

**PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING  
August 27, 2008 – 7:00 p.m.  
Phelan Community Center  
9463 Sheep Creek Road, Phelan  
AGENDA**

1. **Call to Order – Pledge of Allegiance**
2. **Roll Call**
3. **Approval of Agenda**
4. **Public Comment –** Under this item, any citizen may address the Board on any issue not on the agenda. No action can be taken on subjects not on the agenda. Citizens wishing to address the Board regarding an agenda item may do so when the item is being addressed. If you wish to address the Board please complete a Comment Card and present it to the Board Secretary. Each speaker is requested to be brief in their remarks. The chair may limit the time to 5 minutes for comments.

**Consent Calendar**

5. **Approval of Board Action**
  - August 6, 2008 Special Meeting Minutes
  - August 27, 2008 Regular Meeting Minutes
6. **Approval of PPHCSD expenses to be paid by PPHCSD.**

**Continued Agenda Items**

7. **Potential Park Property**

**New Business Agenda Items**

8. **SCADA System Upgrade**
9. **Committee Reports**
  - Engineering Committee
  - Street Lighting & Parks Committee
  - Finance Committee

10. **General Manager's Report**

11. **Reports** (Brief oral reports on subjects not covered by this agenda. No action may be taken.)
  - President's Report
  - Director's Report

12. **Set Agenda for Next Meeting**

Regular Meeting Agenda for September 10, 2008 Agenda

- Final Budget
- Presentation by Phil Waller of Rogers, Anderson, Malody & Scott, LLP

13. **Adjourn**

*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 Interim General Manager at (760) 868-1212 at least 24 hours prior to said meeting.*

# AGENDA ITEM #5

## Approval of Board Action

**PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT**  
**SPECIAL MEETING – August 6, 2008**  
**Piñon Hills Community Center**  
**10433 Mountain Road, Piñon Hills**  
**MINUTES**

**Board Members Present:** Mark Roberts, President  
Charlie Johnson, Vice President  
Mike Adams  
Ken Anderson  
Al Morrissette

**Board Members Absent:** None

**1. Call to Order and Flag Salute**

President Roberts called the meeting to order at 7:20 p.m.

**2. Roll Call**

All Board members were present.

**3. Public Comment**

None

**4. Adoption of Resolution to Collect Delinquent Water User Charges on the Tax Roll**

Mr. Kennedy briefed the Board regarding the Resolution to Collect Delinquent Water User Charges on the Tax Roll. Mr. Kennedy stated staff published the notice of this public hearing in the local newspaper two times in the last two weeks and they have also mailed a notice to the affected customers. Mr. Kennedy noted staff attached a report of the effected properties to the handouts. He also pointed out to the Board that staff only included those properties that already have a lien placed on the property.

Vice President Johnson asked how delinquent the bills are before they are placed on the Tax Roll. Mrs. Beran stated they are 60+ days delinquent. A discussion then took place regarding the lien procedures.

Vice President Johnson asked if policy is to shut off water to customers who do not pay and he asked why the fees continue to accrue. Mrs. Beran stated they are either closed, in foreclosure, in tenant status or the water is off. She stated the current charges reflect current facility charges.

Mr. Kennedy recommended the floor be opened to public hearing. President Roberts then opened the floor to a public hearing.

A public attendee asked for clarification as to whether this is actually tacked on to the customer's tax bill. Mrs. Beran stated that is correct. They have to pay the fees with their tax bill.

With no further comments or questions, Mr. Roberts closed the floor to public hearing.

Vice President Johnson moved approval of the item. Director Morrissette seconded and all were in favor.

**5. Adoption of Resolution Establishing Stand-by and Availability Fees for 2008/2009**

Mr. Kennedy briefed the Board regarding the Resolution Establishing Stand-by and Availability Fees for 2008/2009.

Director Morrisette clarified that if there is a change on the Resolution then it needs to go to Proposition 218. Mr. Kennedy explained that if the amount sought was changed or if there was a change in methodology that was used to establish the stand-by charge originally, then the PPHCSD would have to go through Proposition 218.

