



BOARD PACKAGE

October 22, 2025

Regular Board Meeting – 5:00 p.m.

REGULAR BOARD MEETING AGENDA

October 22, 2025 – 5:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Via Conference Call (see below)

REGULAR BOARD MEETING – 5:00 P.M.

Call to Order – Pledge of Allegiance

Roll Call

1) Approval of Agenda

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

a) **General Public**

b) **Community Reports**

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

3) Consent Items

- Approval of Minutes
- Approval of Board Stipends/Reimbursements
- Approval of Contractor Payments
- Acceptance of September Disbursements

4) Matters Removed from Consent Items

5) Presentations/Appointments

None Scheduled

6) Continued/New Agenda Items

- Discussion & Possible Adoption of Resolution No. 2025-10: Establishing a Policy for Technology Governance
- Discussion & Possible Adoption of Resolution No. 2025-11: Establishing a Policy for Artificial Intelligence Governance



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

- c) Review & Possible Adoption of Resolution No. 2025-12: Establishing Board Member Compensation, Reimbursement, and Ethics Training Policy
 - d) Recommendation to Award Construction Contract – Civic Center and Emergency Operations Center
 - e) Update on District Projects
- 7) **Committee Reports/Comments**
- a) Engineering Committee (Standing)
 - b) Finance Committee (Standing)
 - c) Legislative Committee (Standing)
 - d) Parks, Recreation & Street Lighting Committee (Standing)
 - e) Waste & Recycling Committee (Standing)
- 8) **Staff and General Manager’s Report**
- 9) **Reports**
- a) Director’s Report
 - b) President’s Report
- 10) **Correspondence/Information**
- 11) **Review of Action Items**
- a) Prior Meeting Action Items
 - b) Current Meeting Action Items
- 12) **Set Agenda for Next Meeting**
- November 12, 2025
- 13) **Recess to Closed Session**
- Conference with Legal Counsel – Anticipated Litigation
(Paragraph (2) of subdivision (d) of Gov. Code § 54956.9)
One potential case
- 14) **Return to Open Session – Announcement of Reportable Action**
- 15) **Adjournment**

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

Requests made less than 24 hours before the meeting will be accommodated to the extent feasible.

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. Technical issues could occur, resulting in delays or the inability to participate remotely or livestream. It is recommended that you attend in person to ensure you are able to participate.

Written Comments:

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

Please check the District website for updates on this meeting. We encourage you to sign up for our email notifications by emailing joakes@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



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

REGULAR BOARD MEETING MINUTES

September 24 2025 – 5:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

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

Board Members Absent: None

Staff Present: Don Bartz, General Manager
George Cardenas, Asst. General Manager/Engineering Manager
Sean Wright, Water Operations Manager
Chris Cummings, Water Operations Asst. Manager
Jennifer Oakes, Parks Manager/Board Clerk
Aimee Williams, Asst. District Clerk/Administrative Specialist

District Counsel: Wes Miliband, General Counsel

REGULAR BOARD MEETING – 5:00 P.M.

Call to Order

President Kujawa called the meeting to order at 5:01 p.m. and the Pledge of Allegiance was conducted.

Roll Call

All Directors were present at roll call.

1) Approval of Agenda

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

2) Public Comment

- a) **General Public** – Mr. Barnes provided a public comment.
- b) **Community Reports**

- **County Supervisor** – Sam Shoup with Supervisor Cook’s office provided updates from the county.

3) **Consent Items**

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

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

5) **Presentations/Appointments** – None

6) **Continued/New Agenda Items**

a) **Further Review & Possible Action Regarding Resolution No. 2025-06; Establishing Policies for Board Member Compensation, Reimbursement, and Ethics Training**

Staff Recommendation: For the Board For the Board to review Resolution 2025-06, previously adopted on June 11, 2025, concerning Board Member Compensation, Reimbursement, and Ethics Training, and provide further direction, if necessary.

Mr. Bartz introduced this item. After some discussion, the Board agreed to the following changes:

- Remove A & B categories.
- Return to a per-member cap but increase the amount to \$7,500 per Director.
- Add ADA accommodations language –
 - Accommodation expenses fall under the Director’s own \$7,500 budget.
 - Letter from healthcare provider describing limitations or recommendations.
 - Adjust wording in Section 2.5 Ineligible Expenses to reflect ADA accommodations.
- Remove reference to Publication 463 from Section 2.3.4 Meals.

No action taken. Staff will make the requested changes and bring the resolution back for approval at a future Board meeting.

b) **Update on District Projects**

Staff Recommendation: None

Mr. Cardenas provided an update on this item.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Engineering Committee (Standing)** – Met yesterday and discussed the water system. A presentation was given by Asterra on satellite leak detection.
- b) **Finance Committee (Standing)** – Met last week. SitelogiQ provided a presentation on a possible solar project for the District.
- c) **Legislative Committee (Standing)** – Met last week and received legislative updates from Senator Valladares' office.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Nothing to report.
- e) **Waste & Recycling Committee (Standing)** – Nothing to report.

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

Nothing further to report.

9) **Reports**

a) **Director's Report**

Hays – Nothing to report.

Mills – Nothing to report.

Philips – Attended the CSDA Annual Conference and learned better ways to communicate. Attended ASBCSD where a presentation was given on recruiting talent in the modern job market. Attended Mojave Water Agency's Road Tour at Silverwood Lake and learned about the hydroelectric program.

Snyder – Nothing to report.

- b) **President's Report** – Attended ASBCSD where the presentation showed an example of a company that was used for recruitment, interns, then hired the person into their workforce.

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

11) **Review of Action Items**

- a) **Prior Meeting Action Items** – Completed

- b) **Current Meeting Action Items**

- Update Resolution 2025-06 and bring it back for Board approval.

12) **Set Agenda for Next Meeting**

- October 8, 2025 – Meeting cancelled
- October 22, 2025

13) **Recess to Closed Session**

The Board recessed to closed session at 6:00 p.m.

Conference with Legal Counsel – Anticipated Litigation

(Paragraph (2) of subdivision (d) of Gov. Code § 54956.9)
One potential case

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

The Board returned to open session at 6:14 p.m. No reportable action was taken.

15) **Adjournment**

With no further business before the Board, the meeting was adjourned at 6:14 p.m.

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

Rebecca Kujawa, President of the Board

Date

Aimee Williams, Assistant Board Clerk

Date



Agenda Item 3b

Approval of Board
Stipends/Reimbursements

Phelan Piñon Hills Community Services District
Board Stipend & Mileage Report - 2025

Name: Chuck Hays
Email Address: chays@pphcsd.org
Current Date: September 30, 2025
Reimbursement Month: August

Meeting No. 1:

Date of Meeting/Event:
Expense Description/Business Purpose:
Charge Amount:
Mileage (Distance):

Meeting No. 2:

Date of Meeting/Event (2):
Expense Description/Business Purpose (2):
Charge Amount (2):
Mileage (Distance) (2):

Meeting No. 3:

Date of Meeting/Event (3):
Expense Description/Business Purpose (3):
Charge Amount (3):
Mileage (Distance) (3):

Meeting No. 4:

Date of Meeting/Event (4):
Expense Description/Business Purpose (4):
Charge Amount (4):
Mileage (Distance) (4):

Meeting No. 5:

Date of Meeting/Event (5):
Expense Description/Business Purpose (5):
Charge Amount (5):
Mileage (Distance) (5):

Meeting No. 6:

Date of Meeting/Event (6):
Expense Description/Business Purpose (6):
Charge Amount (6):
Mileage (Distance) (6):

Meeting No. 7:

Date of Meeting/Event (7):
Expense Description/Business Purpose (7):
Charge Amount (7):
Mileage (Distance) (7):

Meeting No. 8:

Date of Meeting/Event (8):
Expense Description/Business Purpose (8):
Charge Amount (8):
Mileage (Distance) (8):

Meeting No. 9:

Date of Meeting/Event (9):
Expense Description/Business Purpose (9):
Charge Amount (9):
Mileage (Distance) (9):

Meeting No. 10:

Date of Meeting/Event (10):
Expense Description/Business Purpose (10):
Charge Amount (10):
Mileage (Distance) (10):

Other Expenses:

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

Certification:

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

Chuck Hays

Reimbursement Summary:

TOTAL MILEAGE:	0.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$0.00
TOTAL MEETINGS:	0
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$0.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$0.00

Phelan Piñon Hills Community Services District
Board Stipend & Mileage Report - 2025

Name: Chuck Hays
Email Address: chays@pphcsd.org
Current Date: September 30, 2025
Reimbursement Month: September

Meeting No. 1:
Date of Meeting/Event: Tuesday, September 16, 2025
Expense Description/Business Purpose: Special Legislative Committee Meeting
Charge Amount: \$150
Mileage (Distance): 0

Meeting No. 2:
Date of Meeting/Event (2): Wednesday, September 17, 2025
Expense Description/Business Purpose (2): Special Finance Committee meeting
Charge Amount (2): \$150
Mileage (Distance) (2): 0

Meeting No. 3:
Date of Meeting/Event (3): Wednesday, September 24, 2025
Expense Description/Business Purpose (3): Regular Board Meeting
Charge Amount (3): \$150
Mileage (Distance) (3): 0

Meeting No. 4:
Date of Meeting/Event (4):
Expense Description/Business Purpose (4):
Charge Amount (4):
Mileage (Distance) (4):

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

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

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

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

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

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

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

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

Chuck Hays

Reimbursement Summary:	
TOTAL MILEAGE:	0.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$0.00
TOTAL MEETINGS:	3
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$450.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$450.00

Phelan Piñon Hills Community Services District
Board Stipend & Mileage Report - 2025

Name: Deborah Phillips
Email Address: dphilips@pphcsd.org
Current Date: Oct 6 2025
Reimbursement Month: September

Meeting No. 1:

Date of Meeting/Event: Wednesday, September 10, 2025
Expense Description/Business Purpose: MWA Roadshow Tour
Charge Amount: \$150
Mileage (Distance): 54

Meeting No. 2:

Date of Meeting/Event (2): Monday, September 15, 2025
Expense Description/Business Purpose (2): Association of San Bernardino County Special Districts - finding talent
Charge Amount (2): \$150
Mileage (Distance) (2): 50

Meeting No. 3:

Date of Meeting/Event (3): Tuesday, September 16, 2025
Expense Description/Business Purpose (3): Legislative Committee (No Charge)
Charge Amount (3): \$0
Mileage (Distance) (3): 10

Meeting No. 4:

Date of Meeting/Event (4): Tuesday, September 16, 2025
Expense Description/Business Purpose (4): Solid Waste Committee
Charge Amount (4): \$150
Mileage (Distance) (4): 0

Meeting No. 5:

Date of Meeting/Event (5): Thursday, September 18, 2025
Expense Description/Business Purpose (5): Meeting w GM (projects)
Charge Amount (5): \$150
Mileage (Distance) (5):

Meeting No. 6:

Date of Meeting/Event (6): Wednesday, September 24, 2025
Expense Description/Business Purpose (6): Board Meeting
Charge Amount (6): \$150
Mileage (Distance) (6): 10

Meeting No. 7:

Date of Meeting/Event (7):
Expense Description/Business Purpose (7):
Charge Amount (7):
Mileage (Distance) (7):

Meeting No. 8:

Date of Meeting/Event (8):
Expense Description/Business Purpose (8):
Charge Amount (8):
Mileage (Distance) (8):

Meeting No. 9:

Date of Meeting/Event (9):
Expense Description/Business Purpose (9):
Charge Amount (9):
Mileage (Distance) (9):

Meeting No. 10:

Date of Meeting/Event (10):
Expense Description/Business Purpose (10):
Charge Amount (10):
Mileage (Distance) (10):

Other Expenses:

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

Certification:

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

Deborah Phillips

Reimbursement Summary:

TOTAL MILEAGE:	124.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$86.80
TOTAL MEETINGS:	6
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$750.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$836.80

Phelan Piñon Hills Community Services District
Board Stipend & Mileage Report - 2025

Name: Greg Snyder
Email Address: jeepng@yahoo.com
Current Date: September 29, 2025
Reimbursement Month: September

Meeting No. 1:

Date of Meeting/Event: Tuesday, September 16, 2025
Expense Description/Business Purpose: Solid Waste and Recycling Committee
Charge Amount: \$150
Mileage (Distance):

Meeting No. 2:

Date of Meeting/Event (2): Tuesday, September 23, 2025
Expense Description/Business Purpose (2): Engineering Committee
Charge Amount (2): \$150
Mileage (Distance) (2):

Meeting No. 3:

Date of Meeting/Event (3): Wednesday, September 24, 2025
Expense Description/Business Purpose (3): Board Meeting
Charge Amount (3): \$150
Mileage (Distance) (3):

Meeting No. 4:

Date of Meeting/Event (4):
Expense Description/Business Purpose (4):
Charge Amount (4):
Mileage (Distance) (4):

Meeting No. 5:

Date of Meeting/Event (5):
Expense Description/Business Purpose (5):
Charge Amount (5):
Mileage (Distance) (5):

Meeting No. 6:

Date of Meeting/Event (6):
Expense Description/Business Purpose (6):
Charge Amount (6):
Mileage (Distance) (6):

Meeting No. 7:

Date of Meeting/Event (7):
Expense Description/Business Purpose (7):
Charge Amount (7):
Mileage (Distance) (7):

Meeting No. 8:

Date of Meeting/Event (8):
Expense Description/Business Purpose (8):
Charge Amount (8):
Mileage (Distance) (8):

Meeting No. 9:

Date of Meeting/Event (9):
Expense Description/Business Purpose (9):
Charge Amount (9):
Mileage (Distance) (9):

Meeting No. 10:

Date of Meeting/Event (10):
Expense Description/Business Purpose (10):
Charge Amount (10):
Mileage (Distance) (10):

Other Expenses:

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

Certification:

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

Greg Snyder

Reimbursement Summary:

TOTAL MILEAGE:	0.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$0.00
TOTAL MEETINGS:	3
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$450.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$450.00

Phelan Piñon Hills Community Services District
Board Stipend & Mileage Report - 2025

Name: JEANNA MILLS
Email Address: JMILLS@PPHCSD.ORG
Current Date: October 14, 2025
Reimbursement Month: September

Meeting No. 1:

Date of Meeting/Event: Wednesday, September 17, 2025
Expense Description/Business Purpose: SPECIAL FINANCE COMMITTEE
Charge Amount: \$150
Mileage (Distance):

Meeting No. 2:

Date of Meeting/Event (2): Wednesday, September 24, 2025
Expense Description/Business Purpose (2): BOARD MEETING
Charge Amount (2): \$150
Mileage (Distance) (2):

Meeting No. 3:

Date of Meeting/Event (3):
Expense Description/Business Purpose (3):
Charge Amount (3):
Mileage (Distance) (3):

Meeting No. 4:

Date of Meeting/Event (4):
Expense Description/Business Purpose (4):
Charge Amount (4):
Mileage (Distance) (4):

Meeting No. 5:

Date of Meeting/Event (5):
Expense Description/Business Purpose (5):
Charge Amount (5):
Mileage (Distance) (5):

Meeting No. 6:

Date of Meeting/Event (6):
Expense Description/Business Purpose (6):
Charge Amount (6):
Mileage (Distance) (6):

Meeting No. 7:

Date of Meeting/Event (7):
Expense Description/Business Purpose (7):
Charge Amount (7):
Mileage (Distance) (7):

Meeting No. 8:

Date of Meeting/Event (8):
Expense Description/Business Purpose (8):
Charge Amount (8):
Mileage (Distance) (8):

Meeting No. 9:

Date of Meeting/Event (9):
Expense Description/Business Purpose (9):
Charge Amount (9):
Mileage (Distance) (9):

Meeting No. 10:

Date of Meeting/Event (10):
Expense Description/Business Purpose (10):
Charge Amount (10):
Mileage (Distance) (10):

Other Expenses:

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

Certification:

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

J. E. J. M. L. L. S.

Reimbursement Summary:

TOTAL MILEAGE:	0.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$0.00
TOTAL MEETINGS:	2
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$300.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$300.00

Phelan Piñon Hills Community Services District
Board Stipend & Mileage Report - 2025

Name: Rebecca Kujawa
Email Address: rkujawa@pphcsd.org
Current Date: September 25, 2025
Reimbursement Month: September

Meeting No. 1:

Date of Meeting/Event: Wednesday, September 03, 2025
Expense Description/Business Purpose: Meeting with GM - Agenda and Meeting Dates
Charge Amount: \$120
Mileage (Distance): 0

Meeting No. 2:

Date of Meeting/Event (2): Monday, September 08, 2025
Expense Description/Business Purpose (2): ASBCSD Board Meeting
Charge Amount (2): \$150
Mileage (Distance) (2): 0

Meeting No. 3:

Date of Meeting/Event (3): Monday, September 15, 2025
Expense Description/Business Purpose (3): ASBCSD Dinner
Charge Amount (3): \$150
Mileage (Distance) (3): 61

Meeting No. 4:

Date of Meeting/Event (4): Tuesday, September 23, 2025
Expense Description/Business Purpose (4): Engineering Committee
Charge Amount (4): \$150
Mileage (Distance) (4): 0

Meeting No. 5:

Date of Meeting/Event (5): Wednesday, September 24, 2025
Expense Description/Business Purpose (5): Regular Board Meeting
Charge Amount (5): \$150
Mileage (Distance) (5): 0

Meeting No. 6:

Date of Meeting/Event (6):
Expense Description/Business Purpose (6):
Charge Amount (6):
Mileage (Distance) (6):

Meeting No. 7:

Date of Meeting/Event (7):
Expense Description/Business Purpose (7):
Charge Amount (7):
Mileage (Distance) (7):

Meeting No. 8:

Date of Meeting/Event (8):
Expense Description/Business Purpose (8):
Charge Amount (8):
Mileage (Distance) (8):

Meeting No. 9:

Date of Meeting/Event (9):
Expense Description/Business Purpose (9):
Charge Amount (9):
Mileage (Distance) (9):

Meeting No. 10:

Date of Meeting/Event (10):
Expense Description/Business Purpose (10):
Charge Amount (10):
Mileage (Distance) (10):

Other Expenses:

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

Certification:

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

Rebecca Kujawa

Reimbursement Summary:

TOTAL MILEAGE:	61.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$42.70
TOTAL MEETINGS:	5
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$720.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$762.70

