



# BOARD PACKAGE

October 9, 2024

Regular Board Meeting – 5:00 p.m.

## REGULAR BOARD MEETING AGENDA

October 9, 2024 – 5:00 p.m.  
Phelan Community Center  
4128 Warbler Road, Phelan, CA 92371  
& Via Conference Call (see below)

### REGULAR BOARD MEETING – 5:00 P.M.

**Call to Order** – Pledge of Allegiance

#### Roll Call

#### 1) Approval of Agenda

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

a) **General Public**

b) **Community Reports**

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

#### 3) Consent Items

- Approval of Minutes
- Approval of Board Stipends/Reimbursements
- Approval of Contractor Payments

#### 4) Matters Removed from Consent Items

#### 5) Presentations/Appointments

#### 6) Continued/New Agenda Items

- Discussion & Possible Action Regarding Resolution No. 2024-06; Establishing Policies for Board Conduct Amongst Directors and with Staff
- Review of Resolution No. 2022-05; Establishing a Purchasing Policy
- Discussion & Possible Adoption of Resolution No. 2024-15; Authorizing Approval to Enter into a Professional Services



#### 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

Agreement with Superior Tank Solution to Replace & Rehabilitate Components of Reservoir 1A-2

- d) Discussion & Possible Action Regarding the Purchase and Installation of Meter Main Section, Transfer Switch, & Distribution Section Switchboard for Site 1B Operations Facility
- e) Update on District 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 – October 23, 2024

13) **Recess to Closed Session**

CLOSED SESSION

Conference with Legal Counsel – Existing Litigation

[Government Code Section 54956.9(d)(1)]

Name of Case: In re SunPower Corporation, et al., United States Bankruptcy

Court Case No. 24-11649 (CTG)

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](http://www.pphcsd.org)

**Remote Viewing:**

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

[PPHCSD YouTube Channel Link](#)

**Remote Participation:**

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

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

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

**Written Comments:**

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

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

# Agenda Item 3a

Approval of Board Minutes

**SPECIAL BOARD MEETING MINUTES**  
September 24, 2024 – 5:00 p.m.  
Phelan Community Center  
4128 Warbler Road, Phelan, CA 92371  
& Remotely Via Zoom or Conference Call

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

**Board Members Absent:** Mark Roberts, Director

**Staff Present:** Don Bartz, General 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 5:01 p.m. and the Pledge of Allegiance was conducted.

**Roll Call**

All but Director Roberts were present at roll call.

1) **Approval of Agenda**

Director Philips moved to approve the Agenda. Director Kujawa seconded the motion. Motion carried 4-0.

2) **Public Comment**

There was no public comment.

3) **Recess to Closed Session**

The Board recessed to Closed Session at 5:02 p.m.

Closed Session: Public Employee Performance Evaluation  
(Government Code Section 54957)  
Title: General Manager

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

The Board returned to open session at 6:15 p.m. There was no reportable action.

5) **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](http://www.pphcsd.org)

\_\_\_\_\_  
Chuck Hays, President of the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Aimee Williams, Assistant District Clerk

\_\_\_\_\_  
Date



## **REGULAR BOARD MEETING MINUTES**

September 25, 2024 – 5:00 p.m.  
Phelan Community Center  
4128 Warbler Road, Phelan, CA 92371  
& Remotely Via Zoom or Conference Call

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

**Board Members Absent:** None

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

**District Counsel:** Steve Kennedy, General Counsel

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

#### **Call to Order**

President Hays called the meeting to order at 5:01 p.m. and the Pledge of Allegiance was conducted.

#### **Roll Call**

All Directors were present at roll call.

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

Director Philips moved to approve the Agenda. Director Kujawa seconded the motion. Motion carried 5-0.

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

a) **General Public** – Peter Barnes provided public comment.

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

- **Fire** – County Fire provide an update on the Line Fire and services available.
- **County Supervisor** – Sam Shoup with Supervisor Paul Cook's office provided an update on the county.

#### **3) Consent Items**



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

4) **Matters Removed from Consent Items**

There were no matters removed.

5) **Presentations/Appointments** – None

6) **Continued/New Agenda Items**

a) **Discussion & Possible Action Regarding General Counsel’s Contract**

Staff Recommendation: None

Vice President Snyder introduced this item.

No action taken.

b) **Discussion & Possible Adoption of Resolution No. 2024-14; Establishing a Conflict of Interest Code**

Staff Recommendation: For the Board to adopt Resolution No. 2024-14; Establishing a Conflict of Interest Code.

Mrs. Sevy introduced this item.

Director Kujawa moved to adopt Resolution No. 2024-14. Director Philips seconded the motion. Motion carried 5-0.

c) **Discussion & Possible Action Regarding Ordinance No. 2024-02; Establishing Guidelines for the Conduct of the District’s Public Meetings**

Staff Recommendation: For the Board to adopt Ordinance No. 2024-02.

Mrs. Sevy introduced this item.

President Hays moved to adopt Ordinance No. 2024-02. Vice President Snyder seconded the motion. Motion carried 5-0.

d) **Update on Solid Waste Rates**

Staff Recommendation: None

Mrs. Sevy provided a presentation and update on this item.

No action taken; not an action item.

e) **Update on District Projects**

Staff Recommendation: None

Mr. Cardenas provided an update on this item.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Engineering Committee (Standing)** – The minutes are in the packet.
- b) **Finance Committee (Standing)** – Meets in October.
- c) **Legislative Committee (Standing)** – Meets in December.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Met in August
- e) **Waste & Recycling Committee (Standing)** – Met last week and discussed the upcoming rate analysis and events.

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

Reported that staff did a great job and the water system held up well during the fire and thanked staff for their hard work.

9) **Reports**

a) **Director's Report**

**Kujawa** – Nothing to report.

**Philips** – Attended the CSDSA conference.

**Roberts** – Attended the CSDSA conference but had to leave early due to evacuations for the Bridge fire.

**Snyder** – Nothing to report but noted that a constituent expressed gratitude towards staff for their timely response to a request for information.

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

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

11) **Review of Action Items**

a) **Prior Meeting Action Items**

- Date Requested: June 26, 2024  
Provide the Board with two years of disbursement history for fuel purchases, food purchases, training and conference purchases, and the policies and procedures related to those items.  
Status: Pending
- Date Requested: August 28, 2024  
Look into adding a button/link to website to report leaks & problems.  
Status: Completed; it should be active by the end of the calendar year.

b) **Current Meeting Action Items**

- Cancel (possibly reschedule) the Engineering Committee meeting.

12) **Set Agenda for Next Meeting**

Regular Board Meeting – October 9, 2024

13) **Adjournment**

With no further business before the Board, the meeting was adjourned at 5:59 p.m.

Agenda materials can be viewed online at [www.pphcsd.org](http://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  
**Email Address:** [CHAYS@PPHCSD.ORG](mailto:CHAYS@PPHCSD.ORG)  
**Current Date:** September 23, 2024  
**Reimbursement Month:** August

**Meeting No. 1:**  
*Date of Meeting/Event:* Monday, August 12, 2024  
*Expense Description/Business Purpose:* Agenda Review with GM  
*Charge Amount:* \$120  
*Mileage (Distance):* 0

**Meeting No. 2:**  
*Date of Meeting/Event (2):* Wednesday, August 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):* Wednesday, August 21, 2024  
*Expense Description/Business Purpose (3):* Solid Waste Committee  
*Charge Amount (3):* \$120  
*Mileage (Distance) (3):* 0

**Meeting No. 4:**  
*Date of Meeting/Event (4):* Wednesday, August 28, 2024  
*Expense Description/Business Purpose (4):* Regular Board Meeting  
*Charge Amount (4):* \$120  
*Mileage (Distance) (4):* 0

**Meeting No. 5:**  
*Date of Meeting/Event (5):*  
*Expense Description/Business Purpose (5):*  
*Charge Amount (5):*  
*Mileage (Distance) (5):*

**Meeting No. 6:**  
*Date of Meeting/Event (6):*  
*Expense Description/Business Purpose (6):*  
*Charge Amount (6):*  
*Mileage (Distance) (6):*

**Meeting No. 7:**  
*Date of Meeting/Event (7):*  
*Expense Description/Business Purpose (7):*  
*Charge Amount (7):*  
*Mileage (Distance) (7):*

**Meeting No. 8:**  
*Date of Meeting/Event (8):*  
*Expense Description/Business Purpose (8):*  
*Charge Amount (8):*  
*Mileage (Distance) (8):*

**Meeting No. 9:**  
*Date of Meeting/Event (9):*  
*Expense Description/Business Purpose (9):*  
*Charge Amount (9):*  
*Mileage (Distance) (9):*

**Meeting No. 10:**  
*Date of Meeting/Event (10):*  
*Expense Description/Business Purpose (10):*  
*Charge Amount (10):*  
*Mileage (Distance) (10):*

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

**Certification:**  
 I certify the expenses listed above are related to my authorized travel according to District policies: *Chuck Hays*

<b>Reimbursement Summary:</b>	
TOTAL MILEAGE:	0.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$0.00
TOTAL MEETINGS:	4
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$480.00
OTHER EXPENSES REQUESTED:	\$0.00
<b>Grand Total Reimbursement Requested:</b>	<b>\$480.00</b>

**Phelan Piñon Hills Community Services District**  
Board Stipend & Mileage Report - 2024

**Name:** Rebecca Kujawa  
**Email Address:** [rebeccakujawa70@gmail.com](mailto:rebeccakujawa70@gmail.com)  
**Current Date:** September 28, 2024  
**Reimbursement Month:** September

**Meeting No. 1:**  
*Date of Meeting/Event:* Monday, September 09, 2024  
*Expense Description/Business Purpose:* ASBCSD Board Meeting  
*Charge Amount:* \$120  
*Mileage (Distance):* 0

**Meeting No. 2:**  
*Date of Meeting/Event (2):* Tuesday, September 24, 2024  
*Expense Description/Business Purpose (2):* Special Board Meeting  
*Charge Amount (2):* \$120  
*Mileage (Distance) (2):* 0

**Meeting No. 3:**  
*Date of Meeting/Event (3):* Wednesday, September 25, 2024  
*Expense Description/Business Purpose (3):* Regular Board Meeting  
*Charge Amount (3):* \$120  
*Mileage (Distance) (3):* 0

**Meeting No. 4:**  
*Date of Meeting/Event (4):*  
*Expense Description/Business Purpose (4):*  
*Charge Amount (4):*  
*Mileage (Distance) (4):*

**Meeting No. 5:**  
*Date of Meeting/Event (5):*  
*Expense Description/Business Purpose (5):*  
*Charge Amount (5):*  
*Mileage (Distance) (5):*

**Meeting No. 6:**  
*Date of Meeting/Event (6):*  
*Expense Description/Business Purpose (6):*  
*Charge Amount (6):*  
*Mileage (Distance) (6):*

**Meeting No. 7:**  
*Date of Meeting/Event (7):*  
*Expense Description/Business Purpose (7):*  
*Charge Amount (7):*  
*Mileage (Distance) (7):*

**Meeting No. 8:**  
*Date of Meeting/Event (8):*  
*Expense Description/Business Purpose (8):*  
*Charge Amount (8):*  
*Mileage (Distance) (8):*

**Meeting No. 9:**  
*Date of Meeting/Event (9):*  
*Expense Description/Business Purpose (9):*  
*Charge Amount (9):*  
*Mileage (Distance) (9):*

**Meeting No. 10:**  
*Date of Meeting/Event (10):*  
*Expense Description/Business Purpose (10):*  
*Charge Amount (10):*  
*Mileage (Distance) (10):*

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

**Certification:**  
*I certify the expenses listed above are related to my authorized travel according to District policies.:*

*Rebecca Kujawa*

<b>Reimbursement Summary:</b>	
TOTAL MILEAGE:	0.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$0.00
TOTAL MEETINGS:	3
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$360.00
OTHER EXPENSES REQUESTED:	\$0.00
<b>Grand Total Reimbursement Requested:</b>	<b>\$360.00</b>

# Agenda Item 3c

Approval of Contractor  
Payments

# Payment Approval Form - Contract/Consultant

Date: 10/2/2024

Name of Vendor: Wallace Group

Description of work: Civic Center - Specs Review

Purchase Order # PO-05612

Date of Board Approval August 25, 2023

Original Approved Amount: \$ 62,000.00

Total Contract Amount \$ 62,000.00

% Completed to Date 49%

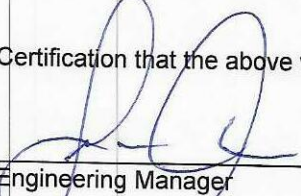
Total Invoiced to Date \$30,257.50

Amount Paid to Date \$28,970.00

**Total Due this Invoice \$1,287.50**

Total Contract Amount After Invoice: \$ 31,742.50

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



Engineering Manager

10/2/24  
Date



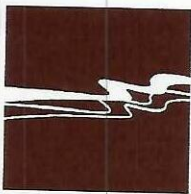
General Manager

10/2/24  
Date

Approved by Board of Directors:

\_\_\_\_\_  
Date





WALLACE GROUP

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

September 23, 2024

Project No: 1764-0003-00

Invoice No: 63256

Invoice Total \$1,287.50

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

Project 1764-0003-00 Phelan Piñon Hills Community Services District, Phelan Civic Center Bid Support

Professional services rendered through August 31, 2024

Table with 4 columns: Phase, Labor, Hours, Rate, Amount. Row 1: 00200 Management, Meetings, and Coordination. Row 2: Principal Engineer 4.50 245.00 1,102.50. Row 3: Totals 4.50 1,102.50. Row 4: Total Labor 1,102.50. Row 5: Total this Phase \$1,102.50

Table with 4 columns: Phase, Labor, Hours, Rate, Amount. Row 1: 00300 Prp Frnt-End Docs, Dvsn 01 Spcs & Bid Sc. Row 2: Director of Landscape Architecture 1.00 185.00 185.00. Row 3: Totals 1.00 185.00. Row 4: Total Labor 185.00. Row 5: Total this Phase \$185.00

Table with 4 columns: Budget, Current, Prior, To-Date. Row 1: Labor 1,287.50 26,871.25 28,158.75. Row 2: Limit 62,000.00. Row 3: Remaining 33,841.25. Row 4: Total this Invoice \$1,287.50

Table with 3 columns: Number, Date, Balance. Row 1: 63021 8/21/2024 3,061.25. Row 2: Total 3,061.25

# Billing Backup

Monday, September 23, 2024

Wallace Group Invoice 63256 Dated 9/23/2024 4:59:51 PM

Project 1764-0003-00 Phelan Piñon Hills Community Services District, Phelan Civic Center Bid Support

Phase 00200 Management, Meetings, and Coordination

**Labor**

			Hours	Rate	Amount
Principal Engineer					
Tanaka, Steven	8/8/2024	Coordination Meeting	.50	245.00	122.50
Tanaka, Steven	8/13/2024	Civic Center Coordination	.25	245.00	61.25
Tanaka, Steven	8/14/2024	Front End Review/Edits	1.75	245.00	428.75
Tanaka, Steven	8/15/2024	Bid Schedule Coordination With FMFW	1.00	245.00	245.00
Tanaka, Steven	8/26/2024	Update Draft Front Ends, Prepare Bid Schedule, FMFW Comparison	1.00	245.00	245.00
<b>Totals</b>			4.50		1,102.50
<b>Total Labor</b>					<b>1,102.50</b>
<b>Total this Phase</b>					<b>\$1,102.50</b>

Phase 00300 Prp Frnt-End Docs, Dvsn 01 Spcs & Bid Sc

**Labor**

			Hours	Rate	Amount
Director of Landscape Architecture					
Wilkins, Matthew	8/6/2024	Management, Coordination with ST	.50	185.00	92.50
Wilkins, Matthew	8/7/2024	Management	.25	185.00	46.25
Wilkins, Matthew	8/8/2024	Management, Coordination with ST	.25	185.00	46.25
<b>Totals</b>			1.00		185.00
<b>Total Labor</b>					<b>185.00</b>
<b>Total this Phase</b>					<b>\$185.00</b>

DESCRIPTION	Civic Center Project	September 30, 2024		
	GL ACCT #	AMT	<b>Total this Project</b>	<b>\$1,287.50</b>
	C0002	\$1,287.50	<b>Total this Report</b>	<b>\$1,287.50</b>

NOTES  
Wallace Group  
Bid Support

Contract Amount: \$62,000 Invoice: 63256

PO # 05612 GEN MANAGER \_\_\_\_\_  
DEPT MANAGER \_\_\_\_\_ ADMIN MANAGER \_\_\_\_\_



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

# PURCHASE ORDER

**PO Number:** PO-05612

**Date:** 08/25/2023

**Request #:** PO-05612

**Vendor #:** WALL GROUP

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

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

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Civic Center - Specs Review	C0002		01-0-0-17000	CIP Enterprise Fun	24,500.00
2		Increase PO - Approved on 6/26/	C0002		01-0-0-17000	CIP Enterprise Fun	37,500.00
Civic Center - RFP process Specifications coordination for Architectural Plans,Civic Plans, Landscape Plans, Front End Review Specification Package Coordination, Preparation and Management  Not to Exceed \$24.500							