Director Adams asked if exemptions could be made in certain situations for the stand-by fees. Mr. Kennedy stated the Board could make exemptions even if this Resolution is approved. Director Anderson noted he felt this would need to be something that was addressed through the budgetary process because of how the changes in policy could affect the District's budget. Discussions then took place regarding the affects of charging or not charging stand-by and/or changing the methodology.

**ACTION ITEM: Vice President Johnson asked staff to create a document explaining what a stand-by charge is for the customers.**

Director Anderson asked what the ramifications would be if the Board decided to no longer collect the Stand-by fees. Mr. Kennedy stated the ramifications would be financial and also should the Board decide to collect the Stand-by fees at a later date, they it would have to go through the process with Proposition 218 to be able to do so. Director Anderson asked if there are any legal ramifications. Mr. Kennedy stated there were not. Director Anderson asked if they could change the fees. Mr. Kennedy stated they could lower the fees; however, if they raise the fees, they would have to go through Proposition 218 procedures in order to do so.

President Roberts declared the public hearing open.

A public attendee suggested making exceptions on a case by case basis. He also suggested using the stand-by fees a customer has paid towards putting in a main line extension.

Michael Palecki asked for clarification on the amount of stand-by fees charges being charged. Mrs. Beran clarified the fees are \$20.00 for a full acre in a parcel and \$10.00 for a portion of an acre per year. Mr. Kennedy clarified the stand-by fees will generate approximately \$290,000 per year. Mrs. Beran reminded the Board that these are preliminary figures.

With no further comments or questions, President Roberts declared the public hearing closed.

Mr. Kennedy asked that it be stated for the record that both items were noticed in the paper at the Phelan Community Center, 9463 Sheep Creek Road. The meeting location was changed to the Piñon Hills Community Center at 10433 Mountain Road and the change was posted at all posting locations. The meeting was started late to allow ample time for public to attend.

Director Anderson motioned to adopt the above Resolution as written. Director Anderson seconded and all were in favor.

**6. General Manager Contract**

Vice President Johnson stated the Finance Committee worked with Mr. Bartz to come up with the agreement that was presented to the Board.

Director Anderson asked how they came to the settled amount for the salary. Vice President Johnson explained the PPHCSD had published a job description with the salary range of \$100,000 to \$130,000. During the course of the discussions, the three of them went back and forth with numbers and this is the number they agreed on based on Mr. Bartz experience and interview. Vice President Johnson also explained the research that was done on salaries the local water companies pay their General Managers.

Director Anderson asked about the 20 days vacation that was agreed to and Mr. Bartz. Mr. Adams explained that Mr. Bartz had these benefits on his previous jobs. Vice President Johnson also stated Mr. Bartz indicated he wouldn't take it all at once. After discussion, the Board agreed the contract would indicate Mr. Bartz could not be on vacation any more than 10 working days without Board approval and he would need to notify the Board if he will be on vacation in excess of five (5) days or more.

Vice President Johnson suggested that under section 3(f) the word "compensatory" be changed to "administrative." The Board agreed.

Mr. Bartz stated policies will be put in place before the PPHCSD starts to hire employees. He stated they will be coming to the Board in a short period of time.

Vice President Johnson moved to approve the General Manager's Agreement with the changes discussed. Director Adams seconded the motion.

A public attendee stated he didn't see the compensation amount as being unreasonable and congratulated Mr. Bartz.

The Board voted and all were in favor.

Mr. Kennedy briefed the Board about the need for the Board to appoint a Treasurer at a future meeting for the alternate Depository. He suggested perhaps appointing Mr. Bartz. The Board agreed to put this on the agenda for the August 13, 2008 Board Meeting.

Mr. Bartz thanked the Board for the opportunity to work with the District.

**7. Adjourn**

The meeting was adjourned at approximately 8:20 p.m.

# PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT

**REGULAR MEETING – August 13, 2008**  
**Phelan Community Center**  
**9463 Sheep Creek Road, Phelan**

## MINUTES

**Board Members Present:** Charlie Johnson, Vice President  
Mike Adams  
Al Morrissette  
Ken Anderson

**Board Members Absent:** Mark Roberts, President

### 1. Called to Order

Vice President Johnson called the meeting to order at approximately 6:59 p.m. and the Pledge of Allegiance was conducted.

