills Community Services District (District).

RESPONSIBILITY

General Manager

The General Manager has the overall responsibility for developing, implementing, and monitoring the District's Risk Management Program. The General Manager is responsible for appointing a Safety Officer.

Safety Officer

The Injury and Illness Prevention (IIP) Plan Administrator is the Safety Officer. The Safety Officer has the authority and the responsibility for implementing and maintaining the IIP Plan for the District.

The Safety officer shall serve as a member of the Risk Management Committee with primary responsibility for all safety-related issues. The Committee will discuss and review safety and employees' Workers' Compensation policies and employees' Workers' Compensation claims in an effort to reduce employee injuries. Minutes of these meetings will be taken and submitted to the General Manager for approval.

The Safety Officer will distribute a copy of the IIP Plan to each employee. Additional copies are available upon request to the Safety Officer.

Managers and Supervisors

Managers and Supervisors are responsible for implementing and maintaining the IIP Plan in their work areas and for answering employee questions about the IIP

Plan. Managers and Supervisors are responsible for actively supporting the District's Risk Management program within their departments and for taking corrective action to remedy any unsafe conditions. Managers and Supervisors are required to cooperate fully with the Safety Officer to provide training, to conduct impactions and investigations, to review all employee-initiated safety concerns, and to carry out related activities.

Employees

Each employee is ultimately responsible for his or her safety. Employees are required to develop and exercise safe work habits, including following all safety rules. Employees are required to monitor their work environment for unsafe conditions and to report any unsafe conditions to a Supervisor or Manager. Employees must report to a supervisor all accidents and injuries occurring within the course of their employment.

COMPLIANCE

All employees, including Managers and Supervisors, are responsible for complying with safe and healthful work practices. To ensure that all employees comply with these practices, the District has implemented the following:

- Informing employees of the provisions of the IIP Plan
- Evaluating the safety performance of all employees
- Providing appropriate training to all employees

Disciplining employees for failure to comply with safe and healthful work practices

COMMUNICATION

All Managers and Supervisors are responsible for communicating with all employees about occupational safety and health in a form readily understandable by all employees. The District encourages all employees to inform their Managers and Supervisors about workplace hazards without fear of reprisal.

To effectively communicate among staff about safety issues, the District has implemented the following practices:

- New worker orientation including a discussion of safety and health policies and procedures
- Periodic review of our IIP Plan by the Risk Management Committee
- Training Programs
- Scheduled safety meetings
- Posted or distributed safety information

HAZARD ASSESSMENT

Inspections to identify and evaluate workplace hazards shall be performed by a competent observer, as determined by the Safety Officer, as follows:

- When the IIP Plan is adopted
- When new substances, processes, procedures, or equipment that present potential new hazards are introduced into the workplace
- When new, previously unidentified hazards are recognized
- When occupational injuries and illnesses occur
- Whenever workplace conditions warrant an inspection

ACCIDENT/INCIDENT INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured employees and witnesses
- Examining the workplace for factors associated with the accident/exposure
- Determining the cause of the accident/exposure
- Taking corrective action to prevent the accident/exposure from reoccurring
- Recording the findings and actions taken

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards when observed or discovered. When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and /or property, all exposed employees shall be removed from the area and shall immediately contact a Supervisor or Manager

TRAINING AND INSTRUCTION

The District shall provide all employees, including Managers and Supervisors, with training and instruction on general and job-specific safety and health practices as follows:

- When the IIP Plan is first established
- To all new employees
- To all employees given new job assignments for which training has not previously been provided
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard
- Whenever the employer is made aware of a new or previously unrecognized hazard
- To Supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed
- To all employees with respect to hazards specific to each employee's job assignments

CODE OF SAFE PRACTICES

It is our policy that everything possible will be done to protect employees, customers, and visitors from accidents. Safety is a cooperative undertaking, requiring participation by every employee.

Failure by any employee to comply with safety rules will be grounds for immediate corrective discipline and/or termination. Managers and Supervisors shall insist that employees observe all applicable District, State and Federal safety rules and practices, and take action as is necessary to obtain compliance.

Every employee, whether a field or office employee, should read all of the sections of the Code of Safe Practices, as they will be required to adhere to all sections.

To comply with our Injury and Illness Prevention Plan, employees shall:

GENERAL OFFICE

1. Report all unsafe conditions and equipment to your Supervisor or Safety Coordinator.
2. No employee will undertake a task until he/she has received instructions about how to perform the task properly and safely and until he/she is authorized to perform the task.
3. No employee will undertake a task that appears to be unsafe.
4. Employees must follow all written safety procedures.
5. No employee will work or operate equipment while under the influence of intoxicating drugs and/or alcohol.
6. Employees must report to a Supervisor or Manager any prescription or over-the-counter medication the employee is taking that may cause drowsiness or dizziness. No employee will work or operate equipment while taking prescription or over-the-counter medication that is causing drowsiness or dizziness.

7. No employee is permitted to wear loose clothing or jewelry or to keep long hair in a down position where there is a danger of catching such articles in moving machinery, for example, a paper shredder.
8. Horseplay, running, fighting or any activity that may result in injury will not be tolerated.
9. Report all incidents, injuries and illnesses to your Supervisor or Safety Coordinator immediately.
10. Means of egress shall be kept unblocked, well lighted and unlocked during work hours.
11. In the event of fire, sound alarm and evacuate.
12. Upon hearing fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated location.
13. Only trained workers may attempt to respond to a fire or other emergency.
14. Exit doors must comply with fire safety regulations during business hours.
15. Stairways should be kept clear of items that can be tripped over and all areas under stairways that egress routes should not be used to store combustibles.
16. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
17. Aisles must be kept clear at all times.
18. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
19. All spills shall be wiped up promptly.
20. Files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items should be stored closest to the floor and lightweight items stored above.

21. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.

22. Never stack material precariously on top of file cabinets, lockers or other high places. Do not stack materials in an unstable manner.

23. Never leave desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.

24. Do not open more than one upper drawer at a time, particularly the tip two drawers on tall file cabinets.

25. Always use the proper lifting technique. Never attempt to lift or push an object, which is too heavy. You must contact your Supervisor when help is needed to move a heavy object.

26. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.

27. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three –pronged plugs should be used to ensure continuity of ground.

28. Individual heaters at work areas should be kept clear of combustible materials such as window coverings or waste from wastebaskets. Newer heaters, which are equipped with tip-over switches, should be used.

29. Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.

30. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.

31. Equipment such as scissors, staplers, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.

32. Cleaning supplies should be stored away from edible items on kitchen shelves.

33. Cleaning solvents and flammable liquids should be stored in appropriate containers.

34. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers.

35. Do not eat in areas where hazardous chemicals are present.

GENERAL CONSTRUCTION – FIELD PERSONNEL

1. All persons shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the Supervisor or Manager.

2. Supervisors shall insist on employees observing and obeying every applicable District, State, or Federal regulation and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain compliance.

3. All employees shall be given frequent injury and illness prevention instructions. Instructions shall be given at the Safety/Tailgate meetings weekly.

4. Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job.

5. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.

6. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.

7. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other

causes that they might unnecessarily expose the employee or others to injury.

8. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation unless it has been determined that it is safe to enter.

9. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the Supervisor or Manager.

10. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their Supervisor or Manager.

11. Do not use compressed air for cleaning clothing.

12. Do not store compressed gas cylinders in areas which are exposed to heat sources, electric arcs or high temperature lines.

13. All injuries shall be reported promptly to the Supervisor or Manager so that arrangements can be made for medical or first aid treatment.

14. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.

15. Inappropriate footwear or shoes with thin or badly worn soles must not be worn.

16. Each employee will wear and use his/her personal protective equipment, including eye protection, gloves, aprons, and work boots, whenever safety necessitates. Each employee will maintain his/her personal protective equipment to ensure that the equipment is in safe and good working condition.

17. Materials, tools or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.

18. Employees shall cleanse themselves thoroughly after handling hazardous substances and follow special instructions from authorized sources.

19. Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.

20. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors.

21. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are openings, until it has first been determined that no possibility of explosion exists and authority for the work is obtained from the Supervisor or Manager.

22. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.

23. Wear hearing protection in all areas identified as having high noise exposure.

24. Goggles or face shields must be worn when work conditions necessitate it.

25. Guard floor openings by a cover, guardrail or equivalent.

26. Do not enter into a confined space unless tests for toxic substances, explosive concentrations, and oxygen deficiency have been taken.

27. Always keep flammable or toxic chemicals in closed containers when not in use.

28. Be aware of the potential hazards involving various chemicals stored or used in the workplace.

USE OF TOOLS AND EQUIPMENT

1. All tools and equipment shall be maintained in good condition.
2. Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE".
3. Pipe or Stillson wrenches shall not be used as substitute for other wrenches.
4. Only appropriate tools shall be used for a specific job.
5. Wrenches shall not be altered by the addition of handle-extensions or "cheaters".
6. Files shall be equipped with handles and not used to punch or pry.
7. A screwdriver shall not be used as a chisel.
8. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.
9. Do not use any portable electrical tools and equipment that are not grounded or double insulated.
10. Electric cords shall not be exposed to damage from vehicles.
11. Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired promptly.
12. In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.

MACHINERY AND VEHICLES

1. Only authorized persons shall operate machinery or equipment.
2. Loose or frayed clothing, long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other areas where they may become entangled.
3. Inspect motorized vehicles and other mechanized equipment daily or prior to use.
4. Shut off engine, set brakes and block wheels prior to loading or unloading vehicles.
5. Inspect pallets and their loads for integrity and stability before loading or moving.
6. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
7. Where appropriate, lock –out procedures shall be used.
8. Employees shall not work under vehicles supported by jacks or chain hoists without protective blocking that will prevent injury if jacks or hoists should fail.
9. Air hoses shall not be disconnected at compressors until the hose line has been bled.
10. All excavations shall be visually inspected before backfilling to ensure that it is safe to backfill.
11. Excavating equipment shall not be operated near tops of cuts, banks, or cliffs if employees are working below.
12. Tractors, bulldozers, scrapers and carryalls shall not operate where there is a possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.

13. When loading where there is a probability of dangerous slides or movement of material, the wheels or treads of loading equipment, other than the riding on rails, should be turned in the direction which will facilitate escape in case of danger, except in a situation where this position of the wheels or treads would cause a greater operational hazard.

ACKNOWLEDGEMENT OF RECEIPT

AND REVIEW OF

INJURY AND ILLNESS PREVENTION PLAN

To All Employees:

Attached is a copy of the INJURY AND ILLNESS PREVENTION PLAN. These guidelines are provided for your safety.

It is the responsibility of the SAFETY OFFICER to provide and review this Injury and Illness Prevention Plan with each employee. It is the employee's responsibility to read and comply with this INJURY AND ILLNESS PREVENTION PLAN.

Attached is a copy of the INJURY AND ILLNESS PREVENTION PLAN for you to keep. Please sign and date below and return only this page to the SAFETY OFFICER.

Thank you.

I HAVE READ AND UNDERSTAND THE INJURY AND ILLNESS PREVENTION PLAN.

_____ _____

Employee Signature Date

NOTICE OF SAFETY INFRACTION

We consider the safety of our employees to be very important. Therefore, to prevent accidents, it is our policy to strictly enforce our District's safety rules.

Infractions of our safety rules will result in the following action:

1st Infraction – Written/Verbal Warning

2nd Infraction – Written Warning

3rd Infraction – 3 to 5 Day Suspension without pay

4th Infraction – Dismissal

Employee Name: _____

Employee Department: _____

You have been observed working in the following unsafe manner, contrary to our District's rules:

This is your:

_____First Infraction

_____Second Infraction

_____Third Infraction

_____Fourth Infraction

Action taken therefore is:

_____

_____

Supervisor: _____ Date: _____

Employee_____ Date: _____

Agenda Item 3i

Distribution of Draft Workplace Violence Prevention Plan

Phelan Piñon Hills CSD
Established 2008

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

DATE: May 8, 2024

TO: Board of Directors

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

SUBJECT: Distribution of Workplace Violence Prevention Plan

STAFF RECOMMENDATION
For the Board to review the Workplace Violence Prevention Plan ("WVPP").

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

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

FISCAL IMPACT
None

ATTACHMENT(S)
Workplace Violence Prevention Plan
Note: Appendix B has been removed from the public copy as it contains sensitive information



Phelan Piñon Hills
Community Services District

Workplace Violence Prevention Plan

Adopted May 8, 2024

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

Policy

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

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

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

Definitions

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

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

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

Plan: The workplace violence prevention Plan.

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

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

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

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

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

Responsibility and Authority

Workplace Violence Prevention Plan Administrator

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

Managers and Supervisors

Responsibilities include:

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

Employees
Responsibilities include:

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

Employee Active Involvement

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

- Management will work with and allow employees and authorized employee representatives to participate in:
  - Identifying, evaluating, and determining corrective measures to prevent workplace violence. This includes, but is not limited to, periodic safety meetings with employees and their representatives to discuss the identification of workplace violence related concerns and hazards, and to evaluate the concerns to identify corrective action.
  - Designing and implementing training by encouraging employees to provide feedback and suggestions to help customize the training materials and sessions.
  - Reporting and potentially assisting in the investigating of workplace violence incidents.

- Management will ensure that all workplace violence policies and procedures within this Plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.

- All employees will follow all directives, policies, and procedures, as outlined in this Plan, and assist in maintaining a safe work environment.

- The Plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

Compliance

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

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

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

Communication

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

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

Coordination with Other Employers

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

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

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

Workplace Violence Incident Reporting Procedures

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

Emergency Response Procedures

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

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

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

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

Workplace Violence Hazard Assessment

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

Inspections are performed according to the following schedule:

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

Workplace Violence Hazard Correction

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

violence hazards:

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

Post Incident Response and Investigation

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

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

Training & Instruction

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

Training will occur:

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

Employee training on workplace violence will include:

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

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

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

Recordkeeping

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

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

Cal/OSHA Reporting of Work Related Fatalities and Serious Injuries

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

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

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

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

Annual Review

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

- At least annually.

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

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

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

Appendix A

WORKPLACE VIOLENT INCIDENT LOG

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

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

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

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

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

	☐ 1	☐ 2	☐ 3	☐ 4
	☐ 1	☐ 2	☐ 3	☐ 4

Where Incident Occurred:

☐ Workplace	☐ Parking lot	☐ Outside of Building	☐ Outside of workplace

Type of Incident (check as many apply):

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

Workplace violence committed by:

☐ Family or friend	☐ Client	☐ Coworker
☐ Partner/Spouse	☐ Family or friend of client	☐ Manager/Supervisor
☐ Former Partner/Spouse	☐ Customer	☐ Stranger w/criminal intent
☐ Parent/Relative	☐ Family or friend of customer	☐ Other:

Circumstances at time of incident:

☐ Employee performing normal duties	☐ Working in poor lighting	☐ Employee rushed
☐ Employee isolated or alone	☐ Unable to get help or assistance	☐ Working during low staffing levels
☐ Working in a community setting	☐ Working in unfamiliar/new location	☐ Other:

Consequences of incident:

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

Completed by:

Name:	Title:
Date:	Signature

Appendix C

WORKPLACE VIOLENCE
EMERGENCY RESPONSE SCENARIOUS & PROCEDURES

WORKPLACE VIOLENCE ACTS OR THREATS

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

FOUR TYPES OF WORKPLACE VIOLENCE

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

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

EMPLOYEE WARNING SIGNS

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

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

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

WARNING SIGNS FROM CUSTOMERS

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

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

WHEN HELP IS NEEDED

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

PERSONAL SAFETY

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

ACTIVE SHOOTER

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

CHARACTERISTICS OF AN ACTIVE SHOOTER SITUATION

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

HOW TO RESPOND

1. EVACUATE
- Have an escape route in mind.
- Leave immediately.
- Keep hands visible.

2. HIDE OUT
- Hide in an area out of the shooter's view.
- Block the entry to your hiding place and lock doors, if possible.
- Silence your cell phone.

3. TAKE ACTION
- Last resort when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression and throw items at shooter.
- Have an escape route in mind.

CALL 911 WHEN IT IS SAFE TO DO SO

When law enforcement arrives remain calm and follow all instructions.

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

Information to provide law enforcement when asked:

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

Training resource:

- Department of Homeland Security
- DHS Active Shooter Preparedness Video

BOMB THREAT

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

PHONE THREAT

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

WRITTEN THREAT

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

POSSIBLE EVACUATION

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

BOMB THREAT CHECKLIST

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

CIVIL UNREST

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

SHELTER IN PLACE

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

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

MEDICAL EMERGENCY

CPR/AED

NON-Trained Responder:

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

Trained and Certified CPR Responder Only:

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

FIRST AID ONLY

Non-Trained First Aid Responder:

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

Trained First Aid Responder Only:

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

SUSPICIOUS PACKAGE

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

CHARACTERISTICS TO LOOK FOR IN A SUSPICIOUS PACKAGE OR LETTER

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

IF YOU SUSPECT A SUSPICIOUS PACKAGE OR LETTER

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

Agenda Item 4

Matters Removed from Consent Items

Agenda Item 5

Presentations/Appointments

- Presentation of 2024 Earth Day Art Contest Winners
  By: Kim Sevy, Solid Waste Manager
- Presentation on Chromium-6 Regulations
  By: Jen Oakes, Executive Management Analyst & Sean Wright, Water Operations Manager

Phelan Piñon Hills
Community Services District

Chromium 6

Overview of Costs and Required Actions Statewide

May 8, 2024

A Brief History of Chromium 6 Regulation

1991: The EPA established a maximum contaminant level (MCL) of 100 parts per billion (ppb) for total Chromium (this included Chromium-6 and Chromium-3).

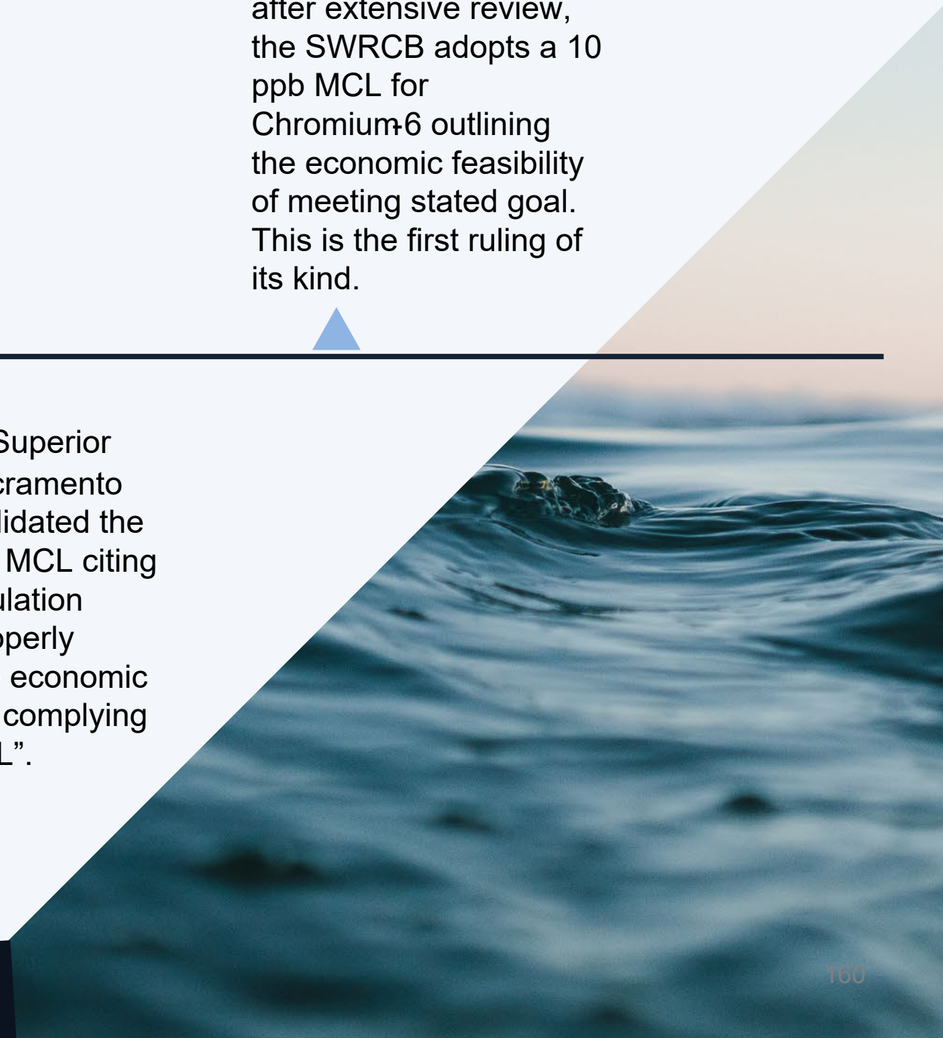
2011: After 10 years of studies, the California Office of Environmental Health Hazard Assessment published the Chromium-6 Public Health Goal at 2 ppb.

2011: The State Water Resource Control Board (SWRCB) is required to set an MCL for drinking water at a level that is as close as possible to the Public Health Goal while being technically and economically feasible.

2014: The SWRCB adopts a 10 ppb MCL for Chromium-6.

2017: The Superior Court of Sacramento County invalidated the Chromium-6 MCL citing that the regulation "failed to properly consider the economic feasibility of complying with the MCL".

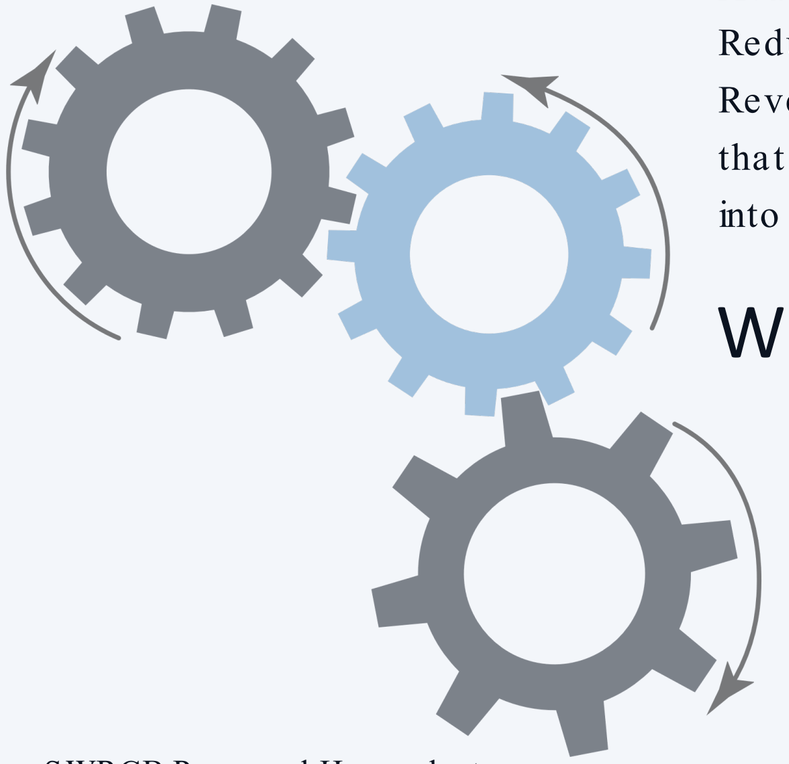
2024: On April 17, after extensive review, the SWRCB adopts a 10 ppb MCL for Chromium-6 outlining the economic feasibility of meeting stated goal. This is the first ruling of its kind.



