



# BOARD PACKAGE

July 12, 2023

Regular Board Meeting – 5:00 p.m.

## REGULAR BOARD MEETING AGENDA

July 12, 2023 – 5:00 p.m.  
Phelan Community Center  
4128 Warbler Road, Phelan, CA 92371  
& Via Conference Call (see below)

### REGULAR BOARD MEETING – 5:00 P.M.

**Call to Order** – Pledge of Allegiance

#### Roll Call

#### 1) Approval of Agenda

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

a) **General Public**

b) **Community Reports**

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

#### 3) Consent Items

- a) Approval of Minutes  
b) Approval of Board Stipends/Reimbursements

#### 4) Matters Removed from Consent Items

#### 5) Presentations/Appointments

#### 6) Continued/New Agenda Items

- a) Public Hearing on Standby & Availability Fees for 2023/2024
1. Secretary's Report
  2. Attorney's Report on Action Taken Prior to this Hearing
  3. Staff's Report
  4. Public Comments, Protests, and Objections
    - a. Any person may address the Board on Standby & Availability Fees for 2023/2024
    - b. Staff responses to comments, protests, and objections



#### 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

- b) Discussion & Possible Adoption of Resolution No. 2023-18; Establishing Water Standby and Availability Fees for 2023/2024
- c) Public Hearing on Delinquent Water User Charges
  - 1. Secretary's Report
  - 2. Attorney's Report on Action Taken Prior to this Hearing
  - 3. Staff's Report
  - 4. Public Comments, Protests, and Objections
    - a. Any person may address the Board on Delinquent Water User Charges
    - b. Staff responses to comments, protests, and objections
- d) Discussion & Possible Adoption of Resolution No. 2023-19; Confirming, or Modifying and then Confirming, the Report of Delinquent Water User Charges for the Purpose of Collecting Said Charges on the San Bernardino County Tax Roll
- e) Discussion & Possible Action Regarding Purchase and Installation of Well No. 15 Production Pump Equipment and Variable Frequency Drive
- f) Update on Solid Waste Program Implementation
- g) Update on the Proposed Civic Center & Phelan Park Expansion Projects
- 7) **Committee Reports/Comments**
  - a) Engineering Committee (Standing)
  - b) Finance Committee (Standing)
  - c) Legislative Committee (Standing)
  - d) Parks, Recreation & Street Lighting Committee (Standing)
  - e) Waste & Recycling Committee (Standing)
- 8) **Staff and General Manager's Report**
- 9) **Reports**
  - a) Director's Report
  - b) President's Report
- 10) **Correspondence/Information**
- 11) **Review of Action Items**
  - a) Prior Meeting Action Items
  - b) Current Meeting Action Items
- 12) **Set Agenda for Next Meeting**
  - Regular Board Meeting – July 26, 2023
- 13) **Adjournment**

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

Agenda materials can be viewed online at [www.pphcsd.org](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

## **REGULAR BOARD MEETING MINUTES**

June 28, 2023

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

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

**Board Members Absent:** Chuck Hays, Director

**Staff Present:** George Cardenas, Engineering Manager  
Kim Sevy, HR & Solid Waste Manager/District Clerk  
Sean Wright, Water Operations Manager  
Chris Cummings, Assistant Water Operations Manager  
Jen Oakes, Executive Management Analyst

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

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

#### **Call to Order**

Director Kujawa called the meeting to order at 5:00 p.m. and the Pledge of Allegiance was conducted.

#### **Roll Call**

Director Hays was absent.

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

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

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

- a) **General Public** – None
- b) **Community Reports** – None

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

Vice President Roberts moved to approve the consent items. Director Philips seconded the motion. Motion carried 4-0.

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

**5) Presentations/Appointments**

Jennifer Oaks, Executive Management Analyst/Conservation Program Administrator, provided a presentation on the District's Framework Readiness Assessment for Annual Water Use Objective.

**6) Continued/New Agenda Items****a) Public Hearing on Water Conservation Measures**

President Kujawa declared the public hearing open at 5:16 p.m.

**1. Secretary's Report**

Ms. Sevy reported the District received zero written protests, objections, or comments regarding the proposed water conservation measures.

**2. Attorney's Report on Action Taken Prior to this Hearing**

Mr. Kennedy reported notice of public hearing was published in the Daily Press on June 14, 2023, and June 21, 2023. Notice of hearing was also published on the District website and posted in the District office beginning June 5, 2023. Copies of the resolution were made available for public review in the District office or by request.

Compliance with all legal requirements for the hearing were within the manner and time specified with applicable law.

**3. Staff's Report**

Ms. Sevy reported that on June 15, 2022, the Board adopted Resolution No. 2022-19, enacting Stage Two mandatory restrictions on water use as a response to the emergency drought regulations adopted by the State Water Board.

On March 24, 2023, the Governor of the State of California issued Executive Order N-5-23 lifting both the voluntary 15% water conservation target and the requirement for local water agencies to implement level 2 of drought contingency plans.

In addition to the lifting of the state requirement to implement level 2 of the district's drought contingency plan, the District is not experiencing a water shortage and therefore it is appropriate to rescind level 2 drought contingency plan restrictions and revert to stage 1 drought restrictions as described in Ordinance No. 2021-02.

**4. Public Comments, Protests, and Objections**

Public comment, protests, and/or objections were given by:

- Cheryl Rhoden

Director Philips moved to close the public hearing. Director Snyder seconded the motion. The motion carried 4-0 and the public hearing was declared closed at 5:19 p.m.

**b) Discussion & Possible Action Regarding Resolution No. 2023-17; Rescinding Stage Two Mandatory Restrictions on Water Use**

Staff Recommendation: For the Board to adopt Resolution 2023-17; Rescinding Stage Two Mandatory Restrictions on Water Use.

Ms. Sevy introduced this item.

Director Snyder moved to adopt Resolution No. 2023-17. President Kujawa seconded the motion. Motion carried 4-0.

c) **Discussion & Possible Action Regarding Annual Purchase Orders for Fuel from Rebel Oil and Sodium Hypochlorite from Univar Solutions**

Staff Recommendation: For the Board approve the blanket purchase orders for fuel and sodium hypochlorite as budgeted for fiscal year 2023/2024.

Mr. Wright introduced this item.

Vice President Roberts moved to approve the staff recommendation. Director Philips seconded the motion. Motion carried 4-0.

d) **Update on Solid Waste Program Implementation**

Staff Recommendation: None.

Ms. Sevy provided a presentation on the status of solid waste program implementation.

No action taken; not an action item.

e) **Update on Proposed Civic Center & Phelan Park Expansion Projects**

Staff Recommendation: None

Ms. Sevy reported the Land and Water Conservation Grant was received and reviewed by the state. A site visit is scheduled in two weeks.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Engineering Committee (Standing)** – Has not met.
- b) **Finance Committee (Standing)** – Has not met.
- c) **Legislative Committee (Standing)** – Has not met.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Has not met.
- e) **Waste & Recycling Committee (Standing)** – The meeting was cancelled.

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

Ms. Sevy reported that County Zone G is receiving water from the District due to two well outages. Some District residents in the area are experiencing lower pressure than usual but pressure is still within guidelines.

9) **Reports**

- a) **Director's Report**



**Philips** – Attended ASBCSD.

**Roberts** – Nothing to report.

**Snyder** – Received the District’s annual water quality report in the mail and encouraged everyone to review it.

b) **President’s Report** – None

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

11) **Review of Action Items**

a) **Prior Meeting Action Items** – None

b) **Current Meeting Action Items** – Research additional fuel storage capacity options

12) **Set Agenda for Next Meeting**

- Regular Board Meeting – July 12, 2023, 5:00 p.m.

13) **Adjournment**

With no further business before the Board, the meeting was adjourned at 5:35 p.m.

Agenda materials can be viewed online at [www.pphcsd.org](http://www.pphcsd.org)

\_\_\_\_\_  
Rebecca Kujawa, 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 & EXPENSE VOUCHER/REPORT

<b>2023</b>					AB1234 Compliant					Report of items paid for with District Credit Card***		
*MAXIMUM PAID @ \$120 PER MEETING DAY AND LIMITED TO 10 MEETINGS PER MONTH												
Name: <b>Mark Roberts</b>					Date: <b>July 3, 2023</b>							
Reimbursed @ 0.655					REIMBURSEMENT REQUESTED					CREDIT CARD EXPENSES		
Date of mtg. or event	A	Expense Description / Business Purpose	*Meeting (\$120 or N/C)	Miles	Mileage**	Meals	Lodging	Other	Meals	Lodging	Other	
06/14/23		Regular Board Meeting	120.00		-							
06/21/23		Engineering Committee Meeting	120.00		-							
06/28/23		Regular Board Meeting	120.00		-							
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<b>Totals</b>			<b>360.00</b>	-	-	-	-	-	-	-	-	

<p><b>A: Board Approved? (section 2.4)</b></p> <div style="border: 1px solid black; background-color: yellow; padding: 5px; margin: 5px 0;"> <p>I certify the expenses listed above are related to my authorized travel according to the Phelan Piñon Hills Community Services District Policies.</p> </div> <p style="text-align: center;"><i>Board member's signature below</i></p> <p style="text-align: center; font-family: cursive; font-size: 1.2em;">Mark Roberts</p> <p>_____ Signature</p>		<p>Acct # _____</p>	<p>Totals:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">Meetings</td><td style="width: 10%; text-align: right;">360.00</td><td style="width: 40%;"></td></tr> <tr><td>Mileage</td><td style="text-align: right;">-</td><td></td></tr> <tr><td>Meals</td><td style="text-align: right;">-</td><td></td></tr> <tr><td>Lodging</td><td style="text-align: right;">-</td><td></td></tr> <tr><td>Other</td><td style="text-align: right;">-</td><td></td></tr> <tr><td><b>Grand Total</b></td><td style="text-align: right; border: 1px solid black;"><b>360.00</b></td><td></td></tr> </table>	Meetings	360.00		Mileage	-		Meals	-		Lodging	-		Other	-		<b>Grand Total</b>	<b>360.00</b>		<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;"></td><td style="width: 10%; text-align: right;">Date</td><td style="width: 40%;"></td></tr> <tr><td>Payroll</td><td></td><td></td></tr> <tr><td>Board Mtg</td><td></td><td></td></tr> <tr><td>Meals</td><td style="text-align: right;">-</td><td></td></tr> <tr><td>Lodging</td><td style="text-align: right;">-</td><td></td></tr> <tr><td>Other</td><td style="text-align: right;">-</td><td></td></tr> <tr><td></td><td style="text-align: right; border: 1px solid black;">-</td><td></td></tr> </table>		Date		Payroll			Board Mtg			Meals	-		Lodging	-		Other	-			-	
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# Phelan Piñon Hills Community Services District

## BOARD STIPEND & EXPENSE VOUCHER/REPORT

<b>2023</b>		AB1234 Compliant									
		*MAXIMUM PAID @ \$120 PER MEETING DAY AND LIMITED TO 10 MEETINGS PER MONTH							Report of items paid for with District Credit Card***		
Name: <b>Greg Snyder</b>		Date: <b>May 1, 2023</b>									
		Reimbursed @ 0.655			REIMBURSEMENT REQUESTED				CREDIT CARD EXPENSES		
Date of mtg. or event	A	Expense Description / Business Purpose	*Meeting (\$120 or N/C)	Miles	Mileage**	Meals	Lodging	Other	Meals	Lodging	Other
05/10/23		Board Meeting	120.00		-						
05/24/23		board meeting	120.00		-						
05/09/23		Parks Committee	120.00		-						
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		_____	Other	-				-			
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# Phelan Piñon Hills Community Services District

