

**SPECIAL PARKS, RECREATION & STREET LIGHTING
COMMITTEE MEETING AGENDA**

January 14, 2025 – 4:30 P.M.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Via Conference Call (see below)

SPECIAL PARKS, RECREATION & STREET LIGHTING COMMITTEE – 4:30 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.

3) **Approval of Minutes**

4) **Review of Committee Roles & Responsibilities**

5) **Review of 10-Year Capital Plan for the 2025/2026 Budget**

6) **Update on Phelan Farmers Market**

7) **Review & Discussion Regarding Parks and Recreation Events**

8) **Update Regarding Phelan Community Park**

- Expansion Project
- Improvement Project

9) **Update on Teaching Garden**

10) **Staff Report**

11) **Committee Comments**

12) **Review of Action Items**

- a) Prior Meeting
- b) Current Meeting

13) **Set Agenda for Next Meeting**



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

- February 11, 2025 – There is a Board Workshop scheduled for this date. If a meeting is needed, reschedule. If not, meeting can be cancelled.
- May 13, 2025

14) **Adjournment**

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

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

Remote Viewing:

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

[PPHCSD YouTube Channel Link](#)

Remote Participation:

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

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

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

Written Comments:

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

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

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

August 13, 2024
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Rebecca Kujawa, Chair
Greg Snyder, Vice President

Board Members Absent: None

Staff Present: Steve Lowrance, Parks Supervisor
Jennifer Oakes, Executive Management Analyst

Call to Order

Director Kujawa called the meeting to order at 4:35 p.m.

Roll Call

All Committee Members were present at Roll Call.

1) **Approval of Agenda**

Vice President Snyder moved to approve the Agenda. Director Kujawa seconded the motion. Motion passed unanimously.

2) **Public Comment** – None

3) **Approval of Minutes**

Vice President Snyder moved to approve the Minutes. Director Kujawa seconded the motion. Motion passed unanimously.

4) **Update on Phelan Farmers Market**

Mr. Lowrance provided an update on this item.

5) **Review & Discussion Regarding Parks and Recreation Events**

Mr. Lowrance reviewed the parks and recreation events.

6) **Update Regarding Phelan Community Park**

- Expansion Project
- Improvement Project

Mr. Lowrance provided an update and explanation of the two projects.

7) **Update on Teaching Garden**

Mr. Lowrance provided an update on the teaching garden.

- 8) **Staff Report**
A written report was included in the packet.
- 9) **Committee Comments** – None
- 10) **Review of Action Items**
 - a) **Prior Meeting** – None
 - b) **Current Meeting** – Provide statistics on programs & classes.
- 11) **Set Agenda for Next Meeting** – November 12, 2024
- 12) **Adjournment**
With no further business before the Committee, the meeting was adjourned at 4:47 p.m.

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

Parks, Recreation & Street Lighting Committee Roles and Responsibilities

The Board of Directors established the Parks, Recreation & Street Lighting Committee as a standing committee with the following roles and responsibilities:

History of District Parks & Recreation

Parks and recreation are vital components to any community. Parks not only add beauty but also provide safe areas for activities for individuals, families, and groups. In addition to parks, the District has two community centers and a senior center. These centers are utilized for a wide range of activities and are available to the community to rent for a small fee. The District currently offers several events and activities to the community, and continues to work on various recreation ideas.

Adjacent to the centers are two parks that have picnic tables and playgrounds. They are available from morning until dusk. The District is looking to develop larger parks that could have athletic fields or other features in addition to standard park integrity. The District owns several parcels throughout the District.

Role

The role of the Committee is to assist District staff with the park, recreation, and street lighting activities and services in the District.

Responsibility

The responsibility of the Committee is to review and work with staff to acquire, construct, improve, maintain and operate street lighting and landscaping on public property, public right-of-way, and public easements, to review quarterly staff reports at the public Committee meetings, and to develop annual and long-term capital and maintenance budgets.

