



# Phelan Piñon Hills Community Services District

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**REGULAR BOARD MEETING**  
**June 5, 2019**  
**Phelan Community Center**  
**4128 Warbler Road, Phelan, CA 92371**

**MINUTES**

**Board Members Present:** Alex Brandon, President  
Charlie Johnson, Vice President  
Kathleen Hoffman, Director  
Deborah Philips, Director

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

**Staff Present:** Don Bartz, General Manager  
Lori Lowrance, Administrative Services Manager  
Sean Wright, Water Operations Manager  
Joy Berry, Administrative Technician III

**District Counsel:** Steve Kennedy, General Counsel

**CR&R Staff** Brent Speers, General Manager

**BOARD MEETING – 6:00 p.m.**

**Call to Order**

President Brandon called the Meeting to order at 6:00 p.m.

**Roll Call**

Director Roberts was absent.

**1. Approval of Agenda**

Director Philips moved to approve the Agenda. Director Hoffman seconded the motion. Motion passed unanimously.

**2. Public Comment**

- 1) **General Public** – Lalinia “Ann” Kline of Mea Ola’s Place commented on the VND outbreak and the quarantine procedures that are being implemented by the CDFA. Noted there was a positive VND occurrence on May 23 in the area.

Kerri Hand of Perris also commented on VND and the quarantine/euthanasia measures being enforced by CDFA.

**2) Community Reports**

- a. **Mojave Water Agency** – Richard Hall provided a legislative update. Noted that the hearing was moved to June 26, 2019.

- b. **County Supervisor** – Susan Drake, Representative for Supervisor Lovingood, noted a Disaster Preparedness workshop on June 18<sup>th</sup> from 6-7pm. Reminded residents to call and RSVP if they would like to attend.
- c. **Phelan Piñon Hills C.E.R.T.** – Bonnie Butler reminded residents of the Summer Fest taking place at Pinon Hills Elementary School on June 15<sup>th</sup>. Noted that C.E.R.T. and San Bernardino Fire will be in attendance. Also noted that C.E.R.T. will be hosting classes in the PPHCSD Senior Center on September 7<sup>th</sup>, 14<sup>th</sup>, and 21<sup>st</sup>.
- d. **Snowline Joint Unified School District** – Dr. Holman commented on graduation occurring this week. Noted that the school year ends June 7<sup>th</sup>. Reminded residents of the summer food program that provides free food to students during the summer.
- e. **Fire Department** – Chief Wetzel provided the call statistics for the month of May. Noted that burning suspension is now in effect until winter. Commented on dry brush in the area and increased fire risk.
- f. **Sheriff's Department** – Deputy Finlen provided the call statistics for the month of May. Noted increase in criminal activity in warmer months.

### 3. Consent Items

Director Hoffman moved to approve the Consent Items. Director Philips seconded the motion. Motion passed unanimously.

### 4. Matters Removed from Consent Items – None

### 5. Presentations/Appointments - None

### 6. Continued/New Agenda Items – Action Items

#### a. Discussion & Possible Action Regarding Section 3.7 "Salary Ranges" in the District's Personnel Manual

Staff Recommendation: For the Board to approve the proposed revisions Section 3.7 "Salary Ranges" in the District's Personnel Manual.

Mr. Bartz introduced this item.

Vice President Johnson motioned to approve staff recommendation. Director Hoffman seconded the motion. Motion passed unanimously.

#### b. Public Hearing on 2019/2020 Budget (Fiscal Year Ending June 30, 2020)

President Brandon declared the Public Hearing open at 6:38 p.m.

##### 1) Secretary's Report

Mr. Bartz reported that the District received zero written protests, objections, or comments on the proposed adoption of the Final Budget for 2019/20.

##### 2) Attorney's Report

Mr. Kennedy reported the notice of public hearing was published in the Mountaineer Progress on May 16, 23, and 30, 2019. The notice of public hearing was posted in the District office and on the District website on May 16, 2019. Copies of the 2019/2020 Budget have been made available in the District office and on the District website in

accordance with applicable law. Compliance with all legal requirements for this hearing were within the manner and time specified in the Government Code.

### 3) **Staff's Report**

Mr. Bartz stated the finances of the District were discussed at special workshop meetings on February 27, March 13, and April 24, 2019. At the Board meeting on February 27, 2019, the Board directed staff to utilize certain assumptions for the draft budget. The assumptions include a 6% revenue increase and a 1.5% expense increase, except where changes are known, such as an increase in Edison rates of 3% and 11% increase in insurance.