## BOARD STIPEND & EXPENSE VOUCHER/REPORT

<b>2023</b>		AB1234 Compliant																																															
		*MAXIMUM PAID @ \$120 PER MEETING DAY AND LIMITED TO 10 MEETINGS PER MONTH							Report of items paid for with District Credit Card***																																								
Name: <b>Greg Snyder</b>		Date: <b>April 1, 2023</b>																																															
		Reimbursed @ 0.655			REIMBURSEMENT REQUESTED				CREDIT CARD EXPENSES																																								
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# Agenda Item 4

Matters Removed from  
Consent Items



# Agenda Item 5

Presentations/Appointments

# Agenda Item 6a

## Public Hearing on Standby & Availability Fees for 2023/2024

1. Secretary's Report
2. Attorney's Report on Action Taken Prior to this Hearing
3. Staff's Report
4. Public Comments, Protests, and Objections
  - a. Any person may address the Board on Standby & Availability Fees for 2023/2024
  - b. Staff responses to comments, protests, and objections

## **NOTICE OF PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN** that the Board of Directors of the Phelan Piñon Hills Community Services District (“District”) adopted Resolution No. 2023-11 at its meeting on May 10, 2023, to initiate proceedings to fix, adjust, levy and collect a water standby charge in accordance with Section 61124(a) of the California Government Code and the applicable provisions of the Uniform Standby Charge Procedures Act, California Government Code Section 54984 et seq. (“the Act”). The Resolution is on file and available for inspection and copying at the District office located at 4176 Warbler Road, Phelan, California, and online at <https://www.pphcsd.org>.

The standby charge proposed to be adopted by the Board of Directors is based upon the report of a qualified engineer, IB Consulting, Inc., which is also on file and available for inspection and copying at the District's office located at the above address. No change in the amount of the standby charge, or the methodology used to calculate said charge, that was levied by the District in 2022/2023 is being proposed for 2023/2024.

Before taking final action on the proposed standby charge, the Board of Directors will hold a public hearing at a regular meeting of the District's Board of Directors scheduled for July 12, 2023, at 5:00 p.m. The District will hold this meeting of its Board both in-person at the Phelan Community Center located at 4128 Warbler Road, Phelan, California, and via teleconference or video conference through the remote instructions located on the District's website. Members of the public are encouraged to visit the District's website at <http://www.pphcsd.org> or call the District office at (760) 868-1212 to access the meeting link, and for updates regarding the manner in which this hearing will be conducted.

Any landowner desiring to protest the proposed standby charge as described in Resolution No. 2023-11 may file a written protest with the District. Each protest must contain a description of the land owned (this can be done by including the Assessor Parcel Number) and be signed by the owner of the property as shown on the last equalized tax roll of the County of San Bernardino. All protests must be received by the District no later than the close of the public hearing on July 12, 2023. At the public hearing, the Board of Directors will hear public testimony and protests and consider taking final action on whether or not to adopt the standby charge.

Protests may be made by sending them to the Board Secretary, Phelan Piñon Hills Community Services District, at 4176 Warbler Road, Phelan, California 92371 or P.O. Box 294049, Phelan, California 92329-4049. Mailed protests must be received by the District prior to the close of the public hearing on July 20, 2022. The Board may be precluded from adopting the standby charge as proposed if the number of written protests received by the District prior to the close of the public hearing represent the designated proportion of parcels subject to the proposed assessment set forth under applicable law.

If you have any questions regarding the proposed standby charge or would like additional information, please contact District staff at (760) 868-1212 during regular business hours.

Posted: June 19, 2023

Published: June 22, June 29, July 6, 2023

# Agenda Item 6b

Discussion & Possible Adoption of  
Resolution No. 2023-18; Establishing  
Water Standby and Availability Fees for  
2023/2024

## MEMORANDUM

**DATE:** July 12, 2023

**TO:** Board of Directors

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

**SUBJECT:** Discussion & Possible Adoption of Resolution No. 2023-18; Establishing Standby & Availability Fees for 2023/2024

### STAFF RECOMMENDATION

For the Board to adopt Resolution No. 2023-18; Establishing Standby & Availability Fees for 2023/2024.

### BACKGROUND

In order to collect Standby Revenue, each year the District must take certain steps, in compliance with Government Code Sections 61124(a), 54984 et seq., and 6066, including: 1) Initiating Proceedings to Fix, Levy And Collect Water Standby Assessments For The Fiscal Year, establishing a hearing date, 2) Notify the general public with publications in the newspaper on two separate dates, and 3) Conduct the Public Hearing.

The standby fee has been a means to collect funds from parcels within the District to help support the system and keep it “ready to serve” those who wish to connect to the system. Staff is not recommending any changes to the current rates and collections: Standby charges are currently calculated as follows:

\$20.00 per full acre (1 Equivalent Billing Unit = EBU), plus \$20.00 times .5 EBU, times the fractional portion of the parcel (2  $\frac{3}{4}$  acres = \$47.50). This is charged to all non-metered properties that are within 660’ of a water line within the District boundaries.

On May 10, 2023, the Board of Directors adopted Resolution No. 2023-11; Initiating Proceedings to Fix, Levy and Collect Water Standby Assessments for the Fiscal Year 2023/2024 and the Hearing Date was scheduled for July 12, 2023

A full copy of the affected parcels and corresponding fees have been made available for public review. 3,641 parcels were included in the previous final levy submittal in Fiscal Year 2022/2023. As part of preparing the preliminary Fiscal Year 2023/2024 Assessment Roll, parcels that were recently developed, or pulled a permit since the last levy submittal, were removed. In addition, parcel changes were captured related to subdivisions and parcel mergers throughout the year. As a result, the Assessment Roll for FY 2024 now includes 3,569 parcels. The Assessment Roll has been provided to the Board Secretary separately as it is too voluminous to include herein. This may change as parcels connect to the District’s water system before the final report is submitted to the county.

**FISCAL IMPACT**

Estimated revenue of \$283,419.10

**ATTACHMENT(S)**

Resolution No. 2023-18

**RESOLUTION NO. 2023-18**  
**A RESOLUTION OF THE BOARD OF DIRECTORS**  
**OF THE PHELAN PINON HILLS COMMUNITY SERVICES DISTRICT**  
**ESTABLISHING WATER STANDBY AND AVAILABILITY FEES FOR 2023/2024**

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

**WHEREAS**, the District is authorized by Government Code Section 61124(a) to impose standby charges for water services pursuant to the Uniform Standby Charge Procedures Act, Government Code Section 54984 et seq. (“the Act”).

**WHEREAS**, under the Act, the District is authorized to fix before August 10 of any given year a water standby charge on land within its jurisdiction to which water service is made available for any purpose by the District, whether the water services are actually used or not.

**WHEREAS**, under the Act, the District’s Board of Directors (“the Board”) may establish schedules varying the charge according to land uses, benefit derived or to be derived from the use, availability of facilities to provide water service, the degree of availability or quantity of the use of the water to the affected lands, and may restrict the assessment to one or more improvement districts or zones of benefit established within the jurisdiction of the District, and may impose the charge on an area, frontage, or parcel basis, or a combination thereof.

**WHEREAS**, pursuant to Resolution No. 2994 of the Local Agency Formation Commission of the County of San Bernardino (“LAFCO”), the District is the successor agency to County Service Area 9, County Service Area 56 Improvement Zone F-1, and County Service Area 70 Improvement Zones L and P-4 (“the CSAs”).

**WHEREAS**, Condition No. 14 of LAFCO Resolution No. 2994 expressly states that “[a]ll previously authorized charges, fees, assessments, and/or taxes of [the CSAs] in effect upon the effective date of this reorganization shall be continued and assumed by the [District], as the successor agency, in the same manner as provided in the original authorization pursuant to the provisions of Government Code Section 56886(t) ...”

**WHEREAS**, Government Code Section 56886(t) provides that LAFCO Resolution No. 2994 contains the exclusive terms and conditions for the change of organization from the CSAs to the District is it related to the “extension or continuation of any previously authorized charge, fee, assessment, or tax by [the District as the] successor local agency in the affected territory.”

**WHEREAS**, prior to the adoption of LAFCO Resolution No. 2994, the territory within the CSAs was subject to a water standby and availability charge that had been fixed, levied, and imposed upon such lands.



**WHEREAS**, the Board wishes to continue, extend, and assume all previously authorized water standby and availability charges that had been fixed, levied, and imposed upon lands within the CSAs.

**WHEREAS**, on May 10, 2023, the Board adopted Resolution No. 2023-11 initiating proceedings to fix, adjust, levy, and collect water standby and availability fees for 2023/2024 in accordance with Government Code Section 54984.3 and scheduled a public protest hearing on July 12, 2023.

**WHEREAS**, beginning on or about June 22, 2023, the District published a Notice of Public Hearing concerning the Board's intent to adopt water standby and availability fees for 2023/2024 in a newspaper of general circulation within the District once a week for two successive weeks pursuant to the Act and Government Code Section 6066.

**WHEREAS**, on July 12, 2023, at 5:00 p.m., at the Phelan Community Center located at 4128 Warbler Road, Phelan, California, the Board held a public protest hearing to hear and consider any and all objections or protests regarding the imposition of the charge, which hearing was duly conducted in the manner set forth in the Act.

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

1. The public interest and necessity requires the Board to adopt this Resolution hereby fixing, levying, and collecting water standby and availability charges on all properties within the District which are within six hundred sixty (660) feet of a water main from which water service is furnished by the District pursuant to applicable law, including but not limited to the pertinent provisions of the Act, Condition No. 14 of LAFCO Resolution No. 2994, and/or Government Code Section 56886(t).

2. The written protests received by the Board which were not withdrawn at the time of its determination represented less than fifteen percent (15%) of the parcels subject to the charges set forth herein.

3. The standby charge hereby levied by the Board is based upon the report of a qualified engineer, which is on file with the District. The content and findings of said report are hereby adopted in full by the Board and are incorporated herein in full by this reference, including, but not limited to, any and all statements and determinations specifically relating to each of the following:

a. A description of the charge and the method by which it is proposed to be imposed;

b. A compilation of the amount of the charge proposed for each parcel subject to the charge;

c. A statement of the methodology and rationale followed in determining the degree of benefit conferred by the service for which the proposed charge is made;

d. The District's legal ability to fix and adjust a standby charge, the amount

of the proposed charge, and the properties affected thereby;

- e. A description of the lands upon which the charge is proposed to be imposed; and
- f. The amount of the proposed charge for each of the lands so described.

4. The Board, acting in its capacity as the governing body of the District, hereby resolves and orders:

a. That there are hereby fixed, in and for the District, water standby charges for each parcel of real property therein in the amount of twenty dollars (\$20.00) per full acre in a parcel, plus the proportionate share of the charge of ten dollars (\$10.00) for any portion of a parcel which may exceed an exact number of acres.

b. That for parcels of less than one (1) acre total, the water standby charges continued herein for the District shall be twenty dollars (\$20.00).

c. That water availability or standby charges shall apply to each parcel of real property within the District which is within six hundred sixty (660) feet of a water main from which water service is furnished by said District.

d. That the charges fixed and established herein shall be effective on and after July 1, 2023, and shall be operative during Fiscal Year 2023/2024.

