



BOARD PACKAGE

April 10, 2024

Regular Board Meeting – 5:00 p.m.

REGULAR BOARD MEETING AGENDA

April 10, 2024 – 5:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Via Conference Call (see below)

REGULAR BOARD MEETING – 5:00 P.M.

Call to Order – Pledge of Allegiance

Roll Call

1) **Approval of Agenda**

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

a) **General Public**

b) **Community Reports**

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

3) **Consent Items**

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

4) **Matters Removed from Consent Items**

5) **Presentations/Appointments** – None

6) **Continued/New Agenda Items**

- Update on the Proposed Civic Center & Phelan Park Expansion Projects

7) **Committee Reports/Comments**

- Engineering Committee (Standing)
- Finance Committee (Standing)
- Legislative Committee (Standing)



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

- 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 – April 24, 2024

13) **Recess to Closed Session**

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code Section 54956.8

Property: 17900 Sheep Creek Road, El Mirage, California (APN 0457-161-83 & 0457-161-83)

District Negotiator: Donald J. Bartz, General Manager; Steven M. Kennedy, General Counsel

Negotiating Party: Circle Green, Inc.

Under Negotiation: Price & Terms of Purchase

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

15) **Adjournment**

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

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

Remote Viewing:

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

[PPHCSD YouTube Channel Link](#)

Remote Participation:

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

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

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

Written Comments:

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

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

Agenda Item 3a

Approval of Board Minutes

REGULAR BOARD MEETING MINUTES

March 27, 2024 – 5:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

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

Board Members Absent: None

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

District Counsel: Steve Kennedy, General Counsel

REGULAR BOARD MEETING – 5:00 P.M.

Call to Order

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

Roll Call

All Directors were present at roll call.

1) Approval of Agenda

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

2) Public Comment

a) **General Public** – None

b) **Community Reports**

- **County Supervisor** – Sam Shoup, Constituent Services Director for Supervisor Cook's office, provided an update and offered for constituents to contact their office if they have any questions, issues, or suggestions.

3) Consent Items

Director Roberts moved to approve the consent items. Vice President Snyder seconded the motion. Motion carried 5-0.

4) Matters Removed from Consent Items – None

5) **Presentations/Appointments** – None

6) **Continued/New Agenda Items**

a) **Discussion & Possible Action Regarding Options for Increasing Water Production Capacity**

Staff Recommendation: For the Board to authorize staff to move forward with planning and project development for Option 1, pipeline to existing water source in El Mirage.

Mr. Bartz introduced this item.

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

b) **Discussion & Possible Action Regarding Extension of Pump and Well Services Contract**

Staff Recommendation: For the Board to approve a two-year extension to the existing pump and well services maintenance contract with the 9.5% labor and equipment rate increase.

Mr. Bartz introduced this item.

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

c) **Discussion & Possible Acceptance of 2024/2025 Solid Waste Collection Rates**

Staff Recommendation: For the Board to accept the residential and commercial solid waste rate changes for FY 2024/2025.

Ms. Sevy introduced this item.

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

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

Staff Recommendation: None

Mr. Bartz reported on this item.

No action taken; not an action item.

7) **Committee Reports/Comments**

a) **Engineering Committee (Standing)** – Met; the Board reviewed two items discussed tonight. Minutes are in the packet.

b) **Finance Committee (Standing)** – Meets tomorrow.

c) **Legislative Committee (Standing)** – Met this month; nothing to report.

- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Scheduled to meet on May 14, 2024.
- e) **Waste & Recycling Committee (Standing)** – Met last week and discussed rates and upcoming franchise amendments which will be brought to the Board.
- 8) **Staff and General Manager’s Report**
Mr. Wright reported on the new PRV installation.
- 9) **Reports**
- a) **Director’s Report**
Kujawa – Nothing to report.
Snyder – Nothing to report.
Roberts – Nothing to report.
Philips – Attended ASBCSD and learned about securing adequate resources.
- b) **President’s Report** – Nothing to report.
- 10) **Correspondence/Information** – The items in the packet were noted.
- 11) **Review of Action Items**
- a) **Prior Meeting Action Items** – None
b) **Current Meeting Action Items** – None
- 12) **Set Agenda for Next Meeting**
- Special Board Meeting – April 3, 2024
 - Regular Board Meeting – April 10, 2024
- 13) **Recess to Closed Session**
[The Board recessed to Closed Session at 5:28 p.m.](#)
- CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Pursuant to Government Code Section 54956.8
Property: 17900 Sheep Creek Road, El Mirage, California (APN 0457-161-83)
District Negotiator: Donald J. Bartz, General Manager; Steven M. Kennedy, General Counsel
Negotiating Party: Circle Green, Inc.
Under Negotiation: Price & Terms of Purchase
- 14) **Return to Open Session** – Announcement of Reportable Action
[The Board returned to open session at 5:42 p.m. There was no reportable action.](#)
- 15) **Adjournment**
[With no further business before the Board, the meeting was adjourned at 5:42 p.m.](#)

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

Chuck Hays, President of the Board

Date

Kim Sevy, HR & Solid Waste Manager/District Clerk

Date



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

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

Board Members Absent: None

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

District Counsel: None

SPECIAL BOARD MEETING – 5:00 P.M.

Call to Order

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

Roll Call

All Directors were present at roll call.

1) **Approval of Agenda**

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

2) **Public Comment** – None

3) **Review of 2024/2025 Draft Budget**

Mr. Noland presented the 2024/2025 draft Budget and answered questions from the Board.

4) **Review of 10-Year Capital Improvement & Repair and Maintenance Plans**

Mr. Noland reviewed the 10-Year Capital Improvement and Repair and Maintenance Plans.

5) **Review of Action Items**

6) **Adjournment**

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

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

Chuck Hays, President of the Board

Date

Kim Sevy, HR & Solid Waste Manager/District Clerk

Date

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

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

Board Members Absent: None

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

District Counsel: Steve Kennedy

SPECIAL BOARD MEETING – 6:00 P.M.

Call to Order

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

Roll Call

All Directors were present at roll call.

1) **Approval of Agenda**

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

2) **Public Comment** – None

3) **Recess to Closed Session**

The Board recessed to Closed Session at 6.01 p.m.

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code Section 54956.8

Property: 17900 Sheep Creek Road, El Mirage, California (APN 0457-161-83 & 0457-161-83)

District Negotiator: Donald J. Bartz, General Manager; Steven M. Kennedy, General Counsel

Negotiating Party: Circle Green, Inc.

Under Negotiation: Price & Terms of Purchase

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

The Board returned to Open Session at 6:32 p.m.; there was no reportable action.

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

Mr. Bartz introduced this item.

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

6) **Review of Action Items**

Post Resolution No. 2024-07 and send a copy to Circle Green, Inc.

7) **Adjournment**

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

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

Chuck Hays, President of the Board

Date

Kim Sevy, HR & Solid Waste Manager/District Clerk

Date



Agenda Item 3b

Approval of Board
Stipends/Reimbursements

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

Name: Chuck Hays
Email Address: chays@pphcsd.org
Current Date: April 1, 2024
Reimbursement Month: March

