



BOARD PACKAGE

March 13, 2024

Regular Board Meeting – 5:00 p.m.



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

March 13, 2024 – 5:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Via Conference Call (see below)

Pursuant to Government Code Section 54953(b), Director Snyder will attend the meeting via teleconference, location at 3075 Johnson Drive Ventura, CA 93003

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**

- Approval of Minutes
- Approval of Board Stipends/Reimbursements
- Approval of Contractor Payment
- Approval of Increase to Annual Purchase Order for Sodium Hypochlorite from Univar Solutions

4) **Matters Removed from Consent Items**

5) **Presentations/Appointments**

None Scheduled



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*

6) Continued/New Agenda Items

- a) Discussion & Possible Action Regarding Nomination for Regular Special District member on the Local Agency Formation Commission (LAFCO) for the County of San Bernardino
- b) Discussion & Possible Adoption of Resolution No. 2024-06; Establishing Policies for Board Conduct Amongst Directors and with Staff
- c) Discussion & Possible Approval of Updates to the District's Strategic Plan
- d) Update on the Proposed Civic Center & Phelan Park Expansion Projects

7) Committee Reports/Comments

- a) Engineering Committee (Standing)
- b) Finance Committee (Standing)
- c) Legislative Committee (Standing)
- d) Parks, Recreation & Street Lighting Committee (Standing)
- e) Waste & Recycling Committee (Standing)

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

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

10) Correspondence/Information**11) Review of Action Items**

- a) Prior Meeting Action Items
- b) Current Meeting Action Items

12) Set Agenda for Next Meeting

- Regular Board Meeting – March 27, 2024

13) Recess to Closed Session

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

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

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

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

Remote Viewing:

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

[PPHCSD YouTube Channel Link](#)

Remote Participation:

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

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

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

Written Comments:

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

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

Agenda Item 3a

Approval of Board Minutes

REGULAR BOARD MEETING MINUTES

February 28, 2024 – 5:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& 3075 Johnson Drive, Ventura, 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
Chris Cummings, Assistant Water Operation Manager

District Counsel: Steve Kennedy, General Counsel

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. Vice President Snyder attended remotely pursuant to Government Code Section 54953(f)(1).

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** – A written public comment provided by Victor Rebollar was read into the record.
- b) **Community Reports**
 - **State Representatives** – Victor Hernandez, with Senator Rosilicie Ochoa-Bogh's office, provided a legislative update.

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 Second Amendment to Lease Agreement with C&G Partners, LLC**

Staff Recommendation: For the Board to approve the Second Amendment to Lease Agreement with C&G Partners for Home Field and George's Field.

Mr. Bartz introduced this item.

President Hays moved to approve the Second Amendment to Lease Agreement with C&G Partners for Home Field and George's Field and to authorize the General Manager to execute the Agreement. Director Kujawa seconded the motion. The motion carried after a roll call vote was conducted as follows:

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

b) **Discussion & Possible Action Regarding Approval of Professional Services agreement with Lilburn Corporation to Prepare the NEPA Environmental Assessment Documents for the Proposed Civic Center and Emergency Operations Center Project**

Staff Recommendation: For the Board to approve Lilburn Corp. to prepare the National Environmental Policy Act (NEPA) documents for the Emergency Operations Center (EOC) for the proposed Civic Center Project not to exceed \$48,500.

Mr. Bartz introduced this item.

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

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

c) **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)** – Minutes are in the agenda packet. Met and reviewed the revised CIP and repair and maintenance plan for the budget.
- b) **Finance Committee (Standing)** – Scheduled to meet on March 19, 2024.
- c) **Legislative Committee (Standing)** – Scheduled to meet on March 12, 2024.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Scheduled to meet on May 14, 2024.
- e) **Waste & Recycling Committee (Standing)** – Met last week and received an update on the transfer station and status of the compliance order.

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

Mr. Bartz provided an update on rampdown by Mojave Water Agency. Mr. Wright reported the meter replacements were complete and the operating permit for Well No. 15 was received; a ribbon cutting ceremony will be scheduled.

9) **Reports**

a) **Director's Report**

Philips – Attended ASBCSD this month.

Roberts – Appreciates the completion of the first new well for the District.

Kujawa – Nothing to report.

Snyder – Encouraged customers to use of the AMI tool for the new meters.

- b) **President's Report** – Attended a staff meeting for Phelan Road concerns. Thanked staff on the well completion and the rampdown update.

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

11) **Review of Action Items**

- a) **Prior Meeting Action Items** – None
- b) **Current Meeting Action Items** – None

12) **Set Agenda for Next Meeting**

- Regular Board Meeting – March 13, 2024

13) **Recess to Closed Session**

The Board recessed to Closed Session at 5:30 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 6:15 p.m. There was no reportable action.

15) **Adjournment**

With no further business before the Board, the meeting was adjourned at 6:15 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: Chuck Hays
Current Date: February 28, 2024
Reimbursement Month: February

Meeting No. 1:	
<i>Date of Meeting/Event:</i>	Monday, February 05, 2024
<i>Expense Description/Business Purpose:</i>	Phelan Road Meeting
<i>Charge Amount:</i>	\$120
<i>Mileage (Distance):</i>	6.4
Meeting No. 2:	
<i>Date of Meeting/Event (2):</i>	Monday, February 12, 2024
<i>Expense Description/Business Purpose (2):</i>	Agenda review with GM
<i>Charge Amount (2):</i>	\$120
<i>Mileage (Distance) (2):</i>	6.4
Meeting No. 3:	
<i>Date of Meeting/Event (3):</i>	Tuesday, February 13, 2024
<i>Expense Description/Business Purpose (3):</i>	Dairy Ad-Hoc Meeting
<i>Charge Amount (3):</i>	\$120
<i>Mileage (Distance) (3):</i>	6.4
Meeting No. 4:	
<i>Date of Meeting/Event (4):</i>	Wednesday, February 14, 2024
<i>Expense Description/Business Purpose (4):</i>	Regular Board Meeting
<i>Charge Amount (4):</i>	\$120
<i>Mileage (Distance) (4):</i>	6.4
Meeting No. 5:	
<i>Date of Meeting/Event (5):</i>	Wednesday, February 21, 2024
<i>Expense Description/Business Purpose (5):</i>	Board Workshop Budget Review
<i>Charge Amount (5):</i>	\$120
<i>Mileage (Distance) (5):</i>	6.4
Meeting No. 6:	
<i>Date of Meeting/Event (6):</i>	Monday, February 26, 2024
<i>Expense Description/Business Purpose (6):</i>	Agenda Packet Review with GM
<i>Charge Amount (6):</i>	\$120
<i>Mileage (Distance) (6):</i>	6.4
Meeting No. 7:	
<i>Date of Meeting/Event (7):</i>	Tuesday, February 27, 2024
<i>Expense Description/Business Purpose (7):</i>	Ad-Hoc Personnel Policies Committee
<i>Charge Amount (7):</i>	\$120
<i>Mileage (Distance) (7):</i>	
Meeting No. 8:	
<i>Date of Meeting/Event (8):</i>	Wednesday, February 28, 2024
<i>Expense Description/Business Purpose (8):</i>	Regular Board Meeting
<i>Charge Amount (8):</i>	\$120
<i>Mileage (Distance) (8):</i>	6.4
Meeting No. 9:	
<i>Date of Meeting/Event (9):</i>	
<i>Expense Description/Business Purpose (9):</i>	
<i>Charge Amount (9):</i>	
<i>Mileage (Distance) (9):</i>	
Meeting No. 10:	
<i>Date of Meeting/Event (10):</i>	
<i>Expense Description/Business Purpose (10):</i>	
<i>Charge Amount (10):</i>	
<i>Mileage (Distance) (10):</i>	

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 policies:

Chuck Hays

Reimbursement Summary:	
TOTAL MILEAGE:	44.80
TOTAL REIMBURSED MILEAGE REQUESTED:	\$30.02
TOTAL MEETINGS:	8
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$960.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$990.02

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2024

Name: Deborah Philips
Current Date: February 29, 2024
Reimbursement Month: February

Meeting No. 1:

Date of Meeting/Event: Thursday, February 01, 2024
Expense Description/Business Purpose: Mojave Water Agency Technical Advisory Committee
Charge Amount: \$120
Mileage (Distance): 0

Meeting No. 2:

Date of Meeting/Event (2): Wednesday, February 07, 2024
Expense Description/Business Purpose (2): Meeting with GM (Parks)
Charge Amount (2): \$120
Mileage (Distance) (2): 0

Meeting No. 3:

Date of Meeting/Event (3): Wednesday, February 14, 2024
Expense Description/Business Purpose (3): Board Meeting
Charge Amount (3): \$120
Mileage (Distance) (3): 10

Meeting No. 4:

Date of Meeting/Event (4): Wednesday, February 21, 2024
Expense Description/Business Purpose (4): Solid Waste Committee
Charge Amount (4): \$120
Mileage (Distance) (4): 10

Meeting No. 5:

Date of Meeting/Event (5): Wednesday, February 21, 2024
Expense Description/Business Purpose (5): Special Board Meeting (No Charge)
Charge Amount (5): \$0
Mileage (Distance) (5): 10

Meeting No. 6:

Date of Meeting/Event (6): Monday, February 26, 2024
Expense Description/Business Purpose (6): Association of San Bernardino County Special Districts (Fire safety)
Charge Amount (6): \$120
Mileage (Distance) (6): 112