* Source - https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/Chromium6.html

How and When Must Public Water Systems Comply?

How?



Public Water Systems can comply by utilizing Best Available Technologies (BAT) which include Reduction/ Coagulation/ Filtration, Ion Exchange, or Reverse Osmosis. Systems may also use other methods that are not considered BAT, but that will bring a system into compliance.

When?

Systems with more than 10,000 service connections are required to comply within two years.*

Systems with 1,000 to 10,000 service connections are required to comply within three years.*

Systems with less than 1,000 service connections are required to comply with four years.*

* Source - SWRCB Proposed Hexavalent Chromium MCL Staff Report

Estimated Costs

Average Statewide Per Connection Cost*

The estimated average annual cost per service connection for community water systems range from $133 per connection (for systems with more than 10,000 service connections to $2,440 per connection (for systems with less than 100 service connections). This amount is ongoing without a sunset date and assumes use of BATs.

Average Annual Cost Per Water System*

The estimated annual cost per system, by water system size, range from $104,738 (for systems with less than 100 service connections) to $4,984,385 (for systems with more than 10,000 service connections).

* Source - SWRCB Proposed Hexavalent Chromium MCL Staff Report

Estimated Costs

PPHCSD Per Connection Cost

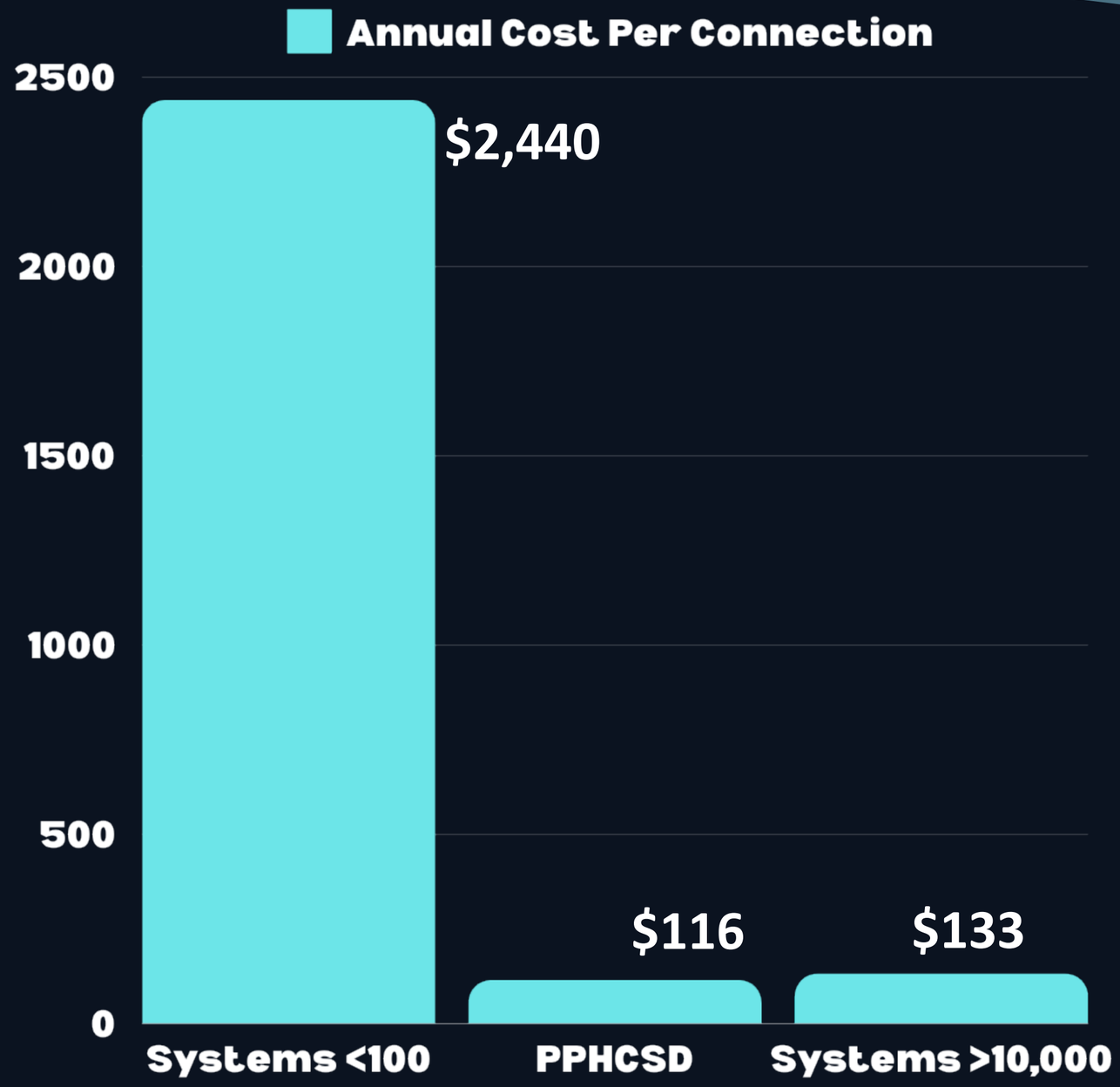


The annual cost per connection for the District's Chromium-6 mitigation actions is $116.52 with an estimated sunset date of 2028 or 2029.

PPHCSD System Average Annual Total Cost

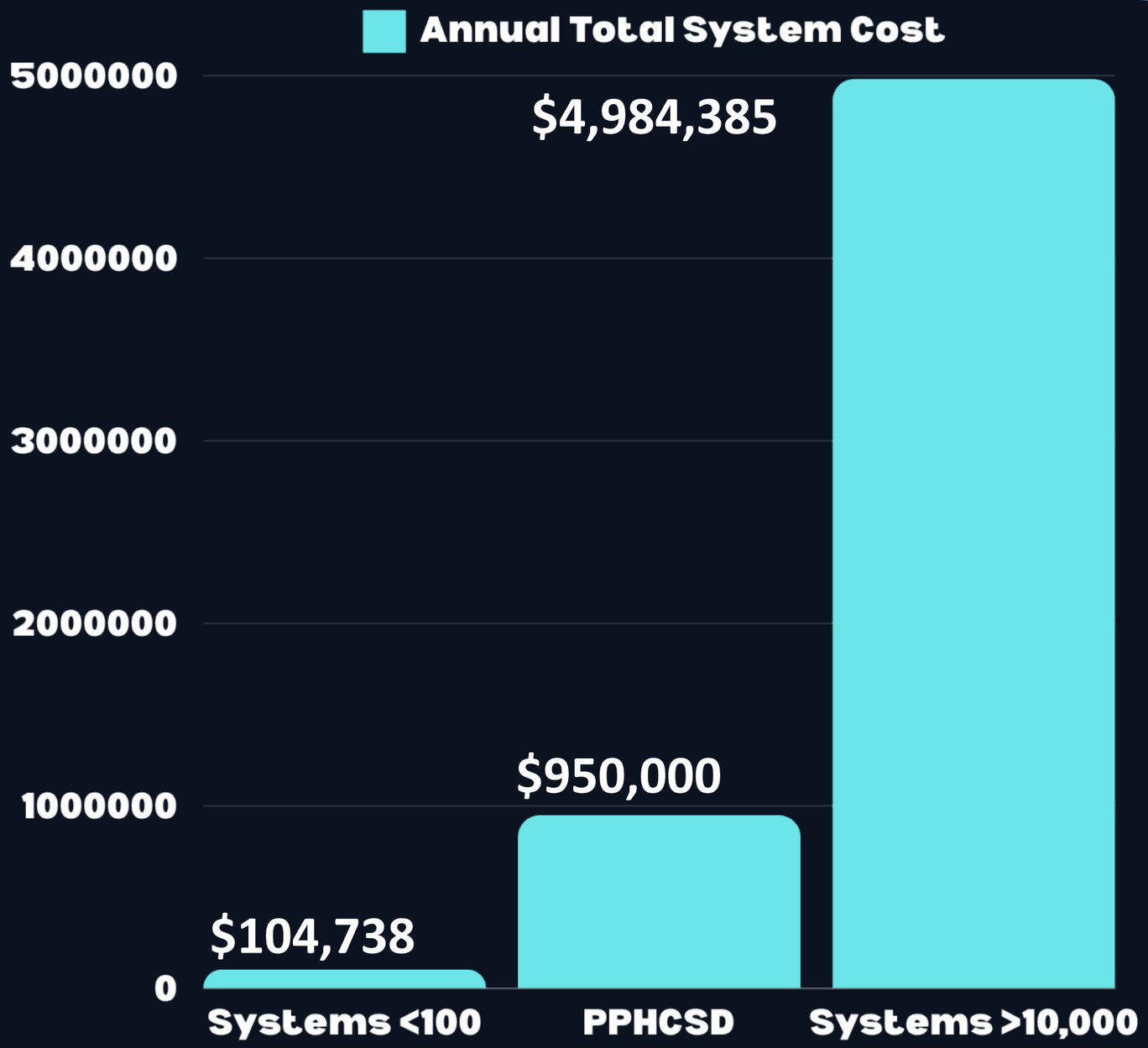


The average estimated annual cost for the District's Chromium-6 mitigation actions is $950,000 with an estimated sunset date of 2028 or 2029.



Comparison

Comparing annual costs per connection, PPHCSD is lower, even than systems greater than 10,000 connections.



Comparison

Comparing annual costs per connection, PPHCSD has total costs that are higher than small systems, but the annual cost is significantly lower than large systems. In addition, as there is a sunset date for costs, PPHCSD will have a much, much lower overall cost when mitigation is complete.

Agenda Item 6a

Discussion & Possible Action Regarding Declaration of Surplus Meter Reading Equipment

Phelan Piñon Hills CSD
Established 2008

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

MEMORANDUM

DATE: April 24, 2024

TO: Board of Directors

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

SUBJECT: Discussion & Possible Action Regarding Declaration of Surplus Meter Reading Equipment

STAFF RECOMMENDATION

Staff recommends that the Board declare the items listed below as surplus in order to allow staff to seek auction or disposal value.

BACKGROUND

It is the recommendation of staff to surplus and seek auction value for the following items:

- 3 – Mobile Transceivers (First Generation) & Antennas
- 2 – Mobile Transceivers (Second Generation) & Antennas

These items were rendered obsolete by the District's adoption of the Board-approved Meter Replacement program in May 2020.

It is estimated the item's value will be approximately $0-$1000. Per the District's Surplus Property Policy, the income from the sale would be applied to other income because the items were expensed when they were purchased, per the District's CFO there is no book value.

FISCAL IMPACT

Estimated $0-$1000 of Other Revenue per Unit

ATTACHMENTS

Exhibit A -Surplus Property Policy

RESOLUTION NO. 2021-17
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT ESTABLISHING POLICY NO. 1110 "POLICIES AND PROCEDURES FOR THE DISPOSAL OF SURPLUS DISTRICT PROPERTY"

WHEREAS, the Phelan Piñon Hills Community Services District ("the District") is a public agency organized and operating pursuant to the Community Services District Law, California Government Code Section 61000 et seq.; and

WHEREAS, there is a need to promote uniformity in the policies and procedures for the disposal of surplus property owned by the District.

NOW, THEREFORE, BE IT RESOLVED by the District's Board of Directors that Policy No. 1110, "Policies and Procedures for the Disposal of Surplus District Property," attached hereto and incorporated herein by the reference, is hereby adopted.

BE IT FURTHER RESOLVED by the District's Board of Directors that Policy No. 1110 shall take effect immediately upon its adoption and shall supersede any and all inconsistent policies and procedures previously utilized by the District concerning the subject matter hereof.

APPROVED, SIGNED, AND ADOPTED by the Board of Directors of the Phelan Piñon Hills Community Services District at a regular meeting held on the 18th day of August 2021, by the following vote:

AYES: Hoffman, Johnson, Kujawa, Philips, Roberts
NOES:
ABSTENTIONS:
ABSENT:

President, Board of Directors
Phelan Piñon Hills Community Services District

ATTEST

Secretary, Board of Directors
Phelan Piñon Hills Community Services District

POLICY NO. 1110

SECTION 1111. TABLE OF CONTENTS

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SECTION 1112. PURPOSE

The purposes of this policy are to standardize the procedures for the disposal of surplus equipment, vehicles, property, and salvage items of the Phelan Piñon Hills Community Services District, and to set forth the duties and responsibilities of the General Manager and District staff in connection therewith.

SECTION 1113. DEFINITIONS

1113.01 **Inventorial Equipment** – District-owned free-standing equipment and vehicles with a useful life of more than two years and a purchase price of $5,000 or more. Furnishings, computer equipment, portable radios and other electronics costing $200 or more are inventoried for purposes of security and control and included in this category.

1113.02 **Inventorial Property** – Any District-owned building, office, garage, facility, well, free-standing structure, water system, sewer system, or "exempt surplus land" (as defined in Section 1116.06 below), with recorded title, proof of purchase and ownership, letter of contribution, letter of transfer, or proof of self-construction, and cost exceeding $1.

1113.03 **Surplus Inventory** – Any Inventorial Equipment or Inventorial Property that the District's Board of Directors has determined to be no longer necessary or useful to the District.

1113.04 **Surplus Land** – Land owned by District for which the District's Board of Directors takes formal action in a regular public meeting declaring that such land is surplus and no longer necessary for the District's use, subject to the provisions of Government Code Section 54221(b).

1113.05 **Salvage** – Any District reclaimed or discarded equipment, material, furniture or supply which only has residual value as scrap.

SECTION 1114. APPLICABILITY

This policy shall apply to the disposal of Surplus Inventory, Surplus Land, and Salvage by the District.

SECTION 1115. DISPOSAL OF SURPLUS INVENTORY

1115.01 **Disposal of Inventorial Equipment.**

1115.01.1 **Determination**. The District's Board of Directors shall, upon presentation of documentation from the General Manager, determine if Inventorial Equipment is Surplus Inventory. The documentation presented by the General Manager shall list the Inventorial Equipment sought to be declared Surplus Inventory and shall include license number, Vehicle Identification Number or other identifying serial number or property identification number, estimated book or trade-in value and property description.

1115.01.2 **Trade-in**. When the Surplus Inventory involves a vehicle or equipment to be used as trade-in for a newer vehicle or piece of equipment, the property title shall be signed by the General Manager at the time of transfer or after and remanded to the buyer. The trade-in value of the vehicle or equipment shall be recorded and the sold equipment record kept for five years. Only the District's Board of Directors shall have the authority to determine if Inventorial Equipment determined to be Surplus Inventory may be used as trade-in.

1115.01.3 **Disposal or Sale**. The sale of Inventorial Equipment determined to be Surplus Inventory shall be by the means determined to garner the greatest monetary value, including but not limited to, competitive bid, e-bay auction, or advertisement in the local newspaper. If sold by competitive bid, the sale date, sale location, list of vehicles or equipment to be sold shall be advertised in a local paper and/or trade publication and posted at the District offices and facilities at least ten days before the sale date. Employees, their immediate family or relatives, members of the District's Board of Directors, and retained consultants are prohibited from bidding during this first process. Inventorial Equipment determined to be Surplus Inventory may be sold on e-bay after a minimum reserve amount has been established. In all circumstances, the bidder with the highest bid price shall be deemed the successful bidder.

1115.01.3.1 If the advertised sale of Inventorial Equipment determined to be Surplus Inventory fails to generate a competitive bid, District employees may at this time submit sealed bids for any such items. The employee with the highest bid price shall be deemed the successful bidder.

1115.01.3.2 If the offer of sale to employees fails to generate any bids, the Inventorial Equipment determined to be Surplus Inventory shall be sold for scrap or disposed of in a legal manner.

1115.01.3.3 All sold or disposed Inventorial Equipment determined to be Surplus Inventory shall be removed from District property within 48 hours of the sale and title transfer unless otherwise agreed by the General Manager and successful bidder.

1115.01.3.4 Proceeds of the sale of Inventorial Equipment determined to be Surplus Inventory shall be posted to the appropriate account, unless otherwise directed by the District's Board of Directors.

1115.01.4 **Salvage**. If any Inventorial Equipment determined to be Surplus Inventory is not sold after a reasonable time using the methods set forth above, or if it is determined that such property has no reasonable resale value, the General Manager may consider such property Salvage and proceed with the disposal thereof pursuant to Section 1117 below.

1115.01.5 **Donation**. If any Inventorial Equipment determined to be Surplus Inventory is not sold after a reasonable time using the methods set forth above, or if it is determined that such property is obsolete with no reasonable resale or Salvage value, the General Manager may, upon prior approval of the District's Board of Directors, donate such property to another governmental agency or to a certified local non-profit organization that is eligible to receive such items from the District and which provides benefits to the constituents within the District's service area.

1115.02 **Disposal of Inventorial Property.**

1115.02.1 **Determination**. The District's Board of Directors shall, upon presentation of documentation from the General Manager, determine if any Inventorial Property is Surplus Inventory. The Board shall provide guidance to the General Manager as to how to dispose of the property, whether by competitive bid, auction, demolition, scrap or trade, or other such method as determined by the Board and General Manager.

1115.02.2 **Outside Consultants**. The District's Board of Directors may authorize the General Manager to hire property consultants, real estate agents, appraisers, or other professional service providers to assist with the sale or disposal of Inventorial Property determined to be Surplus Inventory, as necessary.

1115.02.3 **Accounting**. Proceeds from the sale of Inventorial Property determined to be Surplus Inventory shall be posted to the appropriate account, unless otherwise directed by the District's Board of Directors.

SECTION 1116. DISPOSAL OF SURPLUS LAND

Subject to the requirements of Government Code Section 54220 et seq., the District shall comply with the following provisions with respect to the disposal of any Surplus Land:

1116.01 **Declaration**. The District's Board of Directors shall, upon presentation of documentation from the General Manager, determine if land so presented is Surplus Land. After such determination, the Board shall adopt a resolution declaring such property Surplus Land and instructing District staff to follow the offer and negotiation procedures as set forth in this section.

1116.02 **Notice of Availability**. The District, after declaration of surplus and prior to disposing of Surplus Land, shall send a written notice of availability as follows:

1116.02.1. Housing. A written notice of availability of the Surplus Land for the purpose of developing low- and moderate-income housing shall be sent to any local public entity within whose jurisdiction the Surplus Land is located. Housing sponsors, shall, upon written request, be sent a written notice of availability of the Surplus Land for the purpose of developing low- and moderate-income housing. All notices shall be sent by electronic mail, or by certified mail, and shall include the location and a description of the Surplus Land. [Government Code Section 54222(a).]

1116.02.2 Recreation. A written notice of availability of the Surplus Land for park and recreational purposes or open-spaces purposes shall be sent to any park or recreation department of the county and any city within which the Surplus Land may be situated, to any regional park authority having jurisdiction within the area in which the land is situated, and to the State Resources Agency or any agency that may succeed to its powers. [Government Code Section 54222(b).]

1116.02.3 Schools. A written notice of availability of the Surplus Land suitable for school facilities construction or use by a school district for open-space purposes shall be sent to any school district in whose jurisdiction the Surplus Land is located. [Government Code Section 54222(c).]

1116.02.4 Development. A written notice of availability of the Surplus Land for the purpose of developing property located within an "infill opportunity zone" or within an area covered by a "transit village plan" shall be sent to any county, city, successor agency to a former redevelopment agency, public transportation agency, or housing authority within whose jurisdiction the Surplus Land is located. [Government Code Section 54222(d).]

1116.03 **Notice of Interest**. The entity or association desiring to purchase or lease the Surplus Land for any of the above purposes shall notify in writing the District of its interest in purchasing or leasing the Surplus Land within 60 days after the District's notice of availability of the Surplus Land is sent via certified mail or provided via certified mail. [Government Code Section 54222(e).]

1116.04 **Negotiations**. After the District has received notice of interest from the entity desiring to purchase or lease the Surplus Land, the District and the entity shall enter into good faith negotiations to determine a mutually satisfactory sales price and terms or lease terms. If the price or terms cannot be agreed upon after a good faith negotiation period of not less than 90 days, the Surplus Land may be disposed of without further regard to this procedure. [Government Code Section 54223(a).]

1116.05 **Priorities**. In the event that the District receives a notice of interest to purchase or lease such Surplus Land from more than one of the entities to which notice of availability of Surplus Land has been given, the District shall give first priority to the entity or entities that agree to use the site for housing for persons and families of low- or moderate-income, except that first priority shall be given to an entity that agrees to use the site for a park or recreational purposes if the Surplus Land being offered is already being used and will continue to be used for park or recreational purposes, or if the Surplus Land is designated for park and recreational use in the local general plan and will be developed for that purpose. [Government Code Section 54227.]

1116.06 **Exemptions.**

1116.06.1 **Definitions**. The above procedure does not apply to the disposal of Surplus Land that is determined to be exempt within the meaning of Government Code Section 54221(f). Under this provision, "exempt surplus land" includes, but is not limited to, the following:

1116.06.1.1 Surplus Land that is transferred to the county pursuant to a board of supervisors determination that the land can be used to provide housing affordable to persons and families of low or moderate income; or

1116.06.1.2 Surplus Land that is not contiguous to land owned by a state or local agency that is used for park, recreational, open-space, or low- and moderate-income housing purposes, is not located within an enterprise zone or a designated program area, and which is:

1116.06.1.2.1 Less than 5,000 square feet in area;

1116.06.1.2.2 Less than the minimum legal residential building lot size for the jurisdiction in which the parcel is located, or 5,000 square feet in area, whichever is less; or

1116.06.1.2.3 Without record access and is less than 10,000 square feet in area.

1116.06.2 **Exclusions**. Notwithstanding the above, if the Surplus Land is not sold to an owner of contiguous land, it is not considered "exempt surplus land" and is subject to all of the above procedures set forth in Section 5. [Government Code Section 54221(f)(1).]

