



BOARD PACKAGE

May 22, 2024

Regular Board Meeting – 5:00 p.m.

REGULAR BOARD MEETING AGENDA

May 22, 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**

- a) Approval of Minutes
- b) Approval of Contractor Payments
- c) Adoption of Resolution No. 2024-08; Initiating Procedures to Fix, Adjust, Levy, and Collect Water Standby and Availability Fees for 2024/2025
- d) Approval to Set the Delinquent Water User Hearing Date
- e) Acceptance of April Disbursements

4) **Matters Removed from Consent Items**

5) **Presentations/Appointments – None**

6) **Continued/New Agenda Items**

- a) Discussion & Possible Action Regarding Affiliation Agreement Between San Bernardino County Superintendent of Schools and the District for Work Experience Program



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) Update on the Civic Center and EOC Project, Park Expansion Project, and Park Enhancement Project

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 – June 12, 2024

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

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 ksewy@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

May 8, 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
Rebecca Kujawa, Director
Deborah Philips, Director
Mark Roberts, Director

Board Members Absent: Greg Snyder, Director

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

District Counsel: Steve Kennedy, General Counsel

SPECIAL BOARD MEETING – 5:00 P.M.

Call to Order

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

Roll Call

All Directors but Director Snyder were present at roll call.

1) Approval of Agenda

Mr. Bartz requested to move item 6d after the first presentation under Item 5. Director Kujawa moved to approve the Agenda as amended. Director Roberts seconded the motion. Motion carried 4-0.

2) Public Comment

a) **General Public** – None

b) **Community Reports**

- **State Representatives** – Armando Martinez with Senator Ochoa-Bogh's office, provided a legislative update and presented awards to the 2024 Earth Day Art Contest winners.
- **Federal Representatives** – Sonia Miranda with Congressman Obernolte's office provided an update and an email address to oppose the EPA waiver the state has filed in regard to CARB.

3) Consent Items

Director Roberts requested to remove Item 3h and moved to approve the remainder consent items. Director Philips seconded the motion. Motion carried 4-0.

4) Matters Removed from Consent Items

Director Roberts made a recommendation regarding Item 3h before it is brought back to the Board.

5) Presentations/Appointments

- Presentation of 2024 Earth Day Art Contest Winners
By: Kim Sevy, Solid Waste Manager

Awards were presented as follows:

- Third Place: Esteban Gutierrez, Scarlett Mihalik, Bode Walczynski, and Evelyn Murillo Marron.
- Second Place: Leo Munoz, Hector Munoz, Gabriel Karsten, and Stephanie Jimenez.
- First Place: Jace Cianciolo, Eleanor Mae Gernon, Violet Verdin, and Emily Whitecotton

- Presentation on Chromium-6 Regulations
By: Jen Oakes, Executive Management Analyst & Sean Wright, Water Operations Manager

Mr. Wright provided a presentation on Chromium-6 regulations.

6) Continued/New Agenda Items**a) Discussion & Possible Action Regarding Declaration of Surplus Meter Reading Equipment**

Staff Recommendation: For the Board to declare the old meter reading equipment as surplus to allow staff to seek auction or disposal value.

Mr. Wright introduced this item.

Director Roberts moved to declare the old meter reading equipment as surplus and for staff to attempt to donate the meter reading equipment to another water agency first before seeking auction value or disposing of it. Director Philips seconded the motion. Motion carried 4-0.

b) Discussion & Possible Adoption Regarding Modifications for Proposed Civic Center & Emergency Operations Center Project

Staff Recommendation (Modified): For the Board to authorize staff to move forward with proposed modifications necessary to comply with FEMA requirements.

Mr. Cardenas introduced this item.

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

- c) **Discussion & Possible Action Regarding Approval of Contact Between the County of San Bernardino and the Phelan Piñon Hills Community Services District for the Purpose of Providing Funding Support for the Civic Center & Emergency Operations Center Project in an Amount not to Exceed \$500,000.**

Staff Recommendation: For the Board to approve the contract between the County of San Bernardino and the Phelan Piñon Hills Community Services District in order to receive funding for the Civic Center & Emergency Operations Center Project.

Ms. Sevy introduced this item.

President Hays moved to approve the Contract between the County of San Bernardino and the Phelan Piñon Hills Community Services District in order to receive funding for the Civic Center & Emergency Operations Center Project. Director Philips seconded the motion. Motion carried 4-0.

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

NOTE: This item was discussed after the first presentation in Item 5.

Staff Recommendation: None

Matt Wilkins of Wallace Group provided an update on this item.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Engineering Committee (Standing)** – Meets next week.
- b) **Finance Committee (Standing)** – Meets tomorrow.
- c) **Legislative Committee (Standing)** – Noted that Legislative Days are upcoming.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Meets next week.
- e) **Waste & Recycling Committee (Standing)** – Meets next week.

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

Nothing further to report.

9) **Reports**

a) **Director’s Report**

Roberts – Nothing to report.

Philips – Attended a tour at CR&R.

Kujawa – Prepared a written report; it will be attached to the minutes.

- 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**

- Regular Board Meeting – May 22, 2024

15) **Adjournment**

With no further business before the Board, the meeting was adjourned at 5:45 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



ASBCSD 4/15/24
East Valley Water District

1. LAFCO - No report
2. CSDA - Mustafa : Update on the California Dept of Housing & Community Development:
Public Lands for Affordable Housing Development
(Surplus Land Act) SLA
How does this affect Community Service Districts? Buy, Sell, Lease?
3. East Valley Water District: General Manager - Michael Moore

Presentation: Progressive Design Build - SB 706

 - A. PDB - one of several alternative contracting methods available for improving project delivery for us on Federal - aid construction contracts.
 - B. 1993 - only 2 states allowed PDB
 - C. 2021 - all but 2 states

Added info about Sterling Natural Resource Center:

1. State of the art facility housing the administration center and waste water treatment facility. The facility has the capability of treating up to 8 million gallons a day of waste water and sending it to the local Bunker Hills Groundwater Basin.
2. In the future the facility will use co-digestion to repurpose food waste to create renewable electricity, giving them the opportunity to provide all their own electricity.

Agenda Item 3b

Approval of Contractor
Payments

Payment Approval Form - Contract/Consultant

Date: 5/14/2024

Name of Vendor: H.A Baqai, P.E.

Description of work: Homefield Mitigation - Water Quality Study

Purchase Order # PO-05286

Date of Board Approval August 1, 2021

Original Approved Amount: \$ 115,000.00

Total Contract Amount \$ 115,000.00

% Completed to Date 67%

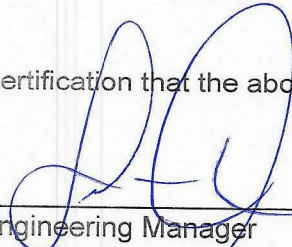
Total Invoiced to Date \$77,080.60

Amount Paid to Date 74,580.60

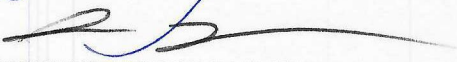
Total Due this Invoice **\$2,500.00**

Total Contract Amount After Invoice: \$ 37,919.40

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



Engineering Manager 5/14/24
Date



Asst. General Manager 5/14/24
Date

Approved by Board of Directors: _____
Date

INVOICE

H. A. Baqai, P.E.
P.O. Box 548
Victorville, CA 92393

Date April 26, 2024

Description of Professional Services Performed	Hours	Amount
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1, Obtain and briefly review Ducommun 2 nd Quarterly and annual 2023 monitoring reports Submitted to the RWQSCB 3-20-2024 2, Participate in a conference call with Wes Miliband and Don Bartz (pphcsd) -3-21-24 3. Review in detail the above-described monitoring Reports and prepare comments provided to Don and Wes -3-26-24	- 4-hrs - 8-hre (billed 6-hrs)	\$2,500-
Total 10-hrs billed at the rate of \$250- per hour		\$2,500-
Total due :		
Hisam Baqai, P.E P.O.BOX 548 Victorville, CA 92393	DESCRIPTION	Homefield Mitigation - Water Quality GLACOR PO-05286 Professional fees AMT 2500

NOTES

POA Baqai GEN MGR
DEPT MGR ADMIN MGR



PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT PURCHASE ORDER

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

PO Number: PO-05286

Date: 07/01/2022

Request #: PO-05286

Vendor #: BAQAI

ISSUED TO: H. A. Baqai, P.E.
P.O. Box 548
Victorville, CA 92393-

SHIP TO: Service
Service
Phelan, CA 92371

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Homefield Mitigation - Water Qua	C0099		01-0-1-53150	Outside Service	115,000.00

Requested By: D. Bartz **Date:** 7/1/2022

SUBTOTAL:	115,000.00
TOTAL TAX:	0.00
SHIPPING:	14 0.00
TOTAL	115,000.00

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

Payment Approval Form - Contract/Consultant

Date: 5/14/2024

Name of Vendor: Superior Tank Solutions

Description of work: Water Tanks Coating & Inspection - Year 4
10 Year Contract

Purchase Order # PO-05904

Date of Board Approval November 18, 2020

Original Approved Amount: \$ 1,358,600.00

Total Contract Amount \$ 1,358,600.00

% Completed to Date 63%

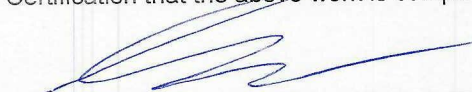
Total Invoiced to Date \$849,900.00

Amount Paid to Date 801,600.00

Total Due this Invoice **\$48,300.00**

Total Contract Amount After Invoice: \$ 508,700.00

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



Water Operations Manager 5-14-24
Date



Asst. General Manager 5/14/24
Date

Approved by Board of Directors: _____
Date



REMIT TO:
 9500 LUCAS RANCH ROAD
 RANCHO CUCAMONGA, CA 91730
 909/912-0580 - FAX 909/912-0585
 FEDERAL TAX I.D. # 27-0750251

INVOICE NO.	2699MP
DATE	5/6/2024
JOB NUMBER	1759
PO #	Phelan, CA
TERMS	Net 30
SALESMAN	SB

COMPANY: Phelan Pinion Hills CSD
 ADDRESS: 4176 Warbler Road
 CITY / STATE / ZIP: Phelan, CA 92329-4049
 ATTENTION: Accounts Payable

DESCRIPTION	UNIT PRICE	AMOUNT																		
Superior Tank Solutions, Inc. agrees to furnish all necessary labor, tools, equipment, supplies, and supervision to complete the work scope listed below:																				
Steel Water Tank Coatings & Ongoing Asset Management Program																				
Three Interior Coating Renovations, Ten Exterior Coating Renovations, Washout / Inspections																				
Total Ten (10) Year Contract Amount		\$ 1,358,600.00																		
Billing # 4 - Program Year 4 (2024/2025) - Washout		\$ 48,300.00																		
Total Amount Due / Year 2024/2025		\$ 48,300.00																		
<p>DESCRIPTION</p> <table border="0"> <tr> <td style="border-bottom: 1px solid black; width: 150px;"></td> <td style="border-bottom: 1px solid black; width: 100px; text-align: center;"><u>GL ACCT #</u></td> <td style="border-bottom: 1px solid black; width: 100px; text-align: center;"><u>AMT</u></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> </table> <p>NOTES</p> <table border="0"> <tr> <td style="border-bottom: 1px solid black; width: 150px;">PO #</td> <td style="border-bottom: 1px solid black; width: 100px; text-align: center;">05904</td> <td style="border-bottom: 1px solid black; width: 100px;">GEN MGR</td> </tr> <tr> <td style="border-bottom: 1px solid black;">DEPT MGR</td> <td style="border-bottom: 1px solid black; text-align: center;"><i>[Signature]</i></td> <td style="border-bottom: 1px solid black;">ADMIN MGR</td> </tr> </table>				<u>GL ACCT #</u>	<u>AMT</u>										PO #	05904	GEN MGR	DEPT MGR	<i>[Signature]</i>	ADMIN MGR
	<u>GL ACCT #</u>	<u>AMT</u>																		
PO #	05904	GEN MGR																		
DEPT MGR	<i>[Signature]</i>	ADMIN MGR																		

PLEASE PAY FROM THIS INVOICE

THANK YOU

SUB-TOTAL	\$48,300.00
TAX	16 Included
FREIGHT	N/A
TOTAL DUE	\$48,300.00



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

PURCHASE ORDER

PO Number: PO-05904

Date: 05/07/2024

Request #: PO-05904

Vendor #: SUPTAN

ISSUED TO: Superior Tank Solutions, INC
 9500 Lucas Ranch Road
 Rancho Cucamonga, CA 91730

SHIP TO: Service
 Service
 Phelan, CA 92371

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Superior Tank Solution Annual Co			01-1-2-54620	Repair & Maintena	48,300.00

Superior Tank Solution Annual Contract

Requested By: Sean Wright **Date:** 5/7/2024

SUBTOTAL:	48,300.00
TOTAL TAX:	0.00
SHIPPING:	17 0.00
TOTAL	48,300.00

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

Agenda Item 3c

Adoption of Resolution No. 2024-08; Initiating Procedures to Fix, Adjust, Levy, and Collect Water Standby and Availability Fees for 2024/2025

MEMORANDUM

DATE: May 22, 2024

TO: Board of Directors

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

SUBJECT: Adoption of Resolution No. 2024-08; Initiating Procedures to Fix, Levy, and Collect Water Standby Availability Fees for 2024/2025

STAFF RECOMMENDATION

For the Board of Directors adopt Resolution No. 2024-08; Initiating Procedures to Fix, Levy, and Collect Water Standby Availability Fees for 2024/2025.