**Requested By:** George Cardenas

**Date:** 8/25/2023

<b>SUBTOTAL:</b>	62,000.00
<b>TOTAL TAX:</b>	0.00
<b>SHIPPING:</b>	19 0.00
<b>TOTAL</b>	62,000.00

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

# Payment Approval Form - Contract/Consultant

Date: 10/2/2024

Name of Vendor: Wallace Group

Description of work: Civic Center - Specs Review

Purchase Order # PO-05612

Date of Board Approval August 25, 2023

Original Approved Amount: \$ 62,000.00

Total Contract Amount \$ 62,000.00

% Completed to Date 60%

Total Invoiced to Date \$36,976.25

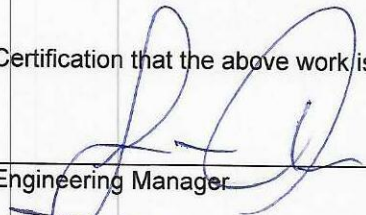
Amount Paid to Date \$28,970.00

Pending Amount to be Paid \$1,287.50

**Total Due this Invoice \$6,718.75**

Total Contract Amount After Invoice: \$ 25,023.75

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

 \_\_\_\_\_ 10/2/24  
Engineering Manager Date

 \_\_\_\_\_ 10/2/24  
General Manager Date

Approved by Board of Directors: \_\_\_\_\_  
Date



WALLACE GROUP

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

September 23, 2024

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

Project No: 1764-0002-00

Invoice No: 63255

**Invoice Total \$6,718.75**

Project 1764-0002-00 Phelan Piñon Hills Community Services District, Community Park Design  
Development & Management

**Professional services rendered through August 31, 2024**

Phase 00100 Project Management & Administration  
Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Project Management & Admin	32,165.00	41.4931	9,277.50	4,068.75
<b>Total Fee</b>	32,165.00		9,277.50	4,068.75
<b>Total Fee</b>				<b>4,068.75</b>
<b>Total this Phase</b>				<b>\$4,068.75</b>

Phase 00200 Fnl Schmtc Plns 35% & Cmpltn of CUP Plns  
Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Final Schmtc Plns 35% Compltn of CUP Pln	83,083.00	16.628	11,165.00	2,650.00
<b>Total Fee</b>	83,083.00		11,165.00	2,650.00
<b>Total Fee</b>				<b>2,650.00</b>
<b>Total this Phase</b>				<b>\$2,650.00</b>

Phase 00300 50% Design Development  
Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
50% Design Development	181,900.50	3.9482	7,181.75	0.00
<b>Total Fee</b>	181,900.50		7,181.75	0.00
<b>Total Fee</b>				<b>0.00</b>
<b>Total this Phase</b>				<b>0.00</b>

Phase 00400 65% Design Development  
Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
65% Design Development	138,362.50	0.3903	540.00	0.00
Total Fee	138,362.50		540.00	0.00
<b>Total Fee</b>				<b>0.00</b>
<b>Total this Phase</b>				<b>0.00</b>
<b>Total this Invoice</b>				<b>\$6,718.75</b>

**Outstanding Invoices**

Number	Date	Balance
63020	8/21/2024	2,098.75
<b>Total</b>		<b>2,098.75</b>

DESCRIPTION Phelan Park Expansion Design Sept. 30, 2024

GL ACCT # C0078 AMT \$6,718.75

NOTES Wallace Group  
65% Park Design and Planning

Contract Amount: \$435,811 Invoice: 63255

PO # 05612 GEN MANAGER  
DEPT MANAGER ADMIN MANAGER

# Billing Backup

Monday, September 23, 2024

Wallace Group Invoice 63255 Dated 9/23/2024 4:59:47 PM

Project	1764-0002-00	Phelan Piñon Hills Community Services District, Community Park Design Development & Management
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Phase	00100	Project Management & Administration
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				<b>Hours</b>
<b>Labor</b>				
	Director of Landscape Architecture			
Wilkins, Matthew	8/2/2024	Proj. Management		.50
Wilkins, Matthew	8/2/2024	Proj. Management		.50
Wilkins, Matthew	8/5/2024	Proj. Management		.50
Wilkins, Matthew	8/5/2024	Project Management, Coordination, Design Review		1.25
Wilkins, Matthew	8/6/2024	Project Management, Coordination, Design Review		1.00
Wilkins, Matthew	8/6/2024	Proj. Management		.75
Wilkins, Matthew	8/7/2024	Proj. Management		1.00
Wilkins, Matthew	8/7/2024	Project Management, Coordination, Design Review		.75
Wilkins, Matthew	8/8/2024	Coordination call, Project Management, Coordination, Design Review		.50
Wilkins, Matthew	8/8/2024	Proj. Management		.75
Wilkins, Matthew	8/9/2024	Proj. Management		1.00
Wilkins, Matthew	8/9/2024	Project Management, Coordination, Design Review		.75
Wilkins, Matthew	8/13/2024	Project Management, Coordination		.50
Wilkins, Matthew	8/14/2024	Project Management, Coordination		.50
Wilkins, Matthew	8/15/2024	Team Meeting		2.00
Wilkins, Matthew	8/15/2024	Proj. Management		.25
Wilkins, Matthew	8/16/2024	Project Management, Coordination		.75
Wilkins, Matthew	8/19/2024	Proj. Management		2.00
Wilkins, Matthew	8/19/2024	Proj. Management		.50
Wilkins, Matthew	8/20/2024	Proj. Management		.50
Wilkins, Matthew	8/20/2024	Proj. Management, Design Coordination		1.00
Wilkins, Matthew	8/21/2024	Proj. Management		.50

Project	1764-0002-00	PPHCSD COMMUNITY PARK DESIGN DEVELOP	Invoice	63255
Wilkins, Matthew		8/22/2024	.50	
Proj. Management				
Wilkins, Matthew		8/22/2024	.50	
Proj. Management				
Wilkins, Matthew		8/26/2024	.25	
Proj. Management				
Wilkins, Matthew		8/27/2024	.25	
Proj. Management				
Wilkins, Matthew		8/29/2024	.50	
Project Management				
Landscape Architect IV				
Baird, Suzanne		8/13/2024	.50	
Design Team Meeting				
Project Assistant III				
Mendoza Pacheco, Gabriela		8/21/2024	.75	
MJW Project Management Assistance.				
Mendoza Pacheco, Gabriela		8/22/2024	1.75	
MJW Project Management Assistance.				
		Totals	22.75	
		<b>Total Labor</b>		

**Total this Phase**

---

Phase	00200	Fnl Schmtc Plns 35% & Cmpltn of CUP Plns		
<b>Labor</b>				<b>Hours</b>
		Director of Landscape Architecture		
Wilkins, Matthew		8/13/2024	1.00	
Design Overview with Team				
Wilkins, Matthew		8/20/2024	.50	
Signage Design Review				
Wilkins, Matthew		8/21/2024	.50	
Signage Design				
Landscape Designer I				
Bruno, Ioanna		8/13/2024	.50	
Schematic/Visionning Meeting				
Connell, Marilynn		8/13/2024	2.00	
Design Boards				
Connell, Marilynn		8/14/2024	.50	
Design Boards				
Connell, Marilynn		8/15/2024	2.00	
Park Design Boards				
Connell, Marilynn		8/16/2024	1.00	
Shade Structure Research				
Connell, Marilynn		8/19/2024	2.00	
Signage Research				
Connell, Marilynn		8/20/2024	2.00	
Signage Research				
Connell, Marilynn		8/21/2024	5.00	
Signage Research and Design				
Connell, Marilynn		8/22/2024	4.00	
Park Signage Exhibit and Research				
		Totals	21.00	
		<b>Total Labor</b>		



**Total this Phase**

**Total this Project**

**Total this Report**



**PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT PURCHASE ORDER**

P.O. Box 294049  
 Phelan, CA 92329-4049  
 (760) 868-1212

**PO Number:** PO-05612

**Date:** 08/25/2023

**Request #:** PO-05612

**Vendor #:** WALL GROUP

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

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

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Civic Center - Specs Review	C0002		01-0-0-17000	CIP Enterprise Fun	24,500.00
2		Increase PO - Approved on 6/26/	C0002		01-0-0-17000	CIP Enterprise Fun	37,500.00
Civic Center - RFP process Specifications coordination for Architectural Plans, Civic Plans, Landscape Plans, Front End Review Specification Package Coordination, Preparation and Management  Not to Exceed \$24.500							

**Requested By:** George Cardenas

**Date:** 8/25/2023

<b>SUBTOTAL:</b>	62,000.00
<b>TOTAL TAX:</b>	0.00
<b>SHIPPING:</b>	26 0.00
<b>TOTAL</b>	62,000.00

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

Payment Approval Form - Contract/Consultant

Date: 10/2/2024

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 101%

Total Invoiced to Date \$32,201.21

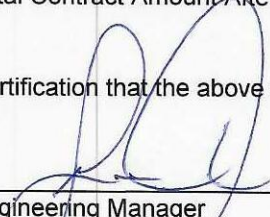
Amount Paid to Date 29,966.75

Pending Invoice \$2,004.46

**Total Due this Invoice \$230.00**


Total Contract Amount After Invoice: \$ (201.21)

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



Engineering Manager

10/2/24  
Date



General Manager

10/2/24  
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.
7/15/24	PPH-127-11

**BILL TO**

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

**PROJECT TITLE**

CEQA for proposed 1.5 MG Tank  
 PO#5528

<b>DUE DATE</b>
8/14/24

DESCRIPTION	HOURS	RATE	AMOUNT
Env. Specialist II 6/28 - CEQA support	2	115.00	230.00

<b>SUMMARY AS OF JUNE 30, 2024 (PPH-127)</b>	DESCRIPTION	Prop. 6A-2 Reservoir 1.5MG	Sept. 30, 2024
Contract Amount \$32,000.00	GL AACT #	C0109	AMT
Previously Invoiced \$27,164.16	NOTES	CEQA	\$230.00
This Invoice \$230.00		Dodson and Associates, Inc.	
Total Invoiced To Date \$27,394.16		-	
Amount Paid \$25,159.70		Contract Amount: \$32,000	
Invoiced Amount Outstanding \$2,234.46	PO #	05528	GEN MANAGER
Balance on Contract \$4,605.84	DEPT MANAGER	<i>[Signature]</i>	ADMIN MANAGER

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

*Kaitlyn DS*

**Total** 28  
\$230.00



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

# PURCHASE ORDER

**PO Number:** PO-05528

**Date:** 07/01/2023

**Request #:** PO-05528

**Vendor #:** TOMDOD

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

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

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Proposed 1.5 MG Reservoir - CEQ CEQA compliance proposed IS/MND  Technical studies: Air Quality Biological Cultural Resources \$17,000  Intial Study (IS) \$15,000  Services not to exceed \$32,000	C0109		01-0-0-17000	CIP Enterprise Fun	32,000.00

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

<b>SUBTOTAL:</b>	32,000.00
<b>TOTAL TAX:</b>	0.00
<b>SHIPPING:</b>	29 0.00
<b>TOTAL</b>	32,000.00

# Payment Approval Form - Contract/Consultant

Date: 10/2/2024

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 100%

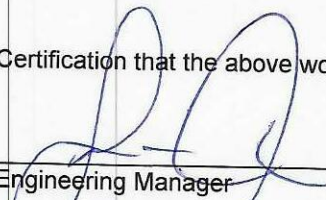
Total Invoiced to Date \$31,971.21

Amount Paid to Date 29,966.75

**Total Due this Invoice \$2,004.46**

Total Contract Amount After Invoice: \$ 28.79

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

  
Engineering Manager

10/2/24  
Date

  
General Manager

10/2/24  
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.
6/20/24	PPH-127-10

**BILL TO**

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

<b>PROJECT TITLE</b>	<b>DUE DATE</b>
CEQA for proposed 1.5 MG Tank PO#5528	7/20/24

DESCRIPTION	HOURS	RATE	AMOUNT
Env. Specialist II			
6/6 - CEQA	1	115.00	115.00
6/10 - CEQA	2	115.00	230.00
6/12 - CEQA	2	115.00	230.00
Admin / WP / Graphics			
6/12 - final pkg w/ NOD	0.5	55.00	27.50
Subconsultants			
2/5/24 - 4/30/24: HDR - BRR Update		1,401.96	1,401.96

SUMMARY AS OF JUNE 15, 2024 (PPH-127)	
Contract Amount	\$32,000.00
Previously Invoiced	\$25,159.70
This Invoice	\$2,004.46
Total Invoiced To Date	\$27,164.16
Amount Paid	\$23,323.62
Invoiced Amount Outstanding	\$2,004.46
Balance on Contract	\$4,835.84

DESCRIPTION	Prop. 6A-2 Reservoir 1.5MG	Sept. 30, 2024
GL ACCT #	C0109	AMT
		\$2,004.46
NOTES	CEQA	
	Dodson and Associates, Inc.	
	-	
	Contract Amount: \$32,000	
PO #	05528	GEN MANAGER
DEPT MANAGER	<i>[Signature]</i>	ADMIN MANAGER

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

<b>Total</b>	31 \$2,004.46
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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. 1200627805  
 Invoice Date 12-JUN-2024  
 Invoice Amount Due \$59,699.01  
 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: 28-JAN-2024 To: 01-JUN-2024

Professional Services Summarization	Hours	Billing Rate	Amount
	52.25	142.80	7,461.30
	15.00	165.59	2,483.85
	60.00	350.49	21,029.40
	154.00	175.26	26,990.04
	<b>281.25</b>		<b>\$57,964.59</b>
	<b>Total Professional Services</b>		<b>\$57,964.59</b>

Expense Summarization	Quantity	Billing Rate	Amount
Lodging Smith, Daniel J		125.1	125.10
Lodging Smith, Daniel J		13.67	13.67
Lodging Smith, Daniel J		134.00	134.00
Lodging Smith, Daniel J		7.56	7.56
Mileage Personal Lockyer, Adam T	232	0.67	155.44
Mileage Personal Smith, Daniel J	906	0.67	607.02
Mileage Personal Weis, Eric Miguel	889	0.67	595.63
Per Diem - Negotiated Smith, Daniel J	96	1.00	96.00
	<b>Total Expenses</b>		<b>\$1,734.42</b>

<b>Amount Due This Invoice (USD)</b>	<b>\$59,699.01</b>
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**PPHCSD 1.5 MG Tank (PPH-127)**

Date	Project	Hours	Rate	Total
2/5/2024	BRR Update	1	\$ 350.49	\$ 350.49
2/6/2024	BRR Update	2	\$ 350.49	\$ 700.98
4/30/2024	BRR Update	1	\$ 350.49	\$ 350.49
Subtotal	\$	1,401.96	4	
	ODCs - Mileage	0	0.67	\$ 0.00
	<b>Total</b>			<b>\$ 1,401.96</b>

**Elm Storage (RN-177)**

Date	Project	Hours	Rate	Total
4/5/2024	Bio - BUOW	8	\$ 175.26	\$ 1,402.08
4/24/2024	Bio - BUOW	8	\$ 175.26	\$ 1,402.08
4/25/2024	Bio - BUOW	4	\$ 175.26	\$ 701.04
5/1/2024	Bio - BUOW	4	\$ 175.26	\$ 701.04
4/5/2024	Bio - BUOW	6	\$ 142.80	\$ 856.80
Subtotal	\$	5,063.04	30	
	ODCs - Mileage	223	0.67	\$ 149.41
	<b>Total</b>			<b>\$ 5,212.45</b>

**SBIAA-City Creek Bypass (SA-287)**

Date	Project	Hours	Rate	Total
4/8/2024	CCBypass Survey	6.75	\$ 142.80	\$ 963.90
Subtotal	\$	963.90	6.75	
	ODCs - Mileage	80	0.67	\$ 53.60
	<b>Total</b>			<b>\$ 1,017.50</b>

**SBIAA-Airport Emergency (SA-287)**

Date	Project	Hours	Rate	Total
2/1/2024	Emergency Permitting	1	\$ 350.49	\$ 350.49
2/12/2024	Emergency Permitting	1	\$ 350.49	\$ 350.49
2/15/2024	Emergency Permitting	4.5	\$ 175.26	\$ 788.67
2/16/2024	Emergency Permitting	7.5	\$ 175.26	\$ 1,314.45
Subtotal	\$	2,804.10	14	
	ODCs - Mileage	0	0.67	\$ 0.00
	<b>Total</b>			<b>\$ 2,804.10</b>

**SBIAA-South Channel (SA-287)**

Date	Project	Hours	Rate	Total
2/19/2024	South Channel Permitting	4	\$ 175.26	\$ 701.04
Subtotal	\$	701.04	4	
	ODCs - Mileage	518	0.67	\$ 347.06
	ODCs - Per Diem	1	96	\$ 96.00
	ODCs - Hotel	1	147.67	\$ 147.67
	<b>Total</b>			<b>\$ 1,291.77</b>



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

# PURCHASE ORDER

**PO Number:** PO-05528

**Date:** 07/01/2023

**Request #:** PO-05528

**Vendor #:** TOMDOD

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

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

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Proposed 1.5 MG Reservoir - CEQ CEQA compliance proposed IS/MND  Technical studies: Air Quality Biological Cultural Resources \$17,000  Intial Study (IS) \$15,000  Services not to exceed \$32,000	C0109		01-0-0-17000	CIP Enterprise Fun	32,000.00

**Requested By:** George Cardenas

**Date:** 7/1/2023

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

<b>SUBTOTAL:</b>	32,000.00
<b>TOTAL TAX:</b>	0.00
<b>SHIPPING:</b>	34 0.00
<b>TOTAL</b>	32,000.00

# Payment Approval Form - Contract/Consultant

Date: 10/2/2024

Name of Vendor: Novotx, LLC.