Agenda Item 3c

Approval of Contractor
Payments

Payment Approval Form - Contract/Consultant

Date: 10/2/2025

Name of Vendor: Best Drilling and Pump

Description of work: Well #16 Drilling, Casing, Development

Purchase Order # PO-06453

Date of Board Approval May 28, 2025

Original Approved Amount: \$ 1,023,276.00

Total Contract Amount \$ 1,023,276.00

% Completed to Date 35.22%

Total Invoiced to Date \$360,400.00

5% Retention \$1,755.00

Total Due this Invoice \$33,345.00

Total Contract Amount After Invoice: \$ 662,876.00

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


Operations Manager 10-3-25
Date


General Manager 10/6/25
Date

Approved by Board of Directors: _____
Date

Best Drilling and Pump

1640 Pellisier Rd
Colton, CA 92324
PH: 951-684-1952 Fax: 951-684-3852
License No. 826672

TO: Phelan Pinion Hills
Community Services District
4176 Warbler Rd
Phelan, CA 92371

PR # 2
Invoice No: 4781
Invoice Date: 10/1/2025

Pay Period Ending: 9/30/2025

Contract No:
Best Job Number: 31024
Project Name:

Terms: Net 30

Monthly Progress Billing No: 2

Total Earned This Period	\$	35,100.00
Retention This Period	\$	1,755.00
Total Completed to Date	\$	660,700.00
Retention 5% to Date	\$	33,035.00
Previous Billing	\$	625,600.00
Amount Due	\$	33,345.00

Prepared By: Connor Harmon Date: 10/1/2025

Checked By: _____ Date: _____

Recommended By: _____ Date: _____

Approved By: _____ Date: _____

DESCRIPTION well 16 pilot bore hole

GL ACCT # PO:00453 AMT \$33345.00

well 16 pilot bore hole

NOTES BESDR1

PO # 06453 GEN MGR _____

DEPT MGR _____ ADMIN MGR _____

BEST DRILLING AND PUMP, INC.
DETAILED INVOICE SUMMARY

CLIENT: Phelan Pinlon Hills Community Services District		Attention:										
CONTRACT NO.:												
Invoice Dates:												
BEST JN: 31022												
BID/ITEM NO	DESCRIPTION	UNIT	CONTRACT ESTIMATED QUANTITY	UNIT PRICE	CONTRACT ESTIMATED AMOUNT	PREVIOUSLY COMPLETED AMOUNT	PREVIOUSLY COMPLETED QUANTITY	QUANTITY THIS INVOICE	EXTENSION	PERCENT COMPLETE	PR NO 1	PR NO. 2
Well No. 16												
1	Mobilization and Demobilization	LS	1	\$ 100,000.00	\$ 100,000.00	\$ 25,000.00	0.25	0	\$ -	25%		
2	Drill 42" Dia. Conductor Bore	LF	50	\$ 750.00	\$ 37,500.00	\$ 37,500.00	50	0	\$ -	100%	0.25	
	Furnish and Install 36" x 57/16" Wall Conductor Casing with cement grout	LF	50	\$ 750.00	\$ 37,500.00	\$ 37,500.00	50	0	\$ -	100%	50	
4	Drill minimum 12" pilot bore to 1100' with related work	LF	1050	\$ 150.00	\$ 157,500.00	\$ -	0	234	\$ 35,100.00	100%	50	
5	Drill 28" Dia. Final Bore to 1100'	LF	1050	\$ 135.00	\$ 141,750.00	\$ -	0	0	\$ -	22%		234
5A	Provide Caliper and E-log	LS	1	\$ 4,000.00	\$ 4,000.00	\$ -	0	0	\$ -	0%		
	Furnish and Install 16" x 57/16" Wall HSLA Blank Casing with End Plate	LF	600	\$ 232.00	\$ 139,200.00	\$ 92,800.00	400	0	\$ -	67%	400	
6A	Furnish and Install HSLA 16" Roscoe Mess Jowers	LF	600	\$ 302.00	\$ 181,200.00	\$ 120,800.00	400	0	\$ -	67%	400	
	Furnish and Install Gravel Envelope for well, consolidate by swabbing.	TONS	120	\$ 341.00	\$ 40,920.00	\$ -	0	0	\$ -	0%		
8	225' Develop by Swabbing and Air Surging for First 24 hours total hours	LF	227	\$ 78.00	\$ 17,706.00	\$ 11,700.00	150	0	\$ -	66%	150	
9	Develop by Swabbing and Air Surging in Excess of 24 hours	LS	1	\$ 18,000.00	\$ 18,000.00	\$ -	0	0	\$ -	0%		
10	Develop by Pumping and Surging for first 24 hours	HR	24	\$ 750.00	\$ 18,000.00	\$ -	0	0	\$ -	0%		
11	Develop by Pumping in excess of 24 hours	LS	1	\$ 46,000.00	\$ 46,000.00	\$ -	0	0	\$ -	0%		
12	Test Pumping for Yield and Drawdown (include Records) for 3 steps	HR	24	\$ 500.00	\$ 12,000.00	\$ -	0	0	\$ -	0%		
13	Constant Yield Testing for a period of 72 hours	HR	9	\$ 500.00	\$ 4,500.00	\$ -	0	0	\$ -	0%		
14	Disinfect Well and Site Clean-up	HR	72	\$ 500.00	\$ 36,000.00	\$ -	0	0	\$ -	0%		
15	Provide Geophysical Logs for Well and Interpretation of Same	LS	1	\$ 15,000.00	\$ 15,000.00	\$ -	0	0	\$ -	0%		
16	Video Log Well	LS	1	\$ 10,000.00	\$ 10,000.00	\$ -	0	0	\$ -	0%		
17		LS	1	\$ 6,000.00	\$ 6,000.00	\$ -	0	0	\$ -	0%		
18	Furnish & Install two 4 inch Dia. Gravel Tubes to 5 feet (bgs)	LF	10	\$ 50.00	\$ 500.00	\$ -	0	0	\$ -	0%		

BEST DRILLING AND PUMP, INC.
DETAILED INVOICE SUMMARY

CLIENT: Phelan Pinion Hills Community Services District		Attention:													
CONTRACT NO.:															
Invoice Dates:															
BEST JN: 31022															
BID ITEM NO	DESCRIPTION	UNIT	CONTRACT ESTIMATED QUANTITY	UNIT PRICE	CONTRACT ESTIMATED AMOUNT	PREVIOUSLY COMPLETED AMOUNT	PREVIOUSLY COMPLETED QUANTITY	QUANTITY THIS INVOICE	EXTENSION	PERCENT COMPLETE	PR NO 1	PR NO. 2			
Well No. 18															
1	Mobilization and Demobilization	LS	1	\$ 100,000.00	\$ 100,000.00	\$ -	0	0	\$ -	0%					
2	Drill 42" Dia. Conductor Bore	LF	50	\$ 750.00	\$ 37,500.00	\$ 37,500.00	50	0	\$ -	100%	50				
3	Furnish and Install 36" x 5/16" Wall Conductor Casing with cement grout	LF	50	\$ 750.00	\$ 37,500.00	\$ 37,500.00	50	0	\$ -	100%	50				
4	Drill minimum 12" pilot bore to 1100' with related work	LF	1050	\$ 150.00	\$ 157,500.00	\$ -	0	0	\$ -	0%					
5	Drill 28" Dia. Final Bore to 1100'	LF	1050	\$ 135.00	\$ 141,750.00	\$ -	0	0	\$ -	0%					
5A	Provide Caliper and E-log	LS	1	\$ 4,000.00	\$ 4,000.00	\$ -	0	0	\$ -	0%					
6	Furnish and Install 16" x 3/16" Wall HSLA Blank Casing with End Plate	LF	600	\$ 232.00	\$ 139,200.00	\$ 92,800.00	400	0	\$ -	67%	400				
6A	Furnish and Install HSLA 16" Roscoe Moss Louvers	LF	600	\$ 302.00	\$ 181,200.00	\$ 120,800.00	400	0	\$ -	67%	400				
7	Furnish and Install Gravel Envelope for well, consolidate by swabbing	TONS	120	\$ 341.00	\$ 40,920.00	\$ -	0	0	\$ -	0%					
8	Furnish and Install 4" Camera Tube Outside of well casing to 225'	LF	227	\$ 78.00	\$ 17,706.00	\$ 11,700.00	150	0	\$ -	66%	150				
9	Develop by Swabbing and Air Surging for First 24 hours	LS	1	\$ 18,000.00	\$ 18,000.00	\$ -	0	0	\$ -	0%					
10	Development by Swabbing and Air Surging in Excess of 24 total hours	HR	24	\$ 750.00	\$ 18,000.00	\$ -	0	0	\$ -	0%					
11	Development by Pumping and Surging for first 24 hours	LS	1	\$ 46,000.00	\$ 46,000.00	\$ -	0	0	\$ -	0%					
12	Development by Pumping in excess of 24 hours	HR	24	\$ 500.00	\$ 12,000.00	\$ -	0	0	\$ -	0%					
13	Test Pumping for Yield and Drawdown (include Records) for 3 steps	HR	9	\$ 500.00	\$ 4,500.00	\$ -	0	0	\$ -	0%					
14	Constant Yield Testing for a period of 72 hours	HR	72	\$ 500.00	\$ 36,000.00	\$ -	0	0	\$ -	0%					
15	Disinfect Well and Site Clean-up	LS	1	\$ 15,000.00	\$ 15,000.00	\$ -	0	0	\$ -	0%					
16	Provide Geophysical Logs for Well and Interpretation of Same	LS	1	\$ 10,000.00	\$ 10,000.00	\$ -	0	0	\$ -	0%					
17	Video log Well	LS	1	\$ 6,000.00	\$ 6,000.00	\$ -	0	0	\$ -	0%					
18	Furnish & Install two 4 inch Dia. Gravel Tubes to 5 feet (lbs)	LF	10	\$ 50.00	\$ 500.00	\$ -	0	0	\$ -	0%					
TOTAL					CONTRACT	\$ 2,046,552.00									
Previous Invoice					\$ 625,600.00										
Total To date					\$ 660,700.00										
Retainage to date					\$ 33,035.00										
Total Less Ret.					\$ 627,665.00										
TOTAL										\$ 35,100.00					
Retainage										\$ 1,755.00					
Balance Due										\$ 33,345.00					



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

PURCHASE ORDER

PO Number: PO-06453

Date: 09/10/2025

Request #: PO-06453

Vendor #: BESDRI

ISSUED TO: Best Drilling and Pump Inc
 1640 W. Pellisier Rd.
 Colton, CA 92324-

SHIP TO: Service
 Service
 Phelan, CA 92371

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		well #16 drilling, casing, develop	C0119		01-0-0-17000	CIP Enterprise Fun	1,023,276.00

well #16 drilling, casing, development

Requested By: Sean Wright

Date: 9/10/2025

SUBTOTAL:	1,023,276.00
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	1,023,276.00

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

Agenda Item 3d

Acceptance of September
Disbursements



Cash Disbursements Report By Payment Number

Payment Dates 9/1/2025 - 9/30/2025

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Project Account Key	Payment Amount
Payment Number	Payable Number	Description				Item Amount
802	9/4/2025	DELACRUZ	Evelin De La Cruz			162.39
	070125	Reimb. - Spring Book- ED		01-0-1-54260		79.06
	070125	Reimb. - Summer Book - ED		01-0-1-54260		83.33
803	9/12/2025	DEBPHI	Deborah Jeanne Philips			72.70
	083125	Aug. Mileage - BM,ASBCSD,CSDA,GM		01-0-1-52219		85.40
	083125-1	Deduction for Addt'l CSDA Meal		01-0-1-52229		-12.70
804	9/12/2025	ERNARA	Ernesto Araiza			143.25
	090525	Reimb. - TSA Renewal Fees		01-1-1-54260		85.25
	090525	Reimb. - CDL Renewal Fees		01-1-1-54260		58.00
805	9/12/2025	REBEL	Rebel Oil Company, Inc.			6,000.87
	1186473-IN	Clarion Food & Machine Oil - Turbine		01-1-3-54620		2,289.69
	7130839-IN	Fuel - 386 Gl, DSL 81 Gl.		01-1-8-54410		1,997.85
	7131375-IN	Fuel - 400 Gl.		01-1-8-54410		1,713.33
806	9/26/2025	MID AME ADMIN	Mid America Admin & Retirement Solutions			264.00
	0316545	2Q 2025 HRA Admin		01-0-1-51230		264.00
807	9/26/2025	MUN DEN	Municipal Dental Pool			3,132.00
	100125	Dental Insurance Premium - Oct.		01-0-0-14130		3,132.00
808	9/26/2025	REBEL	Rebel Oil Company, Inc.			4,348.73
	7131675-IN	Fuel - 506 Gl.		01-1-8-54410		2,158.60
	7132318-IN	Paper Towels, Toilet Paper, Liners		01-1-8-54410		2,190.13
36001	9/10/2025	AVCOM	AVCOM Services Inc.			92.50
	43256	Answering Svc. - Aug.		01-0-1-53150		92.50
36002	9/10/2025	BOOBAR	Boot Barn Inc.			215.27
	INV00516490	Safety Boots - L. Marckstadt		01-1-2-54680		237.27
	INV00516490	Safety Boots - L. Marckstadt		01-1-2-54680		-22.00
36003	9/10/2025	C WELLS	C Wells Pipeline Materials, Inc.			7,063.02
	SINV25-4186	(25)Gaskets for Well 18 Pipeline		01-0-0-17000	C0115 OUTSIDE SVCS	3,097.81
	SINV25-4187	(500)1 IPS Poly (100 ft Coil)		01-1-0-13010		1,464.05
	SINV25-4187	(1000)1 CTS Poly (100 ft Coil)		01-1-0-13010		1,790.00
	SINV25-4187-1	(100) Wire Splice Kits		01-1-2-54620		269.38
	SINV25-4188	Bell to Spicket Clamp for 8" Pipe		01-1-5-54620		441.78
36004	9/10/2025	CORE	Core & Main			2,650.36
	X536650	(70)1" CTS X 3" Repair Clamps		01-1-0-13010		2,483.75
	X580763	Well 18 End Cap		01-0-0-17000	C0115 OUTSIDE SVCS	166.61
36005	9/10/2025	FROCLA	Frontier California Inc.			3,775.92
	CAFLV90820725	Frontier Claim # CAFR25335395		01-0-1-59310		3,775.92
36006	9/10/2025	GAOSBO	G.A. Osborne Pipe & Supply Inc			191.17
	101-55102	Adapters, Clamps, Guagesl for Well 1		01-0-0-17000	C0115 OUTSIDE SVCS	191.17
36007	9/10/2025	GARDA	Garda CL West, Inc			674.50
	10827333	Armored Svcs - Sept.		01-0-1-54200		674.50
36008	9/10/2025	GOTO	GoTo Communications, Inc.			763.06
	IN7104189162	Office Phones Support - Sept.		01-0-1-58010		763.06

Cash Disbursements Report

Payment Dates: 9/1/2025 - 9/30/2025

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	R244659	Monitoring Svcs - NW Well Sept.		01-1-1-53150		39.95
	R244706	Monitoring Svcs - Oasis Yard Sept.		01-1-1-53150		43.95
	R244750	Monitoring Svcs - Well 14 Sept.		01-1-1-53150		43.95
	R244800	Monitorig Svcs - Well 15 Sept.		01-1-1-53150		43.95
	R244803	Monitoring Svcs - Pinon Hills CC Sept.		22-2-2-53150		54.95
	R244804	Monitoring Svcs - Phelan CC Sept.		22-2-2-53150		59.95
	R244947	Monitoring Svcs - 6A Sept.		01-1-1-53150		43.95
36023	9/10/2025 025-524661	TYLTEC UB Online Support - Oct.	Tyler Technologies, Inc	01-1-6-53170		265.00 265.00
36024	9/10/2025 820250553	USA (85)Tickets	Underground Service Alert of So. Cal.	01-1-2-53150		180.00 180.00
36025	9/10/2025 53271863	UNIVAR Liquid Chlorine - 547 Gl.	UNIVAR INC.	01-1-3-54500		2,325.96 2,325.96
36026	9/10/2025 INV00808146 INV00812069	USABB DPD for Sampling 100' Poly Tubing for Chlorine	HD Supply, Inc.	01-1-4-54500 01-1-2-54620		1,104.92 338.37 766.55
36027	9/10/2025 0080692125	WESTAIR Argon Shielding Gas for Welding	WestAir Gases & Equipment, Inc.	01-1-2-54500		45.33 45.33
36028	9/10/2025 081225 131033	WIEDRU Background Check - A. Plasencia DOT 5 Panel Test - LM	Wienhoff & Associates Inc	01-0-1-54290 01-0-1-54290		117.00 32.00 85.00
36034	9/24/2025 392 407 408 408	ASBCSD April Meeting - J. Oakes July Meeting - D. Bartz Sept. Meeting - R. Kujawa Sept. Meeting - D. Philips	Assn of SB County Special Districts	01-7-7-54440 01-0-1-54440 01-0-1-52232 01-0-1-52239		138.00 30.00 40.00 34.00 34.00
36035	9/24/2025 36716	BEN AG (1) Fine Mulch Load - 24.06 Tons	Beneficial Ag Services	01-1-9-54800		245.00 245.00
36036	9/24/2025 SINV25-4343 SINV25-4343 SINV25-4343 SINV25-4345 SINV25-4345 SINV25-4352 SINV25-4504 SINV25-4504 SINV25-4504 SINV25-4504 SINV25-4506	C WELLS (2)8 x 2 DS Brass Saddle (2)12 AC x 2 DS Saddle (4)2 MIP x MIP Corp Stop (1)10 AC x 1 DS Saddle (300)1 IPS Poly (100 ft Coil) Material and CLA-VAL's -PRV 23 Repla (10)1" Air Vac (25)6" Valve Lid (25)18" x 6" Slip Can (5)A34 Meter Bushing (8) Concrete Meter Boxes	C Wells Pipeline Materials, Inc.	01-1-0-13010 01-1-0-13010 01-1-0-13010 01-1-0-13010 01-1-0-13010 01-1-2-54620 01-1-0-13010 01-1-0-13010 01-1-0-13010 01-1-0-13010 01-1-0-13010		33,702.65 450.00 660.00 1,260.00 280.15 795.20 24,711.41 3,150.00 1,303.79 325.00 140.00 627.10
36037	9/24/2025 FB40859	CAR INC Hydraulic Model Update	Carollo Engineers, Inc	01-7-7-53150		6,787.50 6,787.50
36038	9/24/2025 X145290-1 X632679	CORE Sales Tax for Inventory Items (70)1" CTS X 3" Repair Clamps	Core & Main	01-1-0-13010 01-1-0-13010		2,662.40 178.65 2,483.75
36039	9/24/2025 109408	SBC PARCELS (9) Parcel Map Revisions	County of San Bernardino	01-1-1-54830		18.00 18.00
36040	9/24/2025 880184-4538 880386-1564 880580-8478	CR&R Trash - Oasis Yard - Sept. Trash - Pinon Hills Park - Sept. Trash - Phelan CSD - Sept.	CR&R Incorporated	01-0-2-58110 22-0-2-58110 01-0-1-58110		1,721.39 418.67 465.65 418.54