Meeting No. 7:

Date of Meeting/Event (7): Wednesday, February 28, 2024
Expense Description/Business Purpose (7): Board Meeting
Charge Amount (7): \$120
Mileage (Distance) (7): 10

Meeting No. 8:

Date of Meeting/Event (8): Thursday, February 29, 2024
Expense Description/Business Purpose (8): Meeting with GM (New well tour)
Charge Amount (8): \$120
Mileage (Distance) (8): 10

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 policies.:

Deborah Philips

Reimbursement Summary:

TOTAL MILEAGE:	162.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$108.54
TOTAL MEETINGS:	5
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$840.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$948.54

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2024

Name: Greg S Snyder
Current Date: March 6, 2024
Reimbursement Month: February

Meeting No. 1:
Date of Meeting/Event: Tuesday, February 13, 2024
Expense Description/Business Purpose: Ad HOC Meeting Dairy
Charge Amount: \$120
Mileage (Distance):

Meeting No. 2:
Date of Meeting/Event (2): Wednesday, February 14, 2024
Expense Description/Business Purpose (2): Board Meeting
Charge Amount (2): \$120
Mileage (Distance) (2):

Meeting No. 3:
Date of Meeting/Event (3): Wednesday, February 21, 2024
Expense Description/Business Purpose (3): Special Board Meeting
Charge Amount (3): \$120
Mileage (Distance) (3):

Meeting No. 4:
Date of Meeting/Event (4): Wednesday, February 28, 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): Personnel Policies 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 policies:

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: Rebecca Kujawa
Current Date: February 28, 2024
Reimbursement Month: February

Meeting No. 1:

Date of Meeting/Event: Tuesday, February 13, 2024
Expense Description/Business Purpose: Engineering Committee Meeting
Charge Amount: \$120
Mileage (Distance): 0

Meeting No. 2:

Date of Meeting/Event (2): Wednesday, February 14, 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): Monday, February 19, 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, February 21, 2024
Expense Description/Business Purpose (4): Board Workshop
Charge Amount (4): \$120
Mileage (Distance) (4): 0

Meeting No. 5:

Date of Meeting/Event (5): Wednesday, February 28, 2024
Expense Description/Business Purpose (5): Regular Board Meeting
Charge Amount (5): \$120
Mileage (Distance) (5): 0

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 policies.:

Rebecca Kujawa

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

Agenda Item 3c

Approval of Contractor
Payments

Payment Approval Form - Contract/Consultant

Date: 3/5/2024

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 59%

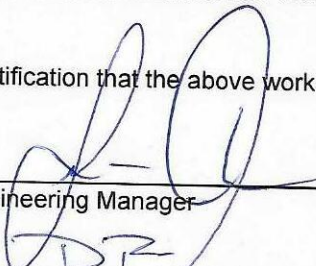
Total Invoiced to Date \$18,998.62

Amount Paid to Date 9,457.50

Total Due this Invoice \$9,541.12

Total Contract Amount After Invoice: \$ 13,001.38

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


Engineering Manager 3/4/2024
Date


General Manager 3/6/24
Date

Approved by Board of Directors: _____
Date

TOM DODSON & ASSOCIATES

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



Invoice

DATE	INVOICE NO.
2/22/24	PPH-127-6

BILL TO

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

PROJECT TITLE	DUE DATE
CEQA for proposed 1.5 MG Tank PO#5528	3/23/24

DESCRIPTION	HOURS	RATE	AMOUNT
Env. Specialist II			
1/2 - CEQA support	4	115.00	460.00
1/16 - CEQA support	0.5	115.00	57.50
1/22 - CEQA support	0.5	115.00	57.50
1/27 - CEQA support	2	115.00	230.00
1/28 - CEQA support	4	115.00	460.00
1/30 - CEQA support	1	115.00	115.00
Subconsultants			
CRM TECH - Historical/Archaeological Resources Assessment		7,100.00	7,100.00
12/13/23 - 12/29/23: HDR - Bio Support		1,051.47	1,051.47
ODCs			
USPS priority (AB52)		9.65	9.65

SUMMARY AS OF JAN 31, 2024 (PPH-127)

Contract Amount	\$32,000.00
Previously Invoiced	\$9,457.50
This Invoice	\$9,541.12
Total Invoiced To Date	\$18,998.62
Amount Paid	\$7,820.00
Invoiced Amount Outstanding	\$11,178.62
Balance on Contract	\$13,001.38

DESCRIPTION	Dodson and Association	AMT	\$9,541.12
GL ACCT #	CO 0109		
NOTES	Future 1.5MG 6-2A Tank - CEQA Invoice # PPH-127-6 - February 22, 2024		
PO #	# 5528		
DEPT MGR	GEN MGR ADMIN MGR		

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

Tom Dodson

Total

17
 \$9,541.12



CRM TECH

1016 E. Cooley Drive, Suite A/B
Colton, CA 92324

Final Invoice

DATE	INVOICE #
1/30/2024	5896

BILL TO
Tom Dodson & Associates Attn: Kaitlyn Dodson 2150 N. Arrowhead Avenue San Bernardino, CA 92405

PROJECT DESCRIPTION
Phelan Hills CSD; PPH-127 Near the Community of Phelan San Bernardino County, California CRM TECH Project No. 4038

P.O #	TERMS

DESCRIPTION	RATE	AMOUNT
Historical/Archaeological Resources Assessment	7,100.00	7,100.00

All work completed. Thank you for this opportunity to be of service.

Total	18 \$7,100.00
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Invoice

HDR Engineering Inc.
Irvine, CA 92602-1377
Phone: (714) 730-2300

Tom Dodson & Assoc.
Tom Dodson
2150 N Arrowhead Ave
San Bernardino, CA 92405

Reference Invoice Number with Payment

HDR Invoice No. 1200596382
 Invoice Date 09-FEB-2024
 Invoice Amount Due \$23,728.32
 Payment Terms 30 NET

Remit To PO Box 74008202
 Chicago, IL 60674-8202
 ACH/EFT Payments Bank of America ML US
 ABA# 081000032
 Account# 355004076604

Tom Dodson & Associates Environmental On-Call
 Professional Environmental Services
 for Subject Matter Expertise

Professional Services
 From: 12-DEC-2023 To: 27-JAN-2024

Professional Services Summarization			
	Hours	Billing Rate	Amount
Camarena, Sandra Marisol	2.00	102.06	204.12
Kono-Woo, Kristine Tawny	5.00	139.24	696.20
Patterson, Lisa Michelle	37.00	350.49	12,968.13
Smith, Daniel J	54.50	175.26	9,551.67
	98.50		\$23,420.12
	Total Professional Services		\$23,420.12

Expense Summarization				
	Quantity	Billing Rate	Amount	
Mileage Personal	Smith, Daniel J	460	0.67	308.20
		Total Expenses		\$308.20

Amount Due This Invoice (USD)	\$23,728.32
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Fee Amount	\$100,000.00
Fee Invoiced to Date	\$23,728.32
Fee Remaining	\$76,271.68

Beaumont AMMP (BEA-202)

Week Of	Project	Hours	Rate	Total
12/13/2023	Bio support	1	\$ 350.49	\$ 350.49
12/29/2023	Bio support	3	\$ 350.49	\$ 1,051.47
1/8/2024	Bio support	3	\$ 350.49	\$ 1,051.47
1/23/2024	Bio support	1	\$ 350.49	\$ 350.49
1/24/2024	Bio support	1.5	\$ 350.49	\$ 525.74
Subtotal	\$	3,329.66	9.5	
	ODCs - Mileage	0	\$ 0.670	\$ 0.00
Total				\$ 3,329.66

Hollingsworth Oaks (HOL-133)

Date	Project	Hours	Rate	Total
12/13/2023	Bio support	1	\$ 350.49	\$ 350.49
12/19/2023	Bio support	4	\$ 350.49	\$ 1,401.96
12/29/2023	Bio support	3	\$ 350.49	\$ 1,051.47
1/8/2024	Bio support	3	\$ 350.49	\$ 1,051.47
1/9/2024	Bio support	6	\$ 350.49	\$ 2,102.94
1/15/2024	Bio support	1	\$ 350.49	\$ 350.49
1/17/2024	Bio support	2	\$ 350.49	\$ 700.98
1/18/2024	Bio support	1	\$ 350.49	\$ 350.49
1/22/2024	Bio support	2	\$ 350.49	\$ 700.98
1/24/2024	Bio support	1.5	\$ 350.49	\$ 525.74
Subtotal	\$	5,958.33	24.5	
	ODCs - Mileage	0	\$ 0.670	\$ 0.00
Total				\$ 8,587.01

Highland Victoria Avenue (HL-134)

Date	Project	Hours	Rate	Total
1/8/2024	Bio support	7.5	\$ 175.26	\$ 1,314.45
1/9/2024	Bio support	4	\$ 175.26	\$ 701.04
1/19/2024	Bio support	3	\$ 175.26	\$ 525.78
Subtotal	\$	2,541.27	14.5	
	ODCs - Mileage	0	\$ 0.670	\$ 0.00
Total				\$ 2,541.27

Neumann (TTM37495) (NEU-058)

Date	Project	Hours	Rate	Total
12/12/2023	Bio	8	\$ 175.26	\$ 1,402.08
Subtotal	\$	1,402.08	8	
	ODCs - Mileage	0	\$ 0.67	\$ 0.00
Total				\$ 1,402.08

PPHCSD 1.5 MG Tank (PPH-127)

Date	Project	Hours	Rate	Total
12/13/2023	Bio support	1	\$ 350.49	\$ 350.49
12/29/2023	Bio support	2	\$ 350.49	\$ 700.98
Subtotal	\$	1,051.47	3	20
	ODCs - Mileage	0	0.67	\$ 0.00
Total				\$ 1,051.47

Agenda Item 3d

Approval of Increase to Annual Purchase Order for Sodium Hypochlorite from Univar Solutions

MEMORANDUM

DATE: March 13, 2024

TO: Board of Directors

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

SUBJECT: Approval of Increase to Annual Purchase Order for Sodium Hypochlorite from Univar Solutions

STAFF RECOMMENDATION

Staff recommends the Board approve the increase to the purchase order for sodium hypochlorite with Univar Solutions.