BACKGROUND

In order to collect Standby Revenue, each year the District must take certain steps, in compliance with Water Code 31032.1 and Government Code 6066, including: 1) Initiate Proceedings to Fix, Levy And Collect Water Standby Assessments For The Fiscal Year (establishing a hearing date, etc.); 2) Notify the general public with publications in the newspaper on two separate dates, and 3) Conduct the Public Hearing. This is the first step in the process.

A 45 day period must elapse between the adoption of the initiation resolution and the public hearing. Resolution No. 2024-08 states the hearing will take place on July 10, 2024. Staff requests for Board to adopt Resolution No. 2024-08; Initiating Procedures to Fix, Levy, and Collect Water Standby Availability Fees for 2024/2025. A copy of the Engineer's Report and affected parcels list will be available in the District office.

FISCAL IMPACT

Publishing costs

ATTACHMENT(S)

Resolution No. 2024-08

RESOLUTION NO. 2024-08
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE PHELAN PINON HILLS COMMUNITY SERVICES DISTRICT
INITIATING PROCEDURES TO FIX, ADJUST, LEVY, AND COLLECT
WATER STANDBY AND AVAILABILITY FEES FOR 2024/2025

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.

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 initiating proceedings to fix, levy, and collect 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 standby charge proposed to be adopted by the Board is based upon the report of a qualified engineer, IB Consulting, Inc., which will be on file with the District and available for review during regular business hours. The content of said report includes, but is 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.

3. On July 10, 2024, at 5:00 p.m., at the Phelan Community Center located at 4128 Warbler Road, Phelan, California, the Board will hold a public protest hearing regarding the imposition of the charge, which hearing shall be conducted in the manner set forth in the Act. At the hearing, the Board may also consider whether to provide that if any charge so adopted becomes delinquent, the amount of the delinquency, together with any interest and penalties thereon, should constitute a lien on the affected property upon the filing of a certificate in the Office of the County Recorder, which lien may have the same force, effect, and priority as a judgment lien. At the hearing, the Board will hear and consider any and all objections or protests to

the proposed charges pursuant to the requirements of the Act.

4. The District's General Manager is hereby authorized and directed to cause notice of the date, time, and place of the public hearing on the proposed charges to be duly published prior thereto as may be required by the Act.

ADOPTED this 22nd day of May 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Chuck Hays, President

ATTEST

Kimberly Sevy, Secretary

Agenda Item 3d

Approval to Set the Delinquent
Water User Hearing



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: May 22, 2024

TO: Board of Directors

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

SUBJECT: Approval to Set the Hearing Date for the Delinquent Water User Charges for the Purpose of Collecting Said Charges on the San Bernardino County Tax Roll

STAFF RECOMMENDATION

For the Board of Directors to set the delinquent water user charges hearing date for July 10, 2024.

BACKGROUND

Staff request to set the delinquent water user charges hearing date in order to begin the notification process, including mailing all delinquent water users notice of hearing and publication per legal requirements.

Staff recommends for the Board set the delinquent water user charges hearing date for July 10, 2024.

FISCAL IMPACT

Mailing costs
Publishing costs

ATTACHMENT(S)

None

Agenda Item 3e

Acceptance of Disbursements



Cash Disbursements Report By Payment Number

Payment Dates 4/1/2024 - 4/30/2024

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Project Account Key	Payment Amount
Payment Number	Payable Number	Description	Vendor Name	Account Number	Project Account Key	Item Amount
610	4/12/2024	AIMWIL	Aimee Williams			74.71
	032624	Reib. - SDRMA Spring Conf. Mileage		01-0-1-54470		54.81
	040424	Reimb. - Solid Waste Ceremony Mileage		25-5-1-54470		19.90
611	4/12/2024	CHA HAY	Charles Hays			30.02
	033124	March Mileage - SW Auto Exp		01-0-1-52210		-4.29
	033124	March Mileage - GM, Training, Dairy		01-0-1-52214		30.02
	033124	March Mileage - Solid Waste		25-5-1-52210		4.29
612	4/12/2024	DEBPHI	Deborah Jeanne Philips			150.75
	033124	March Mileage- for Solid Waste		01-0-1-52210		-6.70
	033124	March Mileage-MWA, ASBCSD, Board		01-0-1-52219		150.75
	033124	March Mileage-Solid Waste		25-5-1-52210		6.70
613	4/12/2024	DENMOR	Dennis Morrison			1,682.02
	022924	Health Insurance Reimb. - Feb.		22-2-2-51230		824.53
	033124	Health Insurance Reimb. - March		22-2-2-51230		857.49
615	4/12/2024	LINSMI	Linda Smith			332.52
	033124	Health Insurance Reimb. - March		25-5-1-51230		332.52
616	4/12/2024	REBEL	Rebel Oil Company, Inc.			3,985.40
	7086357-IN	Fuel - 450 Gl.		01-1-8-54410		2,208.76
	7086835	Fuel - 350 Gl.		01-1-8-54410		1,776.64
617	4/12/2024	SER MAD	Sergio A. Madrigal			50.00
	121423	2023 Safety Incentive Award		01-0-1-54260		50.00
618	4/12/2024	TESCON	Tesco Controls, Inc			97,887.44
	008151-in	Site 2A Repairs - Communication & PL		01-1-2-54620		2,709.00
	0082123-IN	Well #15 Telemetry Control Panel & I		01-0-0-17000	C0095 OUTSIDE SVCS	93,000.00
	0082230-IN	SCADA Servers Hard Drive Replaced		01-1-2-54620		2,178.44
619	4/26/2024	GENPUM	General Pump Company, Inc.			1,120.00
	31148	Well #15 Star-Up for Warranty & Spec		01-0-0-17000	C0095 OUTSIDE SVCS	1,120.00
620	4/26/2024	KIMSEV	Kimberly Sevy			51.81
	032524	Reimb. - SDRMA Spring Conf. Fees		01-0-1-54470		51.81
621	4/26/2024	LINSMI	Linda Smith			322.52
	040124	Health Insurance Reimb. - Apr.		25-5-1-51230		322.52
622	4/26/2024	MUN DEN	Municipal Dental Pool			3,622.86
	050124	Dental Premium - May		01-0-0-14130		3,622.86
623	4/26/2024	REBKUJ	Rebecca A. Kujawa			60.97
	042424	April Mileage - ASBCSD & Well #15 Ce		01-0-1-52212		60.97
624	4/26/2024	REBEL	Rebel Oil Company, Inc.			2,136.13
	7087303	Fuel - 410 Gl.		01-1-8-54410		2,136.13
34717	4/10/2024	APEREN	Apex Rentals			336.38
	103575	Skiploader Rental for Well #15 Site Cl		01-0-0-17000	C0095 OUTSIDE SVCS	336.38
34718	4/10/2024	ASBCSD	Assn of SB County Special Districts			45.00
	041524	April Meeting - R. Kujawa		01-0-1-52232		45.00

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Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
34719	4/10/2024 705564	ATK Mojave Adjudication Legal Svcs. Jan.	Atkinson, Andelson, Loya, Ruud & Romo Professional Corp. Attorneys at Law	01-0-1-53120	C0057 LEGAL	534.16 534.16
34720	4/10/2024 INV00354961	BOOBAR Sfty. Work Boots - E. Araiza	Boot Barn Inc.	01-1-2-54680		200.00 200.00
34721	4/10/2024 113023	CJ BROWN Professional Svcs. Nov.	C.J. Brown & Company, CPAS - An Accounting Corp.	01-0-1-53110		4,000.00 4,000.00
34722	4/10/2024 9085-1046011 9085-1046556 9085-1046595 9085-1046634	CED Soft Starter for Booster C at Site 2 Electrical Parts for Site 7B Cable Tie & Steel Washers for Beekly Electrical Parts for Oasis Yard	Consolidated Electrical Distributors Inc	01-1-5-54620 01-1-5-54620 01-1-5-54620 01-1-2-54620		3,133.47 2,054.29 317.80 26.71 734.67
34723	4/10/2024 U511076 U532472 U532472 U532472 U532472-1 U538542 U538542 U538542-1	CORE 12T & 90 for Well #15 Influent Into Sit 6" Valve Fng. MJ 6" Romac Grip Ring Kit 6 Push-on Mueller Gate Valve (10) Non-Inventory Gaskets 1 MIP x IPS Corp Stop 1 CTS Angle Stop Non-Inventory Gasket & Grip Rings Q	Core & Main	01-0-0-17000 01-1-0-13010 01-1-0-13010 01-1-0-13010 01-1-5-54620 01-1-0-13010 01-1-0-13010 01-1-5-54620	C0095 OUTSIDE SVCS	12,367.81 6,217.73 423.24 410.96 975.14 32.71 89.73 3,763.59 454.71
34724	4/10/2024 109253	SBC PARCELS (2) Parcel Map Revisions	County of San Bernardino	01-1-1-54830		4.00 4.00
34725	4/10/2024 813244-4538 813460-1564 813671-8478 813671-8478 813671-8478-2	CR&R Trash - Oasis Yard Apr. Trash - Pinon Hills Park Apr. Trash- Phelan CSD Apr. Trash- Phelan CC Apr. Trash - Community Clean Up	CR&R Incorporated	01-0-2-58110 22-0-2-58110 01-0-1-58110 22-0-2-58110 25-5-1-54800		1,671.50 388.58 241.01 388.46 388.45 265.00
34726	4/10/2024 24330	DES WEST Dry Utilities Site Design - Civic Center	Design West Engineering, Inc.	01-0-0-17000	C0002 OUTSIDE SVCS	3,187.50 3,187.50
34727	4/10/2024 033124	DONBAR Mileage Reimb. - March	Don Bartz	01-0-1-54140		600.50 600.50
34728	4/10/2024 VVP-0407-2	VALLE Waste & Recycling Outreach Videos	Don Gene Fish Jr.	25-5-1-53150	C0106 OUTSIDE SVCS	9,700.00 9,700.00
34729	4/10/2024 101-64772-01	GAOSBO 6" Weld on Flanges	G.A. Osborne Pipe & Supply Inc	01-1-2-54620		629.37 629.37
34730	4/10/2024 10775798	GARDA Armored Svcs. - Apr.	Garda CL West, Inc	01-0-1-54200		684.80 684.80
34731	4/10/2024 IN7102831650	GOTO Office Phones Support - Apr.	GoTo Communications, Inc.	01-0-1-58010		723.57 723.57
34732	4/10/2024 9051185974 9057090111	GRAING Run Light for Booster C at Site 2 Cut Off WHeels for Ductile Iren 14" Sa	W. W. Grainger, Inc	01-1-5-54620 01-1-2-54500		283.93 179.37 104.56
34733	4/10/2024 170	GREE SVCS Blanket PO - Landscape Maint. Phela	Greenstone Services Inc.	22-2-2-53150		720.00 720.00
34734	4/10/2024 259921 259921	INFOSE Postage - March Printing - March	Infosend Inc	01-1-6-54860 01-1-6-54890		3,922.44 3,003.29 919.15

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34735	4/10/2024	LOWES	Lowe's Credit			566.88
	033124	Inv #975438 - Parts Site 2 Booster C U		01-1-5-54620		177.34
	033124	Inv #975724 - Parts for Site 2 Booster		01-1-5-54620		90.96
	033124	Inv #999435 - Concrete for Site 2 Boo		01-1-5-54620		48.92
	033124	Inv #97237 - Concrete for Thrust Bloc		01-1-5-54620		249.66
34736	4/10/2024	SHINE	Mary Gabriel			400.00
	372	Deposit for Future Painting Classes		22-2-2-54800		400.00
34737	4/10/2024	MERJOH	Merrell-Johnson Engineering Inc			5,764.00
	G2024077	Reservoir 6A-2 - Geotechnical Report		01-0-0-17000	C0109 OUTSIDE SVCS	5,764.00
34738	4/10/2024	ANDTRU	Mills Hardware			729.22
	033124	Inv # 314638 - Adhesive for Hydrants		01-1-2-54620		11.84
	033124	Inv # 314783 - Wire Wheel		01-1-2-54620		15.07
	033124	Inv # 314778 - Vactor #115 Bolts		01-1-2-54620		43.22
	033124	Inv # 314763 - Brush Wire & Tube for		01-1-2-54620		52.44
	033124	Inv # 314698 - Brass Coupling		01-1-2-54620		26.93
	033124	Inv # 314661 - Trk #23 Tools		01-1-2-54650		139.99
	033124	Inv # 314713 - Tape, Bolts, Nuts, Was		01-1-5-54620		13.52
	033124	Inv # 314696 - Pipe Nipple for Booste		01-1-5-54620		4.29
	033124	Inv # 314619 - Supplies for Site 2 Boo		01-1-5-54620		46.30
	033124	Inv # 314728 - Supplies for Station 12		01-1-5-54620		25.45
	033124	Inv # 314722 - Wire Wheel for Site 2		01-1-5-54620		15.07
	033124	Inv # 314734 Brass Bushing		01-1-5-54620		8.39
	033124	Inv # 314647 - Supplies for Site 2 Boo		01-1-5-54620		48.62
	033124	Inv # 314735 - Supplies for Site 2 Boo		01-1-5-54620		10.51
	033124	Inv # Adapter for Customer Side Repa		01-1-6-54620		13.46
	033124	Inv # 314631 - Bolts, Nuts, Washers, R		01-1-6-54620		27.51
	033124	Inv # 314764 - Nozzle for Vactor #115		01-1-8-54710		17.86
	033124	Inv # 314644 Bolts, Nuts & Washers		22-2-2-54620		5.69
	033124	Inv # 314632 - Nuts, Bolts, Washers		22-2-2-54620		13.90
	033124	Inv # 314660 Paint, Roller, Brush, Line		22-2-2-54620		81.89
	033124	Credit # 314712 - Returned Spray Pai		22-2-2-54620		-5.39
	033124	Inv # 314768 - Bolts, Nuts, Washers		22-2-2-54620		1.51
	033124	Inv # 314653 - Wrench, Caulk		22-2-2-54620		29.07
	033124	Inv # 314711 - Bolts, Nuts, Spray Pain		22-2-2-54620		82.08
34740	4/10/2024	MRCOPY	MRC Smart Technology Solutions			32.32
	IN4059867	Cyan Toner Delivery Fee		01-0-1-54530		16.16
	IN4077425	Yellow Toner Delivery Fee		01-0-1-54530		16.16
34741	4/10/2024	OFFSOL	Office Solutions			426.95
	I-02211115	Office Supplies-Note Pads, Pens, Clips		01-0-1-54530		426.95
34742	4/10/2024	PHEEXP	Phelan Express, Inc.			483.46
	53412	Trk #31 - Oil Change		01-1-8-54710		125.08
	53415	Trk #19 - Oil Change		01-1-8-54710		125.25
	53430	Trk #21 - Oil Change		01-1-8-54710		108.05
	53483	Trk #27 - Oil Change		01-1-8-54710		125.08
34743	4/10/2024	PUMCHE	Pump Check, Inc.			2,620.00
	533	Pump Efficiency Tests for Remainder		01-1-2-54620		2,620.00
34744	4/10/2024	SCE MISC	Southern California Edison			3,847.70
	7501656816	Fill Station Non-Residential Shortfall		01-1-2-54620		3,847.70
34745	4/10/2024	TOMDOD	Tom Dodson & Associates			3,635.00
	PPH-127-7	Proposed 1.5 MG Reservoir - CEQA		01-0-0-17000	C0109 OUTSIDE SVCS	3,635.00
34746	4/10/2024	TURSEC	Turner Security, Inc			373.60
	231009	Monitoring Svc. - Apr.		01-0-1-53150		46.95
	231009	Monitoring Svc. - Apr.		01-1-1-53150		211.75