Cash Disbursements Report

Payment Dates: 9/1/2025 - 9/30/2025

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	880580-8478	Trash - Phelan CC - Sept.		22-0-2-58110		418.53
36041	9/24/2025 14484	EMERY Dump Asphalt/10 Yards Road Base	Emery Concrete & Asphalt Recycling, Inc.	01-1-2-54620		168.20 168.20
36042	9/24/2025 900061902	ESRI Arc GIS Enterprise Jumpstart - System	Environmental Systems Research Institute, Inc	01-7-7-53150		18,250.00 18,250.00
36043	9/24/2025 29898	GEOMON Routine Samples - Aug.	GEO-Monitor, Inc.	01-1-4-53140		5,866.50 5,866.50
36044	9/24/2025 294330 294330 294330 294330 294330-1 294330-1 294330-1 294330-1 294330-1 294330-1	INFOSE Postage & Printing - July Postage & Printing - July Postage & Printing - July Postage & Printing - July Postage & Printing - Aug. Postage & Printing - Aug.	Infosend Inc	01-1-6-54860 01-1-6-54890 01-1-9-54860 25-5-1-54860 01-1-6-54860 01-1-6-54890 01-1-9-54860 01-1-9-54890 25-5-1-54860 25-5-1-54890		9,786.70 3,348.13 1,017.28 27.86 27.86 3,464.44 1,046.51 28.09 399.21 28.10 399.22
36045	9/24/2025 204578	LEACPR CPR Training - 27 Employees	Learn CPR 4 Life Inc	01-0-1-54260		2,040.00 2,040.00
36046	9/24/2025 303485	LCW Legal Svcs - Investigation Aug.	Liebert Cassidy Whitmore	01-0-1-53120		457.00 457.00
36047	9/24/2025 2025092 2025092 2025092	LIN SVC Janitorial Svcs. CSD Janitorial Svcs. Oasis Janitorial Svcs.- CC Windows	Richard J. Linsalato	01-0-1-54320 01-1-1-54320 22-0-1-54320		635.00 380.00 225.00 30.00
36048	9/24/2025 E20250917	MERJOH Erosion Control Plan & SWPPP updat	Merrell-Johnson Engineering Inc	01-0-0-17000	C0002 OUTSIDE SVCS	13,788.00 13,788.00
36049	9/24/2025 inv-00717	NOV ElementsXS Training with GIS	Novotx, LLC	01-7-7-53150		900.00 900.00
36050	9/24/2025 439858931001	OFFDEP Toner for AP Printer	ODP Business Solutions, Inc.	01-0-1-54530		480.44 480.44
36051	9/24/2025 W2338052	OFFSOL Paper,Clips,Pens,Flags	Office Solutions	01-0-1-54530		248.51 248.51
36052	9/24/2025 610777	PAP REC On-Site Shredding 9/8	Paper Recycling & Shredding Specialist	01-0-1-53150		290.00 290.00
36053	9/24/2025 66510 66796	PHEEXP Trk #25 Water Pump,Belt,Coolant,Oil Trk #30 Oil Change	Phelan Express, Inc.	01-1-8-54710 01-1-8-54710		1,767.30 1,608.59 158.71
36054	9/24/2025 3445 3445	THE ECO 20% Deposit-Mr. Eco Program- FY 25/ 20% Deposit-Mr. Eco Program- FY 25/	The EcoHero Show LLC	01-1-9-54800 25-5-1-54800		1,000.00 500.00 500.00
36055	9/24/2025 PPH-131-8	TOMDOD ELMT Precon- Nesting and Burrowing	Tom Dodson & Associates	01-0-0-17000	C0115 OUTSIDE SVCS	4,300.00 4,300.00
36056	9/24/2025 P242912	TURSEC Solar Site - Alarm Beams Replacemen	Turner Security, Inc	01-0-1-54620		955.00 955.00

Cash Disbursements Report

Payment Dates: 9/1/2025 - 9/30/2025

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
36057	9/24/2025 105368	TYLBUS Yr-End Tax Forms	Tyler Business Forms	01-0-1-54530		659.42 659.42
36058	9/24/2025 197443252 197629028 197629028	ULINE (18) Safety Vests, (12) Breathable Shir Gloves for Operations Gloves for Parks	Uline	01-1-2-54500 01-1-2-54500 22-2-2-54500		697.15 532.04 82.56 82.55
36059	9/24/2025 251915790	UNIREN Well 18 - Hydrostatic, Water Buffalo	United Rentals	01-0-0-17000	C0115 OUTSIDE SVCS	1,006.51 1,006.51
36060	9/24/2025 53325354	UNIVAR Liquid Chlorine - 601 Gl.	UNIVAR INC.	01-1-3-54500		2,555.57 2,555.57
36061	9/24/2025 65620	WALL GROUP Bid Phase Support Services	Wallace Group, a California Corporation	01-0-0-17000	C0002 OUTSIDE SVCS	18,423.70 18,423.70
36062	9/24/2025 83501537 83501537 83501537 83501537 83501537 83501537 83501537	WAXIE Paper Towels, Toilet Paper, Liners Paper Towels for Office and Parks Shipping Surcharge General Purpose Cleaner for Parks Paper Towels, Toilet Paper, Liners Paper Towels for Office and Parks Trash Bags for Parks	Waxie Enterprises, Inc	01-0-1-54500 01-0-1-54500 22-2-2-54500 22-2-2-54500 22-2-2-54500 22-2-2-54500 22-2-2-54500		957.21 89.64 112.26 9.80 104.32 179.55 224.86 236.78
36063	9/24/2025 INV0006175	FRATAX-EARWH Chris Gulaco/Account #15A50082023	Franchise Tax Board	01-1-0-24520		250.00 250.00
36064	9/24/2025 5075	TRLS Legal Descriptions, Exhibits - Sheep C	TRLS Engineering, Inc	01-0-0-17000	C0002 OUTSIDE SVCS	4,200.00 4,200.00
36068	9/25/2025 4750 4750-1	BESDRI Well #16 Drilling, Casing, Developme Well #18 Drilling, Casing, Developme	Best Drilling and Pump Inc	01-0-0-17000 01-0-0-17000	C0119 OUTSIDE SVCS C0115 OUTSIDE SVCS	594,320.00 309,035.00 285,285.00
36069	9/25/2025 PPH-131-7	TOMDOD CEQA Proposed Well 18	Tom Dodson & Associates	01-0-0-17000	C0115 OUTSIDE SVCS	6,065.99 6,065.99
36070	9/25/2025 5073	TRLS Construction Staking Services -Phelan	TRLS Engineering, Inc	22-2-0-17000	C0111 OUTSIDE SVCS	9,347.00 9,347.00
36071	9/25/2025 65620-1 65620-1 65840	WALL GROUP Civic Center - Bid Support Civic Center - Bid Support Civic Center - Bid Support	Wallace Group, a California Corporation	01-0-0-17000 01-0-0-17000 01-0-0-17000	C0002 OUTSIDE SVCS C0002 OUTSIDE SVCS C0002 OUTSIDE SVCS	10,005.75 44.50 8,817.50 1,143.75
DFT0014497	9/11/2025 082725-6781	THEGAS Gas - Pinon Hills Fire 7/28-8/27	SoCalGas	22-0-2-58110		14.79 14.79
DFT0014498	9/11/2025 RC1771558 RC1771558	RACE Phones - Internet Phelan CC - Sept. Phones - Internet Phelan CC - Sept.	Race Communications	22-0-1-58010 22-0-1-58010		4.00 -200.00 204.00
DFT0014499	9/11/2025 RC1771557	RACE Phones - Internet CSD Sept.	Race Communications	01-0-1-58010		255.00 255.00
DFT0014500	9/11/2025 RC1771556 RC1771556	RACE Phones - Internet Pinon Hills CC Sept. Phones - Internet Pinon Hills CC Sept.	Race Communications	22-0-1-58010 22-0-1-58010		104.00 204.00 -100.00
DFT0014501	9/11/2025 RC17663732	RACE Phones - Internet Shop Sept.	Race Communications	01-1-1-58110		255.00 255.00

Cash Disbursements Report

Payment Dates: 9/1/2025 - 9/30/2025

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
DFT0014502	9/11/2025 082525	SCE 2439-1773 Electricity - Phelan Park 7/28-8/25	Southern California Edison	22-0-2-58110		13.57 13.57
DFT0014503	9/11/2025 082825	SCE 8092-3468 Electricity - NW Dairy Mobile 7/31-8/	Southern California Edison	01-1-3-58110		711.25 711.25
DFT0014504	9/11/2025 1GJF-6R1W-7HF4	AMAZON iPad Case, Screen Protector - Field	Amazon Capital Services, Inc.	01-1-1-54530		24.62 24.62
DFT0014505	9/11/2025 082825	SCE 7695-0442 Electricity - Fill Station 7/31-8/28	Southern California Edison	01-0-2-58110		28.20 28.20
DFT0014506	9/11/2025 072725 072725	SCE 9587-0653 Electricity - Office 6/25-7/27 Electricity - Solar Credit 6/25-7/27	Southern California Edison	01-0-1-58110 01-1-3-58115		1,933.81 2,274.02 -340.21
DFT0014507	9/11/2025 082725-6056	THEGAS Gas - Pinon Hills CC 7/28-8/27	SoCalGas	22-0-2-58110		76.52 76.52
DFT0014508	9/11/2025 167Y-3P3Y-CXP1	AMAZON Impact Driver	Amazon Capital Services, Inc.	01-1-2-54650		160.55 160.55
DFT0014509	9/11/2025 083125 083125 083125	FBC-AIMEE SBC - Notary Oath & Bond - AW VVC - Fall Tuition - ED VVC - Service Fee - ED	First Bank Card - Aimee	01-0-1-54260 01-0-1-54260 01-0-1-54260		607.65 110.16 483.00 14.49
DFT0014510	9/11/2025 083125 083125 083125 083125	FBC-CHRIS CPS HR - Smart Inerviewing Training - PME - Replacement Fuel Hose - Shop Fire Hose Direct -Fire Hose,Fittings -Fi JR's Tires - Trk #31 Flat Repair	First Bank Card	01-1-1-54260 01-1-2-54500 01-1-2-54620 01-1-8-54710		901.06 100.00 429.20 351.86 20.00
DFT0014511	9/11/2025 083125 083125 083125 083125 083125	FBC-HEATHER CSDA-(2)Virtual Wkshps-AA UCR-Refund-Critical Thinking Class-A CSMFO-Public Speaking Class-AA Certified Mail-Notary Seal Auth. AW Certified Mail - Leak Letters	First Bank Card	01-0-1-54260 01-0-1-54260 01-0-1-54260 01-0-1-54860 01-1-6-54860		492.17 405.00 -200.00 200.00 8.08 79.09
DFT0014512	9/11/2025 083125 083125 083125 083125 083125 083125 083125 083125 083125 083125 083125 083125	FBC-DEBORAH Arco - CSDA Meal, Fuel - DP Arco - CSDA Fuel - DP Bagel Bakery - CSDA Meal - DP, Spous Carls Jr - CSDA Meal-DP,Spouse,Guest Jack's - CSDA Meal - DP,Spouse La Sala's - CSDA Meal - DP Manasiri's - CSDA Meal - DP, Spouse (Marriott - CSDA Hotel Deposit - DP Panera - CSDA Meal - DP Mountain Mike's - CSDA Meal - DP,Sp Aldi - CSDA Meal(18 Drinks) - DP Papa Chano's - CSDA Meal - DP, Spous	First Bank Card	01-0-1-52229 01-0-1-52229 01-0-1-52229 01-0-1-52229 01-0-1-52229 01-0-1-52229 01-0-1-52229 01-0-1-52229 01-0-1-52229 01-0-1-52229 01-0-1-52229 01-0-1-52229 01-0-1-52229		806.92 42.38 40.00 54.40 39.68 55.78 36.31 57.06 295.06 10.58 73.68 48.65 53.34
DFT0014513	9/11/2025 083125 083125 083125 083125	NAPA INV #658549 - CR - Core Battery Retu INV #657904 - Truck Wash Soap - All T INV #658079 - Generator 106- Oil & F INV #659627 - Generator 106 - Oil Filt	NAPA Auto Parts	01-1-8-54710 01-1-8-54710 01-1-8-54710 01-1-8-54710		100.29 -54.00 11.84 56.30 86.15
DFT0014514	9/12/2025 100000018034133	CalPER FY 2024-25 GASB 68 Report	CalPERS	01-0-1-53110		350.00 350.00

Cash Disbursements Report

Payment Dates: 9/1/2025 - 9/30/2025

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
DFT0014515	9/11/2025 5285138906 5285138906	CINFIR First Aid Supplies - CSD First Aid Supplies - CSD	Cintas	01-0-1-54500 22-0-1-54500		220.03 215.63 4.40
DFT0014516	9/17/2025 083125	SCE 1613-6373 Electricity - R/R Crossings 8/1-8/31	Southern California Edison	23-0-2-58210		18.42 18.42
DFT0014517	9/17/2025 083125	SCE 5917-6455 Electricity - Phelan Park St. Lights 8/1	Southern California Edison	22-2-2-58110		27.78 27.78
DFT0014518	9/17/2025 083125	SCE 7441-5755 Electricity - Pinon Hills CC 8/4-9/2	Southern California Edison	22-0-2-58110		817.03 817.03
DFT0014519	9/17/2025 083125	SCE 4490-1265 Electricity - Pinon Hills Fire 8/1-8/31	Southern California Edison	22-0-2-58110		18.42 18.42
DFT0014520	9/11/2025 082725 082725	AMAZON Toner, Bags Balls for Parks	Amazon Capital Services, Inc.	01-0-1-54530 22-2-2-54800		151.22 140.47 10.75
DFT0014522	9/17/2025 073125-1 073125-1	SCE 9515-2666 Electricity - Wells, Boosters, Tanks - Ju Electricity - Solar Credits - July	Southern California Edison	01-1-3-58110 01-1-3-58115		128,233.39 156,567.52 -28,334.13
DFT0014523	9/17/2025 083125 083125 083125	SCE 9515-2666 Electricity-Wells,Boosters,Tanks-Aug Electricity- Solar Credits - Aug Electricity- St. Lights -Aug	Southern California Edison	01-1-3-58110 01-1-3-58115 23-3-2-58210		16,155.87 15,835.29 -1,360.82 1,681.40
DFT0014524	9/11/2025 083125 083125 083125 083125 083125 083125 083125 083125 083125 083125 083125 083125 083125	FBC-GEORGE Krispy Kreme - Post Audit Staff Desser Apple - iCloud Monthly Storage 76 - Fuel - Trk #28 Sedar Landmark - Fuel - Trk #28 76 - Fuel - Trk #28 76 - Fuel - Trk #28 ChatGPT - Monthly Subscription Tri-State - Tri-State Seminar - GC Monterey Marriott - CSDA Hotel Dep South Point - Tri-State Hotel Deposit - Chevron - CSDA Fuel-Trk #28 South Point - Tri-State Hotel - GC	First Bank Card	01-0-1-54440 01-1-2-53170 01-1-8-54410 01-1-8-54410 01-1-8-54410 01-1-8-54410 01-7-7-53170 01-7-7-54260 01-7-7-54470 01-7-7-54470 01-7-7-54470 01-7-7-54470		1,576.72 31.98 0.99 55.23 79.59 88.78 81.54 20.00 199.00 295.06 242.93 80.00 401.62
DFT0014526	9/11/2025 052625-2	SCE 9587-0653 Electricity Office 4/25-5/26	Southern California Edison	01-0-1-58110		198.63 198.63
DFT0014528	9/11/2025 052625-3	SCE 9587-0653 Electricity - Solar Credit 4/25-5/26	Southern California Edison	01-1-3-58115		-198.63 -198.63
DFT0014529	9/11/2025 062425-3	SCE 9587-0653 Electricity - Office 5/27-6/24	Southern California Edison	01-0-1-58110		2,041.15 2,041.15
DFT0014530	9/11/2025 062425-4 062425-4	SCE 9587-0653 Electricity - Solar Credit 5/27-6/24 Electricity - Solar Credit 5/27-6/24	Southern California Edison	01-1-3-58115 01-1-3-58115		-2,364.48 -2,041.15 -323.33
DFT0014531	9/11/2025 083125 083125 083125 083125 083125 083125	FBC-JENNIFER Adobe - (11) Seats Calendar Wiz - Website Calendar Zoom- iCloud Recording Eventbrite - Software Support Stater Bros - Staff Training Drinks, Sna Sunflower Boutique-Condolence Flow Imperial Sprinkler-Turf,Fertilizer (Offic	First Bank Card	01-0-1-53170 01-0-1-53170 01-0-1-53170 01-0-1-53170 01-0-1-54440 01-0-1-54530 01-0-1-54620		2,459.65 263.89 16.00 100.00 15.00 71.88 202.06 48.97