BACKGROUND

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

The remaining amount of \$4,993 available from the initial Purchase Order will continue operations through April facilitating the need for an increase of \$7,000 to continue operations disinfection throughout the remainder of the fiscal year.

FISCAL IMPACT

Budgeted Sodium Hypochlorite for FY 23/24- \$26,000
Requested Increase to Budgeted Sodium Hypochlorite for FY 23/24- \$7,000
Total for Sodium Hypochlorite for FY 23/24- \$33,000

Agenda Item 4

Matters Removed from
Consent Items

Agenda Item 5

Presentations/Appointments

Agenda Item 6a

Discussion & Possible Action Regarding
Nomination for Regular Special District
member on the Local Agency Formation
Commission (LAFCO) for the County of
San Bernardino

MEMORANDUM

DATE: March 13, 2024

TO: Board of Directors

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

SUBJECT: Discussion & Possible Action Regarding Nomination for Regular Special District Member of the Local Agency Formation Commission

RECOMMENDATION

Staff recommends for the Board to nominate an elected member of a special district board for the position of Regular Special District Member of the Local Agency Formation Commission ("LAFCO"), should the Board desire to do so.

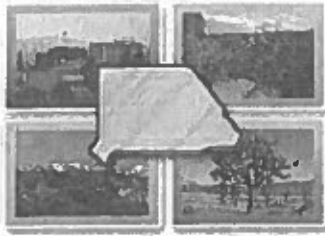
BACKGROUND

The nomination period for the position of Regular Special District Member on LAFCO for San Bernardino County is now open. The current position is held by Dr. Kimberly Cox from Mojave Water Agency; her term expires on May 6, 2024.

Dr. Cox has indicated she would like to continue her position with LAFCO. Should the Board desire to nominate Dr. Cox, or any other elected member of a special district board, the Board may do so. Nominees will be placed on a ballot by LAFCO for which the Board can vote on at a later date.

ATTACHED:

Letter from LAFCO
Nomination Form



LAFCO

**Local Agency
Formation Commission**
for San Bernardino County

1170 West 3rd Street, Unit 150
San Bernardino, CA 92415-0450
909.388.0480 | Fax: 909.388.0481
lafco@sbco.sbcocalifornia.gov
www.sbc.lafco.org

COMMISSIONERS

JOE BAGA, Jr.
Board of Supervisors

JIM BAGLEY
Public Member

DR. KIMBERLY COX
Special District

PHILL DUPPER
City Member

STEVEN FARRELL, Vice Chair
Special District

CLURT HAGMAN
Board of Supervisors

ACQUANETTA WARREN, Chair
City Member

ALTERNATES

RICK DENISON
City Member

JIM HARVEY
Public Member

KEVIN KENLEY
Special District

DAWN ROWE
Board of Supervisors

EXECUTIVE OFFICER

SAMUEL MARTINEZ

LEGAL COUNSEL

PADLA DE SOUSA

SENT VIA U.S. MAIL AND E-MAIL

February 23, 2024

**TO: Presidents of the Boards of Directors of the
Independent Special Districts in San Bernardino
County**

SUBJECT: Special Districts Selection Committee

This letter officially opens the nomination period for the position of Regular Special District member on the Local Agency Formation Commission (LAFCO) for San Bernardino County. The regular voting member position is currently held by Kimberly Cox from Mojave Water Agency, whose term of office is scheduled to expire May 6, 2024 pursuant to the provisions of Government Code Section 56334. Dr. Cox has indicated her intention to run for the position again.

The nomination period for this position will open on Monday, February 26, 2024, and end at 5:00 p.m. on Thursday, March 28, 2024.

Per LAFCO's procedures, the signed original nomination form:

- Requires a board vote, with the name of each voting Board Member outlined, and certifying signature with date.
- Must be received in the LAFCO office by 5:00 p.m. on **March 28, 2024**, via mail, fax, or email scan.

If a copy of the nomination form is provided by fax or email by the March 28 deadline, LAFCO must receive the original signed copy by 5:00 p.m. on **April 4, 2024**, or the nomination will be declared invalid.

Enclosed with this letter is a sample nomination form for the position outlining the date of the action and District Board vote. Nominations submitted without a date will be returned to the District and will need to be re-submitted within the nomination period in order to be considered valid. If only a single candidate is nominated for the position, pursuant to the provision of Government Code Section 56332(f)(2), that candidate shall be deemed selected with no further vote required.

At the end of the nomination period, LAFCO staff will prepare and send, by certified mail, to each independent special district a ballot with the candidates nominated and the voting instructions.

A long-standing policy of the Selection Committee is to encourage balanced geographic representation with valley, desert and mountain districts seated on the Commission as voting or alternate members [Policy 2 of Section VI (Special Districts) of LAFCO Policy and Procedure Manual]. The position up for nomination is currently represented by the desert area.

Please let me know if you have any questions concerning the nomination process. You may contact me at the address listed above, by email at smartinez@lafco.sbcounty.gov, or by phone at (909) 388-0480.

Sincerely,



SAMUEL MARTINEZ
Executive Officer

SM/as

Enclosure: Regular Member Nomination Form

**NOMINATION FOR
REGULAR SPECIAL DISTRICT MEMBER
OF THE
LOCAL AGENCY FORMATION COMMISSION**

The _____
(Name of District)

hereby nominates the following person for the position on the Local Agency
Formation Commission

_____ REGULAR SPECIAL DISTRICT MEMBER
(Name of Nominee)

I, _____, do hereby certify that at a
(Name of President or Designee of District)
scheduled meeting of _____, the Board of Directors voted to
nominate the above-identified candidate for the Regular Special District Member
of the Local Agency Formation Commission of San Bernardino County, by the
following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

District President/Authorized Board Member

Dated: _____

Attach – Letter of Interest or Resume of Nominee

Agenda Item 6b

Discussion & Possible Adoption of Resolution No. 2024-06; Establishing Policies for Board Conduct Amongst Directors and with Staff



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: March 13, 2024

TO: Board of Directors

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

SUBJECT: Adoption of Resolution No. 2024-06; Establishing Policies for Board Conduct Amongst Directors and with Staff

RECOMMENDATION

Staff recommends for the Board to adopt Resolution No. 2024-06; Establishing Policies for Board Conduct Amongst Directors and with Staff.

BACKGROUND

The District's policy regarding Board conduct amongst Directors and with staff ("Policy") was established to ensure the Board's deliberations are conducted honorably, and that Board activities are performed in a manner that reflects dedication to highest standards of integrity in order to earn the trust and confidence of the public served by the District.

The Policy establishes the duties of Directors and the methods by which the Board governs the District. Pursuant to Section 3 of the Policy, an annual review is to be conducted to determine if any changes are necessary. Last year, the policy amendments included updating the format, changes to the date of the election of officers, and updated references to the District's Sunshine Ordinance.

FISCAL IMPACT

None

ATTACHED:

Resolution No. 2024-06

RESOLUTION NO. 2024-06
A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE PHELAN PINON HILLS COMMUNITY SERVICES DISTRICT
ESTABLISHING POLICIES FOR BOARD CONDUCT
AMONGST DIRECTORS AND WITH STAFF

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

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

B. The District is governed by an elected Board of Directors (“the Board”) whose meetings are subject to the requirements of the Ralph M. Brown Act, California Government Code Section 54950 et seq. (“the Brown Act”), pursuant to California Government Code Section 61044.

C. The Board adopted Ordinance No. 2023-03 on March 8, 2023, establishing guidelines for the conduct of its public meetings and activities and imposing requirements upon itself which allow greater access to its meetings than prescribed by the Brown Act.

D. The purpose of this Resolution is to supplement Ordinance No. 2023-03 and to ensure that the Board’s deliberations are conducted honorably and that its activities are performed in a manner that reflects a dedication to the highest standards of integrity so as to continue to earn the trust and confidence of the public served by the District.

THEREFORE, THE BOARD OF DIRECTORS of the Phelan Pinon Hills Community Services District does hereby resolve as follows:

Section 1. **RELATIONS BETWEEN DIRECTORS.**

1.1. **Duties.** The Board shall govern the District. The Board shall establish policies, direction, procedures and oversight for the operation of the District. The Board shall provide for the implementation of those policies, which is the responsibility of the District’s General Manager. All members of the Board shall exercise their independent judgment on behalf of the entire District, including the residents, property owners, and the public as a whole in furthering the purposes and intent of the District.

1.2. **Officers.**

1.2.1. Within 45 days after each general District or unopposed election, the Board shall meet and elect the officers of the Board. The Board shall elect its officers annually at its first meeting in December, or first meeting following certification of election during Board election years.