SECTION 1117. DISPOSAL OF SALVAGE

1117.01 Unless otherwise prohibited by law, the General Manager, from time to time, shall authorize the sale of surplus Salvage items. Salvage items determined to be surplus may be sold to recycle centers, other agencies, private businesses, public or private organizations, or non-profit organizations.

1117.02 Proceeds from the sale of Salvage items shall be posted to the appropriate account, unless otherwise directed by the District's Board of Directors.

SECTION 1118. EXTENT OF AUTHORIZATION

1118.01 The District's Board of Directors and the General Manager, to the limited extent expressly set forth herein, are the only parties authorized to sell Surplus Inventory, Surplus Land, and Salvage. No other District employee shall sell or donate any District property, equipment or material without the express written authorization of the Board of Directors.

1118.02 Unauthorized removal, disposal, or expropriation of any District-owned property, regardless of estimated value, constitutes a breach of District policy and could be construed as misappropriation of public funds.

Agenda Item 6b

Discussion & Possible Action Regarding Modifications to Proposed Civic Center & Emergency Operations Center Project

Phelan Piñon Hills CSD
Established 2008

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

MEMORANDUM

DATE: May 8, 2024

TO: Board of Directors

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

SUBJECT: Discussion & Possible Action Regarding Modification to Proposed Civic Center & Emergency Operations Center Project

STAFF RECOMMENDATION

For the Board to approve the project modifications necessary to comply with FEMA requirements.

BACKGROUND

In 2021, the District secured a $2,000,000 grant from the Federal Emergency Management Agency ("FEMA") through the California Office of Emergency Services for the construction of the Civic Center & Emergency Operations Center ("EOC"). While the project received initial approval from San Bernardino County in early 2023, federal funding mandated compliance with FEMA's new flood zone requirements, extending to a 500-year flood event.

To adhere to FEMA's stipulations, the Civic Center building must be elevated by an additional two (2) feet and undergo specific flood-proofing measures. Given the impact on civil and building plans, the water quality management plan, and the need for additional NEPA approval, project progress was momentarily halted while the District and its consultants devised a compliant solution.

On April 25, 2024, the District's consultants presented a proposed solution to FEMA, which received tentative approval. Modifications to civil plans are expected to be finalized by early July 2024, subject to FEMA's final review before submission to the county for plan check and permitting approval. Simultaneously, efforts are underway to advance the environmental assessment to minimize further delays.

FISCAL IMPACT

The estimated costs to meet FEMA's requirements are as follows:

- Flood proofing and building plan modifications (Steeno Design): $31,100
- Revisions to grading plans, utility plans, earthwork, etc. (TRLS Engineering): $78,200
- Revision to Phase 1 WQMP, final hydrology, etc. (Red Brick Consulting): $7,180

Total Additional Costs: $116,480

To address these additional expenses, staff contacted County Supervisor Col. Paul Cook's office to request financial assistance. Supervisor Cook has submitted a request in the amount of $500,000.

ATTACHMENT(S)

Steeno Design, TRLS Engineering, and Red Brick Consulting proposals

STEENO DESIGN STUDIO
ARCHITECT LIC# C26448 INC.

April 3, 2024

Don Bartz, General Manager
Phelan Pinon Hills Community Services District
PO Box 294049
Phelan, CA 92329-4049

RE: PROPOSAL FOR CHANGES TO CIVIC CENTER BUILDING PLANS FOR FEMA

Dear Don,

Thank you for the opportunity to propose Steeno Design Studio Inc. architectural services for the Phelan Pinon Hills Community Services District (PPHCSD) development project located on Sheep Creek Road in Phelan, California. We are proposing changes to the construction documents for the new 14,034 SF Civic Center Community Center Building on 5 acres, Phase 1 to meet elevation requirements from FEMA for EOC Grant purposes.

As decided, the south end of the building will be raised 2 foot in elevation and the north end of the building will remain at current elevation but will be waterproofed to meet FEMA water proofing requirements. The entrance from the administrative offices to the Community Center at the north end will be removed.

We will revise existing construction documents for the Civic Center building and make the necessary structural, mechanical and electrical engineering changes required for new elevation change. In addition, we will work with the audio-visual consultant, Plannet, to make necessary changes to the audio visual plans. We will also coordinate with the civil engineers, TRLS and Redbrick for required changes to the grading plan, drainage and WQMP studies.

SCOPE OF WORK:

1.	Revise Construction Documents	$15,000
2.	Revised Mechanical Engineering	$2,000
3.	Revise Electrical Engineering	$2,500
4.	Revise Structural Engineering	$2,200
5.	Interior Design Changes	$2,500
6.	Coordinate Revision of Audio-Visual Plans	$1,500
7.	Coordinate with TRLS and Redbrick Civil Engineers	$1,500
8.	Coordination with FEMA	$1,500
9.	Administration for Submittal of Revised Plans Studies to County	$2,400
	TOTAL FEE:	**$31,100**

Our proposed fee for our services is $31,100, thirty-one thousand one hundred dollars. All municipal fees, and fees for engineering, and special studies are separate and not part of our proposed fee. Reproduction is billed separately at cost plus 5% and mailings are billed separately. We can complete a design for your review within 1-2 weeks after start of work and complete changes to construction documents 8-10 weeks from client approval of designs.

Payment Schedule of fees is:

$15,000 At Start of Work,
$15,000 At Completion Construction Documents & Submittal for County Plan Check
$1,100 At Completion of Plan Check

April 3, 2024
PPHCSD – FEMA Changes

If in agreement with these terms, please sign and date below and return a copy to our office. Cancellation of this agreement must be dated and in writing to the designer's office. If client cancels this agreement, all work performed to that date will be billed and the responsibility of the client. Steeno Design Inc. is liable only to the limits on this agreement of $31,100. The undersigned hereby authorized Steeno Design Studio, Inc. to perform the services in accordance with the fee arrangement described above in conformity with all the laws, ordinances, rules, and regulations of competent authority. This proposal is good for 60 days.

Accepted this _____ day of _____, 2023

_____ _____

Thomas R. Steeno
Architect

Client Signature

TRLS Engineering, Inc.

10770 I Avenue, Suite 108, Hesperia, CA 92345
(760) 948-4900, Fax (760) 948-4911

April 4, 2024

Phelan Pinon Hills Community services District

Attn. Don Bartz.
General Manager

Re: Professional Services Agreement PPHCSD Commercial Development for Civic Center Building to meet new FEMA Guidelines of 4 feet above highest adjacent grade in order to get FEMA Grant Funding.

In response to your request, TRLS Engineering Inc. is pleased to an engineering estimate for this project. Site Development to be approximately 8 acres lying north of the existing PPHCSD Administration Building on (APN 3066-261-10) together with a revised grading plan on your adjacent property (Proposed Park Site) east o.

Professional Services Task 1

TRLS Engineering Inc. will provide a revised Precise Grading Plan. The limits of design will be extended to include revisions around the existing Administration Building parking lot to the south.

Professional Services Task 2

TRLS Engineering Inc. will perform **Final Earthwork Calculations** for submittal purposes and will be incorporated in the Final Precise Grading Plans.

Professional Services Task 3

TRLS Engineering Inc. will revise the **Horizontal Control Plan.** This plan will show will include property, parking limits, landscape, and pavement limit dimensions.

Professional Services Task 4

TRLS Engineering Inc. will revise the **Wet Utility Plans** for onsite domestic **Water, Storm Drain and Fire Main**.

Professional Services Task 5

TRLS Engineering Inc. will prepare a revised **Erosion Control Plan** as required by the County of San Bernardino and for use in the **SWPPP.**

Professional Services Task 6

TRLS Engineering Inc. will provide **Engineering and Construction Support.** TRLS will provide telephone consultation, submittal assistant, construction manager review and attend meetings. TRLS Engineering Inc. will prepare as-built plans upon project completion.

Project Exclusions

The Scope of Service above specifically states those services to be performed.

1. On site Sewer / Septic design is to be provided by others excluded from the scope of services.

2. Retaining wall calculations or profiles are excluded from the scope of services.

3. The fees quoted herein provide for an allowance for a reasonable number of meetings, conferences, coordination, and project management services based on the completion dates noted. Should the project schedule be extended or delayed, then Consultant shall be entitled to an additional fee.

4. Subsequent changes to the Site Plan after Consultant begins work for PPHCSD shall constitute additional services and be subject to negotiation.

FEE SCHEDULE

1. Civic Center Site Plan Revisions. The site plan design requires that we need to elevate the proposed building an additional 2 feet for a total of 4 feet above the highest adjacent grade in order to get grant funding from FEMA. This request also requires that we elevate the electrical transformer pad servicing the building. It will also require to remove asphalt pavement and redesign the parking area adjacent to the existing administration building to the south. It will also require additional Block Retaining Walls and additional details. TRLS was also requested to utilize the adjacent (APN 3066-251-18) Future Park Site design in order to provide the required earthwork fill requirements to raise this site. This also requires a revised grading plan on this future Park Site for to borrow the additional earthwork required and due to the Joshua Tree Mitigation.

1. FEMA coordination meetings and certificates	$ 3,500.00
2. Additional Earthwork Calculations	$ 7,500.00
3. Additional Grading Plan on Park Site	$ 16,400.00
4. Revised Grading and Utility Plans for Community Center	$ 50,800.00
Total Contract Amendment Request	**$ 78,200.00**

Total Fee Proposal $78,200.00

Fee and Billing

TRLS Engineering will perform the services described on a lump sum fee basis with coordination for each task billed on an hourly basis for the fee shown below. Individual task amounts are provided for budgeting purposes only. TRLS Engineering reserves the right to reallocate amounts among tasks as necessary.

As to these tasks, direct reimbursable expenses such as express delivery services, fees, and other direct expenses will be billed at 1.10 times cost. We estimate these reimbursable expenses to be $1,500.00. A percentage of labor fee will be added to each invoice to cover certain other expenses as to these tasks such as telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Administrative time related to the project may be billed hourly. All permitting, application, and similar project fees will be paid directly by PPHCSD.

Invoices will be submitted by the Consultant to the PPHCSD periodically for services performed and expenses incurred. The client is also responsible for payment of any sales tax. Payment of each invoice will be due within thirty (30) days of receipt.

Retainer: In order to begin work a $7,820.00 is required

Closure
We appreciate the opportunity to provide these services to you and look forward to working with you on this project. Please contact Thomas E. Ragen at 760-948-4900, if you have any questions about any information contained in this letter.

Recitals

WHEREAS, Engineer is engaged in the business and profession of civil engineering.
WHEREAS, Client/Owner desires to contract with Engineer for certain professional and technical Civil Engineering Services with relation to general civil engineering services on more than one project, each project scope of services and payment of services being separately identified and agreed to as "Project Task Orders."
WHEREAS. Engineer has the necessary expertise and experience to perform the said civil engineering services for Client/Owner, and Engineer is properly qualified and licensed in the State of California.
NOW, THEREFORE, in consideration of the foregoing, the mutual promises herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto, intending legally bound, hereby agree to the attached General Engineering Services Agreement.
IN WITNESS WHEREOF, the parties have executed this Project Task Order effective the date and year set forth below.

"Engineer"	**"Client/Owner"**
TRLS Engineering Inc.	Phelan Pinon Hills Community Service District
By:_____	By:_____
Thomas E. Ragen	Authorized Signature
President	Title
Date:_____	Date:_____

RED BRICK CONSULTING
ENGINEERS & ARCHITECTS

WWW.RBCEA.COM

MAIN OFFICE:

2892 S. Kollman Ln.
Saratoga Springs,
Utah 84045
T 801.331.8900

SOUTHERN CALIFORNIA:

10770 "I" Avenue
Suite 108
Hesperia, CA 92345
M 661.816.5179

April 3rd, 2024

George Cardenas
PO Box# 294049
Phelan, CA 9229-4049
4176 Warbler Rd.
Phelan, CA 92371
(760) 868-1212
gcardenas@pphcsd.org

RE: PPHCSD Civic Center Revised Hydrology and WQMP due to redesign

Dear George,

We appreciate the opportunity to provide this proposal. If the conditions of this Proposal-Agreement are acceptable, please sign the last page.

PROJECT UNDERSTANDING:

Once RBCEA has received the Final Site Plan, Grading Plan, and Landscape Plans for the overall Civic Center and Phase 1 Improvement Plan, the following scope of work will commence.

SCOPE OF WORK:

PHASE 1: PLANNING ENTITLEMENT

A. Revised Water Quality Management Plan (WQMP): RBCEA will revise the previously submitted Mojave Watershed WQMP for the existing site. RBCEA will base this on and reference the new Site Plan and Grading Plan showing the Phase 1 Grading changes.

B. New Phase 1 Water Quality Management Plan (WQMP) Conformance Letter: Per the direction of San Bernardino County, the Phase 1 WQMP will be omitted, and a Conformance Memo will be drafted to show any interim BMPs needed to comply will the interim conditions.

C. Revised Final Hydrology Study: RBCEA will revise the previously approved hydrology study to conform to Phase 1 Site changes determine the impacts, if any, of off-site storm flows and size the on-site required ΔQ basin for the site. Storm drains inlets, clarifiers, drainage pipes, and dissipation structures will be sized in the final study.

D. Revised Owner's Covenant and Maintenance Agreement: RBCEA will modify current covenants and maintenance agreements with the new Site Plan exhibits. This may require new signatures by the owner to record with the County.

ASSUMPTIONS/EXCLUSIONS:

Other services, beyond the above scope and not limited to the following, are not included in this Agreement:

- This proposal assumes that the standards and practices in effect at the governing agencies at the time of this proposal will remain in effect throughout the course of development.

- Any major revisions to the improvements after commencing work will be considered additional services
- Plan processing shall be coordinated with others
- All application and processing fees will be paid by others
- Plans will be prepared on a 24"x 36" sheet for full size and 11"x 17" for a reduced size plan
- Storm Water Monitoring

ADDITIONAL SERVICES

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates. Additional services we can provide include, but are not limited to, the following:

- Compact Disk of Application, Studies, Reports, And Plans
- Revisions or changes to the original layout

PROVIDED BY THE CLIENT

- Provide copies of relevant existing records in its possession.
- Title Report and Grant Deed.
- CC&R Documents.
- Provide RBCEA access to the project site.
- Participate in meetings and coordination activities.
- Timely review and response.
- New Grading Plan and Site Plan.
- Updated Landscape Design.

SCHEDULE

We will provide our services as expediently as practical to meet a mutually agreed upon schedule.

FEE AND BILLING

RBCEA will perform the services described on a lump sum fee basis as shown below. Individual task amounts are provided for budgeting purposes only. RBCEA reserves the right to reallocate amounts among tasks as necessary.

Description	Lump Sum Fee
A: Revised WQMP	$2,780.00
B: New Phase 1 WQMP Conformance Memo	$1,800.00
C: Revised Final Hydrology	$1,800.00
E: Revised Owner's Covenant and Maintenance Agreement	$ 800.00
Total Fee	$7,180.00

The fee outlined in this proposal is valid for 90 days.

An initial fee in the amount of **$2,000** will be required to initiate this agreement. The initial payment shall be the minimum payment under this agreement and shall be credited at the final invoice.

Direct reimbursable expenses such as project related travel expenses, express delivery services, fees, printing costs, telecommunications, in-house reproduction, postage, and supplies will be billed at 1.10 times cost. We estimate these reimbursable expenses to be **$500**. In addition, Administrative time related to the project will be billed hourly. All permitting, application, and similar project fees will be

paid directly by the Client. Should the Client request RBCEA to advance any such project fees on the Client's behalf, a separate invoice for such fees, with a fifteen percent (15%) markup, will be immediately issued to and paid by the Client.

Invoices will be submitted by the Consultant to the Client periodically for services performed and expenses incurred. The Client is also responsible for payment of any taxes, including sales tax. Payment of each invoice will be due within thirty (30) days of receipt via **ACH payment only**. RBCEA can provide a way to make these electronic payments through Monograph, if needed, with a charge of 1% of the invoice fee, up to $15. The Client is also responsible for payment of any taxes, including sales tax. Payment of each invoice will be due within thirty (30) days of receipt. Interest will be added to accounts not paid within 30 days at a rate of 2% per month. If the Client fails to make any payment due the Consultant for services and expenses under this or any other agreement within thirty (30) days after the Consultant's transmittal of its invoice therefore, the Consultant may, after giving notice to the Client, suspend services under this Agreement or the IPO in question until it has been paid in full all amounts due.

If the Client objects to any charge on an invoice, it shall so advise the Consultant in writing giving its reasons within fourteen (14) days of receipt of the invoice or all such objections shall be waived, and the amount stated in the invoice shall conclusively be deemed due and owing.

If the Consultant initiates legal proceedings to collect payment, it may recover, in addition to all amounts due, its reasonable attorneys' fees, reasonable experts' fees, and other expenses related to the proceedings. Such expenses shall include the cost, at the Consultant's normal billing rates, of the time devoted to such proceedings by its employees.

The Client agrees that payment to the Consultant is not subject to any contingency. The Consultant may negotiate payment of any check tendered by the Client, even if the words "in full satisfaction" or words intended to have similar effect appear on the check without such negotiation being an accord and satisfaction of any disputed debt and without prejudicing the right of the Consultant to collect additional amounts from the Client.

CLOSURE
We appreciate the opportunity to provide these services to you and look forward to working with you on this project. Please contact David W. Larson at 661-816-5179, if you have any questions about any information contained in this letter.

RECITALS
WHEREAS Engineer is engaged in the business and profession of civil engineering.

WHEREAS Client/Owner desires to contract with Engineer for certain professional and technical Civil Engineering Services with relation to general civil engineering services on more than one project, each project scope of services and payment of services being separately identified and agreed to as "Project Task Orders".

WHEREAS, Engineer has the necessary expertise and experience to perform the said civil engineering services for Client/Owner, and Engineer is properly qualified and licensed in the State of California.

NOW, THEREFORE, in consideration of the foregoing, the mutual promises herein contained, and other

good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto, intending legally to be legally bound, hereby agree to the attached General Engineering Services Agreement.

IN WITNESS WHEREOF, the parties have executed this Project Task Order effective the date and year set forth below.

"Engineer"	**"Client/Owner"**
Red Brick Consulting Engineers & Architects, LLC	PPHCSD
By: _____	By: _____
David W. Larson	Authorized Signature
Principal	Owner
Date: _____	Date: _____

THIS ENGINEERING SERVICES AGREEMENT
(hereinafter referred to as the "Agreement") is entered into in duplicate effective for all purposes and in all respects as of the 3rd of April, 2024 by and between Red Brick Consulting Engineers & Architects, LLC with its principal place of business located at 2892 S. Kollman Ln. Saratoga Springs, UT 84045 (hereinafter referred to as "Engineer" and or "Consultant"); PPHCSD doing business at 4176 Warbler Rd. Phelan, CA 92371 (hereinafter referred to as "Client/Owner"). (hereinafter referred to as "Client/Owner").

*** Atta: General Engineering Services Agreement and Fee Schedule.

GENERAL ENGINEERING SERVICES AGREEMENT

STATE OF CALIFORNIA

1. **Civil Engineering Services.** Subject to the terms of this Agreement, Engineer shall render to Client/Owner professional and technical engineering services set forth in Project Scope of Work Task Order(s) accepted by Engineer (the "Services"). In conjunction therewith, client/Owner shall provide Engineer with all necessary information and documentation for Engineer to perform the services. However, if requested by the Client and agreed to by the Engineer, the Engineer will perform Additional Services, which shall be governed by these provisions. Unless otherwise agreed to in writing, the Client shall pay the Engineer for any Additional Services an amount based upon the Engineer's then-current hourly rates plus an amount to cover certain direct expenses including telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Other direct expenses will be billed at 1.10 times cost.

2. **Client's Responsibilities.** In addition to other responsibilities described herein or imposed by law, the Client shall:
   (a) Designate in writing a person to act as its representative with respect to this Agreement, such person having complete authority to transmit instructions, receive information, and make or interpret the Client's decisions.
   (b) Provide all information and criteria as to the Client's requirements, objectives, and expectations for the project including all numerical criteria that are to be met and all standards of development, design, or construction.
   (c) Provide to the Engineer all previous studies, plans, or other documents pertaining to the project and all new data reasonably necessary in the Engineer's opinion, such as site survey and engineering data, environmental impact assessments or statements, upon all of which the Engineer may rely.
   (d) Arrange for access to the site and other private or public property as required for the Engineer to provide its services.
   (e) Review all documents or oral reports presented by the Engineer and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of the Engineer.
   (f) Furnish approvals and permits from governmental authorities having jurisdiction over the project and approvals and consents from other parties as may be necessary for completion of the Engineer's services.
   (g) Cause to be provided such independent accounting, legal, insurance, cost estimating and overall feasibility services as the Client may require.
   (h) Give prompt written notice to the Engineer whenever the Client becomes aware of any development that affects the scope, timing, or payment of the Engineer's services or any defect or noncompliance in any aspect of the project. Bear all costs incidental to the responsibilities of the Client.

3. **Compensation.** Client/Owner shall pay the Engineer for Services rendered according to the task order and fee structure approved. These forms will be signed and approved by the Client/Owner and Engineer and will be subject to the terms and conditions of this Service Agreement. The Engineer shall proceed as directed by the owner and shall be paid hourly or

RBCEA Initials _____ Client's Initials _____

as approved by task order. The scope, schedule, and cost of such work shall be set forth by the task order and may be amended from time to time by mutual agreement of both parties. The Owner/Client acknowledges that all work performed by the Engineer should be contained within the scope of a task order. At times, Client/Owner circumstances may require the Engineer to respond to verbal direction and tasks from the Client/Owner or his representative that will require work to be performed without a written specific task order. Under these circumstances, the owner will pay for these services at the Engineer's then current Fee Schedule

4. **Independent Contractor Status.** It is understood and agreed that Engineer enters this Agreement as, and intends to continue to be, an independent contractor. None of the provisions of this Agreement will be interpreted or deemed to create any relationship between such parties other than that of independent contractors. Nothing contained in the Agreement will be construed to
create a relationship of employer and employee, master and servant, principal and agent, or partners or co-ventures between Client/Owner and Engineer, between Client/Owner and any employee of Engineer, or between Engineer and any employee of Client/Owner. Each party agrees that they do not have authority to sign contracts, notes, or obligations, or to make, purchase, acquire, or dispose of any property for or on behalf of the other party, and each party shall only have authority to perform those services specifically described herein.

5. **Insurance.** The Engineer carries Workers' Compensation insurance, professional liability insurance, and general liability insurance. If the Client directs the Engineer to obtain increased insurance coverage, the Engineer will take out such additional insurance, if obtainable, at the Client's expense.