Meeting No. 1:	
Date of Meeting/Event:	Friday, March 01, 2024
Expense Description/Business Purpose:	Meet with GM to discuss Dairy Properties
Charge Amount:	\$120
Mileage (Distance):	0
Meeting No. 2:	
Date of Meeting/Event (2):	Sunday, March 03, 2024
Expense Description/Business Purpose (2):	Cyber Security Training
Charge Amount (2):	\$120
Mileage (Distance) (2):	0
Meeting No. 3:	
Date of Meeting/Event (3):	Monday, March 11, 2024
Expense Description/Business Purpose (3):	Dairy Ad-Hoc
Charge Amount (3):	\$120
Mileage (Distance) (3):	6.4
Meeting No. 4:	
Date of Meeting/Event (4):	Tuesday, March 12, 2024
Expense Description/Business Purpose (4):	Agenda Review with GM
Charge Amount (4):	\$120
Mileage (Distance) (4):	6.4
Meeting No. 5:	
Date of Meeting/Event (5):	Wednesday, March 13, 2024
Expense Description/Business Purpose (5):	Regular Board Meeting
Charge Amount (5):	\$120
Mileage (Distance) (5):	6.4
Meeting No. 6:	
Date of Meeting/Event (6):	Tuesday, March 19, 2024
Expense Description/Business Purpose (6):	Finance Committee (No Charge)
Charge Amount (6):	\$0
Mileage (Distance) (6):	0
Meeting No. 7:	
Date of Meeting/Event (7):	Wednesday, March 20, 2024
Expense Description/Business Purpose (7):	Solid Waste Committee
Charge Amount (7):	\$120
Mileage (Distance) (7):	6.4
Meeting No. 8:	
Date of Meeting/Event (8):	Monday, March 25, 2024
Expense Description/Business Purpose (8):	Agenda Review/GM
Charge Amount (8):	\$120
Mileage (Distance) (8):	6.4
Meeting No. 9:	
Date of Meeting/Event (9):	Wednesday, March 27, 2024
Expense Description/Business Purpose (9):	Regular Board Meeting
Charge Amount (9):	\$120
Mileage (Distance) (9):	6.4
Meeting No. 10:	
Date of Meeting/Event (10):	Thursday, March 28, 2024
Expense Description/Business Purpose (10):	Phelan Road paving/Widening Discussion With County of SB (No Charge)
Charge Amount (10):	\$0
Mileage (Distance) (10):	0
Meeting No. 11:	
Date of Meeting/Event (10):	Thursday, March 28, 2024
Expense Description/Business Purpose (10):	Special Finance Committee Meeting
Charge Amount (10):	\$120
Mileage (Distance) (10):	6.4
Meeting No. 12:	
Date of Meeting/Event (10):	Friday, March 29, 2024
Expense Description/Business Purpose (10):	Review of Well Dedication Agenda and Order of Events
Charge Amount (10):	\$120
Mileage (Distance) (10):	0

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

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

Charles Hays

Reimbursement Summary:	
TOTAL MILEAGE:	44.80
TOTAL REIMBURSED MILEAGE REQUESTED:	\$30.02
TOTAL MEETINGS:	12
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$1,200.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$1,230.02

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2024

Name: Rebecca Kujawa
Email Address: rkujawa@pphcsd.org
Current Date: March 29, 2024
Reimbursement Month: March

Meeting No. 1:
Date of Meeting/Event: March 11, 2024
Expense Description/Business Purpose: ASBCSD Board Meeting
Charge Amount: \$120
Mileage (Distance): 0

Meeting No. 2:
Date of Meeting/Event (2): March 12, 2024
Expense Description/Business Purpose (2): Engineering Committee Meeting
Charge Amount (2): \$120
Mileage (Distance) (2): 0

Meeting No. 3:
Date of Meeting/Event (3): March 13, 2024
Expense Description/Business Purpose (3): Regular Board Meeting
Charge Amount (3): \$120
Mileage (Distance) (3): 0

Meeting No. 4:
Date of Meeting/Event (4): Wednesday, March 27, 2024
Expense Description/Business Purpose (4): Regular Board Meeting
Charge Amount (4): \$120
Mileage (Distance) (4): 0

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

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

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

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

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

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

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

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

Rebecca Kujawa

Reimbursement Summary table with 2 columns: Expense Category and Amount. Rows include: TOTAL MILEAGE: 0.00, TOTAL REIMBURSED MILEAGE REQUESTED: \$0.00, TOTAL MEETINGS: 4, TOTAL MEETING REIMBURSEMENT REQUESTED: \$480.00, OTHER EXPENSES REQUESTED: \$0.00, Grand Total Reimbursement Requested: \$480.00

Agenda Item 3c

Approval of Contractor
Payments

Payment Approval Form - Contract/Consultant

Date: 4/4/2024

Name of Vendor: Tesco Controls, Inc

Description of work: Well #15 Telemetry Purchase & Programming Equipment

Purchase Order # PO-05758

Date of Board Approval March 8, 2023

Original Approved Amount: \$ 143,000.00

Total Contract Amount \$ 143,000.00

% Completed to Date 87%


Total Invoiced to Date \$125,000.00

Amount Paid to Date 32,000.00

Total Due this Invoice **\$93,000.00**

Total Contract Amount After Invoice: \$ 18,000.00

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


Water Operations Manager 4-4-24
Date


General Manager 4/4/24
Date

Approved by Board of Directors: _____
Date

Invoice

TESCO CONTROLS, LLC
8440 Florin Road
Sacramento, CA 95828
(916) 395-8800
AR@tescocontrols.com