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	231009	Monitoring Svc. - Apr.		22-2-2-53150		114.90
34747	4/10/2024	TYLTEC	Tyler Technologies, Inc			12,252.80
	025-459910	UB Insite Transaction Fees 1/1 - 3/31		01-1-6-53170		11,997.50
	025-460371	Smart Meter Notifications 1/1 - 3/31		01-1-6-53170		255.30
34748	4/10/2024	USA	Underground Service Alert of So. Cal.			216.50
	320240554	(118) Tickets		01-1-2-53150		216.50
34749	4/10/2024	UNIVAR	UNIVAR INC.			2,128.72
	519556844	Liquid Chlorine - 524 Gal.		01-1-3-54500		2,128.72
34750	4/10/2024	VALCON	Valley Construction Supply			282.64
	497209	Lath Stakes		01-1-2-54620		282.64
34751	4/10/2024	WESWAT	Western Water Works Supply Co			9,070.40
	1144367	12" Tees & Valve for Well 15 to Well 5		01-0-0-17000	C0095 OUTSIDE SVCS	6,826.40
	1144623	(4) 12" FL x MJ Adaptors & Grip Ring		01-1-2-54620		2,244.00
34752	4/24/2024	ATK	Atkinson, Andelson, Loya, Ruud & Romo Professional Corp. Attorneys at Law			817.31
	711119	Lahontan Regional Water Quality - Le		01-0-1-53120	C0099 LEGAL	817.31
34753	4/24/2024	AVCOM	AVCOM Services Inc.			80.00
	32552	Answering Svc. - Feb.		01-0-1-53150		80.00
34754	4/24/2024	CA FOREST	California Department of Forestry and Fire Protection			1,816.64
	1574398	(7) Unit Crews for Weed Maint. at Tan		01-1-5-53150		1,589.56
	1574553	(1) Unit Crew for Weed Maint at Site		01-1-5-53150		227.08
34755	4/24/2024	CED	Consolidated Electrical Distributors Inc			8,463.44
	9085-1046728	Transfer Switch for Site #12		01-1-5-54620		2,392.50
	9085-1046898	Relay for Site 5B Pump A		01-1-5-54620		538.31
	9085-1046900	Parts for Site 2 Booster C Upgrade		01-1-5-54620		94.18
	9085-1046902	Transfer Switches for SCADA & MRV		01-1-5-54620		2,392.50
	9085-1046988	Returned Parts		01-1-5-54620		-217.50
	9085-1047039	Electrical Parts for Site 2 Pump C		01-1-5-54620		555.90
	9085-1047044	Electrical Parts for Site 2 Booster C		01-1-5-54620		1,809.60
	9085-1047045	Electrical Parts for Site 2 Booster C		01-1-5-54620		722.86
	9085-1047165	Tape & Cable for Well #11		01-1-3-54620		115.75
	9085-1047229	CVR Box & Galv. Coupling for Site 2 B		01-1-5-54620		59.34
34756	4/24/2024	CORE	Core & Main			5,866.32
	U497253	3/4 CTS Clamp		01-1-0-13010		2,410.06
	U532608	4 1/2 Amer Darling Traffic Kit		01-1-0-13010		2,559.07
	U620575	12" Pipe to Pipe Restraints on Site #2		01-1-5-54620		897.19
34757	4/24/2024	SBC ENVHLT	County of San Bernardino			571.00
	IN0433280	Pinon Hills CC Health Permit		22-2-2-53160		571.00
34758	4/24/2024	SBC LIENS	County of San Bernardino			320.00
	24-85576	(16) Lien Release Docs.		01-1-1-54830		320.00
34759	4/24/2024	FASTEN	Fastenal Company			1,299.51
	CAVIC91917	Dark Grey Paint for Facility Maint.		01-1-2-54620		731.39
	CAVIC92098	(36) Blue Marking Paint		01-1-2-54500		568.12
34760	4/24/2024	LIN SVC	Richard J. Linsalato			595.00
	2024042	Janitorial Svcs - CSD		01-0-1-54320		340.00
	2024042	Janitorial Svcs - Oasis		01-1-1-54320		225.00
	2024042	Janitorial Svcs - CC Windows		22-0-1-54320		30.00
34761	4/24/2024	MWA-OESTE	Mojave Basin Area			2,643.91
	45467	2nd. Qtr. Admin/Bio Fees		01-1-3-50010		2,643.91

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34762	4/24/2024 45468	MWA-ALTO 2nd. Qtr. Admin/Bio Fees	Mojave Basin Area Watermaster	01-1-3-50010		20.41 20.41
34763	4/24/2024 2024-12853 2024-12860	MOUPRO (1) Employment Opportunity Ad (1) Employment Opportunity Ad	Mountaineer Progress Newspaper	01-0-1-54110 01-0-1-54110		159.00 79.50 79.50
34764	4/24/2024 041524 041524 041524 041524 041524	PETCAS - Petty Cas Petty Cash Reconciliation Jan - Apr. Petty Cash Reconciliation Jan - Apr. Petty Cash Reconciliation Jan - Apr. Petty Cash Reconciliation Jan - Apr. Petty Cash Reconciliation Jan - Apr.	Petty Cash	01-0-1-54260 01-0-1-54860 01-1-1-59310 22-2-2-54500 22-2-2-54620		67.62 6.45 -0.88 -0.97 49.59 13.43
34765	4/24/2024 53791	PHEEXP Trk #23 - Oil Change	Phelan Express, Inc.	01-1-8-54710		137.15 137.15
34766	4/24/2024 INV-24-04-33	PLANNET Civic Center Building - Technology De	Plannet, LLC	01-0-0-17000	C0002 OUTSIDE SVCS	10,746.00 10,746.00
34767	4/24/2024 040124 040124 040124 050124 050124 050124	STAINS LTD/Life/AD&D - Apr. LTD/Life/AD&D - Apr. LTD/Life/AD&D - Apr. LTD/Life/AD&D - May LTD/Life/AD&D - May LTD/Life/AD&D - May	Standard Insurance Company	01-0-1-51230 01-7-7-51230 22-0-1-51230 01-0-1-51230 01-7-7-51230 22-0-1-51230		2,388.45 1,015.78 114.44 78.41 984.49 116.94 78.39
34768	4/24/2024 20990	TIMLOC Re-key Phelan Sr. Ctr.	Steven M. Zemba	22-2-2-54620		253.93 253.93
34769	4/24/2024 3938 3939	TOP OPT Pest Control - Oasis March Pest Control - CSD March	Top Option Pest Control	01-1-1-53150 01-0-1-53150		173.00 98.00 75.00
34770	4/24/2024 24AR1647699	VIS EDGE Base Rate & Copies	Visual Edge IT, Inc.	01-0-1-53150		740.95 740.95
DFT0012902	4/11/2024 615000054732	VER FLEET Fleet GPS - March	Verizon Connect Fleet USA, LLC	01-1-8-54300		341.10 341.10
DFT0012903	4/18/2024 022924	SCE 9587-0653 Electricity - Office 1/25 - 2/24	Southern California Edison	01-0-1-58110		1,609.13 1,609.13
DFT0012904	4/18/2024 022924 CR 022924 CR	SCE 9587-0653 Electricity - Office Solar Credits 1/25 - Electricity - Office Solar Credits 1/25 -	Southern California Edison	01-1-3-58115 01-1-3-58115		-1,791.61 -1,609.13 -182.48
DFT0012905	4/18/2024 033124	SCE 9587-0653 Electricity - Office 2/26 - 3/25	Southern California Edison	01-0-1-58110		1,349.72 1,349.72
DFT0012906	4/18/2024 033124	SCE 2439-1773 Electricity - Phelan Park 2/26 - 3/25	Southern California Edison	22-0-2-58110		13.57 13.57
DFT0012907	4/18/2024 033124	SCE 3752-2894 Electricity - N. Dairy Mobile 2/29 - 3/	Southern California Edison	01-1-3-58110		283.48 283.48
DFT0012908	4/18/2024 033124	SCE 1613-6373 Electricity - R/R Crossings 3/1 - 3/31	Southern California Edison	23-0-2-58210		18.44 18.44
DFT0012909	4/18/2024 033124	SCE 5917-6455 Electricity - Phelan Park St. Lights 3/1	Southern California Edison	22-2-2-58110		28.39 28.39

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DFT0012910	4/18/2024 033124	SCE 8092-3468 Electricity - NW Dairy Mobile 2/29 - 3	Southern California Edison	01-1-3-58110		100.70 100.70
DFT0012911	4/18/2024 033124	SCE 7695-0442 Electricity - Fill Station 2/29 - 3/31	Southern California Edison	01-0-2-58110		24.11 24.11
DFT0012912	4/18/2024 033124	SCE 4490-1265 Electricity - P.H. Fire Station 3/1 - 3/3	Southern California Edison	22-0-2-58110		18.44 18.44
DFT0012913	4/11/2024 012924	SCE 4241-7012 Electricity - S. Dairy Mobile 12/29 - 1/	Southern California Edison	01-1-3-58110		307.93 307.93
DFT0012914	4/11/2024 022824	SCE 4241-7012 Electricity - S. Dairy Mobile 1/30 - 2/2	Southern California Edison	01-1-3-58110		54.40 54.40
DFT0012915	4/11/2024 033124	SCE 4241-7012 Electricity - S. Dairy Mobile 2/29 - 3/3	Southern California Edison	01-1-3-58110		52.54 52.54
DFT0012917	4/3/2024 2348622A	AME FID Flex Spending 3/15	American Fidelity Assurance Company	01-0-0-24580		266.66 266.66
DFT0012918	4/18/2024 022824-2 022824-2 022824-2	SCE 9515-2666 Electricity-Wells, Boosters, Tanks Feb. Electricity-Solar Credits Feb. Electricity-St. Lights Feb.	Southern California Edison	01-1-3-58110 01-1-3-58115 23-3-2-58210		64,992.73 77,605.63 -14,293.88 1,680.98
DFT0012919	4/18/2024 033124 033124 033124	SCE 9515-2666 Electricity-Wells, Boosters, Tanks Mar Electricity-Solar Credits March Electricity-St. Lights March	Southern California Edison	01-1-3-58110 01-1-3-58115 23-3-2-58210		10,700.90 9,745.84 -729.94 1,685.00
DFT0012920	4/2/2024 040924	FRO 3434 Phones - Telemetry 3/10 - 4/9	Frontier Communications	01-1-5-58010		212.65 212.65
DFT0012921	4/11/2024 041824	FRO 8637 Phones - Sr. Ctr. 3/19 - 4/18	Frontier Communications	22-0-1-58010		65.50 65.50
DFT0012922	4/11/2024 042424	FRO 5072 Phones - Oasis Yard 3/25 - 4/24	Frontier Communications	01-1-1-58010		158.35 158.35
DFT0012923	4/18/2024 RC1161585	RACE Phones - Internet CSD Apr.	Race Communications	01-0-1-58010		255.00 255.00
DFT0012924	4/18/2024 RC1161584 RC1161584	RACE Phones - Internet Credit Pinon Hills C Phones - Internet Pinon Hills CC Apr.	Race Communications	22-0-1-58010 22-0-1-58010		104.00 -100.00 204.00
DFT0012925	4/18/2024 RC1161586 RC1161586	RACE Phones - Internet Phelan CC Apr. Phones - Internet Credit Phelan CC A	Race Communications	22-0-1-58010 22-0-1-58010		4.00 204.00 -200.00
DFT0012926	4/18/2024 RC1154715	RACE Phones - Internet Shop Apr.	Race Communications	01-1-1-58010		255.00 255.00
DFT0012927	4/11/2024 032724-6056	THEGAS Gas - Pinon Hills CC 2/27 - 3/27	SoCalGas	22-0-2-58110		106.08 106.08
DFT0012928	4/11/2024 032724-6781	THEGAS Gas - Pinon Hills Fire 2/27 - 3/27	SoCalGas	22-0-2-58110		121.66 121.66
DFT0012929	4/11/2024 032024-4084	THEGAS Gas - Phelan Sr. Ctr. 2/20 - 3/20	SoCalGas	22-0-2-58110		198.58 198.58
DFT0012930	4/11/2024 032024-4585	THEGAS Gas - Phelan CC 2/20 - 3/20	SoCalGas	22-0-2-58110		205.59 205.59