6. **Standard of Care.** The standard of care applicable to Engineer's services will be the degree of care and skill ordinarily exercised by Engineers performing the same or similar services in the same locality at the time the services are provided. No warranty, express or implied, is made or intended by the Engineer's undertaking herein or its performance of services, and it is agreed that the Engineer is not a fiduciary with respect to the Client

7. **Limitation of Liability.** Engineer maintains professional liability insurance to protect the Client/Owner from any negligent acts, errors, or omissions on the part of Engineer. Notwithstanding the existence of professional liability insurance, the total aggregate of Engineer's liability to all parties related to this Agreement shall not exceed (a) thirty thousand dollars ($30,000), or (b) the total amount of the Fees, whichever is less. IN NO EVENT WILL ENGINEER BE LIABLE TO CLIENT/OWNER FOR CONSEQUENTIAL, INDIRECT, SPECIAL, OR INCIDENTAL DAMAGES ARISING OUT OF ENGINEER'S PERFORMANCE UNDER THIS AGREEMENT.

8. **Mutual Waiver of Consequential Damages.** In no event shall either party be liable to the other for any consequential, incidental, punitive, or indirect damages including but not limited to loss of income or loss of profits.

9. **Certifications.** The Engineer shall not be required to execute certifications or third-party reliance letters that are inaccurate, that relate to facts of which the Engineer does not have actual knowledge, or that would cause the Engineer to violate applicable rules of professional responsibility.

RBCEA Initials _____ Client's Initials _____

10. **Ownership.** All tracings, survey notes, electronic files, methods, developments, know-how, inventions, and/or improvements, whether or not patentable or subject to copyright protection, other documents, as instruments of service, and all related materials that are developed by Engineer in connection with the performance of the Services, are and shall remain the property of Engineer, except where these documents are required by law to become public property. Client/Owner agrees to hold harmless, indemnify, and defend Engineer, its Engineers, agents, and employees against all damages, claims, expenses, and losses arising out of any re-use of the plans and specifications without the written authorization of Engineer.

11. **Term of Agreement.** Subject to the provisions for termination contained herein, this Agreement and the association hereunder shall commence on the effective date hereof and shall continue for one year. Upon the expiration of this Agreement, this Agreement may be renewed upon such
terms and conditions as mutually agreed to by the Engineer and Client/Owner.

12. **Opinions of Cost.** Because the Engineer does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and represent its judgment as an experienced and qualified professional, familiar with the industry. The Engineer cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Engineer's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.

13. **Termination.** The obligation to provide further services under this Agreement may be terminated by either party upon thirty (30) day's written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party, or upon thirty days' written notice for the convenience of the terminating party. If any change occurs in the ownership of the Client, the Engineer shall have the right to immediately terminate this Agreement. In the event of any termination, the Engineer shall be paid for all services rendered and expenses incurred to the effective date of termination, and other reasonable expenses incurred by the Engineer as a result of such termination. If the Engineer's compensation is a fixed fee, the amount payable for services will be a proportional amount of the total fee based on the ratio of the amount of the services performed, as reasonably determined by the Engineer, to the total amount of services which were to have been performed. Engineer shall return all Client/Owner materials to Client/Owner.

14. **Rights and Remedies.** The rights and remedies of any of the parties hereto shall not be exclusive. In general, the respective rights and obligations hereunder shall be enforceable by specific performance, injunction, or other equitable remedy, but nothing herein contained is intended to or shall limit or affect any rights at law or by statute or otherwise of any party aggrieved as against the other party for a breach or threatened breach of any provisions hereof, it being the intention of this Paragraph to make clear the agreement of the parties that the respective rights and obligations of the parties hereunder shall be enforceable in equity as well as to law or otherwise.

RBCEA Initials _____ Client's Initials _____

15. **Dispute Resolution.** All claims by the Client arising out of this Agreement or its breach shall be submitted first to mediation in accordance with the Construction Industry Mediation Procedures of the American Arbitration Association as a condition precedent to litigation. Any mediation or civil action by Client must be commenced within one year of the accrual of the cause of action asserted but in no event later than allowed by applicable statutes.

16. **Hazardous Substances and Conditions**. In no event shall Engineer be a custodian, transporter, handler, arranger, contractor, or remediator with respect to hazardous substances and conditions. Engineer's services will be limited to professional analysis, recommendations, and reporting, including, when agreed to, plans and specifications for isolation, removal, or remediation. The Engineer shall notify the Client of hazardous substances or conditions not contemplated in the scope of services of which the Engineer actually becomes aware. Upon such notice by the Engineer, the Engineer may stop affected portions of its services until the hazardous substance or condition is eliminated.

17. **Construction Phase Services.**

(a) If the Engineer's services include the preparation of documents to be used for construction and the Engineer is not retained to make periodic site visits, the Client assumes all responsibility for interpretation of the documents and for construction observation, and the Client waives any claims against the Engineer in any way connected thereto.

(b) If the Engineer provides construction phase services, the Engineer shall have no responsibility for any contractor's means, methods, techniques, equipment choice and usage, sequence, schedule, safety programs, or safety practices, nor shall Engineer have any authority or responsibility to stop or direct the work of any contractor. The Engineer's visits will be for the purpose of endeavoring to provide the Client a greater degree of confidence that the completed work of its contractors will generally conform to the construction documents prepared by the Engineer. Engineer neither guarantees the performance of contractors, nor assumes responsibility for any contractor's failure to perform its work in accordance with the contract documents.

(c) The Engineer is not responsible for any duties assigned to the design professional in the construction contract that are not expressly provided for in this Agreement. The Client agrees that each contract with any contractor shall state that the contractor shall be solely responsible for job site safety and for its means and methods; that the contractor shall indemnify the Client and the Engineer for all claims and liability arising out of job site accidents; and that the Client and the Engineer shall be made additional insureds under the contractor's general liability insurance
policy.

18. **General Provisions.**

A. **Costs and Expenses of Enforcement.** In the event of the failure of either party to comply with any provisions of this Agreement, the defaulting party shall pay any and all costs and expenses, including reasonable attorney's fees arising out of or resulting from such default (including any incurred in connection with any appeal), incurred by the injured party in enforcing its rights and remedies, whether such right or remedy is pursued by filing a lawsuit or otherwise.

B. **Severability.** In the event that any condition, covenant, or provision herein contained is held to be invalid or void by any court of competent jurisdiction, the same shall be deemed severable from the remainder of this Agreement and shall in no way affect any

other covenant or condition herein contained. If such condition, covenant, or provision shall be deemed invalid due to its scope or breadth, such provision shall be deemed valid to the extent of the scope or breadth permitted by law.

C. **Entire Agreement.** This Agreement sets forth the entire agreement between the parties and supersedes all prior agreements, whether written or verbal. No promises, representations, warranty, or covenant not included in this Agreement has been or is relied upon by the parties to this Agreement.

D. **Covenants and Conditions.** Each provision of this Agreement performable by either party shall be deemed to be both a covenant and a condition.

E. **Assignment.** This Agreement shall be binding to the benefit of the parties and their respective heirs, personal representatives, successors, legal representatives, and assigns; provided that this provision shall not be construed as permitting assignment, substitution, delegation, or other transfer of rights or obligations by each party without the prior written consent of the other party.

F. **Headings.** The headings to the various Sections and Paragraphs of this Agreement are for convenience and ease of reference only and do not define, limit, augment, or describe the scope, content, or intent of this Agreement or any part or parts of this Agreement.

G. **Notices.** All notices given under any of the provisions of this Agreement must be in writing and shall be deemed to have been given by either registered or certified mail, return receipt requested, postage prepaid, addressed to the parties or person listed on the attached letter agreement. Any party may, by notice given at any time or from time to time, require subsequent notices to be given to another individual person, whether a party, officer, or representative, or to a different address, or both. Notices given before actual receipt of notice of change shall not be invalidated by the change.

H. **Time.** Time is of the essence of each term, provision, condition, and covenant of this Agreement.

I. **Counterparts.** This Agreement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

J. **Gender and Number.** The singular number includes the plural whenever the context so indicates. The neuter gender includes the feminine and masculine, the masculine includes the feminine and neuter, and the feminine includes the masculine and neuter, and each includes corporation, limited liability company, partnership, sole proprietor, or other legal entity when the context so requires. The word "person" means person or persons or other entity or entities or any combination of persons and entities.

K. **Governing Law, Dispute Resolution, Jurisdiction, and Venue.** The laws of the **State of California** will govern the validity, performance, and the enforcement of this Agreement. Any controversy or claim arising out of or relating to this Agreement will be settled in the following manner: (a) senior executives representing each of Engineer and

Client/Owner will meet to discuss and attempt to resolve the controversy or claim in good faith; (b) if the controversy or claim is not resolved as contemplated by clause (a), Engineer and Client/Owner will, by mutual consent and in good faith, select an independent third party to mediate such controversy or claim, provided that such mediation will not be binding upon any of the parties; and (c) if such controversy or claim is not resolved as contemplated by clauses (a) or (b), the parties will have such rights and remedies as are available under this Agreement or, if and to the extent not provided for in this Agreement, are otherwise available. Jurisdiction and venue for the enforcement of this Agreement shall be found exclusively in the courts of **San Bernardino County, State of California**, each of the parties irrevocably submits to the exclusive jurisdiction of each such courts in any proceeding, waives any objection it may now or hereafter have to venue or to convenience of forum, agrees that all claims in respect of any proceeding shall be heard and determined only in any such court and agrees not to bring any proceeding arising out of or relating to this Agreement in any other court.

L. **Waiver.** Unless otherwise indicated herein, failure by any party to insist upon the strict performance of any covenant, duty, agreement, or condition of this Agreement, or to exercise any right or remedy consequent upon a breach thereof, shall not constitute a waiver of any such breach of any other covenant, agreement, term, or condition. Any party, by notice delivered in the manner provided in this Agreement, may, but shall be under no obligation to waive any of its rights and any conditions to its obligation hereunder, or any duty, obligation, or covenant of any other party. No waiver shall affect or alter the remainder of this Agreement, but each and every covenant, agreement, term, and condition shall continue in full force with respect to any other then existing or subsequently occurring breach. To be effective a waiver must be signed by both parties hereto.

M. **Modification and Amendment.** This Agreement may be amended or modified only by an instrument in writing signed by all the parties hereto.

N. **Costs and Expenses.** In addition to the compensation to Engineer, the Engineer from time to time, may be required to advance funds and pay costs and expenses on behalf of Client/Owner. Engineer shall not be liable for the costs, expenses, or funds so advanced in Client/Owner's behalf. Engineer shall be entitled to reimbursement for the same by Client/Owner upon billing with Client/Owner's approval. The costs and expenses may include, but are not limited to, all out-of-pocket costs, long-distance telephone charges, fax charges, copying charges, and travel expenses.

1. **Payment of Services, Costs, and Expenses.** Client/Owner shall pay Engineer each month, within thirty (30) days of the billing date, for all services, costs, and expenses billed to Client/Owner by Engineer. Client/Owner consents to Engineer's withdrawal and immediate termination of this Agreement should the account become delinquent.

2. **Interest Charges.** Client/Owner further agrees to pay interest at the rate of one and one-half percent (1½%) interest per month on any and all unpaid balances of services, costs, and expenses, if such amounts are not paid in full within fifteen (15) days of the billing date.

3. **Default and Remedies.** Failure of Client/Owner to make payment when due, or to observe or perform any of the terms hereunder, shall be considered a default and breach. In the event of default, the entire outstanding amount due hereunder shall be immediately due and payable by Client/Owner to Engineer. Furthermore, in the event of default, Engineer may pursue any and all remedies available at law or in equity.

4. **Costs and Attorney Fees.** In the event of default, Client/Owner shall pay any and all costs of collection, including attorney's fees, legal expenses, and other lawful collection costs, in addition to all other sums due hereunder, which are incurred by Engineer in collecting the indebtedness due hereunder whether with or without lawsuit.

19. Miscellaneous Provisions. This Agreement is to be governed by the law of the **State of California**. This Agreement contains the entire and fully integrated agreement between the parties and supersedes all prior and contemporaneous negotiations, representations, agreements or understandings, whether written or oral. Except as provided in Section 1, this Agreement can be supplemented or amended only by a written document executed by both parties. Provided, however, that any conflicting or additional terms on any purchase order issued by the Client shall be void and are hereby expressly rejected by the Engineer. Any provision in this Agreement that is unenforceable shall be ineffective to the extent of such unenforceability without invalidating he remaining provisions. The non-enforcement of any provision by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

RBCEA Initials _____ Client's Initials _____

2024 FEE SCHEDULE

In consideration of the above Service(s), Client/Owner shall pay compensation on a time basis in accordance with the following Fee Schedule:

	Job Description	Hourly Rate
Engineering:	Principal	$245.00
	Associate	$220.00
	Senior Engineer	$205.00
	Project Manager	$195.00
	Project Engineer	$185.00
	Engineer w/P.E.	$175.00
	Engineer w/F.E.	$160.00
	Engineer Intern	$120.00
Analyst	Storm Water Quality Analyst	$125.00
Cad:	Sr. Designer	$155.00
	Sr. Cad Technician	$125.00
	Cad Tech	$110.00
Quality Assurance:	Project Coordinator	$110.00
Administration:	Accounting	$ 95.00
	Clerical	$ 95.00

Indirect Expenses	Rate
Mileage	$ 0.75 per mile*
Finance Charge	18%
Prints:	
• 24”x36”	$4/sheet
• 11”x17”	$0.75/sheet
• 8.5”x11”	$0.08/sheet

*Either Vehicle Charge or Mileage will be charged depending on contract
Overtime, weekends, and holidays may be billed a 25% premium on rate.
(Fee Schedule applicable through December 31, 2024)

Agenda Item 6c

Discussion & Possible Action Regarding Approval of Contract Between the County of San Bernardino and the Phelan Pinon Hills Community Services District for the Purpose of Providing Funding Support for the Civic Center & Emergency Operations Center Project in an Amount not to Exceed $500,000

Phelan Piñon Hills CSD
Established 2008

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

MEMORANDUM

DATE: May 8, 2024

TO: Board of Directors

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

SUBJECT: Discussion & Possible Action Regarding Approval of Contract Between the County of San Bernardino and the Phelan Pinon Hills Community Services District for the Purpose of Providing Funding Support for the Civic Center & Emergency Operations Center Project in an Amount not to Exceed $500,000

STAFF RECOMMENDATION

For the Board to approve the attached Contract Between the County of San Bernardino and the Phelan Pinon Hills Community Services District in order to receive funding for the Civic Center & EOC Project.

BACKGROUND

To mitigate the additional expenses associated with the Civic Center and Emergency Operations Center Project, staff submitted a request to Supervisor Paul Cook's office. The Supervisor's office has authorized $500,000 in discretionary spending for the District's project.

A contract has been prepared by the County of San Bernardino which must be executed in order to obtain the allocated funds. Once approved by the District's Board, the contract will be placed on San Bernardino County's Board of Supervisor's agenda for approval at their June 25, 2024, meeting.

The District's legal counsel has been sent the contract for review ahead of this scheduled Board meeting. Any recommended changes will be provided at the meeting, if possible.

ATTACHMENT(S)

Contract

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY

Contract Number

SAP Number

Board of Supervisors

Department Contract Representative	Stephanie Maldonado
Telephone Number	909-387-4378
Contractor	Phelan Pinon Hills Community Services District
Contractor Representative	Donald Bartz
Telephone Number	760-868-1212
Contract Term	6/25/24-12/31/26
Original Contract Amount	Not-to-Exceed $500,000
Amendment Amount	
Total Contract Amount	Not-to-Exceed $500,000
Cost Center	1024001000

IT IS HEREBY AGREED AS FOLLOWS*:*

WHEREAS, it is the policy of the Board of Supervisors (Board) to work with community partners through services provided by San Bernardino County (County) and contractual agreements to identify programs, projects, and initiatives, that support the mission of the County, and to provide services to citizens that promote health, safety, economic well-being, education, recreation, and other public services that enhance quality of life, and meet the needs of the County's citizens; and

WHEREAS, under Government Code sections 26224 and 26227 the Board may contract with certain entities to provide certain services to County residents; and,

WHEREAS, on September 21, 2021 (Item No. 18), the Board approved the Board of Supervisors Discretionary Fund – District Specific Priorities Program (Priorities Program) and allocated $4 million to each of the five supervisorial districts; and

WHEREAS, on November 16, 2021 (Item No. 33), the Board approved an additional allocation of $7 million to each of the five supervisorial districts under the Priorities Program; and

WHEREAS, on February 6, 2024 (Item No.61), the Board approved an additional allocation of $6 million to each of the five supervisorial districts under the Priorities Program; and

WHEREAS, County desires to contribute funding to Phelan-Pinion Hills Community Services District (Contractor) for the construction of a 14,034 square foot Emergency Operations Center (EOC) located in Phelan, San Bernardino County; and

WHEREAS, construction of an EOC will ensure emergency facilities are available to the western portion of the high desert and serve as a community center; and

WHEREAS, the County would like Contractor to manage these services; and

WHEREAS, the County finds Contractor qualified to manage this project and utilize funds for the construction of an EOC; and

WHEREAS, providing funding to Contractor serves the public purpose of providing for the health, social, and public safety needs of County residents; and

WHEREAS, the County residents of Phelan and the surrounding communities of the First District will be served by the construction of the EOC; and

WHEREAS, the County desires that such services be provided by Contractor and Contractor agrees to perform these services as set forth below.

NOW, THEREFORE, the County and Contractor mutually agree to the following terms and conditions:

A. PURPOSE OF CONTRACT

This Contract is made for the purpose of providing funding to support Contractor with the construction costs of an Emergency Operations Center to meet the needs of the residents of Phelan and surrounding communities.

B. CONTRACTOR RESPONSIBILITIES AND SCOPE OF SERVICES

B.1 Funding arising out of this Contract will be used for a Scope of Services to provide financial support to Contractor with the construction costs of an Emergency Operations Center to be located Phelan, San Bernardino County on APN 3066-261-10 which will include the following:

1. An EOC/Board room;
2. Administrative offices; and
3. Community center

B.2 Contractor shall allow the County, its officers, agents and employees the privilege and right to on-site inspection of the Emergency Operations Center for the duration of this Contract. Contractor will ensure that its employees or agents furnish any information that in the judgment of the County, may be relevant to a question of compliance with contractual conditions, or the effectiveness, legality, and achievements of the program.

B.3 Contractor shall provide the County all documentation regarding the scope of services covered by this Contract that the County requests from Contractor within 10 days of County's request unless a different time is agreed to by the County.

B.4 Contractor shall provide the County with documentation supporting completion of the project within 60 days of project completion.

B.5 Contractor acknowledges and agrees that it will make a matching contribution of at least 25% of the cost of the Services that Contractor will provide under this Contract. Contractor's matching contribution will be a minimum of $125,000.

C. GENERAL CONTRACT REQUIREMENTS

C.1 Recitals

The recitals set forth above are true and correct and incorporated herein by this reference.

C.2 Contract Amendments

Contractor agrees any alterations, variations, modifications, or waivers of the provisions of the Contract, shall be valid only when reduced to writing, executed and attached to the original Contract and approved by the person(s) authorized to do so on behalf of Contractor and County.

C.3 Contract Assignability

Without the prior written consent of the County, the Contract is not assignable by Contractor either in whole or in part. Any attempt by Contractor to assign any performance of the terms of this Contract shall be null and void and shall constitute a material breach of this Contract.

C.4 Contract Exclusivity

This is not an exclusive Contract. The County reserves the right to enter into a contract with other contractors for the same or similar services. The County does not guarantee or represent that the Contractor will be permitted to perform any minimum amount of work, or receive compensation other than on a per order basis, under the terms of this Contract.

C.5 Attorney's Fees and Costs

If any legal action is instituted to enforce any party's rights hereunder, each party shall bear its own costs and attorney fees, regardless of who is the prevailing party. This paragraph shall not apply to those costs and attorney fees directly arising from a third-party legal action against a party hereto and payable under Indemnification and Insurance Requirements.

C.6 Background Checks for Contractor Personnel

Contractor shall ensure that its personnel (a) are authorized to work in the jurisdiction in which they are assigned to perform Services; (b) do not use legal or illegal substances in any manner which will impact their ability to provide Services to the County; and (c) are not otherwise disqualified from performing the Services under applicable law. If requested by the County and not in violation of applicable law, Contractor shall conduct a background check, at Contractor's sole expense, on all its personnel providing Services. If requested by the County, Contractor shall provide the results of the background check of each individual to the County. Such background check shall be in the form generally used by Contractor in its initial hiring of employees or contracting for contractors or, as applicable, during the employment-screening process but must, at a minimum, have been performed within the preceding 12-month period. Contractor personnel who do not meet the County's hiring criteria, in County's sole discretion, shall not be assigned to work on County property or Services, and County shall have the right, at its sole option, to refuse access to any Contractor personnel to any County facility.

C.7 Change of Address

Contractor shall notify the County in writing, of any change in mailing address within ten (10) business days of the change.

C.8 Choice of Law

This Contract shall be governed by and construed according to the laws of the State of California.

C.9 Compliance with County Policy

In performing the Services and while at any County facilities, Contractor personnel (including subcontractors) shall (a) conduct themselves in a businesslike manner; (b) comply with the policies, procedures, and rules of the County regarding health and safety, and personal, professional and ethical conduct; (c) comply with the finance, accounting, banking, Internet, security, and/or other applicable standards, policies, practices, processes, procedures, and controls of the County; and (d) abide by all laws applicable to the County facilities and the provision of the Services, and all amendments and modifications to each of the documents listed in subsections (b), (c), and (d) (collectively, "County Policies"). County Policies, and additions or modifications thereto, may be communicated orally or in writing to Contractor or Contractor

personnel or may be made available to Contractor or Contractor personnel by conspicuous posting at a County facility, electronic posting, or other means generally used by County to disseminate such information to its employees or contractors. Contractor shall be responsible for the promulgation and distribution of County Policies to Contractor personnel to the extent necessary and appropriate.

County shall have the right to require Contractor's employees, agents, representatives and subcontractors to exhibit identification credentials issued by County in order to exercise any right of access under this Contract.

C.10 Confidentiality

Contractor shall protect from unauthorized use or disclosure names and other identifying information concerning persons receiving Services pursuant to this Contract, except for statistical information not identifying any participant. Contractor shall not use or disclose any identifying information for any other purpose other than carrying out the Contractor's obligations under this Contract, except as may be otherwise required by law. This provision will remain in force even after the termination of the Contract.