Description of work: ElementsXS - Mobile Asset Management

Purchase Order # PO-05800

Date of Board Approval January 10, 2024

Original Approved Amount: \$ 78,500.00

Total Contract Amount \$ 78,500.00

% Completed to Date 89%

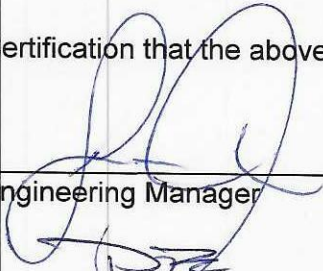
Total Invoiced to Date \$70,250.00


Amount Paid to Date 47,500.00

**Total Due this Invoice** **\$22,750.00**

Total Contract Amount After Invoice: \$ 8,250.00

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

  
Engineering Manager 10/2/24  
Date

  
General Manager 10/2/24  
Date

Approved by Board of Directors: \_\_\_\_\_  
Date



**Novotx, LLC**  
 4905 South 1500 West  
 Suite 210  
 Riverdale Utah 84405  
 U.S.A

DESCRIPTION GIS Asset Management Mobile Sept. 30, 2024  
 GL ACCT # C0112 AMT \$15,640.00  
 NOTES TRLS Engineering  
FEMA Grading Plans (Civil) Revisions  
-  
Contract Amount: \$78,200  
 PO # 05800 GEN MANAGER \_\_\_\_\_  
 DEPT MANAGER \_\_\_\_\_ ADMIN MANAGER \_\_\_\_\_

# INVOICE

Invoice# INV-00427

Balance Due  
**\$22,750.00**

Bill To  
**Phelan Pinon Hills Community Services District**  
 , CA,

Invoice Date : 25 Sep 2024  
 Terms : Net 30  
 Due Date : 25 Oct 2024

#	Item & Description	Qty	Rate	Amount
1	Asset Management Onboarding Services Fixed price for Elements XS onboarding services as outlined below.  Divisions included: Water Distribution	0.50	17,500.00	8,750.00
2	Professional Services - Data Migration Migration Services to convert Sedaru data provided to Elements XS.	0.00	8,500.00	0.00
3	Professional Services - 811 Configuration Elements XS 811 integration with positive response where required by law.	0.50	5,500.00	2,750.00
4	Professional Services - Utility Billing Integration Elements XS 2-way interface with Tyler Incode.  This represents our best estimate based on conversations with District staff. The Novotx team will work as a partner with the District to ensure the best possible workflows are implemented based on current functionality and known limitations of Tyler Incode.  A final scope specific to this line item will be developed in conjunction with Customer and Novotx team for sign off prior to workflow development.	0.50	22,500.00	11,250.00
5	Professional Services - Workflow Development Custom Elements Workflow developed to facilitate an import/export data sharing process with Wachs Valve Exerciser.  A final scope specific to this line item will be developed in conjunction with Customer and Novotx team for sign off prior to workflow development.	0.00	8,000.00	0.00
			Sub Total	22,750.00
			<b>Total</b>	<b>\$22,750.00</b>
			<b>Balance Due</b>	<b>\$22,750.00</b>



**PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT PURCHASE ORDER**

P.O. Box 294049  
 Phelan, CA 92329-4049  
 (760) 868-1212

**PO Number:** PO-05800

**Date:** 01/25/2024

**Request #:** PO-05800

**Vendor #:** NOV

**ISSUED TO:** Novotx, LLC  
 4905 South 1500 West Suite 210  
 Riverdale, UT 84405-

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

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		ElementsXS - Mobile Asset Mana	C0112		01-0-0-17000	CIP Enterprise Fun	62,000.00
2		ElementsXS - Mobile Asset Mana			01-0-0-14100	Prepaid Expense	16,500.00
Novotx ElementsXS Board approval: January 10, 2024  Integration, setup, configuration - \$62,000  1st year annual discounted cost - \$16,500 FY 2024-2025  Total: \$78,500							

**Requested By:** George Cardenas **Date:** 1/25/2024

<b>SUBTOTAL:</b>	78,500.00
<b>TOTAL TAX:</b>	0.00
<b>SHIPPING:</b>	37 0.00
<b>TOTAL</b>	78,500.00

# Payment Approval Form - Contract/Consultant

Date: 10/2/2024

Name of Vendor: TRLS Engineering Inc.

Description of work: Civic Center Civil Plans

Purchase Order # PO-05908

Date of Board Approval May 22, 2024

Original Approved Amount: \$ 78,200.00

Total Contract Amount \$ 78,200.00

% Completed to Date 70%

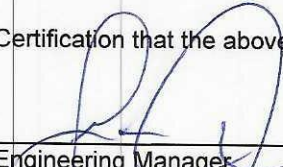
Total Invoiced to Date \$54,740.00

Amount Paid to Date 39,100.00

**Total Due this Invoice \$15,640.00**

Total Contract Amount After Invoice: \$ 23,460.00

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

  
Engineering Manager

10/2/24  
Date

  
General Manager

10/2/24  
Date

Approved by Board of Directors: \_\_\_\_\_  
Date

**TRLS Engineering Inc**  
 10770 I Ave Ste 108  
 Hesperia, CA 92345 US  
 +1 7609484900  
 lZamora@trlsinc.com

# Invoice

**BILL TO**  
 Phelan Pinon Hills Community Service  
 District  
 Pinon Hills Community Services  
 4176 Warbler Road  
 Phelan,  
 760-868-1212  
 Phelan, CA 92371

**SHIP TO**  
 Phelan Pinon Hills Community Service  
 District  
 Pinon Hills Community Services  
 4176 Warbler Road  
 Phelan,  
 760-868-1212  
 Phelan, CA 92371

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
4864	09/27/2024	\$15,640.00	10/27/2024	Net 30	

DESCRIPTION	QTY	RATE	AMOUNT
Professional Services Agreement PPHCSD Commercial Development for Civic Building to meet new FEMA Guidelines for FEMA Funding Grant		0.00	
-Total Contract Amount= \$78,200.00			
-Previous Amount Paid= \$39,100.00			
-Remaining Amount= \$39,100.00			
-Billing 40% of remaining amount-			
-			
1. FEMA coordination meetings and certificates	1	700.00	700.00
-			
2. Additional Earthwork Calculations	1	1,500.00	1,500.00
-			
3. Additional Grading on Park Site	1	3,280.00	3,280.00
-			
4. Revised Grading & Utility Plans for Community Center	1	10,160.00	10,160.00

- Billing 40% of Remaining Contract Amount-  
**BALANCE DUE \$15,640.00**  
 Original Contract Amount= \$78,200.00  
 Previous Amount Billed= \$39,100.00 (Ref. Inv #4803)  
 Remaining Contract Amount= \$23,460.00

DESCRIPTION Civic Center Project Sept. 30, 2024  
 GL ACCT # C0002 AMT \$15,640.00  
 NOTES TRLS Engineering  
FEMA Grading Plans (Civil) Revisions  
 -  
Contract Amount: \$78,200  
 PO # 05908 GEN MANAGER \_\_\_\_\_  
 DEPT MANAGER [Signature] ADMIN MANAGER \_\_\_\_\_



# PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT PURCHASE ORDER

P.O. Box 294049  
Phelan, CA 92329-4049  
(760) 868-1212

**PO Number:** PO-05908

**Date:** 05/09/2024

**Request #:** PO-05908

**Vendor #:** TRLS

**ISSUED TO:** TRLS Engineering, Inc  
10770 I Ave Ste #108  
Hesperia, CA 92345

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

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Civic Center Civil Plans - FEMA R	C0002		01-0-0-17000	CIP Enterprise Fun	78,200.00
		Civic Center Site Plan Revisions					
		1.FEMA coordination meetings and certificates - \$3,500					
		2.Earthwork calculations - \$7,500					
		3.Grading Plan on Park Site - \$16,400					
		4.Civic Center Grading and Utility Plans - \$50,800					
		Revision to the Erosion Control Paln (SWPPP)					
		Total: \$78,200					

**Requested By:** George Cardenas **Date:** 5/9/2024

<b>SUBTOTAL:</b>	78,200.00
<b>TOTAL TAX:</b>	0.00
<b>SHIPPING:</b>	40 0.00
<b>TOTAL</b>	78,200.00



# Payment Approval Form - Contract/Consultant

Date: 10/2/2024

Name of Vendor: Lilburn Corporation

Description of work: Phelan Civic Center NEPA for EOC

Purchase Order # PO-05829

Date of Board Approval February 28, 2024

Original Approved Amount: \$ 48,500.00

Total Contract Amount \$ 48,500.00

% Completed to Date 57%

Total Invoiced to Date \$27,496.25

**Total Due this Invoice \$4,116.25**

Total Contract Amount After Invoice: \$ 21,003.75

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



Engineering Manager

10/2/24  
Date

General Manager

10/2/24  
Date

Approved by Board of Directors:

\_\_\_\_\_  
Date

# LILBURN CORPORATION

# INVOICE

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

## PAST DUE

No. 24-0738

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

Invoice Date: July 18, 2024  
 Project No.: 1556  
 Auth. No.: PO-05829  
**Due: August 17, 2024\***

### PHELAN CIVIC CENTER NEPA FOR EOC

Invoice Period: June 17 - July 14, 2024

<i>Professional Services:</i>	Hours	Rate	Total
<b>Task 1: Proposed Action Alternative</b>			
<b>Task 1 Total</b>			\$ -
<b>Task 2: NEPA Document</b>			
Principal	6.75	\$245.00	\$ 1,653.75
Document Manager	0.25	\$135.00	\$ 33.75
Environmental Analyst	20.00	\$110.00	\$ 2,200.00
CAD Operator II	1.25	\$85.00	\$ 106.25
<b>Task 2 Total</b>			<b>\$ 3,993.75</b>
<b>Task 3: Project Management &amp; Meetings</b>			
Principal	0.50	\$245.00	\$ 122.50
<b>Task 3 Total</b>			<b>\$ 122.50</b>

DESCRIPTION	Civic Center Project	October 2, 2024
	GL ACCT #	AMT
	C0002	\$4,116.25

<b>CONTRACT SUMMARY</b>		NOTES
Contract Amount	\$48,500.00	
Prior Billed	\$20,505.00	
This Invoice	\$4,116.25	
Total Billed	\$24,621.25	
Remaining	\$23,878.75	

NEPA Document - Environmental Assessment (EA)  
 FEMA Grant Conditions  
 Contract Amount: \$48,500

PO# 05829  
 DEPT MANAGER GEN MANAGER \_\_\_\_\_  
 ADMIN MANAGER \_\_\_\_\_

**TOTAL AMOUNT DUE \$ 4,116.25**

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



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

# PURCHASE ORDER

**PO Number:** PO-05829

**Date:** 03/05/2024

**Request #:** PO-05829

**Vendor #:** LILBURN

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

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

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Civic Center FEMA EOC - NEPA St Lilburn Corp. Prepare NEPA Document for Emergency Operations Center CEQA document has been approved by San Bernardino County 1st version of draft EA - 2 months Completion in 3 months from the date of authorization to proceed. Amount not to exceed: \$48,500	C0002		01-0-0-17000	CIP Enterprise Fun	48,500.00

**Requested By:** George Cardenas

**Date:** 3/5/2024

<b>SUBTOTAL:</b>	48,500.00
<b>TOTAL TAX:</b>	0.00
<b>SHIPPING:</b>	43 0.00
<b>TOTAL</b>	48,500.00

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

# Agenda Item 4

Matters Removed from  
Consent Items

# Agenda Item 5

Presentations/Appointments

# Agenda Item 6a

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

## MEMORANDUM

**DATE:** October 9, 2024

**TO:** Board of Directors

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

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

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### RECOMMENDATION

None

### 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.

The annual review took place on March 13, 2024, and Resolution No. 2024-06 was adopted by the Board. The resolution is scheduled for annual review in March of 2025. Vice President Snyder requested for this item to be placed on the agenda at this time.

### 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. 2024-01 on January 24, 2024, 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. 2024-01 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. 2024-01 (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. 2024-01, 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: Hays, Kujawa, Philips, Roberts, Snyder

NOES:

ABSTAIN:

ABSENT:

  
\_\_\_\_\_  
President, Board of Directors

ATTEST:

  
\_\_\_\_\_  
Secretary, Board of Directors

# Agenda Item 6b

Review of Resolution No. 2022-05; Establishing  
a Purchasing Policy



## MEMORANDUM

**DATE:** February 2, 2022

**TO:** Board of Directors

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

**SUBJECT:** Review of Resolution No. 2022-05; Establishing a Purchasing Policy

---

### RECOMMENDATION

Staff recommends for the Board to adopt Resolution No. 2022-05; Establishing a Purchasing Policy.

### BACKGROUND

This Resolution is periodically reviewed by the Board to make changes as necessary. It was last reviewed and modified on February 2, 2022, with the following material amendments:

- “Change Order” added to Definitions and Applicability sections
- Purchase Order threshold increased from \$250 to \$500

Should there be any desired or necessary modifications, this policy will be amended and brought back for Board approval.

### FISCAL IMPACT

None

### ATTACHMENT(S)

Resolution No. 2022-05

**RESOLUTION NO. 2022-05**  
**A RESOLUTION OF THE BOARD OF DIRECTORS**  
**OF THE PHELAN PINON HILLS COMMUNITY SERVICES DISTRICT**  
**ESTABLISHING A PURCHASING POLICY**

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

**WHEREAS**, the District desires to assure the fiscal resources of the District are utilized in the most effective and efficient manner and all purchases shall adhere to established procedures and shall conform to the State of California laws and regulations pertaining to local agency purchasing policies, practices, procedures, and practices; and

**WHEREAS**, the District is governed by a five-member Board of Directors ("Board") expressly authorized by Government Code Section 61040(a) to establish policies for the operation the District's functions and services; and

**WHEREAS**, a Purchasing Policy has been presented to the Board of Directors of the Phelan Piñon Hills Community Services District in the form attached to this Resolution and marked "Policy No. 4200."

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

Section 1.

Policy No. 4200, "Purchasing Policy," attached hereto and incorporated herein by this reference, is hereby adopted.

Section 2.

Policy No. 4200 "Purchasing Policy" adopted by this Resolution supersedes Resolution No. 2020-07 adopted by the District's Board of Directors on June 17, 2020, and shall take effect immediately upon its adoption.

**APPROVED, SIGNED, AND ADOPTED** by the Board of Directors of the Phelan Piñon Hills Community Services District at a regular meeting held on the 2nd day of February 2022, by the following vote:

AYES: Hoffman, Johnson, Kujawa, Philips, Roberts

NOES:

ABSTENTIONS:

ABSENT:



President, Board of Directors

Phelan Piñon Hills Community Services District

ATTEST



Secretary,

Phelan Piñon Hills Community Services

District and of the Board of Directors

**POLICY NO. 4200 "PURCHASING POLICY"**

**SECTION 4201      TABLE OF CONTENTS**

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**SECTION 4202      PURPOSE**

The purposes of this policy are to standardize the purchasing procedures of the Phelan Pinon Hills Community Services District, thereby securing for the District the advantages of a centralized and uniform purchasing policy saving the taxpayers money and increasing public confidence in the procedures for District purchasing; to promote the fair and equitable treatment of all consumers and suppliers of goods and services; and to set forth the duties and responsibilities of the General Manager and District staff.

**SECTION 4203      DEFINITIONS**

4203.01      **Approved Vendors** – means those vendors approved by the General Manager for bidding purposes after satisfactory compliance with the Pre-Qualification Program contained in section 4211 below. The detailed list of Approved Vendors shall be on file at the District office at all times.

4203.02      **Bid Most Advantageous to the District** – means the Lowest Responsible bidder on a District project that is subject to Competitive Bidding from among those bids that are deemed to be Responsive to the Specifications.

4203.03      **Board** – means the Board of Directors of the District.

4203.04      **Capital Expenditure** – means all major expenditures of a non-recurring nature such as new buildings, major remodeling projects and major equipment

Purchases. Excluded from this definition shall be all in-house projects unless the cost of the materials alone exceeds \$5,000.

4203.05 **Change Order** – means an amendment to a previously-approved Purchase that increases District cost.

4203.06 **Competitive Bidding** – means the process of obtaining the Bid Most Advantageous to the District for any Purchase conducted through a Formal Bid or Informal Bid.