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Payment Dates: 4/1/2024 - 4/30/2024

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
DFT0012931	4/11/2024 12760R	ACT IT Software Support - Apr.	David Shay	01-0-1-53170		7,328.90 7,328.90
DFT0012932	4/11/2024 033124 033124 033124 033124	FBC-Aimee Pizza Factory - Staff Training Hilton - SDRMA Conference Stay Aim Ontario Airport - SDRMA Conf. Parkin Hilton - SDRMA Conference Stay Lind	First Bank Card -Aimee	01-0-1-54260 01-0-1-54470 01-0-1-54470 25-5-1-54470		705.08 299.98 172.55 60.00 172.55
DFT0012933	4/11/2024 033124 033124 033124 033124 033124 033124 033124 033124 033124 033124 033124 033124	FBC-JENNIFER Eventbride - Software Subscription fo Zoom - Subscription Adobe Subscription - (11) Seats Stater Bros - Staff Training Supplies Adobe Subscription - (3) Seats Mailchimp - Customer Svc. E-Bills Print Runner - for Door Hangers Adobe Subscription - (2) Seats Amazon - Snacks for Fire Station Ope Starbucks - for Fire Station Open Hou Amazon - Summer Movies	First Bank Card	01-0-1-53170 01-0-1-53170 01-0-1-53170 01-0-1-54260 01-1-1-53170 01-1-6-53170 01-1-6-54500 01-7-7-53170 22-2-2-54440 22-2-2-54440 22-2-2-54800		1,086.87 29.00 100.00 263.89 39.02 71.97 120.00 203.65 47.98 33.57 40.00 137.79
DFT0012934	4/11/2024 033124 033124	FBC-STEVE Amazon - Trash Cans for Field Amazon - Drinking Faucet	First Bank Card	01-1-2-54500 22-2-2-54620		510.02 354.50 155.52
DFT0012935	4/11/2024 033124 033124 033124 033124 033124 033124 033124 033124 033124 033124 033124 033124	FBC-HEATHER Amazon - Bowls, Plates Soap Amazon - Paper Towels Amazon - Mouse & Trashbags Amazon - 2 Dry Eraser Sets & Trash B Amazon - Paper & Envelopes Cert Mail - Admin Form 700's Cert Mail - Circle Green Lease Amazon - Monitor for S. Trujillo Cert Mail - Water Theft Letter Cert Mail - Backflow Letters Cert Mail - Leak Letters	First Bank Card	01-0-1-54530 01-0-1-54530 01-0-1-54530 01-0-1-54530 01-0-1-54530 01-0-1-54860 01-0-1-54860 01-1-1-54530 01-1-6-54860 01-1-6-54860 01-1-6-54860		978.25 65.98 27.66 127.75 226.57 54.79 7.32 7.08 112.74 7.32 121.80 219.24
DFT0012936	4/11/2024 033124 033124 033124 033124 033124	FBC-CHRIS AWC - D4 Training C. Gualco Amazon - Air Fittings Amazon - Grinder for Trk #25 Amazon - Vise for Trk #23 Amazon - Air Bag for Trk #23	First Bank Card	01-1-1-54260 01-1-2-54620 01-1-2-54650 01-1-8-54710 01-1-8-54710		840.68 474.99 32.31 95.36 151.83 86.19
DFT0012937	4/11/2024 033124 033124 033124 033124 033124 033124 033124 033124 033124	FBC-GEORGE Ricks Cafe - Staff Meeting Krispy Kreme - for Fire Station Open Apple - iCloud Storage for Field Ipad 76 Rocket - Fuel 76 Rocket - Fuel 76 Rocket - Fuel 76 Rocket - Fuel GMetrix - GIS Practice Test for Tony Amazon - White Board	First Bank Card	01-0-1-54440 01-0-1-54440 01-1-2-53170 01-1-8-54410 01-1-8-54410 01-1-8-54410 01-1-8-54410 01-7-7-54260 01-7-7-54530		652.54 102.65 55.76 0.99 102.50 95.04 95.01 47.77 30.00 122.82
DFT0012938	4/11/2024 033124 033124 033124 033124	FBC-DON 76 Rocket - Fuel Shell - Fuel 76 Rocket - Fuel Ricks Cafe - MWA Meeting	First Bank Card	01-0-1-54140 01-0-1-54140 01-0-1-54140 01-0-1-54440		573.04 151.77 173.00 175.00 62.07

Cash Disbursements Report

Payment Dates: 4/1/2024 - 4/30/2024

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	033124	Inv # 314008 - Brake Cleaner Trk #101		01-1-8-54710		24.52
DFT0012952	4/12/2024 2348623A	AME FID Flex Spending 4/1	American Fidelity Assurance Company	01-0-0-24580		266.66 266.66
DFT0012953	4/11/2024 9960604714	VER AIR Phones, Jet Packs, Tablets, On-Call M	Verizon Wireless	01-1-1-58010		1,377.48 1,377.48
DFT0012954	4/11/2024 5201395918	CINFIR First Aid Supplies - Shop	Cintas	01-1-1-54500		474.92 474.92
DFT0012955	4/11/2024 033124 033124	CIN UNI Uniform Rental Svcs. - March Uniform Rental Svcs. - March	Cintas Corporation	01-1-1-54680 22-2-1-54680		574.56 532.80 41.76
DFT0012956	4/11/2024 2257-6435	FBC-JENNIFER Sign for Prop 68 - Land Acquisition	First Bank Card	22-2-1-54110		840.99 840.99
DFT0012957	4/11/2024 031324 20378010 22887 3623412 88550	FBC-SEAN Victolics, Couplings, Silent Check Valv 2" Trash Pump, Gasket, Discharge Hos Gravel for Hybrid PRV on P.H. x Sacra Thermal Imager & Crimper for Electri Perf. Utility Supply-Lifting Knuckles fo	First Bank Card	01-1-2-54620 01-1-2-54650 01-1-5-54620 01-1-2-54650 01-1-5-54620		4,963.30 1,163.96 966.69 661.64 628.03 1,542.98
DFT0012958	4/11/2024 ZIP4MA5G9	FBC-CHRIS 2.5" Gate Valves for Booster Stations	First Bank Card	01-1-5-54500		531.79 531.79
DFT0012959	4/12/2024 INV0005620 INV0005620 INV0005620	CALPERS 457 Cal PERS 457/ Employer Plan: 450 71 Cal PERS 457/ Employer Plan: 450 71 Cal PERS 457/ Employer Plan: 450 71	California Public Employees' Deferred Compensation Plan	01-1-0-24560 22-2-0-24560 25-5-0-24560		275.00 198.85 6.23 69.92
DFT0012960	4/12/2024 INV0005621 INV0005621 INV0005621 INV0005621	CALPERS CalPERS/Employee Portion(EE) CalPERS/Employee Portion(EE) CalPERS/Employee Portion(EE) CalPERS/Employee Portion(EE)	Calif Public Employees' Retirement System	01-1-0-24530 01-7-0-24530 22-2-0-24530 25-5-0-24530		3,967.47 3,097.80 341.00 282.96 245.71
DFT0012961	4/12/2024 INV0005622 INV0005622 INV0005622 INV0005622	CALPERS CalPERS/Employee Portion(ER) CalPERS/Employee Portion(ER) CalPERS/Employee Portion(ER) CalPERS/Employee Portion(ER)	Calif Public Employees' Retirement System	01-1-0-24530 01-7-0-24530 22-2-0-24530 25-5-0-24530		3,746.18 2,615.47 451.71 474.56 204.44
DFT0012962	4/12/2024 INV0005623 INV0005623 INV0005623 INV0005623	CALPERS CalPERS/Employer Portion CalPERS/Employer Portion CalPERS/Employer Portion CalPERS/Employer Portion	Calif Public Employees' Retirement System	01-1-0-24530 01-7-0-24530 22-2-0-24530 25-5-0-24530		9,977.42 7,231.58 1,091.16 1,070.30 584.38
DFT0012963	4/12/2024 INV0005624 INV0005624 INV0005624 INV0005624	CALPERS CalPERS Retirement/ Survivor Benefit CalPERS Retirement/ Survivor Benefit CalPERS Retirement/ Survivor Benefit CalPERS Retirement/ Survivor Benefit	Calif Public Employees' Retirement System	01-1-0-24530 01-7-0-24530 22-2-0-24530 25-5-0-24530		23.25 16.92 2.10 2.69 1.54
DFT0012964	4/12/2024 INV0005625	CALSTA Remittance ID: 200000001121596	California State Disbursement Unit	01-1-0-24520		139.61 139.61
DFT0012965	4/12/2024 INV0005626	EDD State Disability Ins - Payroll Taxes	Employment Development Department	01-0-0-24510		1,155.33 1,155.33

Cash Disbursements Report

Payment Dates: 4/1/2024 - 4/30/2024

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
DFT0012966	4/12/2024 INV0005627	IRS Social Security - Payroll Taxes	Internal Revenue Service	01-0-0-24510		312.48 312.48
DFT0012967	4/12/2024 INV0005628	EDD CA State Income Tax - Payroll Taxes	Employment Development Department	01-0-0-24510		4,450.64 4,450.64
DFT0012968	4/12/2024 INV0005629	IRS Medicare - Payroll Taxes	Internal Revenue Service	01-0-0-24510		3,118.98 3,118.98
DFT0012969	4/12/2024 INV0005630	IRS Federal Income Tax - Payroll Taxes	Internal Revenue Service	01-0-0-24510		12,154.30 12,154.30
DFT0012970	4/12/2024 INV0005631	EDD State Disability Ins - Payroll Taxes	Employment Development Department	01-0-0-24510		29.99 29.99
DFT0012971	4/12/2024 INV0005632	EDD CA State Income Tax - Payroll Taxes	Employment Development Department	01-0-0-24510		32.97 32.97
DFT0012972	4/12/2024 INV0005633	IRS Medicare - Payroll Taxes	Internal Revenue Service	01-0-0-24510		79.08 79.08
DFT0012973	4/12/2024 INV0005634	IRS Federal Income Tax - Payroll Taxes	Internal Revenue Service	01-0-0-24510		237.68 237.68
DFT0012975	4/17/2024 022524	SCE 9587-0653 Electricity - Office 1/25 - 2/25	Southern California Edison	01-0-1-58110		1,609.13 1,609.13
DFT0012976	4/23/2024 040424 040424	SCE 7441-5755 Electricity - Solar Credits 3/4 - 4/4 Electricity - Pinon Hills CC 34 - 4/4	Southern California Edison	01-1-3-58115 22-0-2-58110		12.08 -105.32 117.40
DFT0012977	4/25/2024 040824	SCE 1078-5254 Electricity - CC & Sr. Ctr. 3/8 - 4/8	Southern California Edison	22-0-2-58110		238.16 238.16
DFT0012978	4/19/2024 2348624A	AME FID Flex Spending 4/15	American Fidelity Assurance Company	01-0-0-24580		266.66 266.66
DFT0012979	4/30/2024 033124 033124	SCE 8362-7804 Electricity - Solar Mtr. - 2/29 - 3/31 Electricity - Solar Credits 2/29 - 3/31	Southern California Edison	01-1-3-58110 01-1-3-58115		616.18 665.10 -48.92
DFT0012980	4/30/2024 041824-4084	THEGAS Gas - Phelan Sr. Ctr. 3/20 - 4/18	SoCalGas	22-0-2-58110		143.00 143.00
DFT0012981	4/30/2024 041824-4585	THEGAS Gas - Phelan CC 3/20 - 4/18	SoCalGas	22-0-2-58110		133.34 133.34
DFT0012982	4/25/2024 050624	FRO 5743 Phones - Office 4/7 - 5/6	Frontier Communications	01-0-1-58010		99.38 99.38
DFT0012983	4/25/2024 050924	FRO 3434 Phones - Telemetry 4/10 - 5/9	Frontier Communications	01-1-5-58010		210.36 210.36
DFT0012984	4/26/2024 INV0005635 INV0005635 INV0005635	CALPERS 457 Cal PERS 457/ Employer Plan: 450 71 Cal PERS 457/ Employer Plan: 450 71 Cal PERS 457/ Employer Plan: 450 71	California Public Employees' Deferred Compensation Plan	01-1-0-24560 22-2-0-24560 25-5-0-24560		275.00 207.96 5.73 61.31
DFT0012985	4/26/2024 INV0005636 INV0005636 INV0005636 INV0005636	CALPERS CalPERS/Employee Portion(EE) CalPERS/Employee Portion(EE) CalPERS/Employee Portion(EE) CalPERS/Employee Portion(EE)	Calif Public Employees' Retirement System	01-1-0-24530 01-7-0-24530 22-2-0-24530 25-5-0-24530		3,973.15 3,138.44 343.62 299.04 192.05
DFT0012986	4/26/2024 INV0005637	CALPERS CalPERS/Employee Portion(ER)	Calif Public Employees' Retirement System	01-1-0-24530		3,749.06 2,616.47