### 2. Roll Call

President Roberts was excused.

### 3. Approval of Agenda

Mr. Bartz asked to remove Agenda Item #8 under New Business. Vice President Johnson corrected Agenda Item #13 to read "Re-schedule September 24, 2008 PPHCSD Regular Board Meeting." Mr. Morrissette motioned to approve the agenda with the above corrections. Director Adams seconded the motion and all were in favor.

### 4. Public Comments

Dave Roberts asked if the Engineering Reports for the various assessment districts are available for review. Mr. Bartz stated yes, when they are located. Mr. Roberts asked about making a request to review the items. Mr. Kennedy stated under the Public Records Act, requests need to be given in writing. Staff will have 10 days from the request to respond. He stated the response from staff could be to extend the time in order to locate the information. Mr. Roberts asked for clarification of the Engineering Reports and whether they would have information regarding the assessment district. Mr. Kennedy stated he couldn't answer that question without having an opportunity to look at the reports.

Nancy Cosgrove commented on the gifts the Board voted to give the Kiwanis, Phelan Chamber, etc. She doesn't feel its right for the Board to donate the money on the customer's behalf. She feels a customer can donate if they choose. She asked to Board to rethink this practice. Vice President Johnson stated the Board will be revisiting this policy in the future.

### 5. – 7. Consent Calendar

Director Anderson asked Mr. Bartz for a column describing what the amounts are on the purchases the Board is asked to approve. Mr. Bartz stated a general breakdown could be supplied. Director Anderson asked if there is an ongoing category that could be used such as office supplies, conference attendance, etc. Mr. Bartz stated that could be done. Director Anderson stated it would be nice for a break down on some items such as on High Desert's bill. He stated it would be nice for larger purchases to include what

the amount of period it covers, etc. Vice President Johnson suggested including the dates of coverage in the description and if a Board member wants more information, they are welcome to request it. Director Anderson moved to accept the consent items. Director Morrisette seconded the motion and all were in favor.

**8. Policy for Fees for Water Meters & Water for Construction**

This item was removed from the Agenda.

**9. Resolution for Emergency Purchasing Procedures**

Mr. Kennedy briefed the Board on the Resolution included in the meeting package. Mr. Kennedy asked the vote be unanimous since President Roberts is absent from the meeting. Director Anderson moved to approve Resolution #08-11. Director Adams seconded and all were in favor.

**10. Appoint a District Treasurer**

Mr. Bartz briefed the Board on the need for the District to appoint a Treasurer now that the District had chosen a General Manager. Mr. Kennedy stated this is a necessary element in establishing an Alternate Depository of District Funds. Mr. Kennedy recommended the Board appoint a District Treasurer immediately rather than when Mr. Bartz's General Manager Agreement goes into effect because the next action requires the appointment of a District Treasurer.

Director Adams questioned the policy of having the person spending the money also being the Treasurer. He asked for their options and who accounts for their actions. Vice President Johnson noted other staff members could be appointed the Treasurer. Mr. Kennedy suggested it be an employee of the District. Vice President Johnson felt this could be a temporary assignment until a finance person is brought on board the District. Mr. Bartz stated it could be if the Board so wished. Vice President Johnson also noted the Board voted that checks require two signatures which would act as a check and balance. Director Anderson added that this relates primarily to the depository function. Director Adams stated ultimately the Board is the overseer. Mr. Bartz stated the balances of the accounts will be provided to the Board Monthly. Vice President Johnson suggested having a second signature on the deposits as well. A discussion took place regarding this issue, the Board then asked Mr. Bartz to make internal procedures to cover this issue. Vice President Johnson moved to approve the appointment of Mr. Bartz as Treasurer. Director Adams seconded the motion and all were in favor.

**11. Resolution Establishing an Alternate Depository of District Funds in Place of County Treasury**

Mr. Kennedy briefed the Board on the requirements for Establishing an Alternate Depository of District Funds.