5. The Board hereby authorizes the District’s General Manager to take any and all actions necessary to carry out the intent of the Board as set forth herein, and to cause the charges fixed and established herein to be collected at the same time, and in the same manner, as the levying of special assessments on the 2023/2024 San Bernardino County Tax Roll, and/or to be otherwise collected in accordance with all legally-permissible methods available under applicable law. If any charge hereby adopted becomes delinquent, the amount of the delinquency, together with any interest and penalties thereon, shall constitute a lien on the affected property to the fullest extent legally allowable under applicable law.

**PASSED AND ADOPTED** by the Board of Directors of the Phelan Piñon Hills Community Services District, State of California, this 12th day of July 2023, by the following vote:

AYES:	Directors:
NOES:	Directors:
ABSENT:	Directors:
ABSTAIN:	Directors:

---

President of Phelan Piñon Hills  
Community Services District and of the Board of  
Directors thereof.

STATE OF CALIFORNIA                    )  
  ) ss.  
COUNTY OF SAN BERNARDINO            )

I, Kimberly Ward, Clerk of the Board of Directors of the Phelan Pinon Hills Community Services District, California, hereby certify the foregoing to be a full, true and correct copy of the record of the action as the same appears in the Official Minutes of said Board at its meeting of July 12, 2023.

Kimberly Sevy  
Secretary, Board of Directors  
Phelan Pinon Hills Community Services District

By\_\_\_\_\_

# Agenda Item 6c

## Public Hearing on Delinquent Water User Charges

1. Secretary's Report
2. Attorney's Report on Action Taken Prior to this Hearing
3. Staff's Report
4. Public Comments, Protests, and Objections
  - a. Any person may address the Board on Delinquent Water User Charges
  - b. Staff responses to comments, protests, and objections



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)

June 16, 2023

NAME  
ADDRESS  
CITY, STATE, ZIP

Dear CUSTOMER NAME,

Our records indicate that your property located at ADDRESS (Parcel Number: 0000-000-00) Account Number: 00-0000-00) has an outstanding balance of \$AMOUNT which is subject to collection by the following means:

### HEARING NOTICE

**NOTICE IS HEREBY GIVEN** that the General Manager of the Phelan Piñon Hills Community Services District (“District”) has filed a report with the District’s Board of Directors that describes the amount of unpaid charges and delinquencies for each affected parcel within the District, and that the District’s Board of Directors will hold a public hearing to consider adoption of a resolution adding such delinquent non-paid charges to the annual taxes levied upon the property for which the charges are delinquent and unpaid.

The hearing will be held at a regular meeting of the District’s Board of Directors scheduled for July 12, 2023, at 5:00 p.m. The District will hold this meeting of its Board both in-person at the Phelan Community Center located at 4128 Warbler Road, Phelan, California, and via teleconference or video conference through the remote instructions located on the District’s website. Members of the public are encouraged to visit the District’s website at <http://www.pphcsd.org> or call the District office at (760) 868-1212 to access the meeting link, and for updates regarding the manner in which this hearing will be conducted.

All interested persons are invited to attend the meeting and submit oral and/or written comments to the Board at the time of the public hearing. Written comments may also be submitted to the Board Secretary via e-mail at [ksevy@pphcsd.org](mailto:ksevy@pphcsd.org) or by mail at P.O. Box 294049, Phelan, California 92329. All oral and written comments received by the Board and/or Board Secretary prior to the close of the public hearing will be considered and included in the record.

For more information, you may contact District staff at the District’s offices located at 4176 Warbler Road, Phelan, California, or by telephone at (760) 868-1212, during regular business hours. All persons are further invited to review the report and proposed resolution, copies of which will be available for public inspection beginning ten (10) days prior to the above meeting, during regular business hours at the District’s headquarters located at 4176 Warbler Road, Phelan, California. For more information, you may contact District staff at the headquarters address listed above, or by telephone at (760) 868-1212, during regular business hours.

## **NOTICE OF PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN** that the General Manager of the Phelan Piñon Hills Community Services District ("District") has filed a report with the District's Board of Directors that describes the amount of unpaid charges and delinquencies for each affected parcel within the District, and that the District's Board of Directors will hold a public hearing to consider adoption of a resolution adding such delinquent non-paid charges to the annual taxes levied upon the property for which the charges are delinquent and unpaid.

The hearing will be held at a regular meeting of the District's Board of Directors scheduled for July 12, 2023, at 5:00 p.m. The District will hold this meeting of its Board both in-person at the Phelan Community Center located at 4128 Warbler Road, Phelan, California, and via teleconference or video conference through the remote instructions located on the District's website. Members of the public are encouraged to visit the District's website at <http://www.pphcsd.org> or call the District office at (760) 868-1212 to access the meeting link, and for updates regarding the manner in which this hearing will be conducted.

All interested persons are invited to attend the meeting and submit oral and/or written comments to the Board at the time of the public hearing. Written comments may also be submitted to the Board Secretary via e-mail at [ksevy@pphcsd.org](mailto:ksevy@pphcsd.org) or by mail at P.O. Box 294049, Phelan, California 92329. All oral and written comments received by the Board and/or Board Secretary prior to the close of the public hearing will be considered and included in the record.

For more information, you may contact District staff at the District's offices located at 4176 Warbler Road, Phelan, California, or by telephone at (760) 868-1212, during regular business hours. All persons are further invited to review the report and proposed resolution, copies of which will be available for public inspection beginning ten (10) days prior to the above meeting, during regular business hours at the District's headquarters located at 4176 Warbler Road, Phelan, California.

Posted: June 19, 2023

Published: June 22, June 29, July 6, 2023

# Agenda Item 6d

Discussion & Possible Adoption of Resolution No. 2023-19; Confirming, or Modifying and then Confirming, the Report of Delinquent Water User Charges for the Purpose of Collecting Said Charges on the San Bernardino County Tax Roll

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

**DATE:** July 12, 2023

**TO:** Board of Directors

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

**SUBJECT:** Discussion & Possible Adoption of Resolution No. 2023-19; Confirming, or Modifying and then Confirming, the Report of Delinquent Water User Charges for the Purpose of Collection of Said Charges on the San Bernardino County Tax Roll

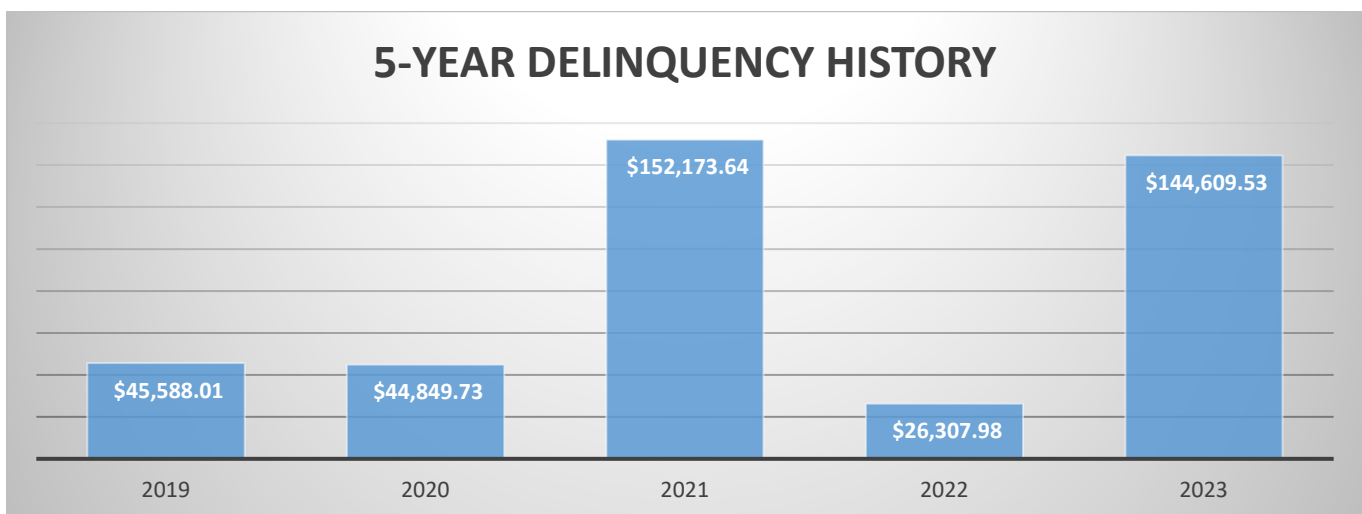
### STAFF RECOMMENDATION

For the Board to adopt Resolution No. 2023-19; Confirming, or Modifying and then Confirming, the Report of Delinquent Water User Charges for the Purpose of Collection of Said Charges on the San Bernardino County Tax Roll.

### BACKGROUND

In order to collect delinquent water user charges on the San Bernardino County Tax Roll, each year the District must take certain steps, in compliance with Government Code 61115(b), including: 1) prepare and file with the Board a report that describes each affected parcel of real property and the amount of charges delinquent for each affected parcel as of June 30, 2023; and 2) publish notice of time and place for a public hearing by the Board to hear and consider adoption and/or revision of the charges and penalties contained in the report of the District's General Manager.

The fiscal impact is subject to change pending receipt of customer payments. Delinquent customers were mailed notification regarding this process and given an opportunity to remedy. The final list will be submitted to the County of San Bernardino for collection not later than August 10, 2023, and will be updated as necessary until submittal.





**FISCAL IMPACT**

Estimated collection of up to \$144,609.43 in outstanding account balances (total delinquency amount as of July 7, 2023)

**ATTACHMENT(S)**

Resolution No. 2023-19



**RESOLUTION NO. 2023-19**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE PHELAN PINON HILLS COMMUNITY SERVICES DISTRICT IN THE COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ACTING IN ITS CAPACITY AS THE GOVERNING BODY – CONFIRMING, OR MODIFYING AND THEN CONFIRMING, THE REPORT OF DELINQUENT WATER USER CHARGES FOR THE PURPOSE OF COLLECTING SAID CHARGES ON THE SAN BERNARDINO COUNTY TAX ROLL**

**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**, Section 61115(b) of the Government Code authorizes the District’s Board of Directors (“Board”) to provide that any charges and penalties may be collected on the tax roll in the same manner as property taxes;

**WHEREAS**, Section 61115(b) of the Government Code provides that the District’s General Manager must prepare and file with the Board a report that describes each affected parcel of real property and the amount of charges and delinquencies for each affected parcel for the year.

**WHEREAS**, Section 61115(b) of the Government Code further provides that the District’s General Manager must publish notice of the time and place for a public hearing by the Board to hear and consider adoption and/or revision of the charges and penalties contained in the report of the District’s General Manager.

**WHEREAS**, on July 12, 2023, on motion of Director \_\_\_\_\_, duly seconded by Director \_\_\_\_\_, and carried, the following resolution is adopted:

**SECTION 1.** The Board hereby finds and determines:

(a) That the report of the District’s General Manager on delinquent and unpaid charges for water and other services within the District that remain unpaid and delinquent for thirty days or more on July 30, 2023, which is attached hereto and incorporated herein by this reference, is hereby adopted and approved by the Board and confirmed for each parcel of property within the District as set forth in said report.