Cash Disbursements Report

Payment Dates: 4/1/2024 - 4/30/2024

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	INV0005637	CalPERS/Employee Portion(ER)		01-7-0-24530		451.71
	INV0005637	CalPERS/Employee Portion(ER)		22-2-0-24530		473.59
	INV0005637	CalPERS/Employee Portion(ER)		25-5-0-24530		207.29
DFT0012987	4/26/2024	CALPERS	Calif Public Employees' Retirement System			9,987.56
	INV0005638	CalPERS/Employer Portion		01-1-0-24530		7,273.22
	INV0005638	CalPERS/Employer Portion		01-7-0-24530		1,093.76
	INV0005638	CalPERS/Employer Portion		22-2-0-24530		1,084.61
	INV0005638	CalPERS/Employer Portion		25-5-0-24530		535.97
DFT0012988	4/26/2024	CALPERS	Calif Public Employees' Retirement System			23.25
	INV0005639	CalPERS Retirement/ Survivor Benefit		01-1-0-24530		16.93
	INV0005639	CalPERS Retirement/ Survivor Benefit		01-7-0-24530		2.14
	INV0005639	CalPERS Retirement/ Survivor Benefit		22-2-0-24530		2.78
	INV0005639	CalPERS Retirement/ Survivor Benefit		25-5-0-24530		1.40
DFT0012989	4/26/2024	CALSTA	California State Disbursement Unit			139.61
	INV0005640	Remittance ID: 200000001121596		01-1-0-24520		139.61
DFT0012990	4/26/2024	EDD	Employment Development Department			1,150.58
	INV0005641	State Disability Ins - Payroll Taxes		01-0-0-24510		1,150.58
DFT0012991	4/26/2024	IRS	Internal Revenue Service			148.80
	INV0005642	Social Security - Payroll Taxes		01-0-0-24510		148.80
DFT0012992	4/26/2024	EDD	Employment Development Department			4,376.33
	INV0005643	CA State Income Tax - Payroll Taxes		01-0-0-24510		4,376.33
DFT0012993	4/26/2024	IRS	Internal Revenue Service			3,068.14
	INV0005644	Medicare - Payroll Taxes		01-0-0-24510		3,068.14
DFT0012994	4/26/2024	IRS	Internal Revenue Service			11,785.09
	INV0005645	Federal Income Tax - Payroll Taxes		01-0-0-24510		11,785.09
DFT0012999	4/29/2024	AME SUP	American Fidelity Assurance			945.50
	D713034	Supplemental Life Insurance Apr.		01-0-0-24580		945.50
DFT0013011	4/26/2024	WEST GOV UNI	Western Governors University			3,955.00
	042624	(5) Spring Classes - A. Williams		01-0-1-54260		3,955.00
DFT0013034	4/26/2024	PIT RES	Pitney Bowes Bank Inc. Reserve Account			500.00
	042624	Postage Machine Refill		01-0-1-54860		500.00
Payment Total:						465,977.00

Report Summary

Fund Summary

Fund	Payment Amount
01 - WATER FUND	438,115.13
22 - PARKS & RECREATION	11,279.71
23 - STREET LIGHTING	3,384.42
25 - SOLID WASTE	13,197.74
Grand Total:	465,977.00

Account Summary

Account Number	Account Name	Payment Amount
01-0-0-14130	Prepaid Benefit	42,312.00
01-0-0-17000	CIP Enterprise Funds	130,833.01
01-0-0-24510	Payroll Tax Payable	43,523.34
01-0-0-24580	Supplemental Ins W/H P	1,745.48
01-0-1-51230	Employee Group Insuran	2,000.27
01-0-1-52210	Board Exp - Auto Expens	-10.99
01-0-1-52212	Board - Auto Expense/K	60.97
01-0-1-52214	Board - Auto Expense/H	30.02
01-0-1-52219	Board - Auto Expense/P	150.75
01-0-1-52232	Board - Education,Traini	45.00
01-0-1-53110	Auditing & Accounting F	4,000.00
01-0-1-53120	Legal Services	1,351.47
01-0-1-53150	Outside Service	942.90
01-0-1-53170	Software Support	7,735.79
01-0-1-54110	Advertising	159.00
01-0-1-54140	Auto Expense	1,100.27
01-0-1-54200	Credit Card Fee & Bank	684.80
01-0-1-54260	Education & Training	4,350.45
01-0-1-54320	General Maintenance	340.00
01-0-1-54440	Meeting, Seminar & Sup	220.48
01-0-1-54470	Travel Expense	973.66
01-0-1-54530	Office Supplies	962.02
01-0-1-54860	Postage & Mailing	513.52
01-0-1-58010	Telephone	1,077.95
01-0-1-58110	Utilities	4,956.44
01-0-2-58110	Utilities	412.69
01-1-0-13010	Inventory - Water Field P	10,631.79
01-1-0-24520	Garnishment Payable	279.22
01-1-0-24530	Retirement W/H Payable	26,492.14
01-1-0-24560	Retirement 457 W/H Pay	406.81
01-1-1-53150	Outside Service	309.75
01-1-1-53170	Software Support	71.97
01-1-1-54260	Education & Training	474.99
01-1-1-54320	General Maintenance	225.00
01-1-1-54440	Meeting, Seminar & Sup	541.45
01-1-1-54500	Operating Supplies	598.70
01-1-1-54530	Office Supplies	112.74
01-1-1-54680	Uniforms	532.80
01-1-1-54830	State & County Fees & S	324.00
01-1-1-58010	Telephone	1,790.83
01-1-1-59310	Other Operating Expens	-0.97
01-1-2-53150	Outside Service	216.50
01-1-2-53170	Software Support	0.99
01-1-2-54500	Operating Supplies	1,077.34
01-1-2-54620	Repair & Maintenance	17,467.28
01-1-2-54650	Small Tools	1,830.07
01-1-2-54680	Uniforms	200.00
01-1-3-50010	MWA/AVW Admin. & Bi	2,664.32
01-1-3-54500	Operating Supplies	2,128.72

Account Summary

Account Number	Account Name	Payment Amount
01-1-3-54620	Repair & Maintenance	115.75
01-1-3-58110	Utilities	88,815.62
01-1-3-58115	Utilities - Solar Credits	-16,969.67
01-1-5-53150	Outside Service	1,816.64
01-1-5-54500	Operating Supplies	531.79
01-1-5-54620	Repair & Maintenance	15,254.12
01-1-5-58010	Telephone	423.01
01-1-6-53170	Software Support	12,372.80
01-1-6-54500	Operating Supplies	203.65
01-1-6-54620	Repair & Maintenance	40.97
01-1-6-54860	Postage & Mailing	3,351.65
01-1-6-54890	Printing	919.15
01-1-8-54300	Equipment Rental / Leas	341.10
01-1-8-54410	Fuel Costs	6,461.85
01-1-8-54710	Vehicle Maintenance	1,379.59
01-7-0-24530	Retirement W/H Payable	3,777.20
01-7-7-51230	Employee Group Insuran	231.38
01-7-7-53170	Software Support	47.98
01-7-7-54260	Education & Training	30.00
01-7-7-54530	Office Supplies	122.82
22-0-1-51230	Employee Group Insuran	156.80
22-0-1-54320	General Maintenance	30.00
22-0-1-58010	Telephone	173.50
22-0-2-58110	Utilities	1,925.28
22-2-0-24530	Retirement W/H Payable	3,690.53
22-2-0-24560	Retirement 457 W/H Pay	11.96
22-2-1-54110	Advertising	840.99
22-2-1-54680	Uniforms	41.76
22-2-2-51230	Employee Group Insuran	1,682.02
22-2-2-53150	Outside Service	834.90
22-2-2-53160	Permits & Fees	571.00
22-2-2-54440	Meeting, Seminar & Sup	73.57
22-2-2-54500	Operating Supplies	49.59
22-2-2-54620	Repair & Maintenance	631.63
22-2-2-54800	Programs (Park & Rec)	537.79
22-2-2-58110	Utilities	28.39
23-0-2-58210	Utilities - Street Lights	18.44
23-3-2-58210	Utilities - Street Lights	3,365.98
25-5-0-24530	Retirement W/H Payable	1,972.78
25-5-0-24560	Retirement 457 W/H Pay	131.23
25-5-1-51230	Employee Group Insuran	655.04
25-5-1-52210	Board Exp - Auto Expens	10.99
25-5-1-53150	Outside Service	9,700.00
25-5-1-54470	Travel Expense	303.36
25-5-1-54800	Programs (Solid Waste)	265.00
25-5-1-54920	Public Relation	159.34
	Grand Total:	465,977.00

Project Account Summary

Project Account Key	Payment Amount
None	324,092.52
C0002 OUTSIDE SVCS	13,933.50
C0057 LEGAL	534.16
C0095 OUTSIDE SVCS	107,500.51
C0099 LEGAL	817.31
C0106 OUTSIDE SVCS	9,700.00
C0109 OUTSIDE SVCS	9,399.00

Project Account Summary

Project Account Key
C0109 OUTSIDE SVCS

Payment Amount

Grand Total:

465,977.00

Agenda Item 4

Matters Removed from
Consent Items

Agenda Item 5

Presentations/Appointments

Agenda Item 6a

Discussion & Possible Action Regarding
Affiliation Agreement Between San
Bernardino County Superintendent of
Schools and the District for Work
Experience Program

MEMORANDUM

DATE: May 22, 2024

TO: Board of Directors

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

SUBJECT: Discussion & Possible Action Regarding Affiliation Agreement Between San Bernardino County Superintendent of Schools and the District for Work Experience Program

STAFF RECOMMENDATION

For the Board to approve the Affiliation Agreement Between San Bernardino County Superintendent of Schools and the District for Work Experience Program.

BACKGROUND

The County Superintendent of Schools reached out to the District to see if we would be interested in partnering with them as an employer for local students seeking workforce experience. The program pays for the students' hours, prepares them for employment on issues such as work ethic and on following policies and procedures in the workplace. They will send students interested in working in the various District departments for an interview and complete all the necessary pre-employment screenings, similar to a temporary employment agency.

Several years ago, the District participated in a similar county program for paid summer interns through former Supervisor Lovingood's office. The District received two interns – one field and one office. The program was very successful, and the county extended the number of weeks they were willing to pay for. There are several students at Snowline schools that are interested in this program, and this will be a good opportunity for them to learn about public service and gain work experience locally.

FISCAL IMPACT

None

ATTACHMENT(S)

Program Information Agreement



Desert Mountain Special Education Local Plan Area
17800 Highway 18
Apple Valley, CA 92307-1219

(760) 552-6700
(760) 242-5363
www.cahelp.org

Dear Business Owner,

Our Career Technical Education (CTE) programs collaborate with the local school districts in transitioning participants from the classroom to the workplace. We place participants participating in our work readiness programs. Successful job experiences can be integral in enabling participants to become productive members of society. Work experience programs require the combined efforts of leaders in the community, education, and business. We are currently seeking willing business partners to assist us in this endeavor.

The first question you may ask is, "What will I have to do?" All we ask is that you provide a safe working environment, regular input, and feedback to the trainee in terms of work performance to increase their skills, abilities, and potential for success on the job.

The second question you may ask is, "What is in it for me?" There are numerous benefits to becoming partners with CTE. The first benefit is that the San Bernardino County Superintendent of Schools becomes the employer of record, pays the participants' wages and provides worker's compensation. Depending on the program, participants receive between **100 to 485 hours of paid work experience**, with additional hours available upon request by the participant and/or the employer. If the participant completes the work experience and is hired, **tax credits of up to \$5,000** are available to the employer. The second benefit is that all participants are pre-screened and assessed through the program. They receive a vocational assessment that identifies their career goals. We place participants in positions that align with those career goals. The third benefit is that participants receive training in interviewing skills, work ethics, and career guidance. Participants are also trained to follow the policies and procedures of the workplace. The last benefit is that program staff will monitor participants and provide additional support when needed.

As you can see, the benefits to your business are endless, but more importantly, you will increase the potential of teens and adults in our community. We look forward to having you partner with us as we pursue our mission statement, *The Relentless Pursuit of Whatever Works in the Life of a Child*.

If you are interested in learning more about this program, please contact me at (760)961-4661, ext. ____

Sincerely,

Timothy Thompson
Work Incentive Technician



TRANSITION PARTNERSHIP PROGRAM

WHAT IS TPP?

The Transition Partnership Program (TPP) is a program with the Department of Rehabilitation (DOR) that assists eligible students in successfully transitioning from high school into meaningful employment opportunities and/or post-secondary education.

WHO IS ELIGIBLE?

High school juniors or seniors, between ages 16-21 years old who have not received services from the TPP program. Individuals who have an IEP or 504 plan and who have been referred by a TPP teacher.

PROGRAM COMPONENTS

- Job Exploration Counseling
- Workplace Readiness Training
- Work-based Learning Experiences
- Instruction in Self-Advocacy
- Counseling on Post-Secondary Education

HOW TO APPLY

1. Complete TPP referral packet (provided to students by TPP staff at the school site).
2. TPP staff will coordinate intake and assessment with the DOR counselor.
3. Be prepared to provide necessary documents (photo ID and a copy of signed social security card).

Get In Touch

Email: CTE@cahelp.org
Phone: (760) 646-8000, ext. 365

DESERT MOUNTAIN SPECIAL EDUCATION
LOCAL PLAN AREA © 2023



Scan the QR Code and complete the application to see if you are eligible for the program.

NOW ENROLLING!

The Workforce Innovation and Opportunity Act (WIOA) is San Bernardino County's exciting youth program. Through WIOA you may be eligible for free skills and career exploration, free one-on-one mentoring, free career training and education, paid work experience, and many other free opportunities to prepare you for a sustainable career.

Come join us.

Program Elements:

- Paid Work Experience
- Vocational Schooling like Cosmetology, Barber School, Certified Nursing Assistant, Forklift Operator, EKG Technician, Security Enforcement Training, Construction, Graphic Design, Phlebotomy, Clinical Medical Assistant and more!
- Individualized Career Development Plan
- Financial Literacy
- College Enrollment Assistance
- Employment Assistance
- Occupational Training and Certificates
- Supportive Services and more!