4203.07 **District** – means the Phelan Pinon Hills Community Services District.

4203.08 **Formal Bid** – means a written quotation obtained in a sealed envelope from an Approved Vendor, or through District direct solicitation, public announcement, or published advertisement and opened at a specific day, place, and time. Bidders can be from the Approved Vendor's list or from bidders responding to advertisements or openly solicited requests for bids. Notice inviting bids for any contract requiring Competitive Bidding shall be published at least one time in a local newspaper of general circulation within the District. It is required to have the bid opened publicly at a specified day, place and time.

4203.09 **Informal Bid** – means a written or oral quotation obtained from an Approved Vendor, but not required to be opened publicly at a specified day, place, and time.

4203.10 **Lowest** – means the smallest bid in monetary terms received by the District for the cost of a project subject to Competitive Bidding.

4203.11 **Plans** – means drawings or diagrams made to scale showing the structure or arrangement of a construction project, or a method or program showing a level of service or benefit defined within a contract. Plans will become part of the awarded contract. All bidders will be afforded an opportunity to examine the Plans.

4203.12 **Purchase** – means buying, renting, leasing or otherwise acquiring Supplies or Services for a price.

4203.13 **Responsible** – means the lowest bidder who possesses the trustworthiness, quality, fitness, ability, capacity, and experience to satisfactorily perform a District project subject to Competitive Bidding. When the Lowest bidder is found not to be Responsible, the District must notify the bidder of this finding and the evidence upon which the finding was based, and the District must afford the bidder an opportunity to rebut such adverse evidence, and permit the bidder to present evidence that the bidder is Responsible.

4203.14 **Responsive** – means a bid received by the District for a project subject to Competitive Bidding that substantially conforms to the bid Specifications and all applicable statutory requirements. A bidder is not entitled to a hearing on the question of Responsiveness, but is entitled to notice and the right to submit materials to the Board or the District's General Manager before a decision is made.

4203.15 **Services** – means all labor furnished to the District by persons, firms, individuals or corporations not part of or connected with the District.

4203.16 **Sole Source Contractor** – means a contractor or consultant that has been evaluated to provide unique or specialized Services or Supplies that cannot be obtained from other contractors or consultants. Such designation must be approved by the Board.

4203.17 **Specifications** – means standards, including quality, set by the General Manager, supervisory staff or consultants as a guide and as a measure of that which successful vendors must achieve. Specifications shall be either technical specifications for bids, which shall state formulations as broadly as practicable, yet shall be specific enough to describe the requirements of the District, or non-technical specification for bids, which shall state the quality required in general terms. Specifications may be set forth in the District's Requests for Proposals package. Specifications will become part of the awarded contract. All bidders will be afforded an opportunity to examine the specifications.

4203.18 **Splitting Purchases** – means the intentional separation of a District project into smaller portions in order to avoid any of the Purchasing limits established by this policy.

4203.19 **Supplies** – means all materials and equipment.

#### **SECTION 4204 APPLICABILITY**

This policy shall apply to all Purchases made by the District, except as otherwise specified herein. In implementing this policy, District employees are prohibited from Splitting Purchases, either through the use of Change Orders or otherwise.

#### **SECTION 4205 PURCHASE OF CONSTRUCTION SUPPLIES**

The District must comply with the following Competitive Bidding requirements with respect to the Purchase of Supplies for the construction or completion of any building, structure, or improvement when the cost exceeds \$25,000:

4205.01 **Formal Bids** – Contracts for Supplies for the construction or completion of any building, structure, or improvement, when the cost exceeds \$25,000, shall be contracted for and let to the Bid Most Advantageous to the District after notice. If

two or more bids are the same and the Lowest, the Board may accept the one it chooses.

4205.02     **Notice** – The District shall publish a notice inviting bids for any contract for which Competitive Bidding is required at least one time in a newspaper of general circulation in the District at least one week before the time specified for receiving bids. The notice inviting bids shall set a date for opening the bids and distinctly state the Supplies to be Purchased.

4205.03     **Alternate Publication** – If the District's General Manager recommends, and the Board determines, that the publication of advertisements of the notice in trade journals and papers in lieu of publication in a newspaper of general circulation will increase the number of business enterprises receiving the notice, the Board may by resolution declare that those notices shall be published in trade journals and papers at least ten days prior to the time specified for receiving bids.

4205.04     **Rejection of Bids** – At its discretion, the Board may reject any bids presented and readvertise. The Board may also waive a minor bid irregularity that does not give an unfair advantage to another bidder. However, the Board is under no obligation to waive bid irregularities.

4205.05     **Emergencies** – In the case of an emergency, the District may proceed in accordance with section 4212 below.

## **SECTION 4206     CONSTRUCTION CONTRACTS**

The District must comply with the following Competitive Bidding requirements with respect to the construction or completion of any building, structure, or improvement when the cost exceeds \$25,000:

4206.01     **Formal Bids** – All contracts for the construction or completion of any building, structure, or improvement, when the cost exceeds \$25,000, shall be contracted for and let to the Bid Most Advantageous to the District after notice. If two or more bids are the same and the Lowest, the Board may accept the one it chooses.

4206.02     **Notice** – The District shall publish a notice inviting bids for any contract for which Competitive Bidding is required at least one time in a newspaper of general circulation in the District at least ten days before the time specified for receiving bids. The notice inviting bids shall set a date for opening the bids and distinctly state the work to be done.

4206.03     **Alternate Publication** – If the District's General Manager recommends, and the Board determines, that the publication of advertisements of the notice in

trade journals and papers in lieu of publication in a newspaper of general circulation will increase the number of business enterprises receiving the notice, the Board may by resolution declare that those notices shall be published in trade journals and papers at least ten days prior to the time specified for receiving bids.

4206.04     **Plans and Specifications** – If Plans and Specifications are prepared describing the work, all bidders shall be afforded an opportunity to examine the Plans and Specifications, and the Plans and Specifications shall be attached to and become a part of the contract, if one is awarded.

4206.05     **Bid Security** – All bids for construction work shall be presented under sealed cover and shall be accompanied by bidder's security in the form of either cash, a cashier's check made payable to the District, a certified check made payable to the District, or a bidder's bond executed by an admitted surety insurer made payable to the District. Upon an award to the bidder, the security of an unsuccessful bidder shall be returned in a reasonable period of time, but in no event shall that security be held by the District beyond 60 days from the time the award is made.

4206.06     **Rejection of Bids** – At its discretion, the Board may reject any bids presented and readvertise. The Board may also waive a minor bid irregularity that does not give an unfair advantage to another bidder. However, the Board is under no obligation to waive bid irregularities.

4206.07     **Emergencies** – In the case of an emergency, the District may proceed in accordance with section 4212 below.

4206.08     **Bonds** – The Board may, subject to Civil Code Section 9550 et seq., require the posting of those bonds it deems desirable as a condition to the filing of a bid or the letting of a contract.

4206.09     **Record** – The District shall keep cost records of the work in the manner provided in Government Code Section 4000 et seq.

## **SECTION 4207     PURCHASE OF VEHICLES & EQUIPMENT**

4207.01     **Approval** – Purchases of vehicles or equipment not subject to Section 4205, or other Sections within this Policy, that have been approved by the Board as part of the District's current budget, shall not require separate Board approval prior to purchase within the current budget year in order to allow for staff to negotiate and purchase available inventory.

4207.02     **Informal Bids** – Informal bid request with District specifications will be sent to as many vehicle or equipment dealers as is practical.



4207.03 **Record** – A record of informal bids shall be maintained as part of the supporting documentation for the Purchase.

#### **SECTION 4208 PURCHASING LIMITS FOR OTHER CONTRACTS**

The District must comply with the following requirements with respect to Purchases that are not subject to the provisions of Sections 4205, 4206, & 4207 above:

4208.01 **Formal Bids** – Purchases shall be made by Formal Bid whenever such method is feasible and practical under existing conditions and circumstances.

4208.02 **Record of Bids** – The District’s General Manager shall keep a record of all bids submitted, and such record shall be open to proper inspection by any interested party within a reasonable amount of time.

#### 4208.03 **Approval**

4208.03.1 No Purchase of Supplies or Services exceeding \$500 shall be made by any District staff without the approval of the General Manager. Notwithstanding the above, District staff may Purchase Supplies or Services in excess of the limit if the Supplies or Service has been approved on an open purchase order (“P.O.”) and the staff person is identified as an authorized purchaser on the P.O. All purchases shall be processed through the requisition/PO process and approved accordingly.

4208.03.2 No single Purchase of Supplies or Services exceeding \$25,000 shall be made by the District’s General Manager without the approval of the Board.

4208.03.3 Board approval will be sought for all Change Orders related to any Purchase that exceeds a total cost of \$25,000.

#### **SECTION 4209 EXEMPTIONS TO COMPETITIVE BIDDING**

Notwithstanding the basic policy that the procurement of Services and Supplies shall be on a Competitive Bidding basis to the maximum practical extent, Purchases may be negotiated when one of the following circumstances is present:

4209.01 When the total dollar value of the Purchase does not exceed \$15,000.

4209.02 When an emergency exists, the District may proceed in accordance with Section 4212 below.

4209.03 When a Sole Source Contractor has been designated.

4209.04 When Competitive Bidding would fail to produce an advantage and/or when the advertisement for Competitive Bidding would be undesirable, impractical, or impossible.

4209.05 When the Purchase is for professional Services.

4209.06 When the Purchase is for vehicles or equipment pursuant to Section 4207 of this Policy.

#### **SECTION 4210 PURCHASE OF OTHER SERVICES & SUPPLIES**

The Purchase of Services and Supplies shall be on the basis of Competitive Bidding to the maximum practical extent. However, whenever Supplies or Services are procured by Competitive Bidding, negotiation, price quotations or other evidence of reasonable prices and other vital matters deemed necessary by the District's General Manager shall be solicited by the maximum number of qualified sources of Supplies or Services consistent with the nature of and requirements for the Supplies or Services to be Purchased, in accordance with the basic policies set forth below:

4210.01 **Purchases - Not to Exceed \$5,000** – When the General Manager considers prices to be fair and reasonable and when the total amount of the Purchase does not exceed \$5,000, procedures and documentation will be simplified to the maximum degree possible. The General Manager shall establish such rules of procedures for such Purchases as he/she feels necessary to insure against abuse of the public interest. Procedures shall include verbal authorization, fax authorization, or other form of written authorization as required.

4210.02 **Purchases - \$5,000 to \$15,000** – Purchases exceeding \$5,000 but not exceeding \$15,000 in total cost will be supported by a record of price quotations from three (3) different sources or an adequate explanation justifying the absence of such alternate quotes. Such quotations may be obtained in writing, verbally or by such other means as may be prescribed by the General Manager as appropriate to the circumstances. General Manager approval shall be written and become part of the supporting documentation for the Purchase.

4210.03 **Purchases - \$15,000 to \$25,000** – Purchases exceeding \$15,000 but not exceeding \$25,000 in total cost will be supported by a record of price quotations and Informal Bids or Formal Bids at the discretion of the General Manager. Criteria to be used for Formal Bid shall be whether or not the Purchase is a Capital Expenditure, a contract for professional services or lease, or an annual purchase order for Supplies, and/or maintenance and repair services. The General Manager's approval shall be written and become part of the supporting documentation for the Purchase.

4210.04 **Purchases Exceeding \$25,000** – Purchases exceeding \$25,000 in value must be approved by the Board prior to award. Request for such approval will be accompanied by a full statement of facts justifying the recommendation for award. Purchases with potential values that may exceed \$25,000 will be advertised at least once in a newspaper of general circulation within the District and at least one week before the time specified to receive bids. The District may advertise at least once in any appropriate industry publications or periodicals. Specifications, Plans, and bid procedures shall be provided to vendors responding to the advertisement. Bid responses to these advertised bids must be made in a written format. The Specifications and Plans shall become part of the awarded contract.

4210.05 **Rejection of Bids** – The Board shall have the authority to reject any and all bids received in response to invitations for bids. The Board may also waive a minor bid irregularity that does not give an unfair advantage to another bidder. However, the Board is under no obligation to waive bid irregularities.

4210.06 **Requisitions** – Purchases involving the immediate encumbrance of District funds shall be made only on a written requisition submitted by supervisory staff in such form as required by and approved by the General Manager in accordance with the procedures in this policy. Approval of the requisition shall result in the issuance of a P.O. or District check made payable to the vendor for the materials and supplies or services requested. For purchases where a P.O. is not necessary or accepted by the vendor, but a check is required, a request for a check shall be completed by District staff and approved by the General Manager. The General Manager shall examine each requisition and check request and shall have the authority to revise it as to quantity, quality, or estimated cost upon discussion with the requesting District staff.

4210.07 **Open Purchase Orders - Limit under \$25,000** – The General Manager shall have the authority to issue an open P.O. for Services and Supplies to any Approved Vendor in an amount not to exceed \$25,000. All open P.O.'s shall expire at 5:00 p.m. on June 30 of each fiscal year. District staff authorized to purchase on the open P.O. shall be identified on the P.O. and provide District identification to the Approved Vendor for every Purchase.

4210.08 **Open Purchase Orders - Limit exceeding \$25,000** – Open P.O.'s exceeding \$25,000 shall be approved by the Board. Approval by the Board can be made during annual budget adoption process when individual open P.O.'s are identified within the budget and made part of the budget adoption resolution. Additional open P.O.'s exceeding \$25,000 opened during the fiscal year must have Board approval before issuance. All open P.O.'s shall expire at 5:00 p.m. on June 30 of each fiscal year. District staff authorized to purchase on the open P.O. shall be

identified on the P.O. and provide District identification to the vendor for every Purchase.

**SECTION 4211 PRE-QUALIFICATION PROGRAM FOR PUBLIC WORKS PROJECTS**

4211.01 **Adoption** – All Approved Vendors must be pre-qualified prior to submitting bids for the District's public works projects. It is mandatory that all Approved Vendors who intend to submit bids fully complete the pre-qualification questionnaire, provide all materials requested herein, and be approved by the District to be on the Approved Vendors list.

4211.02 **Applications** – Pre-qualification applications may be submitted anytime. Contractors who submit a complete pre-qualification package will be notified by first class mail if not approved, such notice to be mailed no later than fifteen business days after submission of the information.

4211.03 **Questionnaire** – Answers to questions contained in the District's pre-qualification questionnaire, information about current bonding capacity on an aggregate and per project limit, notarized statement from surety, and the most recent reviewed or audited financial statements, with accompanying notes and supplemental information, are required. The District will use these documents as the basis of rating Approved Vendors in respect to the size and scope of contracts upon which each Approved Vendor is qualified to bid. The District reserves the right to check other sources available. Each questionnaire must be signed under penalty of perjury in the manner designated at the end of the form, by an individual who has the legal authority to bind the Contractor on whose behalf that person is signing. If any information provided by a Contractor becomes inaccurate, the Contractor must immediately notify the District and provide updated accurate information in writing, under penalty of perjury.

4211.04 **Approval** – Pre-qualification approval will remain valid through June 30<sup>th</sup> of each year, except that the District reserves the right during that calendar year to adjust, increase, limit, suspend, or rescind the pre-qualification ratings based on subsequently learned information and after giving notice of the proposed action to the Contractor and an opportunity for a hearing consistent with the hearing procedures described below for appealing a pre-qualification determination.

4211.05 **Selection** – While it is the intent of the pre-qualification questionnaire and documents required therewith to assist the District in determining bidder responsibility prior to the submission of bids and to aid the District in selecting the Bid Most Advantageous To the District, neither the fact of pre-qualification, nor any pre-qualification rating, will preclude the District from a post-bid consideration and

determination on a specific project of whether a bidder has the quality, fitness, capacity, and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness. Contractors are encouraged to submit pre-qualification packages as soon as possible, so that they may be notified of pre-qualification status well in advance of upcoming projects. The District reserves the right to waive minor irregularities and omissions in the information contained in the pre-qualification application submitted, to make all final determinations, and to determine at any time that the pre-qualification procedures will not be applied to a future public works project. A contractor may be found not pre-qualified for bidding on a specific public works contract to be let by the District, or on all contracts to be let by the District, until the contractor meets the District's requirements. In addition, a contractor may be found not pre-qualified for either omission of requested information or falsification of information.

4211.06        **Appeal** – A contractor who has submitted a completed application form, and who receives a rating of "not qualified" from the District, may appeal that determination. There is no appeal from a finding that a contractor is not pre-qualified because of a failure to submit required information, but reapplication during one of the designated time periods is permitted. A contractor may appeal the District's decision with respect to its request for pre-qualification, and request a hearing by giving notice to the District no later than ten (10) business days after receipt of notice of its qualification status. Unless a Contractor files a timely appeal, the Contractor waives any and all rights to challenge the qualification decision of the District, whether by administrative process, judicial process, or any other legal process or proceeding.