Mr. Kennedy noted the procedure "Accounting Principles" were omitted from the packet; however, he had a copy if the Board members would like to review them. Vice President Johnson stated the Finance Committee had an opportunity to review them at their last meeting and they found no objection to them. Director Anderson asked if they have to be voted on separately because they were not distributed. Mr. Kennedy stated that was up to the Board. Mr. Anderson stated he had no problem with it and was willing to move forward.

Director Anderson asked if the intent of the Board was to change item 4(a) in the Resolution to President and Vice President. Vice President Johnson noted the President and Vice President are the designated signers for the Board.

Director Anderson asked if item 5(a) designating Desert Community Bank (DCB) as the depository for the District is a temporary spot before the District goes to the long term investment strategy. Vice President Johnson stated the intent was that DCB would be the checking account and other investments in other accounts.

Director Adams asked for something in writing regarding the investments that can be discussed by the Board. Vice President Johnson stated Agenda Item #12 will address this issue.

Vice President Johnson questioned if there is a need to change the \$400,000 or 10% amount in Agenda Item #2. A discussion took place regarding the process to bond someone. The Board recommended Mr. Bartz review the costs for bonding someone and report the costs to the Board at the next meeting.

**ACTION ITEM: Mr. Bartz to obtain costs for bonding the Treasurer.**

Director Adams asked what DCB's role will be in this. Vice President Johnson stated their rate is best for short term monies.

Director Anderson suggested changing Agenda Item #2 to read "a minimum of \$400,000 and then adjust annually to approximately ten percent (10%). Mr. Kennedy stated the code requires the amount be fixed. The Board agreed to change the ten percent (10%) to five percent (5%).

Mr. Kennedy suggested the minutes reflect the system of Accounting and Auditing Procedures as presented to the Finance Committee be approved as part of Resolution #08-12.

Director Morrisette moved to approve the Resolution with the above changes. Director Anderson seconded the motion and all were in favor.

**12. Resolution for Adopting Statement of Investment Policy**

Mr. Bartz asked Paul Harmon to brief the Board on the Investment Policy options. A discussion took place regarding investing monies. Director Anderson moved to approve the Resolution for Adopting the Statement of Investment Policy. Director Morrisette seconded the motion.

Harry Wright, Director of Sheep Creek Water, stated he hoped the Board has thought about investing in other revenue producing green powers. He felt it was something the Board should think about.

All were in favor and the Resolution was passed.

**13. California Special Districts Association (CSDA)**

Mr. Bartz stated several Board members as well as the General Manager would like to attend the CSDA's 39<sup>th</sup> Annual Conference. The conference would be during the September 24, 2008 PPHCSD Regular Board Meeting; therefore, the meeting would need to be re-scheduled. He also stated it was time for the CSDA's 2008 Board Elections and statement of qualifications were attached to the meeting packet for the Board members if they wish to determine who to vote for. Vice President Johnson asked to separate these into three separate issues.

Vice President Johnson noted the cost shown is just for registration fees and he asked if other fees would be included. Mr. Bartz stated there will also be hotel fees of \$179.00 per night per attendee as well as the District standard costs for meals. Vice President Johnson asked if the Board approved this,



would it be outside the normal reimbursement restrictions. Mr. Kennedy stated given that this is being brought to the Board for pre-approval, he felt it's safe to say it would be outside of the Board's budgetary limits. Mr. Johnson clarified it would not count then for the Board's \$3,000 limit. Mr. Kennedy Agreed. Vice President Johnson moved to approve the conference attendance. Director Morrissette seconded the motion and all were in favor.

Mr. Bartz recommended moving the September 24, 2008 Board meeting forward a week to September 17, 2008. The Board directed staff to set the meeting for September 17, 2008.

Mr. Bartz has no recommendation to the Board for the CSDA Elections. The incumbent is James Acosta. Director Anderson stated he was comfortable voting for the incumbent and moved to show the District's support. Director Adams seconded the motion and all were in favor.