Invoice Number: 0082123-IN
Invoice Date: 1/31/2024
Customer Number: PHEL
Job Number: 43889XL
Order Date: 3/13/2023
Salesperson: CE

Sold To:
PHELAN PINON HILLS CSD
P.O. BOX 294049
PHELAN, CA 92329-4049

Ship To:
PHELAN PINON HILLS CSD
P.O. BOX 294049
PHELAN, CA 92329-4049

43889XL/WELL 15 CP & INTEG

SEAN WRIGHT/760-885-7255

Customer P.O.	Ship VIA	Ship Date	Terms			
NTP - EMAIL			NET 30 DAYS			
Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
TESCO QUOTE NO.: 22D093Q02						
PHELAN PINON HILLS CSD						
WELL 15 CONTROL PANEL AND INTEGRATION						
CONTRACT	EACH	1.00	0.00	1.00	18,000.00	0.00
LUMP SUM						
50CP	EACH	1.00	1.00	0.00	93,000.00	93,000.00
PROGRESS BILLING NO. 02						
PER ATTACHED PAY ESTIMATE NO. 02						

Remittance Details

ACH: Tesco Controls, LLC
Account #: 796152905
Routing #: 322271627
Bank: JPMorgan Chase

Check: Tesco Controls, LLC
PO Box 103214
Pasadena, CA
91189-3214

Net Invoice: 93,000.00
Less Discount: 0.00
Freight: 0.00
Sales Tax: 0.00
Invoice Total: 93,000.00

THANK YOU



I.D.	DESCRIPTION	VALUE	WORK COMPLETE		TOTAL COMPLETE TO DATE	TOTAL % COMPLETE	BALANCE TO FINISH
			PREVIOUS	THIS PERIOD			
1	Engineered Submittals	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 15,000.00	100%	\$ -
2	RTU Control Panel	\$ 75,000.00	\$ -	\$ 75,000.00	\$ 75,000.00	100%	\$ -
3	Loose Components and Spare parts	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 3,000.00	100%	\$ -
4	Professional Services						
	Radio Survey	\$ 17,000.00	\$ 17,000.00	\$ -	\$ 17,000.00	100%	\$ -
	PLC Programming	\$ 15,000.00	\$ -	\$ 7,500.00	\$ 7,500.00	50%	\$ 7,500.00
	SCADA Programing	\$ 15,000.00	\$ -	\$ 7,500.00	\$ 7,500.00	50%	\$ 7,500.00
5	Start up & Training	\$ 3,000.00	\$ -	\$ -	\$ -	0%	\$ 3,000.00
6	Change Orders:						
		\$ -	\$ -	\$ -	\$ -	0%	\$ -
		\$ -	\$ -	\$ -	\$ -	0%	\$ -
		\$ -	\$ -	\$ -	\$ -	0%	\$ -
		\$ -	\$ -	\$ -	\$ -	0%	\$ -
		\$ -	\$ -	\$ -	\$ -	0%	\$ -
		\$ -	\$ -	\$ -	\$ -	0%	\$ -
TOTAL		\$ 143,000.00	\$ 32,000.00	\$ 93,000.00	\$ 125,000.00	87%	\$ 18,000.00

Equipment and Services identified in this schedule represent project milestones and a payment schedule intended to represent a simplified breakdown of project deliverables. Values assigned to these milestones may not accurately represent their individual value and are subject to revision based on the overall project development and implementation.

System Supplier's Certification:

Tesco Controls, Inc. (System Supplier) certifies that to the best of its knowledge, information and belief, the work covered by this application for payment has been completed in accordance with the Contract documents, that all amounts have been paid for work which previous certificates for payment were issued and payments received from the Contractor or Owner (as applicable), and that current payment shown herein is now due.