1.2.2. The officers of the Board are President and Vice-President. The President shall preside over meetings of the Board and the Vice-President shall serve in the President's absence or inability to serve. The Board may create additional offices and elect members to those offices, provided no members of the Board shall hold more than one office.

1.3. **Parliamentary Procedure.**

1.3.1. A majority of the total membership of the Board shall constitute a quorum for the transaction of District business. Except as otherwise specifically provided by law, a majority of the total membership of the Board is required for the Board to take action. The Board shall act only by ordinance, resolution, or motion. The Board President shall have the same rights and obligations of the other Directors concerning voting procedures. The minutes of the Board shall record the aye and no votes taken by the members of the Board for the passage of all ordinances, resolutions, or motions. The Board shall keep a record of all its actions, including financial transactions.

1.3.2. Meetings of the Board shall be subject to the Brown Act and Ordinance No. 2023-03 (as may be amended from time to time). Rosenberg's Rules of Order shall provide general guidance for the conduct of the Board's business, except where otherwise provided by law, ordinance, resolution, or motion of the District, or otherwise inconsistent with the intent of the Board. The Board President (or committee chair) shall preserve order and decorum and will rule on all matters of procedure, with the advice of legal counsel. Questions of law may be referred to the District's legal counsel for opinion.

1.4. **Committees.** Any matter brought before the Board may, if deemed necessary, be referred to District staff or a committee of the Board composed of less than a quorum of the Board for review and recommendation. The Board may establish such standing and ad hoc committees as it deems necessary. The selection of the Board members to serve on such committees shall be recommended by the Board

President and approved by a majority of the Board. A review of the Board's committees shall be conducted on an annual basis.

1.4.1. Pursuant to Section 1 of Ordinance No. 2023-03, all meetings of standing committees of the Board shall be conducted in compliance with all applicable requirements of the Brown Act. Non-committee Board members may attend standing committee meetings, but shall not participate in the meetings.

1.4.2. Meetings of ad hoc committees of the Board may be exempt from the notice, agenda, and public participation requirements of the Brown Act as long as the committees substantially comply with the following guidelines: (1) The committee's duration should be restricted to a relatively short period of time; (2) The committee's purpose should be limited to a single and specific task; (3) The committee shall not be given any independent discretionary authority to make ultimate decisions on behalf of the Board with respect to the final resolution of the task; (4) The committee's charge should not be automatically renewed upon completion of its particular assignment or expiration of its fixed term; (5) The committee's meeting schedule should not be on a regular basis or established by formal action of the Board; (6) Public notice of the formation of the committee shall be given in a timely manner; and (7) Neither non-committee Board members nor select outside parties shall be invited or permitted to attend the committee meetings.

1.4.3 Disputes arising regarding the selection of a committee chairperson shall be settled by the Board President.

1.5. **Personal Conduct.** The business of the District is a team effort. All Board members should work together in a collaborative manner, assisting each other in conducting the affairs of the District. Directors shall, at all times, conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings. Directors shall defer to the President concerning the conduct of Board meetings, but shall be free to question and discuss items on the agenda. In turn, the Board President shall not exercise the privileges of the office in such a manner as to unfairly advance his or her own personal opinions or unduly prejudice the positions of other Board members. When responding to requests and concerns from the public and other District customers, Board members should be courteous, responding to individuals in a positive manner and routing their questions through appropriate

channels and to responsible management personnel. Board members should develop a working relationship with the District's General Manager wherein current issues, concerns, and District projects can be discussed comfortably and openly. Board members should function as a part of the whole. Issues should be brought to the attention of the entire Board, rather than to individual members selectively. Board members are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

1.6. **Communication of Views and Positions.** The Board is committed to providing excellence in legislative leadership necessary to furnish the highest quality of government services to the public and to the District's customers. In order to achieve this goal, cooperative interaction between and among Board members is encouraged. As such, the following rules shall be observed:

1.6.1. Board members should refrain from discussing or commenting on District business on social media.

1.6.2. The dignity, style, values, and opinions of each Board member shall be respected. Responsiveness and attentive listening in communication is encouraged.

1.6.3. The needs of the public and the District's customers should be the priority of the Board.

1.6.4. Board members should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

1.6.5. Board members should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities, rather than issues, will be avoided.

1.6.6. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions in a constructive and forthright manner. However, once the Board has taken action, individual Board members should commit to support said action and not create barriers to the implementation thereof.

1.7. **Board Discipline.** In the exercise of its discretion, the Board, by affirmative vote of four (4) of its members, may censure any of its members for a period of time deemed appropriate by said supermajority of the Board. Unless otherwise prohibited by

law, the maximum penalty that may be imposed upon the censured member by said supermajority of the Board during the period of such censure shall be the following:

1.7.1. The suspension of all spending of District funds by the censured Board member and of all reimbursement from District funds of any costs incurred by the censured Board member, unless otherwise allowed by the Board.

1.7.2. The removal of the censured Board member from service as an officer of the Board, and/or on all committees and other assignments on behalf of the District and/or the Board, unless subsequently authorized by the Board.

1.7.3. The withholding of all compensation by the District to the censured Board member except as otherwise allowed for attending meetings of the Board and other meetings subsequently authorized by the Board.

Section 2. **RELATIONS WITH STAFF.**

2.1. **Interaction with Staff.**

2.1.1. **General.** The Board will deal with the administrative service of the District only through the General Manager. The General Manager is the Board's only link to operational achievement and conduct; all authority and accountability of staff is considered the authority and accountability of the General Manager. In the event the General Manager is unavailable, the next designated staff member would be accountable. Members of the Board will refrain from making requests directly to District employees (other than the General Manager) to undertake analyses, perform work assignments, or change the priority of work assignments. Additionally, Directors are to refrain from having open discussions regarding the District's operations or topics of a potentially sensitive nature with any staff member other than the General Manager, as doing so could undermine management, jeopardize the District's credibility, or even put the District at risk legally. The Board, as a whole, will not evaluate, either formally or informally, any staff member other than the General Manager. In seeking clarification on informational items, Directors should contact the General Manager to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making. Any Board member requests that require substantial work, as determined by the General Manager, will be addressed with the Board President.

2.1.2. **Division of Responsibilities.** The Board is responsible for setting District policy and procedures since each individual Director is accountable to the

public as an elected official. The Board appoints the General Manager and defines the duties of the position. The Board is not to instruct management on the implementation of District policies.

a. The Board is responsible for: (1) Establishing policies, direction, procedures, and oversight, and approving programs to implement policies, during open public meetings; (2) Appointing a General Manager, who will be responsible for the management of all operations and affairs of the District; and (3) Delegating certain powers to the General Manager in the operation of District affairs.

b. The General Manager is responsible for: (1) Recommendation of policies, direction, procedure, and oversight to the Board; (2) Recommendation of programs and systems to the Board for implementation of District policies; (3) Carrying out policies and projects approved by the Board; (4) Arranging an orientation of District departments and facilities for all new Board members (and re-orientation for current Board members indicating interest) within 60 days of the Board member being sworn as a Director of the District; and (5) Serving as the District's official spokesperson unless the Board specifically directs otherwise.

2.1.3. **Board of Directors/General Manager**

a. The Board sets the policy, direction, procedure, and oversight for the District. The District's General Manager shall be responsible for all of the following: (1) The implementation of the policies established by the Board for the operation of the District; (2) The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employee relations system established by the Board; (3) The supervision of the District's facilities and services; and (4) The supervision of the District's finances. The Administrative Services Manager will oversee and maintain a system of auditing and accounting that will completely, and at all times, show the financial condition of the District in accordance with generally accepted accounting principles and legal requirements. The Board will retain and periodically review the work of an auditor as an independent contractor of the District (other than the Administrative Services Manager), who will report to the Board on an annual basis the results of an audit of the District's books, records, and financial affairs.

b. The District's General Manager serves at the pleasure of the Board. The Board will provide policy, procedure, oversight, direction, and instructions to

the General Manager on matters within the authority of the Board by majority vote of the Board during duly convened meetings of the Board of Directors.

c. Members of the Board will deal with matters within the authority of the General Manager through the General Manager, and not through other District employees. Members of the Board will refrain from making requests directly to District employees (other than the General Manager) to undertake analyses, perform other work assignments, or change the priority of work assignments.

2.1.4. **General Manager Performance Evaluation.** The Board will evaluate the General Manager's performance qualitatively in conjunction with the annual anniversary of the General Manager's hire date, using as guidelines the General Manager's stated annual objectives. Adjustments in the General Manager's remuneration or contract will be consistent with the Board's evaluation of performance and achievement of stated objectives.

2.2. **Treasurer.** Pursuant to Resolution No. 08-12 adopted by the Board on August 13, 2008, the Board has designated an alternative depository for District funds in place of the San Bernardino County Treasury and has appointed a District Treasurer to serve in place of the County Treasurer. The same person may be appointed by the Board to serve as both the General Manager and the District Treasurer. The District Treasurer shall serve at the pleasure of the Board. The Board shall set the compensation of the District Treasurer. The Board shall require the District Treasurer to be bonded. The District shall pay the cost of the bonds.

Section 3. **REVIEW AND AMENDMENT.**

Each year the Board shall review this Resolution to determine its effectiveness and the necessity for its continued operation. The District's General Manager shall report to the Board on the operation of this Resolution, and make any recommendations deemed appropriate, including any proposed amendments. Upon conclusion of its review, the Board may take any action it deems appropriate concerning this Resolution. Nothing herein shall preclude the Board from taking action on the Resolution at times other than upon conclusion of the annual review. Any of the within rules not required by law may be suspended or changed by a majority of the members of the Board.