(b) That a public hearing on said report was held on this date and that any protests or objections regarding the appropriateness of the charges or their collection on the tax roll were heard and considered by the Board.

**SECTION 2.** The Board, acting in its capacity as the governing body of the District, therefore hereby resolves and orders:

(a) That the Clerk of the Board is hereby directed to certify to the

passage of this resolution and to forward a copy of same to each of the following public bodies and officers:

1. The Auditor/Controller of the County of San Bernardino;
2. The Treasurer-Tax Collector of the County of San Bernardino;

(b) That the Clerk of the Board is hereby further directed to forward a certified copy of said report to the Auditor/Controller of the County of San Bernardino.

(c) That the unpaid and delinquent charges for each corresponding parcel of property within the District identified in the attached report of the District's General Manager, as confirmed by the Board, are fixed in the amount set forth in said report and shall be collected on the tax roll in the same manner and at the same time as general County ad valorem property taxes are collected for fiscal year 2023/2024.

**PASSED AND ADOPTED** by the Board of Directors of the Phelan Pinon Hills Community Services District, State of California, by the following vote:

AYES: Directors:

NOES: Directors:

ABSENT: Directors:

ABSTAIN: Directors:

---

President of Phelan Piñon Hills  
Community Services District and of  
the Board of Directors thereof

STATE OF CALIFORNIA                    )  
  ) ss.  
COUNTY OF SAN BERNARDINO        )

I, Kimberly Sevy, Secretary to the Board of Directors of the Phelan Pinon Hills Community Services District, California, hereby certify the foregoing to be a full, true and correct copy of the record of the action as the same appears in the Official Minutes of said Board at its meeting of July 12, 2023.

Kimberly Sevy  
Secretary to the Board of Directors  
of the Phelan Pinon Hills Community Services District

By \_\_\_\_\_

# Agenda Item 6e

Discussion & Possible Action Regarding  
Purchase and Installation of Well No. 15  
Production Pump Equipment and  
Variable Frequency Drive

## MEMORANDUM

**DATE:** July 26, 2023

**TO:** Board of Directors

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

**SUBJECT:** Discussion & Possible Action Regarding Purchase and Installation of Well No. 15 Production Pump Equipment and Variable Frequency Drive

### STAFF RECOMMENDATION

Staff recommends the Board approve the purchase and installation of Well No. 15's production pump equipment and the variable frequency drive with electrical cabinets and motor control center.

### BACKGROUND

The District contracted with Southwest Pump and Drilling on May 18, 2022, to drill Well 15 located on Azalea Rd. The contractor commenced work on November 29<sup>th</sup>, 2022. The well was drilled to 1,040' below ground surface. Test pumping indicated the well is capable of producing up to 750 gallons per minute for periods of up to 12 hours after which it is required to reduce pumping to 675 gallons per minute for the strata to recover.

The unique flow characteristics found within well 15 are best equipped with electrical instrumentation capable of variable frequencies allowing operations staff to modulate the flow based on demand in the distribution system. The quotes received from General Pump, with whom the District has an existing pump and maintenance contract, include the necessary vertical turbine pump and a motor capable of this flow modulation with the variable frequency drive and motor control center to power the equipment. Variable frequency drives eliminate and simplify many features found within traditional motor controls including flows, pressures, timers, and relays resulting in a simpler and more reliable production well for the District. The budgeted amount for FY 22/23 for the Well 15 project is \$1,555,000.

### FISCAL IMPACT

Pump Equipment \$219,255; Variable Frequency Drive and Electrical Components \$262,563; Total \$481,818.36

### ATTACHMENT(S)

Quotes from General Pump Company for Production Pump Equipment and Variable Frequency Drive and Electrical Components



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](http://www.genpump.com)

**WELL & PUMP SERVICE SINCE 1952**

Lic. #496765

*Serving Southern California and Central Coast*

June 13, 2023

*Via Email*

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

***Subject: Well 15 – Furnish and Install O/L Production Pump Equipment***

General Pump Company is pleased to provide our proposal to furnish and install a complete O/L pump assembly at the above referenced well site. Based on our review of the test pump data provided by the district, we are estimating a primary pump design of **750GPM @ 620'TDH** and a estimated pump setting is **610' bgs**. GPC's scope of work will end at the motor junction box, and discharge head flange. Tess Electric will be responsible for the VFD, conduit, and wire installation, along with the necessary programming and startup assistance. Tess Electric's scope of work will be included on a separate proposal. The following is a breakdown of the scope of work and associated costs for this project.

**Note:** All labor rates per the Annual Service Agreement contract. Labor hours are estimated and we will only invoice for the hours required to complete the scope of work.

### **Cost Proposal**

#### **Shop Labor**

- Receive and inspect new materials, quality assurance
- Weld cone strainer to suction pipe and thread into suction case
- Pressure wash and prep new column, tube, and shaft assemblies for install
- Apply line shaft thread anti-seize and install new line shaft couplings
- Stab out oil tube and shaft assemblies into column pipe for transport
- Install top column pipe and flange onto discharge head
- Install oil receiver bearing and tension plate into discharge head
- Machine top stretch tube
- Machine head shaft
- Fabricate GPC 2-gallon oil pot
- Mount oil pot and dripper assembly, w/ by-pass
- Prep miscellaneous pump hardware and components for install
- Load out all pump components for transport
- Prep rig and tooling for pump install

Est. 120 Hrs. @ \$90/Hr \$ 10,800.00



Cost Proposal – (Con't.)

Materials

- USEM 200 HP VHS WP1 1800 RPM Motor
- O/L bowl assembly designed for 750 GPM @ 620' TDH w/ SS impellers and trim
- 8" x 10' Suction pipe w/ SS cone strainer
- 8" x 20' heavy wall column pipe w/ couplings
- 3" x 1-11/16" Tube and shaft assemblies
- Centering spiders
- Top column flange and pipe
- Fabricated steel discharge head w/ 12" flange
- Tube tension assembly and top tube
- Headshaft, adjustment nut, and key
- 1/4" SS airline, bracket, gauge, and fittings
- 1-1/4" SCH 80 Flush joint PVC access tube
- Transducer assembly w/ cable
- 2-Gal oil pot, solenoid, and fittings
- Motor and turbine oil
- Gaskets, bolting, and electrical connection kit
- Misc. lube, tape, solvents, and consumables
- Chlorination chemistry
- Engineering submittals and drawings
- Estimated shipping and handling
- Sales Tax @ 7.75%

**Lump Sum** \$ 188,535.36

Field Labor

**Chlorinate & Install**

- Mobilize to site.
- Set up rig and chlorinate well w/ perf chamber.
- Install O/L pump equipment and motor.
- Prep site for future startup.
- Clean and secure site.
- Demobilize.

Pump Pulling Rig - 30 Ton (\$135/Hr.), Service Truck (\$20/Hr.)  
Operator (\$90/Hr.), and (2) Pump Mechanics – Field (\$180/Hr.)  
Total = **\$425/Hr.**

Est 40 Hrs. @ \$425/Hr.

\$ 17,000.00



Cost Proposal – (Con't.)

Field Labor – (Con't.)

*Tess Electric Crane Assist*

- Mobilize to site.
- Set up crane.
- Assist with offloading and staging large electrical components.
- Clean and secure site
- Demobilize.

Rotary Crane - 15 to 30 Ton (\$135/Hr.), Crane Operator (\$90/Hr.),  
Total = **\$225/Hr.**

Est. 8 Hrs. @ \$225/Hr. \$ 1,800.00

*Startup*

- Mobilize to site.
- Verify lock out / Tag out electrical.
- Wire motor & solenoid, check rotation, and take lift.
- Perform startup and verify proper operation.
- Collect operational data.
- Clean and secure site
- Demobilize.

Service Truck (\$20/Hr.) & Electrician – Field (\$120/Hr.)  
Total = **\$140/Hr.**

Est. 8 Hrs. @ \$140/Hr. \$ 1,120.00

***Estimated Labor & Materials*    \$ 219,255.36**

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  
Project Manager / Project Engineer





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*

June 14, 2023

*Via Email*

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

***Subject: Well 15 – Furnish and Install Production Pump & VFD Equipment***

General Pump Company is pleased to provide our proposal to furnish and install a 250 HP VFD panel at the above referenced well site. Tess Electric will be responsible for the VFD, conduit, and wire installation, along with the necessary programming and startup assistance. Tess Electric's scope of work is included in this proposal. The following is a breakdown of the scope of work and associated costs for this project.

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

**Cost Proposal**

**Outside Service VFD and Electrical Installation - Performed by Tess Electric**

***Equipment:***

- Square D standard QED-2 Series Switchboard, 480/ 277V 3P 4W 60Hz 600A, fault current 65kA, NEMA 3R enclosed with space heaters & T-stat. Utility service SCE standard door pattern 1-30in door, [2] sockets. Main breaker 600AF/ 500AT, LSIG, 65kA
- Square D Model 6 MCC, 480V 600A 3PH 3W 60Hz. Max available fault current 65kA. Tin plated copper bus. Outdoor duty type NEMA 3R rated. Seismic qualified. Strip heater, rodent barrier & T-stat. Individual sections listed L-R: o SECTION 1- 20" wide, includes 600A MLO bottom entry. 400A VFD feeder breaker. 240kA Surge protection device
- SECTION 2- 20" wide, includes [1]10kVA dist. transformer w/ 120/ 240V. [1] 18 circuit NQ panelboard, 120/ 240V 1PH 3W 60Hz includes [1] QOB 2 pole 20A QOB 1 pole 15A
- SECTION 3- 20" wide VFD control section on bottom half. Top half of section shall be unused for PLC equipment to be installed.
- Toshiba HX7 - Plus Pack series 6 pulse Variable Frequency Drive, 460V 60Hz 200HP 241FLA, UL type NEMA 3R, Air to Air heat exchanger (no air conditioner needed)
- Dwyer IWP pressure transmitter (4-20ma signal to PLC Cabinet)
- Flow switch (Flow Fail)
- A/B pressure switch (High Pressure Failure)



**Cost Proposal** – (Con't.)

**Labor:**

- Install all equipment listed (GPC to provide crane assistance as needed).
- Set and secure all equipment on concrete pad and provide all onsite wiring.
- Provide and install all cable from main switch gear to MCC. From MCC to VFD. From VFD to well pump motor.
- Pull and land all onsite control wiring between MCC and VFD as well as all field devices.
- Provide motor make up at motor connection box
- Provide 17 x 30” traffic rated pull box to be installed with spare conduits from MCC for any future site additions
- Start up and ½ day training

**Pump Logic Control:**

- H-O-A switch
- Normal/ Bypass waste valve switch
- EMT
- Run light, VFD Fail Light, High Pressure Fail Light
- Reset push button
- Backspin timer, oiler prelube, motor space heater & thermal switch

***Estimated Labor & Materials***      **\$ 262,563.00**

***Exclusions:***

- Crane to set gear shall be provided by others.
- All underground conduits shall be installed by others. Tess Electric shall assist in the layout and conduit schedule for all conduits.
- All concrete pads to be installed by others
- Flow & level transmitters to be provided by others
- Waste valve assembly with limit switch solenoid valve provided by others
- PLC equipment, programming and wiring to be provided/ installed by others

**Please allow 13-15 weeks (after approval) for the VFD**

**Please allow 235 working days (after approval) for the Meter/Main switchboard**

**Please allow 125 working days (after approval) for the Motor Control Center**

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  
Project Manager / Project Engineer

# Agenda Item 6f

Update on Solid Waste Program  
Implementation



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:** July 12, 2023  
**TO:** Board of Directors  
**FROM:** Don Bartz, General Manager  
By: Kim Sevy, HR & Solid Waste Manager/District Clerk  
**SUBJECT:** Update on Solid Waste Program Implementation

---

### STAFF RECOMMENDATION

None

### BACKGROUND

Staff will update the Board on Solid Waste Program Implementation.