Specific Tasks/Goals

- Represent the Board in an advisory capacity and report to the Board quarterly.
- Work with staff in accordance to the LAFCO report.
- Outreach to the community to promote current activities, programs, and projects, and seek community input through survey and workshops to attain future parks, recreation, and street lighting projects, maintenance ideas, and concepts.
- Develop MOU with Snowline Joint Unified School District to develop mutual use of lands and recreational programs that benefit the community.
- Work with San Bernardino County to develop mutual goals that benefit the community for park and recreation purposes.
- Work with Sheep Creek Water Company to promote park, recreation, and community information.
- Attend training sessions or networking opportunities as they may come available and are pertinent to committee-related concerns.
- Make budget recommendations annually for committee-related activities.

Phelan Pinon Hills Community Services District

Government Funds Capital Improvement Projects

	No.	Location	Description								Notes	
				2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031		2031/2032
Phelan Park Exp.	1	Design/Engineering SP 2.1	Phase 3 & 4									Note: \$4 million is a tentative placeholder for grants/grant match should the District be awarded one, remainder to be funded by District - \$8.5 remain. balance of project
		Construction SP 2.1		\$ 4,000,000.00	\$ 8,500,000.00							
		Construction SP 2.1		\$915,000.00								
Civic Center Bldg.	2	Government Portion of Phase I (See Enterprise Funds, Civic Center Project for add. Costs)	Design / Engineering (5%)									
			Site Dev./Improvements (30%)	\$2,800,000.00								
			Building Const. (5%) SP 2.3									
Com Cent./Gym	3	Community Center / Gymnasium SP 2.1	Design / Engineering									
			Buildout								\$4,300,000.00	
			Remaining Buildout									
Leg.	4		Poll	\$15,000.00								
Rehab.	5	Pinon Hills Community Building (Old Fire Station)	Rehabilitation	\$100,000.00								
Plans	6	Solid Waste Rate Study	Report	\$35,000.00								
Solid Waste & Rec.	7		Potential Capital Projects	\$40,000.00	\$40,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	
			Sub-Total Projects:	\$7,905,000.00	\$8,540,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00

Government Funds Capital Purchase

	No.	Item	Description								Notes	
				2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031		2031/2032
Vehicles	8	Vehicles / Equipment	Equipment									
			GM Vehicle (20%)									
			Vehicle (Solid Waste)	\$65,000.00								
			Truck (Parks)		\$76,000.00							
Sub-Total Purchases:				\$65,000.00	\$76,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Government Funds CIP & Capital Purchases				\$7,970,000.00	\$8,616,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$4,345,000.00

Government Funds - Repair and Maintenance Plan

Items in Orange are Placeholder Items.

	No.	Item	Description	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	Notes	
Parks and Recreation	8	Community Centers	Roof		\$60,000.00			\$40,000.00					
			HVAC	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00		
			Paint Exterior		\$20,000.00	\$18,000.00							
			Paint Interior		\$11,000.00								
			Ceiling Tiles										
			Vinyl Floors							\$18,000.00	\$18,000.00	\$18,000.00	
			Carpet		\$6,000.00								
			Drinking Fountains	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00		
			Tables and Chairs		\$2,000.00								
			Storage Shed										
			Kitchen Appliances	\$7,000.00	\$7,000.00	\$7,000.00	\$22,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	Note: \$15,000 in 27/28 for commercial stove if needed
			Water Heaters	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
			Kitchen Floors							\$6,500.00	\$6,500.00	\$6,500.00	
	Bathroom Fixtures/Partitions												
	Bathroom Floors							\$5,000.00	\$5,000.00	\$5,000.00			
	9	Parking Lots	Parking Lots										
	10	Street Light Décor	Street Light Décor										
	11	Existing Parks	Play Equipment		\$15,000.00	\$25,000.00							Note: \$15k for painting basketball courts in 25/26 and \$25k for swing set in 26/27
Shelters							\$50,000.00						
Walkways/Table Pads													
Landscape			\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00			
Hardscape													
Amenities (Tables, Benches, etc)			\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	Note: \$2,500 for drinking fountain	
Bathroom Facilities	\$3,500.00	\$6,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	Note: \$3,000 in 25/26 for paint in addition to \$3,500 placeholder amount			
Total Repair & Maintenance Parks & Rec.:			\$44,500.00	\$161,500.00	\$87,500.00	\$59,500.00	\$134,500.00	\$74,000.00	\$74,000.00	\$74,000.00			