C.11 Primary Point of Contact

Contractor will designate an individual to serve as the primary point of contact for the Contract. Contractor or designee must respond to County inquiries within two (2) business days. Contractor shall not change the primary contact without written acknowledgement to the County. Contractor will also designate a back-up point of contact in the event the primary contact is not available.

C.12 County Representative

The First District Supervisor or his/her designee shall represent the County in all matters pertaining to the services to be rendered under this Contract, including termination and assignment of this Contract, and shall be the final authority in all matters pertaining to the Services/Scope of Work by Contractor. Except as provided under Section D of this Contract, if this Contract was initially approved by the San Bernardino County Board of Supervisors, then the Board of Supervisors must approve all amendments to this Contract.

C.13 Damage to County Property

Contractor shall repair, or cause to be repaired, at its own cost, all damages to County vehicles, facilities, buildings or grounds caused by the willful or negligent acts of Contractor or its employees or agents. Such repairs shall be made immediately after Contractor becomes aware of such damage, but in no event later than thirty (30) days after the occurrence.

If the Contractor fails to make timely repairs, the County may make any necessary repairs. The Contractor, as determined by the County, shall repay all costs incurred by the County for such repairs, by cash payment upon demand, or County may deduct such costs from any amounts due to the Contractor from the County, as determined at the County's sole discretion.

C.14 Debarment and Suspension

Contractor certifies that neither it nor its principals or subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. (See the following United States General Services Administration's System for Award Management website https://www.sam.gov). Contractor further certifies that if it or any of its subcontractors are business entities that must be registered with the California Secretary of State, they are registered and in good standing with the Secretary of State.

C.15 Drug and Alcohol Free Workplace

In recognition of individual rights to work in a safe, healthful and productive work place, as a material condition of this Contract, the Contractor agrees that the Contractor and the Contractor's employees, while performing service for the County, on County property, or while using County

equipment:

C.15.1 Shall not be in any way impaired because of being under the influence of alcohol or an illegal or controlled substance.

C.15.2 Shall not possess an open container of alcohol or consume alcohol or possess or be under the influence of an illegal or controlled substance.

C.15.3 Shall not sell, offer, or provide alcohol or an illegal or controlled substance to another person, except where Contractor or Contractor's employee who, as part of the performance of normal job duties and responsibilities, prescribes or administers medically prescribed drugs.

The Contractor shall inform all employees that are performing service for the County on County property, or using County equipment, of the County's objective of a safe, healthful and productive work place and the prohibition of drug or alcohol use or impairment from same while performing such service for the County.

The County may terminate for default or breach of this Contract and any other Contract the Contractor has with the County, if the Contractor or Contractor's employees are determined by the County not to be in compliance with above.

C.16 Duration of Terms

This Contract, and all of its terms and conditions, shall be binding upon and shall inure to the benefit of the heirs, executors, administrators, successors, and assigns of the respective parties, provided no such assignment is in violation of the provisions of this Contract.

C.17 Employment Discrimination

During the term of the Contract, Contractor shall not discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, sexual orientation, age, or military and veteran status. Contractor shall comply with Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, 13672, Title VI and Title VII of the Civil Rights Act of 1964, the California Fair Employment and Housing Act and other applicable Federal, State and County laws and regulations and policies relating to equal employment and contracting opportunities, including laws and regulations hereafter enacted.

C.18 Environmental Requirements

In accordance with County Policy 11-08, the County prefers to acquire and use products with higher levels of post-consumer recycled content. Environmentally preferable goods and materials must perform satisfactorily and be available at a reasonable price. The County requires Contractor to use recycled paper for any printed or photocopied material created as a result of this Contract. Contractor is also required to use both sides of paper sheets for reports submitted to the County whenever practicable.

To assist the county in meeting the reporting requirements of the California Integrated Waste Management Act of 1989 (AB 939), Contractor must be able to annually report the County's environmentally preferable purchases. Contractor must also be able to report on environmentally preferable goods and materials used in the provision of their service to the County, utilizing a County approved form.

C.19 Improper Influence

Contractor shall make all reasonable efforts to ensure that no County officer or employee, whose position in the County enables him/her to influence any award of the Contract or any competing offer, shall have any direct or indirect financial interest resulting from the award of the Contract or shall have any relationship to the Contractor or officer or employee of the Contractor.

C.20 Improper Consideration

Contractor shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the County in an attempt to secure favorable treatment regarding this Contract.

The County, by written notice, may immediately terminate this Contract if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the County with respect to the proposal and award process. This prohibition shall apply to any amendment, extension or evaluation process once a contract has been awarded.

Contractor shall immediately report any attempt by a County officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Contractor. The report shall be made to the supervisor or manager charged with supervision of the employee or the County Administrative Office. In the event of a termination under this provision, the County is entitled to pursue any available legal remedies.

C.21 Informal Dispute Resolution

In the event the County determines that service is unsatisfactory, or in the event of any other dispute, claim, question or disagreement arising from or relating to this Contract or breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties.

C.22 Legality and Severability

The parties' actions under the Contract shall comply with all applicable laws, rules, regulations, court orders and governmental agency orders. The provisions of this Contract are specifically made severable. If a provision of the Contract is terminated or held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall remain in full effect.

C.23 Licenses, Permits and/or Certifications

Contractor shall ensure that it has all necessary licenses, permits and/or certifications required by the laws of Federal, State, County, and municipal laws, ordinances, rules and regulations. The Contractor shall maintain these licenses, permits and/or certifications in effect for the duration of this Contract. Contractor will notify County immediately of loss or suspension of any such licenses, permits and/or certifications. Failure to maintain a required license, permit and/or certification may result in immediate termination of this Contract.

C.24 Material Misstatement/Misrepresentation

If during the course of the administration of this Contract, the County determines that Contractor has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the County, this Contract may be immediately terminated. If this Contract is terminated according to this provision, the County is entitled to pursue any available legal remedies.

C.25 Mutual Covenants

The parties to this Contract mutually covenant to perform all of their obligations hereunder, to exercise all discretion and rights granted hereunder, and to give all consents in a reasonable manner consistent with the standards of "good faith" and "fair dealing".

C.26 Nondisclosure

Contractor shall hold as confidential and use reasonable care to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, confidential

information that is either: (1) provided by the County to Contractor or an agent of Contractor or otherwise made available to Contractor or Contractor's agent in connection with this Contract; or, (2) acquired, obtained, or learned by Contractor or an agent of Contractor in the performance of this Contract. For purposes of this provision, confidential information means any data, files, software, information or materials in oral, electronic, tangible or intangible form and however stored, compiled or memorialize and includes, but is not limited to, technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data.

C.27 Notice of Delays

Except as otherwise provided herein, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within twenty-four (24) hours, give notice thereof, including all relevant information with respect thereto, to the other party.

C.28 Ownership of Documents

All documents, data, products, graphics, computer programs and reports prepared by Contractor pursuant to the Contract shall be considered property of the County upon payment for services (and products, if applicable). All such items shall be delivered to County at the completion of work under the Contract, subject to the requirements of Section IV–Term of the Contract. Unless otherwise directed by County, Contractor may retain copies of such items.

C.29 RESERVED.

C.30 Air, Water Pollution Control, Safety and Health

Contractor shall comply with all air pollution control, water pollution, safety and health ordinances and statutes, which apply to the work performed pursuant to this Contract.

C.31 Records

Contractor shall maintain all records and books pertaining to the delivery of services under this Contract and demonstrate accountability for Contract performance. All records shall be complete and current and comply with all Contract requirements. Failure to maintain acceptable records shall be considered grounds for withholding of payments for invoices submitted and/or termination of the Contract.

All records relating to the Contractor's personnel, consultants, subcontractors, Services/Scope of Work and expenses pertaining to this Contract shall be kept in a generally acceptable accounting format. Records should include primary source documents. Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles and must account for all funds, tangible assets, revenue and expenditures. Fiscal records must comply with the appropriate Office of Management and Budget (OMB) Circulars, which state the administrative requirements, cost principles and other standards for accountancy.

C.32 Relationship of the Parties

Nothing contained in this Contract shall be construed as creating a joint venture, partnership, or employment arrangement between the Parties hereto, nor shall either Party have the right, power or authority to create an obligation or duty, expressed or implied, on behalf of the other Party hereto.

C.33 Release of Information

No news releases, advertisements, public announcements or photographs arising out of the Contract or Contractor's relationship with County may be made or used without prior written approval of the County.

C.34 Representation of the County

In the performance of this Contract, Contractor, its agents and employees, shall act in an independent capacity and not as officers, employees, or agents of the San Bernardino County.

C.35 Strict Performance

Failure by a party to insist upon the strict performance of any of the provisions of this Contract by the other party, or the failure by a party to exercise its rights upon the default of the other party, shall not constitute a waiver of such party's right to insist and demand strict compliance by the other party with the terms of this Contract thereafter.

C.36 Subcontracting

Contractor shall obtain County's written consent, which County may withhold in its sole discretion, before entering into Contracts with or otherwise engaging any subcontractors who may supply any part of the Services to County. At County's request, Contractor shall provide information regarding the subcontractor's qualifications and a listing of a subcontractor's key personnel including, if requested by the County, resumes of proposed subcontractor personnel. Contractor shall remain directly responsible to County for its subcontractors and shall indemnify County for the actions or omissions of its subcontractors under the terms and conditions specified in Section G. All approved subcontractors shall be subject to the provisions of this Contract applicable to Contractor Personnel.

For any subcontractor, Contractor shall:

C.36.1 Be responsible for subcontractor compliance with the Contract and the subcontract terms and conditions; and

C.36.2 Ensure that the subcontractor follows County's reporting formats and procedures as specified by County.

C.36.3 Include in the subcontractor's subcontract substantially similar terms as are provided in Sections B. Contractor Responsibilities and C. General Contract Requirements.

Upon expiration or termination of this Contract for any reason, County will have the right to enter into direct Contracts with any of the Subcontractors. Contractor agrees that its arrangements with Subcontractors will not prohibit or restrict such Subcontractors from entering into direct Contracts with County.

C.37 Subpoena

In the event that a subpoena or other legal process commenced by a third party in any way concerning the Goods or Services provided under this Contract is served upon Contractor or County, such party agrees to notify the other party in the most expeditious fashion possible following receipt of such subpoena or other legal process. Contractor and County further agree to cooperate with the other party in any lawful effort by such other party to contest the legal validity of such subpoena or other legal process commenced by a third party as may be reasonably required and at the expense of the party to whom the legal process is directed, except as otherwise provided herein in connection with defense obligations by Contractor for County.

C.38 Termination for Convenience

The County and the Contractor each reserve the right to terminate the Contract, for any reason, with a thirty (30) day written notice of termination. Such termination may include all or part of the services described herein. Upon such termination, payment will be made to the Contractor for services rendered and expenses reasonably incurred prior to the effective date of termination. Upon receipt of termination notice Contractor shall promptly discontinue services unless the notice directs otherwise. Contractor shall deliver promptly to County and transfer title (if necessary) all completed work, and work in progress, including drafts, documents, plans, forms, data, products, graphics, computer programs and reports.

County may immediately terminate this Contract upon the termination, suspension, discontinuation or substantial reduction in County funding for the Contract activity or if for any

reason the timely completion of the scope of work described in Section A or B under this Contract is rendered improbable, infeasible or impossible.

Upon Contract termination, Contractor shall immediately transfer to County all County Funds on hand at the time of expiration and any accounts receivable attributable to the use of County Funds.

C.39 Time of the Essence

Time is of the essence in performance of this Contract and of each of its provisions.

C.40 Venue

The parties acknowledge and agree that this Contract was entered into and intended to be performed in San Bernardino County, California. The parties agree that the venue of any action or claim brought by any party to this Contract will be the Superior Court of California, San Bernardino County, San Bernardino District. Each party hereby waives any law or rule of the court, which would allow them to request or demand a change of venue. If any action or claim concerning this Contract is brought by any third party and filed in another venue, the parties hereto agree to use their best efforts to obtain a change of venue to the Superior Court of California, San Bernardino County, San Bernardino District.

C.41 Conflict of Interest

Contractor shall make all reasonable efforts to ensure that no conflict of interest exists between its officers, employees, or subcontractors and the County. Contractor shall make a reasonable effort to prevent employees, Contractor, or members of governing bodies from using their positions for purposes that are, or give the appearance of being motivated by a desire for private gain for themselves or others such as those with whom they have family business, or other ties. Officers, employees, and agents of cities, counties, districts, and other local agencies are subject to applicable conflict of interest codes and state law. In the event the County determines a conflict of interest situation exists, any increase in costs, associated with the conflict of interest situation, may be disallowed by the County and such conflict may constitute grounds for termination of the Contract. This provision shall not be construed to prohibit employment of persons with whom Contractor's officers, employees, or agents have family, business, or other ties so long as the employment of such persons does not result in increased costs over those associated with the employment of any other equally qualified applicant.

C.42 Former County Administrative Officials

Contractor agrees to provide, or has already provided information on former San Bernardino County administrative officials (as defined below) who are employed by or represent Contractor. The information provided includes a list of former County administrative officials who terminated County employment within the last five years and who are now officers, principals, partners, associates or members of the business. The information also includes the employment with or representation of Contractor. For purposes of this provision, "County administrative official" is defined as a member of the Board of Supervisors or such officer's staff, County Executive Officer or member of such officer's staff, County department or group head, assistant department or group head, or any employee in the Exempt Group, Management Unit or Safety Management Unit.

C.43 Disclosure of Criminal and Civil Procedures

The County reserves the right to request the information described herein from the Contractor. Failure to provide the information may result in a termination of the Contract. The County also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The Contractor also may be requested to provide information to clarify initial responses. Negative information discovered may result in Contract termination.

Contractor is required to disclose whether the firm, or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime

or offense arising directly or indirectly from the conduct of the firm's business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the Contractor will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the Contractor is required to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten years, has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those individuals. "Legal proceedings" means any civil actions filed in a court of competent jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the Contractor will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For purposes of this provision "key employees" includes any individuals providing direct service to the County. "Key employees" do not include clerical personnel providing service at the firm's offices or locations.

C.44 Copyright

County shall have a royalty-free, non-exclusive and irrevocable license to publish, disclose, copy, translate, and otherwise use, copyright or patent, now and hereafter, all reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other materials or properties developed under this Contract including those covered by copyright, and reserves the right to authorize others to use or reproduce such material. All such materials developed under the terms of this Contract shall acknowledge the San Bernardino County as the funding agency and Contractor as the creator of the publication. No such materials, or properties produced in whole or in part under this Contract shall be subject to private use, copyright or patent right by Contractor in the United States or in any other country without the express written consent of County. Copies of all educational and training materials, curricula, audio/visual aids, printer material, and periodicals, assembled pursuant to this Contract must be filed with the County prior to publication.

C.45 Artwork, Proofs and Negatives

All artwork, proofs, and/or negatives in either print or digital format for anything produced under the terms of this Contract are the property of the County. These items must be returned to the County within ten (10) days, upon written notification to the Contractor. In the event of a failure to return the documents, the County is entitled to pursue any available legal remedies. In addition, the Contractor will be barred from all future solicitations, for a period of at least six (6) months.

C.46 Reserved

C.47 Prevailing Wage Laws

By its execution of this Contract, Contractor certifies that it is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq. as well as California Code of Regulations, Title 8, Section 16000 et seq. ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Section 1720 of the California Labor Code states in part: "For purposes of this paragraph, 'construction' includes work performed during the design, site assessment, feasibility study, and other preconstruction phases of construction including, but not limited to, inspection and land surveying work…" If the Services/Scope of Work are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is $1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. Contractor shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Contractor's principal place of

business and at the project site. Contractor will also adhere to any other applicable requirements, including but not limited to, those regarding the employment of apprentices, travel and subsistence pay, retention and inspection of payroll records, workers compensation and forfeiture of penalties prescribed in the Labor Code for violations. Contractor shall defend, indemnify and hold the County, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with Prevailing Wage Laws. See Attachment A, which is attached and incorporated by reference, for additional information regarding Prevailing Wage Laws. Contractor shall comply with all applicable terms and conditions in Attachment A. The applicable general prevailing wage determinations are on file with the County and are available to any interested party on request. Contractor shall post a copy of the applicable prevailing wage determinations at the job site.

C.48 California Consumer Privacy Act

To the extent applicable, if Contractor is a business that collects the personal information of a consumer(s) in performing Services pursuant to this Contract, Contractor must comply with the provisions of the California Consumer Privacy Act (CCPA). (Cal. Civil Code §§1798.100, et seq.). For purposes of this provision, "business," "consumer," and "personal information" shall have the same meanings as set forth at Civil Code section 1798.140. Contractor must contact the County immediately upon receipt of any request by a consumer submitted pursuant to the CCPA that requires any action on the part of the County, including but not limited to, providing a list of disclosures or deleting personal information. Contractor must not sell, market or otherwise disclose personal information of a consumer provided by the County unless specifically authorized pursuant to terms of this Contract. Contractor must immediately provide to the County any notice provided by a consumer to Contractor pursuant to Civil Code section 1798.150(b) alleging a violation of the CCPA, that involves personal information received or maintained pursuant to this Contract. Contractor must immediately notify the County if it receives a notice of violation from the California Attorney General pursuant to Civil Code section 1798.155(b).

D. TERM OF CONTRACT

The services to be provided by Contractor shall commence on June 25, 2024, and shall be completed by December 31, 2026, but may be terminated earlier in accordance with provisions of this Contract.

The County Chief Executive Officer, at the direction of the First District Supervisor, may extend the term of the Contract, in writing, to allow Contractor to complete all requirements in the Contract under the following conditions:

a. In aggregate all extensions do not exceed twelve (12) calendar months;
b. Are specifically requested by Contractor;
c. Will not change the project goals or scope of services;
d. Are in the best interests of County and Contractor in performing the scope of services under this Contract; and
e. Do not alter the amount of compensation under this Contract.

E. RESERVED.

F. FISCAL PROVISIONS

F.1 The maximum amount of payment under this Contract shall not exceed $500,000 and shall be subject to availability of other funds to the County. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof, including travel and per diem.

F.2 Any costs in excess of the amount available in this section shall be the sole responsibility of Contractor. This condition however, does not preclude County from providing additional funding at its sole discretion. For the purpose of this Contract, County shall disburse compensation and monitor the Contractor's performance in satisfying the scope of work obligations under the terms of this Contract.

Disbursement of funds to Contractor shall be made in one lump sum. Upon review/approval by County, County shall make payment to Contractor within thirty (30) working days after receipt of Contractor's invoice or the resolution of any billing dispute. Contractor shall email County the Contractor's invoice requesting one lump sum payment. The invoice(s) shall reflect the Entity Payable To Name and Address, Invoice Date, Invoice Number, Project Name, Contract Number, County-Issued Purchase Order (if applicable), the text "Final Invoice", amount due, in a format acceptable to the County for services performed under this Contract. Contractor shall email invoice to County Administrative Office-Finance and Administration (County Finance) and shall include in the Subject Line: BOS – ENTITY NAME – PROJECT NAME – CONTRACT NUMBER – PO # [PURCHASE ORDER NUMBER]" (i.e. BOS-SAN BERNARDINO COUNTY-EDUCATION PROGRAM — 21-NNN – PO 4100NNNNNN).

Contractor shall submit a final expenditure report documented with "audit ready" supportive evidence of each expenditure and proof of payment until all funds have been justified 60 days after project completion. Documentation shall be submitted electronically, and Contractor shall supply hard copies upon request by County. Supportive evidence shall include, but is not limited to, copy of County's approval email to Contractor, quotes, copy(ies) of purchase order, packing slips, **a copy** of the invoice submitted by Contractor requesting one lump sum payment from County, invoices paid by the Contractor for this project, proof of payment, etc., to County Finance. Email to County Finance shall include in the Subject Line: BOS – ENTITY NAME – PROJECT NAME – CONTRACT NUMBER – PO # [PURCHASE ORDER NUMBER]"-SUPPORTIVE DOCUMENTS.

F.3 Contractor shall accept all payments from County via electronic funds transfer (EFT) directly deposited into the Contractor's designated checking or other bank account. Contractor shall promptly comply with directions and accurately complete forms provided by County required to process EFT payments.

F.4 County is exempt from Federal excise taxes and no payment shall be made for any personal property taxes levied on Contractor or on any taxes levied on employee wages. The County shall only pay for any State or local sales or use taxes on the services rendered or equipment and/or parts supplied to the County pursuant to the Contract.

F.5 Costs for services under the terms of this Contract shall be incurred during the contract period except as approved by County. Contractor shall not use current year funds to pay prior or future year obligations.

F.6 Funds made available under this Contract shall not supplant any federal, state or any governmental funds intended for services of the same nature as this Contract. Contractor shall not claim reimbursement or payment from County for, or apply sums received from County with respect to that portion of its obligations that have been paid by another source of revenue. Contractor agrees that it will not use funds received pursuant to this Contract, either directly or indirectly, as a contribution or compensation for purposes of obtaining funds from another revenue source without prior written approval of the County.

F.7 Contractor shall adhere to the County's Travel Management Policy (8-02 and 08-02SP1) when travel is pursuant to this Contract and for which reimbursement is sought from the County. In addition, Contractor is encouraged to utilize local transportation services, including but not limited to, the Ontario International Airport.

F.8 Contractor understands and agrees that any and all legal fees or costs associated with lawsuits concerning this Contract against the County shall be the Contractor's sole expense and shall not be charged as a cost under this Contract.

F.9 If the Contractor does not use the County funds provided under this Contract to pay appropriate costs associated with the Scope of Services by the termination date of this Contract, the Contractor shall return the County funds, or any unused portion thereof, to the County in

accordance with any directions issued by County staff, within 60 days of written demand for the return of the County funds.

G. INDEMNIFICATION AND INSURANCE REQUIREMENTS

G.1 Indemnification

The Contractor agrees to indemnify, defend (with counsel reasonably approved by County) and hold harmless the County and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the County on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnities. The Contractor indemnification obligation applies to the County's "active" as well as "passive" negligence but does not apply to the County's "sole negligence" or "willful misconduct" within the meaning of Civil Code section 2782.

G.2 Additional Insured

All policies, except for Worker's Compensation, Errors and Omissions and Professional Liability policies shall contain additional endorsements naming the County and its officers, employees, agents and volunteers as additional named insured with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the County to vicarious liability but shall allow coverage for the County to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.

G.3 Waiver of Subrogation Rights

The Contractor shall require the carriers of required coverages to waive all rights of subrogation against the County, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit the Contractor and Contractor's employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the County.

G.4 Policies Primary and Non-Contributory

All policies required herein are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the County.

G.5 Severability of Interests

The Contractor agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage for suits between the Contractor and the County or between the County and any other insured or additional insured under the policy.

