

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

January 23, 2024 – 4:30 P.M.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& 1641 East Daily Drive, Camarillo, CA 93010
& Via Conference Call (see below)

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

Call to Order – Pledge of Allegiance

Roll Call

1) **Approval of Agenda**

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

3) **Approval of Minutes**

4) **Review of 10-Year Capital Plan for the 2024/2025 Budget**

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

6) **Update Regarding Phelan Park Expansion**

7) **Update on Phelan Farmers Market**

8) **Update on Teaching Garden**

9) **Staff Report**

10) **Committee Comments**

11) **Review of Action Items**

- a) Prior Meeting
- b) Current Meeting

12) **Set Agenda for Next Meeting** – February 13, 2024

13) **Adjournment**



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

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

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

Remote Viewing:

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

[PPHCSD YouTube Channel Link](#)

Remote Participation:

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

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

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

Written Comments:

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

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

SPECIAL PARKS, RECREATION & STREET LIGHTING COMMITTEE MEETING MINUTES

November 28, 2023
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Rebecca Kujawa, President (Chair)
Greg Snyder, Director

Board Members Absent: None

Staff Present: Steve Lowrance, Parks Supervisor
Jennifer Oakes, Executive Management Analyst
Kim Sevy, HR & Solid Waste Manager/District Clerk

Guests/Public: None

Call to Order

President Kujawa called the meeting to order at 4:30 p.m.

Roll Call

All Committee Members were present at Roll Call.

- 1) **Approval of Agenda**
Director Snyder moved to approve the Agenda. President Kujawa seconded the motion. Motion passed unanimously.
- 2) **Public Comment** – None
- 3) **Approval of Minutes**
Director Snyder moved to approve the Minutes. President Kujawa seconded the motion. Motion passed unanimously.
- 4) **Review & Discussion Regarding Parks and Recreation Events & Programs**
Mr. Lowrance reviewed the parks and recreation events and programs for the year and discussed the upcoming tree lighting ceremony event.
- 5) **Update Regarding Phelan Park Expansion**
Ms. Sevy provided an update on the APRA portion of the park expansion and reviewed the map provided in the agenda packet.
- 6) **Update on Phelan Farmers Market**
Mr. Lowrance provided an update on the farmer's market.

- 7) **Update on Teaching Garden**
Mr. Lowrance provided an update on the teaching garden and noted the attendance at the special garden workshop on composting and tree planting.
- 8) **Staff Report**
A written report was included in the packet.
- 9) **Committee Comments**
None
- 10) **Review of Action Items**
 - a) **Prior Meeting** – None
 - b) **Current Meeting** – None
- 11) **Set Agenda for Next Meeting** – February 13, 2023
- 12) **Adjournment**
With no further business before the Committee, the meeting adjourned at 4:43 p.m.

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

Phelan Pinon Hills Community Services District

Government Funds Capital Improvement Projects

	No.	Location	Description	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	Notes
Phelan Park Exp.	1	Design/Engineering SP 2.1	Phase 3 & 4											Note: \$4 million is a tentative placeholder for grants/grant match should the District be awarded one, remainder to be funded by District - \$8.5 remain. balance of project Note: \$457,194k from AARPA grant
		Construction SP 2.1				\$ 4,000,000.00	\$ 8,500,000.00							
		Construction SP 2.1				\$915,000.00								
Civic Center Bldg.	2	Government Portion of Phase I (See Enterprise Funds, Civic Center Project for add. Costs)	Design / Engineering (5%)											
			Site Dev./Improvements (30%)			\$2,800,000.00								
			Building Const. (5%) SP 2.3											
Com Cent./Gym	3	Community Center / Gymnasium SP 2.1	Design / Engineering											
			Buildout										\$4,300,000.00	
			Remaining Buildout											
Leg.	4		Ballot Measure	\$10,000.00		\$100,000.00								
Plans	5		Solid Waste Rate Study			\$35,000.00 \$50,000.00								
Solid Waste & Rec.	6		Potential Capital Projects	\$35,000.00	\$35,000.00	\$40,000.00	\$40,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	
			Sub-Total Projects:	\$45,000.00	\$35,000.00	\$7,890,000.00	\$8,540,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$4,345,000.00