Cash Disbursements Report

Payment Dates: 9/1/2025 - 9/30/2025

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	083125	Imperial Sprinkler-Fertilizer,Turf (Offic		01-0-1-54620		115.73
	083125	Imperial Sprinkler-Fescue Office Septi		01-0-1-54620		429.27
	083125	Adobe - (3) Seats		01-1-1-53170		71.97
	083125	South Point - Tri-State Hotel - JO		01-1-1-54470		274.92
	083125	Primarily Prime Rib-Tri-State Meal-JO,		01-1-1-54470		118.54
	083125	Del Mar Deli - Tri-State Meal-JO,ML,E		01-1-1-54470		74.55
	083125	Big Sur - Tri-State Meal - JO,ML		01-1-1-54470		59.17
	083125	Don Vitos - Tri-State Meal - JO,ML		01-1-1-54470		50.35
	083125	Capriotti's - Tri-State Meal - ML		01-1-1-54470		19.50
	083125	Vikings-Tri-State Meal - JO,ML,EA		01-1-1-54470		141.26
	083125	Signs.com - Fill Station Sign		01-1-1-54500		82.78
	083125	Mailchimp - Customer E-Bils		01-1-6-53170		120.00
	083125	Adobe - (2) Seats		01-7-7-53170		47.98
	083125	Sherwin Williams - Paint for CC		22-2-2-54620		104.66
	083125	Stater Bros. - Snacks for Painting Class		22-2-2-54800		31.17
DFT0014532	9/11/2025 1NTD-WPGD-CHWC	AMAZON (2) Hydrant Wrenches	Amazon Capital Services, Inc.	01-1-2-54650		70.20 70.20
DFT0014533	9/11/2025	FBC-SEAN	First Bank Card			253.80
	083125	Arby's - Well 18 Pipeline Lunch		01-0-0-17000	C0115 OUTSIDE SVCS	94.88
	083125	Del Taco - Well 18 Pipeline Lunch		01-0-0-17000	C0115 OUTSIDE SVCS	58.92
	083125	CPS HR-Smart Interviewing Class-SW		01-1-1-54260		100.00
DFT0014535	9/11/2025 1RY1-3FHR-9JWN	AMAZON iPad Case for Field	Amazon Capital Services, Inc.	01-0-1-54530		73.53 73.53
DFT0014536	9/11/2025 6122488896	VER AIR Phones,Jet Packs,Tablets,On Call - Au	Verizon Wireless	01-1-1-58010		1,234.32 1,234.32
DFT0014537	9/11/2025	FBC-DON	First Bank Card			634.18
	083125	Rick's Cafe - Staff Meeting		01-0-1-54440		64.81
	083125	Crown & Anchor - CSDA Meal - DB		01-0-1-54470		76.64
	083125	Portola Hotel - CSDA Hotel Deposit -		01-0-1-54470		352.97
	083125	Uber - CSDA Transportation - DB		01-0-1-54470		15.90
	083125	Uber - CSDA Transportation - DB		01-0-1-54470		22.91
	083125	Bacon Bacon - CSDA Meal - DB		01-0-1-54470		25.95
	083125	American Airlines-CSDA Flight -Check		01-0-1-54470		35.00
	083125	United - CSDA Flight - Checked Bag Fe		01-0-1-54470		40.00
DFT0014538	9/11/2025 5289010303	CINFIR First Aid Supplies - Shop	Cintas	01-1-1-54500		157.36 157.36
DFT0014539	9/11/2025	CIN UNI	Cintas Corporation			532.76
	083125	Uniform Rental Svcs. - Aug.		01-1-1-54680		498.63
	083125	Uniform Rental Svcs. - Aug.		22-2-1-54680		34.13
DFT0014540	9/11/2025 CSDKMC8E42YR	ACT IT Software Support - Sept.	David Shay	01-0-1-53170		7,810.65 7,810.65
DFT0014541	9/11/2025 2535	FBC-AIMEE Tacos Romero- Safety Lunch - August	First Bank Card - Aimee	01-0-1-54260		585.00 585.00
DFT0014542	9/11/2025 06154-397466	FBC-CHRIS Safelite - Trk #31 Rear Glass	First Bank Card	01-1-8-54710		558.41 558.41
DFT0014543	9/11/2025	FBC-SEAN	First Bank Card			527.72
	082725	Martinez - Trk #24 Windshield		01-1-8-54710		263.86
	082725-1	Martinez Glass - Trk #30 Windshield		01-1-8-54710		263.86
DFT0014544	9/10/2025	FBC-GEORGE	First Bank Card			4,321.53
	00519865	CSPS - Trimble Subscription		01-7-7-53170		1,040.00
	JEXZPJ9D	The Sun-Request for Bid Publication -		01-0-0-17000	C0002 OUTSIDE SVCS	2,139.95

Cash Disbursements Report

Payment Dates: 9/1/2025 - 9/30/2025

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	LYRK03542440	Daily Press-Request for Bid Publicatio		01-0-0-17000	C0002 OUTSIDE SVCS	1,141.58
DFT0014545	9/11/2025	FBC-JENNIFER	First Bank Card			726.54
	OEO224019A70807	Paint for Phelan CC/Units A&B		22-2-2-54620		726.54
DFT0014546	9/11/2025	NAPA	NAPA Auto Parts			821.92
	658208	INV #658208 - Generator 106 Battery,		01-1-8-54710		821.92
DFT0014547	9/11/2025	VER AIR	Verizon Wireless			1,961.99
	4124639	IPad Purchase for Field		01-1-1-54530		1,961.99
DFT0014548	9/12/2025	CALPERS 457	California Public Employees' Deferred Compensation Plan			310.00
	INV0006156	Cal PERS 457/ Employer Plan: 450 71		01-1-0-24560		308.54
	INV0006156	Cal PERS 457/ Employer Plan: 450 71		22-2-0-24560		1.46
DFT0014549	9/12/2025	CALPERS	Calif Public Employees' Retirement System			4,252.11
	INV0006157	CalPERS/Employee Portion(EE)		01-1-0-24530		3,481.35
	INV0006157	CalPERS/Employee Portion(EE)		01-7-0-24530		202.70
	INV0006157	CalPERS/Employee Portion(EE)		22-2-0-24530		564.52
	INV0006157	CalPERS/Employee Portion(EE)		25-5-0-24530		3.54
DFT0014550	9/12/2025	CALPERS	Calif Public Employees' Retirement System			2,913.15
	INV0006158	CalPERS/Employee Portion(ER)		01-1-0-24530		2,181.24
	INV0006158	CalPERS/Employee Portion(ER)		01-7-0-24530		583.62
	INV0006158	CalPERS/Employee Portion(ER)		22-2-0-24530		101.09
	INV0006158	CalPERS/Employee Portion(ER)		25-5-0-24530		47.20
DFT0014551	9/12/2025	CALPERS	Calif Public Employees' Retirement System			9,128.03
	INV0006159	CalPERS/Employer Portion		01-1-0-24530		7,032.42
	INV0006159	CalPERS/Employer Portion		01-7-0-24530		1,264.19
	INV0006159	CalPERS/Employer Portion		22-2-0-24530		748.38
	INV0006159	CalPERS/Employer Portion		25-5-0-24530		83.04
DFT0014552	9/12/2025	CALPERS	Calif Public Employees' Retirement System			22.32
	INV0006160	CalPERS Retirement/ Survivor Benefit		01-1-0-24530		18.17
	INV0006160	CalPERS Retirement/ Survivor Benefit		01-7-0-24530		1.82
	INV0006160	CalPERS Retirement/ Survivor Benefit		22-2-0-24530		2.26
	INV0006160	CalPERS Retirement/ Survivor Benefit		25-5-0-24530		0.07
DFT0014553	9/12/2025	CALPERS 457	California Public Employees' Deferred Compensation Plan			42.09
	INV0006161	457 Loan Payback		01-1-0-24560		41.06
	INV0006161	457 Loan Payback		22-2-0-24560		1.03
DFT0014554	9/12/2025	CALSTA	California State Disbursement Unit			773.53
	INV0006162	Remittance ID: 200000001121596		01-1-0-24520		773.53
DFT0014555	9/12/2025	EDD	Employment Development Department			1,215.72
	INV0006163	State Disability Ins - Payroll Taxes		01-0-0-24510		1,215.72
DFT0014556	9/12/2025	IRS	Internal Revenue Service			202.12
	INV0006164	Social Security - Payroll Taxes		01-0-0-24510		202.12
DFT0014557	9/12/2025	EDD	Employment Development Department			0.74
	INV0006165	State Employer Training Tax - Payroll T		01-0-0-24510		0.74
DFT0014558	9/12/2025	EDD	Employment Development Department			19.31
	INV0006166	State Unemployment Ins - Payroll Tax		01-0-0-24510		19.31
DFT0014559	9/12/2025	EDD	Employment Development Department			4,841.66
	INV0006167	CA State Income Tax - Payroll Taxes		01-0-0-24510		4,841.66
DFT0014560	9/12/2025	IRS	Internal Revenue Service			3,094.15
	INV0006168	Medicare - Payroll Taxes		01-0-0-24510		3,094.15

Cash Disbursements Report

Payment Dates: 9/1/2025 - 9/30/2025

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
DFT0014561	9/12/2025 INV0006169	IRS Federal Income Tax - Payroll Taxes	Internal Revenue Service	01-0-0-24510		13,004.30 13,004.30
DFT0014562	9/25/2025 19RK-93KL-67DQ	AMAZON Trash Bags for Parks	Amazon Capital Services, Inc.	22-2-2-54620		88.42 88.42
DFT0014563	9/25/2025 1PDG-JKX9-6T4P	AMAZON Ice Machine Cleaning Supplies	Amazon Capital Services, Inc.	01-0-1-54530		54.06 54.06
DFT0014564	9/25/2025 083125 083125	LOWES INV #988824 - Pallet of Concrete INV #991491 - Leaf Blower Battery - S	Lowe's Credit	01-1-2-54620 01-1-2-54650		413.18 317.43 95.75
DFT0014565	9/22/2025 0202509926581	ANTBLU Health Insurance Premium - Oct.	Anthem Blue Cross	01-0-0-14130		22,464.80 22,464.80
DFT0014566	9/22/2025 2517888A	AME FID Flex Spending 9/1	American Fidelity Assurance Company	01-0-0-24580		20.83 20.83
DFT0014567	9/27/2025 861892627727	KAI PER Health Insurance Premium - Oct.	Kaiser Permanente	01-0-0-14130		18,184.23 18,184.23
DFT0014568	9/25/2025 1Y3R-MFWX-J4TF	AMAZON Paper Bowls & Stapler for Office	Amazon Capital Services, Inc.	01-0-1-54530		39.86 39.86
DFT0014569	9/25/2025 14N9-CTT1-G31Q	AMAZON Motor Starter Control for 3A Booster	Amazon Capital Services, Inc.	01-1-3-54620		300.97 300.97
DFT0014570	9/25/2025 1RYT-476M-19DL	AMAZON Insulated Potting Compound for Well	Amazon Capital Services, Inc.	01-1-3-54620		137.90 137.90
DFT0014571	9/26/2025 100125 100125 100125	STAINS LTD/Life/AD&D - Oct. LTD/Life/AD&D - Oct. LTD/Life/AD&D - Oct.	Standard Insurance Company	01-0-1-51230 01-7-7-51230 22-2-2-51230		1,037.07 804.51 108.58 123.98
DFT0014572	9/18/2025 100125	VSP Vision Insurance Premium - Oct.	Vision Service Plan	01-0-0-14130		507.64 507.64
DFT0014573	9/25/2025 1P3Y-34VR-9HDC	AMAZON Magnetic Sweeper	Amazon Capital Services, Inc.	01-0-1-54500		150.84 150.84
DFT0014574	9/25/2025 090825	SCE 1078-5254 Electricity - CC & Sr. Ctr. 8/8-9/8	Southern California Edison	22-0-2-58110		738.76 738.76
DFT0014575	9/25/2025 5291107707 5291107707	CINFIR First Aid Supplies - CSD First Aid Supplies - CSD	Cintas	01-0-1-54500 22-0-1-54500		239.47 234.68 4.79
DFT0014576	9/25/2025 D890715	AME SUP Supplemental Life Insurance - Sept.	American Fidelity Assurance	01-0-0-24580		733.28 733.28
DFT0014577	9/25/2025 14YW-WKK4-DG7G 14YW-WKK4-DG7G	AMAZON Screen Protector for DB Screen Protectors for LM	Amazon Capital Services, Inc.	01-0-1-54530 01-1-1-54530		12.78 6.39 6.39
DFT0014578	9/25/2025 14C4-VKLD-6WVG	AMAZON Magnet Sweeper for Parks	Amazon Capital Services, Inc.	22-2-2-54620		71.01 71.01
DFT0014579	9/25/2025 17W9-4VXN-HX97	AMAZON Adapter Fittings for Shop Equip. Air S	Amazon Capital Services, Inc.	01-1-2-54500		31.66 31.66
DFT0014580	9/23/2025 092325	SUP PRESS Cash Bags and Deposit Slips	Superior Printing Inc.	01-0-1-54530		90.25 90.25

Cash Disbursements Report

Payment Dates: 9/1/2025 - 9/30/2025

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
DFT0014581	9/25/2025 16JJ-RHHP-DN9H	AMAZON Airline Fittings & Air Seperator for Sh	Amazon Capital Services, Inc.	01-1-2-54620		709.79 709.79
DFT0014582	9/25/2025 5291107711	CINFIR First Aid Supplies - Shop	Cintas	01-1-1-54500		281.85 281.85
DFT0014583	9/18/2025 092425	PIT RES Postage Machine Refill	Pitney Bowes Bank Inc. Reserve Account	01-0-1-54860		500.00 500.00
DFT0014584	9/18/2025 40929218	XEROX Xerox Lease - Sept.	Xerox Corporation	01-0-1-54300		922.29 922.29
DFT0014585	9/26/2025 INV0006170 INV0006170	CALPERS 457 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		310.00 308.50 1.50
DFT0014586	9/26/2025 INV0006171 INV0006171 INV0006171 INV0006171	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		4,362.79 3,434.44 242.91 680.89 4.55
DFT0014587	9/26/2025 INV0006172 INV0006172 INV0006172 INV0006172	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		2,898.10 2,173.24 583.62 96.45 44.79
DFT0014588	9/26/2025 INV0006173 INV0006173 INV0006173 INV0006173	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		9,218.16 6,958.84 1,319.20 860.08 80.04
DFT0014589	9/26/2025 INV0006174 INV0006174 INV0006174 INV0006174	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		22.32 17.68 2.03 2.54 0.07
DFT0014590	9/26/2025 INV0006176 INV0006176	CALPERS 457 457 Loan Payback 457 Loan Payback	California Public Employees' Deferred Compensation Plan	01-1-0-24560 22-2-0-24560		42.09 41.04 1.05
DFT0014591	9/26/2025 INV0006177	CALSTA Remittance ID: 200000001121596	California State Disbursement Unit	01-1-0-24520		773.53 773.53
DFT0014592	9/26/2025 INV0006178	EDD State Disability Ins - Payroll Taxes	Employment Development Department	01-0-0-24510		1,246.45 1,246.45
DFT0014593	9/26/2025 INV0006179	IRS Social Security - Payroll Taxes	Internal Revenue Service	01-0-0-24510		59.52 59.52
DFT0014594	9/26/2025 INV0006180	EDD State Employer Training Tax - Payroll T	Employment Development Department	01-0-0-24510		2.03 2.03
DFT0014595	9/26/2025 INV0006181	EDD State Unemployment Ins - Payroll Tax	Employment Development Department	01-0-0-24510		52.74 52.74
DFT0014596	9/26/2025 INV0006182	EDD CA State Income Tax - Payroll Taxes	Employment Development Department	01-0-0-24510		4,475.94 4,475.94
DFT0014597	9/26/2025 INV0006183	IRS Medicare - Payroll Taxes	Internal Revenue Service	01-0-0-24510		3,140.87 3,140.87

Cash Disbursements Report

Payment Dates: 9/1/2025 - 9/30/2025

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
DFT0014598	9/26/2025 INV0006184	IRS Federal Income Tax - Payroll Taxes	Internal Revenue Service	01-0-0-24510		12,471.66 12,471.66
DFT0014599	9/25/2025 2517889A	AME FID Flex Spending 9/15	American Fidelity Assurance Company	01-0-0-24580		20.83 20.83
Payment Total:						1,149,003.21

Report Summary

Fund Summary

Fund	Payment Amount
01 - WATER FUND	1,123,425.65
22 - PARKS & RECREATION	22,659.26
23 - STREET LIGHTING	1,699.82
25 - SOLID WASTE	1,218.48
Grand Total:	1,149,003.21

Account Summary

Account Number	Account Name	Payment Amount
01-0-0-14130	Prepaid Benefit	44,288.67
01-0-0-17000	CIP Enterprise Funds	687,960.33
01-0-0-24510	Payroll Tax Payable	43,827.21
01-0-0-24580	Supplemental Ins W/H P	774.94
01-0-1-51230	Employee Group Insuran	1,068.51
01-0-1-52219	Board - Auto Expense/P	85.40
01-0-1-52229	Board - Meals,Travel Exp	794.22
01-0-1-52232	Board - Education,Traini	34.00
01-0-1-52239	Board - Education,Traini	34.00
01-0-1-53110	Auditing & Accounting F	350.00
01-0-1-53120	Legal Services	7,845.50
01-0-1-53150	Outside Service	3,087.45
01-0-1-53170	Software Support	8,205.54
01-0-1-54200	Credit Card Fee & Bank	674.50
01-0-1-54260	Education & Training	3,800.04
01-0-1-54290	Employment Expense	117.00
01-0-1-54300	Equipment Rental / Leas	922.29
01-0-1-54320	General Maintenance	380.00
01-0-1-54440	Meeting, Seminar & Sup	208.67
01-0-1-54470	Travel Expense	569.37
01-0-1-54500	Operating Supplies	803.05
01-0-1-54530	Office Supplies	1,994.99
01-0-1-54620	Repair & Maintenance	1,548.97
01-0-1-54860	Postage & Mailing	508.08
01-0-1-58010	Telephone	1,018.06
01-0-1-58110	Utilities	4,932.34
01-0-1-59310	Other Operating Expens	3,775.92
01-0-2-58110	Utilities	446.87
01-1-0-13010	Inventory - Water Field P	17,391.44
01-1-0-16640	Equipment - Operation	12,145.00
01-1-0-24520	Garnishment Payable	1,797.06
01-1-0-24530	Retirement W/H Payable	25,297.38
01-1-0-24560	Retirement 457 W/H Pay	699.14
01-1-1-53150	Outside Service	397.65
01-1-1-53170	Software Support	71.97
01-1-1-54260	Education & Training	343.25
01-1-1-54320	General Maintenance	225.00
01-1-1-54470	Travel Expense	738.29
01-1-1-54500	Operating Supplies	521.99
01-1-1-54530	Office Supplies	1,993.00
01-1-1-54680	Uniforms	498.63
01-1-1-54830	State & County Fees & S	18.00
01-1-1-58010	Telephone	1,234.32
01-1-1-58110	Utilities	255.00
01-1-2-53150	Outside Service	180.00
01-1-2-53170	Software Support	0.99
01-1-2-54500	Operating Supplies	1,120.79
01-1-2-54620	Repair & Maintenance	27,634.29
01-1-2-54650	Small Tools	326.50