### FISCAL IMPACT

None

### ATTACHMENT(S)

None

# Agenda Item 6g

Update on the Proposed Civic Center &  
Phelan Park Expansion Projects



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

## MEMORANDUM

**DATE:** July 12, 2023  
**TO:** Board of Directors  
**FROM:** Don Bartz, General Manager  
By: Kim Sevy, HR & Solid Waste Manager/District Clerk  
**SUBJECT:** Update on the Proposed Civic Center & Phelan Park Expansion Project

---

### STAFF RECOMMENDATION

None

### BACKGROUND

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

### FISCAL IMPACT

None

### ATTACHMENT(S)

None

# Agenda Item 7

Committee Reports/Comments

## LEGISLATIVE COMMITTEE MEETING MINUTES

June 13, 2023

Phelan Community Center  
4128 Warbler Road, Phelan, CA 92371  
& 2004 Fairground Road, Monterey, CA, 93940  
& Remotely Via Zoom or Conference Call

**Board Members Present:** Greg Snyder, Chair  
Deborah Philips, Director

**Board Members Absent:** None

**Staff Present:** Kim Sevy, HR & Solid Waste Manager/District Clerk

### Call to Order

The meeting was called to order at 3:00 p.m.

### Roll Call

All committee members were present at Roll Call.

#### 1) Approval of Agenda

Director Snyder moved to approve the Agenda. Director Philips seconded the motion. Motion passed unanimously.

#### 2) Public Comment – None

#### 3) Acceptance of Minutes

The minutes were accepted.

#### 4) Update from Representatives

- **Congress**

Hayden Bartz, Field Representative for Congressman Obernolte, thanked the District for hosting the community coffee. He provided an update on FRA, Congressman Obernolte's balanced budget amendment, and HR 2733. He provided his contact information: 760-247-1815, [hayden.bartz@mail.house.gov](mailto:hayden.bartz@mail.house.gov).

- **State Assembly**

Matthew Lyons, Deputy District Director for Assemblyman Holden, reported on the budget season and provided his contact information: Cell: 909-631-6205, Office: 909-624-7876, [matthew.lyons@asm.ca.gov](mailto:matthew.lyons@asm.ca.gov).

- **County Supervisor**

Sam Shoup, Field Representative for Supervisor Cook, reported on the Phelan Road widening project and the county's budget. He provided his contact information: 760-995-8100, [samuel.shoup@bos.sbcounty.gov](mailto:samuel.shoup@bos.sbcounty.gov).

#### 5) Review of May-June CSDA Legislative Brief

The committee reviewed the brief provided in the agenda packet.



**6) Staff Report**

Mr. Bartz reported that the website requirement for special districts to obtain a .gov has been removed.

**7) Review of Action Items****a) Prior Meeting**

- White paper on Initiative #21-0042A1
- Send reminder of upcoming Legislative Committee meetings to representatives

**b) Current Meeting**

- Information item to Board of Directors on #21-0042A1

**8) Set Agenda for Next Meeting** – September 12, 2023**9) Adjournment**

With no further business before the Committee, the meeting adjourned at 3:22 p.m.

Agenda materials can be viewed online at [www.pphcsd.org](http://www.pphcsd.org)

# Agenda Item 8

Staff & General Manager's Report



## Water Operations Manager's Report June 2023

### 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	52 samples	Monthly	All in compliance, Sampled Weekly
General physical samples	6 samples	Monthly	All in compliance, Sampled Weekly
TTHM/HAA5	0 samples sets	Quarterly	All in compliance.
Title 22	0 sample sets	TBD	All in Compliance.
Inorganics	0 samples	Yearly	All in compliance.
Radiological (Gross Alpha)	0 samples	Every 3 Years	All in compliance.
Trichloropropane 1,2,3-TCP	0 samples	Quarterly	All in compliance.
Regulated VOC	0 samples	As needed	All in compliance.
Nitrate as N	0 samples	As needed	All in Compliance.
Chromium 6	0 samples	Quarterly	All in Compliance.
Secondary GP'S	1 samples	As needed	All in Compliance.
Uranium	1 samples	As needed	All in Compliance

## Production and Service Order Report

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

<b>Total Monthly Production</b>	265.92 A. F. 13 % less than 2022
<b>2022 Monthly Production</b>	305.95 A. F.
<b>USA's Marked</b>	629
<b>Service Orders Completed</b>	434 service orders completed
<b>Main/Service Line Leaks</b>	48 service line leaks repaired. 0 Main line leak/ breaks repaired
<b>Hydrant Repairs/Replacements</b>	0 hydrant repaired/0 replaced
<b>Residential Meters Sold</b>	6
<b>Commercial Meters Sold</b>	0
<b>YTD Total Meters Sold (Calendar)</b>	18 (86 in 2022) (95 in 2021)
<b>Construction Meters Out</b>	5
<b>Service Lines Replaced</b>	7

### Job Code Summary

<b>Job Code</b>	<b>Total Completed</b>
C-Lock - Lock	81
C-Read & Unlock-Open - Read & Unlock - Opening	7
C-Read & Unlock-OC-DM - Read & Unlock - Opening-OC-DM	67
D-Closing Read & Lck - Closing Read & Lock DO NOT USE	1
D-Closing Read-OC-DM - Closing Read & Lock-OC-DM DO NOT USE	1
M- Investigate Lock - Verify Meter Still Locked	6
M- Verify Acct Class - Verify Account Class	0
M- Water Audit - Audit Water Usage	3
M-Backflow - Backflow Information	0
M-Cost Estimate Req - Cost Estimate Request	2
M-Data - Data Log	7
M-Bees- Bees	5
M-Investigate Leak - Investigate Leak	1
M-Investigate No Wtr - Investigate No Water	1
M-Lock No N/O Info - Meter Locked No New Owner Info	10
M-Low/No Consumption - Investigate Low/No Consumption	0
M-Meter Leaking - Meter Leaking	0
M-Meter UTL - Buried - Meter UTL - Buried	0
M-Pressure Ck Hi-Low - Pressure Check Hi-Low	1
M-R/R Angle Stop - Repair/ Replace Angle Stop	6
M-R/R Gate Valve - Repair/ Replace Gate Valve	3
M-Read - Read (do not update Read)	4
M-Repair Svc Line - Repair Service Line	48
M-Repair/Install Box - Meter Box	2
M-Replace Serv Line - Replace Service Line	7

M-Stake Meter Loc - Stake Meter Location	0
M-Status - Status	13
M-Turn off-Cust Req - Turn off - Customer Request	2
M-UNLOCK – UNLOCK	29
M-Verify Leak Repair - Verify Leak Repaired	3
M-Water Loss Leak - Door Hanger Water Loss Leak	7
M-Water Quality Taste - Water Quality - Taste	2
S- Replace Register - Register Not Sending Signal	273
S- Meter Downsize - Meter Downsizing	0
Service Change - Service Status Change	0
S-Replace Mtr & Reg - Replace Entire Meter Max Life Usage	0
S-Replace Reg Hotrod - Replace Register Hotrod Died	1
S-Replace Register - Replace Register Mueller	0
S-Replace Mtr- Replace Entire Meter Bottom Seal Leaking	14
Grand Totals	640

### **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 June 0.18 AF, YTD 1.08 AF @ \$1055 per AF replacement C/Y 2023
- Valves and Hydrants Maintenance: 0 hydrants flushed and painted YTD Total-63
- Service line replacement program on target to meet current established goals. 13 Replaced Calendar Year to Date, 0 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- 19 Complete YTD Water savings from this project is 17 GPM and counting in conjunction with operational efficiency @ 7MG
- Water Meter Replacement Project- 5257 of 7204 Replaced – 73 % Complete
- Tank 1C-2 Interior coating sand, blast, re-coat- 100% Complete
- Outfitting & Equipping of Mountain well (Well 17)- 95% Complete
- Drilling, Outfitting, and Equipping of Well # 15- 55% Complete (Started 12/5/22)
- Pipeline Protection Project phase 3- Sonora Rd between Phelan Rd & Hollister- 100% Complete
- Pinon Hills Pipeline Project- 1,270' on Pinon Hills Rd- 100% Complete
- Well 1B pulled due to failure for rehabilitation-10% Complete
- Mainline extensions @ Coyote & Wagon Train and Smoketree & Beaver- 50% Complete

### **Projects Completed**

- Well 15 Pipeline 5900' of 12" Ductile Iron Installed -100% Complete.
- Booster 3A-B Suction can hole repair- 100% Complete
- Well Meter and inter-tie Meter annual accuracy program FY 22/23- 100 % Complete
- Electrical Efficiency test performed @ every booster and well within the District- 100% Complete with summaries of notable replacements attached
- 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, 41 Year to Date Turned of 4291
- 168 Dead ends flushed of 317 = every year no matter what < No goal, this is mandatory
- 1936 hydrants = 49 flushed this Year to Date 162 Painted Goal is 968 annually, this is done Bi-Annual
- Tank washouts of 10&11, 3B,2A-1,4B,3A,2A,4A,5A,1A-2,8A Complete