#### **14. Committee Reports**

**Engineering Committee** – Mr. Bartz stated they have a preliminary agenda for the next meeting. Director Anderson stated the next meeting is scheduled for August 27, 2008 at 6:00 p.m. at the Phelan Community Center.

**Parks, Recreation & Street Lighting Committee** – Director Morrissette briefed the Board on the letter of support that was written to the Transition Habitat Conservancy for the grant they are applying for. Director Morrissette also reported the Committee met with Nancy Cosgrove today regarding the expansion of the Piñon Hills Park. Mr. Kennedy confirmed the District will need to purchase the property in order to do the park expansion. The Board was given a brief proposal on how they would like to accomplish this. Basically, a lot line adjustment to go behind the fire station on parcel 9 would be done so the Chamber can have the Fire Station Building along with lot 8. The District would take over the remainder of parcel 9 (the parking lot) and parcel 7 for the park expansion. Director Morrissette asked for Board consensus to have Mr. Bartz obtain an appraisal on these parcels. There was Board consensus; therefore, Mr. Bartz was directed to obtain an appraisal.

**ACTION ITEM: Mr. Bartz to obtain an appraisal on the Piñon Hills Chamber's Lots.**

Vice President Johnson stated it will cost approximately \$400,000 to do the lot adjustments, etc.

**Finance Committee** – Vice President Johnson reported the Board approved the Independent Consultant Report for the I-Bank in the consent calendar previously in the meeting. The final report will need to be forwarded to Mr. Young at the I-Bank tomorrow morning. Mr. Young indicated there will probably be another document that will need to be presented to the Board for its approval. Vice President Johnson also reported that Mr. Waller presented to the Committee at their last meeting a rough draft of the Budget. The intent is that a Proposed Final Budget will be submitted to the committee at the next meeting. Director Anderson asked for the Preliminary Draft Budget to be made available to the entire Board so they can review it. Vice President Johnson asked that any questions the Board members have go to Mr. Bartz.

#### **15. Reports**

Vice President Johnson moved to separate the General Manager's Report from the Directors reports as a separate agenda item to be presented prior to the Board reports. There was Board consensus; therefore, Mr. Bartz was asked to give his report first.

**General Manager's Report** – Mr. Bartz reported:

- They have been working on the budget and should have that completed soon.
- The plan for transitioning away from HDU is as follows:
  - Hire an HR Position.
  - Prepare the Budget.
  - Prepare policies for Board approval.
  - Transition the employees around October.
  - The District will advertise for positions.
  - HDU will reduce staffing.
  - District will take control of day to day field work.
  - HDU will be around for a while to complete projects and improvements.
- CIP Projects will be in the Budget for the following:
  - Consideration of new well in L.A. County
  - Schedule meeting w/Sheep Creek, Mt. High & Golden State Water re: tying the infrastructure together to get water from L.A. County. Mr. Bartz estimated the cost of a new well to be approximately \$1 million.
  - Put in a pipeline from the west side to the east side of the District.
  - A Meter Replacement Program. Cost is approximately \$2 million dollars.
  - SCADA Upgrades.
  - Updating the Chlorination System. The cost is estimated to be approximately \$125,000. Mr. Bartz stated it will be approximately \$4.2 million for all the upgrades and there is money in the reserves for these types of things. He stated he is going to recommend moving forward with some of these items in the near future and they will be put in the budget.
- They have been working with the County regarding an agreement for the equipment. His recommendation is to take the equipment the District requested and the County approved along with a comment that they would still like to be considered for one of the backhoes.

Michael Palecki confirmed the cost of the improvements. Mr. Bartz stated it was 4.2 million with no increase in rates to the customers.

Mr. Sandwick stated if Mr. Johnson brings a projector to the next meeting, he has a presentation to show the Board on the Chlorine.

A discussion took place regarding an adjudication in the Antelope Valley.

**President's Reports** – none**Directors** –

Adams – nothing to report

Anderson – Asked for a physical transition timeline at the next meeting. Mr. Bartz stated it will tie in with the Budget. Director Anderson asked if the HR position will be a full time position. Mr. Bartz stated the HR person would be full time; however, it would have to perform other functions as well. Director Anderson also asked for an additional microphone to be placed at the table for staff.