Account Summary

Account Number	Account Name	Payment Amount
01-1-2-54680	Uniforms	215.27
01-1-3-54500	Operating Supplies	4,881.53
01-1-3-54620	Repair & Maintenance	2,728.56
01-1-3-58110	Utilities	173,114.06
01-1-3-58115	Utilities - Solar Credits	-32,598.27
01-1-4-53140	Laboratory Analysis	5,866.50
01-1-4-54500	Operating Supplies	338.37
01-1-5-54620	Repair & Maintenance	590.38
01-1-6-53170	Software Support	385.00
01-1-6-54860	Postage & Mailing	6,891.66
01-1-6-54890	Printing	2,063.79
01-1-8-54410	Fuel Costs	8,365.05
01-1-8-54710	Vehicle Maintenance	3,835.22
01-1-9-54800	Programs (Wtr Conserva	745.00
01-1-9-54860	Postage & Mailing	55.95
01-1-9-54890	Printing	399.21
01-7-0-24530	Retirement W/H Payable	4,200.09
01-7-7-51230	Employee Group Insuran	108.58
01-7-7-53150	Outside Service	25,937.50
01-7-7-53170	Software Support	1,107.98
01-7-7-54260	Education & Training	199.00
01-7-7-54440	Meeting, Seminar & Sup	30.00
01-7-7-54470	Travel Expense	1,019.61
22-0-1-54320	General Maintenance	30.00
22-0-1-54500	Operating Supplies	9.19
22-0-1-58010	Telephone	108.00
22-0-2-58110	Utilities	2,563.27
22-2-0-17000	CIP - Parks & Rec	9,347.00
22-2-0-24530	Retirement W/H Payable	3,056.21
22-2-0-24560	Retirement 457 W/H Pay	5.04
22-2-1-53150	Outside Service	2,500.00
22-2-1-54680	Uniforms	34.13
22-2-2-51230	Employee Group Insuran	123.98
22-2-2-53150	Outside Service	1,199.90
22-2-2-54500	Operating Supplies	837.86
22-2-2-54620	Repair & Maintenance	2,774.98
22-2-2-54800	Programs (Park & Rec)	41.92
22-2-2-58110	Utilities	27.78
23-0-2-58210	Utilities - Street Lights	18.42
23-3-2-58210	Utilities - Street Lights	1,681.40
25-5-0-24530	Retirement W/H Payable	263.30
25-5-1-54800	Programs (Solid Waste)	500.00
25-5-1-54860	Postage & Mailing	55.96
25-5-1-54890	Printing	399.22
Grand Total:		1,149,003.21

Project Account Summary

Project Account Key	Payment Amount
None	451,695.88
C0002 OUTSIDE SVCS	49,698.98
C0111 OUTSIDE SVCS	9,347.00
C0115 OUTSIDE SVCS	329,226.35
C0119 OUTSIDE SVCS	309,035.00
Grand Total:	1,149,003.21

**Summary of Director's Expenses for FY 25/26
As of 9/30/2025**

	Education / Training	Hotel / Meals & Travel	Auto Exp / Mileage Reimb	Total
Hays, Charles				\$ -
Kujawa, Rebecca	\$ 34.00		\$ 80.22	\$ 114.22
Mills, Jeanna				\$ -
Philips, Deborah	\$ 924.00	\$ 2,494.67	\$ 245.00	\$ 3,663.67
Snyder, Greg				\$ -
Total Director's Expenses *				\$ 3,777.89
Budget for 2025/2026				\$ 15,900.00

Stipends paid per month (Director's Fees)

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	Total \$ Amount
Hays, Charles	1	0	3										4	\$ 570.00
Kujawa, Rebecca	4	3	5										12	\$ 1,560.00
Mills, Jeanna	2	2											4	\$ 480.00
Philips, Deborah	3	9	5										17	\$ 2,190.00
Snyder, Greg	2	2	3										7	\$ 930.00
Total Director's Stipends *													\$ 5,730.00	
Budget for 2025/2026													\$ 36,000.00	

Notes:

Education / Training: Conference Registrations, CSDA Trainings, ASBCSD monthly meetings

Hotel / Meals & Travel: Hotel, Food, Airfare, Parking, Taxi, Rental Car, Fuel (rental car)

Auto Exp / Mileage Reimb: Mileage Reimbursements (travel to meetings, conferences, trainings)

Agenda Item 4

Matters Removed from
Consent Items

Agenda Item 5

Presentations/Appointments

Agenda Item 6a

Discussion & Possible Adoption of Resolution
No. 2025-10: Establishing a Policy for
Technology Governance

MEMORANDUM

DATE: September 24, 2025

TO: Board of Directors

FROM: Don Bartz, General Manager
By: Jennifer Oakes, Parks Manager/Board Clerk

SUBJECT: Consideration and Possible Adoption of Resolution 2025-10; Establishing a Policy for Technology Governance

STAFF RECOMMENDATION

Staff recommends that the Board of Directors adopt Resolution No. 2025-10, approving Policy No. 6000 – Technology Governance Policy, which establishes a comprehensive framework for the secure, responsible, and effective use of the District's technology resources.

BACKGROUND

The District relies heavily on technology to provide essential services and support daily operations. As the complexity of digital systems, cybersecurity threats, and data governance responsibilities continues to increase, the need for a formal technology governance policy has become critical.

Policy No. 6000 – Technology Governance outlines standards, roles, responsibilities, and prohibited activities related to the use and management of District technology assets, including hardware, software, data, and third-party systems. The Policy is intended to:

- Strengthen cybersecurity and data protection protocols.
- Ensure compliance with applicable laws, regulations, and industry best practices.
- Establish expectations for responsible technology use by staff, contractors, and vendors.
- Support continuity of operations and disaster recovery planning.
- Promote transparency and accountability in system administration and procurement.

The Policy incorporates key governance elements such as:

- **Acceptable Use Guidelines:** Clarifies prohibited behaviors such as credential sharing, use of unauthorized devices, and circumvention of security controls.
- **Cybersecurity Standards:** Establishes baseline security requirements including encryption, antivirus protection, and patch management.
- **Data Stewardship:** Defines roles in data governance and access management.
- **Third-Party Oversight:** Requires formal agreements and breach reporting protocols for vendors accessing District data.

- Continuity Planning: Integrates technology continuity and disaster recovery into emergency response protocols.
- Oversight and Accountability: Assigns the General Manager or designee as the responsible party for enforcement and review.

FISCAL IMPACT

None

ATTACHMENT

- Resolution 2025-11 – Approving Policy No. 6000
- Draft Policy No. 6000 – Technology Governance Policy

RESOLUTION NO. 2025-10

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PHELAN PINON HILLS
COMMUNITY SERVICES DISTRICT ESTABLISHING A POLICY FOR TECHNOLOGY
GOVERNANCE**

WHEREAS, the Phelan Piñon Hills Community Services District (“District”) recognizes the importance of secure, efficient, and transparent technology governance; and

WHEREAS, the District is committed to protecting its technology infrastructure, data assets, and digital services through clearly defined governance standards and cybersecurity practices; and

WHEREAS, The Board of Directors seeks to establish a comprehensive framework for the responsible acquisition, use, and oversight of District technology, including cybersecurity practices, data privacy, lifecycle planning, and employee access; and

WHEREAS, staff has developed Policy No. 6000 – Technology Governance (“Policy”) to establish guidelines for the acceptable use of technology resources, cybersecurity protocols, third-party access controls, and technology continuity planning; and

WHEREAS, the Board of Directors has reviewed the proposed policy and determined that its adoption is in the best interest of the District and its operations;

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

- 1. Policy Adoption.** The Board of Directors hereby adopts Policy No. 6000 – Technology Governance Policy, a copy of which is attached hereto as Exhibit “A” and incorporated herein by this reference.
- 2. Implementation.** The General Manager or designee is authorized and directed to implement the provisions of the Policy and ensure compliance by District personnel and contractors.
- 3. Severability.** If any provision of this Resolution or the Technology Governance Policy is held to be invalid or unenforceable, such provision shall be severed and the remaining provisions shall remain in full force and effect.
- 4. Effective Date.** This Resolution shall take effect immediately upon its adoption.
- 5. Reaffirmation.** Policy No. 6000 shall be reviewed and reaffirmed by the Board of Directors at least once every three (3) years, or more frequently as needed

based on significant changes in technology, cybersecurity risks, or District operations.

APPROVED, SIGNED, AND ADOPTED by the Board of Directors of the Phelan Piñon Hills Community Services District at a regular meeting held on the ____ day of ____, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

President, Board of Directors
Phelan Piñon Hills Community Services District

Attest:

Secretary/Clerk of the Board of Directors
Phelan Piñon Hills Community Services District

DRAFT - Policy 6000 “Technology Governance Policy”

Section 6000.01	Table of Contents
Section 6000.02	Purpose
Section 6000.03	Scope and Applicability
Section 6000.04	Definitions
Section 6000.05	Roles and Responsibilities
Section 6000.06	Technology Acquisition and Lifecycle
Section 6000.07	Acceptable Use of Technology Resources
Section 6000.08	Cybersecurity and Remote Access
Section 6000.09	Data Governance and Privacy
Section 6000.10	Business Continuity and Disaster Recovery
Section 6000.11	Employee Access, Onboarding, and Offboarding
Section 6000.12	Innovation and Emerging Technologies
Section 6000.13	Policy Review and Enforcement

Section 6000.02 Purpose

The purpose of this policy is to establish a comprehensive governance framework for the effective, secure, and responsible use of information technology systems within the Phelan Piñon Hills Community Services District (“District”). This policy supports innovation, operational efficiency, cybersecurity, and compliance with legal and ethical obligations.

Section 6000.03 Scope and Applicability

This policy applies to all technology systems, equipment, data, software, services, and digital tools owned, leased, operated, or accessed by the District, including systems managed by third-party vendors. It governs internal and external use, technology procurement and lifecycle, data protection, and the adoption of new or emerging technologies.

Section 6000.04 Definitions

6000.04.01 Acceptable Use – Authorized and appropriate use of District-owned or managed technology resources.

6000.04.02 Cloud Services – Internet-based services used for data storage, computing, or software applications.

6000.04.03 Cybersecurity – Measures taken to protect IT systems and data from unauthorized access, attack, or compromise.

6000.04.04 Information Technology (IT) – Systems and services used to store, process, transmit, or retrieve digital information.

6000.04.05 Legacy Systems – Older technology platforms or devices that may no longer meet current standards for performance or security.

6000.04.06 Personally Identifiable Information (PII) – Any information that can be used to distinguish or trace an individual's identity, either alone or when combined with other information that is linked or linkable to a specific individual. PII includes, but is not limited to, names, addresses, phone numbers, email addresses, social security numbers, driver's license numbers, financial account information, biometric data, and other identifiers that can be used to identify a person.

6000.04.07 Remote Access – Any off-site connection to District systems via VPN, secure portals, or cloud platforms

Section 6000.05 Roles and Responsibilities

6000.05.01 The General Manager shall oversee implementation of this policy and assign staff or consultants to manage IT strategy and infrastructure.

6000.05.02 Designated technology administrators shall:

- A. Evaluate, approve, and manage the purchase and deployment of hardware, software, and digital services. These activities must align with the District's operational needs, cybersecurity standards, and budgetary constraints. All acquisitions shall comply with District procurement policies and applicable legal and financial authorization.
- B. Maintain a current and accurate inventory of all District-owned or leased technology assets, including computers, mobile devices, network equipment, and software licenses. Documentation must include asset acquisition dates, assigned users or locations, maintenance records, and end-of-life status to support accountability and long-term planning.
- C. Monitor cybersecurity posture through regular vulnerability scans, software, patching schedules, and threat detection protocols.
- D. Implement secure system configurations and user access controls to follow current security best practices.

- E. Coordinate technical support, training, and documentation for end-users to ensure effective and secure use of District technology. Clear documentation shall be maintained to support user onboarding, troubleshooting, and system use.
- F. Ensure compliance with data privacy and retention requirements, including laws governing the protection of PII, public records, and electronic communications.
- G. Serve as a liaison with vendors and service providers, ensuring contract compliance and service quality.

6000.05.03 All District users shall:

- A. Utilize technology resources, including hardware, software, internet access, and communication systems, in a manner that is ethical, professional, and in compliance with applicable laws, District policies, and regulatory requirements. Technology shall not be used for any purpose that could harm the District's operations, reputation, or legal standing.
- B. Safeguard their usernames, passwords, and any authentication tools or methods issued to them. Access credentials shall not be shared or disclosed. Sensitive information, including personally identifiable information (PII), financial data, and internal records, must be handled with appropriate confidentiality and in accordance with data protection standards.
- C. Immediately report any suspected security breaches, unauthorized access, loss of data, or violations of this policy to the designated IT administrator or department manager. Prompt reporting helps ensure timely mitigation and supports the District's ability to respond effectively to cybersecurity incidents and operational threats.

Section 6000.06 Technology Acquisition and Lifecycle

6000.06.01 All technology acquisitions must align with District goals and be approved per purchasing policy and budget authorization. Technology purchases shall be planned annually and reviewed for strategic fit, operational values, and compatibility with existing systems.

6000.06.02 Evaluation criteria for new systems shall include cost, security, interoperability, scalability, support availability, user experience, training needs, and compliance with data protection and accessibility standards. Where applicable, sustainability and energy efficiency will also be considered.

6000.06.03 All IT assets shall be tracked through an inventory management system, from acquisition to decommissioning. Inventory records shall include asset type, serial number, assigned user or location, software licenses, warranty status, and lifecycle milestones.

6000.06.04 Decommissioned equipment shall be securely wiped, recycled, or disposed of per applicable regulations and industry best practices. Documentation of disposal procedures and certifications of destruction shall be maintained for audit purposes.

6000.06.05 Technology lifecycle planning shall ensure timely upgrades, maintenance, or replacement of outdated systems. Aging systems should be evaluated annually for performance, support status, and cybersecurity risks

Section 6000.07 Acceptable Use of Technology Resources

6000.07.01 District technology shall be used for official business purposes. Personal use shall be minimal, incidental, and must not interfere with job responsibilities, system integrity, or data security.

6000.07.02 Prohibited uses include, but are not limited to:

- A. Installing or using unauthorized software, hardware, or cloud services on District devices or networks. All technology resources must be reviewed and approved by designated technology administrators to ensure compliance with licensing requirements, cybersecurity protocols, and system compatibility. Unauthorized installations may expose the District to legal liability, data loss, or operational disruption.
- B. Sharing, disclosing, or misusing login credentials, passwords, or multi-factor authentication tokens. Users must not allow others to access their assigned accounts or authentication devices under any circumstances. Each user is personally responsible for maintaining the security of their login credentials to prevent unauthorized access and protect District systems and information.
- C. Attempting to bypass, disable, or otherwise circumvent system security settings, firewalls, access controls, or monitoring mechanisms. Any effort to override established security protocols is strictly prohibited and may compromise the confidentiality, integrity, and availability of District data and infrastructure.
- D. Accessing, creating, storing, or distributing obscene, discriminatory, harassing, or otherwise inappropriate material. This includes content that violates applicable laws, regulations, or District policies on harassment, equal opportunity, workplace conduct, and ethics. Use of District systems to engage in or promote such behavior is expressly forbidden.
- E. Using District-owned systems, equipment, or technology services for private commercial purposes, side businesses, or personal financial gain. All technology resources are intended for official District business only and may not be used to support unrelated business ventures or personal economic interests.
- F. Introducing malicious software or other security threats into the District's technology environment, whether intentionally or negligently. This includes, but is not limited to, the transmission or installation of malware, ransomware, spyware, or viruses, as well as any activity that could compromise the integrity of or functionality of District networks or systems.

6000.07.03 All technology use is subject to monitoring and may be audited for compliance. Users have no expectation of privacy when using District equipment or accounts. Activity logs, emails, and files may be subject to review under public record laws.

6000.07.04 Violations of this section may result in disciplinary action up to and including termination of access, referral to legal authorities, and disciplinary proceedings under applicable District policies.

Section 6000.08 Cybersecurity and Remote Access

6000.08.01 All systems shall adhere to District-approved cybersecurity standards designed to protect the confidentiality, integrity, and availability of District data and technology resources. These standards shall include, but not be limited to, the following minimum requirements:

- A. Use of complex passwords that meet established security criteria and are changed on a regular basis.
- B. Implementation of multi-factor authentication for all remote access and administrative-level system access, where available.
- C. Deployment of antivirus and anti-malware software on all endpoint devices, where available.
- D. Encryption of sensitive data both at rest and in transit. All confidential or regulated information, including PII, must be protected using strong encryption protocols to prevent unauthorized disclosure or tampering during storage or transmission.
- E. Regular and timely installation of security patches, software updates, and firmware upgrades on all applicable systems.

6000.08.02 Cybersecurity awareness training shall be required annually for all users. Specialized training may be required for certain systems or users.

6000.08.03 Remote access to District systems shall:

- A. Require authorization by the General Manager or designee.
- B. Be provided only through secure VPN, VID, or managed cloud access.
- C. Be monitored for unusual activity or unauthorized attempts.
- D. Be promptly disabled when an employee's role changes or terminates.

6000.08.04 Technology administrators or contractors shall maintain incident response procedures and report breaches, intrusions, or suspicious activity to executive management within twenty-four (24) hours of detection.

Section 6000.09 Data Governance and Privacy

6000.09.01 All data generated, collected, or stored by District systems is considered a public asset and shall be managed in accordance with District records retention schedules, confidentiality obligations, and transparency requirements.

6000.09.02 PII, financial records, personnel information, and other confidential data shall be subject to enhanced protection, including encryption, access logging, and role-based access control. Collection of such data shall be limited to what is necessary for the function it supports.

6000.09.03 Data owners shall be designated for each critical system or dataset and shall be responsible for ensuring data accuracy, integrity, and compliance with applicable legal and regulatory requirements.

6000.09.04 Third-party vendors and contractors who access, store, transmit, or process District data in the course of providing services must comply with the following requirements to ensure the security and integrity of District information assets:

- A. Enter into formal data-sharing or confidentiality agreements prior to being granted access to any District systems or data. These agreements shall clearly define the vendor's responsibilities for protecting District information, outline permissible uses of the data, and include terms requiring the return or secure disposal of data upon contract termination or project completion.
- B. Adhere to all applicable local, state, and federal data protection and breach notification laws. Vendors must also comply with any District specific standards or contractual obligations related to data protection.
- C. Notify the District of any actual or suspected data breach, security incident, or unauthorized disclosure of District data within seventy-two (72) hours of discovery. Notification must include a description of the nature and scope of the incident, the types of data affected, any actions taken to remediate the issue, and any recommended steps the District should take in response.