- The Fill Station Stats Year To Date



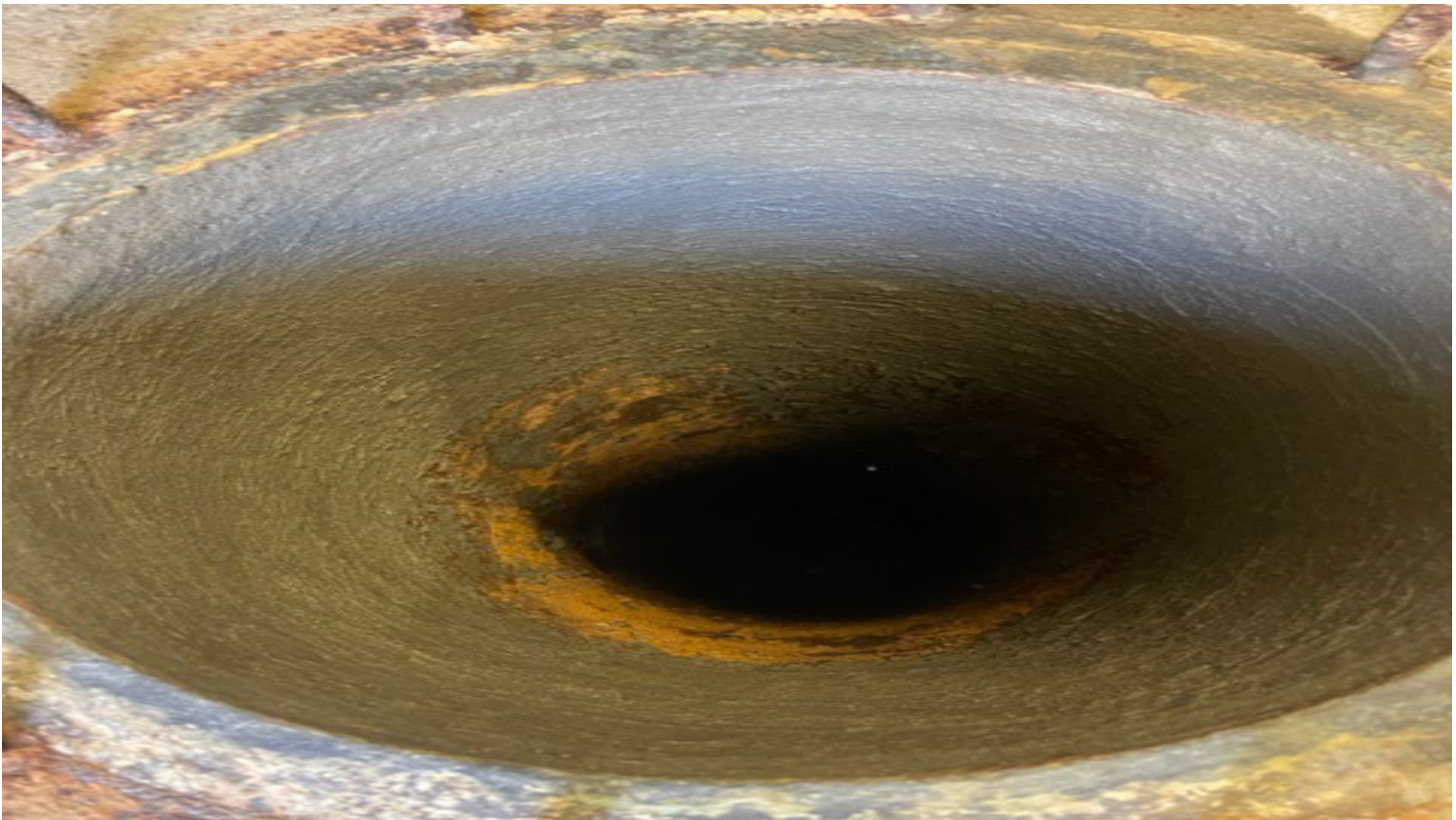
- The New Service Line Record





- Before and After @ 3A Booster B







**Phelan Pinon Hills Community Services District**  
**Engineering Manager's Report**  
**July 12, 2023**

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***Alternative Energy - 1.16 MW Solar Photovoltaic***

The district has registered its solar generation, Renewable Energy Credits (REC's), with the U.S. Department of Energy, Energy Information Administration (EIA) on March 2, 2023. The data report was manually provided by TotalEnergies.

2022 registered 2,692.88 MWh (2,692,880 kWh)

2021 registered 2,639 MWh (2,638,614 kWh)

2020 registered 2,658 MWh (2,657,613 kWh)

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***Geographic Information System (GIS)***

The District is entertaining other options for GIS mobile. It has implemented a pilot program with Nobel, Geoviewer, as an alternative to Sedaru. This will begin following the meter change-out program. Pilot program will involve two (2) field staff over a 4-week period. Tyler demonstrated an upgrade version of GIS mobile application. The SCADA/Hydraulic real-time modeling and 811 will not be supported in the Tyler application.

Staff continues to find ways to become more independent using the tools available through its license agreement with ESRI. A new higher resolution aerial imagery is now available in the Districts GIS asset application. Updated aerial imagery for reservoir / well sites continue to be collected via drone. Updated interior photos, in some cases lidar, are collected for all its booster stations.

Staff have worked closely with CR&R, solid waste, to integrate their service accounts to the District's GIS portal. CR&R data was received and integrated into a GIS environment for validation. Customer service staff will review, compare, and provide comments on the data related to the district's customer service data.

Engineering / GIS staff is scheduled to provide a presentation at the ESRI 2023 UC conference on Thursday, July 13, 2023, in San Diego. The presentation is focused on GIS for small districts on a small budget. This will showcase the district's accomplishments in GIS, mobile, data management and analysis using custom applications and forms.

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***Pressure Zone 6 Improvements***

The WMP proposes increasing capacity at tank site 6A with an additional 2.2 MG capacity tank adding additional storage from its existing 0.42 MG tank. Pending federal appropriations, the Capital Improvement Project (CIP) table identifies 1.5 MG tank and moving the project up to the 2023-2024 budget year. Recently, the District acquired 1.5 acres adjacent to the existing 6A tank for the proposed 1.5MG tank. In June of 2023, the Board approved the Scope of Work with Dodson and Associates for CEQA on the 1.5 MG reservoir. Completion of the CEQA study is 6-9 months.

***Civic Center / Community Center and Future Phelan Park Expansion***  
***(\* status change)***

Status for phase 1 – (APN 3066-261-10) Civic Center Project

1. Preliminary COA (Conditions of Approval) Received-PRAA-2021-00040 – Warbler Road Improvement moved to Phase 2
2. Construction Documents for Phase 1 - 14,034 SF Civic Center Building Resubmitted January 27,2023 for removal of posts to replace with Beams, per District Request. (NEWNR-2021-00230)
3. Sheep Creek Street Improvement Plans - Approved (SIP-2021-00031)
4. \*WQMP - submitted for plan check (WQMP-2021-00153)  
Pending County Senior Planner approval
5. Preliminary Drainage – Approved (DRNSTY-2021-0005)
6. \*Grading Plan - submitted for plan check (GRAD-2021-00235)  
Pending County Senior Planner approval.
7. Landscape Plans – Review since Nov. 19, 2021 – (PLP-2021-00018)
8. \*Edison service upgrade – Formal application Edison submittal on January 18, 2023. New Edison planner assigned. Meeting held Tuesday (5/2)
9. Joshua Tree Incidental Intake Permit (ITP) – (3/29/2023) notified by State to complete the mitigation report the CEQA is pending submittal (for phase 2 and phase 3) Lilburn completed draft CEQA for the Phelan Park Expansion. The ITP report will not impact the Civic Center Project. San Bernardino County will oversee mitigation. Grading plan designed to avoid existing Joshua Trees.
10. Vector Clearance – Approved
11. Filed Preliminary Acoustical Info application with County, Acoustical Study is not required.
12. Electrical Light Standard Plans – plan check submittal
13. \*Percolation Test Updated report – Merrell Johnson – Additional testing complete, addressed in WQMP
14. Waste Management Plan (part 1) – Approved (WMP-2022-00646)

Phase 2 – Phelan Community Park [event plaza, splash pad, multi-use field (soccer), restrooms, concession, playground, native garden, community garden, and tennis court]

Phase 3 – Phelan Community Park [equestrian, multi-use (baseball), skate park, pump track]

### Status for Phase 2 and Phase 3

1. Formal application, with studies, submitted to County Planning with deposit. (PROJ-2022-00184)
2. Traffic Study – Approved (TRSTY-2021-00016)
3. Percolation Study – Approved (SR0112960)
4. Geotechnical Report – conditionally approved (GTR-2022-00128)
5. Biological Assessment – complete
6. Joshua Tree Incidental Intake Permit (ITP) - Received notice from State (3/29/2023) review completion pending CEQA. CEQA completed (5/3). County is taking the lead in the study. AB52 Tribes noticing has been issued. Public noticing to follow.
7. Cultural and Paleo Report – complete
8. Infiltration Report – complete
9. Hydrology Study – complete
10. Preliminary Grading and Street Improvements (Warbler Road) – Pending County conditions
11. Noise Study – completion April 14th
12. \* CEQA IS/MND – Lilburn Corporation –Complete (5/2). San Bernardino County to take lead on the environmental.

The Access and Slope easements from parcels APN 3066-251-05 and -06 (Van Dam properties) The Access Easements for both parcels are required to abandon Sahara Road. All required submittals for abandonment of Sahara Road have been addressed.

Rider Levett Bucknall (RLB) has prepared the Request for Proposal (RFP) for the Civic Center Project. Pending Civic Center County approval, the RFP will be issued to the (4) recommended contractors selection during the RPQ process in late May 2023. Item will be brought to the Board for authorization with the approval to issue the RFP in early August.

**Water Mainline Extension Projects**

**(\* status change)**

***Pinon Road - to serve APN 3067-111-21 (nothing new to report)***

Proposed 353 Linear Feet of 8-inch PVC water pipeline, located on Pinon Road west from Ponderosa Road. Plans prepared by TRLS Engineering for Joel Jacoby. Second plan check completed. Pending pre-construction meeting.

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***Joshua St. - to serve APN 3038-131-08 (nothing new to report)***

Proposed 665 Linear Feet of 8-inch PVC water pipeline, located on Joshua Street east of Caughlin Road. Owner: Donovan Homes. Plans prepared by TRLS Engineering. Second plan check completed on April 27, 2021. Pending County Fire Department approval.

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***\* Coyote Road - to serve APN 3068-621-06 (nothing new to report)***

Proposed 320 linear feet of 8-inch PVC water pipeline, from Yucatan Road east 320. Plans prepared by Merrell-Johnson Companies. Construction was completed in late June. Contractor: Brown Backhoe. Pending static pressure testing pipeline will be active for service.

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***Schlitz Road - to serve APN 3101-571-02 (nothing new to report)***

Proposed 320 Linear Feet of 8-inch PVC water pipeline, located on Schlitz Road from Palmdale Road south 320 feet. Owner: So. Cal Services. Plans were prepared by TRLS Engineering. Second plan check complete. Pending County Fire Department approval.

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***Salerno Road - to serve APN 3101-431-08 (nothing new to report)***

Proposed 950 Linear Feet of 8-inch PVC water pipeline, located on Salerno Road from Bambi Court west to 350 west of Johnson Road. Plans prepared by Merrell Johnson Companies Owner: Perez / Valdillez. 1<sup>st</sup> plan check completed March 30, 2021

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***Acanthus Street - to serve APN 3066-681-13 (nothing new to report)***

Proposed 300 Linear Feet of 8-inch PVC water pipeline, located on Acanthus Street south from McAllister Road for Arturo Mata. Plans were prepared by Ludwig Engineering and approved in July of 2018. 2<sup>nd</sup> plan check completed April 14, 2021

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***Sequoia Road - to serve APN 3069-331-10 (nothing new to report)***

Proposed 340 Linear Feet of 8-inch PVC water pipeline, located on Sequoia Road east of Johnson Road. Owner: ZAB LLC, Luis Benites. Plans were prepared by Capstone Engineering Inc. Plans approved. Pending pre-construction meeting.

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**\* Smoke Tree Road - to serve APN 3070-631-03 (nothing new to report)**

Proposed 740 Linear Feet of 8-inch PVC water pipeline, located on Smoke Tree Road east of Beaver Road. Construction is progress. Anticipate completion the week of July 10<sup>th</sup>.

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**Beekley Road - to serve APN 3100-551-13 (nothing new to report)**

Proposed 300 Linear Feet of 8-inch PVC water pipeline, located on Beekley Road north from Begonia Road. Plans prepared by TRLS Engineering. Final plan check complete on June 6, 2018. Pending County Fire Department approval.