G.6 Proof of Coverage

The Contractor shall furnish Certificates of Insurance to the County Department administering the Contract evidencing the insurance coverage at the time the Contract is executed, additional endorsements, as required shall be provided prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department, and Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within fifteen (15) days of the commencement of this contract, the Contractor shall furnish a copy of the Declaration page for all applicable policies and will provide complete certified copies of the policies and endorsements immediately upon request.

G.7 Acceptability of Insurance Carrier

Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum "Best" Insurance Guide rating of "A- VII".

G.8 Deductibles and Self-Insured Retention

Any and all deductibles or self-insured retentions in excess of $10,000 shall be declared to and approved by Risk Management.

G.9 Failure to Procure Coverage

In the event that any policy of insurance required under this contract does not comply with the requirements, is not procured, or is canceled and not replaced, the County has the right but not the obligation or duty to cancel the contract or obtain insurance if it deems necessary and any premiums paid by the County will be promptly reimbursed by the Contractor or County payments to the Contractor will be reduced to pay for County purchased insurance.

G.10 Insurance Review

Insurance requirements are subject to periodic review by the County. The Director of Risk Management or designee is authorized, but not required, to reduce, waive or suspend any insurance requirements whenever Risk Management determines that any of the required insurance is not available, is unreasonably priced, or is not needed to protect the interests of the County. In addition, if the Department of Risk Management determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Director of Risk Management or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the County, inflation, or any other item reasonably related to the County's risk.

Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual or alleged, on the part of the County to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of the County.

G.11 The Contractor agrees to provide insurance set forth in accordance with the requirements herein. If the Contractor uses existing coverage to comply with these requirements and that coverage does not meet the specified requirements, the Contractor agrees to amend, supplement or endorse the existing coverage to do so.

Without in anyway affecting the indemnity herein provided and in addition thereto, the Contractor shall secure and maintain throughout the contract term the following types of insurance with limits as shown:

G.11.1 Workers' Compensation/Employer's Liability – A program of Workers' Compensation insurance or a state-approved, self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with $250,000 limits covering all persons including volunteers providing services on behalf of the Contractor and all risks to such persons under this contract.

If Contractor has no employees, it may certify or warrant to the County that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by the County's Director of Risk Management.

With respect to Contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers' Compensation insurance.

G.11.2 Commercial/General Liability Insurance – The Contractor shall carry General Liability Insurance covering all operations performed by or on behalf of the Contractor providing coverage for bodily injury and property damage with a combined single limit of not less than one million dollars ($1,000,000), per occurrence. The policy coverage shall include:

a. Premises operations and mobile equipment.
b. Products and completed operations.
c. Broad form property damage (including completed operations).
d. Explosion, collapse and underground hazards.
e. Personal injury.
f. Contractual liability.
g. $2,000,000 general aggregate limit.

G.11.3 Automobile Liability Insurance – Primary insurance coverage shall be written on ISO Business Auto coverage form for all owned, hired and non-owned automobiles or symbol 1 (any auto). The policy shall have a combined single limit of not less than one million dollars ($1,000,000) for bodily injury and property damage, per occurrence.

If the Contractor is transporting one or more non-employee passengers in performance of contract services, the automobile liability policy shall have a combined single limit of two million dollars ($2,000,000) for bodily injury and property damage per occurrence.

If the Contractor owns no autos, a non-owned auto endorsement to the General Liability policy described above is acceptable.

G.11.4 Umbrella Liability Insurance – An umbrella (over primary) or excess policy may be used to comply with limits or other primary coverage requirements. When used, the umbrella policy shall apply to bodily injury/property damage, personal injury/advertising injury and shall include a "dropdown" provision providing primary coverage for any liability not covered by the primary policy. The coverage shall also apply to automobile liability.

H. RIGHT TO MONITOR AND AUDIT

H.1 The County, State and Federal government shall have absolute right to review and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to monitor the performance of Contractor in the delivery of services provided under this Contract. Contractor shall give full cooperation, in any auditing or monitoring conducted. Contractor shall cooperate with the County in the implementation, monitoring, and evaluation of this Contract and comply with any and all reporting requirements established by the County.

H.2 All records pertaining to services delivered and all fiscal, statistical and management books and records shall be available for examination and audit by County representatives for a period of three years after final payment under this Contract or until all pending County, State and Federal audits are completed, whichever is later.

I. CORRECTION OF PERFORMANCE DEFICIENCIES

I.1 Failure by Contractor to comply with any of the provisions, covenants, requirements or conditions of this Contract shall be a material breach of this Contract.

I.2 In the event of a non-cured breach, County may, at its sole discretion and in addition to any other remedies available at law, in equity, or otherwise specified in this Contract:

a. Afford Contractor thereafter a time period within which to cure the breach, which period shall be established at the sole discretion of County; and/or
b. Discontinue reimbursement to Contractor for and during the period in which Contractor is in breach, which reimbursement shall not be entitled to later recovery; and/or
c. Withhold funds pending duration of the breach; and/or
d. Offset against any monies billed by Contractor but yet unpaid by County those monies disallowed pursuant to Item "b" of this paragraph; and/or
e. Terminate this Contract immediately and be relieved of the payment of any consideration to Contractor. In the event of such termination, the County may proceed with the work in any manner deemed proper by the County. The cost to the County shall be deducted from any sum due to the Contractor under this Contract and the balance, if any, shall be paid by the Contractor upon demand.

J. NOTICES

All written notices provided for in this Contract or which either party desires to give to the other shall be deemed fully given, when made in writing and either served personally, or by facsimile, or deposited in the United States mail, postage prepaid, and addressed to the other party as follows:

San Bernardino County	Phelan Pinon Hills Community Services District
CAO – Finance and Administration	4176 Warbler Road
385 N. Arrowhead Ave., Fourth Floor	P.O. Box 294049
San Bernardino, CA 92415	Phelan, CA 92329
Attn: BOS Finance Analyst	Attn: Donald Bartz, General Manager

Notice shall be deemed communicated two (2) County working days from the time of mailing if mailed as provided in this paragraph.

K. ENTIRE AGREEMENT

This Contract, including all Exhibits and other attachments, which are attached hereto and incorporated by reference, and other documents incorporated herein, represents the final, complete and exclusive agreement between the parties hereto. Any prior agreement, promises, negotiations or representations relating to the subject matter of this Contract not expressly set forth herein are of no force or effect. This Contract is executed without reliance upon any promise, warranty or representation by any party or any representative of any party other than those expressly contained herein. Each party has carefully read this Contract and signs the same of its own free will.

L. CONTRACT EXECUTION

This Contract may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Contract. The parties shall be entitled to sign and transmit an electronic signature of this Contract (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Contract upon request.

IN WITNESS WHEREOF, the San Bernardino County and the Contractor have each caused this Contract to be subscribed by its respective duly authorized officers, on its behalf.

SAN BERNARDINO COUNTY

►

Dawn Rowe, Chair, Board of Supervisors

Dated:

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD

Lynna Monell
Clerk of the Board of Supervisors
of the San Bernardino County

By

Deputy

PHELAN-PINON HILLS COMMUNITY SERVICES DISTRICT

(Print or type name of corporation, company, contractor, etc.)

By ►

(Authorized signature - sign in blue ink)

Name Donald Bartz

(*Print or type name of person signing contract)*

Title General Manager

(Print or Type)

Dated:

Address 4176 Warbler Road
P.O. Box 294049
Phelan, CA 92329

FOR COUNTY USE ONLY

Approved as to Legal Form	Reviewed for Contract Compliance	Reviewed/Approved by Department
►	►	►
Julie Surber, Principal Assistant County Counsel		
Date	Date	Date

ATTACHMENT A

PREVAILING WAGE REQUIREMENTS

A. All or a portion of the Scope of Work in the Contract requires the payment of prevailing wages and compliance with the following requirements:

1. **Determination of Prevailing Rates**:
   Pursuant to Labor Code sections 1770, et seq., the County has obtained from the Director of the Department of Industrial Relations (DIR) pursuant to the California Labor Code, the general prevailing rates of per diem wages and the prevailing rates for holiday and overtime work in the locality in which the Scope of Work is to be performed. Copies of said rates are on file with the County, will be made available for inspection during regular business hours, may be included elsewhere in the specifications for the Scope of Work, and are also available online at www.dir.ca.gov. The wage rate for any classification not listed, but which may be required to execute the Scope of Work, shall be commensurate and in accord with specified rates for similar or comparable classifications for those performing similar or comparable duties. In accordance with Labor Code section 1773.2, the Contractor shall post, at appropriate and conspicuous locations on the job site, a schedule showing all applicable prevailing wage rates and shall comply with the requirements of Labor Code sections 1773, et seq.
2. **Payment of Prevailing Rates**
   Each worker of the Contractor, or any subcontractor, engaged in the Scope of Work, shall be paid not less than the general prevailing wage rate, regardless of any contractual relationship which may be alleged to exist between the Contractor or any subcontractor, and such worker.
3. **Prevailing Rate Penalty**
   The Contractor shall, as a penalty, forfeit two hundred dollars ($200.00) to the County for each calendar day or portion thereof, for each worker paid less than the prevailing rates as determined by the Director of the DIR for such work or craft in which such worker is employed by the Contractor or by any subcontractor in connection with the Scope of Work. Pursuant to California Labor Code section 1775, the difference between such prevailing wage rates and the amount paid to each worker for each calendar day, or portion thereof, for which each worker was paid less than the prevailing wage rate, shall be paid to each worker by the Contractor.
4. **Ineligible Contractors**:
   Pursuant to the provisions of Labor Code section 1777.1, the Labor Commissioner publishes and distributes a list of contractors ineligible to perform work as a contractor or subcontractor on a public works project. This list of debarred contractors is available from the DIR website at http://www.dir.ca.gov/Public-Works/PublicWorks.html. Any contract entered into between a contractor and a debarred subcontractor is void as a matter of law. A debarred subcontractor may not receive any public money for performing work as a subcontractor on a public works contract, and any public money that may have been paid to a debarred subcontractor by a contractor on the project shall be returned to the County. The Contractor shall be responsible for the payment of wages to workers as a debarred subcontractor who has been allowed to work on the Scope of Work.
5. **Payroll Records:**
   a. Pursuant to California Labor Code section 1776, the Contractor and each subcontractor, shall keep accurate certified payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker or other employee employed by them in connection with the Scope of Work. The payroll records enumerated herein shall be verified by a written declaration made under penalty of perjury that the information contained in the payroll record is true and correct and that the Contractor or subcontractor has complied with the requirements of the California Labor Code sections 1771, 1811, and 1815 for any Scope of Work performed by his or her employees. The payroll records shall be available for inspection at all reasonable hours at the principal office of the Contractor on the following basis:
      i. A certified copy of an employee's payroll record shall be made available for inspection or furnished to such employee or his/her authorized representative on request;
      ii. A certified copy of all payroll records shall be made available for inspection or furnished upon request to the County, the Division of Labor Standards Enforcement of the DIR;
      iii. A certified copy of payroll records shall be made available upon request to the public for inspection or copies thereof made; provided, however, that a request by the public shall be made through either the County or the Division of Labor Standards Enforcement. If the requested payroll records have not been previously provided to the County or the Division of Labor Standards Enforcement, the requesting party shall, prior to being provided the records, reimburse the cost of preparation by the Contractor, subcontractor and the entity through which the request was made; the public shall not be given access to such records at the principal office of the Contractor;

iv. The Contractor shall file a certified copy of the payroll records with the entity that requested such records within ten (10) days after receipt of a written request; and

v. Copies provided to the public, by the County or the Division of Labor Standards Enforcement shall be marked or obliterated in such a manner as to prevent disclosure of an individual's name, address and social security number. The name and address of the Contractor or any subcontractor, performing a part of the Scope of Work shall not be marked or obliterated. The Contractor shall inform the County of the location of payroll records, including the street address, city and county and shall, within five (5) working days, provide a notice of a change of location and address.

b. The Contractor shall have ten (10) days from receipt of the written notice specifying in what respects the Contractor must comply with the above requirements. In the event Contractor does not comply with the requirements of this section within the ten (10) day period, the Contractor shall, as a penalty to the County, forfeit one-hundred dollars ($100.00) for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated. Upon the request of the Division of Labor Standards Enforcement, such penalty shall be withheld from any portion of the payments then due or to become due to the Contractor.

6. Limits on Hours of Work:

Pursuant to California Labor Code section 1810, eight (8) hours of labor shall constitute a legal day's work. Pursuant to California Labor Code section 1811, the time of service of any worker employed at any time by the Contractor or by a subcontractor, upon the Scope of Work or upon any part of the Scope of Work, is limited and restricted to eight (8) hours during any one calendar day and forty (40) hours during any one calendar week, except as provided for under Labor Code section 1815. Notwithstanding the foregoing provisions, work performed by employees of Contractor or any subcontractor, in excess of eight (8) hours per day and forty (40) hours during any one week, shall be permitted upon compensation for all hours worked in excess of eight (8) hours per day at not less than one and one-half (1½) times the basic rate of pay.

7. Penalty for Excess Hours:

The Contractor shall pay to the County a penalty of twenty-five dollars ($25.00) for each worker employed on the Scope of Work by the Contractor or any subcontractor, for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any calendar day and forty (40) hours in any one calendar week, in violation of the provisions of the California Labor Code, unless compensation to the worker so employed by the Contractor is not less than one and one-half (1½) times the basic rate of pay for all hours worked in excess of eight (8) hours per day.

8. Senate Bill 854 (Chapter 28, Statutes of 2014) and Senate Bill 96 (Chapter 28, Statutes of 2017) Requirements:

a. Contractor shall comply with Senate Bill 854 and Senate Bill 96. The requirements include, but are not limited to, the following:

i. No contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the DIR pursuant to Labor Code section 1725.5, with limited exceptions from this requirements for bid purposes only as allowed under Labor Code section 1771.1(a).

ii. No contractor or subcontractor may be awarded a contract for public work or perform work on a public works project unless registered with the DIR pursuant to Labor Code section 1725.5.

iii. This project is subject to compliance monitoring and enforcement by the DIR.

iv. As required by the DIR, Contractor is required to post job site notices, as prescribed by regulation, regarding compliance monitoring and enforcement by the DIR.

v. Contractors and all subcontractors must submit certified payroll records online to the Labor Commissioner for all public works projects.

1) The certified payroll must be submitted at least monthly to the Labor Commissioner.
2) The County reserves the right to require Contractor and all subcontractors to submit certified payroll records more frequently than monthly to the Labor Commissioner.
3) The certified payroll records must be in a format prescribed by the Labor Commissioner.

vi. Registration with the DIR and the submission of certified payroll records to the Labor Commissioner are not required if the public works project is $25,000 or less when the project is for construction, alteration, demolition, installation or repair work, or if the public works project is $15,000 or less when the project is for maintenance work.

b. Labor Code section 1725.5 states the following:

"A contractor shall be registered pursuant to this section to be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any public work contract that is subject to the requirements of this chapter. For the purposes of this section, "contractor" includes a subcontractor as defined by Section 1722.1.

(a) To qualify for registration under this section, a contractor shall do all of the following:

(1) (A) Register with the Department of Industrial Relations in the manner prescribed by the department and pay an initial nonrefundable application fee of four hundred dollars ($400) to qualify for registration under this section and an annual renewal fee on or before July 1 of each year thereafter. The annual renewal fee shall be in a uniform amount set by the Director of Industrial Relations, and the initial registration and renewal fees may be adjusted no more than annually by the director to support the costs specified in Section 1771.3.

(B) Beginning June 1, 2019, a contractor may register or renew according to this subdivision in annual increments up to three years from the date of registration. Contractors who wish to do so will be required to prepay the applicable nonrefundable application or renewal fees to qualify for the number of years for which they wish to preregister.

(2) Provide evidence, disclosures, or releases as are necessary to establish all of the following:

(A) Workers' compensation coverage that meets the requirements of Division 4 (commencing with Section 3200) and includes sufficient coverage for any worker whom the contractor employs to perform work that is subject to prevailing wage requirements other than a contractor who is separately registered under this section. Coverage may be evidenced by a current and valid certificate of workers' compensation insurance or certification of self-insurance required under Section 7125 of the Business and Professions Code.

(B) If applicable, the contractor is licensed in accordance with Chapter 9 (commencing with Section 7000) of the Business and Professions Code.

(C) The contractor does not have any delinquent liability to an employee or the state for any assessment of back wages or related damages, interest, fines, or penalties pursuant to any final judgment, order, or determination by a court or any federal, state, or local administrative agency, including a confirmed arbitration award. However, for purposes of this paragraph, the contractor shall not be disqualified for any judgment, order, or determination that is under appeal, provided that the contractor has secured the payment of any amount eventually found due through a bond or other appropriate means.

(D) The contractor is not currently debarred under Section 1777.1 or under any other federal or state law providing for the debarment of contractors from public works.

(E) The contractor has not bid on a public works contract, been listed in a bid proposal, or engaged in the performance of a contract for public works without being lawfully registered in accordance with this section, within the preceding 12 months or since the effective date of the requirements set forth in subdivision (e), whichever is earlier. If a contractor is found to be in violation of the requirements of this paragraph, the period of disqualification shall be waived if both of the following are true:

(i) The contractor has not previously been found to be in violation of the requirements of this paragraph within the preceding 12 months.

(ii) The contractor pays an additional nonrefundable penalty registration fee of two thousand dollars ($2,000).

(b) Fees received pursuant to this section shall be deposited in the State Public Works Enforcement Fund established by Section 1771.3 and shall be used only for the purposes specified in that section.

(c) A contractor who fails to pay the renewal fee required under paragraph (1) of subdivision (a) on or before the expiration of any prior period of registration shall be prohibited from bidding on or engaging in the performance of any contract for public work until once again registered pursuant to this section. If the failure to pay the renewal fee was inadvertent, the contractor may renew its registration retroactively by paying an additional nonrefundable penalty renewal fee equal to the amount of the renewal fee within 90 days of the due date of the renewal fee.

(d) If, after a body awarding a contract accepts the contractor's bid or awards the contract, the work covered by the bid or contract is determined to be a public work to which Section 1771 applies, either as the result of a determination by the director pursuant to Section 1773.5 or a court decision, the requirements of this section shall not apply, subject to the following requirements:

(1) The body that awarded the contract failed, in the bid specification or in the contract documents, to identify as a public work that portion of the work that the determination or decision subsequently classifies as a public work.

(2) Within 20 days following service of notice on the awarding body of a determination by the Director of Industrial Relations pursuant to Section 1773.5 or a decision by a court that the contract was for public work as defined in this chapter, the contractor and any subcontractors are registered under this section or are replaced by a contractor or subcontractors who are registered under this section.

(3) The requirements of this section shall apply prospectively only to any subsequent bid, bid proposal, contract, or work performed after the awarding body is served with notice of the determination or decision referred to in paragraph (2).

(e) The requirements of this section shall apply to any bid proposal submitted on or after March 1, 2015, to any contract for public work, as defined in this chapter, executed on or after April 1, 2015, and to any work performed under a contract for public work on or after January 1, 2018, regardless of when the contract for public work was executed.

(f) This section does not apply to work performed on a public works project of twenty-five thousand dollars ($25,000) or less when the project is for construction, alteration, demolition, installation, or repair work or to work performed on a public works project of fifteen thousand dollars ($15,000) or less when the project is for maintenance work."

c. Labor Code section 1771.1 states the following:

"(a) A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.
(b) Notice of the requirement described in subdivision (a) shall be included in all bid invitations and public works contracts, and a bid shall not be accepted nor any contract or subcontract entered into without proof of the contractor or subcontractor's current registration to perform public work pursuant to Section 1725.5.
(c) An inadvertent error in listing a subcontractor who is not registered pursuant to Section 1725.5 in a bid proposal shall not be grounds for filing a bid protest or grounds for considering the bid nonresponsive, provided that any of the following apply:
(1) The subcontractor is registered prior to the bid opening.
(2) Within 24 hours after the bid opening, the subcontractor is registered and has paid the penalty registration fee specified in subparagraph (E) of paragraph (2) of subdivision (a) of Section 1725.5.
(3) The subcontractor is replaced by another registered subcontractor pursuant to Section 4107 of the Public Contract Code.
(d) Failure by a subcontractor to be registered to perform public work as required by subdivision (a) shall be grounds under Section 4107 of the Public Contract Code for the contractor, with the consent of the awarding authority, to substitute a subcontractor who is registered to perform public work pursuant to Section 1725.5 in place of the unregistered subcontractor.
(e) The department shall maintain on its Internet Web site a list of contractors who are currently registered to perform public work pursuant to Section 1725.5.
(f) A contract entered into with any contractor or subcontractor in violation of subdivision (a) shall be subject to cancellation, provided that a contract for public work shall not be unlawful, void, or voidable solely due to the failure of the awarding body, contractor, or any subcontractor to comply with the requirements of Section 1725.5 or this section.
(g) If the Labor Commissioner or his or her designee determines that a contractor or subcontractor engaged in the performance of any public work contract without having been registered in accordance with this section, the contractor or subcontractor shall forfeit, as a civil penalty to the state, one hundred dollars ($100) for each day of work performed in violation of the registration requirement, not to exceed an aggregate penalty of eight thousand dollars ($8,000) in addition to any penalty registration fee assessed pursuant to clause (ii) of subparagraph (E) of paragraph (2) of subdivision (a) of Section 1725.5.
(h)(1) In addition to, or in lieu of, any other penalty or sanction authorized pursuant to this chapter, a higher tiered public works contractor or subcontractor who is found to have entered into a subcontract with an unregistered lower tier subcontractor to perform any public work in violation of the requirements of Section 1725.5 or this section shall be subject to forfeiture, as a civil penalty to the state, of one hundred dollars ($100) for each day the unregistered lower tier subcontractor performs work in violation of the registration requirement, not to exceed an aggregate penalty of ten thousand dollars ($10,000).
(2) The Labor Commissioner shall use the same standards specified in subparagraph (A) of paragraph (2) of subdivision (a) of Section 1775 when determining the severity of the violation and what penalty to assess, and may waive the penalty for a first time violation that was unintentional and did not hinder the Labor Commissioner's ability to monitor and enforce compliance with the requirements of this chapter.
(3) A higher tiered public works contractor or subcontractor shall not be liable for penalties assessed pursuant to paragraph (1) if the lower tier subcontractor's performance is in violation of the requirements of Section 1725.5 due to the revocation of a previously approved registration.

(4) A subcontractor shall not be liable for any penalties assessed against a higher tiered public works contractor or subcontractor pursuant to paragraph (1). A higher tiered public works contractor or subcontractor may not require a lower tiered subcontractor to indemnity or otherwise be liable for any penalties pursuant to paragraph (1).