6000.09.05 Periodic audits shall be conducted to assess compliance with this section and identify opportunities to improve data stewardship.

Section 6000.10 Business Continuity and Disaster Recovery

6000.10.01 The District's Emergency Operations Plan outlines and guides the District's overall response to incidents and disasters. The District's technology continuity and disaster recovery efforts shall align with and support this broader emergency response framework. Accordingly, the District shall maintain a documented IT continuity and disaster recovery plan to ensure the timely restoration of technology systems following cyberattacks, natural disasters, power failures, or other disruptive events.

6000.10.02 Employees shall be trained on their roles during technology disruptions and know how to escalate issues to IT personnel or the appropriate department manager.

Section 6000.11 Employee Access, Onboarding, and Offboarding

6000.11.01 New employees shall be granted technology access only after:

- A. Completion of the hiring process and review of job duties.
- B. Completion of cybersecurity and acceptable use training.
- C. Receipt of documented supervisor approval.

6000.11.02 Technology access shall be role-based, limited to the minimum necessary privileges. Access to sensitive systems, such as financial, personnel, or infrastructure systems shall be granted only upon necessity for the role of the employee.

6000.11.03 Upon separation from the District, employee access to all systems shall be deactivated immediately or on the last day of employment. Recovered devices shall be:

- A. Reviewed for data extraction and archiving, if necessary.
- B. Securely wiped prior to reissue or disposal.

6000.11.04 Access logs and audit trails shall be reviewed periodically to ensure compliance with onboarding/offboarding protocols.

6000.11.05 Employees may be temporarily suspended from technology systems if misuse or unauthorized access is suspected, pending investigation.

Section 6000.12 Innovation and Emerging Technologies

6000.12.01 The District encourages the exploration and responsible adoption of technologies that enhance service delivery, operational efficiency, and community engagement.

6000.12.02 Technologies such as artificial intelligence, smart infrastructure, or automation shall be governed by this policy and any applicable sub-policies within.

Section 6000.13 Policy Review and Enforcement

6000.13.01 This policy shall be reviewed at least once every three (3) years and updated as needed to reflect changes in technology or District operations.

6000.13.02 Violations of this policy may result in access restrictions, disciplinary action, or legal consequences, as appropriate and within District policy.

6000.13.03 The District's General Manager shall administer this policy and may adopt administrative procedures necessary for its implementation, including delegation of responsibilities and ongoing monitoring efforts.

6000.13.04 This policy shall take effect upon adoption by the Board of Directors and supersede any conflicting provisions in other District policies.

Agenda Item 6b

Discussion & Possible Adoption of Resolution
No. 2025-11: Establishing a Policy for Artificial
Intelligence Governance

MEMORANDUM

DATE: October 22, 2025

TO: Board of Directors

FROM: Don Bartz, General Manager
By: Jennifer Oakes, Parks Manager/Board Clerk

SUBJECT: Consideration and Possible Adoption of Resolution 2025-11; Establishing a Policy for Artificial Intelligence

STAFF RECOMMENDATION

Staff recommends that the Board of Directors adopt Resolution 2025-11, approving Policy No. 6001 – Artificial Intelligence (AI) Governance Policy. This policy was developed at the direction of the Board to establish a framework for the responsible use, oversight, and evaluation of AI tools used by the District.

BACKGROUND

At the Board's request, staff has prepared Policy No. 6001 – A.I. Governance ("Policy") to guide the District's approach to evaluating and using artificial intelligence tools. As the use of AI becomes more prevalent in public agencies, the Board identified a need to establish clear principles and procedures to ensure that any future A.I. implementation align with the District's mission, values, and regulatory responsibilities.

The Policy defines acceptable use of AI technologies, establishes ethical standards, and outlines a classification system to assess AI-related risk. It also assigns responsibilities for oversight, includes transparency and accountability measures, and provides for periodic Policy review and reporting to the Board.

FISCAL IMPACT

None

ATTACHMENT

- Resolution No. 2025-11
- Draft Policy No. 6001 – AI Governance Policy

RESOLUTION NO. 2025-11
RESOLUTION OF THE BOARD OF DIRECTORS OF
THE PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT
ESTABLISHING A POLICY FOR ARTIFICIAL INTELLIGENCE GOVERNANCE

WHEREAS, the Phelan Piñon Hills Community Services District (“District”) is committed to the responsible and ethical use of artificial intelligence (“AI”) technologies in the delivery of services and administration of operations; and

WHEREAS, the Board of Directors of the District recognizes the increasing role of AI in public sector applications and the importance of ensuring that such technologies are used transparently, fairly, and in alignment with the District’s mission and values; and

WHEREAS, District staff has developed a new policy, identified as Policy No. 6001 – Artificial Intelligence Governance Policy (“Policy”), which establishes standards and procedures for the evaluation, implementation, and oversight of AI systems used by the District; and

WHEREAS, the Policy defines acceptable use, outlines principles for ethical AI deployment, addresses accountability and transparency, and sets forth a monitoring and review process to ensure continued compliance with District objectives and applicable law; and

WHEREAS, the Board of Directors has reviewed the proposed Policy and finds it to be in the best interest of the District and its constituents;

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

- 1. Policy Adoption.** The Board of Directors hereby adopts Policy No. 6001 – A.I. Governance, a copy of which is attached hereto as Exhibit “A” and incorporated herein by this reference.
- 2. Implementation.** The General Manager or designee is authorized and directed to implement the provisions of the Policy and ensure staff compliance with its requirements.
- 3. Severability.** If any provision of this Resolution or the A.I. Governance Policy is

held to be invalid or unenforceable, such provision shall be severed and the remaining provisions shall remain in full force and effect.

- 4. Effective Date.** This Resolution shall take effect immediately upon its adoption.
- 5. Reaffirmation.** Policy No. 6001 shall be reviewed and reaffirmed by the Board of Directors at least once every three (3) years, or more frequently as needed based on significant changes in applicable laws, technologies, or District use of A.I.

APPROVED, SIGNED, AND ADOPTED by the Board of Directors of the Phelan Piñon Hills Community Services District at a regular meeting held on the ___ day of ___, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

President, Board of Directors
Phelan Piñon Hills Community Services District

Attest:

Secretary/Clerk of the Board of Directors
Phelan Piñon Hills Community Services District

DRAFT - POLICY NO. 6001 “Artificial Intelligence Governance Policy”

6001.01	Table of Contents
6001.02	Purpose
6001.03	Definitions
6001.04	Applicability
6001.05	Objectives and Principles
6001.06	Governance and Oversight
6001.07	Risk Classification and Controls
6001.08	Transparency and Ethics
6001.09	Equity and Accessibility
6001.10	Procurement and Contracting
6001.11	Data Governance and Security
6001.12	Monitoring and Review
6001.13	General Manager’s Authority
6001.14	Miscellaneous

Section 6001.02 Purpose

The purpose of this policy is to guide the responsible acquisition, development, and use of Artificial Intelligence (AI) technologies by the Phelan Piñon Hills Community Services District (“District”). This policy ensures the District meets legal, ethical, operational, and public transparency expectations while supporting innovation and efficiency in District operations.

Section 6001.03 Definitions

6001.03.01 A.I. System – An application or tool that employs A.I. technology to process data, generate outputs, or influence decisions

6001.03.02 Artificial Intelligence (AI) – Any system or software capable of performing tasks that would normally require human intelligence, including, but not limited to, natural language processing, machine learning, image recognition, and automated decision making.

6001.03.03 Data Governance – The framework for managing data assets to ensure integrity, privacy, and security.

6001.03.04 High-Risk A.I. – A.I. systems that may significantly impact individual rights, District operations, critical infrastructure, or legal compliance.

6001.03.05 Low-Risk A.I. – A.I. systems with minimal impact, used for general productivity, summarization, or information retrieval purposes.

6001.03.06 Medium-Risk A.I. – A.I. systems used to support decisions or automate processes that are not safety-critical but may affect service delivery or employee responsibilities.

6001.03.07 Personally Identifiable Information (PII) – Any information that can be used to distinguish or trace an individual's identity, either alone or when combined with other information that is linked or linkable to a specific individual. PII includes, but is not limited to, names, addresses, phone numbers, email addresses, social security numbers, driver's license numbers, financial account information, biometric data, and other identifiers that can be used to identify a person.

6001.03.08 Responsible A.I. – The use of A.I. in a manner that is ethical, lawful, transparent, inclusive, and aligned with the public interest.

Section 6001.04 Applicability

This policy applies to all A.I. systems acquired, developed, or deployed by the District or by third parties on its behalf. It governs internal tools, third-party software, and any automated processes that leverage A.I. capabilities.

Section 6001.05 Objectives and Principles

The District is committed to:

- A. Ensuring responsible, transparent, and fair use of A.I.
- B. Protecting privacy and civil liberties.
- C. Avoiding bias and discrimination.
- D. Complying with applicable laws and ethical principles.
- E. Ensuring public trust through transparency and accountability.
- F. Promoting operational efficiency and informed decision making.

Section 6001.06 Governance and Oversight

6001.06.01 The General Manager shall oversee implementation of this policy and designate a staff member or team to review A.I. materials or proposals.

6001.06.02 The designated team shall:

- A. Classify risk levels of proposed A.I. Systems.
- B. Review vendor compliance with ethical and technical standards.
- C. Consult legal counsel on contracts involving A.I. where appropriate.

D. Coordinate with departments for training and implementation.

Section 6001.07 Risk Classification and Controls

6001.07.01 A risk-based approach shall be used to classify all A.I. systems into one of the following categories:

A. High-Risk A.I. Systems - A.I. systems that directly affect safety, regulatory compliance, legal obligations, or the rights of individuals.

Examples Include:

1. Automated water quality monitoring and reporting tied to regulatory thresholds.
2. Predictive maintenance models for critical infrastructure (e.g., wells, tanks, emergency generators).
3. Systems that assist in or make employment-related decisions (e.g. candidate screening).
4. Chatbots or automated systems that provide official public information (e.g., about rates, compliance, or emergencies).
5. Surveillance or video analytics tied to enforcement or legal review.
6. Any tool that processes or stores sensitive personally identifiable information.

B. Medium-Risk A.I. Systems - A.I. Systems that support internal decision making or enhance operations, but without direct regulatory or safety implications.

Examples Include:

1. Natural language summarization tools for staff use (e.g., summarizing board packets or grant guidelines).
2. Predictive analytics for budget forecasting or resource allocation.
3. Tools that help prioritize maintenance schedules or customer service ticketing.
4. Internal staff productivity assistants (e.g., scheduling bots or workflow optimizers)

C. Low-Risk A.I. Systems - Tools used for general productivity or convenience, with minimal impact if errors occur.

Examples Include:

1. Grammar and writing assistance (e.g., Grammarly or Copilot for emails or memos).
2. Image generation for use in newsletters or event promotions.
3. Voice to text transcription tools for meetings.
4. Internal knowledge search tools that help retrieve policy documents or FAQs.

6001.07.02 Controls shall be commensurate with the risk:

- A. High Risk: Subject to formal review, documentation, and Board notification.
- B. Medium Risk: Staff-level review and implementation with oversight.

C. Low Risk: General Manager may approve without formal review.

Section 6001.08 Transparency and Ethics

6001.08.01 The District shall disclose the use of AI systems to the public when used in decision-making, content generation, or customer-facing functions.

6001.08.02 All AI use must align with core ethical principles, which include:

- A. *Accountability*: Clear responsibility for decisions or actions influenced by AI must be assigned to a human supervisor or department. AI systems may assist with decision-making but shall not replace the need for human oversight where policy, legal, or ethical judgment is required.
- B. *Fairness*: AI systems must be developed, procured, and used in ways that minimize bias and avoid disparate impacts on individuals or groups. Any decision-support tool must be tested for fairness and equity prior to deployment.
- C. *Non-discrimination*: The District shall take proactive steps to ensure AI systems do not reinforce or exacerbate existing inequities. Systems shall not rely on variables that are proxies for protected class status unless legally justified and reviewed by legal counsel.
- D. *Privacy*: The use of AI must respect individual privacy rights. Only data necessary to fulfill the intended function of the AI system may be collected, and all data must be handled in accordance with District data governance standards and applicable law.
- E. *Transparency*: The District shall favor systems that provide transparency in algorithmic logic and enable explanation or interpretation of automated decisions, especially in High-Risk and Medium-Risk categories.

6001.08.03 Automated decision-making must include an option for human review whenever feasible.

Section 6001.09 Equity and Accessibility

6001.09.01 The District shall evaluate AI systems for potential disparate impacts on protected classes and underserved groups.

6001.09.02 The District shall ensure accessibility for people with disabilities, including in digital interfaces enhanced by AI.

Section 6001.10 Procurement and Contracting

6001.10.01 Any contract involving AI must:

- A. Include clear terms on data ownership, usage rights, and licensing.
- B. Define responsibilities for compliance with privacy, security, and ethical standards.
- C. Require transparency in algorithmic design or logic, to the extent possible and consistent with intellectual property protections.

- D. Include service-level expectations, including support, uptime, error correction, and performance benchmarks.
- E. Ensure vendor obligations for ongoing updates, security patches, and user training.
- F. Require that vendors comply with all applicable laws, including state and federal regulations related to data protection and non-discrimination.

6001.10.02 Procurement of High-Risk AI tools require Board approval. Such procurement shall be accompanied by a written risk assessment, documented evaluation of alternatives, and justification for the selected tool, including how it aligns with District values and public service obligations.

6001.10.03 All AI-related procurements shall include a review by the General Manager or designee to ensure consistency with this policy and the District's broader technology standards.

Section 6001.11 Data Governance and Security

6001.11.01 All AI systems must comply with the District's established data security protocols and cybersecurity policies, including encryption, access controls, audit logs, and secure authentication practices.

6001.11.02 Personally identifiable information (PII) shall only be used in AI systems when strictly necessary. Any PII collected or processed shall be subject to data minimization, meaning that only the minimum amount of data required to achieve the intended purpose shall be used, and retention shall follow the District's records management schedule.

6001.11.03 Vendors must implement, maintain, and disclose technical and organizational measures to protect the confidentiality, integrity, and availability of District data. These measures shall include:

- A. Data encryption at rest and in transit.
- B. Security incident response procedures.
- C. Regular vulnerability assessments and penetration testing.
- D. Limitations on subcontractor access to District data.

6001.11.04 AI systems handling sensitive or regulated data must undergo a data protection review before deployment, including documentation of data flows, risk mitigation strategies, and approval by the General Manager or designee.

6001.11.05 The District shall maintain internal documentation of all AI systems, including data sources, model logic (where available), security practices, and responsible parties. This documentation shall be reviewed annually to ensure accuracy and accountability.

Section 6001.12 Monitoring and Review

6001.12.01 The District shall regularly review its deployed AI systems to ensure their continued accuracy, relevance, and fairness. Reviews shall assess whether each system remains aligned with its intended purpose, operates within acceptable risk parameters, and reflects current legal, ethical, and organizational standards.

6001.12.02 AI systems classified as High-Risk or Medium-Risk shall undergo a formal performance review at least once annually. These reviews shall evaluate system outputs, compliance with applicable policies, and any unintended impacts, with a focus on mitigating bias, protecting data privacy, and preserving public trust.

6001.12.03 Any material errors, performance deficiencies, or operational failures identified during reviews, or at any other time, shall be reported to the General Manager. The responsible department shall initiate corrective actions promptly to address the identified issues and prevent recurrence.

Section 6001.13 General Manager's Authority

The District's General Manager shall administer this policy and may adopt administrative procedures necessary for its implementation, including delegation of responsibilities and ongoing monitoring efforts.

Section 6001.14 Miscellaneous

6001.14.01 This policy shall be reviewed at least once every three (3) years.

6001.14.02 This policy shall take effect upon adoption by the Board of Directors and supersede any conflicting provisions in other District policies.

Agenda Item 6c

Review & Possible Adoption of Resolution No.
2025-12: Establishing Board Member
Compensation, Reimbursement, and Ethics
Training Policy

MEMORANDUM

DATE: October 22, 2025

TO: Board of Directors

FROM: Don Bartz, General Manager
By: Jennifer Oakes, Parks Manager/Board Clerk

SUBJECT: Review & Possible Adoption of Resolution No. 2025-12: Establishing Board Member Compensation, Reimbursement, and Ethics Training Policy

STAFF RECOMMENDATION

For the Board to Review Resolution 2025-12, rescinding and replacing Resolution 2025-06, which was adopted in June 2025, and re-establish the District's policy on Board Member Compensation, Reimbursement, and Ethics Training with modifications to the prior version.

BACKGROUND

On June 19, 2025, the Board adopted Resolution 2025-06, approving the Board Compensation, Reimbursement, and Ethics Training Policy.

At a subsequent meeting, the Board directed staff to prepare a new resolution rescinding Resolution 2025-06 and reinstating the prior policy framework, with limited modifications to streamline implementation while maintaining compliance with Government Code §§ 53232 et seq. and § 61047.

Resolution 2025-12 incorporates the substantive provisions of the District's previous policy while removing the dual-category meeting system adopted under Resolution 2025-06. The updated policy:

- Restores automatic authorization for compensation of qualifying "days of service under Government Code § 61047(e);
- Eliminates the Category A/B approval structure and the requirement for separate Board ratification of reimbursements;
- Retains the existing reimbursement process consistent with the prior policy, including timely submission of receipts and Board review at regular meetings; and
- Maintains all ethics-training and record-keeping provisions consistent with state law.

If adopted, Resolution 2025-12 would formally rescind Resolution 2025-06 and establish the attached policy as the District's governing standard for Board Member Compensation, Reimbursement, and Ethics Training.

FISCAL IMPACT

This policy continues existing per-meeting compensation and reimbursement provisions but increases the annual travel and training allowance for each Director from \$5,000 to \$7,500. This adjustment will increase the Board's travel budget allocation.

ATTACHMENT

- Resolution No. 2025-12
- Resolution No. 2025-06 (revoked June 2025 version, for reference)

References:

Government Code §§ 53232–53235.2 (AB 1234) apply to all local agencies, including special districts, and establish statewide requirements for expense-reimbursement and ethics-training policies. Government Code § 61047, contained within the Community Services District Law, specifically authorizes compensation for directors of community services districts and permits pre-authorization of qualifying “days of service”.