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**La Mirada Road - to serve APN 3098-471-18 (nothing new to report)**

Proposed 375 Linear Feet of 8-inch PVC water pipeline, located on LA Miranda Road beginning north from Cayucos Drive. Plans prepared by ServiTop Engineering. Received for 1<sup>st</sup> plan check on February 24<sup>th</sup>.

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**San Bernardino County Public Works Projects**

**Phelan Road Widening Project**

Phase 1

Work to include mill/overlay, leveling course, isolated areas of full depth reconstruction and the installation of a traffic signal at Clovis Road. Improvements from State Highway 138 to Los Banos Road. Work is tentatively scheduled for July 2023.

Phase 2

To include road widening, from 2 to 5 lanes, drainage improvements, and the realignment of intersection Highway 138 and Phelan Road.

The tentative schedule is as follows:

- Project Approval/Environmental Document: Spring 2024
- Final Plans & Right of Ways Acquisitions: Fall 2025
- Construction: Spring 2026

## MANAGEMENT REPORT

**DATE:** July 7, 2023  
**PREPARED BY:** Kim Sevy, HR & Solid Waste Manager  
**SUBJECT:** June 2023 Manager's Report

### SOLID WASTE & RECYCLING

#### Customer Data:

<u>COMMERCIAL ACCOUNTS</u>	<u>NO.</u>	<u>CITATIONS ISSUED</u>	<u>NO.</u>
Trash	94	Commercial	1
Recycling	92	Residential	0
Organics	N/A		
		<u>PERMITS ACTIVE</u>	<u>NO.</u>
		Self-Haul - Commercial Recycling	2
		Self-Haul - Commercial Organics	0
		Self-Haul - Residential Recycling	N/A
		Self-Haul - Residential Organics	N/A
		SB1383 Exemptions – Commercial	14
<u>SCHOOL ACCOUNTS</u>	<u>NO.</u>	<u>TEMPORARY SERVICE</u>	<u>NO.</u>
Trash	16	Temporary - Trash	8
Recycling	16	Temporary - Recycling	0
Organics	N/A		
<u>RESIDENTIAL ACCOUNTS</u>	<u>NO.</u>		
Trash	5,274		
Recycling	34		
Organics	N/A		

#### Notable Activity:

- Gathering additional SB 1383 exemption forms from applicable commercial customers
- Mailed 1,222 Sheep Creek Water customers Solid Waste Application and information on sorting on June 8, 2023
- Provided a presentation on June 6, 2023, to the Phelan Chamber of Commerce regarding upcoming commercial solid waste requirements
- Proposition 218 hearing conducted on June 14, 2023
- New CR&R rates go into effect July 1, 2023
- Annual report submitted to County
- 46.9 tons of tires (approximately 4,690 tires) collected at free tire collections events in 2022
- 8 tons of residential solid waste collected at community cleanup events in 2022
- 100 additional food scrap containers will be available in July

#### Recent & Upcoming Events:

- Free Tire Disposal Day
  - June 10, 2023 – 8am-noon
  - CR&R Service Yard
- Community Clean-up & Free Tire Disposal Day
  - September 9, 2023 – 8am-noon
  - CR&R Service Yard
- Free Tire Disposal Day
  - December 9, 2023 – 8am-noon
  - CR&R Service Yard

## HUMAN RESOURCES

### Statistical Data:

- Full Time Employees: 26
  - Engineering: 3
  - Water (Field): 10.5
  - Parks & Rec: 2.5
  - Administration: 11
- Part Time Employees: 0
- Temporary Employees: 1
- Open Positions: 1

## MISCELLANEOUS

### Recent District Events:

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

- None

### Website Data (for June 2023)

PAGE	Unique Views	Total Views
Main Page	2,417	4,449
My Account	1,639	3,576
Residential – Solid Waste	515	1,032
Events	378	671
Solid Waste & Recycling	358	663
Water Department	434	634
Services	418	622
Sign Up for Classes	178	555
Contact Us	236	343
Rates & Fees	225	330
Apply for Service	162	327
Parks & Recreation	146	260
Employment	140	247
Calendar	119	229
Meetings	95	228
Board of Directors Meeting	70	159
Board Member	59	140
Contractors	45	125
FAQs	85	123
New Connections	64	103

### Grants

- **SB 1383 Local Compliance Grant**
  - Submitted in January 2022. The District was awarded \$20,000. Grant funds have been used to pay for Solid Waste consultant.

- **Small Scale Water Efficiency Grant**
  - \$75,000 to be disbursed when meters for Phase 3a are purchased.
- **Community Project Funding Request - 2023**
  - Staff submitted a Community Project Funding Request (“Request”) in the amount of \$2 million to help fund a portion of the Civic Center Project which will house the Community/Board Room that also will serve as the area’s Community Emergency Operations Center. The \$2 million request was funded in the FY2023 Omnibus appropriations bill which the Senate and House passed at the end of December. CalOES issued grant documents to the District to complete as they will be administering the funds. There is no update as to when the funds will be allocated by FEMA and CalOES.
- **Community Project Funding Request - 2024**
  - Staff submitted a Community Project Funding Request (“Request”) in the amount of \$2,000,000 to help fund a Tank 6A-2. Staff is pleased to report the District’s full Request was selected by the Congressman as one of the 15 projects he submitted to the House Appropriations Committee.
  - There is an approximately year-long process before final approval and receipt of funds. The Request must be reviewed and approved by the House Appropriations Committee who will then craft legislation in the form of funding bills which are then consolidated with the Senate Appropriations Committee’s funding bills. The consolidated funding bill is then signed into law by the President and funding is then distributed. After funding is distributed, the District will have approximately 12-24 months to complete the project and is subject to an audit by the Government Accountability Office. During this time, it is possible that funding for such Requests may disappear, however all indications show that funding is likely to continue for now.
- **County American Rescue Program Act (ARPA) Funds**
  - Staff worked with consultants and submitted a request to the county. The county has preliminarily approved \$457,194 in ARPA funds for construction of certain parks elements. The contract was approved by the District’s Board on 3/8/2023 and has been submitted to the County and is awaiting Board of Supervisors for ratification, expected mid-June.
- **Land and Water Conservation Fund Grant**
  - The grant was submitted on May 31, 2023, in the amount of \$976,154. The state requested additional information and application revisions. Staff met with state grant staff virtually to review the project. A site visit was scheduled in July. Funding determination is expected in the fall of 2023.



# Agenda Item 9

Director Reports

## Philips June 2023

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- 1<sup>st</sup> Mojave Water Agency Tactical Advisory Committee: Winter rain totals, water usage expectations of the state.
- 19<sup>th</sup> Association of San Bernardino County Special Districts monthly meeting: County Supervisor Rowe informed us on county issues.

# Agenda Item 10

Correspondence/Information

**From:** [Secretary ASBCSD](#)  
**Subject:** ASBCSD Board Position Available  
**Date:** Monday, June 12, 2023 7:18:54 PM

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Good Evening,

ASBCSD Board Director Bob Stadum has resigned his position effective immediately. We are now accepting letters of interest from any Regular Member Board director who is interested in serving on the ASBCSD board.

Please email your letter of interest to the ASBCSD email [sec.asbcسد@gmail.com](mailto:sec.asbcسد@gmail.com) by July 31, 2023 to be included in the election to be held at the August 21st General Membership Meeting.

Best Regards,

Natalie Barnard  
Administrative Secretary  
email: [sec.asbcسد@gmail.com](mailto:sec.asbcسد@gmail.com)  
website: [asbcسد.specialdistrict.org](http://asbcسد.specialdistrict.org)  
phone: 562.433.9448



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)

July 1, 2023

To Current Resident:

The Phelan Piñon Hills Community Services District ("District") is responsible for providing solid waste programs for the communities of Phelan and Piñon Hills. The District contracts with CR&R to provide collection service for residents who do not self-haul.

You may have heard that the way we dispose of solid waste in our community is about to change. The State of California has passed numerous laws regulating the disposal of trash that we must comply with (visit our website at [www.PPHCSD.org/residential](http://www.PPHCSD.org/residential) for additional information).

Beginning in July 2023, solid waste collection service will become mandatory, unless you are an identified self-hauler. Please review the enclosed information and then complete the *Application for Solid Waste Collection Service/Self-Haul* and return it in the enclosed envelope with your water bill payment. You may also complete the Application online at [www.PPHCSD.org/residential](http://www.PPHCSD.org/residential), scan and email it to [customerservice@pphcsd.org](mailto:customerservice@pphcsd.org), or drop it off at our District office located at 4176 Warbler Road, Phelan, CA 92371.

*Even if you are self-hauling, or are already a CR&R customer, you will need to complete the application confirming your solid waste disposal method. Again, information regarding the state requirements and the District's program is available at [www.PPHCSD.org/residential](http://www.PPHCSD.org/residential).*

If you have any additional questions, or require additional information not covered in the enclosed information, please contact the District office at 760-868-1212.

Sincerely,

Don Bartz  
General Manager

## INSTRUCTIONS FOR SOLID WASTE COLLECTION SERVICE AND SELF-HAUL APPLICATION

***Please complete the attached application indicating how you will dispose of trash, recycling, and organics in compliance with state requirements. If you do not know your parcel number, leave it blank. All other fields are required. If your property is unoccupied, select the self-haul option.***

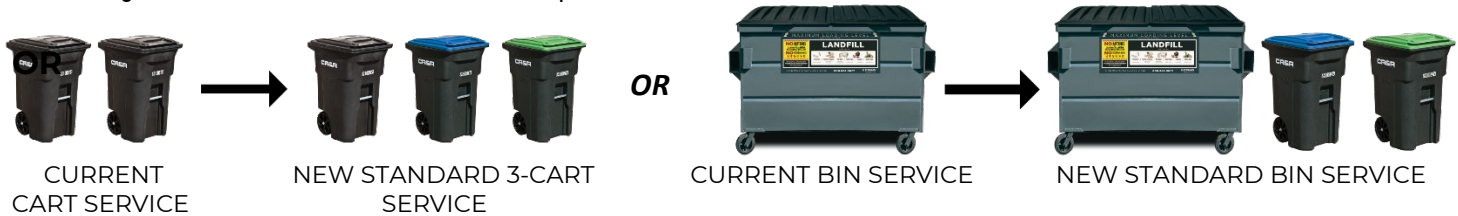
### **CURRENT SELF-HAULERS:**

If you want to continue to self-haul, select the first box in OPTION #1. You will be required to keep receipts and sort your trash, recycling, and organics before going to the transfer station (Dump). You will need to bring your ID and your Disposal Use Permit (Dump Card).

If you are a current self-hauler but would rather sign-up for collection service through CR&R, select the second box in OPTION #2 and choose the level of service you desire.

### **EXISTING CR&R CUSTOMERS:**

If you are a current CR&R customer, your service will automatically change from trash-only to three separate containers (trash, recycling, organics). Check the first box in OPTION #2 to confirm or modify your service. Then, select the service option you desire and any additional CR&R service options.



### **NEW RESIDENTS:**

Provide proof of ownership (final escrow closing statement or recorded grant deed) and complete the attached form indicating how you will dispose of your trash by selecting either OPTION #1 or OPTION #2. If you are a tenant, see “Tenants” section below.