Budget Schedule - Committees and Management
2025/2026 Budget

January 8, 2025	Wed	5:00 PM	Regular Board Meeting - Board review schedule and approve.
January and February			Management and Supervision staff begin work on operational budgets, reviewing historical expenses, estimating future expenses, gathering quotes and estimates, evaluating goals and programs, etc.
January 6, 2025	Mon	10:30am	Following Staff Meeting: Management meeting budget process
January 9, 2025	Thurs	5:00 PM	Special Solid Waste and Recycling Committee - Review and discuss draft budget schedule, long range plans, programs and operational goals.
January 14, 2025	Tues	4:30 PM	Special Parks and Recreation Committee - Review and discuss draft budget schedule, long range plans, programs and operational goals.
January 21, 2025	Tues	5:00 PM	Special Engineering Committee - Review and discuss draft budget schedule, long range plans and operational goals.
January 2025	TBD	TBD	As committees meet quarterly now, they may need to schedule special meeting(s) in January or February in order to complete the long range plans and operational goals by January 29, 2025.
January 29, 2025	Wed	5:00 PM	Long range capital, maintenance plans, programs and capital budgets due to Lori for inclusion in the February 11, 2025 Special Workshop.
February 5, 2025	Wed	Noon	Long range capital, maintenance plans, programs and capital budgets due to Staff for Special Board Meeting.
February 11, 2025	Tues	5:00 PM	Board Workshop - Workshop to review and approve long range capital, maintenance plans, programs, capital budgets, and goals.
March			Staff develops draft budget.
April 3, 2025	Thurs	Noon	Draft Budget due to Staff for inclusion in Finance Committee Meeting.
April 8, 2025	Tues	4:00 PM	Special Finance Committee Meeting - Review and discuss draft budget.
April 10, 2025	Thurs	Noon	Draft budget due to Staff for inclusion in April 15, 2025 Special Board Workshop package.
April 15, 2025	Tues	5:00 PM	Board Workshop - Review draft budget.
April 30, 2025	Wed	Noon	Final Draft Budget due to Staff for inclusion in Finance Committee Meeting.
May 6, 2025	Tues	4:00 PM	Special Finance Committee Meeting - Review and discuss final draft budget.
May 15, 2025	Thurs	Noon	Final Draft Budget due to Staff for inclusion in May 20 Special Board Workshop package.
May 20, 2025	Tues	5:00 PM	Board Workshop - Review final draft budget (NOTE: This meeting is tentative. The meeting of April 15, 2025 will determine whether or not this meeting will be necessary).
June 11, 2025	Wed	5:00 PM	Regular Board Meeting - Budget presentation, Hearing, and possible adoption.

Note: Shaded meetings are public meetings. Meeting dates are subject to change and notification will be posted accordingly.



COMMUNITY TEACHING GARDEN CLASSES

All Classes are Held the Second Saturday of Each Month
Phelan Community Park
10 AM

January 11

Garden Design/Layout

February 8

Starting Spring Seedlings

March 8

Building Raised Beds

April 12

Transplanting to Garden Bed

May 10

Compost/Verma Compost

June 14

Pest Control

July 12

Mulch/Watering Wisely

August 9

Feeding Plants

September 13

Starting Winter Seedlings

October 11

Harvest/Storing Vegetables and Fruits

November 8

Using a Greenhouse

December 13

Tree Planting and Pruning



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