**ACTION ITEM: Mr. Bartz to give the Board a physical timeline for the transition away from HDU.**

Morrisette – Asked Director Anderson about his conversation with Mr. Houts in regards to the land for the park. Director Anderson stated he has had two meetings with Mr. Houts and it looks like there will be two proposals brought to the Board. Director Morrisette asked if Mr. Bartz should be involved in the negotiations. Director Anderson stated the proposals will be brought to the Board.

Johnson – Thanked staff for their level of service to the customers. Vice President Johnson then read a comment from a customer that he received from Carmen Scherubel to the Board members and asked Mr. Bartz to respond.

**ACTION ITEM: Mr. Bartz to respond to Carmen Scherubel's comment.**

**16. Set Agenda for Next Meeting**

Regular Meeting Agenda for August 27, 2008

- Presentation by Phil Waller of Rogers, Anderson, Malody & Scott, LLP
- Potential Park Property

Regular Meeting Agenda for September 10, 2008 Agenda

- Final Budget

**17. Adjourn**

With no further business, the meeting was adjourned at 9:04 p.m.

# AGENDA ITEM #6

## Approval of PPHCSD Expenses

**PPHCSD Invoices Due as of 8-27-08**

Invoice Date	Invoice Number	Supplier	Description	Amount
<b>Field Expenses</b>				
8/13/2008	8070	Geo-Monitor, Inc.	Field - Bacti Samples	\$289.00
8/20/2008	5087413	Waterline Technology, Inc.	Field - Chlorine	\$1,627.37
8/13/2008	5086579	Waterline Technology, Inc.	Field - Chlorine	\$1,628.38
8/13/2008	4507	Robert R. Yeghoian Co., Inc.	Field - Paving	\$12,044.50
8/1/2008	5461	Verizon	Field - Phone Bill	\$70.36
8/19/2008	202125	Inland Water Works Supply Co.	Field Supplies	\$237.06
8/13/2008	201896	Inland Water Works Supply Co.	Field Supplies	\$935.27
8/13/2008	201903	Inland Water Works Supply Co.	Field Supplies	\$58.19
8/12/2008	201817	Inland Water Works Supply Co.	Field Supplies	\$754.25
8/11/2008	201758	Inland Water Works Supply Co.	Field Supplies	\$704.77
8/11/2008	201759	Inland Water Works Supply Co.	Field Supplies	\$560.30
8/11/2008	201760	Inland Water Works Supply Co.	Field Supplies	\$770.42
				\$4,020.26
				\$19,679.87
<b>Meeting Reimbursements</b>				
8/13/2008		Al Morrissette	Meeting Reimbursement - 8-13-8	\$100.00
8/13/2008		Charlie Johnson	Meeting Reimbursement - 8-13-8	\$100.00
8/15/2008		Ken Anderson	Meeting Reimbursement - 4-16-08 to 6-25-08	\$900.00
8/14/2008		Ken Anderson	Meeting Reimbursement - 7-23-08 to 8-6-08	\$300.00
8/13/2008		Ken Anderson	Meeting Reimbursement - 8-13-8	\$100.00
8/13/2008		Mark Roberts	Meeting Reimbursement - 8-13-8	\$100.00
				\$1,600.00

# PPHCSD Invoices Due as of 8-27-08

## Office Expenses

8/1/2008	6076032	AVCOM Services Inc.	Office - Answering Services	\$103.00
8/21/2008	69317	Weston Hubbard Drywall	Office - Lease Improvements - Paint Trim	\$150.00
7/15/2008	88	S.A.M.	Office - Website set-up	\$445.56
8/28/2008	1212	Verizon	Office Phone	\$987.18
8/22/2008		Allyson Beran	Office Supplies	\$8.62
8/15/2008		Allyson Beran	Office Supplies	\$1.00
8/20/2008		Tracie Goodridge	Office Supplies	\$9.50
8/13/2008	13639	Innovative Printing Concepts	Office - Printing for Billing Paper & Envelopes	\$3,720.42
8/15/2008	2867	Datastream	Office - Billing Software access, etc.	\$9,025.00
8/14/2008	805 20834	Fish Window Cleaning	Office Window Cleaning	\$15.00
				\$14,465.28