Section 4. **SEVERABILITY.**

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

Section 5. **EFFECTIVE DATE.**

The provisions of this Resolution shall supersede Resolution No. 2023-08, adopted by the Board on March 8, 2023, and shall take effect immediately upon adoption.

ADOPTED this 13th day of March, 2024.

AYES:

NOES:

ABSTAIN:

ABSENT:

President, Board of Directors

ATTEST:

Secretary, Board of Directors

Agenda Item 6c

Discussion & Possible Approval of Updates
to the District's Strategic Plan

MEMORANDUM

DATE: March 13, 2024

TO: Board of Directors

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

SUBJECT: Discussion & Possible Approval of Updates to the District's Strategic Plan

STAFF RECOMMENDATION

For the Board to review and approve updates to the District's Strategic Plan.

BACKGROUND

The District's Strategic Plan ("Plan"), originally adopted on March 16, 2022, is periodically reviewed and updated as necessary. At the February 14, 2024, Board meeting, the Board reviewed the Plan and provided suggested revisions in addition to, or in lieu of, staff recommended changes.

The attached Plan includes the following updates:

1. Updated Board of Directors
2. Updated Section 1.5 to reflect completion of the meter replacement program and updated goal for staff and customers to utilize the meter portal.
3. Added Section 1.8 regarding exploring annexation options for El Mirage area
4. Removed Sections 3.1, 3.2, 3.5, 3.5, & 4.3 (4.3 was moved into 4.2)
5. Renumbered sections, where necessary, because of deleting sections
6. Updated the Vision to Action Table
7. Minor formatting/graphics changes

FISCAL IMPACT

None

ATTACHMENT(S)

Updated Strategic Plan

2022 Strategic Plan



*Adopted on March 16, 2022
Amended on May 4, 2022
Amended on Feb. 15, 2023*

Maximizing Resources for the Benefit of the Community

www.pphcsd.org

Introduction

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

- Antoine de Saint-Exupery

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

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

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

Board of Directors

Chuck Hays

President

Greg Snyder

Vice President

Rebecca Kujawa

Director

Deborah Philips

Director

Mark Roberts

Director

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

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

District Staff

Don Bartz

General Manager

Lori Lowrance

Assistant General Manager/CFO

George Cardenas

Engineering Manager

Kim Sevy

Human Resources Manager

Sean Wright

Water Operations Manager

Steve Lowrance

Parks Supervisor

Consultant

Brent H. Ives

Managing Consultant

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**S
W
O
T**

STRENGTHS

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

OPPORTUNITIES

- NEW SERVICE AREAS
- OPPORTUNITIES TO COMMUNICATE WITH PARTNERS



PPH

SW
ana

PHCSD

SWOT
Analysis



W

WEAKNESSES

LACK OF EXISTING PARK SPACE

AREAS WITH SUB-PAR FIRE FLOW

COMMUNITY COMMUNICATIONS

THREATS

STATE AND CHROMIUM 6 LIMITS

UPCOMING WATER CONSERVATION
REGULATIONS

T

Plan Development

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

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

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

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

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

Definitions

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

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

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

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

Mission

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



Plan Management

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

Vision

In five years, the District would like to say:

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

1.0 Water Operations

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

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

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





1.1

Chromium-6 Mitigation

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

1.2

Water Conservation

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

1.3

Water Resources

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

1.4

Water Production & Storage

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

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

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

1.5

Meter Replacement Program

The District’s meter replacement program is seen as one of the primary tools for managing the District’s water resources efficiently and effectively. In 2020, the District began to replace meters with Sensus Advance Metering Infrastructure (AMI) meters focusing on over-lifespan, inaccurate, and failing meters, in addition to strategic area replacements. The program was completed in February 2024. The benefits of the meter replacement program are reduction of District-side water loss, customer-side water usage monitoring, and efficient customer service. Specific goals include:

- Increase customer utilization of the customer facing usage portal.
- Leverage Sensus Analytics at staff level to further reduce customer side loss.



1.6

Emergency Preparedness

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

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

1.7

Complete Civic Center

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

1.8

Expand Sphere of Influence & District Boundary in El Mirage

On February 17, 2016, the District completed the annexation of District-owned parcels located in El Mirage and expanded the District's sphere of influence around those properties.

The District has a vested interest in the community of El Mirage by virtue of existing land ownership, infrastructure, water rights, and strategic partnerships. To ensure the District's interests are protected, and to prepare for potential future opportunities, the District is exploring the option to annex approximately 26,000 acres in El Mirage. This would have benefits to multiple District departments.

The annexation process can be lengthy and costly. A study will need to be prepared to ensure that this annexation is what is best for the District's existing residents and potential future residents. Additionally, the annexation process requires payment of fees to the Local Area Formation Commission.