4211.07        **Hearing** – If the Contractor gives the required notice of appeal and requests a hearing, the hearing shall be conducted so that it is concluded no later than ten (10) business days after the District's receipt of its Notice of Appeal. The hearing so provided shall be an informal process conducted by a panel to which the Board has delegated responsibility to hear such appeals (the "Appeals Panel"). At or prior to the hearing, the Contractor will be given the opportunity to present information and present reasons in opposition to the pre-qualification determination. At the conclusion of the hearing or no later than one day after completion of the hearing, the Appeals Panel will render its decision. The date for submission and opening of bids for a specific project will not be delayed or postponed to allow for completion of an appeal process.

## **SECTION 4212        EMERGENCIES**

4212.01        **Vote** – In the case of an emergency, the District, pursuant to a four-fifths vote of the Board, may repair or replace a public facility, take any directly

related and immediate action required by that emergency, and procure the necessary Services and Supplies for those purposes, without giving notice for bids to let contracts.

4212.02 **Findings** – Before the Board takes any action pursuant to section 4212.01 above, it shall make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency.

4212.03 **Delegation** – The Board, by four-fifths vote, may delegate, by resolution or ordinance, to the District's General Manager the authority to order any action pursuant to paragraph 4212.01 above. Pursuant to Resolution No. 2008-11 adopted by the Board on August 13, 2008, the Board has delegated to the District's General Manager the authority to repair or replace a public facility, or take any other related and immediate action, that is necessary to respond to an "emergency situation" as defined in Government Code Section 54956.5(a), and to procure the necessary services and supplies for those purposes without giving notice for bids to let contracts.

4212.04 **Report** – If the District's General Manager, pursuant to the authority delegated by the Board under section 4212.03 above, orders any action specified in section 4212.01 above, that person shall report to the Board, at its next meeting, the reasons justifying why the emergency will not permit a delay resulting from a competitive solicitation for bids and why the action is necessary to respond to the emergency.

4212.05 **Board Review**

4212.05.1 If the Board orders any action specified in section 4212.01 above, the Board shall review the emergency action at its next regularly scheduled meeting and, except as specified below, at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue this action.

4212.05.2 If the District's General Manager, pursuant to the authority delegated by the Board under section 4212.03 above, orders any action specified in section 4212.01 above, the Board shall initially review the emergency action not later than seven days after the action, or at its next regularly scheduled meeting if that meeting will occur not later than 14 days after the action, and at least at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a

need to continue the action, unless the District's General Manager has terminated that action prior to the Board reviewing the emergency action and making a determination pursuant to this section.

4212.05.3 When the Board reviews the emergency action pursuant to section 4212.05.1 or 4212.05.2 above, it shall terminate the action at the earliest possible date completed by giving notice for bids to let contracts.

### **SECTION 4213 SCOPE OF GENERAL MANAGER'S AUTHORITY**

The District's General Manager shall purchase or contract for all Supplies, Services, and Capital Equipment needed in accordance with procedures prescribed by this adopted policy and such additional lawful rules, not inconsistent herewith, as the District's General Manager shall employ for the efficient internal management and operation of the District.

4213.01 **Exceptions Prohibited** – The authority of the General Manager to make all purchases for the District shall not be abridged unless, by order of the Board, such exception is granted for a specific purpose.

4213.02 **Temporary Absences** – During periods of temporary absences of the General Manager, the authority to implement the provisions of these regulations will be held by a District staff member so appointed by the General Manager and approved by the Board for the period of the absence.

4213.03 **Tax Exemptions** – The General Manager shall act to procure for the District all Federal and State tax exemptions to which the District is entitled.

4213.04 **Cooperative Purchasing** – The General Manager shall have the authority to join other units of government including Federal, State, County, Municipal and Municipal sub-divisions, such as Water Districts, Sewer Districts, School Districts, Special Districts and Councils of Government in cooperative purchasing plans when the best interests of the District would be served thereby and when such action is in accordance with and pursuant to law.

4213.05 **Other Duties** – The District's General Manager shall perform such other duties related to the functions, duties, and authorities set forth herein, as may be prescribed by the Board and by any applicable state or local laws or ordinances.

### **SECTION 4214 MISCELLANEOUS**

4214.01        **Local Purchases** – The District will make every effort to Purchase from businesses located within the District's service area if the Purchase provides the best overall value for the District.

4214.02        **Conflict of Interest** – No District employee or Board member authorized to act on behalf of the District shall enter into any agreement, contract, or P.O. with any individual, firm, corporation, or organization in which said employee, Board member, or relative of same has a financial interest. This shall also include the acceptance of any gift or gratuity, directly or indirectly, from any person, firm, corporation, or organization to which any P.O. or contract is, or might be, awarded, any rebate, gift, or anything of value whatsoever, except where given for the express use of benefit of the District. Inexpensive advertising items, bearing the name of a vendor, such as pens, pencils, paper weights, cups, candy, calendars, etc., are not considered articles of value or gifts in relation to this policy.

4214.03        **Supersedes Other Policies** – This purchasing policy and procedures supersedes any inconsistent prior policies adopted by the Board.



# Agenda Item 6c

Discussion & Possible Adoption of Resolution No. 2024-15; Authorizing Approval to Enter into a Professional Services Agreement with Superior Tank Solution to Replace & Rehabilitate Components of Reservoir 1A-2

## MEMORANDUM

**DATE:** October 9, 2024

**TO:** Board of Directors

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

**SUBJECT:** Discussion & Possible Adoption of Resolution No. 2024-15 Authorizing Approval to Enter into a Professional Services Agreement with Superior Tank Solution to Replace & Rehabilitate Components of Reservoir 1A-2.

### STAFF RECOMMENDATION

Staff recommends that the Board adopt Resolution No. 2024-15 to approve a professional services agreement (“PSA”) with Superior Tank Solution to replace and rehabilitate components of reservoir 1A-2 including replacement of the floor sections and recoating of the interior walls and floor of the Reservoir.

### BACKGROUND

Reservoir 1A-2 is a bolted steel potable water tank capable of storing 495,433 gallons of the Districts approximate 12,000,000 gallons of storage capacity. 1A-2 was constructed in 1994, has a diameter of 75’, and a height of 16’ and is located on Sheep Creek adjacent to the Railroad Tracks. 1A-2 also serves as a vital component of the District’s operations allowing operators to move water South to Reservoirs 2A and 2C from Wells 2, 3, 5, 8 and 15.

Tank inspections in May of 2023 revealed reservoir 1A-2 had developed a small leak on its southern side emanating from the center of the tank outward toward the gravel grade ring. Several attempts to identify the leak using the existing tank maintenance contract with Superior Tank Solutions with divers, tracing dye, and vacuum equipment were unsuccessful. The tank was then drained and cleaned and once again multiple attempts using vacuum equipment and dyes to identify the leak among multiple “holidays” or voids where tuberculation and corrosion has occurred in the floor and walls made repairs very challenging. Coating of the corrosion with a heavy “epoxy” a thick epoxy with heavy compounds as a spot treatment also failed. It was during the 10-day contact VOC sampling before the Reservoir was returned to service was it discovered that the wall seams had also begun to leak compounding the leak issues.

Due to the amount of corrosion present in the floor panels, Superior Tank Solutions has recommended replacement of the floor section, while blasting and re-coating of the wall panels is sufficient to extend the lifespan of Reservoir 1A-2 another 25 plus years. A tank maintenance contract has been in place with Superior Tank Solutions for 14 years allowing for continued cost reduction and savings for the District. The requested PSA is in addition to the current tank maintenance contract. The proposal and scope of work is included in the attachments.

Water Operations budgeted \$200,000 for the rehabilitation of 2 potable water wells and \$115,000 for an emergency well rehabilitation which has not been necessary due in part to Well #15 reducing the demand on multiple submersible wells and continued preventative maintenance. The savings from not having to perform well rehabilitations could potentially be utilized to cover the Reservoir 1A-2 rehabilitation expenditures.

**FISCAL IMPACT:**

\$274,800

**ATTACHMENTS:**

Resolution No. 2024-15

Superior Tank Proposal

Scope of Work Schedule

Reservoir 1A-2 Interior Photos

**RESOLUTION NO. 2024-15**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
PHELAN PINON HILLS COMMUNITY SERVICES DISTRICT  
APPROVING AWARD OF AGREEMENT FOR SERVICES  
TO SUPERIOR TANK SOLUTIONS, INC., FOR  
TANK MAINTENANCE, REHABILITATION, AND REPAIR**

WHEREAS, the Phelan Pinon Hills Community Services District (“District”) is a Community Services District organized and operating pursuant to California Government Code Section 61000 et seq.;

WHEREAS, the District is subject to Public Contracts Code Section 20682.5(b), which provides that “[a]ll contracts for the construction of completion of any building, structure, or improvement, when the cost exceeds ... \$25,000 ..., shall be contracted for and let to the lowest responsible bidder after notice”;

WHEREAS, it is well-settled that exceptions to the competitive bidding requirement exist in the event that the specific facts and circumstances surrounding the particular work is such that the services sought for the proposed project are unique to a single contractor and the public agency must use such specialized services for efficient and effective completion thereof [see, e.g., Hiller v. City of Los Angeles (1962) 197 Cal. App. 2d 685, 17 Cal. Rptr. 579], or that engaging in the process would be undesirable or impracticable as a matter of public interest because a delay would result that would operate to undermine the public benefits to be gained by the proposed project [see, e.g., Graydon v. Pasadena Redevelopment Agency (1980) 104 Cal. App. 3d 631, 164 Cal. Rptr. 56];

WHEREAS, on February 2, 2022, the District’s Board of Directors (“Board”) adopted Resolution No. 2022-05 establishing purchasing policies and procedures for the District (“the Purchasing Policy”) which set forth bidding and contract practices as part of the District’s Rules and Regulations so as to provide guidance and direction to the District’s staff in obtaining outside services for projects initiated by the District;

WHEREAS, Section 4206 of the Purchasing Policy provides that the District must comply with the competitive bidding requirements of Public Contracts Code Section 20682.5 with respect to the construction of completion of any building, structure, or improvement when the cost exceeds \$25,000;

WHEREAS, pursuant to legally-recognized exceptions to competitive bidding requirements, Section 4209.04 of the Purchasing Policy provides that the District may procure services on a negotiated basis “[w]hen competitive bidding would fail to produce an advantage and/or when the advertisement for Competitive Bidding would be undesirable, impractical, or impossible”;

WHEREAS, pursuant to legally recognized exceptions to competitive bidding requirements, Section 4209.03 of the Purchasing Policy also provides that the District may procure services on a negotiated basis for any project in which a “Sole Source Contractor” has been designated;

WHEREAS, for purposes of Section 4209.03 of the Purchasing Policy, the term “Sole Source Contractor” is defined in Section 4203.16 thereof as “a contractor or consultant that has been evaluated to provide unique or specialized Services or Supplies that cannot be obtained from other contractors or consultants,” which designation must be approved by the Board;

WHEREAS, the facts and circumstances of the proposed Agreement for Services with Superior Tank Solutions, Inc., to repair and rehabilitate components of Reservoir 1A-2, including replacement of the floor sections and recoating of the interior walls and floor of the tank (“Project”), as described in the staff report attached hereto and incorporated herein (“the Staff Report”), supports a determination by the District’s Board of Directors that imposing a formal competitive bidding requirement for the completion of the proposed Project would be undesirable or impracticable; and

WHEREAS, as further described in the Staff Report, Superior Tank Solutions, Inc., possesses unique background and knowledge of the District’s water supply system and existing infrastructure that would be impacted and utilized in connection with the proposed Project, and Superior Tank Solutions, Inc., has performed all prior tank rehabilitation services for the District in a timely manner and with high-quality workmanship that has been accepted by both the District and other local governmental agencies possessing regulatory oversight.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Phelan Pinon Hills Community Services District that, based upon the unique facts and circumstances described in the Staff Report and other evidence presented to the Board, the Board hereby finds and determines that the Agreement for Services with Superior Tank Solutions, Inc., for the proposed Project is exempt from any otherwise-applicable formal competitive bidding requirement pursuant to Section 4209.04 of the Purchasing Policy because compliance therewith would be undesirable and impracticable as a matter of public interest.

BE IT FURTHER RESOLVED by the Board of Directors of Phelan Pinon Hills Community Services District that the Board hereby finds and determines that Superior Tank Solutions, Inc., be designated as a sole source contractor for the proposed Project pursuant to Section 4209.03 of the Purchasing Policy. The Board reserves the right to withdraw this designation in its entirety, or to suspend this designation pursuant to any termination of the Agreement for Services in accordance with the terms and conditions thereof, in the exercise of its sole discretion.

BE IT FURTHER RESOLVED that the District’s Board of Directors hereby approves the Project, and authorizes the award of an Agreement for Services to Superior Tank Solutions, Inc., for a price not to exceed \$274,800, based upon the recommendations of the District’s General Manager in the Staff Report, as well as the oral and written statements presented to, and considered by, the District’s Board of Directors prior to adoption of this Resolution.

**ADOPTED** this 9<sup>th</sup> day of October, 2024.

AYES:

NOES:

ABSTAIN:

ABSENT:

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President, Board of Directors

ATTEST:

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Secretary, Board of Directors











## PROPOSAL

<b>Authorized Signature:</b>		<b>Date:</b>	October 1, 2024
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CUSTOMER INFORMATION		TANK INFORMATION	
<b>Customer Name</b>	Phelan Pinon Hills CSD	<b>Tank Name</b>	Tank 1A-2
<b>Contact Name</b>	Mr. Sean Wright -Water Ops. Manager	<b>Size and Style</b>	75'-D x 16'-H 495KG Bolted GST
<b>Billing Address</b>	4176 Warbler Road	<b>Site Address</b>	12649 Sheep Creek Road
<b>City, State, Zip</b>	Phelan, CA 92371	<b>City, State, Zip</b>	Phelan, CA 92371

<b>SCOPE OF WORK</b>
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**Superior Tank Solutions, Inc. (STSI) agrees to furnish all necessary labor, tools, equipment, supplies, insurance and supervision to perform following scope of work:**

- Perform all necessary confined space entry procedures per Cal OSHA regulations.
- Perform surface preparation and removal of existing coatings on all interior surfaces of the interior sidewall shell only, one foot below roof, in accordance with SSPC SP-10 Near White Metal by dry abrasive blasting method achieving a minimum of a 3.0 mil minimum surface profile.
- Apply one stripe coat of NSF 600 epoxy to all bolt seams and irregular surfaces.
- Apply an NSF 600 approved single coat, high build 100% solids elastomeric urethane lining system (Sherwin-Williams Polycote 115) in accordance with the latest revision of AWWA D. 102 and coating manufacturer’s recommendations on all properly prepared interior surfaces of the sidewall shell. Minimum DFT shall be 25.0-30.0 mils on flat plate areas and 50.0-60.0 mils on the bolt seam channel areas.
- Holiday detect and patch all previously coated interior surfaces below the immersion zone in accordance with NACE SPO188-2024 Discontinuity (Holiday) Testing of New Protective Coating on Conductive Substrates.
- Properly cure all interior coatings in accordance with manufacturer’s recommendations.
- Remove and dispose of the existing tank bottom design and replace with 74'-3 ¼" diameter flat steel bolted tank floor, factory powder coated w/ NSF 61 approved epoxy powder coating, 12-gauge thick steel. Standard galvanized hardware exterior, encapsulated hardware interior and EDPM gasket used throughout.
- Vacuum test new floor for detection of leaks.
- Wash down tank interior to remove all dust and debris from coating operations, perform disinfection in accordance with AWWA C. 652-Spray Method No. 2 and make tank ready for service including providing new gaskets and fastening hardware for the existing side shell manways once new tank bottom/floor installed.
- Perform all necessary touch up and general site cleanup and disposal of spent abrasives and debris in accordance with all local, state and federal regulations.

**The following qualifications are to be made:**

- Prior to STS crew's arrival, it will be necessary for the owner to provide approximately 15-18 tons of ¾" crushed gravel stockpiled near tank site so that we can fill in low spots and compact under the floor.
- The Owner will need to supply approximately 4"-6" of water on the new tank bottom for the vacuum testing.
- Standard one (1) year warranty on all workmanship and materials as required by the State of California shall apply.
- Water for Superior Tank Solutions, Inc. use for tank interior wash down is available onsite.
- All work proposed is based on a one-time mobilization and demobilization.
- No other repairs to the existing structure are included herein.

CA License #939335 • AZ License #269751

TWO HUNDERED SEVENTY-FOUR THOUSAND EIGHT HUNDRED and 00/100 DOLLARS	TOTAL	<b>\$274,800.00</b> (Taxes Included)
---	-------	--------------------------------------

Customer Signature:		Date:	
---------------------	--	-------	--

9500 Lucas Ranch Rd. Rancho Cucamonga, CA 91730 • T. 909.912.0599 F. 909.912.0585 • Toll Free 877.764.2121  
 SUPERIORTANKSOLUTIONS.COM

# Agenda Item 6d

Discussion & Possible Action Regarding the Purchase and Installation of Meter Main Section, Transfer Switch, & Distribution Section Switchboard for Site 1B Operations Facility



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

## M E M O R A N D U M

**DATE:** October 9, 2024

**TO:** Board of Directors

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

**SUBJECT:** Discussion & Possible Action Regarding the Purchase and Installation of Meter Main Section, Transfer Switch, & Distribution Section Switchboard for Site 1B Operations Facility

### STAFF RECOMMENDATION

Staff recommends for the Board to authorize the purchase and installation of meter main section, transfer switch, & distribution section switchboard for site 1B, the Water Operations main facilities yard from Consolidated Electrical Distributor (CED).