Government Funds Capital Purchase

	No.	Item	Description	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	Notes
Vehicles	7	Vehicles / Equipment	Equipment											
			GM Vehicle (20%)											
			Vehicle (Solid Waste)			\$65,000.00								
			Truck (Parks)			\$65,000.00								
Sub-Total Purchases:				\$0.00	\$0.00	\$65,000.00	\$65,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Government Funds CIP & Capital Purchases				\$45,000.00	\$35,000.00	\$7,955,000.00	\$8,605,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$4,345,000.00	

District Classes/Events 2024

1/19/2024

Month	Event/Class	Date	Time	Info
January	Teaching Garden	Saturdays 1/13/2024	10:00am	Garden Design/Layout
	Senior Line Dancing	Fridays	9:00 AM	Phelan C.C.
February	Teaching Garden	2/10/2024	10:00am	Starting Spring Seedlings
	Senior Line Dancing	Fridays	9:00 AM	Phelan C.C.
March	Teaching Garden	3/9/2024	10:00am	Building Raised Beds
	PH Fire Station Open House	3/23/2024	10:00am	PH C.C.
	Senior Line Dancing	Fridays	9:00am	Phelan C.C.
April	Teaching Garden	4/13/2024	10:00am	Transplanting to Garden Bed
	Tree WS & Giveaway	TBD	TBD	TBD
	Kids Baking Class	TBD	10:30 - 12 noon	PPHCSD
	Womens Self-Defense Class	TBD	TBD	Phelan C.C.
	Little League Opening Day - Parks Booth	4/6/2024	9am	Phelan Elementary
	SJUSD Community Resource Fair	4/13/2024	11am	TBD
	Senior Line Dancing	Fridays 9:00:00 AM	9:00 AM	Phelan C.C.
May	Teaching Garden	5/11/2024	10:00am	Compost/Verma Compost
	Senior Line Dancing	Fridays	9:00 AM	Phelan C.C.
Month	Event	Date	Time	Info
June	Teaching Garden	6/8/2024	10:00 AM	Pest Control
	Painting Classes w/ Shine Bright Paint	Thursdays 6/13, 6/20, 6/27	9am-10:30am/ 11am-12:30pm	Phelan Park or C.C.
	Archery (ages 5 and up)	Thursdays 6/13, 6/20, 6/27	9am - 11am	Mojave Archers
	Kids Jr. Ninja Class	TBD	9am Age 4-8 10am Age 9-15	High Desert Gymnastics
	Senior Line Dancing	Fridays	9:00 AM	Phelan C.C.
	Movies in the Park - PPHCSD & Kiwanis	Fridays 6/7, 6/14, 6/21, 6/28	Dusk	Phelan Park
	Free Tire Day	Saturday 6/8/2024	8am-noon	CR&R Service Yard
	Kids Baking Class	TBD	10:30am-noon	Phelan Senior Center