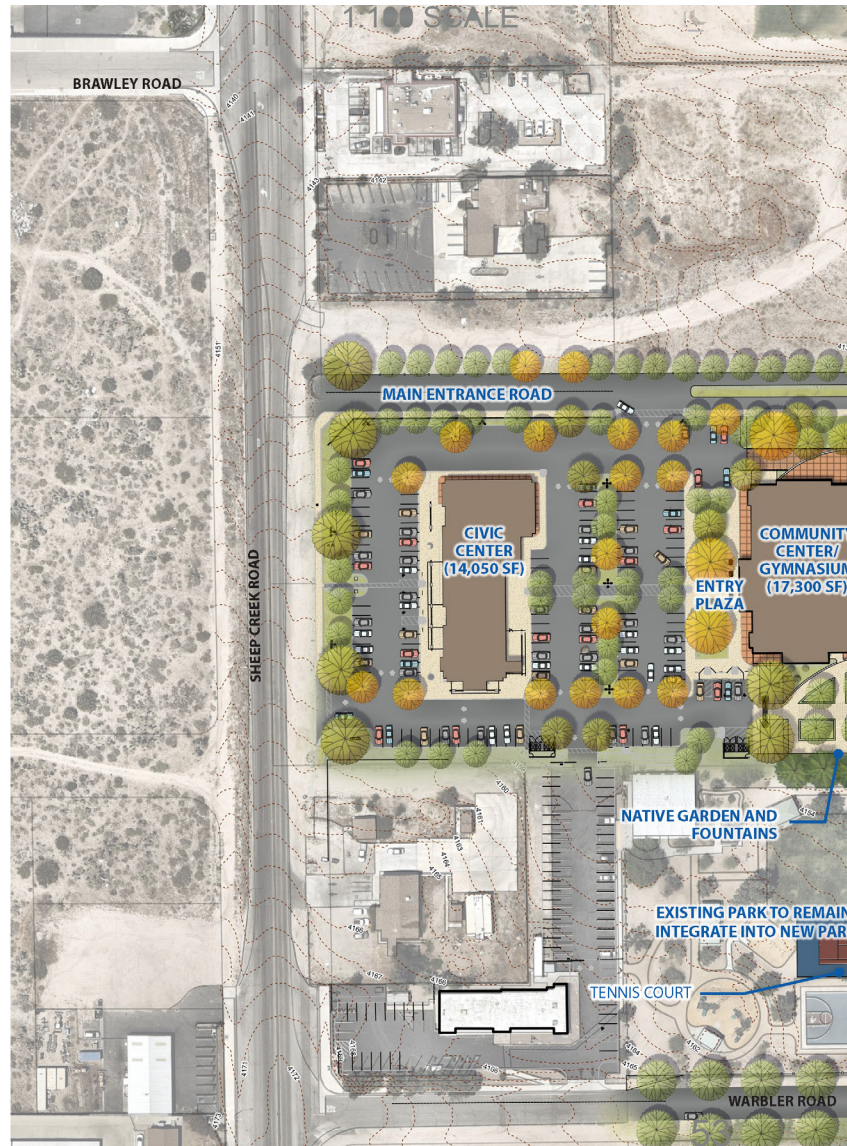


2.0 Parks, Recreation, & Street Lighting

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

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

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

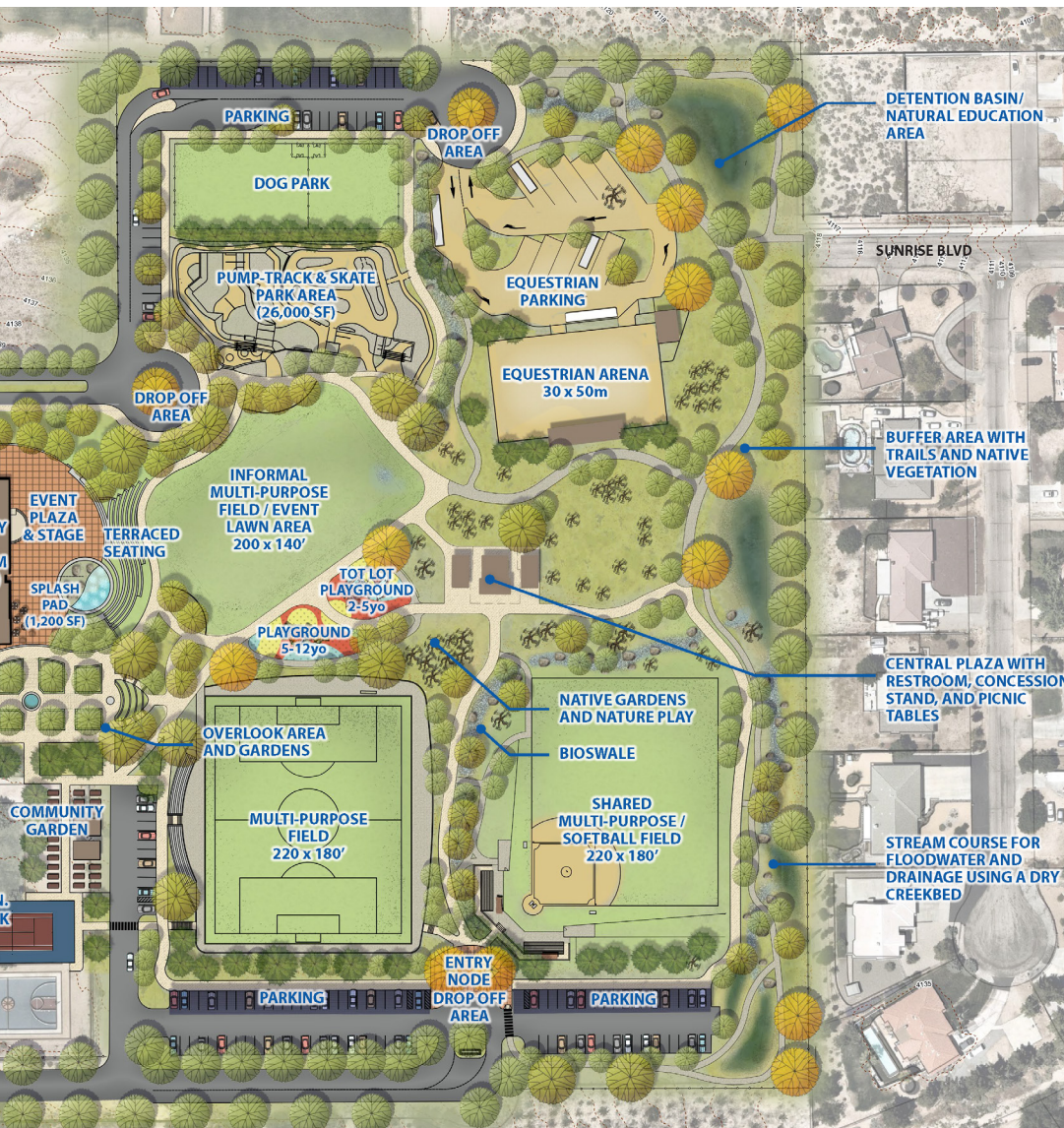


2.1

Phelan Community Park Expansion

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

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





2.2

Parks Master Plan Update

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

2.3

Complete Parks Portion of the Civic Center Building

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



2.4

Public & Private Partnerships for Parks and Recreation Programs

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

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



2.5

Street Lighting

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

3.0 Solid Waste, Recycling, & Organics Disposal Compliance



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

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

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

3.1

Franchise Amendment

The District's Franchise Agreement was amended on January 19, 2022, as required by the District's compliance order from CalRecycle, and to account for the implementation of SB 1383 by the state among other state requirements such as AB 939, AB 341, and AB 1826. After operating under this amendment, District staff desires to clarify certain elements in the Agreement and therefore a second amendment is warranted.

3.2

School Outreach Program

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

3.3

SB 1383 Outreach & Education

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



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

- Robert F. Kennedy, Jr.

3.4

Additional Diversion Programs

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

Six Main Elements of SB 1383

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

4.0 Fiscal Efficiency

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

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

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

4.1

Annual Budget Process

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

4.2

Periodic Financial Studies

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

- Rate Study
- Connection Fee Study



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Phelan Pinon Hills Community Services District
California**

For the Fiscal Year Beginning

July 01, 2022

Christopher P. Morrill

Executive Director

4.3

Annual Audit

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

4.4

Fiscal Policies

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

4.5

Financing

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





5.0 Strategic Partners and Public Affairs



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

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

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

5.1

Increased Communication to the Public

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

5.2

Community Business & Organization Outreach

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

5.3

Involvement in Professional Organizations

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

5.4

Outreach to Legislators and Local Agencies

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

6.0 Personnel Management

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

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

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

6.1

Retention & Development

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

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



6.2

Internal Communication

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

6.4

Succession Planning

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

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

6.3

Team Building

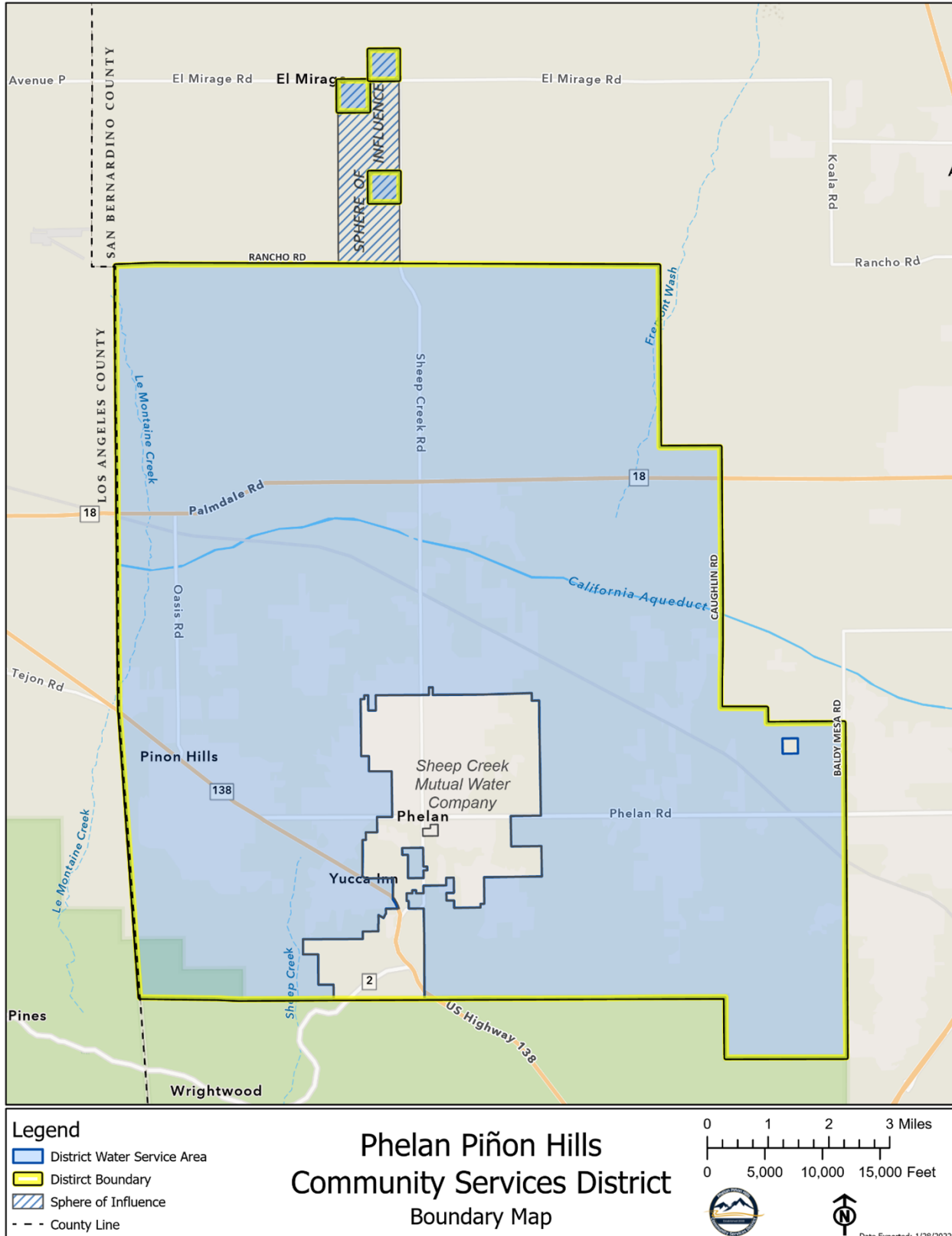
This will be accomplished by having quarterly, or as needed, meetings with the entire staff where team building activities are conducted and office and field staff have an opportunity to interact. During these meetings, the General Manager will address current issues and activities of the District and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

6.5

Personnel Policies

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

Boundary Map



Vision to Action Table

Strategic Element	Strategic Goals	Completion Time Frame
1.0 Water Operations	1.1 Chromium-6 Mitigation 1.2 Water Conservation 1.3 Water Resources 1.4 Water Production & Storage 1.5 Meter Replacement Program 1.6 Emergency Preparedness 1.7 Complete Civic Center 1.8 Expand Sphere of Influence & District Boundary in El Mirage	2027/2028 Ongoing 2025/2026 2026/2027 2023/2024 2023/2024 2025/2026 2024/2025
2.0 Parks, Recreation, & Street Lighting	2.1 Phelan Community Park Expansion 2.2 Parks Master Plan Update 2.3 Complete Parks Portion of the Civic Center Building 2.4 Public and Private Partnerships for Parks and Recreation Programs 2.5 Street Lighting	2027 2024/2025 2025/2026 Ongoing Ongoing
3.0 Solid Waste, Recycling, & Organics Disposal Compliance	3.1 Franchise Amendment 3.2 School Outreach Program 3.3 SB 1383 Outreach & Education 3.4 Additional Diversion Programs	2023/2024 Ongoing Ongoing Ongoing
4.0 Fiscal Efficiency	4.1 Annual Budget Process 4.2 Periodic Financial Studies 4.3 Annual Audit 4.4 Fiscal Policies 4.5 Financing	Ongoing Ongoing Annual Ongoing Ongoing
5.0 Strategic Partners and Public Affairs	5.1 Increased Communication to the Public 5.2 Community Business & Organization Outreach 5.3 Involvement in Professional Organizations 5.4 Outreach to Legislators and Local Agencies	Ongoing Ongoing Ongoing Ongoing
6.0 Personnel Management	6.1 Retention & Development 6.2 Internal Communication 6.3 Team Building 6.4 Succession Planning 6.5 Personnel Policies	Ongoing Ongoing Ongoing 2024/2025 2023/2024