### BACKGROUND

The District has multiple Booster Stations that were constructed in the late 1970's and 1980's. Much of the equipment has met or exceeded its operational lifespan. Items such as pumps and motors have been replaced or upgraded with standing maintenance contracts the District has in place while items such as electrical meter main sections and distribution busing has not received the same modernization.

Staff identified the sites requiring the most immediate attention while incorporating those projections in the Districts 10-year Capital Improvement Plan. Line 10, Booster and Appurtenance Replacement of the 10-year CIP allocated \$135,000 for sites like 1B to receive the necessary electrical upgrades to remain in reliable service for many years to come.

Multiple bids were sought to purchase the necessary equipment from electrical equipment wholesalers, vendors currently utilized by the District, and online sources. Availability is extremely limited with lead times ranging from 35-52+ weeks depending on the manufacturer and distributor.

Consolidated Electrical Distributor (CED)	General Pump	Main Electric Supply	Walters Wholesale Electric
\$99,478	\$208,915	No Response	No Response

**FISCAL IMPACT**

Budgeted: \$135,000

**ATTACHMENT(S)**

- Quotation from Consolidated Electrical Distributors @ \$99,478
- Quotation from General Pump @ \$208,915

CED - VICTORVILLE  
12855 PRODUCTION PLACE  
SUITE 2  
VICTORVILLE CA 92395  
TEL: 760 241-7443 FAX: 760 241-7447

SLS: 2004  
INSL: 3000  
BY: AS  
FOB: SHIPPING POINT  
FRT: PREPAID

PAGE: 001 OF 001  
QUOTE #: 1023824  
DATE: 09/24/24  
REV #: 000  
REV DATE: 09/24/24

CONTACT: ANDREW SINGLEDECKER

QUOTE FOR: PHELAN PINON HILLS

ACCT #: KB-63783 PHELAN PINON HILLS



COMMUNITY SERVICE DISTRICT  
P O BOX 294049  
PHELAN, CA 92329--4049  
TEL: (760) 868-1212

CUS PO #:  
JOB NAME: SEAN

LN	QTY	MFR	CATALOG #/DESCRIPTION	PRICE	UOM	EXT AMT
01	1	ASCO	H03MTSA31000NOXM,44G,125 1000 AMP MANUAL TRANSFER SWITCH	15,800.00	E	15,800.00
02	1	FRT	S & H	1,173.50	E	1,173.50
03	1	SQD	LOT PRICE GEAR PER BOM TO FOLLOW	74,500.90	E	74,500.90

MDSE: 91,474.40  
TAX: 8,004.01  
TOTAL: 99,478.41

PLEASE NOTE: THIS IS NOT AN OFFER TO CONTRACT, BUT MERELY A QUOTATION OF CURRENT PRICES FOR YOUR CONVENIENCE AND INFORMATION. ORDERS BASED ON THIS QUOTATION ARE SUBJECT TO YOUR ACCEPTANCE OF THE TERMS AND CONDITIONS LOCATED AT SALES.OUR-TERMS.COM, WHICH WE MAY CHANGE FROM TIME TO TIME WITHOUT PRIOR NOTICE. WE MAKE NO REPRESENTATION WITH RESPECT TO COMPLIANCE WITH JOB SPECIFICATIONS.



Seq #	Qty	Product Description
1	1	<p><b>Designation : METER/MAIN SWBD</b> <b>Product Details :</b> 1 - Square D Custom Swbd-QED-2 Switchboard</p> <hr/> <p>Square D Custom Swbd Designed and Tested in accordance with: UL 891/NATIONAL ELECTRIC CODE/NEMA PB-2 System Voltage - 480Y/277V 3Ph 4W 60Hz System Ampacity - 1000A Source Description - Single Main Bussing - Silver Plated Copper Neutral Bus - 100% Max Available Fault Current (RMS) - 65kA Enclosure - Type 3R Non-Walk-in Installed Location: Outdoor Accessibility: Front Only Rodent Barrier Exterior Paint Color - ANSI 49 Strip Heaters - Internal Power Source with Humidistat and Thermostat Ground Lug provided for each device SIS Control Wire Copper Ground Bus Bottom Closure Plates Seismic Qualified</p> <p><b>Dimensions</b></p> <hr/> <p>1 - 36" Wide Section(s) 1 - 30" Wide Section(s) 1 - Dimensions: 66.00" W X 35.5" D X 91.5"H 2 - 35.5" Deep Enclosure(s) Approximate Weight: 1681.00 lbs / 762.50 kgs</p> <p><b>Incoming Requirements</b></p> <hr/> <p>Suitable for Use As Service Entrance Entry Point: Left of Lineup, Through the Bottom Connection Type: Cable SPD with Surge Rating 240kA SPD Dry Contacts Includes Surge Counter Reverse Feed Hot Sequence Utility: Southern Cal Edison (CA) Standard Door Pattern 1-30in Door, 2 Sockets Power Meter - PM5563RD 3 CTs PM5563 w/ Display - 3 phase 4 wire wye 1000A</p> <p><b>Mains</b></p> <hr/> <p>1 - 1000AS/1000AT 480V 80% Rated 65 kA 3 Pole UL, Fixed Mounted Electronic Trip Circuit Breaker: Type PJ Ammeter Trip Unit, Long Time, Short Time, Instantaneous, Ground Fault Padlock Attachment Load Lug Type: Copper Mechanical Lug/Copper Cable</p>

Seq #	Qty	Product Description
2	1	<p><b>Designation : DISTRIBUTION SWITCHBOARD</b> <b>Product Details :</b></p>

**1 - Square D Standard Swbd-QED-2 Switchboard**

Square D Standard Swbd  
Designed and Tested in accordance with:  
UL 891/NATIONAL ELECTRIC CODE/NEMA PB-2  
System Voltage - 480Y/277V 3Ph 4W 60Hz  
Source Description - Main is Remote  
System Ampacity - 1000A  
Bussing - Silver Plated Copper  
Neutral Bus - 100%  
Max Available Fault Current (RMS) - 65kA  
Enclosure - Type 3R Non-Walk-in  
Installed Location: Outdoor  
Accessibility: Front Only  
Rodent Barrier  
Utility Requirements per Southern Cal Edison  
(CA)  
No Horizontal Bus  
Exterior Paint Color - ANSI 49  
Strip Heaters - Internal Power Source with  
Humidistat and Thermostat  
Ground Lug provided for each device  
SIS Control Wire  
Copper Ground Bus  
Bottom Closure Plates  
Seismic Qualified

**Dimensions**

1 - 36" Wide Section(s)  
1 - Dimensions: 36.00" W X 35.5" D X 91.5"H  
1 - 35.5" Deep Enclosure(s)  
Approximate Weight: 937.00 lbs / 425.02 kgs

**Incoming Requirements**

UL Dead Front  
Entry Point: Left of Lineup Through the Bottom  
Connection Type: Cable  
Incoming Lug Type: Copper Mechanical  
Lug/Copper Cable

**Feeders****Devices Associated with Remote Main:**

1 - 150AT 480V 80% Rated 100 kA 3 Pole UL,  
Group Mounted Thermal Magnetic Circuit  
Breaker: Type HL  
Device Designation: NORTH OFFICE  
Padlock Attachment  
1 - 50AT 480V 80% Rated 100 kA 3 Pole UL,  
Group Mounted Thermal Magnetic Circuit  
Breaker: Type HL  
Device Designation: WORKSHOP  
Padlock Attachment  
1 - 600AT 480V 80% Rated 65 kA 3 Pole UL,  
Group Mounted Basic Electronic Trip  
Circuit Breaker: Type MJ  
Device Designation: MCC  
Padlock Attachment for M-frame



159 N. ACACIA STREET \* SAN DIMAS, CA 91773  
PHONE: (909) 599-9606 \* FAX: (909) 599-6238

CAMARILLO, CA 93010 \* PHONE: (805) 482-1215  
www.genpump.com

**WELL & PUMP SERVICE SINCE 1952**

Lic. #496765

*Serving Southern California and Central Coast*

September 9, 2024

**Job # 16-TBD**

Phelan Piñon Hills CSD  
4176 Warbler Road  
Phelan, California, 92371  
Attn: Sean Wright

**Subject: Site 1B – Electrical Upgrade Materials**

General Pump Company is pleased to provide our proposal to upgrade the electrical panels, MCC's, and switchgears at Site 1B. Tess Electric will execute the scope of work listed in this proposal. The following is a breakdown of the material costs associated with the electrical upgrades.

**Note:** All labor rates per the Annual Service Agreement contract. Labor hours are estimated.

**Cost Proposal**

**Outside Service: Electrical Upgrades - Supplied by Tess Electric**

**METER/ MAIN Section, Transfer Switch & Distribution:**

The meter/ main section shall consist of [1] Square-D, QED-2 switchboard. 480/277V 3Ph wye, 65kA short circuit rating. Bus system shall be 1000A silver plated copper. Enclosure type 3R free standing with strip heater, t-stat & rodent barriers. Meter section SCE EUSERC DWG 333, 354. The main switch shall be of [1] 1000A 480V 3 pole fix mounted electronic trip circuit breaker., type PJ instantaneous trip with padlock attachment. This also includes a 240kA surge protection device and a PM5563RD power meter. Dimension are 66"W x 35.5"D x 91.5"H. NEMA 3R outdoor rated.

The distribution section shall be a Square D QED-2 Switchboard with 1000A rated 480Y/ 277V 3Ph 4W 60Hz with a short circuit rating of 65kA RMS. Enclosure shall be type 3R rated free standing with strip heaters t-stat and rodent barriers. Switchboard shall be factory tested in accordance with UL 891/ NEC Code/ NEMA PB-2. Included shall be [3] distribution breakers as follows: 150A- North Office, 50A Workshop and a 600A breaker for the new MCC section. Dimensions are 36"W x 35.5"D x 91.5"H. NEMA 3R outdoor rated.

Installed among the meter/ main & distribution section shall be [1] ASCO Power Tech manual transfer switch. The transfer switch shall be a Type 3R enclosure 480/ 277V 1000A, 3 poles and Neutral configuration. Tess Electric shall provide/ make connections between transfer switch and distribution panel.

**Estimated Grand Total      \$ 208,915.00**



**EXCLUSIONS:**

- Permits, bonds, SCE fees
- Underground conduit materials and installations
- Digging/ trenching/ backfill/ encasements.
- Any concrete cutting, coring, and pouring.
- Any SCE engineering plans such as but not limited to: Transformer pad/ vault, transformer, conduit installation or conduit materials
- Temporary power

**\*\*\*Freight included with Proposal\*\*\***

**\*\*\*Lead time on equipment are all working days after customer release to manufacturer:**

**Meter/ Main Section: 245 working days**

**Distribution Switchboard: 245 working days**

Should you have any questions or need additional information regarding the above summary and associated cost, please do not hesitate to contact us. Thank you.

**GENERAL PUMP COMPANY, INC.**

*Michael Garcia*

Michael Garcia  
VP, Project Management

# Agenda Item 6e

Update on District Projects



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

## MEMORANDUM

**DATE:** October 9, 2024  
**TO:** Board of Directors  
**FROM:** Don Bartz, General Manager  
By: Kim Sevy, HR & Solid Waste Manager/District Clerk  
**SUBJECT:** Update on District Projects

---

### STAFF RECOMMENDATION

None

### BACKGROUND

Staff will update the Board on the current PPHCSD Projects.

### FISCAL IMPACT

None

### ATTACHMENT(S)

Park Expansion Costs  
Park Enhancement Costs  
Park Enhancement Project Timeline  
Civic Center Project Timeline  
Civic Center/Emergency Operation Center Costs

**Phelan Park Expansion Costs\***

Vendor Name	Services Provided	Total Expended	Total Outstanding	Comments
Brunick, McElhane & Kennedy	Legal Services	\$ 1,893.75		
DUKE Cultural Resources Management, LLC	Future Phelan Park-Cultural/Paleontological Study	\$ 3,896.82		
KTU&A Planning & Landcape Architecture	Phelan Park Expansion - Planning Services	\$ 343,266.25		
Lilburn Corp.	Environmental	\$ 59,000.00		
Randall C. Arnold Jr	Biological/Joshua Tree ITP	\$ 31,650.00		
Red Brick Consulting Engineers & Architects	Civic Center - Partial Phase 2 WQMP	\$ 6,500.00		
Steen Design Studio, Inc	Required Fees/Master Plan/Perc Test	\$ 112,614.08		
TRLS Engineering, Inc	Parcel Merge	\$ 3,700.00		
Wallace Group, a California Corporation	65% Design Services	\$ 26,065.50	\$ 409,745.50	Some sub-contractors are billed under Wallace Group
	<b>Total</b>	<b>\$ 588,586.40</b>	<b>\$ 409,745.50</b>	

\*Through 8/31/24

<b>Phelan Park Enhancement Costs*</b>				
<b>Vendor Name</b>	<b>Services Provided</b>	<b>Total Expended</b>	<b>Total Outstanding</b>	<b>Comments</b>
Wallace Group, a California Corporation	Design/Plans/Studies	\$ 34,244.50	\$ 69,742.50	Some sub-contractors are billed under Wallace Group. Previous outstanding amount did not include entire approved amount for design, just fees and topographic survey.
Wallace Group, a California Corporation	Topographic Study	\$ -	\$ 12,095.00	
	<b>Total</b>	<b>\$ 34,244.50</b>	<b>\$ 81,837.50</b>	

*\*Through 8/31/2024*

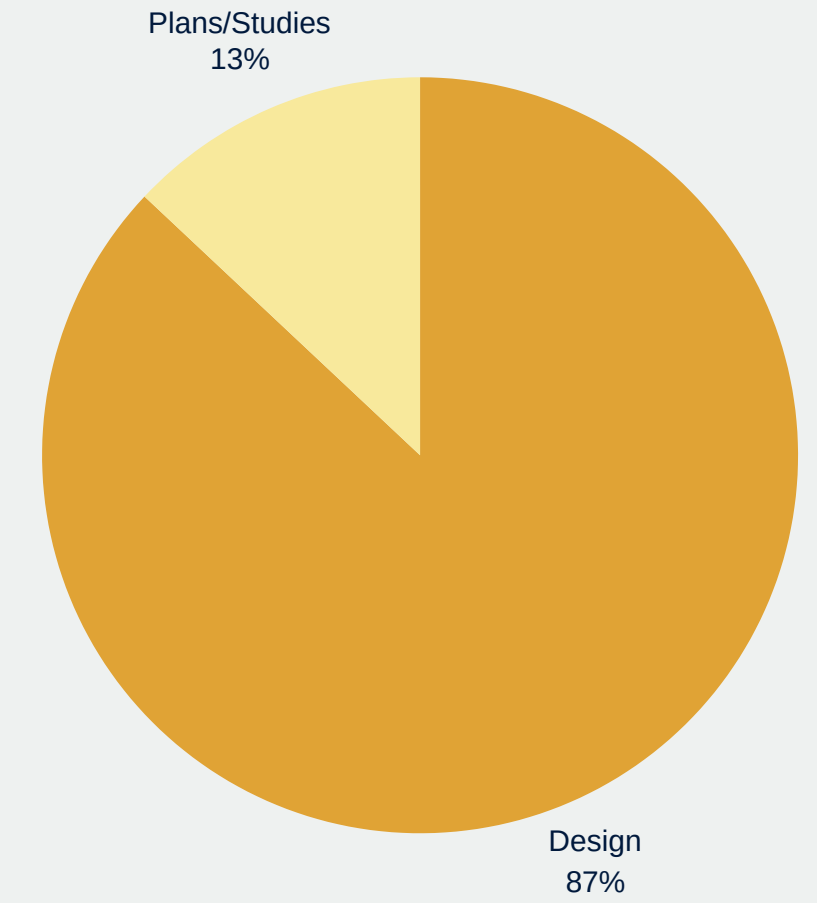


# Park Enhancement Project (ARPA & Per Capita Grant)

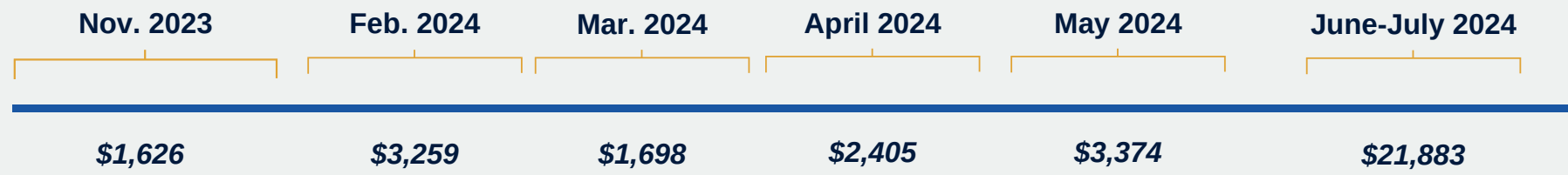
Grant Amount: \$457,194 (ARPA) + \$179,297 (Per Capita)