July	Teaching Garden	7/13/2024	10am	Mulch/Watering Wisely
	Painting Classes w/ Shine Bright Paint	Thursdays 7/4 , 7/11, 7/18, 7/25	9am-10:30am/ 11am-12:30pm	Phelan Park or C.C.
	Senior Line Dancing	Fridays	9:00 AM	Phelan C.C.
	Archery (ages 5 and up)	Thursdays 7/4 , 7/11, 7/18	9am - 11am	Phelan Chamber/Phelan Park
	Movies in the Park - PPHCSD & Kiwanis	Fridays 7/5 , 7/12, 7/19, 7/26	Dusk	Phelan Park
August	Senior Line Dancing	Fridays	9:00 AM	Phelan C.C.
	Teaching Garden	8/10/2024	10:00 AM	Feeding Plants
September	Teaching Garden	9/14/2024	10:00 AM	Starting Winter Seedlings
	Senior Line Dancing	Fridays	9:00 AM	Phelan C.C.
	Womans Self Defense	TBD	3:00 - 5:00 pm	Phelan C.C.
	Community Cleanup/Free Tire Day	Saturday 9/14/2023	8am-noon	CR&R Service Yard
	Learn to Compost/Tree Giveaway	TBD	TBD	
Month	Event	Date	Time	Info
October	Teaching Garden	10/12/2024	10:00 AM	Harvest/Storing Fruits & Veg.
	Kids Baking Class	TBD	10:30am-noon	Phelan Senior Center
	Phelan Phun Day	10/5/2024	9:00 AM	On Phelan Road
	Senior Line dancing	Fridays	9:00 AM	Phelan C.C.
November	Kids Baking Class	TBD	10:30am-noon	Phelan Senior Center
	Painting Class	TBD	9am-10:30am/ 11am-12:30pm	Phelan Senior Center
	Senior Line Dancing	Fridays	9:00 AM	Phelan C.C.
	Teaching Garden	11/9/2024	10:00 AM	Using a Greenhouse
December	Tree Lighting Ceremony	12/6/2024	6pm	Phelan Park
	Senior Line Dancing	Fridays	9:00 AM	Phelan C.C.
	Teaching Garden	12/14/2024	10:00 AM	Planting Trees and Pruning
	Painting Class	TBD	9am - 10:30am 11am - 12:30pm	Phelan Senior Center
	Free Tire Day	Saturday 12/14/2024	8am-noon	CR&R Service Yard
	Kids Baking Class	TBD	10:30am-noon	Phelan Senior Center