Requirements:

- 16-24 years of age
- Out-of-School AND meets one or more of the following barriers:
 - » No High School Diploma or GED
 - » Documented Disability (IEP, 504)
 - » Low Income
 - » Parenting Youth
 - » Foster Youth
 - » Homeless

California Association of Health and Education Linked Professions
17800 Highway 18, Apple Valley, CA 92307
(760) 646-8000 ext. 368 For TTY, please call 711

Application Link | [\[Link\]](#)



Funding for this program is provided by San Bernardino County Workforce Development Board (WDB). This WIOA Title-1 financially assisted program or activity, the WDB, are Equal Opportunity Employers. Auxiliary aids and services are available upon request to individuals with disabilities. For federal funding disclosure information, visit wp.sbcounty.gov/workforce/ffa/.




Workforce Development

sbcounty.gov/workforce/

CAHELP Career Technical Education Programs At-A-Glance

Program	CALWORKS SUBSIDIZED EMPLOYMENT PROGRAM (CSEP)	TRANSITION PARTNERSHIP PROGRAM (TPP)	CALWORKS YOUTH EMPLOYMENT PROGRAM (CYEP)
<p>Contact</p> <p>Bobbie Taylor Project Manager (760) 646-8000 ext. 365 Bobbie.Taylor@cahelp.org</p> <p>Bobbie Taylor Project Manager (760) 646-8000 ext. 365 Bobbie.Taylor@cahelp.org</p> <p>Isaac Medina Project Manager (760) 646-8000 ext. 360 Isaac.Medina@cahelp.org</p>	<p>Who Can Apply</p> <ul style="list-style-type: none"> A customer will be considered eligible for CSEP enrollment if they are 25 and up An active customer of the CalWORKS and WTW program General knowledge of the expectations associated with the workplace, including: <ul style="list-style-type: none"> Attendance Punctuality Adhering to the workplace requirements At least three months of their CalWORKS 48-month time limit remaining, if applicable 	<p>Who Can Apply</p> <ul style="list-style-type: none"> Between 16 and 21 years of age High school Junior or senior Referred by a TPP teacher Must have an IEP or 504 plan 	<p>Who Can Apply</p> <ul style="list-style-type: none"> Between 16 and 24 years of age An active customer of the CalWORKS and WTW program General knowledge of the expectations associated with the workplace, including: <ul style="list-style-type: none"> Attendance Punctuality Adhering to the workplace requirements At least three months of their CalWORKS 48-month time limit remaining, if applicable
<p>Services</p> <ul style="list-style-type: none"> Work Readiness Training Up to 485 hours, or six months, of successful work experience training 	<p>Services</p> <ul style="list-style-type: none"> Paid Work Experience Job Exploration Counseling Workplace Readiness Training Instruction in Self-Advocacy Counseling on Post-Secondary Education 	<p>Services</p> <ul style="list-style-type: none"> Work Readiness Training Up to 485 hours, or six months, of successful work experience training 	
<p>How to Apply</p> <ul style="list-style-type: none"> Referrals are submitted to CAHELP from the Transitional Assistance Department (TAD) 	<p>How to Apply</p> <ul style="list-style-type: none"> Complete a TPP referral packet provided to students by TPP staff at a workshop 	<p>How to Apply</p> <ul style="list-style-type: none"> Referrals are submitted to CAHELP from the Transitional Assistance Department (TAD) 	

CAHELP Career Technical Education Programs At-A-Glance

Program	WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)		WORKABILITY I (WAI)
<p>Contact</p> <p style="text-align: center;">Isaac Medina Project Manger (760) 646-8000 ext. 360 Isaac.Medina@cahelp.org</p>	<p>Who can Apply</p> <ul style="list-style-type: none"> • Between 16 and 24 years of age • Out-of-school • AND meets one or more of the following barriers: <ul style="list-style-type: none"> • No High School Diploma or GED • Documented Disability (IEP, 504) • Low Income • Parenting Youth • Foster Youth • Homeless 		<ul style="list-style-type: none"> • Between 16 and 21 years of age • High school junior or senior • Referred by a TPP/Workability teacher • Must have an IEP
<p>Services</p> <ul style="list-style-type: none"> • Paid Work Experience • Vocational Schooling • Individualized Career Development Plan • Financial Literacy • College Enrollment Assistance • Employment Assistance • Occupation Training & Certificates • Supportive Services 	<ul style="list-style-type: none"> • Between 14 and 21 years of age • Attending school, including secondary and postsecondary • Low Income • AND meets one or more of the following barriers: <ul style="list-style-type: none"> • Homeless • Foster Care • Justice Involved 	<ul style="list-style-type: none"> • Paid Work Experience • Job Exploration Counseling • Workplace Readiness Training • Instruction in Self-Advocacy 	
<p>How to Apply</p> <p>Scan the QR Code and complete the application to determine eligibility for the program</p>			<ul style="list-style-type: none"> • Complete a Workability I referral packet provided to students by the CTE staff or the WAI teacher

More Information visit the [Career Technical Education About Page](#)



AFFILIATION AGREEMENT
23/24-____

THIS AGREEMENT, made and entered into this _____ day of _____, 20____, by and between The San Bernardino County Superintendent of Schools, hereinafter referred to as “**SUPERINTENDENT**” and _____, hereinafter referred to as “**AFFILIATE**” located at _____

W I T N E S S E T H

WHEREAS, the **SUPERINTENDENT** is desirous of providing work experiences for students in its programs; and

WHEREAS, the **AFFILIATE** is willing to make available to the **SUPERINTENDENT** facilities for use in the work experience instruction of its students.

NOW, THEREFORE, the **SUPERINTENDENT** and **AFFILIATE** mutually agree to the following:

1. Term of Agreement
 - a. The term of this Agreement shall be from the date first set forth above until it is terminated by either party giving thirty (30) days written notice to the other party. Agreement shall be re-visited after the standard five-year term has passed unless otherwise terminated by either party.

2. Responsibilities of the AFFILIATE
 - a. Provide a facility, tools, equipment, supplies, and supervision, as may be necessary, for the work experience of students from the **SUPERINTENDENT**.
 - b. Work cooperatively with **SUPERINTENDENT’S** staff to identify the areas or departments to be used and the time schedule for use.
 - c. Keep records of hours worked by the students.
 - d. The **AFFILIATE** will on a regular basis evaluate the performance of the student in accordance with the **SUPERINTENDENT’S** policy.
 - e. The **AFFILIATE** agrees that the training of the students will not result in the reduction or termination of the **AFFILIATE’S** regular employees.

3. Responsibilities of the SUPERINTENDENT
 - a. Provide to the **AFFILIATE** necessary consultation services relative to the desired goals for each student.
 - b. The student shall be considered employees of the **SUPERINTENDENT** under Division 4 (commencing with Section 3201) of the Labor Code of the State of California.
 - c. Include students in its Workers’ Compensation Insurance coverage.

4. SUPERINTENDENT and AFFILIATE Mutually Agree To The Following
 - a. Students will be subject to the rules and regulations of the **AFFILIATE** during the hours they are in the **AFFILIATE’S** facility.
 - b. Students shall be under the direct supervision of the **AFFILIATE** and/or managing personnel of the **AFFILIATE**.

- c. The **AFFILIATE** may request the removal of any student from its place of business.
- d. The **SUPERINTENDENT** and the **AFFILIATE** shall meet and confer on an as-needed basis to evaluate program progress and to identify and resolve any problems arising from the conduct of the program.
- e. The **AFFILIATE** shall not be responsible for any transportation to or from the **AFFILIATE'S** place of business.
- f. The **SUPERINTENDENT** and **AFFILIATE** mutually agree to indemnify, defend, save, and hold harmless each other, and their respective officers, agents, and employees, of and from any and all liability, claims, demands, debts, suits, actions, and causes of action, including wrongful death and reasonable attorneys' fees for the defense thereof which arise out of or result from the negligent acts or omissions of such indemnifying party, or its officers, agents, and employees, but only in proportion to and to the extent of the negligence caused by them.
- g. The **SUPERINTENDENT** and **AFFILIATE** agree to maintain in force during the term of this Agreement, such General Liability Insurance as will protect each with respect to its own operations.

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the day and year first above written.

**SAN BERNARDINO COUNTY
SUPERINTENDENT OF SCHOOLS**

AFFILIATE NAME

Amber L. Arias, Manager, Procurement Services

Signature

Date

Typed Name

SELPA PROGRAM DM/WE/EV/WORKABILITY

Title

Name of Program Representative

Date

D/M SELPA
Department

Phone #

Signature

E-Mail Address

Date

Agenda Item 6b

Update on the Civic Center and EOC Project, Park Expansion Project, and Park Enhancement Project



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: May 22, 2024

TO: Board of Directors

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

SUBJECT: Update on the Civic Center and EOC Project, Park Expansion Project, and Park Enhancement Project

STAFF RECOMMENDATION

None

BACKGROUND

Staff will update the Board on the Phelan Park Expansion Project.

FISCAL IMPACT

None

ATTACHMENT(S)

Overview of Current Projects (Government Fund)

OVERVIEW OF CURRENT PPHCSD PROJECTS (Government Funded)

- **CIVIC CENTER & EMERGENCY OPERATIONS CENTER**

Budget: \$10,800,000 + \$116,480 (FEMA Redesign) = \$10,916,480

Funding Sources:

- \$2,000,000 FEMA Grant
- \$500,000 County Grant
- \$6,040,000 Site Lease from Muni Financial
- \$2,376,480 District Funds

Estimated Completion Date: June 2026

Current Status: In redesign process for FEMA requirements.

Description: Multi-use building that includes:

- Administrative Offices
- Emergency Operations Center
- Community Center

- **PHELAN COMMUNITY PARK ENHANCEMENT**

Budget: \$915,000 + Additional Parking Lot Costs (estimate in progress)

Funding Sources:

- \$457,194 County ARPA Grant Funds
- \$457,806 District Funds
- \$177,952 State Parks and Recreation Grant (allocated for parking lot)

Estimated Completion Date: September 2025

Current Status: Final design work and parking lot plan in progress.

Description: Park enhancements on existing park site:

- Pickle Ball Courts
- Exercise Equipment
- Community Garden
- New ADA Pathways
- Parking Lot Improvements

- **PHELAN COMMUNITY PARK EXPANSION**

Budget: \$4,000,000

Funding Sources:

- Unknown Grant Funds
- \$4,000,000 District Funds

Estimated Completion Date: TBD – depends on grant funding.

Current Status: 65% design phase & environmental study to apply for grants.

Description: Park expansion onto 14-acre site:

- Soccer Field
- Baseball Field
- Multi-Use Field
- Skate Park
- Dog Park
- New Playground
- Additional Restrooms
- Terraced Seating
- Event Plaza
- Native Serenity Garden
- Splash Pad
- Equestrian Arena

- **PHELAN COMMUNITY PARK GYMNASIUM/COMMUNITY CENTER**

Future Phase – Conceptual at this time but accounted for in planning for projects surrounding site.

- **PINON HILLS COMMUNITY CENTER FIRE STATION CONVERSION**

Budget: \$100,000

Funding Sources:

- \$100,000 District Funds

Estimated Completion Date: December 2025

Current Status: In conceptual phase.

Description: Multi-use building that includes:

- Truck Bay/Kitchen: Convert to multi-use facility.
- Offices/Bathrooms: Future Phase - TBD

Agenda Item 7

Committee Reports/Comments

District Meetings List

Board Meeting

Regular Meetings: Second & Fourth Wednesday of the Month

Meeting Time: 5:00pm

Board Members: Chuck Hays, Rebecca Kujawa, Deborah Philips, Mark Roberts, Greg Snyder

Engineering – Standing Committee

Meeting Frequency: Monthly

Meeting Dates: Third Wednesday of each Month

Meeting Time: 4:30pm

Committee Members: Rebecca Kujawa, Mark Roberts

Finance – Standing Committee

Meeting Frequency: Quarterly

Meeting Dates: Third Tuesday in January, April, July, October

Meeting Time: 4:00pm

Committee Members: Mark Roberts, Chuck Hays

Legislative – Standing Committee

Meeting Frequency: Quarterly

Meeting Dates: Second Tuesday in March, June, September, December

Meeting Time: 3:00pm

Committee Members: Deborah Philips, Greg Snyder

Parks, Recreation & Street Lighting – Standing Committee

Meeting Frequency: Quarterly

Meeting Dates: Second Tuesday in February, May, August, November

Meeting Time: 4:30pm

Committee Members: Rebecca Kujawa, Greg Snyder

Waste & Recycling – Standing Committee

Meeting Frequency: Monthly

Meeting Dates: Third Wednesday of Each Month

Meeting Time: 2:30pm

Committee Members: Chuck Hays, Deborah Philips

Updated 1/1/2024

SPECIAL FINANCE COMMITTEE MEETING MINUTES

May 9, 2024 – 4:00 P.M.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Mark Roberts, Director/Chair
Chuck Hays, President

Board Members Absent: None

Staff Present: Lori Lowrance, Assistant General Manager/CFO
Kim Sevy, HR & Solid Waste Manager/District Clerk

Call to Order

Director Roberts called the meeting to order at 4:00 p.m.

Roll Call

All Committee Members were present at Roll Call.

1) Approval of Agenda

Director Roberts moved to approve the Agenda. President Hays seconded the motion.
Motion passed unanimously.

2) Public Comment

None

3) Approval of Minutes

President Hays moved to approve the Minutes. Director Roberts seconded the motion.
Motion passed unanimously.

4) Review of Disbursements

The Committee reviewed the March Disbursements.