## Phelan Community Center

8/15/2008	9787	Southern California Edison	Phelan Community Center - Electricity	\$688.36
8/19/2008	9408-4	The Gas Company	Phelan Community Center - Gas	\$31.58
8/1/2008	267855	CR&R	Phelan Community Center - Trash Service	\$102.44
7/25/2008		Sheep Creek Water Company	Phelan Community Center - Water	\$38.33
				\$860.71
<b>Phelan Community Center</b>				
8/19/2008	7605-6	The Gas Company	Pinon Hills Community Center - Gas	\$95.83
8/19/2008	7600-7	The Gas Company	Pinon Hills Community Center - Gas	\$4.88
8/1/2008	5865	Southern California Edison	Pinon Hills Park - Electricity	\$324.90
8/12/2008	676273	Miracle Recreation Equipment Co.	Pinon Hills Park - New Swing Seats	\$274.29
8/1/2008	268369	CR&R	Pinon Hills Park - Trash Service	\$138.54
				\$838.44

Total \$37,444.30

## AGENDA ITEM #8

# SCADA System Upgrades

## SCADA Telemetry Upgrade Project

**PURPOSE:** To determine the best way to bring our SCADA operations current and insure reliability.

**BACKGROUND:** We ask 2 telemetry companies to inspect our facilities and submit proposals based on their findings. We asked that they consider complete replacement as well as upgrading the existing facilities.

DTSI submitted 2 proposals 1 upgrade and 1 replacement.

ATSI submitted only 1 proposal. ATSI is the company that originally built the current system and feels very strongly that the existing SCADA will be sound with some necessary upgrades. This sentiment is reflected in their proposal.

### PROPOSALS:

DTSI	(Complete refit of all telemetry)	\$ 237,232.72
DTSI	(Partial refit with new radio system)	\$ 273,867.72
ATSI	(Upgrade existing system, software, firmware and hardware)	\$ 59,000.00

**RECOMMENDATION:** After due consideration we feel the ATSI proposal is the appropriate course. We are confident in this company's ability to correctly evaluate and upgrade our system as well as provide us with maintenance and support in the long term.



# Informational Items

Issue Date (MMDD/YYYY)  
7/1/2008 12:00:00 AM

**CERTIFICATE OF COVERAGE**



This is to certify that coverages selected below have been issued to the member named below for the period indicated. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate may be issued or may pertain; the coverage described herein is subject to all the terms, exclusions, and conditions of the specific coverage document; limits shown may have been reduced by paid claims. This certificate of insurance or binder evidences the limits of liability in effect at the inception of the policies shown. This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies listed below.