Agenda Item 6d

Update on the Proposed Civic Center & Phelan Park Expansion Projects



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

MEMORANDUM

DATE: March 13, 2024
TO: Board of Directors
FROM: Don Bartz, General Manager
By: Kim Sevy, HR & Solid Waste Manager/District Clerk
SUBJECT: Update on the Proposed Civic Center & Phelan Park Expansion Project

STAFF RECOMMENDATION

None

BACKGROUND

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

FISCAL IMPACT

None

ATTACHMENT(S)

None

Agenda Item 7

Committee Reports/Comments

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

Agenda Item 8

Staff & General Manager's Report



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 W. www.pphcsd.org

MANAGEMENT REPORT

DATE: March 6, 2024
PREPARED BY: Kim Sevy, HR & Solid Waste Manager
SUBJECT: February 2024 Manager's Report

SOLID WASTE & RECYCLING

Customer Data:

<u>COMMERCIAL ACCOUNTS</u>	<u>NO.</u>	<u>CITATIONS ISSUED</u>	<u>NO.</u>
Trash		Commercial	0
Recycling		Residential	0
Organics			
		<u>PERMITS ACTIVE</u>	<u>NO.</u>
		Self-Haul - Commercial Recycling	4
		Self-Haul - Commercial Organics	11
		Self-Haul - Residential Recycling	N/A
		Self-Haul - Residential Organics	N/A
		SB1383 Exemptions – Commercial	45
		<u>TEMPORARY SERVICE</u>	<u>NO.</u>
		Temporary - Trash	
		Temporary - Recycling	

<u>SCHOOL ACCOUNTS</u>	<u>NO.</u>
Trash	
Recycling	
Organics (Roll Off)	

<u>RESIDENTIAL ACCOUNTS</u>	<u>NO.</u>
Total Trash	
Total Recycling	
Total Organics	
Barrel Customers	
Bin Customers	

TOTAL APPLICATIONS (2/29/2024)

CR&R - Confirming or Modifying	1533	49.76%
CR&R - Change to Self-Haul	73	2.37%
Current Self-Hauler - Confirming	858	27.85%
Current Self-Hauler - Change to CR&R	132	4.28%
New Resident/Self-Haul	55	1.79%
New Resident/Start CR&R Service	430	13.96%
TOTAL	3,081	100.00%

TOTAL CR&R 68%
 TOTAL Self-Haul 32%

Self-Hauler Data:

TOTAL Number of Self-Hauls to Transfer Station: 1,401
 TOTAL Number of Unique Self-Hauls to Transfer Station: 1,534
 TOTAL Self-Haul Tonnage: 550.82

Notable Activity:

- Weekly meetings with CR&R staff
- Food scrap containers are available in the District office
- Provided update on solid waste service to Phelan Chamber of Commerce
- All 28 Compliance Order items have been completed

Recent & Upcoming Events:

- Chamber of Commerce Meeting – Solid Waste Update
 - March 5, 2024 – Noon
 - Pizza Factory
- Free Tire Disposal Day & Community Clean-up
 - March 9, 2024 – 8am-noon
 - CR&R Service Yard

HUMAN RESOURCES

Statistical Data:

- Full Time Employees: 27
 - Engineering: 3
 - Water (Field): 10.5
 - Parks & Rec: 2.5
 - Administration: 12
- Part Time Employees: 0
- Temporary Employees: 0
- Open Positions: 0

MISCELLANEOUS

Recent District Events:

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

- None

Website Data:

	Page Name	Total Views	Unique Users
1	My Account - Phelan Piñon Hills Community Services District	3,354	1,497
2	Phelan Piñon Hills Community Services District	3,329	1,878
3	Water Department - Phelan Piñon Hills Community Services District	615	432
4	Services - Phelan Piñon Hills Community Services District	426	308
5	Residential - Phelan Piñon Hills Community Services District	321	189
6	Contact Us - Phelan Piñon Hills Community Services District	265	194
7	Apply for Service - Phelan Piñon Hills Community Services District	245	121
8	Solid Waste and Recycling - Phelan Piñon Hills Community Services District	224	145
9	Employment - Phelan Piñon Hills Community Services District	219	158
10	Meetings - Phelan Piñon Hills Community Services District	171	72
11	Board of Directors Meeting - Phelan Piñon Hills Community Services District	133	60
12	Rates and Fees - Phelan Piñon Hills Community Services District	131	79
13	Projects - Phelan Piñon Hills Community Services District	112	60
14	Parks and Recreation - Phelan Piñon Hills Community Services District	96	64
15	Calendar - Phelan Piñon Hills Community Services District	94	55

16	Events - Phelan Piñon Hills Community Services District	93	63
17	Contractors - Phelan Piñon Hills Community Services District	92	49
18	New Connections - Phelan Piñon Hills Community Services District	79	48
19	Sign Up for Classes - Phelan Piñon Hills Community Services District	73	36
20	Board Members - Phelan Piñon Hills Community Services District	63	43

Grants

- **SB 1383 Local Compliance Grant**

- Submitted in January 2022. The District was awarded \$20,000. Grant funds have been used to pay for Solid Waste consultant.
- On February 26, 2024, The District was notified of a pending award in the amount of \$75,360.

- **Community Project Funding Request - 2023**

- Wallace Group has taken the lead on this grant process, and Engineering is reporting on the progress of this project.

- **Community Project Funding Request - 2024**

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

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

- Staff worked with consultants and submitted a request to the county. The county approved \$457,194 in ARPA funds for construction of certain parks elements.
- Staff has been working with Wallace Group on park elements and presented to the Parks Committee in November.
- A survey is underway for ADA requirements before park design begins in order to ensure parks design meets all applicable ADA requirements.



Water Operations Manager's Report February 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	1 samples	Quarterly	All in compliance.
Regulated VOC	0 samples	As needed	All in compliance.
Nitrate as N	1 samples	As needed	All in Compliance.
Chromium 6	0 samples	Quarterly	All in Compliance.
Secondary GP'S	2 samples	As needed	All in Compliance.
Uranium	0 samples	As needed	All in Compliance

Production and Service Order Report

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

Total Monthly Production	127.36 A. F. 15 % less than 2023
2023 Monthly Production	149.80 A. F.
USA's Marked	157
Service Orders Completed	439 service orders completed
Main/Service Line Leaks	12 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)	8 (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	85
C-Read & Unlock-Open - Read & Unlock - Opening	5
C-Read & Unlock-OC-DM - Read & Unlock - Opening-OC-DM	44
D-Closing Read & Lck - Closing Read & Lock DO NOT USE	2
D-Closing Read-OC-DM - Closing Read & Lock-OC-DM DO NOT USE	2
M- Investigate Lock - Verify Meter Still Locked	4
M- Verify Acct Class - Verify Account Class	0
M- Water Audit - Audit Water Usage	7
M-Backflow - Backflow Information	0
M-Cost Estimate Req - Cost Estimate Request	2
M-Data - Data Log	2
M-Bees- Bees	0
M-Investigate Leak - Investigate Leak	0
M-Investigate No Wtr - Investigate No Water	2
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	0
M-Pressure Ck Hi-Low - Pressure Check Hi-Low	2
M-R/R Angle Stop - Repair/ Replace Angle Stop	1
M-R/R Gate Valve - Repair/ Replace Gate Valve	1
M-Read - Read (do not update Read)	0
M-Repair Svc Line - Repair Service Line	12
M-Repair/Install Box - Meter Box	1
M-Replace Serv Line - Replace Service Line	0

M-Stake Meter Loc - Stake Meter Location	0
M-Status - Status	6
M-Turn off-Cust Req - Turn off - Customer Request	4
M-UNLOCK – UNLOCK	19
M-Verify Leak Repair - Verify Leak Repaired	1
M-Water Loss Leak - Door Hanger Water Loss Leak	13
M-Water Quality Taste - Water Quality - Taste	1
S- Replace Register - Register Not Sending Signal	162
S- Meter Downsize - Meter Downsizing	0
Service Change - Service Status Change	1
S-Replace Mtr & Reg - Replace Entire Meter Max Life Usage	0
S-Replace Reg Hotrod - Replace Register Hotrod Died	0
S-Replace Register - Replace Register Mueller	0
S-Replace Mtr- Replace Entire Meter Bottom Seal Leaking	0
Grand Totals	439

Summary of Current Projects

The following is a brief summary of all current and completed projects for the reported period