PAYMENT APPLICATION RECOMMENDED/APPROVED BY:
 Sean Wright

BY: _____ DATE: _____

Project Billing Summary

1. ORIGINAL CONTRACT AMOUNT	\$	143,000.00
2. CHANGE ORDERS	\$	-
3. CONTRACT TOTAL TO DATE	\$	143,000.00
4. AMOUNT BILLED THIS APPLICATION	\$	93,000.00
5. AMOUNT OWED OUTSTANDING	\$	-
6. BALANCE TO FINISH	\$	18,000.00



PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT PURCHASE ORDER

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

PO Number: PO-05758

Date: 12/18/2023

Request #: PO-05758

Vendor #: TESCON

ISSUED TO: Tesco Controls, Inc
 P.O. Box 103214
 Pasadena, CA 91189-3214

SHIP TO: Service
 Service
 Phelan, CA 92371

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		well 15 scada panel and integrati	C0095		01-0-0-17000	CIP Enterprise Fun	143,000.00

well 15 scada panel and integration

Requested By: Sean Wright

Date: 12/18/2023

SUBTOTAL:	143,000.00
TOTAL TAX:	0.00
SHIPPING:	21 0.00
TOTAL	143,000.00

Agenda Item 4

Matters Removed from
Consent Items

Agenda Item 5

Presentations/Appointments

Agenda Item 6a

Update on Proposed Civic Center &
Phelan Park Expansion Projects



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

MEMORANDUM

DATE: April 10, 2024
TO: Board of Directors
FROM: Don Bartz, General Manager
By: Kim Sevy, HR & Solid Waste Manager/District Clerk
SUBJECT: Update on the Proposed Civic Center & Phelan Park Expansion Project

STAFF RECOMMENDATION

None

BACKGROUND

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

FISCAL IMPACT

None

ATTACHMENT(S)

None

Agenda Item 7

Committee Reports/Comments

Agenda Item 8

Staff & General Manager's Report



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

MANAGEMENT REPORT

DATE: April 3, 2024
PREPARED BY: Kim Sevy, HR & Solid Waste Manager
SUBJECT: March 2024 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	0
Recycling	92	Residential	0
Organics	38		
		<u>PERMITS ACTIVE</u>	<u>NO.</u>
		Self-Haul - Commercial Recycling	4
		Self-Haul - Commercial Organics	13
		Self-Haul - Residential Recycling	N/A
		Self-Haul - Residential Organics	N/A
		SB1383 Exemptions – Commercial	42
<u>SCHOOL ACCOUNTS</u>	<u>NO.</u>	<u>TEMPORARY SERVICE</u>	<u>NO.</u>
Trash	16	Temporary - Trash	38
Recycling	16	Temporary - Recycling	0
Organics (Roll Off)	2		
<u>RESIDENTIAL ACCOUNTS</u>	<u>NO.</u>		
Total Trash	5756		
Barrel Customers	4374		
Bin Customers	1382		

TOTAL APPLICATIONS 3/31/2023

CR&R - Confirming or Modifying	1551	49.05%
CR&R - Change to Self-Haul	75	2.37%
Current Self-Hauler - Confirming	863	27.29%
Current Self-Hauler - Change to CR&R	138	4.36%
New Resident/Self-Haul	62	1.96%
New Resident/Start CR&R Service	473	14.96%
TOTAL	3,162	100.00%

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

Self-Hauler Data:

TOTAL Number of Self-Hauls to Transfer Station: 2,589
 TOTAL Number of Unique Self-Hauls to Transfer Station: 1,523
 TOTAL Self-Haul Tonnage: 605.44

Notable Activity:

- Weekly meetings with CR&R staff
- Provided update on solid waste service to Phelan Chamber of Commerce
- All 28 Compliance Order items have been completed; had last meeting with CalRecycle enforcement staff.