RESOLUTION NO. 2025-12
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT
ESTABLISHING POLICIES FOR BOARD MEMBER COMPENSATION,
REIMBURSEMENT, AND ETHICS TRAINING

WHEREAS, the Board of Directors of the Phelan Piñon Hills Community Services District finds as follows:

A. The Phelan Piñon Hills Community Services District (“the District”) is a community services district organized and operating pursuant to California Government Code Section 61000 et seq.

B. The District is governed by an elected Board of Directors (“the Board”) whose activities are subject to the requirements of California law, including but not limited to the Local Government Sunshine Bill (“AB 1234”).

C. The purpose of this resolution is to ensure compliance with AB 1234 and to establish policies with respect to (1) Board member compensation, (2) Board member reimbursement and expenses, and (3) Board member ethics training.

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

Section 1. **COMPENSATION.**

1.1. **Amount.** The amount of Board member compensation by the District shall be determined in accordance with all applicable requirements of California law. Pursuant to said requirements, the Board shall set the amount of such compensation at a rate established by adoption of a separate ordinance or resolution.

1.2. **Day of Service.**

1.2.1. **Definition.** For purposes of determining eligibility for compensation of Board members pursuant to the ordinance or resolution referred to in Section 1.1 above, the term “day of service” is defined as follows, and Board member attendance, representation, and participation shall be deemed previously approved by the Board, pursuant to Government Code Section 61047(e):

- (a) Attendance at a meeting of the Board;
- (b) Participation at a meeting of a standing committee of the Board;

- (c) Attendance at a meeting of an ad hoc committee of the Board;
- (d) Attendance at a meeting with the District's General Manager involving the operations of the District, the specific subject(s) of which must be particularly described in the Board member's corresponding payment request;
- (e) Attendance at a meeting with the District's auditors, attorneys, or other consultants involving matters for which the consultants have been retained by the District;
- (f) Attendance at a meeting of a local, state, or federal body with subject matter jurisdiction affecting the operations of the District;
- (g) Attendance at a meeting with a local, state, or federal representative concerning matters involving the operations of the District;
- (h) Participation in the following activities, provided that the Board member delivers a written report to the Board regarding the member's participation at the next Board meeting following the event:
 - (1) A conference, seminar, or organized educational or training activity involving matters related to the functions and operations of the District; and
 - (2) A meeting of organizations with interests in matters involving the functions and operations of the District;
- (i) Representation of the District at the following events, provided that the Board member delivers a written or oral report to the Board regarding the member's representation at the next Board meeting following the event:
 - (1) A public event concerning non-political matters involving the functions and operations of the District;
 - (2) A public meeting or a public hearing conducted by another public agency; and
 - (3) A public benefit nonprofit corporation in which the District

has membership;

(j) All other occurrences for which the Board member has obtained prior approval from the Board to attend or participate on behalf of the District.

1.2.2. **Daily Limitation.** If a Board member attends or participates in multiple meetings in a single day, the Board member shall only be eligible for compensation for one meeting on that day.

1.3. **Procedure.** To receive compensation for attendance or participation at approved meetings, a Board member shall submit to the District's General Manager a payment request for the calendar month no later than the Monday of the week preceding the second regular Board meeting of the following month. By such meeting, the Board will review and approve or deny the payment request. Payment requests not submitted during the specified time period shall be placed on the agenda as a separate item and be subject to Board review for approval or denial. Payments made by District staff prior to Board consideration of compensation requests are expressly subject to reconciliation following Board action thereon.

Section 2. **REIMBURSEMENT AND/OR CREDIT CARD CHARGES.**

Pursuant to Government Code Section 61047(c), the District shall reimburse Board members for their actual and necessary traveling and incidental expenses incurred while on official business as provided herein. The provisions below shall apply to credit card charges as well as direct reimbursements.

2.1. **Qualifying Events.** Pursuant to Government Code Section 53232.2(b), the types of occurrences that qualify a Board member to receive reimbursement of eligible expenses set forth in Section 2.2 below shall be any occurrence that is listed in Section 1.2.1 of this Resolution.

2.2. **Eligible Expenses.** Expenses eligible for reimbursement shall be limited to (1) registration or tuition costs, or other charges for participation at the meeting; (2) transportation to and from the meeting, including airfare, car rental, or mileage for use of a Board member's own automobile, and other miscellaneous transportation costs (shuttle, taxi, parking, etc.); (3) lodging at the single-room rate; and (4) reasonable costs of meals. The District will provide reimbursement for expenses deemed necessary to provide reasonable accommodation to a qualified individual when authorized District business is being conducted.

2.3. **Rates.**

2.3.1. **Registration, Tuition, and Meeting Charges.** The District reimbursement rate for registration or other charges for participation at a meeting shall be the actual amount incurred, not to exceed the maximum rate published by the conference or activity sponsor for timely registration after applying all applicable deductions for any available discounts.

2.3.2. Transportation.

(a) Members of the Board must use government and group rates offered by a provider of transportation services for travel when available. If such rates are not available, the District reimbursement rate for Board member transportation shall be the actual amount incurred, not to exceed the cost of round-trip coach airfare.

(b) The District reimbursement rate for mileage by use of a Board member's own vehicle shall be calculated on the basis of total miles driven for District purposes at the rate specified in the Internal Revenue Code in effect at the time of the vehicle usage.

(c) The District reimbursement rate for vehicle parking by a Board member shall be the actual amount incurred.

2.3.3. **Lodging.** Members of the Board must use government and group rates offered by a provider of lodging services when available. If the lodging is in connection with an accepted conference or organized educational activity, lodging costs must not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the Board at the time of booking. If a government or group rate is not available, the District reimbursement rate for Board member lodging shall be the actual amount incurred, not to exceed the rate for comparable lodging.

2.3.4. **Meals.** The District reimbursement rate for Board member meals shall be the actual amount incurred, not to exceed ~~the applicable Internal Revenue Service rates for reimbursement as established in Publication 463 or any successor publication, or~~ \$100.00, ~~whichever is less,~~ for each day of service on behalf of the District.

2.3.5. **Other.** District reimbursement of all other actual and necessary expenses incurred by a Board member shall be computed using the applicable Internal Revenue Service rates for reimbursement as established in Publication 463, or any successor publication. All expenses that do not fall within this reimbursement policy or the Internal Revenue Service reimbursable rates, as provided above, shall be

approved by the Board in a public meeting before the expense is incurred.

2.4. **Budget Limits.** The maximum amount of District-paid expenses that each Board member may annually incur without separate prior Board approval is ~~\$5,000.00~~\$7,500.00 each fiscal year.

2.5. **Ineligible Expenses.** Board members shall not be eligible for District reimbursement of any expenses incurred by any person traveling or attending a meeting as a guest of the Board member unrelated to District business. No Board member shall be eligible for District reimbursement of any expenses for personal services not related to District business and not specifically approved herein.

2.6. **Travel/Training Request Form.** In order to minimize staff time for registration related purposes, and to facilitate accurate tracking of Board registration, tuition, and education expenses, District staff shall provide a travel/training request form to be completed and filed with the District Clerk by Board members prior to registration.

2.7. **Expense Forms.** The District shall provide expense report forms to be filed by the members of the Board for reimbursement for actual and necessary expenses incurred on behalf of the District in the performance of official duties. The expense reports shall document that expenses meet the policy reflected in this Resolution for expenditure of public resources. Board members shall submit to the District's General Manager expense reports for the calendar month by the second regular Board meeting of the following month, and the reports shall be accompanied by detailed/itemized receipts documenting each expense. Detailed/itemized receipts for credit card charges shall be documented on the monthly expense form, however the receipts must be submitted to the District as soon as possible after the charge is incurred. By the second regular Board meeting of each month, the Board will review and/or approve District reimbursement of Board member expenses incurred during the previous month. Payments made by District staff prior to Board consideration of expense reimbursement requests are expressly subject to reconciliation following Board action thereon. All documents related to reimbursable District expenditures, or expenditures charged on a District credit card, are public records subject to disclosure under the California Public Records Act.

2.8. **Report.** Board members shall provide brief reports on meetings attended at the expense of the District at the next regular meeting of the Board. Information will be provided to the Board at a Board Meeting concerning events, meetings, conferences and educational opportunities prior to attendance where practical.

Section 3. **ETHICS TRAINING.**

3.1. **Requirement.** Each local agency official of the District must receive training in ethics laws no later than one year from the first day of service with the District. Thereafter, each local agency official must receive such training at least once every two years.

3.2. **Application.**

3.2.1. **Local Agency Official.** As used in Section 3.1 of this Resolution, the term “local agency official” means all of the following:

- (a) All Board members; and
- (b) All executive staff of the District.

3.2.2. **Ethics Laws.** As used in Section 3.1 of this Resolution, the phrase “ethics laws” includes, but is not limited to, the following:

- (a) Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws;
- (b) Laws relating to claiming prerequisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies;
- (c) Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws; and
- (d) Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.

3.3. **District Responsibilities.**

3.3.1. **Records.** The District shall maintain records indicating (a) the

dates that local agency officials satisfied the requirements of Section 3 of this Resolution and (b) the entity that provided the training. The District shall maintain these records for at least five years after local agency officials receive the training. These records are public records subject to disclosure under the California Public Records Act.

3.3.2. Notice. The District is required to provide information on training available to meet the requirements of Section 3 of this Resolution to its local agency officials at least once annually.

Section 4. **REVIEW OF RESOLUTION ON ANNUAL BASIS**.

Each year the Board shall review this Resolution to determine its effectiveness and the necessity for its continued operation. The District's General Manager shall report to the Board on the operation of this Resolution, and make any recommendations deemed appropriate, including proposals to amend the Resolution. Upon conclusion of its review, the Board may take any action it deems appropriate concerning this Resolution. Nothing herein shall preclude the Board from taking action on the Resolution at times other than upon conclusion of the annual review.

Section 5. **SEVERABILITY**.

If any provision of this Resolution, or the application thereof to any person or circumstances, is held invalid, such invalidity shall not affect other provisions or applications of this Resolution which can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are declared to be severable.

Section 6. **EFFECTIVE DATE**.

The provisions of this Resolution shall supersede Resolution No. 2025-06 adopted by the Board on June 11, 2025, and shall become effective immediately upon adoption.

APPROVED, SIGNED, AND ADOPTED by the Board of Directors of the Phelan Piñon Hills Community Services District at a regular meeting held on the ___ day of ___, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

President, Board of Directors
Phelan Piñon Hills Community Services District

Attest:

Clerk of the Board of Directors
Phelan Piñon Hills Community Services District

Agenda Item 6d

Recommendation to Award Construction
Contract – Civic Center and Emergency
Operations Center

MEMORANDUM

DATE: October 22, 2025

TO: Board of Directors

FROM: Don Bartz, General Manager
By: George Cardenas, Assistant General Manager/Engineering Manager

SUBJECT: Recommendation to Award Construction Contract – Civic Center and Emergency Operations Center Project

STAFF RECOMMENDATION

Staff recommends the Board of Directors award the construction contract for the Civic Center and Emergency Operations Center to Spec Construction Co Inc. in the amount of \$11,965,000, authorize a 10% construction contingency (\$1,196,500) for unforeseen field conditions, and authorize the General Manager to issue the Notice of Award and execute all necessary contract documents, contingent upon completion of post-bid responsibility verification and confirmation of compliance with federal procurement requirements under 2 CFR Part 200.

Proceeding with award at this time is necessary to maintain the District's project schedule and ensure continued eligibility for federal reimbursement. The District has requested a performance-period extension for the Federal Emergency Management Agency (FEMA)/California Governor's Office of Emergency Services (Cal OES) grant funding, which remains pending due to the ongoing federal government shutdown. It is anticipated that, once approved, the extension will be valid only through May 2027, which aligns with the project's anticipated construction completion. Timely award of the contract will be essential to complete construction within the allowable grant timeframe.

BACKGROUND

On August 21, 2025, the Phelan Piñon Hills Community Services District issued a Notice Inviting Sealed Bids for the Civic Center and Emergency Operations Center project located at Warbler Road and Sheep Creek Road in Phelan, California. The project consists of a new 14,034 square-foot Civic Center building that includes a 3,592 square-foot Emergency Operations Center.

The project is funded in part through a FEMA grant administered by Cal OES, with additional contributions from the County of San Bernardino and District matching funds.

Because the project involves federal funding, the District is required to comply with the procurement standards contained in 2 CFR Part 200. These regulations mandate full and open competition and require that the apparent low bidder be verified as responsible and eligible prior to contract execution. Verifications include confirming that the contractor:

- Holds all required licenses and meets bonding and insurance standards;
- Is not suspended or debarred (per 2 CFR § 180); and
- Agrees to all federally required contract clauses, including those addressing equal employment opportunity, access to records, and termination for cause.

Awarding the contract contingent upon completion of this verification ensures full compliance with federal requirements and preserves the District's eligibility for FEMA reimbursement.

Analysis

A total of twelve (12) bids were received and publicly opened on October 14, 2025, following an advertised bid period beginning August 21, 2025. Four (4) addenda were issued to address bidder questions and clarifications. The apparent low bidder is Spec Construction Co., Inc., with a base bid of \$11,965,000.

The District’s Construction Manager, California Professional Management (CPM), together with Wallace Group, has completed a detailed review of all bids for completeness, responsiveness, and compliance with state and federal requirements. CPM has also conducted post-bid interviews with the three lowest bidders to confirm licensing, bonding capacity, experience, and compliance with 2 CFR §§ 200.317-327.

A letter summarizing this verification has been provided to the District and will be presented to the Board as a handout at the meeting. This documentation confirms that Spec Construction Co., Inc. meets all responsibility criteria as the lowest responsible bidder.

Bidder	Base Bid Amount
Spec Construction Co., Inc.	\$11,965,000
RC Construction	\$12,223,000
FEC Future Contractors and Engineers, Inc.	\$12,910,000 - Deemed Non-Responsive
Oakview Constructors, Inc.	\$13,042,000
Archico Design Build, Inc.	\$13,680,000
AMG & Associates, Inc.	\$13,870,000
Jergensen Construction	\$14,577,000
R.E. Chaffee Construction	\$14,838,000
Monet Construction	\$15,689,000
Builders United	\$15,770,000
ProWest Constructors	\$15,945,000
MWC Group, Inc.	\$17,900,000

Additional components including electrical systems, staking, and furniture, fixtures, and equipment (FF&E) will be procured separately.

FISCAL IMPACT

The lowest base bid for the Civic Center and Emergency Operations Center construction contract is \$11,965,000, submitted by Spec Construction Co., Inc., the lowest responsive and responsible bidder. In addition, staff recommends including a 10% construction contingency, in the amount of \$1,196,500, to accommodate unforeseen field conditions and required change orders during construction.



The total authorization requested for Board approval is \$13,161,500. This amount will be funded through multiple sources, including FEMA grant funds administered by Cal OES, County of San Bernardino contributions, and District funds.

Table – Funding Sources Contributing Toward Civic Center & EOC Construction

Category	Grant Funds	District Match Req.	Total
Generator	\$150,000	\$50,000	\$200,000
Communications/AV/Electrical	\$75,000	\$25,000	\$100,000
Site Work	\$78,273	\$26,091	\$104,364
EOC Building Construction	\$1,644,227	\$548,076	\$2,192,303
Architectural/Engineering Fees	\$45,000	\$15,000	\$60,000
Project Inspection Fees	\$7,500	\$2,500	\$10,000
County of San Bernardino Contribution	\$500,000	————	\$500,000
Total Funding Contributions	\$2,500,000	\$666,667	\$3,167,667

These allocations represent the secured funding source supporting the Civic Center and EOC construction phase. Remaining costs will be funded through the District's Capital Improvement Budget as part of this award.

Attachments

- Bid Tabulation Summary
- Qualified Bidders Letter *(to be provided as a handout)*



BID TABULATION

PROJECT: PPHCSD: Civic Center Development – Phase 1

OWNER: Phelan Pinon Hills Community Services District

PROJECT NO.: 25503.44

BID DATE / TIME: October 14, 2025 – 3:00 P.M.

BID LOCATION: PPHCSD Office – 4176 Warbler Road, Phelan, CA

Bidder	Bid Form (1) Orig. (1) Sealed Envelope	Addenda Ack. 1, 2, 3, & 4	Bid Bond	* List of Material Equip. Suppliers	References (3 Min)	Company / Partnership Identification	Designation of Sub Contr. List	DIR Registrations (Within 24 hrs. of Bid Opening)	Workers Comp. Cert.	Non-Collusion Declaration	Affirmative Action Cert.	Ack. of Insurance Req.	Debarment & Suspension Cert.	Drug Free Cert	Ack. BABAA (Buy America)	Lobbying Cert.	Qualification of Bidder	Bid Amount	
AMG & Associates, Inc.																			\$ 13,087,000.00
Archico Design Build Inc.																			\$ 13,680,00.00
Builders United																			\$ 15,770,000.00
FEC Future Contractors and Engineers, Inc.	Missing copy	X	X	X	ONLY 2 PROVIDED	X	X		X	X	X	X	Not Add. 02 form	X	X	X	Not Submitted with Bid		\$ 12,910,000.00 NON-RESPONSIVE
Jergensen Construction Inc.																			\$ 14,577,000.00
Monet Construction																			\$ 15,689,000.00
MWC Group Inc.																			\$ 17,900,000.00
Oakview Constructors, Inc.	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X		\$ 13,042,000.00
ProWest Constructors																			\$ 15,945,000.00
RE Chaffee Construction																			\$ 14,838,000.00
Spec Construction Co Inc.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		\$ 11,965,000.00
R.C. Construction Services	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		\$ 12,223,000.00

*Only required if items were included on the form at the time of bid.

Agenda Item 6e

Update on District Projects



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

MEMORANDUM

DATE: October 22, 2025

TO: Board of Directors

FROM: Don Bartz, General Manager
By: Jennifer Oakes, Parks Manager/Board Clerk

SUBJECT: Update on District Projects

STAFF RECOMMENDATION

None

BACKGROUND

Staff will update the Board on the current PPHCSD Projects.

FISCAL IMPACT

None

ATTACHMENT(S)

None

Agenda Item 7

Committee Reports/Comments

SPECIAL ENGINEERING COMMITTEE MEETING MINUTES

September 23, 2025 – 5:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

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

Staff Present: Don Bartz, General Manager
Sean Wright, Water Operations Manager
Chris Cummings, Assistant Water Operations Manager
George Cardenas, Asst. General Manager/Engineering Mgr.
Jennifer Oakes, Parks Manager/Board Clerk
Aimee Williams, Asst. Board Clerk/Administrative Specialist

Call to Order

Director Snyder called the meeting to order at 5:00 p.m.