5) Review of Quarterly Financials

The Committee reviewed the quarterly financials.

6) Review of Solar Project Credits & Expenses

The Committee reviewed the solar project credits and expenses.

7) Review of Quarterly Investment Report

The Committee reviewed the Cash/Investment report.

8) Committee Comments

Nothing further.

9) Review of Action Items

- a) **Prior Meeting** – Presentation to the Board on new meters (July)
- b) **Current Meeting** – Phelan Park Improvement Project Rendering to Committee

10) Set Agenda for Next Meeting

- June 4, 2024 – Special Meeting
- July 16, 2024 – Regular Meeting

11) Adjournment

With no further business before the Committee, the meeting adjourned at 4:37 p.m.

Agenda materials can be viewed online at <https://www.pphcsd.org>

ENGINEERING COMMITTEE MEETING MINUTES

April 17, 2024 – 4:30 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Mark Roberts, Director (Chair)
Rebecca Kujawa, Director

Staff Present: George Cardenas, Engineering Manager
Sean Wright, Water Operations Manager
Jennifer Oakes, Executive Management Analyst
Aimee Williams, Asst. Board Clerk/Administrative Specialist

Call to Order

Director Roberts called the meeting to order at 4:33 p.m.

Roll Call

All Committee Members were present at Roll Call.

- 1) **Approval of Agenda**
Director Kujawa moved to approve the Agenda. Director Roberts seconded the motion. Motion carried unanimously.
- 2) **Public Comment** – None
- 3) **Approval of Minutes**
Director Kujawa moved to approve the Minutes as amended. Director Roberts seconded the motion. Motion passed unanimously.
- 4) **Oeste Recharge Study Project**
Mr. Cardenas reported on this item.
- 5) **Discussion Regarding Water System**
 - **Pumps and Wells Services Agreement**
 - **10-Year Tank Rehabilitation & Maintenance Service**
 - **Water Quality**
 - **Service Line Replacement Program**
 - **Other Repairs/Replacements/Updates/Maintenance**Mr. Wright reported on this item.
- 6) **Smithson Springs Update**
Mr. Wright reported on this item.

- 7) **State Regulations Update**
Mr. Wright and Mr. Cardenas provided an update on the Chromium-6 MCL.
- 8) **Review of Current Projects**
 - **Well No. 15**
 - **Well No. 17**
 - **Future Well No. 18**
 - **Tank 6A**Mr. Wright and Mr. Cardenas reported on this item.
- 9) **Staff Reports**
Nothing new to report; a written report is in the agenda packet.
- 10) **Review of Action Items**
 - a) **Prior Meeting**
 - Completed
 - b) **Current Meeting**
 - Summary of Chromium-6 lifespan at a future Board meeting
- 11) **Set Agenda for Next Meeting** – May 15, 2024
 - Remove Well No. 15 from Item No. 8
- 12) **Adjournment**
With no further business before the Committee, the meeting was adjourned at 4:55 p.m.

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

Agenda Item 8

Staff & General Manager's Report



Water Operations Manager's Report April 2024

Introduction

The Phelan Piñon Hills Community Services District (District) maintains a large water distribution system that includes over three hundred & forty miles of water lines. The following are District statistics and information related to the operations of this distribution system and the quality of the water supplied to District customers.

Summary

The District's water distribution system is in compliance with the State Water Resources Control Board- Division of Drinking Water, The Environmental Protection Agency, the Safe Drinking Water Act, Cal OSHA, and all other governing agencies.

Current chlorine demand has remained low and steady due to routine maintenance and flushing. Chlorine demand is found by subtracting the chlorine residual from the total chlorine added to the water system. A low chlorine demand indicates water-free or nearly free of pathogenic microorganisms.

Water Quality Samples

The following is a summary of all water quality samples collected this month and any pertinent information related to said samples.

TEST TYPE	NO. OF COLLECTIONS THIS MONTH	TESTING SCHEDULE	NOTES
Raw water and Bac-t samples	44 samples	Monthly	All in compliance, Sampled Weekly
General physical samples	6 samples	Monthly	All in compliance, Sampled Weekly
TTHM/HAA5	4 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	0 samples	As needed	All in Compliance.
UCMR 5	0 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.

Total Monthly Production	168.68 A. F. 12 % less than 2023
2023 Monthly Production	191.23 A. F.
USA's Marked	211
Service Orders Completed	275 service orders completed
Main/Service Line Leaks	20 service line leaks were repaired. 1 Main line leak/ breaks repaired
Hydrant Repairs/Replacements	1 hydrants repaired/1 replaced
Residential Meters Sold	2
Commercial Meters Sold	0
YTD Total Meters Sold (Calendar)	14 (56 in 2023) (86 in 2022) (95 in 2021)
Construction Meters Out	3
Service Lines Replaced	32

Job Code Summary

Job Code	Total Completed
C-Lock - Lock	83
C-Read & Unlock-Open - Read & Unlock - Opening	4
C-Read & Unlock-OC-DM - Read & Unlock - Opening-OC-DM	44
D-Closing Read & Lck - Closing Read & Lock DO NOT USE	2
D-Closing Read-OC-DM - Closing Read & Lock-OC-DM DO NOT USE	2
M- Investigate Lock - Verify Meter Still Locked	0
M- Verify Acct Class - Verify Account Class	0
M- Water Audit - Audit Water Usage	14
M-Backflow - Backflow Information	0
M-Cost Estimate Req - Cost Estimate Request	1
M-Data - Data Log	0
M-Bees- Bees	0
M-Investigate Leak - Investigate Leak	0
M-Investigate No Wtr - Investigate No Water	3
M-Lock No N/O Info - Meter Locked No New Owner Info	6
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	3
M-R/R Angle Stop - Repair/ Replace Angle Stop	0
M-R/R Gate Valve - Repair/ Replace Gate Valve	2
M-Read - Read (do not update Read)	0
M-Repair Svc Line - Repair Service Line	20
M-Repair/Install Box - Meter Box	2
M-Replace Serv Line - Replace Service Line	32

M-Stake Meter Loc - Stake Meter Location	0
M-Status - Status	2
M-Turn off-Cust Req - Turn off - Customer Request	2
M-UNLOCK – UNLOCK	25
M-Verify Leak Repair - Verify Leak Repaired	0
M-Water Loss Leak - Door Hanger Water Loss Leak	11
M-Water Quality Taste - Water Quality - Taste	0
S- Replace Register - Register Not Sending Signal	0
S- Meter Downsize - Meter Downsizing	0
Service Change - Service Status Change	1
S-Manual Meter Swap Concord	2
S-Replace Reg Hotrod - Replace Register Hotrod Died	0
S-MXU Change Out	2
S-Replace Register- Replace Register	0
Grand Totals	275

Summary of Current Projects

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

- Well Soundings at all wells are being done monthly
- Well 14 Production for February 0.00 AF, YTD 0.08 AF @ \$1119 per AF replacement C/Y 2023
- Valves and Hydrants Maintenance: 109 hydrants flushed and painted YTD Total-180
- Service line replacement program. 38 Replaced Calendar Year to Date, 53 Replaced Fiscal Year to Date
- Air-Vac maintenance & flushing program-0 Flushed & Maintenance YTD-0 of 336 Total Project 0% Complete
- Cla-Val automatic controls valves being systematically rebuilt as a water conservation measure- 25 Complete YTD Water savings from this project is 17 GPM and counting in conjunction with operational efficiency @ 7MG
- Site 2 Booster C rehab- pump and motor failure- 100% Complete
- Station 12 Booster B pump and motor failure- 100% Complete

Projects Completed

- Water Meter Replacement Project- 7292 of 7292 Replaced – 100 % Complete
The District is now an Advanced Metering Infrastructure (AMI) exclusive system (100% Successful Read Rate)
- Well 15 Outfitting, and Equipping - 100% Complete
The well has been certified to produce 806 GPM @ 70% Efficiency @ \$207.97 per AF
- Outfitting & Equipping of Mountain well (Well 17)- 100% Complete
- Well Meter and inter-tie Meter annual accuracy program FY 23/24- 100 % Complete
- Electrical Efficiency test performed @ every booster and well within the District- 100%
- Oil Changes and greasing at all district wells 100% Complete Boosters 100 % Complete
- 12 Valves Turned this month as part of the district Valve Exercising Program, 55 Year to Date Turned of 4291
Staff has begun cross-training to greatly increase the program quantities per year
- 317 Dead ends flushed of 317 = every year no matter what < No goal, this is mandatory
- 1936 hydrants = 163 flushed this Year to Date 246 Painted Goal is 968 annually, this is done Bi-Annual
- Tank washouts of 10&11,1B-2,3A,1C-2,1A-3,2B,3B,4B,1A-2 (Twice)
- Vegetation has been mitigated and disposed of on all Water Operations Facilities
- Smithson Springs SCADA hub building replaced
- Site 1B Booster A Motor failure & rehab- 100 % Complete
- Site 1B Booster D Motor failure- 100 % Complete



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: May 10, 2024
PREPARED BY: Kim Sevy, HR & Solid Waste Manager
SUBJECT: April 2024 Manager's Report

SOLID WASTE & RECYCLING

Customer Data:

<u>COMMERCIAL ACCOUNTS</u>	<u>NO.</u>	<u>CITATIONS ISSUED</u>	<u>NO.</u>
Trash	110	Commercial	0
Recycling	105	Residential	0
Organics	56		
		<u>PERMITS ACTIVE</u>	<u>NO.</u>
		Self-Haul - Commercial Recycling	5
		Self-Haul - Commercial Organics	12
		Self-Haul - Residential Recycling	N/A
		Self-Haul - Residential Organics	N/A
		SB1383 Exemptions – Commercial	43
<u>SCHOOL ACCOUNTS</u>	<u>NO.</u>	<u>TEMPORARY SERVICE</u>	<u>NO.</u>
Trash	16	Temporary - Trash	46
Recycling	16	Temporary - Recycling	0
Organics (Roll Off)	2		
<u>RESIDENTIAL ACCOUNTS</u>	<u>NO.</u>		
Total Trash	5759		
Barrel Customers	4377		
Bin Customers	1382		

TOTAL APPLICATIONS as of 4/30/2024:

CR&R - Confirming or Modifying	1570	48.50%
CR&R - Change to Self-Haul	79	2.44%
Current Self-Hauler - Confirming	866	26.75%
Current Self-Hauler - Change to CR&R	140	4.32%
New Resident/Self-Haul	69	2.13%
New Resident/Start CR&R Service	513	15.85%
TOTAL	3,237	100.00%

TOTAL CR&R 69%
TOTAL Self-Haul 31%

Self-Hauler Data:

TOTAL Number of Self-Hauls to Transfer Station: 2,922
TOTAL Number of Unique Self-Hauls to Transfer Station: 1,585
TOTAL Self-Haul Tonnage: 730.4

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:

- Earth Day Art Contest – Awards presented at 5/8/2024 Board meeting
- Free Tire Disposal Day – June 8, 2024 – 8am – Noon at CR&R Yard

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

MISCELLANEOUS

Recent District Events:

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

- None

Website Data:

	Page Name	Total Views	Unique Users
1	Main - Phelan Piñon Hills Community Services District	3,483	1,865
2	My Account - Phelan Piñon Hills Community Services District	3,020	1,410
3	Water Department - Phelan Piñon Hills Community Services District	655	455
4	Employment - Phelan Piñon Hills Community Services District	448	241
5	Services - Phelan Piñon Hills Community Services District	399	289
6	Residential - Phelan Piñon Hills Community Services District	386	190
7	Board of Directors Meeting	311	251
8	Contact Us - Phelan Piñon Hills Community Services District	279	200
9	Apply for Service - Phelan Piñon Hills Community Services District	249	129
10	Solid Waste and Recycling	229	137
11	Events - Phelan Piñon Hills Community Services District	205	133
12	Meetings - Phelan Piñon Hills Community Services District	197	53
13	Parks and Recreation - Phelan Piñon Hills Community Services District	146	100
14	Calendar - Phelan Piñon Hills Community Services District	137	76
15	Rates and Fees - Phelan Piñon Hills Community Services District	135	94
16	Contractors - Phelan Piñon Hills Community Services District	131	58
17	Engineering Committee Meeting	107	84
18	Click on an Image Below to Sign Up for the Class	100	66
19	New Connections - Phelan Piñon Hills Community Services District	90	53
20	Solid Waste & Recycling Committee Meeting	88	82



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 – 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 – 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 – 2025**
 - The request window unofficially opened on 3/28/2024.
 - Staff met with Congressman Obernolte’s staff to discuss a new request to cover the additional expenses of the Civic Center/EOC redesign for the new FEMA standards. Because of timing issues for additional funding, and additional project delays as a result, a request was not submitted.
- **American Rescue Program Act (ARPA) Funds – Park Improvement**
 - 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.
- **County Funding Request**
 - Staff requested funding from the county for the Civic Center & EOC in order to help with additional costs, including county plan check fees, for project modifications due to FEMA. Supervisor Cook requested \$500,000 in discretionary funds for the District. A contract will be drafted and presented to the District’s Board in May. Expected County approval is on June 25, 2024, provided there are no major contract changes.

Agenda Item 9

Director Reports

Agenda Item 10

Correspondence/Information

CONFUSED ABOUT SOLID WASTE COLLECTION?

FAQS



- **Is everything collected in one truck?**

For some routes, a split body truck is used to collect the different carts. We are in the process of labeling these trucks.

Sometimes, when too much contaminated material is collected (ex: too many customers put trash in the recycling cart), the entire truck becomes contaminated and needs to be sent for special processing. To save time, the rest of the route is collected in the same truck.