- Water Meter Replacement Project- 7292 of 7292 Replaced – 100 % Complete
The District is now an Advanced Metering Infrastructure (AMI) exclusive system
- Well 15 Outfitting, and Equipping - 100% Complete
The well has been certified to produce 806 GPM @ 70% Efficiency @ \$207.97 per AF
- 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
- Outfitting & Equipping of Mountain well (Well 17)- 100% Complete
- Site 2 Booster C rehab- pump and motor failed- 30% Complete
- Site 1B Booster A Motor failure & rehab- 20 % Complete
- Site 1B Booster D Motor failure- 100 % Complete

Projects Completed

- 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
- 2 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 = 159 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
- Vegetation has been mitigated and disposed of on all Water Operations Facilities
- Smithson Springs SCADA hub building replaced

Agenda Item 9

Director Reports

Agenda Item 10

Correspondence/Information

PRESS RELEASE - 1/16/2024

**PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT
2024/2025 BUDGET PROCESS & SCHEDULE**

Each year, staff is tasked with preparing a budget for consideration at an annual Public Hearing in June. The process leading up to the hearing includes several public meetings to provide the Board and the public with information for consideration and opportunities for input into the budget process. These public meetings include workshops, committee, and Board meetings. Beginning in January, committees review and update their respective Long-Range Plans including the 10-year Capital Improvement Plan (CIP) and Maintenance plans. In February, staff gathers information in preparation for the budget. February through March, the Board reviews and approves the Long-Range Capital Plans. Staff utilizes budget assumptions based on the consumer price index and other economic factors. Considering these guidelines, staff begins the process of preparing a draft budget. Staff works with department managers and supervisors to obtain budget information and incorporates the data with the assumptions as directed by the Board. The draft budget is reviewed by management and presented to the Finance Committee for consideration prior to being presented to the full Board. The Final Draft Budget is made available for review and a public hearing is held in June. The Final Draft Budget is presented to the Board during the public meeting for final review, consideration, and adoption. All of these are public meetings, and the District encourages public attendance and participation. The events listed below have been scheduled to promote public participation and ensure the public has the opportunity to become familiar with the budget process. **The Public is invited to ALL of these sessions and is encouraged to attend.**

SCHEDULE OF EVENTS

PUBLIC MEETINGS AND HEARING FOR 2024/2025 BUDGET PROCESS

January & February	Committees meet, review, and update long range capital, maintenance plans, programs, and District goals. Committee meeting agendas are posted on the District calendar, in the office, online, and at the community centers. The public is invited and encouraged to attend and participate in this process.
Wednesday – 5:00 p.m. February 21, 2024	Special Board Workshop – Review and approval of committee proposed long range capital, maintenance plans, programs, and goals.
Tuesday – 4:00 p.m. March 19, 2024	Special Finance Committee – Review Draft Budget
Wednesday – 5:00 p.m. April 3, 2024	Special Board Workshop – Review Draft Budget
Tuesday – 4:00 p.m. April 16, 2024	Finance Committee – Review Final Draft Budget
Wednesday – 5:00 p.m. May 1, 2024	Special Board Workshop – Review Final Draft Budget. Note: This meeting is tentative. The meeting of April 3, 2024, will determine whether or not this meeting will be necessary.
Wednesday – 5:00 p.m. June 26, 2024	Regular Board Meeting Budget Hearing & possible Budget approval (with any modifications identified as a result of the hearing).

Meetings are subject to change. Visit the District's website at www.PPHCSD.org/meetings for more information.

Learn How To:

Perform Swamp Cooler Maintenance *Spring/Summer*

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

Spring Cleaning

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

Cool Rules

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

Mid-Summer Checkup

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

For more information and other useful tips, visit our website at www.pphcsd.org or follow us on Facebook and Instagram.

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



Kid's Spring Baking Class

April 20, 2024
10 am - 12 pm

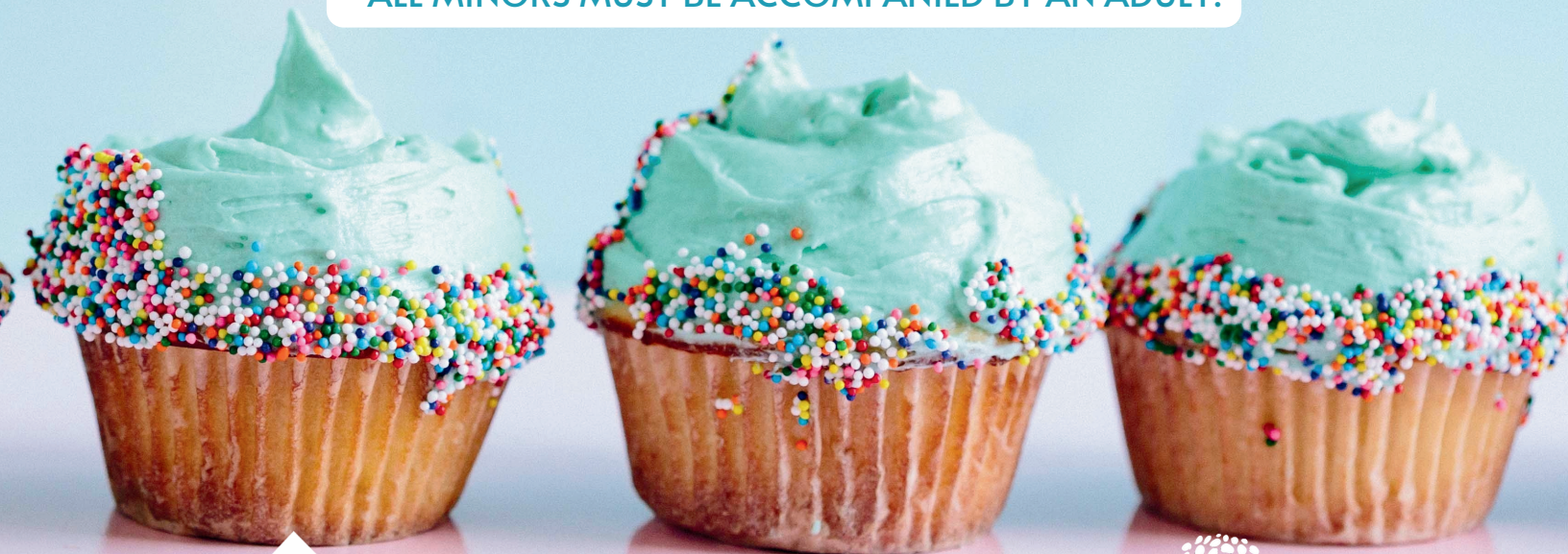
COME JOIN US AND MAKE CUPCAKES WITH
SPRING-THEMED DECORATIONS

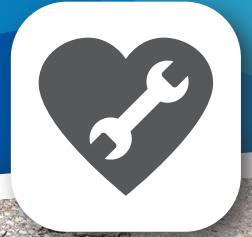
AGES 5-17

PHELAN SENIOR CENTER
4128 WARBLER ROAD
PHELAN, CA

RSVP REQUIRED: WWW.PPHCSD.ORG/SIGN-UP-FOR-CLASSES

*ALL MINORS MUST BE ACCOMPANIED BY AN ADULT.





SeeClickFix

SEE IT, CLICK IT, AND WE'LL FIX IT

What is SeeClickFix?

It's a free citizen reporting solution mobile app and web tool that allows citizens to provide County Public Works with pictures, videos and/or specific descriptions of issues in unincorporated areas maintained by Public Works Transportation, Special Districts or Flood Control District.

What type of issues can I report?

- | | | | | |
|---|--|--|--|---|
| <ul style="list-style-type: none"> • Cars Blocking Snow Plows • Cindering Requests • Compliment/Complaint • Curb Damage • Debris/Junk • Disabled/Handicap Accessibility | <ul style="list-style-type: none"> • Erosion • Flood Control Issue • Flooding • Graffiti Removal (excluding on private property) • Guardrail Damage | <ul style="list-style-type: none"> • Pothole • Road Issue • Sidewalk Issue • Snow Damage • Storm Drain/Culvert Issue • Street Sweeping | <ul style="list-style-type: none"> • Street Sign Damage • Traffic Signal Out/ Damage | <ul style="list-style-type: none"> • Utility Line Damage • Weed Abatement |
|---|--|--|--|---|

Where can I find SeeClickFix?

- Download App at Apple App Store (iPhones) or Google Play Store (Android Phones)
- Access desktop version and/or review service area maps at Department of Public Works website at <https://dpw.sbcounty.gov/>



Your Smart Meter Account is Waiting for You

1. Register or Login to Account

Go to www.pphcsd.org to login or to register your online water account.

2. Set Up Alerts

Choose communication preferences for consumption alerts and billing reminders.

Choose Notification Type

- Text Message
- Email
- Phone Call

Consumption Alerts

- Leak Alerts - When water consumption indicates a possible leak or constant usage.
- Billing Threshold Alerts - If the current estimated bill amount exceeds the 12-month averaged bill amount.
- Consumption Threshold Alerts - If current daily or monthly usage exceeds the average daily or monthly consumption amount.

Billing Reminders

- Bill Reminders - When there is a new or past balance posted.
- Auto Pay - Get notified when a payment is successfully drafted or declined.
- Payment Method - Notification when a payment method is updated or is expiring.



Have more questions or
need help?
Contact us: 760-868-1212



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

RECYCLABLES

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



ORGANICS

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



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

LANDFILL

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



NO HAZARDOUS WASTE

Agenda Item 11

Review of Action Items

Agenda Item 12

Set Agenda for Next Meeting