### **TENANTS (RENTERS):**

Tenants may sign-up for Standard 3-cart collection service only. This is the basic level of compliance with the District’s solid waste disposal requirements. Additional collection services require written property owner permission. Tenants desiring to self-haul must have written permission from the property owner and obtain the Disposal Use Permit (Dump Card) from the owner.

### **QUESTIONS & ADDITIONAL INFORMATION**

Call the District at 760-868-1212 or CR&R at 760-868-4232 or visit: [www.PPHCSD.org/residential](http://www.PPHCSD.org/residential)

***To complete this application online, visit:***

[www.PPHCSD.org/residential/application](http://www.PPHCSD.org/residential/application)

Scan with your smart phone for additional information on this program.





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**APPLICATION FOR SOLID WASTE COLLECTION SERVICE/SELF-HAUL**

**Owner**     **Tenant** (3-cart service only – written permission from property owner needed for other services)

PARCEL NUMBER (APN):  
 IF KNOWN \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_

CUSTOMER NAME(S): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE/CELL/TEXT NO:    Primary \_\_\_\_\_    Secondary \_\_\_\_\_

DRIVERS LICENSE/ID NO: \_\_\_\_\_    DATE OF BIRTH: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**OPTION #1: SELF-HAUL TO TRANSFER STATION (DUMP)** (no fee or permit required at this time)

- I am a current self-hauler and want to continue to self-haul
- I am a current CR&R customer and want to cancel my CR&R collection service and self-haul instead
- I am a new resident and want to self-haul

**Self-Hauler Acknowledgements**

*As a self-hauler, you must sort trash, recycling, and organics before going to the dump. You are also required to keep receipts for verification of self-hauling. You may change from a self-hauler to a CR&R collection customer but will need to complete a new application. Tenants cannot self-haul without written authorization from the owner. By signing this form below, you are acknowledging these requirements.*

**OPTION #2: SIGN-UP/CONTINUE COLLECTION SERVICE WITH CR&R**

- I am a current CR&R collection service customer and want to confirm or modify my service level
- I am a current self-hauler and want to sign-up for collection service with CR&R
- I am a new resident and want to sign-up for collection service with CR&R

**CR&R Standard Service Options – Choose One**

- Standard 3-Cart Service - \$30.98/month\*  
(1 trash cart, 1 recycling cart, 1 organics cart)
- Standard Bin (Dumpster) Service - \$121.20/month\*  
(1 two-yard bin, 1 recycling cart, 1 organics cart)

**Additional CR&R Service Options**

- Additional Trash Cart(s) Quantity: \_\_\_\_\_  
\$7.01/month\* for each additional cart
- Additional Recycling Cart(s) Quantity: \_\_\_\_\_  
\$7.01/month\* for each additional cart
- Other: \_\_\_\_\_
- Additional Organics Cart(s) Quantity: \_\_\_\_\_  
\$7.01/month\* for each additional cart

**CR&R Collection Customer Acknowledgements**

*All solid waste must be separated into the appropriate cart or bin. Information on how to sort your solid waste is attached to this application. Information on collection day(s)/time(s) will be provided when your containers are delivered. Property owners are responsible for all unpaid charges; tenants may only sign-up for basic, 3-cart collection service unless written authorization for additional services is received from the owner of the property. By signing this form below, you are acknowledging these requirements.*

**Customer Signature (REQUIRED)**

**Date**

\*Rates effective 7/1/2023. Residential cart service is billed quarterly in advance. Residential bin service is billed monthly in advance.

OFFICE STAFF ONLY:  Sent to CR&R     Verified by PPHCS D to be Legal Property Owner    OR     Still Needs Owner Verification  
 Form Version 2023.02

# The Way We Dispose of Trash is Changing

## New Customers

- Complete the application form indicating whether you want to self-haul or signup for collection service through CR&R.

## Self-Haulers

- Complete the application form indicating you want to self-haul.
- For 2023 - No additional charge to self-haul.
- Keep receipts for verification of self-haul.
- Sort your waste into recycling, organics, or trash before heading to the dump.

## All District Residents

- Application forms and information on sorting your solid waste will be sent out to all District residents starting in July. All residents must return an application either indicating they want to self-haul, or to continue or start service with CR&R.

## Existing CR&R Customers

- Complete the application form verifying the service level you desire.
- Existing trash cart-only customers will have carts replaced with the 3-cart system starting now through January 2024.
- Existing customers with dumpsters (bins) will also be issued recycling and organics carts unless another service option is requested.
- All materials will be picked up in the same truck until January 2024 when materials must be separated into the appropriate container which will be picked up separately.

## Questions?

Please contact the District at 760-868-1212 or visit [www.pphcsd.org/solid-waste-and-recycling](http://www.pphcsd.org/solid-waste-and-recycling).





# What Goes Where

## RECYCLABLES

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



## ORGANICS

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



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

## LANDFILL

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



**NO HAZARDOUS WASTE**

## Notice of Water Rate Change

The District provides water service to approximately 7,100 customers, and monthly water service fees are the primary source of revenue to operate the water system. Revenues received from water service fees are used solely to fund the water enterprise. The objective of the proposed five-year rate schedule is to fully fund operations, address capital replacement, and adequately build-up reserves to meet reserve policies through Fiscal Year 2025-2026. In addition, the District needs to ensure adequate funding to address additional capital and operating expenses. The new rates for the District's water service fees were adopted by the Board on December 1, 2021, after a noticed public hearing and several public meetings. The new rates are based on a comprehensive rate study prepared by an independent consultant.

**Water rates for all District customers are scheduled to change. The new rates will begin July 1, 2023, and will be reflected on your billing statement received in August.**

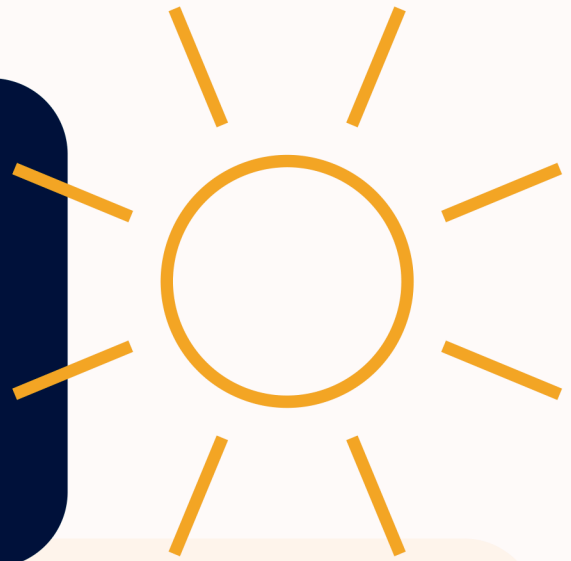
Fixed Charges (Meter Charge) \$/Month				
Meter Size	Current	Effective 7/1/2023	Effective 7/1/2024	Effective 7/1/2025
3/4"	\$24.17	\$25.63	\$27.17	\$28.81
1"	\$36.57	\$38.77	\$41.10	\$43.57
1 1/2"	\$67.58	\$71.64	\$75.94	\$80.50
2"	\$104.79	\$111.08	\$117.75	\$124.82
3"	\$222.60	\$235.96	\$250.12	\$265.13
4"	\$396.23	\$420.01	\$445.22	\$471.94
Chromium-6 Surcharge (all meters)	\$9.71	\$9.71	\$9.71	\$9.71

Variable Rates - \$/unit (1 unit = 748 gallons)				
Customer Class	Current	Effective 7/1/2023	Effective 7/1/2024	Effective 7/1/2025
<i>Residential</i>				
Tier 1: ≤ 9 units	\$2.90	\$3.08	\$3.27	\$3.47
Tier 2: 9 hcf- 29 units	\$3.31	\$3.51	\$3.73	\$3.96
Tier 3: > 29 units	\$7.99	\$8.47	\$8.98	\$9.52
<i>Commercial</i>				
	\$3.87	\$4.11	\$4.36	\$4.63
<i>Institutional</i>				
	\$4.20	\$4.45	\$4.73	\$5.02

*If you have any questions, please contact the District at (760) 868-1212.*

*For additional information, please visit our website at [www.pphcsd.org](http://www.pphcsd.org)*

# Summer Conservation Tips



- **Water in the Early Morning or Evening**

Watering your lawn and plants in either the early morning or evening is best. When the sun is high, water quickly evaporates. Put your water to better use by watering at times when moisture is more likely to stay in the soil.

- **Cover Your Pool**

Make sure to cover swimming pools in the summertime. Leaving your pool uncovered leads to water evaporation, which results in filling up your pool more often.

- **Use Mulch**

Apply a thick layer of bark mulch to your trees, shrubs, and gardens to help retain moisture and limit the need to water your plants as often.

- **Cut Your Shower Time**

Shorten your showers; there's no need to take a long hot shower in the summer. You can save 150 gallons per month by shortening your showers by just 2 minutes.

- **Fix Leaky Plumbing**

Fix leaky faucets and running toilets. You could silently be wasting up to 100 gallons of water per day with a leaky toilet, and with dripping faucets about 2,700 gallons of water per year.

- **Upgrade Your Bathroom Fixtures**

Upgrade to a low-flow showerhead and a low-flush toilet to reduce your water usage by up to 75%.

- **Wash Only Full Loads**

Save water by only running your washing machine and dishwasher when full. And avoid using the permanent-press setting which uses additional water.



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# Free SUMMER Movie Nights

FRIDAY NIGHTS  
AT DUSK

PHELAN COMMUNITY PARK  
HOSTED BY THE TRI-COMMUNITY KIWANIS

HOTEL TRANSYLVANIA 3:  
SUMMER VACATION

JUNE 9

TOY STORY 4

JUNE 16

PUSS IN BOOTS - THE  
LAST WISH

JUNE 23

CRUELLA

JUNE 30

RAYA AND THE LAST  
DRAGON

JULY 7

THE BAD GUYS

JULY 14

VIVO

JULY 21

MINIONS - THE RISE OF GRU

JULY 28

LEARN MORE  
[WWW.PPHCSD.ORG](http://WWW.PPHCSD.ORG)



Go Play  
at the Park

Phelan Piñon Hills CSD Parks and Recreation



# SUMMER Activities

## PAINTING IN THE PARK WITH SHINE BRIGHT PAINT

THURSDAYS - JUNE 15, 22, 29 & JULY 6, 13, 20, 27

AGES 5-12: 9AM

AGES 13 & UP: 11AM

PHELAN COMMUNITY PARK - RSVP REQUIRED

## FITNESS/DANCE CLASSES IN THE PARK

TUESDAYS- JUNE 13, 20, 27 & JULY 11, 18, 25

ALL AGES WELCOME

9AM FITNESS CLASS/ 10AM DANCE CLASS

PHELAN COMMUNITY PARK - RSVP REQUIRED

## KIDS ARCHERY LESSONS WITH THE MOJAVE ARCHERS

THURSDAYS - JUNE 15, 22, 29 & JULY 6, 13

9AM - 11AM

WEST CORNER OF CAYUCOS AND SHEEP CREEK RD  
HOSTED BY THE MOJAVE ARCHERS - RSVP REQUIRED

LEARN MORE & RSVP  
[WWW.PPHCSD.ORG](http://WWW.PPHCSD.ORG)



Go Play  
at the Park

Phelan Piñon Hills CSD Parks and Recreation



# Agenda Item 11

Review of Action Items

# Agenda Item 12

Set Agenda for Next Meeting