(i) The Labor Commissioner or his or her designee shall issue a civil wage and penalty assessment, in accordance with the provisions of Section 1741, upon determination of penalties pursuant to subdivision (g) and subparagraph (B) of paragraph (1) of subdivision (h). Review of a civil wage and penalty assessment issued under this subdivision may be requested in accordance with the provisions of Section 1742. The regulations of the Director of Industrial Relations, which govern proceedings for review of civil wage and penalty assessments and the withholding of contract payments under Article 1 (commencing with Section 1720) and Article 2 (commencing with Section 1770), shall apply.

(j)(1) Where a contractor or subcontractor engages in the performance of any public work contract without having been registered in violation of the requirements of Section 1725.5 or this section, the Labor Commissioner shall issue and serve a stop order prohibiting the use of the unregistered contractor or the unregistered subcontractor on all public works until the unregistered contractor or unregistered subcontractor is registered. The stop order shall not apply to work by registered contractors or subcontractors on the public work.

(2) A stop order may be personally served upon the contractor or subcontractor by either of the following methods:

(A) Manual delivery of the order to the contractor or subcontractor personally.

(B) Leaving signed copies of the order with the person who is apparently in charge at the site of the public work and by thereafter mailing copies of the order by first class mail, postage prepaid to the contractor or subcontractor at one of the following:

(i) The address of the contractor or subcontractor on file with either the Secretary of State or the Contractors' State License Board.

(ii) If the contractor or subcontractor has no address on file with the Secretary of State or the Contractors' State License Board, the address of the site of the public work.

(3) The stop order shall be effective immediately upon service and shall be subject to appeal by the party contracting with the unregistered contractor or subcontractor, by the unregistered contractor or subcontractor, or both. The appeal, hearing, and any further review of the hearing decision shall be governed by the procedures, time limits, and other requirements specified in subdivision (a) of Section 238.1.

(4) Any employee of an unregistered contractor or subcontractor who is affected by a work stoppage ordered by the commissioner pursuant to this subdivision shall be paid at his or her regular hourly prevailing wage rate by that employer for any hours the employee would have worked but for the work stoppage, not to exceed 10 days.

(k) Failure of a contractor or subcontractor, owner, director, officer, or managing agent of the contractor or subcontractor to observe a stop order issued and served upon him or her pursuant to subdivision (j) is guilty of a misdemeanor punishable by imprisonment in county jail not exceeding 60 days or by a fine not exceeding ten thousand dollars ($10,000), or both.

(l) This section shall apply to any bid proposal submitted on or after March 1, 2015, and any contract for public work entered into on or after April 1, 2015. This section shall also apply to the performance of any public work, as defined in this chapter, on or after January 1, 2018, regardless of when the contract for public work was entered.

(m) Penalties received pursuant to this section shall be deposited in the State Public Works Enforcement Fund established by Section 1771.3 and shall be used only for the purposes specified in that section.

(n) This section shall not apply to work performed on a public works project of twenty-five thousand dollars ($25,000) or less when the project is for construction, alteration, demolition, installation, or repair work or to work performed on a public works project of fifteen thousand dollars ($15,000) or less when the project is for maintenance work."

d. Labor Code section 1771.4 states the following:

"a) All of the following are applicable to all public works projects that are otherwise subject to the requirements of this chapter:

(1) The call for bids and contract documents shall specify that the project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

(2) The awarding body shall post or require the prime contractor to post job site notices, as prescribed by regulation.

(3) Each contractor and subcontractor shall furnish the records specified in Section 1776 directly to the Labor Commissioner, in the following manner:

(A) At least monthly or more frequently if specified in the contract with the awarding body.

(B) In a format prescribed by the Labor Commissioner.

(4) If the contractor or subcontractor is not registered pursuant to Section 1725.5 and is performing work on a project for which registration is not required because of subdivision (f) of Section 1725.5, the unregistered contractor or subcontractor is not required to furnish the records specified in Section 1776 directly to the Labor Commissioner but shall retain the records specified in Section 1776 for at least three years after completion of the work.

(5) The department shall undertake those activities it deems necessary to monitor and enforce compliance with prevailing wage requirements.

(b) The Labor Commissioner may exempt a public works project from compliance with all or part of the requirements of subdivision (a) if either of the following occurs:

(1) The awarding body has enforced an approved labor compliance program, as defined in Section 1771.5, on all public works projects under its authority, except those deemed exempt pursuant to subdivision (a) of Section 1771.5, continuously since December 31, 2011.

(2) The awarding body has entered into a collective bargaining agreement that binds all contractors performing work on the project and that includes a mechanism for resolving disputes about the payment of wages.

(c) The requirements of paragraph (1) of subdivision (a) shall only apply to contracts for public works projects awarded on or after January 1, 2015.

(d) The requirements of paragraph (3) of subdivision (a) shall apply to all contracts for public work, whether new or ongoing, on or after January 1, 2016."

B. STATE PUBLIC WORKS APPRENTICESHIP REQUIREMENTS

1. State Public Works Apprenticeship Requirements:

a. The Contractor is responsible for compliance with Labor Code section 1777.5 and the California Code of Regulations, title 8, sections 230 – 230.2 for all apprenticeable occupations (denoted with "#" symbol next to craft name in DIR Prevailing Wage Determination), whether employed by the Contractor, subcontractor, vendor or consultant. Included in these requirements is (1) the Contractor's requirement to provide notification (i.e. DAS-140) to the appropriate apprenticeship committees; (2) pay training fund contributions for each apprenticeable hour employed on the Contract; and (3) utilize apprentices in a minimum ratio of not less than one apprentice hour for each five journeyman hours by completion of Contract work (unless an exception is granted in accordance with Labor Code section 1777.5) or request for the dispatch of apprentices.

b. Any apprentices employed to perform any of the Scope of Work shall be paid the standard wage to apprentices under the regulations of the craft or trade for which such apprentice is employed, and such individual shall be employed only for the work of the craft or trade to which such individual is registered. Only apprentices, as defined in California Labor Code section 3077, who are in training under apprenticeship standards and written apprenticeship agreements under California Labor Code sections 3070 et seq. are eligible to be employed for the Scope of Work. The employment and training of each apprentice shall be in accordance with the provisions of the apprenticeship standards and apprentice agreements under which such apprentice is training.

2. Compliance with California Labor Code section 1777.5 requires all public works contractors to:

a. Submit Contract Award Information (DAS-140):

i. Although there are a few exemptions (identified below), all Contractors, regardless of union affiliation, must submit contract award information when performing on a California public works project.

ii. The DAS-140 is a notification "announcement" of the Contractor's participation on a public works project—*it is not a request for the dispatch of an apprentice.*

iii. Contractors shall submit the contract award information (you may use form DAS 140) within 10 days of the execution of the prime contract or subcontract, but in no event later than the first day in which the Contractor has workers employed on the public work.

iv. Contractors who are already approved to train apprentices (i.e. check "Box 1" on the DAS-140) shall only be required to submit the form to their approved program.

v. Contractors who are NOT approved to train apprentices (i.e. those that check either "Box 2" or "Box 3" on the DAS-140) shall submit the DAS-140 TO EACH of the apprenticeship program sponsors in the area of your public works project. For a listing of apprenticeship programs see

http://www.dir.ca.gov/Databases/das/pwaddrstart.asp.

b. Employ Registered Apprentices
   i. Labor Code section 1777.5 requires that a contractor performing work in an "apprenticeable" craft must employ one (1) hour of apprentice work for every five (5) hours performed by a journeyman. This ratio shall be met prior to the Contractor's completion of work on the project. "Apprenticeable" crafts are denoted with a pound symbol "#" in front of the craft name on the prevailing wage determination.
   ii. All Contractors who do not fall within an exemption category (see below) must request for dispatch of an apprentice from an apprenticeship program (for each apprenticeable craft or trade) by giving the program actual notice of at least 72 hours (business days only) before the date on which apprentices are required.
   iii. Contractors may use the "DAS-142" form for making a request for the dispatch of an apprentice.
   iv. Contractors who are participating in an approved apprenticeship training program and who did not receive sufficient number of apprentices from their initial request must request dispatch of apprentices from ALL OTHER apprenticeship committees in the project area in order to fulfill this requirement.
   v. Contractor should maintain and submit proof (when requested) of its DAS-142 submittal to the apprenticeship committees (e.g. fax transmittal confirmation). A Contractor has met its requirement to employ apprentices only after it has successfully made a dispatch request to all apprenticeship programs in the project area.
   vi. Only "registered" apprentices may be paid the prevailing apprentice rates and must, at all times work under the supervision of a Journeyman (Cal. Code Regs., tit 8, § 230.1).

c. Make Training Fund Contributions
   i. Contractors performing in apprenticeable crafts on public works projects, must make training fund contributions in the amount established in the prevailing wage rate publication for journeymen and apprentices.
   ii. Contractors may use the "CAC-2" form for submittal of their training fund contributions.
   iii. Contractors who do not submit their training fund contributions to an approved apprenticeship training program must submit their contributions to the California Apprenticeship Council (CAC), PO Box 420603, San Francisco, CA 94142-0603.
   iv. Training fund contributions to the CAC are due and payable on the 15th day of the month for work performed during the preceding month.
   v. The "training" contribution amount identified on the prevailing wage determination shall not be paid to the worker, unless the worker falls within one of the exemption categories listed below.

3. Exemptions to Apprenticeship Requirements:

a. The following are exempt from having to comply with California apprenticeship requirements. These types of contractors do not need to submit a DAS-140, DAS-142, make training fund contributions, or utilize apprentices:
   i. When the Contractor holds a sole proprietor license ("Owner-Operator") and no workers were employed by the Contractor. In other words, the contractor performed the entire work from start to finish and worked alone.
   ii. Contractors performing in non-apprenticeable crafts. "Apprenticeable" crafts are denoted with a pound symbol "#" in front of the craft name on the prevailing wage determination.
   iii. When the Contractor has a direct contract with the Public Agency that is under $30,000.
   iv. When the project is 100% federally-funded and the funding of the project does not contain any city, county, and/or state monies (unless the project is administered by a state agency in which case the apprenticeship requirements apply).
   v. When the project is a private project not covered by the definition of public works as found in Labor Code section 1720.

4. Exemption from Apprenticeship Rations:

a. The Joint Apprenticeship Committee shall have the discretion to grant a certificate, which shall be subject to the approval of the Administrator of Apprenticeship, exempting the Contractor from the 1-to-5 ratio set forth in this Section when it finds that any one of the following conditions are met:
   i. Unemployment for the previous three-month period in such area exceeds an average of fifteen percent (15%); or
   ii. The number of apprentices in training in such area exceeds a ratio of 1-to-5 in relation to journeymen; or

iii. The Apprenticeable Craft or Trade is replacing at least one-thirtieth (1/30) of its journeymen annually through apprenticeship training, either on a statewide basis or on a local basis; or

iv. If assignment of an apprentice to any work performed under the Contract Documents would create a condition which would jeopardize such apprentice's life or the life, safety or property of fellow employees or the public at large, or if the specific task to which the apprentice is to be assigned is of such a nature that training cannot be provided by a journeyman.

b. When such exemptions from the 1-to-5 ratio between apprentices and journeymen are granted to an organization which represents contractors in a specific trade on a local or statewide basis, the member contractors will not be required to submit individual applications for approval to local Joint Apprenticeship Committees, provided they are already covered by the local apprenticeship standards.

5. Contractor's Compliance:

a. The responsibility of compliance with this Section for all Apprenticeable Trades or Crafts is solely and exclusively that of the Contractor. All decisions of the Joint Apprenticeship Committee(s) under this Section are subject to the provisions of California Labor Code section 3081 and penalties are pursuant to Labor Code section 1777.7 and the determination of the Labor Commissioner.

Agenda Item 6d

Update on the Phelan Park Expansion Plan

Phelan Piñon Hills CSD
Established 2008

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

MEMORANDUM

DATE: May 8, 2024

TO: Board of Directors

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

SUBJECT: Update on the Phelan Park Expansion Project

STAFF RECOMMENDATION
None

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

FISCAL IMPACT
None

ATTACHMENT(S)
None

Agenda Item 7

Committee Reports/Comments

Phelan Piñon Hills CSD
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District Meetings List

Board Meeting
Regular Meetings: Second & Fourth Wednesday of the Month
Meeting Time: 5:00pm
Board Members: Chuck Hays, Rebecca Kujawa, Deborah Philips, Mark Roberts, Greg Snyder

Engineering – Standing Committee
Meeting Frequency: Monthly
Meeting Dates: Third Wednesday of each Month
Meeting Time: 4:30pm
Committee Members: Rebecca Kujawa, Mark Roberts

Finance – Standing Committee
Meeting Frequency: Quarterly
Meeting Dates: Third Tuesday in January, April, July, October
Meeting Time: 4:00pm
Committee Members: Mark Roberts, Chuck Hays

Legislative – Standing Committee
Meeting Frequency: Quarterly
Meeting Dates: Second Tuesday in March, June, September, December
Meeting Time: 3:00pm
Committee Members: Deborah Philips, Greg Snyder

Parks, Recreation & Street Lighting – Standing Committee
Meeting Frequency: Quarterly
Meeting Dates: Second Tuesday in February, May, August, November
Meeting Time: 4:30pm
Committee Members: Rebecca Kujawa, Greg Snyder

Waste & Recycling – Standing Committee
Meeting Frequency: Monthly
Meeting Dates: Third Wednesday of Each Month
Meeting Time: 2:30pm
Committee Members: Chuck Hays, Deborah Philips

Updated 1/1/2024

Agenda Item 8

Staff & General Manager's Report

Phelan Pinon Hills Community Services District
Engineering Manager's Report
May 8, 2024

Alternative Energy - 1.16 MW Solar Photovoltaic

The 10-year Operations & Maintenance (O&M) and Performance Guarantee (PeGu) agreements have been terminated on January 11, 2024, by TotalEnergies. Both agreements were negotiated as part of the contract with SunPower. A response letter with sent in late December. TotalEnergies has not responded. Staff have reached out to several services. An O&M proposal was received. A solar site evaluation is being conducted to verify performance, tracker functionality, inverter and string levels, and monitoring system.

Register generation: Renewable Energy Credits (REC's), U.S. Department of Energy, Energy Information Administration (EIA). 2023 generation reported on March 12, 2024.

2023 registered 2,516 MWh (2,516 kWh) – December not included
2022 registered 2,692.88 MWh (2,692,880 kWh)
2021 registered 2,639 MWh (2,638,614 kWh)
2020 registered 2,658 MWh (2,657,613 kWh)

Geographic Information System (GIS)

With staff recommendation, the Board approved the GIS mobile integration and licensing with Novotx, ElementXS. The application will replace all the services Sedaru provides excluding the hydraulic model integration. Sedaru will expire on July 1, 2024. ElementsXS anticipate completing the integration and beta testing by late May. Beta testing will be conducted during the month of May. ElementsXS will complement the District's fleet logging, backflow management and other applications created utilizing the applications available through ESRI Small Utility Enterprise License Agreement (ELA).

Future 6A-2 Tank (1.5 MG)

Water Master Plan (2020) recommends increasing the existing storage capacity of 0.42MG at reservoir site 6A. Pending Federal appropriations (HUD), the Capital Improvement Project (CIP) outlines the project for the construction of a 1.5MG tank. CEQA for this project will be elevated to NEPA standards to meet future Federal requirements. The Initial Study will be advertised for public review on May 6, 2024. Public comments will be addressed and brought to the Board on July 10th for adoption.

Merrell-Johnson has scheduled the bore rig for May 2nd. A total of (5) bores, within the footprint of the proposed tank, to be sampled for the Geotechnical Investigation Report. Density, site analysis, direct shear, consolidation, expansion potential, and corrosion potential testing will be conducted, for conclusions and recommendations.

Civic Center Project – 9535 Sheep Creek Road (APN 3066-261-10)
(* contractor's issuance, ** FEMA Compliance)

Phase 1 – Civic Center / EOC Building
Current Permits / Approvals

1. (CWMP-2022-00646) Construction Waste Management Plan (Part 1)
2. (EHS-SR0114465) Percolation Report
3. (ELEC-2022-02528) Light Standards
4. **(FCIC-2022-00437) Civic Center Construction Documents (building) FEMA
5. **(GRAD-2021-00235) Grading Plan – Preliminary Approval – FEMA
6. (GTR-2022-00127) Geotechnical Investigation Report
7. (NEWNR 2021-00230) Construction Documents
8. (SIP 2021-00031) Street Improvement Plans
9. (PLP 2021-00018) Landscape Plan
10. (WDID No. 6B36C401591) Storm Water Pollution Prevention Plan (SWPPP) NOI 8/11/2023
11. *(ACCRNR-2023-00144) Trash Enclosure Plan
12. (AR0034) Sahara Road Abandonment – approved April 9, 2024
13. Vector Control Clearance Environmental Health Services
14. Commissioning Plan
15. Structural Analysis Calculations
16. Acoustical Study – exempt
17. Edison utility relocation and meter/service change – rescinded
18. Wall Plan TRLS Engineering
19. Audio / Video Plan Plannet Inc.
20. Generator Emissions (MDAQMD) Authority to Construct – to be renewed (expired 3/31/24)

Pending Approval / Completion

21. **(DRNSTY 2021-00054) Red Brick - Final Hydrology pending approval – FEMA
22. **(WQMP 2021-00153) Final Water Quality Management Plan (WQMP) – FEMA
23. **(FUDG 2023-00068) TRLS - County Fire comments - FEMA
24. Tortoise Survey RCA - National Environmental Policy Act (NEPA) FEMA
25. **Dry Utility Plan Green West – FEMA in design
26. **NEPA Lilburn Corp. – FEMA
27. **Fire Sprinkler Plan Pacific Fire Engineering – in design 95% final bid set - FEMA
28. Signage Plan – Inland Signs
29. *Encroachment Permit submitted – construction permit
30. Interior Design Steeno Design – 95% final bid set
31. FEMA Elevation Certificate TRLS Engineering

FEMA's $2,000,000 grant funding for the Civic Center Emergency Operations Center (EOC), administered through CalOES, requires Federal Emergency Management Agency (FEMA) elevation certification for a 500-year flood event. This will require to raise the Civic Center building an additional (2) foot. Currently, the project was designed per FEMA requirements for San Bernardino County for a 100-year flood event and have been approved by the County. A solution was

tentatively approved by FEMA at the April 25th meeting. Design/Engineering consultants have provided their proposals for changes to the plans and reports, to comply with FEMA's requirements. The item will be brought to the Board for a recommendation to approve the Scope of Work.

Wallace Group has prepared the draft Request for Proposal and a draft General Conditions updated to Green Book 2024 Edition. The RFP will require changes related to FEMA's specifications. The project also requires a NEPA and a Tortoise Survey. The NEPA will be reviewed and accepted by FEMA prior to funding approval for the project. FEMA's schedule for approval for all funding projects shall be no later than September 2024.

Future Phelan Park Expansion (APN 3066-251-18)

Phase 2 – event plaza, splash pad, multi-use field (soccer), restrooms, concession, playground, native garden, community garden, and tennis court

Phase 3 – equestrian, multi-use (baseball), skate park, pump track

Approved

1. (PROJ 2022-000184) Formal Application: Public Notice March 22, 2025
2. (TRSTY 2021-00016) Traffic Study
3. (SR 0112960) Percolation Study
4. (GTR 2022-00128) Geotechnical Report
5. Biological Assessment – complete
6. Cultural and Paleo Report – complete
7. Infiltration Report – complete
8. Hydrology Study – complete
9. Noise Study – complete
10. Preliminary Grading and Street Improvements (Warbler Road) – Pending County conditions
11. Zone change – From PH/CG (General Commercial) to PH/RC (Rural Commercial) thru CEQA

Pending

12. Hydrology Study for 14 AC
13. CEQA IS/MND (SCH#202308071) – Lilburn Corp. – Complete (5/2/23). County of San Bernardino lead on the environmental. Public noticed on July 28, 2023. Comment period closes on August 28, 2023, 4:30pm. AB52 Tribal Notice complete. Comments received from CDFW.
14. (SBC-DRNSTY 2022-00056) WQMP / Drainage – RedBrick
15. County Fire Department Review
16. Western Joshua Tree Conservation Act (WJTCA) study – RCA

Phase 1 grading is designed to protect existing Joshua Trees during construction. The District has withdrawn its Incidental Take Permit (ITP) application with California Endangered Species Act (CESA). The consultant, RCA, has revised the Joshua Tree study for the WJTCA ITP. This will significantly lower mitigation costs.

The Wallace Group continues to develop 65% preliminary design plans (development level plans) package for Planning Commission Conditional Use Permit (CUP) approval.

Phelan Park Enhancement Project
(Pickleball Court, Community Garden and Fitness Equipment)

Consultants have prepared the preliminary layout design addressing ADA compliance. Finalize the design with a site visit from the design team on May 8th. Grant funding with the American Rescue Plan Act (ARPA). ARPA is funded by Coronavirus Local Fiscal Recovery Fund (CLFRF) administered through the County of San Bernardino. Grant amount: $457,195. District matching, approximately $500,000.

Water Mainline Extension Projects
(* status change, ** in construction)

-Pinon Road - to serve APN 3067-111-21

Proposed 353 Linear Feet of 8-inch PVC water pipeline, located on Pinon Road west from Ponderosa Road. Owner: **Joel Jacoby**. Engineer: **TRLS Engineering Inc.** Second plan check completed. Status: pre-construction meeting pending.

-Joshua Street - to serve APN 3038-131-08

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

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

Proposed 320 Linear Feet of 8-inch PVC water pipeline, located on Schlitz Road from Palmdale Road south 320 feet. Owner: **So. Cal Services**. Engineer: **TRLS Engineering Inc**. Second plan check complete. Status: County Fire Department approval.

-Salerno Road - to serve APN 3101-431-08

Proposed 950 Linear Feet of 8-inch PVC water pipeline, located on Salerno Road from Bambi Court west to 350 west of Johnson Road. Owner: **Perez / Valdillez**. Engineer: **Merrell Johnson Companies**. Status: 1st plan check completed March 30, 2021

****Sequoia Road - to serve APN 3069-331-10***

Proposed 340 Linear Feet of 8-inch PVC water pipeline, located on Sequoia Road east of Johnson Road. Owner: **ZAB LLC, Luis Benites**. Engineer: **Capstone Engineering Inc**.
Status: Installation completed late April.