Funding Source: ARPA, Per Capita Grant, District Funds

Estimated Completion Date: September 2025



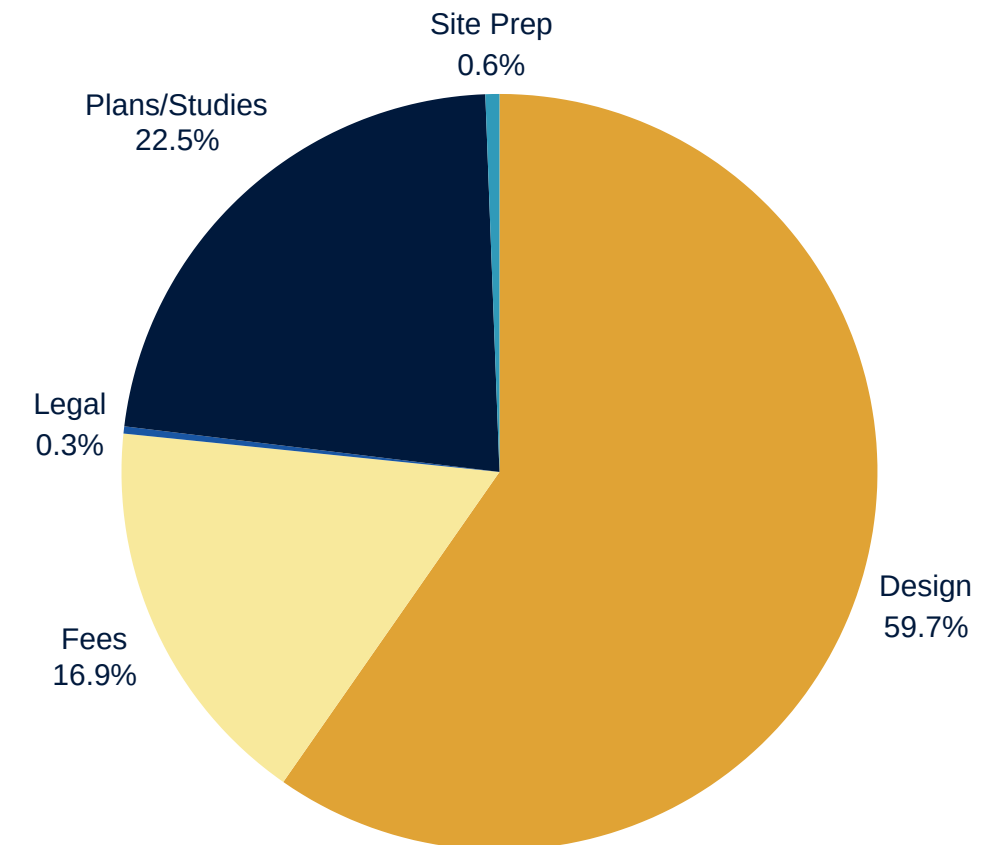
## Project Expenditure Breakdown (through 8/31/24)



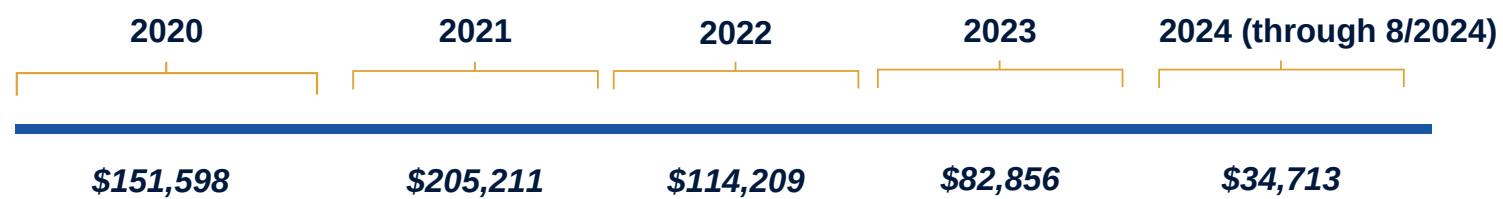
# Park Expansion Project

Funding Source: District Funds, Possible Future Grants

Estimated Completion Date: TBD



## Project Expenditure Breakdown (through 8/31/24)



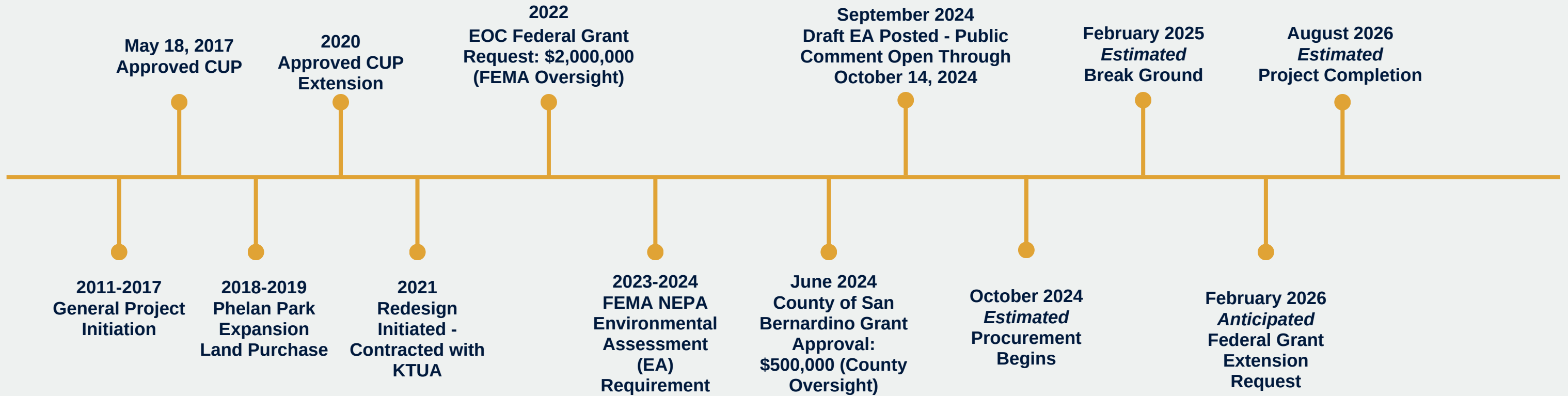
# Civic Center Project

Funding Sources: Federal Grant, County Grant, District Funds

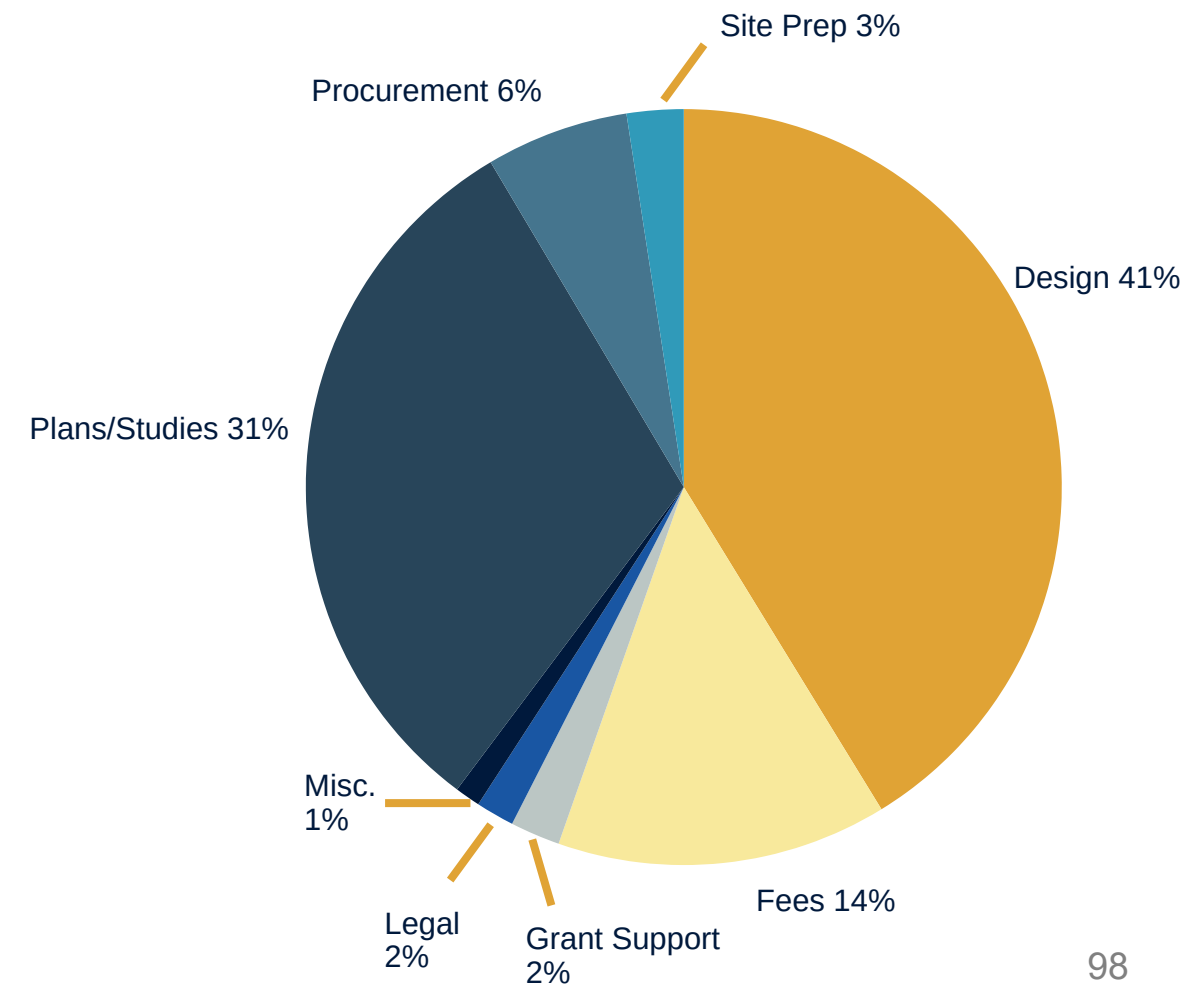
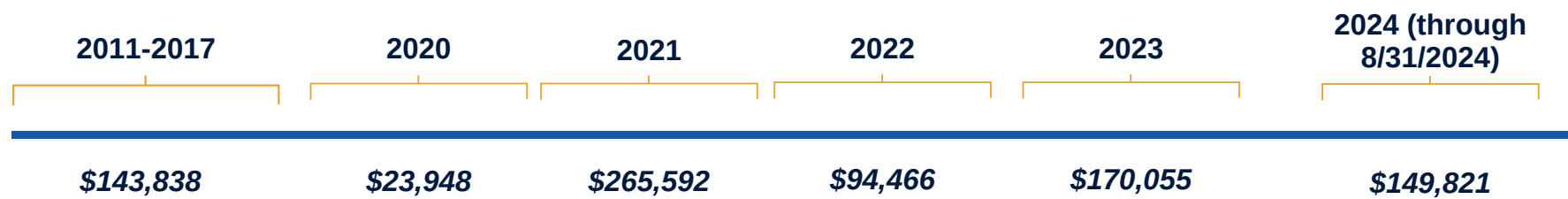
Grants Total: \$2,500,000

Estimated Completion Date: August 2026

## Timeline



## Project Expenditure Breakdown (through 8/31/2024)



<b>Civic Center/Emergency Operations Center Costs*</b>				
<b>Vendor Name</b>	<b>Services Provided</b>	<b>Total Expended</b>	<b>Total Outstanding</b>	<b>Comments</b>
ALR Engineering & Testing	Proposed Admin Building - modified WQMP	\$ 2,000.00		
Archaeological Information Center	Historical Record Search/APN: 3066-261-10	\$ 151.95		
Brunick, McElhaney & Kennedy	Legal Record	\$ 13,952.50		
California Department of Fish and Wildlife	FEES - Fees/License	\$ 2,216.25		
County of San Bernardino	FEES - Fees/License	\$ 57,113.01		
CR&R Incorporated	Disposal Fee for Clean Up on Future Admin Site	\$ 644.26		
David Evans and Associates, Inc.	Civic Center Street Improvements Traffic Study	\$ 29,613.46		
Debbie L. Van Dam	Easement Purchase APN:3066-251-06	\$ 10,000.00		
Design West Engineering, Inc.	Civic Center - SCE Service Upgrade Coordination	\$ 12,075.00		
DUKE Cultural Resources Management, LLC	Civic Center-Cultural/Paleontological Study	\$ 4,776.30		
Gary Van Dam	Easement Purchase APN:3066-251-05	\$ 7,875.00		
Hall & Foreman Inc	Traffic Engineering Report/Admin Property	\$ 6,770.82		
Inland Signs, Inc.	Project Signage	\$ 9,231.48		
KTU&A Planning & Landscape Architecture	Civic Center Landscape-Hardscape Const. Docs	\$ 24,650.00		
Lilburn Corp.	CEQA/NEPA	\$ 17,292.00	\$ 39,551.25	Total outstanding increased as last update did not include a PO from 2021 that is still being billed against.
Merrell-Johnson Engineering Inc	Geotechnical/Infiltration Study	\$ 15,111.00		
Orange Coast Title Company	Preliminary Title Report/APN: 3066-261-10	\$ 400.00		
Paul A. Penardi	Acoustical Analysis/Admin Property	\$ 860.00		
Plannet, LLC	Civic Center Building - A/V design/Technology Design	\$ 24,991.00		
Randall C. Arnold Jr	Biological Report/APN: 3066-261-10	\$ 5,325.00		
Red Brick Consulting Engineers & Architects	Research LOMR & Site Plan, WQMP, FEMA Compliance	\$ 12,345.00		
Richtig Inc.	Civic Center - Topographic/Boundary/RS	\$ 11,495.00		
Rider Levett Bucknall, LTD	Cost Estimate, RFQ/RFP	\$ 28,000.00		
Steen Design Studio, Inc	Architectual Services/Project Fees	\$ 338,315.58	\$ 16,935.70	A lot of the cost incorporates required fees. New PO dated 8/1/2024 added to Outstanding amount.
TRLS Engineering, Inc	Lot merger, grading plan, geotechnical, revision to CUP	\$ 170,638.00	\$ 39,100.00	
Wallace Group, a California Corporation	Specs review, bid docs, grant assistance, landscape design services	\$ 41,878.75	\$ 54,121.25	Outstanding and Expended amounts increased as EOC Grant Assistance PO not previously included.
	<b>Total</b>	<b>\$ 847,721.36</b>	<b>\$ 149,708.20</b>	

\*Through 8/31/2024

# 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



## Water Operations Manager's Report September 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	46 samples	Monthly	All in compliance, Sampled Weekly
General physical samples	6 samples	Monthly	All in compliance, Sampled Weekly
TTHM/HAA5	0 samples sets	Quarterly	All in compliance.
Title 22	0 sample sets	TBD	All in Compliance.
Inorganics	0 samples	Yearly	All in compliance.
Radiological (Gross Alpha)	0 samples	Every 3 Years	All in compliance.
Trichloropropane 1,2,3-TCP	0 samples	Quarterly	All in compliance.
Regulated VOC	0 samples	As needed	All in compliance.
Nitrate as N	1 samples	As needed	All in Compliance.
Chromium 6	0 samples	Quarterly	All in Compliance.
Secondary GP'S	0 samples	As needed	All in Compliance.
Lead & Copper	33 samples	Every 3 Years	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.