<b>Participating Member:</b> Phelan Pinon Hills Community Services District Post Office Box 294049 Phelan, CA 91729-4049	<b>Member Number:</b> PLP-7497	<b>Company Affording Coverage:</b> Special District Risk Management Authority 1112 I Street, Suite 300 Sacramento, California 95814 Toll-Free 800.537.7790 www.sdrma.org
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Type of Coverage	Policy Number	Effective Date	Expiration Date	Limits	
<input checked="" type="checkbox"/> <b>General Liability</b> Personal Injury and Property Damage Occurrence Form	LCA-SDRMA-200809	07/01/2008	07/01/2009	Per Occurrence	\$2,500,000
				Property Damage Deductible	\$500
<input checked="" type="checkbox"/> <b>Public Officials and Employees Errors</b> Occurrence Form	LCA-SDRMA-200809	07/01/2008	07/01/2009	Per Occurrence	\$2,500,000
				General Aggregate	\$2,500,000
<input checked="" type="checkbox"/> <b>Personal Liability Coverage for Board Members</b> Occurrence Form	LCA-SDRMA-200809	07/01/2008	07/01/2009	Per Occurrence	\$500,000
				General Aggregate	\$500,000
				Deductible	\$500
<input checked="" type="checkbox"/> <b>Employment Practices Liability</b> Occurrence Form	LCA-SDRMA-200809	07/01/2008	07/01/2009	Per Occurrence	\$2,500,000
				General Aggregate	\$2,500,000
<input checked="" type="checkbox"/> <b>Employee Benefits Liability</b> Occurrence Form	LCA-SDRMA-200809	07/01/2008	07/01/2009	Per Occurrence	\$2,500,000
				General Aggregate	\$2,500,000
<input checked="" type="checkbox"/> <b>Employee Dishonesty Coverage</b>	EDC-SDRMA-200809	07/01/2008	07/01/2009	Per Occurrence	\$400,000
<input checked="" type="checkbox"/> <b>Auto Liability</b> Personal Injury and Property Damage	LCA-SDRMA-200809	07/01/2008	07/01/2009	Per Occurrence	\$2,500,000
				Property Damage Deductible	\$1,000
<input type="checkbox"/> <b>Auto Physical Damage</b>		07/01/2008			
<input checked="" type="checkbox"/> <b>Uninsured / Underinsured Motorists</b>	UMI-SDRMA-200809	07/01/2008	07/01/2009	Each Accident	\$750,000
<input type="checkbox"/> <b>Trailer Coverage</b>		07/01/2008			
<input checked="" type="checkbox"/> <b>Property Coverage</b> Includes Fire, Theft and Flood Property Damage	PPC-SDRMA-200809	07/01/2008	07/01/2009	Each Occurrence	\$1,000,000,000
				Property Damage Deductible	See Coverage Documents
					Replacement cost for Scheduled Property
<input checked="" type="checkbox"/> <b>Boiler and Machinery Coverage</b>	BMC-SDRMA-200809	07/01/2008	07/01/2009	Each Occurrence	\$100,000,000
				Deductible	See Coverage Documents
					Replacement cost for Scheduled Property
<input type="checkbox"/> <b>Workers' Comp.</b>		07/01/2008			

Description: All listed coverage is in effect only for the time period specified.

Cancellation: Should any of the above-described policies be cancelled before the expiration dates thereof, the issuing company will endeavor to mail 30 days written notice to the above-named certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company.

  
 Authorized Signature

Issue Date (MM/DD/YYYY)  
08/22/2008



This is to certify that coverages listed below have been issued to the member named below for the period indicated. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate may be issued or may pertain; the coverage described herein is subject to all the terms, exclusions, and conditions of the specific coverage document; limits shown may have been reduced by paid claims.

This certificate of insurance or binder evidences the limits of liability in effect at the inception of the policies shown. This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies listed below.

<b>Participating Member:</b> Phelan Pinon Hills Community Services District Post Office Box 294049 Phelan, CA 91729-4049	<b>Member Number:</b> PLP-7497	<b>Company Affording Coverage:</b> Special District Risk Management Authority 1112 I Street, Suite 300 Sacramento, California 95814 Toll-Free 800.537.7790 www.sdrma.org
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Type of Coverage	Policy Number	Effective Date	Expiration Date	Limits
Employee Dishonesty Coverage	EDC-SDRMA-200809	07/01/2008	07/01/2009	Per Occurrence \$400,000

Description; All listed coverage is in effect only for the time period specified.

This certificate is proof of Crime coverage for the Phelan Pinon Hills Community Services District. Coverage includes: Employee Dishonesty, Theft, Disappearance and Forgery or Alteration. With coverage limits of \$400,000.

Cancellation: Should any of the above-described policies be cancelled before the expiration dates thereof, the issuing company will endeavor to mail 30 days written notice to the above-named certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company.

Certificate Dates:	Effective Date 07/01/2008	Expiration Date 07/01/2009	Certificate Type:	<input type="checkbox"/> Additional Insured <input type="checkbox"/> Loss Payee <input checked="" type="checkbox"/> Evidence of Coverage
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**CERTIFICATE HOLDER**  
Phelan Pinon Hills CSD Board of Directors  
Post Office Box 294049  
Phelan, CA 91729-4049

  
Authorized Signature