Two draft budgets were prepared and presented to the Board at a special workshop meeting on April 24, 2019. The Board reviewed the draft budgets and instructed staff to use Draft Budget 2 for the final draft budget.

The Hearing Notice was advertised, as required by law. A copy of the Final Draft Budget was provided to the Directors and made available in the District office and online for public review.

The budget reflects the following:

Net Income Water Operations budget = \$887,600  
 Net Income Government Funds budget = \$776,960  
 Net Income total budget = \$1,664,561  
 Projects & Capital Purchases budget = \$941,800  
 Debt Service = \$561,664  
 Repayment to reserves = \$476,565

### 4) **Public Comments, Protests, and Objections**

There were no public comments, protests, or objections.

Director Johnson moved to close the Public Hearing. Director Philips seconded the motion. Motion passed unanimously and President Brandon declared the Public Hearing closed at 6:41 p.m.

#### c. **Discussion & Possible Adoption of Resolution No. 2019-09; Adopting the Annual Budget for Fiscal Year Ending June 30, 2020**

Staff Recommendation: For the Board to adopt Resolution No. 2019-09; Adopting the Annual Budget for the Fiscal Year Ending June 30, 2020.

Ms. Lowrance introduced this item.

Director Philips moved to approve staff's recommendation. Vice President Johnson seconded the motion. Motion passed unanimously.

#### d. **Discussion & Public Comment on Proposed Solid Waste & Recycling Rates**

Staff Recommendation: For the Board to listen to public comment on the proposed solid waste and recycling rates.

Mr. Bartz introduced this item. There were no public comments. The Public Hearing will be held on June 19, 2019.

## 7. **Committee Reports & Comments**

- a. **Adjudication Committee (Ad Hoc)** – Nothing further to report.
  - b. **Employee Compensation & Benefits Committee (Ad Hoc)** - Nothing further to report.
  - c. **Engineering Committee (Standing)** – Nothing further to report.
  - d. **Finance Committee (Standing)** – Nothing further to report.
  - e. **Legislative Committee (Standing)** – Nothing further to report.
  - f. **Parks, Recreation & Street Lighting Committee (Standing)** – Nothing further to report.
  - g. **Property Management Committee (Standing)** – Nothing further to report.
  - h. **Waste & Recycling Committee (Standing)** – Nothing further to report.
7. **Staff and General Manager’s Report** – Mr. Bartz noted a record number of clamps found on one service line.
9. **Reports**
- a. **Director Reports**
    - Johnson** – Attended the ACWA Conference in Monterey. Report will be in next Board Packet. Recognized the amount of work done on the demonstration garden. Encouraged residents to attend Summer Movie Nights in the park.
    - Philips** – Attended ACWA Conference in Monterey. Noted how informative it was. Attended local ASBCSD meeting but noted that the guest speaker did not show up. Attended CSDA Legislative Days in Sacramento. Attended ABCs of Water at MWA.
    - Hoffman** – Attended CSDA Legislative Days in Sacramento and toured the capitol. Noted how informative the conference was.
  - b. **President’s Report** – Attended CSDA Legislative Days and participated in CSDA events. He was the guest speaker at the VFW on Memorial Day. Will be in attendance at the CSDA Professional Development Committee Meeting today. Noted that he will be hosting Assemblyman Tom Lackey this Friday (6/7/2019) at the VFW.
10. **Correspondence/Information** – The items in the packet were noted.
11. **Review of Action Items**
- a. **Previous Meeting** – None
  - b. **Current Meeting** – None
12. **Set Agenda for Next Meeting – June 19, 2019**
- Closed Session – General Manager Evaluation & Compensation
  - Adopting the Appropriations Limit
  - Discussion Regarding CEQA Study
  - Solid Waste Franchise Agreement
  - Public Hearing for Proposed Solid Waste & Recycling Rates
  - Lease Revenue from Dairy Property
13. **Adjournment**  
With no further business before the Board, the meeting adjourned at 7:22 p.m.

**Link to Agenda Materials and Handouts:** <http://www.pphcsd.org>



Alex Brandon, President of the Board

7-3-19

Date



Kim Ward, HR Manager/Executive Secretary

7-3-2019

Date