Community Teaching Garden Classes

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

January 13, 2024

Garden Design / Layout

July 13, 2024

Mulch/Watering Wisely

February 10, 2024

Starting Spring Seedlings

August 10, 2024

Feeding Plants

March 9, 2024

Building Raised Beds

September 14, 2024

Starting Winter Seedlings

April 13, 2024

Transplanting to
Garden Bed

October 12, 2024

Harvest / Storing
Vegetables and Fruits

May 11, 2024

Compost / Verma
Compost

November 9, 2024

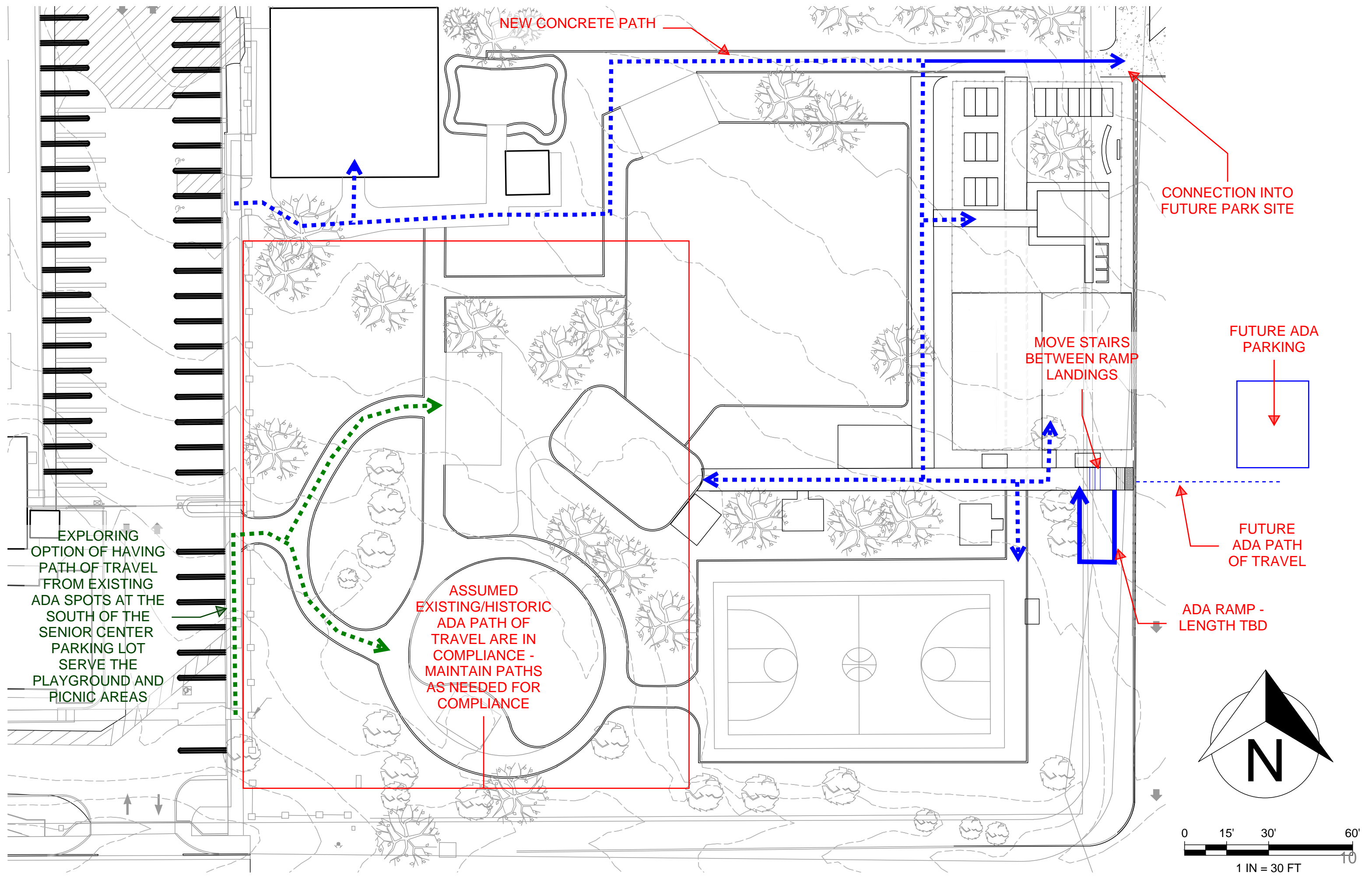
Using a Greenhouse

June 8, 2024

Pest Control

December 14, 2024

Tree Planting and Pruning



NEW CONCRETE PATH

CONNECTION INTO FUTURE PARK SITE

MOVE STAIRS BETWEEN RAMP LANDINGS

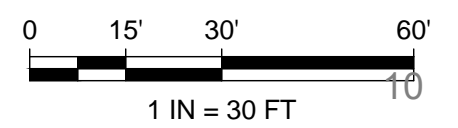
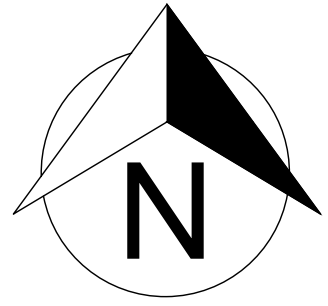
FUTURE ADA PARKING

FUTURE ADA PATH OF TRAVEL

ADA RAMP - LENGTH TBD

ASSUMED EXISTING/HISTORIC ADA PATH OF TRAVEL ARE IN COMPLIANCE - MAINTAIN PATHS AS NEEDED FOR COMPLIANCE

EXPLORING OPTION OF HAVING PATH OF TRAVEL FROM EXISTING ADA SPOTS AT THE SOUTH OF THE SENIOR CENTER PARKING LOT SERVE THE PLAYGROUND AND PICNIC AREAS



Parks, Recreation & Street Lighting Report December 2023

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	3	5	8
Phelan Senior Center	3	3	9
Piñon Hills Community Center	11	0	3
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 – November 14, 2023, 4:30 pm at Phelan C.C.
- Farmers Market – Mondays, 2:00 pm – 6:00 pm (summer hours 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.
- Painting Class – Saturday 12/2/2023, Ages 5-12 at 9 am. Ages 13 and up at 11 am. Phelan C.C.
- Kids Baking Class – Saturday 12/9/2023 at 10:30 am. Phelan C.C.
- Gardening Class – Planting Trees and Pruning, Saturday 12/9/2023. At 10 am.
- Gardening Class – Garden Design Layout, Saturday 1/13/2024
- (Learn to Garden classes are held at the Teaching Garden, just north of PPHCSD Office)

Projects/Activities in Process

- Parks Budget for 2023/2024 – Board approved, Fiscal year July 1, 2023 – June 30, 2024.
- Parks Budget for 2024/2025 – Preparations 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 2023. Staff is working with Wallace Group on park elements which was 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 include the new elements.
- Parks Master Plan – Action plan needs are being implemented and are ongoing.