- **Why should I separate my trash, recycling, and organics if it sometimes goes into one truck?**

If it is going into a regular truck, and not a split body (see above), and the route becomes contaminated (ex: more than 20% trash in the recycling), it has to be sent for special processing which costs time and money. The more this happens, the more costs for collection and processing are incurred which ultimately get passed on to customers.

Contaminated carts are tagged and repeat offenders will eventually be fined and/or suspended from service so their actions don't impact other customers. Since separate collection is new to the community, and there is a lot of misinformation out there, fines are not currently being imposed. It is our hope that by the end of the year, everyone will be doing their best to separate materials as required by the state.

- **My trash/recycling/organics collection was missed. What do I do?**

We're happy to fix the problem, but we need to know about it. Call CR&R at (760) 868-4232. We will go back and get your trash as soon as possible. As we train new drivers, and absorb the impacts of the new three-cart collection program, mistakes will happen. Letting us know helps us improve service and fix problems.

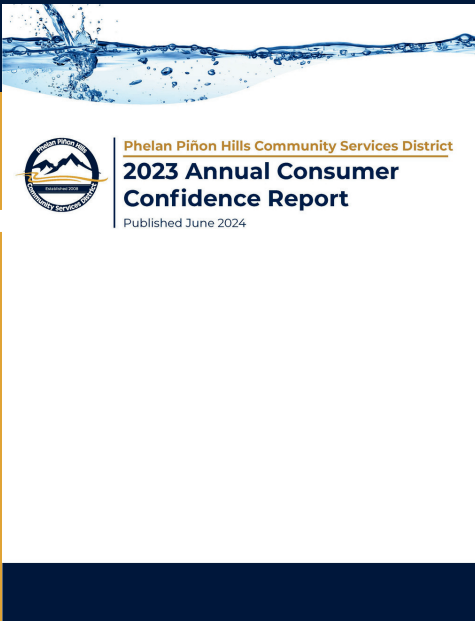
- **Can I put rocks on my carts to secure the lids?**

Absolutely! As long as your cart isn't overflowing, placing a rock on the lid should work to keep out ravens, dogs, and normal wind. You can also use a bungee cord to secure your lid. If you need additional carts to prevent your cart from overflowing, call (760) 868-1212 to add a cart to your service. You can also take any extra trash you occasionally have to the transfer station using your dump card.

- **My collection day was missed during the storm. What should I do?**

Keep your carts out for collection. They will likely be picked up the next service day. For inclement weather lasting multiple days, it may be longer until your carts are collected. As you are aware, sometimes the roads become impassable, especially for a trash truck. You can check www.PPHCSD.org for alerts regarding delayed pickup or call CR&R at (760) 868-4232 for info.

2023



Annual Consumer Confidence Report Now Available



Scan to view Consumer Confidence Report or visit

www.pphcsd.org/files/f31710c6b/2023_CCR.pdf

Printed copies of the report are available at the PPHCSD office or by request through the mail by calling 760-868-1212.

What is a Consumer Confidence Report and Why is it Important?

- Our annual Consumer Confidence Report (CCR) contains important information about your drinking water. Please contact the District at 760-868-1212 for assistance or questions regarding this report.
- *Nuestro Informe Anual de Confianza del Consumidor contiene información importante sobre su agua potable. Por favor, póngase en contacto con el Distrito al 760-868-1212 para obtener ayuda o preguntas sobre este informe.*
- The CCR is an annual water quality report that the Safe Drinking Water Act (SDWA) requires Phelan Piñon Hills Community Services District (PPHCSD) to provide you with. The purpose of the CCR is to raise customer awareness of the quality of drinking water, where drinking water comes from, what it takes to deliver water to homes, and the importance of protecting drinking water sources.
- In the past, PPHCSD has mailed its customers a printed copy of the CCR to comply with the SDWA. In 2013, the State of California expanded its interpretation of the SDWA to allow for electronic delivery of the CCR. The electronic delivery method will allow PPHCSD to reduce the consumption of paper, and minimize potential printing and mailing costs.



SUMMER FUN

KIDS PAINTING CLASS WITH SHINE BRIGHT PAINT

Thursdays - June 13, 20, 27 & July 11, 18, 25

Ages 5-12: 9 AM

Ages 13 & Up: 11 AM

Phelan Community Center - RSVP Required

4176 Warbler Road, Phelan



KIDS ARCHERY LESSONS WITH THE MOJAVE ARCHERS

Thursdays - June 13, 20, 27 & July 11, 18, 25

9 AM - 11 AM

4093 Olivera Rd., Phelan

West Corner of Cayucos Dr. and Sheep Creek Rd



**Go Play
at the Park**

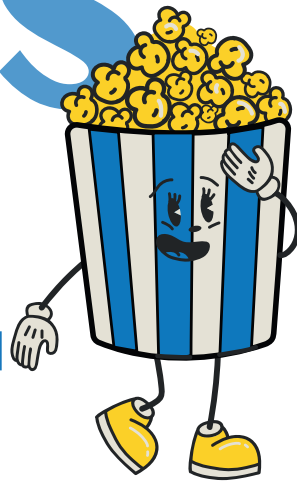
Phelan Piñon Hills CSD Parks and Recreation

**RSVP REQUIRED
WWW.PPHCSD.ORG/EVENTS
OR SCAN**



SUMMER MOVIE NIGHTS

**FRIDAY NIGHTS
AT DUSK
PHELAN COMMUNITY PARK
4176 WARBLER ROAD, PHELAN
HOSTED BY THE
TRI-COMMUNITY KIWANIS**



ELEMENTAL

JUNE 7

**RUBY GILLMAN,
TEENAGE KRAKEN**

JUNE 14

WONKA

JUNE 21

**THE LITTLE
MERMAID (2023)**

JUNE 28

**WISH
JULY 12**

**THE SUPER MARIO
BROS. MOVIE
JULY 19**

**TROLLS BAND
TOGETHER
JULY 26**



**Go Play
at the Park**

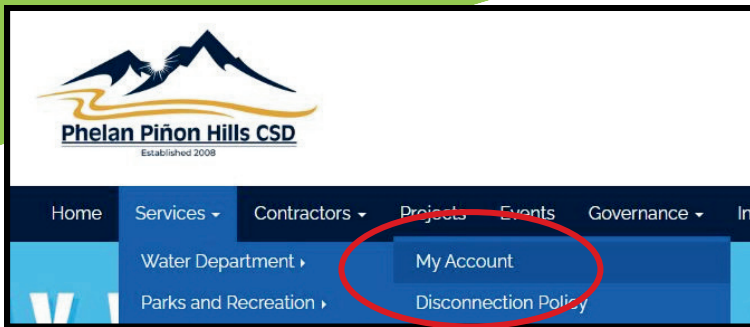
Phelan Piñon Hills CSD Parks and Recreation

**LEARN MORE
WWW.PPHCSD.ORG**

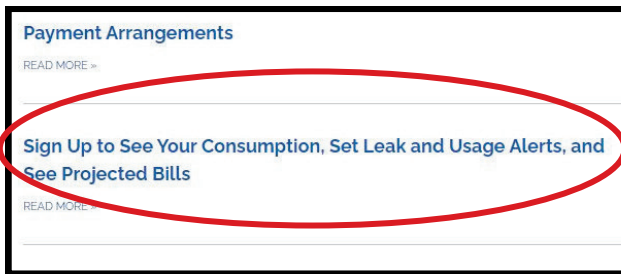
Ready to Take Control of Your Water Bill?

Monitor Your Usage • Set Billing & Consumption Thresholds • Sign Up for Leak Alerts

Follow these steps to log into your customer portal where you can view your consumption graph, pay bills, and sign up to be notified when you have a leak or reach your chosen threshold.



1. Go to www.pphcsd.org and select “My Account” from the menu.

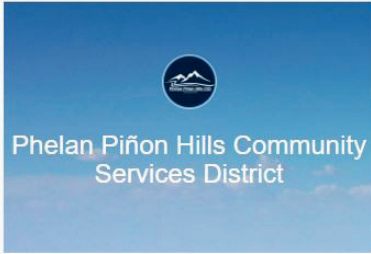


2. Scroll down and select “Sign Up to See Your Consumption, Set Leaks, and Usage Alerts”.



3. Select “Sign In/Register” in the top right corner.





5. Log in or register for an account.

Register

Email required

john.smith@example.com

Password required

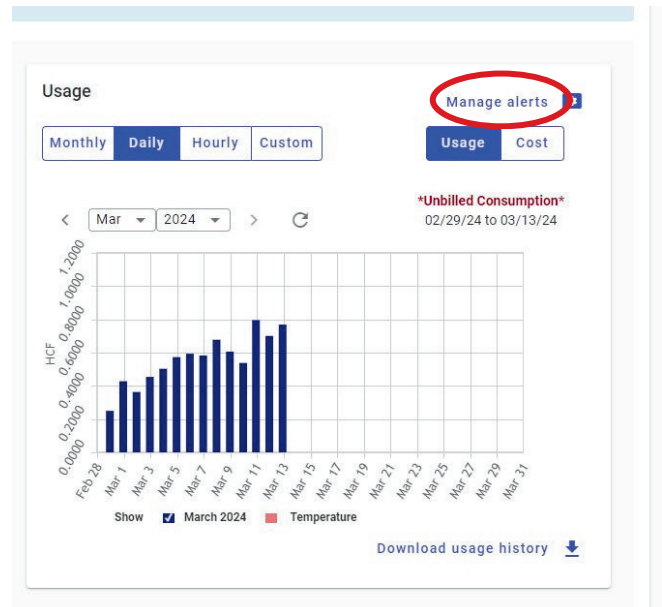
Password

Confirm Password required

Confirm Password

Name

6. To sign up for alerts select "Manage Alerts".



7. Select which alerts you would like to receive.

The form is titled 'Receive alert if estimated billing amount exceeds' and includes a 'Billing threshold' field set to 80. It also displays 'Your average bill for the last 12 months was \$416.00. Your highest bill in the last 12 months was \$664.00.' Below this, there is a 'Consumption Threshold Alerts' section with a toggle switch. Underneath, there are two sections: 'Notify me if my daily usage exceeds' with a toggle for 'Water (HCF)' and a value of 3.10 (Average daily use = 3.10 HCF), and 'Notify me if my monthly usage exceeds' with a toggle for 'Water (HCF)' and a value of 90.00 (Average monthly use = 90.00 HCF). At the bottom, there are 'Cancel' and 'Sign up' buttons.

8. Scroll to the bottom and select "Sign Up".



Learn How To:

Find Leaks In Your Irrigation System



Three Steps to Take if You Have a Leak in Your Irrigation System

1. Check for Irrigation Controller Problems

- Although irrigation controllers do not leak, they contain an electrical clock that controls your spring valves.
- The clock triggers the release of water through sprinkler/drip valves and keeps the valves open for a predetermined time period.
- Check the controller's programming to make sure it hasn't changed or returned to a default setting that increases water usage.
- In some cases, irrigation controllers may keep sprinkler/drip systems running for hours if misprogrammed.

2. Check Your Irrigation Valves

- Valve boxes should be dry, not flooded.
- Wet valve boxes may indicate loose wiring, water leaking due to damaged fittings, or worn parts.

3. Leaky Sprinklers and Drip Lines

- Look for flooding around the base of sprinklers.
- Water sprays/geysers usually indicate missing spray heads.
- Water spraying between sprinklers or drip heads could mean you have a cracked lateral line.
- Water pooling on the ground usually indicates a steady leak coming from an underground line.
 - Water spurting from a sprinkler or drip valve could mean that a seal is broken where the riser or nozzle connects to the underground supply line.

Pro Tip:

It's a good idea to check your irrigation controller first, valves second, and sprinklers last. Use brightly colored irrigation flags to mark areas you suspect may be leaking.

Helpful Links to Irrigation System Repair Videos

Use your phone to scan these QR codes to view helpful repair videos.



*Program a
Timer*



*Sprinkler
Valve
Repair*



*Fix Poly
Pipe*

*Still need
help? Give us
a call at
760-868-1212.*

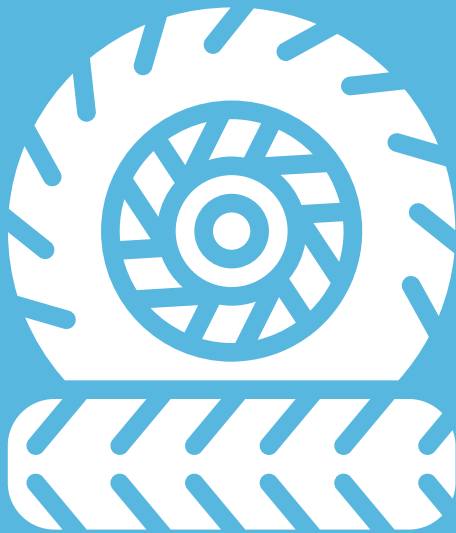
4176 Warbler Rd.
Phelan, CA 92371
760-868-1212
www.pphcsd.org



FREE June 8, 2024 TIREDAY

8 AM - 12 PM

Drop Off Location:
9828 Buckwheat Rd
Phelan, CA



*District residents only. Must show proof of residency. Limit of 9 tires per residence. Must be off rim. NO COMMERCIAL.

Free Tire Collection

No Commercial Tires

Questions? Call 760-868-1212

CR&R
INCORPORATED
environmental services

CalRecycle



PHELAN PIÑON HILLS CSD
SOLID WASTE SERVICES


Phelan Piñon Hills CSD
Established 2008

SEPARATE COLLECTION HAS BEGUN



See Reverse
for Sorting
Instructions



CalRecycle

PHELAN PIÑON HILLS CSD
SOLID WASTE
SERVICES



Phelan Piñon Hills CSD
Established 2008

Agenda Item 11

Review of Action Items

Agenda Item 12

Set Agenda for Next Meeting