-Sunset Road - to serve APN 3070-121-15

Proposed 386 Linear Feet of 8-inch PVC water pipeline, Sunset Road east of Tumbleweed Road. Owner: **Luis Zuniga**. Engineer: **J.E. Miller & Associates**. Status: pending pre-construction meeting

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-La Mirada Road - to serve APN 3098-471-12 & -18

Proposed 375 Linear Feet of 8-inch PVC water pipeline, located on LA Miranda Road beginning north from Cayucos Drive. Engineer: **ServiTop Engineering**. Pre-construction meeting held 10/24/2023. Installation completed by FMPipeline. Status: Pending final documents

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-Acanthus Street – to serve APN 3098-471-12 (2nd meter)

Proposed 1,290 Linear Feet of 8-inch PVC water pipeline from Cayucos Drive north on Acanthus Street. Engineer: **ServiTop Engineering**. Status: 2nd check plan.

-Bonanza Road - to serve APN 3065-371-24

Proposed 650 Linear Feet of 8-inch PVC water pipeline, Bonanza Road east of Trinidad Road. Owner: Able Robles. Engineer: **J.E. Miller & Associates**. Status: 2nd plan check

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-Baldy Mesa Road - to serve APN 3065-481-11

Proposed 1167 Linear Feet of 8-inch PVC water pipeline, on Baldy Mesa Road north from Phelan Road. Owner: Kuir Mini Storage. Engineer: **Bonadiman & Associates**. Status: 2nd plan check. Design plans were revised to connect at Arrowhead Road and Lindero Road, east on Lindero Road then north on Baldy Mesa Road to avoid heavily busy paved Phelan Road and Baldy Road. This now is considered 1st plan check (March 2024)

San Bernardino County Public Works Department

Local Projects:

"No Updates to Report"

Phelan Road Widening Project
(Highway 138 to Los Banos Road)

Phase 2

Project: mill/overlay, leveling course, isolated areas of full depth reconstruction and the installation of a traffic signal at the intersection of Clovis Road and Phelan Road. The scope of work includes sidewalk curb ramps at Colvis Road, Malpaso Road, Sierra Vista Road, Johnson Road, Wilson Ranch Road, and Baldy Mesa Road with pedestrian crossing ramps at Phelan Elementary. To be constructed in 2 phases.

Street intersections at Sonora Road, Tumbleweed Road, Sunny Vista Road, and Arrowhead Road intersections were widened as part of Phase 1 in 2022. Those improvements will remain undisturbed.

The District received project notification on October 27, 2023 for comments and possible conflicts. The District will be responsible to adjust valve cans to finish grade. Water meters and service lines, within the project limits, have been relocated to prevent disturbance during construction.

Status: 95% design (W.O.# TX1823)

Construction start date: August 2024

Contact: Adrianna Wilmenta
Project Manager: Thomas Bustamonte

Phase 3

Project: Widening Phelan Road from 2 to 5 lanes from State Highway 138 to Los Banos Road. Drainage improvements and intersection realignment at State Highway 138 and Phelan Road. The project is currently in the environmental clearance. Preliminary design is not yet available.

Status: 15% design (W.O.#: H15057)

Construction start date: April 2027

Project Engineer: Vladimir Reyes

Phelan Piñon Hills CSD
Established 2008

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

Water Operations Manager's Report
March 2024

Introduction

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

Summary

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

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

Water Quality Samples

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

TEST TYPE	NO. OF COLLECTIONS THIS MONTH	TESTING SCHEDULE	NOTES
Raw water and Bac-t samples	48 samples	Monthly	All in compliance, Sampled Weekly
General physical samples	6 samples	Monthly	All in compliance, Sampled Weekly
TTHM/HAA5	0 samples sets	Quarterly	All in compliance.
Title 22	0 sample sets	TBD	All in Compliance.
Inorganics	0 samples	Yearly	All in compliance.
Radiological (Gross Alpha)	0 samples	Every 3 Years	All in compliance.
Trichloropropane 1,2,3-TCP	0 samples	Quarterly	All in compliance.
Regulated VOC	0 samples	As needed	All in compliance.
Nitrate as N	0 samples	As needed	All in Compliance.
Chromium 6	0 samples	Quarterly	All in Compliance.
Secondary GP'S	0 samples	As needed	All in Compliance.
UCMR 5	14 samples	As needed	All in Compliance

Production and Service Order Report

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

Total Monthly Production	145.03 A. F. 4 % less than 2023
2023 Monthly Production	150.61 A. F.
USA's Marked	111
Service Orders Completed	489 service orders completed
Main/Service Line Leaks	18 service line leaks were repaired. 1 Main line leak/ breaks repaired
Hydrant Repairs/Replacements	0 hydrants repaired/0 replaced
Residential Meters Sold	4
Commercial Meters Sold	0
YTD Total Meters Sold (Calendar)	12 (56 in 2023) (86 in 2022) (95 in 2021)
Construction Meters Out	3
Service Lines Replaced	0

Job Code Summary

Job Code	Total Completed
C-Lock - Lock	71
C-Read & Unlock-Open - Read & Unlock - Opening	4
C-Read & Unlock-OC-DM - Read & Unlock - Opening-OC-DM	43
D-Closing Read & Lck - Closing Read & Lock DO NOT USE	1
D-Closing Read-OC-DM - Closing Read & Lock-OC-DM DO NOT USE	0
M- Investigate Lock - Verify Meter Still Locked	4
M- Verify Acct Class - Verify Account Class	0
M- Water Audit - Audit Water Usage	1
M-Backflow - Backflow Information	0
M-Cost Estimate Req - Cost Estimate Request	3
M-Data - Data Log	0
M-Bees- Bees	0
M-Investigate Leak - Investigate Leak	0
M-Investigate No Wtr - Investigate No Water	1
M-Lock No N/O Info - Meter Locked No New Owner Info	0
M-Low/No Consumption - Investigate Low/No Consumption	0
M-Meter Leaking - Meter Leaking	0
M-Meter UTL - Buried - Meter UTL - Buried	1
M-Pressure Ck Hi-Low - Pressure Check Hi-Low	1
M-R/R Angle Stop - Repair/ Replace Angle Stop	4
M-R/R Gate Valve - Repair/ Replace Gate Valve	7
M-Read - Read (do not update Read)	0
M-Repair Svc Line - Repair Service Line	18
M-Repair/Install Box - Meter Box	2
M-Replace Serv Line - Replace Service Line	3

M-Stake Meter Loc - Stake Meter Location	0
M-Status - Status	18
M-Turn off-Cust Req - Turn off - Customer Request	2
M-UNLOCK – UNLOCK	22
M-Verify Leak Repair - Verify Leak Repaired	0
M-Water Loss Leak - Door Hanger Water Loss Leak	8
M-Water Quality Taste - Water Quality - Taste	1
S- Replace Register - Register Not Sending Signal	0
S- Meter Downsize - Meter Downsizing	1
Service Change - Service Status Change	0
S-Manual Meter Swap Concord	13
S-Replace Reg Hotrod - Replace Register Hotrod Died	0
S-MXU Change Out	4
S-Replace Register- Replace Register	223
Grand Totals	468

Summary of Current Projects

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

- Well Soundings at all wells are being done monthly
- Well 14 Production for February 0.00 AF, YTD 0.08 AF @ $1119 per AF replacement C/Y 2023
- Valves and Hydrants Maintenance: 108 hydrants flushed and painted YTD Total-179
- Service line replacement program. 6 Replaced Calendar Year to Date, 21 Replaced Fiscal Year to Date
- Air-Vac maintenance & flushing program-0 Flushed & Maintenance YTD-0 of 336 Total Project 0% Complete
- Cla-Val automatic controls valves being systematically rebuilt as a water conservation measure- 25 Complete YTD Water savings from this project is 17 GPM and counting in conjunction with operational efficiency @ 7MG
- Site 2 Booster C rehab- pump and motor failure- 80% Complete
- Station 12 Booster B pump and motor failure- 100% Complete

Projects Completed

- Water Meter Replacement Project- 7292 of 7292 Replaced – 100 % Complete
  The District is now an Advanced Metering Infrastructure (AMI) exclusive system (100% Successful Read Rate)
- Well 15 Outfitting, and Equipping - 100% Complete
  The well has been certified to produce 806 GPM @ 70% Efficiency @ $207.97 per AF
- Outfitting & Equipping of Mountain well (Well 17)- 100% Complete
- Well Meter and inter-tie Meter annual accuracy program FY 23/24- 100 % Complete
- Electrical Efficiency test performed @ every booster and well within the District- 100%
- Oil Changes and greasing at all district wells 100% Complete Boosters 100 % Complete
- 0 Valves Turned this month as part of the district Valve Exercising Program, 43 Year to Date Turned of 4291
  Staff is scheduled to begin cross-training to greatly increase the program quantities per year
- 317 Dead ends flushed of 317 = every year no matter what < No goal, this is mandatory
- 1936 hydrants = 162 flushed this Year to Date 246 Painted Goal is 968 annually, this is done Bi-Annual
- Tank washouts of 10&11,1B-2,3A,1C-2,1A-3,2B,3B,4B,1A-2 (Twice)
- Vegetation has been mitigated and disposed of on all Water Operations Facilities
- Smithson Springs SCADA hub building replaced
- Site 1B Booster A Motor failure & rehab- 100 % Complete
- Site 1B Booster D Motor failure- 100 % Complete

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Parks, Recreation & Street Lighting Report
April 2024

Introduction

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

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

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

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

Monthly Activity Report

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

Location	Paid Rental	District Use	Donated Use
Phelan Community Center	5	4	3
Phelan Senior Center	5	0	15
Piñon Hills Community Center	9	0	6
Miscellaneous	0	0	0
Phelan Park	0	0	0

Events and Classes

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

- Regular Parks Committee Meeting – May 14, 2024.
- Farmers Market – Mondays, 2:00 pm, 6:00 pm at Phelan C.C.
- Line Dancing – Every Friday, 9:00 am, 10:30 am at Phelan C.C.
- Senior Activities – Mondays & Thursdays Pinon Hills C.C. and Tuesdays & Fridays, Phelan C.C.
- Women's Self- Defense Class – Saturday 4/6/2024, 3pm – 5pm, at Phelan C.C.
- Little League Opening Day, Parks Booth – Saturday 4/6/2024, 9am at Phelan Elementary School.
- Snowline Joint USD Community Resource Fair - Saturday 4/13/2024, 12pm – 3pm, at Serano H.S. Gym
- Kids Baking Class – Saturday 4/20/2024, 10:30am – 12noon, at Phelan C.C.
- Gardening Class – Transplanting to Garden Bed, Saturday 4/13/2024.
- Gardening Class – Compost/Verma Compost, Saturday 5/11/2024.
- (Learn to Garden classes are held at the Teaching Garden, just north of PPHCSD Office)

Projects/Activities in Process

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

Agenda Item 9

Director Reports

Agenda Item 10

Correspondence/Information

SUMMER FUN

PAINTING IN THE PARK WITH SHINE BRIGHT PAINT

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

Ages 5-12: 9 AM

Ages 13 & Up: 11 AM

Phelan Community Park - RSVP Required

4176 Warbler Road, Phelan

KIDS ARCHERY LESSONS WITH THE MOJAVE ARCHERS

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

9 AM - 11 AM

4093 Olivera Rd., Phelan

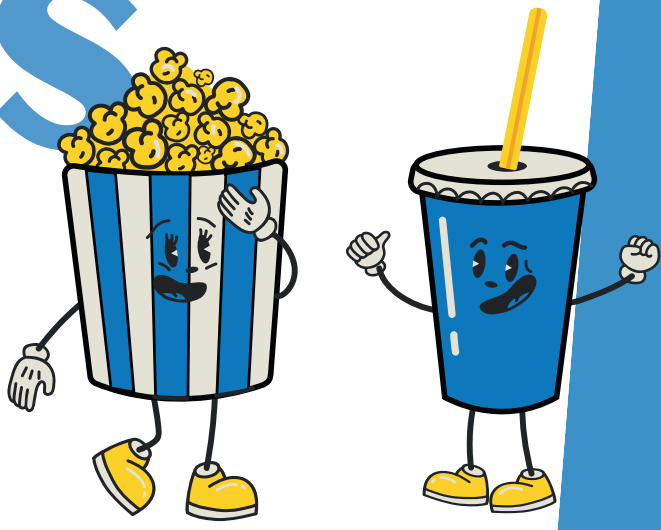
West Corner of Cayucos Dr. and Sheep Creek Rd

Go Play at the Park

Phelan Piñon Hills CSD Parks and Recreation

RSVP REQUIRED
WWW.PPHCSD.ORG/EVENTS
OR SCAN

SUMMER MOVIE NIGHTS



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

- **ELEMENTAL**
  JUNE 7
- **RUBY GILLMAN, TEENAGE KRAKEN**
  JUNE 14
- **WONKA**
  JUNE 21
- **THE LITTLE MERMAID (2023)**
  JUNE 28
- **WISH**
  JULY 12
- **THE SUPER MARIO BROS. MOVIE**
  JULY 19
- **TROLLS BAND TOGETHER**
  JULY 26

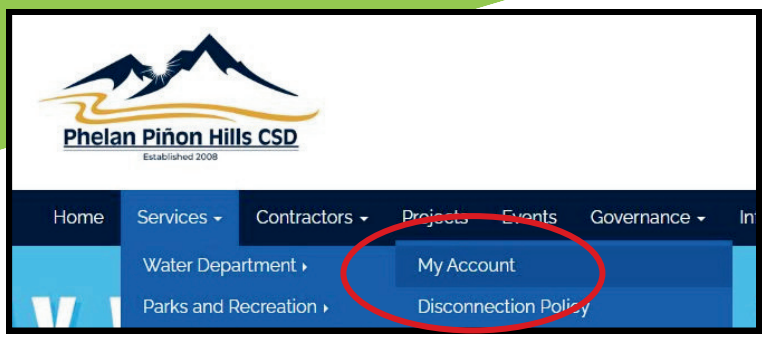
Go Play at the Park
Phelan Piñon Hills CSD Parks and Recreation

LEARN MORE
WWW.PPHCSD.ORG

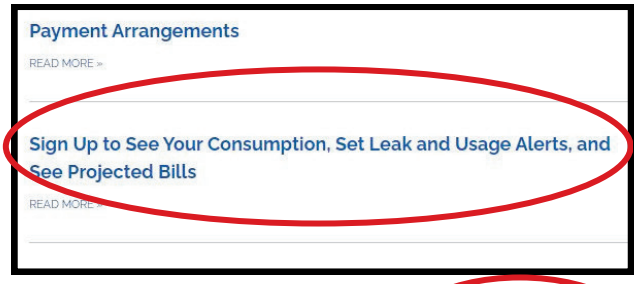
Ready to Take Control of Your Water Bill?

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

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



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



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

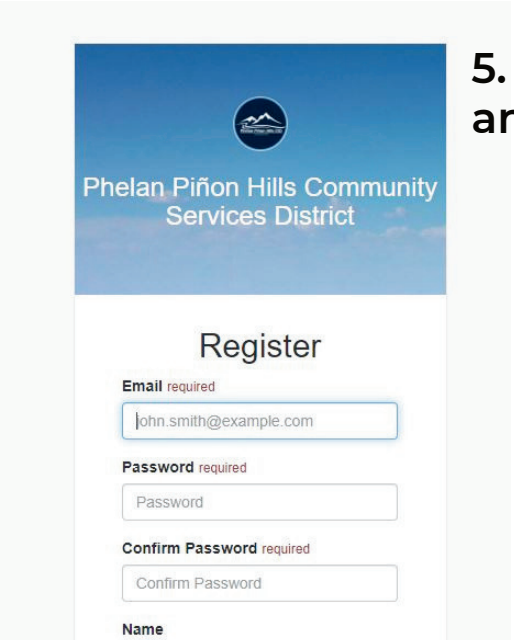


3. Select “Sign In/Register” in the top right corner.



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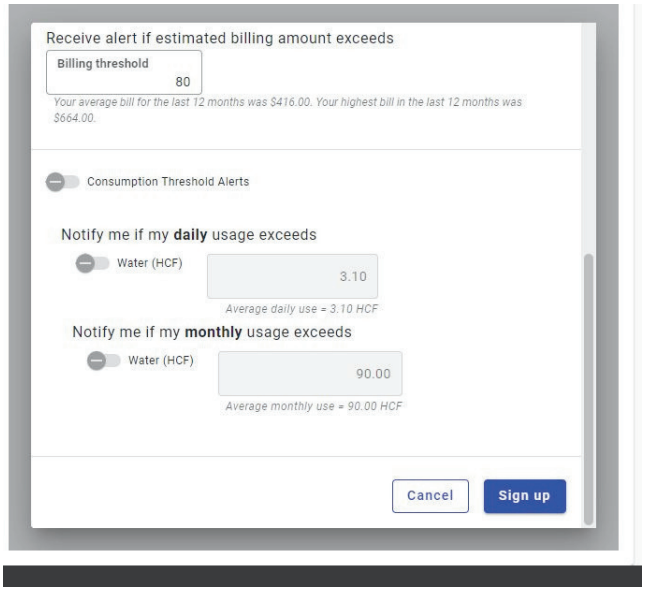
4176 Warbler Road
Phelan, CA 92371
(760) 868-1212
www.pphcsd.org



5. Log in or register for an account.

6. To sign up for alerts select “Manage Alerts”.





7. Select which alerts you would like to receive.

8. Scroll to the bottom and select “Sign Up”.

Learn How To:

Find Leaks In Your Irrigation System



Three Steps to Take if You Have a Leak in Your Irrigation System

1. Check for Irrigation Controller Problems

- Although irrigation controllers do not leak, they contain an electrical clock that controls your spring valves.
- The clock triggers the release of water through sprinkler/drip valves and keeps the valves open for a predetermined time period.
- Check the controller's programming to make sure it hasn't changed or returned to a default setting that increases water usage.
- In some cases, irrigation controllers may keep sprinkler/drip systems running for hours if misprogrammed.

2. Check Your Irrigation Valves

- Valve boxes should be dry, not flooded.
- Wet valve boxes may indicate loose wiring, water leaking due to damaged fittings, or worn parts.

3. Leaky Sprinklers and Drip Lines

- Look for flooding around the base of sprinklers.
- Water sprays/geysers usually indicate missing spray heads.
- Water spraying between sprinklers or drip heads could mean you have a cracked lateral line.
- Water pooling on the ground usually indicates a steady leak coming from an underground line.
- Water spurting from a sprinkler or drip valve could mean that a seal is broken where the riser or nozzle connects to the underground supply line.

Pro Tip:
It's a good idea to check your irrigation controller first, valves second, and sprinklers last. Use brightly colored irrigation flags to mark areas you suspect may be leaking.

Helpful Links to Irrigation System Repair Videos

Use your phone to scan these QR codes to view helpful repair videos.

Program a Timer

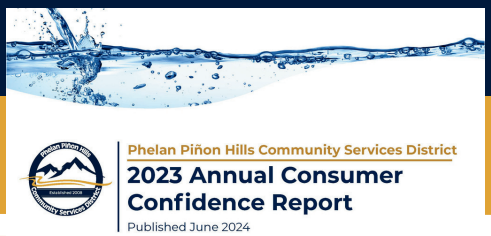
Sprinkler Valve Repair

Fix Poly Pipe

Still need help? Give us a call at 760-868-1212.

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www.pphcsd.org

Phelan Piñon Hills CSD
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Phelan Piñon Hills Community Services District
2023 Annual Consumer Confidence Report
Published June 2024

2023

Annual Consumer Confidence Report Now Available

Scan to view Consumer Confidence Report or visit

www.pphcsd.org/files/f31710c6b/2023_CCR.pdf

Printed copies of the report are available at the PPHCSD office or by request through the mail by calling 760-868-1212.

What is a Consumer Confidence Report and Why is it Important?

- **Our annual Consumer Confidence Report CCR) contains important information about your drinking water. Please contact the District at 760-868-1212 for assistance or questions regarding this report.**
- ***Nuestro Informe Anual de Confianza del Consumidor contiene información importante sobre su agua potable. Por favor, póngase en contacto con el Distrito al 760-868-1212 para obtener ayuda o preguntas sobre este informe.***
- **The CCR is an annual water quality report that the Safe Drinking Water Act (SDWA) requires Phelan Piñon Hills Community Services District (PPHCSD) to provide you with. The purpose of the CCR is to raise customer awareness of the quality of drinking water, where drinking water comes from, what it takes to deliver water to homes, and the importance of protecting drinking water sources.**
- **In the past, PPHCSD has mailed its customers a printed copy of the CCR to comply with the SDWA. In 2013, the State of California expanded its interpretation of the SDWA to allow for electronic delivery of the CCR. The electronic delivery method will allow PPHCSD to reduce the consumption of paper, and minimize potential printing and mailing costs.**



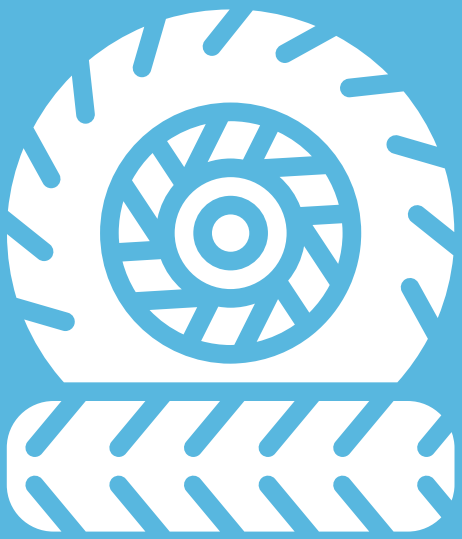
Phelan Piñon Hills CSD
Established 2008

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

FREE TIRE DAY*

June 8, 2024

8 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 Tire Collection
- ✗ No Commercial Tires

Questions? Call 760-868-1212

CR&R INCORPORATED environmental services

CalRecycle

PHELAN PIÑON HILLS CSD SOLID WASTE SERVICES

Phelan Piñon Hills CSD
Established 2008

SEPARATE COLLECTION HAS BEGUN



See Reverse for Sorting Instructions

CalRecycle

PHELAN PIÑON HILLS CSD
SOLID WASTE SERVICES

Phelan Piñon Hills CSD
Established 2008

What Goes Where

CR&R INCORPORATED
environmental services
the face of a greener generation

RECYCLABLES

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





ORGANICS

From The Kitchen

- Dairy
- Food Soiled Paper
- Fruits
- Grains
- Meat
- Seafood
- Vegetables

From The Yard

- Flowers
- Grass
- Leaves
- Prunings
- Weeds



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

LANDFILL

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





NO HAZARDOUS WASTE

PHELAN PIÑON HILLS CSD
SOLID WASTE SERVICES

For additional information
760-868-4232
crrinc.com

Agenda Item 11

Review of Action Items

Agenda Item 12

Set Agenda for Next Meeting