Recent & Upcoming Events:

- Chamber of Commerce Meeting – Solid Waste Update
 - March 5, 2024 – Noon
 - Pizza Factory
- Free Tire Disposal Day & Community Clean-up
 - March 9, 2024 – 8am-noon
 - CR&R Service Yard
 - Material collected:
 - 300 tires
 - 3 tons trash
 - 0.5 tons recycling
- Earth Day Art Contest

HUMAN RESOURCES

Statistical Data:

- Full Time Employees: 27
 - Engineering: 3
 - Water (Field): 9.5
 - Parks & Rec: 2.5
 - Administration: 12
- Part Time Employees: 0
- Temporary Employees: 0
- Open Positions: 1

The District is currently seeking a Water System Operator due to the resignation of a field employee. Visit ww.pphcsd.org/employment for information on the position.

MISCELLANEOUS

Recent District Events:

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

- None

Website Data:

	Page Name	Total Views	Unique Users
1	Phelan Piñon Hills Community Services District	3,608	1,841
2	My Account - Phelan Piñon Hills Community Services District	3,354	1,503
3	Water Department - Phelan Piñon Hills Community Services District	607	432
4	Services - Phelan Piñon Hills Community Services District	362	259
5	Residential - Phelan Piñon Hills Community Services District	314	175
6	Contact Us - Phelan Piñon Hills Community Services District	288	192
7	Board of Directors Meeting - Phelan Piñon Hills Community Services District	254	163
8	Meetings - Phelan Piñon Hills Community Services District	228	68
9	Solid Waste and Recycling - Phelan Piñon Hills Community Services District	210	138
10	Employment - Phelan Piñon Hills Community Services District	208	136



11	Apply for Service - Phelan Piñon Hills Community Services District	201	120
12	Events - Phelan Piñon Hills Community Services District	192	108
13	Parks and Recreation - Phelan Piñon Hills Community Services District	162	106
14	Rates and Fees - Phelan Piñon Hills Community Services District	143	84
15	Calendar - Phelan Piñon Hills Community Services District	131	70
16	Sign Up for Classes - Phelan Piñon Hills Community Services District	99	39
17	Board Members - Phelan Piñon Hills Community Services District	94	57
18	Projects - Phelan Piñon Hills Community Services District	91	54
19	Community Centers - Phelan Piñon Hills Community Services District	87	51
20	Contractors - Phelan Piñon Hills Community Services District	78	51

Grants

- **SB 1383 Local Compliance Grant**

- On February 26, 2024, The District was notified of a pending award in the amount of \$75,360. On March 27, 2024, the District was notified the program budget was approved and the District could begin incurring expenses.

- **Community Project Funding Request – 2022** (formerly titled 2023)

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

- **Community Project Funding Request – 2023** (formerly titled 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.
- The House and Senate passed the budget package that included the District’s request. At some point, HUD will reach out to the District to begin the grant process.

- **Community Project Funding Request – 2024**

- The request window unofficially opened on 3/28/2024.
- Staff is in the process on developing a new request to cover the additional expenses of the Civic Center/EOC redesign for the new FEMA standards.

- **County American Rescue Program Act (ARPA) Funds – Park Expansion**

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



Parks, Recreation & Street Lighting Report March 2024

Introduction

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

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

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

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

Monthly Activity Report

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

Location	Paid Rental	District Use	Donated Use
Phelan Community Center	5	7	8
Phelan Senior Center	5	0	10
Piñon Hills Community Center	10	0	7
Miscellaneous	0	0	0
Phelan Park	0	1	0

Events and Classes

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

- Regular Parks Committee Meeting – May 14, 2024.
- Farmers Market – Mondays, 2:00 pm, 6:00 pm at Phelan C.C.
- Line Dancing – Every Friday, 9:00 am, 10:30 am at Phelan C.C.
- Senior Activities – Mondays & Thursdays Pinon Hills C.C. and Tuesdays & Fridays, Phelan C.C.
- Community Clean Up/Tire Day – Saturday 3/9/2024, 8am – 12 noon, at CR&R Service Yard.
- Pinon Hills C.C. Open House (old fire station) – Saturday 3/23/2024, 10 am – 12 noon at Pinon Hills C.C.
- Women’s Self- Defense Class – Saturday 4/6/2024, 3pm – 5pm, at Phelan C.C.
- Little League Opening Day, Parks Booth – Saturday 4/6/2024, 9am at Phelan Elementary School.
- Snowline Joint USD Community Resource Fair - Saturday 4/13/2024, 12pm – 3pm, at Serano H.S. Gym
- Kids Baking Class – Saturday 4/20/2024, 10:30am – 12noon, at Phelan C.C.
- Gardening Class – Building Raised Beds, Saturday 3/9/2024.
- Kids Gardening/Planting Class – (2nd Grade, Phelan Elementary) Wednesday 3/13/2024, 9am, at Phelan Park.
- Gardening Class – Transplanting to Garden Bed, Saturday 4/13/2024.
- (Learn to Garden classes are held at the Teaching Garden, just north of PPHCSD Office)