Roll Call

All Committee Members were present at Roll Call.

- 1) **Approval of Agenda**
President Kujawa moved to approve the Agenda. Director Snyder seconded the motion. Motion carried unanimously.
- 2) **Public Comment** – None
- 3) **Approval of Minutes**
President Kujawa moved to approve the Minutes. Director Snyder seconded the motion. Motion passed unanimously.
- 4) **ASERRA Satellite Leak Detection Presentation**
A presentation was given by Matias Rodriguez from ASTERRA.
- 5) **Oeste Recharge Study Project**
Nothing new to report.
- 6) **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 provided updates on the water system.

7) **State Regulations Update**

Nothing further to report.

8) **Review of Current Projects**

- **Future Well No. 18**
- **Future Well No. 16**
- **Tank 6A**

Mr. Wright and Mr. Cardenas provided an update on these items.

9) **Staff Reports**

Nothing further to report.

10) **Review of Action Items**

- a) **Prior Meeting** – None
- b) **Current Meeting** – The committee directed staff to obtain a quote from ASTERRA and to schedule the presentation for a future Board meeting.

11) **Set Agenda for Next Meeting** – October 21, 2025

12) **Adjournment**

With no further business before the Committee, the meeting was adjourned at 6:12 p.m.

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

SPECIAL FINANCE COMMITTEE MEETING MINUTES

October 17, 2025 – 4:00 P.M.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Chuck Hays, Director/Chair
Jeanna Mills, Director

Staff Present: Don Bartz, General Manager
David Noland, Finance Supervisor/Accountant
Jennifer Oakes, Parks Manager/Board Clerk
Aimee Williams, Asst. Board Clerk/Administrative Specialist

Call to Order

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

2) **Public Comment** – None

3) **Approval of Minutes**

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

4) **SitelogiQ and Oppenheimer Solar Presentation and Proposal**

Representatives from SitelogiQ and Oppenheimer provided a joint presentation to the committee on potential solar projects and financing options for the projects.

5) **Committee Comments** – Nothing further.

6) **Review of Action Items**

a) **Prior Meeting** – None

b) **Current Meeting** – Have legal counsel review SitelogiQ contract.

7) **Set Agenda for Next Meeting** – October 21, 2025

8) **Adjournment**

With no further business before the Committee, the meeting adjourned at 5:08 p.m.

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

SPECIAL LEGISLATIVE COMMITTEE MEETING MINUTES

September 16, 2025
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Deborah Philips, Chair/Vice President
Chuck Hays, Director

Staff Present: Jennifer Oakes, Parks Manager/Board Clerk
Aimee Williams, Asst. Board Clerk/Administrative Specialist

Call to Order

The meeting was called to order at 3:03 p.m.

Roll Call

All committee members were present at Roll Call.

1) **Approval of Agenda**

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

2) **Public Comment** – None

3) **Approval of Minutes**

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

4) **Update from Representatives**

- **State Senate** – Alfredo Miranda, District Representative for Senator Valladares, provided a legislative update.

5) **Staff Report**

Nothing new to report.

6) **Committee Comments**

Vice President Philips added that she will be reaching out to representatives with invitations to attend District meetings and to tour the District.

7) **Review of Action Items**

- a) **Prior Meeting** – None
- b) **Current Meeting** – None

8) **Set Agenda for Next Meeting** – December 9, 2025

9) **Adjournment**

With no further business before the Committee, the meeting adjourned at 3:16 p.m.

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

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

August 12, 2025
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Rebecca Kujawa, President/Chair
Jeanna Mills, Director

Staff Present: Jennifer Oakes, Parks Manager/Board Clerk
Aimee Williams, Asst. District Clerk/Administrative Specialist

Call to Order

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

Roll Call

All Committee Members were present at Roll Call.

1) **Approval of Agenda**

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

2) **Public Comment** – None

3) **Approval of Minutes**

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

4) **Discussion Regarding Girl Scout Troop 778 Bronze Project for a Community Library and Positive Rock Garden**

Ms. Oakes provided information on the Girl Scout troop's project.

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

The committee reviewed the parks and recreation events.

6) **Update on Phelan Farmers Market**

Ms. Oakes provided an update on the farmers market.

7) **Update on Teaching Garden**

Ms. Oakes provided an update on the teaching garden.

8) **Update Regarding Phelan Community Park**

- Expansion Project
- Improvement Project

Ms. Oakes provided an update on the park projects.

9) **Staff Report**

Ms. Oakes added that a new septic tank has been installed for Phelan Park and the District office, automatic bathroom locks have been installed at the Phelan and Pinon Hills parks, a new, inclusive swing set has been ordered for Phelan Park, and the Phelan Community Center will be closed for maintenance.

10) **Committee Comments** – None

11) **Review of Action Items**

- a) **Prior Meeting** – Completed
- b) **Current Meeting** – None

12) **Set Agenda for Next Meeting** – November 13, 2025

13) **Adjournment**

With no further business before the Committee, the meeting was adjourned at 4:41 p.m.

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

SOLID WASTE & RECYCLING COMMITTEE MEETING MINUTES

September 16, 2025 – 5:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Greg Snyder, Chair
Deborah Philips, Vice President

Staff Present: Jennifer Oakes, Parks Manager/Board Clerk
Aimee Williams, Asst. District Clerk/Administrative Specialist

CR&R Staff Present: Brandon McGill, Operations Manager

Call to Order

Director Snyder called the meeting to order at 5:00 p.m.

Roll Call

All Committee Members were present at Roll Call.

- 1) **Approval of Agenda**
Vice President Philips moved to approve the agenda. Director Snyder seconded the motion. Motion passed unanimously.
- 2) **Public Comment** – None
- 3) **Approval of Minutes**
Director Snyder moved to approve the minutes. Vice President Philips seconded the motion. Motion passed unanimously.
- 4) **Review of Solid Waste Programs & Events**
Mr. McGill provided collection data for the Community Clean Up & Free Tire Day event and information on the upcoming HHW event taking place at CR&R in October.
- 5) **The Ecohero Show Impact Report**
Ms. Oakes provided an update on the Ecohero Show program. A report and video link are included in the packet.
- 6) **Update on Uniform Collection**
Mr. McGill provided an update on the uniform collection program.
- 7) **Review of Quarterly Hauler's Report**
Mr. McGill reviewed the quarterly hauler's report.

8) **Staff Reports**

Nothing further to report.

9) **Review of Action Items**

a) **Prior Meeting** – None

b) **Current Meeting** – None

10) **Set Agenda for Next Meeting** – December 16, 2025

11) **Adjournment**

With no further business before the Committee, the meeting adjourned at 5:13 p.m.

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

Agenda Item 8

Staff & General Manager's Report



Phelan Piñon Hills Community Services District

4176 Warbler Road - PO Box 2940449 - Phelan, CA 92329-4049 - (760) 868-1212 - Fax (760) 868-2323

Finance Supervisor's Report

September 2025

FINANCIAL DATA:

Enterprise Fund (Water Operations)				
	September	YTD	Total Budget	% of Total Budget
Operational Revenue	\$936,137.96	\$3,043,808.43	\$10,121,563.19	30%
Operational Expenses	\$652,783.95	\$2,149,793.46	\$9,411,878.42	23%
Net Income (Loss)	\$283,354.01	\$894,014.97	\$709,684.77	126%
Non-Operational Revenue	\$343,924.41	\$1,007,901.94	\$2,574,425.88	39%
Non-Operational Expenses	-\$4,344.15	\$24,790.52	\$1,337,958.27	2%
Net Income (Loss)	\$348,268.56	\$983,111.42	\$1,236,467.61	80%
Total Revenue	\$1,280,062.37	\$4,051,710.37	\$12,695,989.07	32%
Total Expense	\$648,439.80	\$2,174,583.98	\$10,749,836.69	20%
Total Net Income (Loss)	\$631,622.57	\$1,877,126.39	\$1,946,152.38	96%

Capital Outlay/Principal Pmts/C6 **\$1,287,105.61** **\$6,477,771.36**

Government Funds (Parks, Street Lighting, Solid Waste & Recycling)				
	September	YTD	Total Budget	% of Total Budget
Operational Revenue	\$71,704.84	\$147,086.69	\$574,014.92	26%
Operational Expenses	\$57,256.50	\$180,723.73	\$1,023,920.42	18%
Net Income (Loss)	\$14,448.34	-\$33,637.04	-\$449,905.50	7%
Non-Operational Revenue	\$48,259.15	\$147,525.48	\$2,573,816.30	6%
Non-Operational Expenses	-\$3,779.08	-\$7,091.20	\$8,744.61	-81%
Net Income (Loss)	\$52,038.23	\$154,616.68	\$2,565,071.69	6%
Total Revenue	\$119,963.99	\$294,612.17	\$3,147,831.22	9%
Total Expense	\$53,477.42	\$173,632.53	\$1,032,665.03	17%
Total Net Income (Loss)	\$66,486.57	\$120,979.64	\$2,115,166.19	6%

GOVERNMENT FUNDS:	General	Parks and Rec	Street Lighting	Property Tax	Solid Waste	Total
Revenue YTD	115,421.40	69,436.31	195.85	26,553.87	83,004.74	294,612.17
Expense YTD	-2,279.57	164,994.66	5,090.37	-1,283.42	7,110.49	173,632.53
Total Net Income (Loss)	117,700.97	-95,558.35	-4,894.52	27,837.29	75,894.25	120,979.64

	Enterprise	Government	Total
Cash Available	\$1,520,905.97	\$13,272,163.45	\$14,793,069.42
Cash Reserves	\$20,782,066.22	\$722,921.00	\$21,504,987.22
Total Cash	\$22,302,972.19	\$13,995,084.45	\$36,298,056.64

ADMINISTRATIVE DATA: September 2025

Water Consumption (HCF):		June	July	August	September
	2025	108,389	135,694	111,451	103,366
	2024	108,925	153,316	108,332	106,699
	2023	94,039	128,323	122,599	86,337

Meters In Ground:		June	July	August	September
		7390	7393	7398	7407

Meter Permits Issued:		June	July	August	September
		3	6	9	4

Lock-offs:		June	July	August	September
		79	77	93	93

Customer Service A/R Activities	September Quantity		September \$ Received	
Payments				
Cash	552	8.39%	\$93,293.93	7.85%
Check	499	7.58%	\$265,133.19	22.30%
Credit Card (counter)	216	3.28%	\$52,155.46	4.39%
Mail (checks)	514	7.81%	\$66,302.24	5.58%
E-Check	608	9.24%	\$76,413.49	6.43%
Autodraft	744	11.31%	\$95,420.58	8.03%
Online (credit card)	3,447	52.39%	\$540,050.49	45.43%
TOTAL	<u>6,580</u>	<u>100.00%</u>	<u>\$1,188,769.38</u>	<u>100.00%</u>

Payments Received and Processed	September Quantity	Enterprise	Government
Water	6,557	6,557	
Gvmt (Rentals, Classes, Franchise fee, et	23		23
	<u>6,580</u>	<u>6,557</u> 99.7%	<u>23</u> 0.3%

Customer Service Other Activities	September Quantity	Enterprise	Government
Service Orders Processed	251	251	
Assisted Customers at Counter	1,267	1,244 98.2%	23 1.8%
	<u>1,518</u>	<u>1,495</u>	<u>23</u>



Water Operations Manager's Report September 2025

Introduction

The District's water supply is over 2,000 years old according to a report from the United States Geological Survey (USGS). Our water supply is primarily from the Oeste aquifer, and partially from the Alto aquifer. The water is supplied to the District's distribution system through fourteen groundwater wells which have an average depth of approximately 1,000 feet. The District's water system also consists of 35 reservoirs with a combined capacity of approximately 12,000,000 gallons; 32 pressure reducing stations in 17 pressure zones; 69 booster pumps; and approximately 348 miles of water lines. The District currently serves over 7,287 metered accounts.

The District's goal is to provide safe, reliable drinking water to our customers. As required, Sodium Hypochlorite is added to the water for disinfecting purposes; Running Annual Average (RAA) for 2024 was .79 mg/L.

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	42 samples	Monthly	All in compliance, Sampled Weekly
General physical samples	6 samples	Monthly	All in compliance, Sampled Weekly
TTHM/HAA5	0 samples sets	Quarterly	All in compliance.
Title 22	0 sample sets	TBD	All in Compliance.
Inorganics	0 samples	Yearly	All in compliance.
Radiological (Gross Alpha)	14 samples	Every 3 Years	All in compliance.
Per- and polyfluoroalkyl substances (PFAS) and perfluorooctane sulfonate (PFOS)	14 samples	3 Years by 2027	All in compliance.
Regulated VOC	0 samples	As needed	All in compliance.
Nitrate as N	0 samples	As needed	All in Compliance.
Chromium 6	6 samples	Quarterly	All in Compliance.
Secondary GP'S	0 samples	As needed	All in Compliance.
Lead & Copper	0 samples	Every 3 Years	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	260.48 A. F. 7 % less than 2024
2024 Monthly Production	278.48 A. F.
USA's Marked	430
Service Orders Completed	300 service orders completed
Main/Service Line Leaks	17 service line leaks were repaired. 0 Main line leak/ breaks repaired
Hydrant Repairs/Replacements	4 hydrants repaired/0 replaced
Residential Meters Sold	4
Commercial Meters Sold	0
YTD Total Meters Sold (Calendar)	52 (64 in 24) (56 in 23) (86 in 22) (95 in 21)
Construction Meters Out	2
Service Lines Replaced	22

Job Code Summary

Job Code	Total Completed
C-Lock - Lock	91
C-Read & Unlock-Open - Read & Unlock - Opening	5
C-Read & Unlock-OC-DM - Read & Unlock - Opening-OC-DM	39
D-Closing Read & Lck - Closing Read & Lock DO NOT USE	1
D-Closing Read-OC-DM - Closing Read & Lock-OC-DM DO NOT USE	0
M- Investigate Lock - Verify Meter Still Locked	9
M- Verify Acct Class - Verify Account Class	0
M- Water Audit - Audit Water Usage	4
M-Backflow - Backflow Information	0
M-Cost Estimate Req - Cost Estimate Request	3
M-Data - Data Log	0
M-Bees- Bees	0
M-Investigate Leak - Investigate Leak	0
M-Investigate No Wtr - Investigate No Water	2
M-Lock No N/O Info - Meter Locked No New Owner Info	14
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	7
M-R/R Angle Stop - Repair/ Replace Angle Stop	2
M-R/R Gate Valve - Repair/ Replace Gate Valve	4
M-Read - Read (do not update Read)	0
M-Repair Svc Line - Repair Service Line	17

M-Repair/Install Box - Meter Box	1
M-Replace Serv Line - Replace Service Line	22
M-Stake Meter Loc - Stake Meter Location	4
M-Status - Status	0
M-Turn off-Cust Req - Turn off - Customer Request	3
M-UNLOCK – UNLOCK	24
M-Verify Leak Repair - Verify Leak Repaired	0
M-Water Loss Leak - Door Hanger Water Loss Leak	5
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	0
S-Manual Meter Swap Concord	0
S-Replace Reg Hotrod - Replace Register Hotrod Died	0
S-MXU Change Out	3
S-Replace Register- Replace Register	0
Grand Totals	300

Summary of Current Projects

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

Current Projects

- Well Soundings at all wells are being done monthly
- Well 14 Production for August 0.00 AF, YTD 0.29 AF @ \$1,224 per AF replacement C/Y 2025
- Valves and Hydrants Maintenance: 2 hydrants flushed and painted YTD Total-30
- Service line replacement program. 158 Replaced Calendar Year to Date, 47 Replaced Fiscal Year to Date
- Air-Vac maintenance & flushing program-0 Flushed & Maintenance YTD-0 of 336
- Cla-Val control valves (PRV'S) inspected/set to hyd. model as a water conservation measure- 100% Complete
- Insertion Meters on Booster Station Effluent @ Sites 10, 2B, 3C, 1C, - 80% Complete
- Well #16- Site fenced, water main for well effluent installed, conductor casing installed, pilot hole to 1100' Total Depth, sieve analysis complete, casing ordered
- Well #18- Site fenced, water main for well effluent installed, conductor casing installed
- PRV at Station #23 overhaul and replacement with new isolation valves- 10% Complete

Projects Completed

- PRV at Station #22 overhauled and replaced with the addition of isolation valves- 100% Complete
- Smithson Springs Reservoirs 1 & 2 inspection, cleaned with divers- 100 % Complete
- Tank washouts of Site 3A,1B-2,5A,2C-1,2-1, Site 2-2, W10, L1,1C,1A-2,-100% Complete (Contract Scope is 10 per year)
- Reservoir 1A-2 floor replaced, interior epoxy coating blasted & coated, isolation vales replaced, Reservoir 10-day VOC sampled & returned to service- 100% Complete
- Vegetation is being mitigated and disposed of on all Water Operations Facilities- 100% Complete
- 317 Dead ends flushed of 317 = every year no matter what < No goal, this is mandatory
- Electrical Efficiency test performed @ every booster and well within the District- 100%
- 0 Valves Turned this month as part of the district Valve Exercising Program, 115 Year to Date Turned of 4291
- 1936 hydrants = 55 flushed this Year to Date 32 Painted Goal is 968 annually, this is done Bi-Annual

The Fill Station Year To Date Statistics

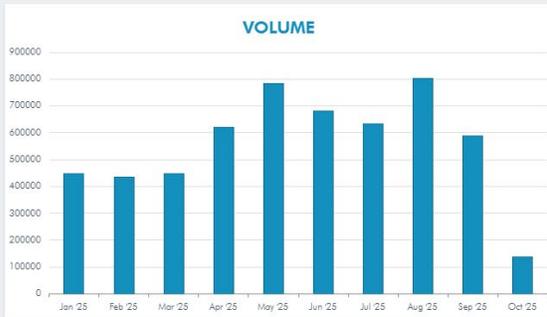
Refresh

Home

This Year

TOTAL ACCUMULATED VOLUME
5,573,336 Gallons

TOTAL ACCUMULATED REVENUE
\$108,169.64



MOST RECENT USERS

STATIONS

Agenda Item 9

Director Reports

Agenda Item 10

Correspondence/Information

Agenda Item 11

Review of Action Items

Agenda Item 12

Set Agenda for Next Meeting