<b>Total Monthly Production</b>	278.48 A. F. 16 % more than 2023
<b>2023 Monthly Production</b>	234.83 A. F.
<b>USA's Marked</b>	309
<b>Service Orders Completed</b>	225 service orders completed
<b>Main/Service Line Leaks</b>	22 service line leaks were repaired. 0 Main line leak/ breaks repaired
<b>Hydrant Repairs/Replacements</b>	0 hydrants repaired/1 replaced
<b>Residential Meters Sold</b>	5
<b>Commercial Meters Sold</b>	0
<b>YTD Total Meters Sold (Calendar)</b>	50 (56 in 2023) (86 in 2022) (95 in 2021)
<b>Construction Meters Out</b>	3
<b>Service Lines Replaced</b>	26

### Job Code Summary

<b>Job Code</b>	<b>Total Completed</b>
C-Lock - Lock	51
C-Read & Unlock-Open - Read & Unlock - Opening	3
C-Read & Unlock-OC-DM - Read & Unlock - Opening-OC-DM	28
D-Closing Read & Lck - Closing Read & Lock DO NOT USE	0
D-Closing Read-OC-DM - Closing Read & Lock-OC-DM DO NOT USE	0
M- Investigate Lock - Verify Meter Still Locked	9
M- Verify Acct Class - Verify Account Class	0
M- Water Audit - Audit Water Usage	1
M-Backflow - Backflow Information	0
M-Cost Estimate Req - Cost Estimate Request	0
M-Data - Data Log	0
M-Bees- Bees	0
M-Investigate Leak - Investigate Leak	2
M-Investigate No Wtr - Investigate No Water	2
M-Lock No N/O Info - Meter Locked No New Owner Info	14
M-Low/No Consumption - Investigate Low/No Consumption	0
M-Meter Leaking - Meter Leaking	0
M-Meter UTL - Buried - Meter UTL - Buried	1
M-Pressure Ck Hi-Low - Pressure Check Hi-Low	5
M-R/R Angle Stop - Repair/ Replace Angle Stop	0
M-R/R Gate Valve - Repair/ Replace Gate Valve	4
M-Read - Read (do not update Read)	0
M-Repair Svc Line - Repair Service Line	22
M-Repair/Install Box - Meter Box	1
M-Replace Serv Line - Replace Service Line	26



M-Stake Meter Loc - Stake Meter Location	1
M-Status - Status	1
M-Turn off-Cust Req - Turn off - Customer Request	4
M-UNLOCK – UNLOCK	8
M-Verify Leak Repair - Verify Leak Repaired	0
M-Water Loss Leak - Door Hanger Water Loss Leak	1
M-Water Quality Taste - Water Quality - Taste	0
S- Replace Register - Register Not Sending Signal	0
S- Meter Downsize - Meter Downsizing	0
Service Change - Service Status Change	0
S-Manual Meter Swap Concord	0
S-Replace Reg Hotrod - Replace Register Hotrod Died	0
S-MXU Change Out	3
S-Replace Register- Replace Register	0
Grand Totals	225

### **Summary of Current Projects**

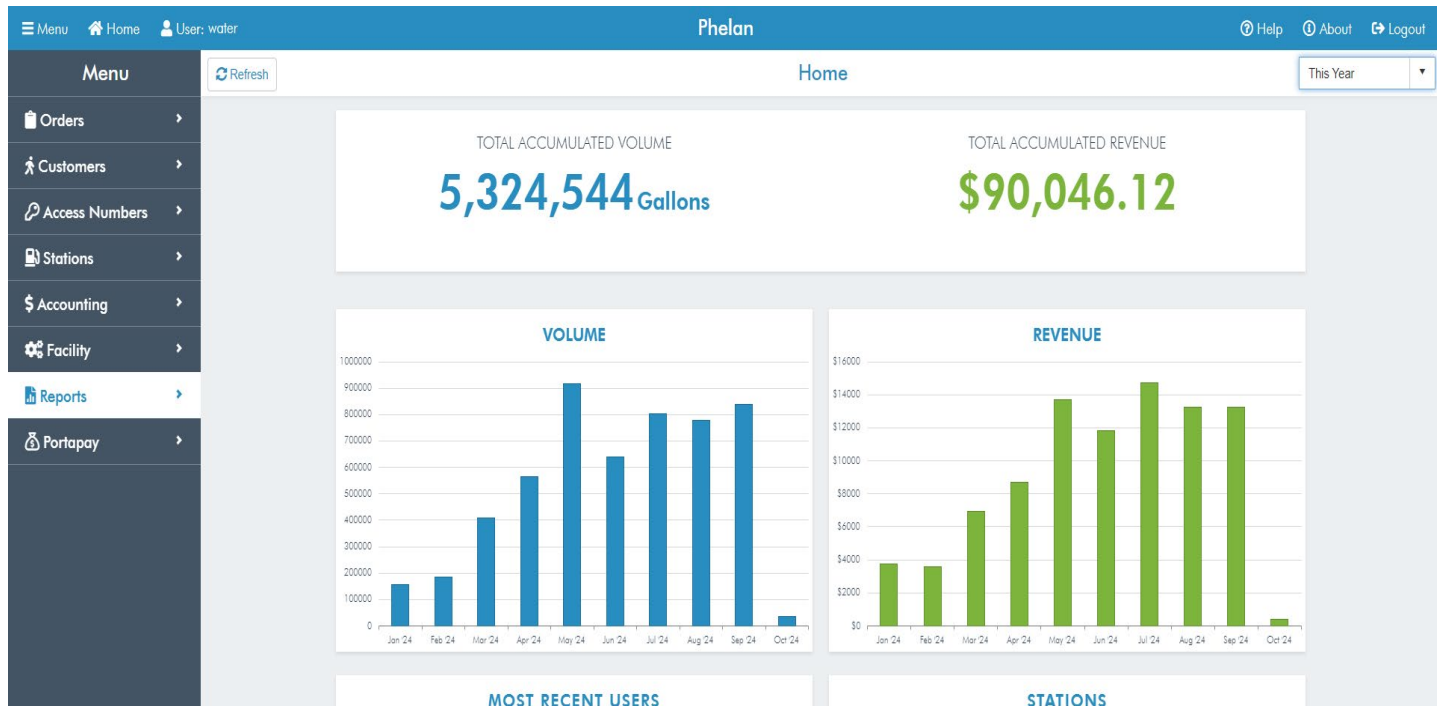
The following is a brief summary of all current and completed projects for the reported period

- Well Soundings at all wells are being done monthly
- Well 14 Production for February 0.00 AF, YTD 0.08 AF @ \$1190 per AF replacement C/Y 2024
- Station 12 rehabilitation and pump replacement- 100% Complete
- Valves and Hydrants Maintenance: 116 hydrants flushed and painted YTD Total-187
- Service line replacement program. 188 Replaced Calendar Year to Date, 73 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

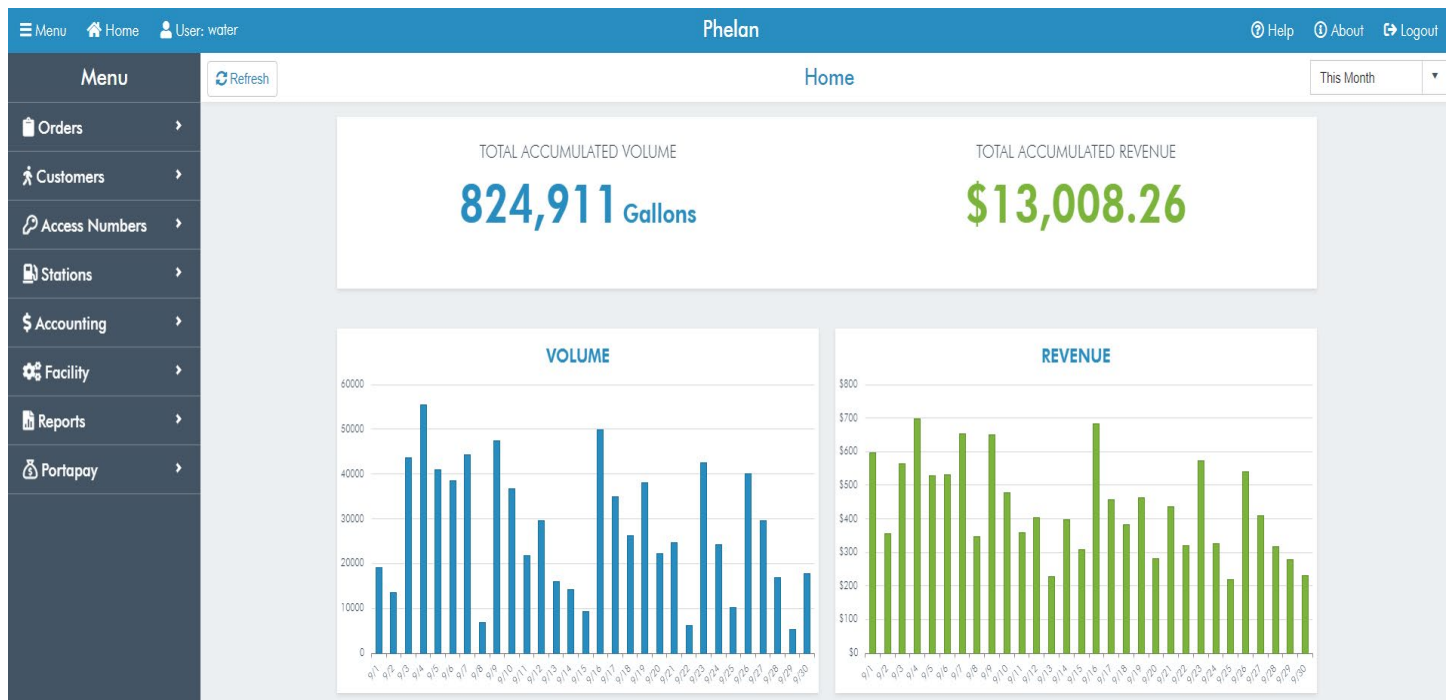
### **Projects Completed**

- Total Non-Revenue Water “Water Loss” is 12 % for Calendar Year 2024  
The District is now an Advanced Metering Infrastructure (AMI) exclusive system (100% Successful Read Rate)
- Well 15 Outfitting, and Equipping - 100% Complete  
The well has been certified to produce 806 GPM @ 70% Efficiency @ \$207.97 per AF  
Well 15 accounted for 31% of the water the District produced for the month of September
- Well Meter and inter-tie Meter annual accuracy program FY 23/24- 100 % Complete
- Electrical Efficiency test performed @ every booster and well within the District- 100%
- Oil Changes and greasing at all district wells 100% Complete Boosters 100 % Complete
- 0 Valves Turned this month as part of the district Valve Exercising Program, 118 Year to Date Turned of 4291  
Staff has begun cross-training to increase the program quantities per year greatly
- 317 Dead ends flushed of 317 = every year no matter what < No goal, this is mandatory
- 1936 hydrants = 166 flushed this Year to Date 246 Painted Goal is 968 annually, this is done Bi-Annual
- Tank washouts of 10&11,1B-2,3A,1C-2,1A-3,2B,3B,4B,1A-2 (Twice)
- Vegetation has been mitigated and disposed of on all Water Operations Facilities

## Fill Station Distribution Total Calendar Year-To-Date



## Fill Station Distribution Total Calendar September 2024



## Parks, Recreation & Street Lighting Report September 2024

### Introduction

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

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

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

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

### Monthly Activity Report

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

Location	Paid Rental	District Use	Donated Use
Phelan Community Center	4	3	4
Phelan Senior Center	4	0	8
Piñon Hills Community Center	7	0	3
Miscellaneous	0	0	0
Phelan Park	0	0	0

### **Events and Classes**

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

- Upcoming Parks Committee Meeting – November 12, 2024.
- Farmers Market – Mondays, 2:00 pm, 6:00 pm at Phelan C.C.
- Line Dancing – Every Friday, 9:00 am, 10:30 am at Phelan C.C.
- Senior Activities – Mondays & Thursdays Pinon Hills C.C. and Tuesdays & Fridays, Phelan C.C.
- Community Cleanup/Free Tire Day – Saturday 9/14/2024, 8am – 12 noon at CR&R Service Yard.
- Free Tire Day – Saturday 12/14/2024, 8am – 12 noon at CR&R Service Yard.
- Phelan Phun Day – Saturday 10/5/2024, 9 am on Phelan Road.
- Kids Baking Class – Saturday 10/26/2024, 10:30am – 12 noon at Phelan Senior Center.
- Kids Baking Class – Saturday 11/9/2024, 10:30am – 12 noon at Phelan Senior Center.
- Kids Baking Class – Saturday 12/14/2024, 10:30am – 12 noon at Phelan Senior Center.
- Painting Class – Saturday 11/2/2024, 9am – 10:30am & 11am – 12:30pm at Phelan Senior Center.
- Painting Class – Saturday 12/7/2024, 9am – 10:30am & 11am – 12:30pm at Phelan Senior Center.
- Tree Workshop/Giveaway – Saturday 10/19/2024, 10:30am – 12 noon at Phelan Park.
- Tree Lighting Ceremony – Friday 12/6/2024, 6 pm at Phelan Park.
- Gardening Class – Starting Winter Seedlings, 9/14/2024, 10am – 11am.
- Gardening Class – Harvest/Storing fruits and Vegetables, 10/12/2024, 10am – 11am.
- Gardening Class – Using a Greenhouse, 11/9/2024, 10am – 11am.
- Gardening Class – Planting Trees and Pruning 12/14/2024, 10am – 11am.
- (Learn to Garden classes are held at the Teaching Garden, just north of PPHCSD Office)

### **Projects/Activities in Process**

- Parks Budget for 2024/2025 – Approved by the board 6/26/2024.
- Parks and Recreation, District Classes/Events 2024 Schedule – In Process/On Going
- Phelan Park Expansion Project – Design with phase planning has been addressed with the board, awaiting funding opportunities for the District owned parks properties east of Phelan Park – 4.22-acre parcel, APN 3066-261-08, and adjoining 10-acre parcel, APN 3066-251-14.
- Possible funding sources for the Phelan Park expansion project are in process and ongoing.
  - American Rescue Program Act (ARPA) Funds - The county has approved \$457,194 in ARPA funds for construction of certain parks elements. The contract was approved by the District's Board on 3/8/2023. Staff is working with Wallace Group on park elements which were presented to the Parks Committee on November 28, 2023. Park Enhancement costs and timeline presented at Board meeting 9/25/2024.
- Parks Master Plan – Action plan needs are being implemented and are ongoing.

# Agenda Item 9

Director Reports

# Agenda Item 10

Correspondence/Information



*Kid's*  
**HALLOWEEN**  
*Baking Class*

**OCTOBER 26, 2024**

Come Join Us and Make Coffin Poptarts  
Phelan Senior Center  
4128 Warbler Road  
Phelan, CA 92371  
10 AM - 12 PM

**RSVP Required:**

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

\*All Minors Must Be Accompanied by an Adult.



NOV. 02, 2024

# FALL

## Painting Class

**PHELAN SENIOR CENTER  
4128 WARBLER ROAD,  
PHELAN, CA**

**9 AM: AGES 5-12**

**11 AM: AGES 13 AND UP**

**RSVP REQUIRED:**

**[WWW.PPHCSD.ORG/EVENTS](http://WWW.PPHCSD.ORG/EVENTS)**







**Call**  
**811**  
**Before**

**You Dig,  
Grade, or  
Drag a Road**

- ✓ **It's Easy**
- ✓ **It's Free**
- ✓ **It's the Law**

California State law says you must contact DigAlert before you dig! Failure to do so can result in fines up to \$50,000 and you could be charged with the repair costs of damaged underground facilities. Why risk it? Contact DigAlert before you dig and they will notify all of its members that have underground facilities within the delineated area to mark within 2 working days.



Learn How To:

# Use Your Meter in an Emergency

**W**hat would you do if you had an emergency repair or leak at your house? Do you know where your meter is and how to shut it off? Use this helpful guide to do just that.

- Know Your Meter's Location

Water meters are enclosed inside a water meter box outside your home. These boxes can be concrete or green plastic. You will find them either located by the street at the front of your property or possibly on the next street or behind your property. Contact the District for the exact location of your meter.

- Open the Meter Box

Use a large screwdriver to lift up the meter box lid to flip the meter lid open. Be cautious of critters and insects that could potentially be inside the box.

- Turn the Meter Off

Inside the meter box there will either be a gate valve that should be turned clockwise to shut off water or a ball valve handle that should be turned at a right angle to shut off water. Do not force the valve. If you are unsure about the location of the shut off valve, or if you cannot turn or access the shut off valve, contact us for assistance. We are happy to help!



*Contact us today if  
you need help  
shutting off your  
meter at 760-868-1212.*

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



**LEARN HOW  
TO PLANT A  
TREE AT OUR**

# Tree Planting Class

*All attendees will receive a  
free zero water tree and a  
chance to win a tumbling  
composter!*



**OCT. 19, 2024  
10:30AM-12PM**

**RSVP Required!**  
[www.pphcsd.org/events](http://www.pphcsd.org/events)

Phelan Community Park  
4176 Warbler Road,  
Phelan, CA

**Questions:**  
**Call: 760-868-1212**





# ARE YOU A SUPER SORTER?



**\$100 WIN  
GIFT  
CARD!**

**ENTER TO  
WIN TODAY**

PHELAN PIÑON HILLS CSD  
**SOLID WASTE  
SERVICES**

**CR&R**  
INCORPORATED  
environmental services

# WHAT IS THE SUPER SORTER PROGRAM?



In the month of October, you can enter to win \$100 gift card in our Super Sorter program. In November, every week one person will be selected to win a \$100 gift card to a local eatery.

Did you know that you could win \$100 gift card for simply sorting your household waste?

Put the correct items in the correct carts and you could win! To be eligible, visit [www.pphcsd.org/residential](http://www.pphcsd.org/residential) and click on the Super Sorter Program to enter the contest. One entry guarantees you are eligible to win each week during the contest.

**WHAT?**

Contest judges will choose a winner every week based on the correct sorting of household trash, recycling, and organics.

Winners will be featured on our website and social media.

For full rules, visit [www.pphcsd.org/residential/supersortersprogram](http://www.pphcsd.org/residential/supersortersprogram)



We all win when we are Super Sorters

**WOW!**

Questions?  
Call (760) 868-1212  
or visit [www.pphcsd.org](http://www.pphcsd.org)

# Agenda Item 11

Review of Action Items

# Agenda Item 12

Set Agenda for Next Meeting