Projects/Activities in Process

- Parks Budget for 2024/2025 – In Process.
- Parks and Recreation, District Classes/Events 2024 Schedule – In Process.
- Phelan Park Expansion Project – Design with phase planning has been addressed with the board, awaiting funding opportunities for the District owned parks properties east of Phelan Park – 4.22-acre parcel, APN 3066-261-08, and adjoining 10-acre parcel, APN 3066-251-14.
- Possible funding sources for the Phelan Park expansion project are in process and ongoing.
 - American Rescue Program Act (ARPA) Funds - The county has preliminarily approved \$457,194 in ARPA funds for construction of certain parks elements. The contract was approved by the District’s Board on 3/8/2023 and was submitted to the County and is awaiting Board of Supervisors for ratification, expected 2024. Staff is working with Wallace Group on park elements which were presented to the Parks Committee on November 28, 2023. An ADA survey is in process to ensure all ADA requirements are met for the Phelan Park design which includes the new elements.
- Parks Master Plan – Action plan needs are being implemented and are ongoing.

Agenda Item 9

Director Reports

Agenda Item 10

Correspondence/Information

SEPARATE COLLECTION HAS BEGUN



See Reverse
for Sorting
Instructions



CalRecycle

PHELAN PIÑON HILLS CSD
SOLID WASTE
SERVICES



Established 2008

What Goes Where

RECYCLABLES

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



ORGANICS

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



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

LANDFILL

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



NO HAZARDOUS WASTE

Learn How To:

Perform Swamp Cooler Maintenance *Spring/Summer*

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

Spring Cleaning

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

Cool Rules

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

Mid-Summer Checkup

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

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

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



Your Smart Meter Account is Waiting for You

1. Register or Login to Account

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

2. Set Up Alerts

Choose communication preferences for consumption alerts and billing reminders.

Choose Notification Type

- Text Message
- Email
- Phone Call

Consumption Alerts

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

Billing Reminders

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



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



Kid's Spring Baking Class

April 20, 2024
10 am - 12 pm

COME JOIN US AND MAKE CUPCAKES WITH
SPRING-THEMED DECORATIONS

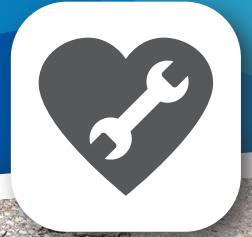
AGES 5-17

PHELAN SENIOR CENTER
4128 WARBLER ROAD
PHELAN, CA

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

*ALL MINORS MUST BE ACCOMPANIED BY AN ADULT.





SeeClickFix

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

What is SeeClickFix?

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

What type of issues can I report?

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

Where can I find SeeClickFix?

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





WATER SYSTEM OPERATOR III



**we're
hiring!**

WATER SYSTEM OPERATOR III

FULL TIME - REGULAR
\$34.37 - \$44.69 per hour

This position is a lead-level position. Participation in the on-call rotation is required. See job information for more details.

CANDIDATE REQUIREMENTS

Possession of a valid California Class A Drivers License free of violations for the last 2 years.

Possession of T2 and D3 Water Certifications.

Skilled utilization of SCADA, electronic service orders, SEDARU (or similar applications) desired.

Required to complete a background screening, physical exam, and drug test, if hired.

**Apply
Today!**

ONLINE:
**[www.pphcsd.org/
employment](http://www.pphcsd.org/employment)** 41

Agenda Item 11

Review of Action Items

Agenda Item 12

Set Agenda for Next Meeting