



Phelan Piñon Hills Community Services District

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**PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
January 19, 2011 – 7:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371**

MINUTES

Board Members Present: Joe Fahrlander, President
Mark Roberts, Vice President
Ken Anderson, Director
Charlie Johnson, Director
Al Morrissette, Director

Board Member Absent: None

Staff Present: Don Bartz, General Manager
Debbie Bishop, Board Secretary
Chris Bishop, Operations Manager
Lori Lowrance, Administrative Services Manager

Call to Order

President Fahrlander called the meeting to order at 7:06 p.m. and the Pledge of Allegiance was conducted.

Roll Call

All Board Members were present.

Announcement of Reportable Action from Closed Session

President Fahrlander noted there were no reportable actions from the Closed Sessions to report.

1. Approval of Agenda

Director Johnson moved to approve the Agenda. Director Morrissette seconded the motion. All were in favor.

2. Public Comment

None

3. Consent Items

Director Morrissette motioned to approve the Consent Items. Director Anderson seconded the motion. All were in favor.

4. Matters Removed from Consent Items

None

5. Presentations/Appointments

a. Presentation by Stanley Hoffman Associates Regarding Establishing Solid Waste Service

Mr. Hoffman briefed the Board regarding the three options of establishing Solid Waste Services. Mr. Hoffman stated they are recommending the District go with option one which is the District assumes solid waste handling services through PPHCSD collection franchise administration. Mr. Davis briefed the Board on option two for PPHCSD administering collecting and equivalent Single Family Residence Fees.

Vice President Roberts stated according to their figures under option three, the County is running at a deficit. Mr. Davis stated that was not the County's intent. A discussion took place regarding the numbers the County is reporting.

Director Anderson clarified the issues with the tonnage reported does not affect option one. Mr. Davis agreed.

Mr. Hoffman stated the earliest LAFCO can get this on their agenda is July 20, 2011.

Director Johnson asked if a parcel split would be possible for option three. Mr. Davis stated that was unknown.

A discussion took place regarding the changes the District could implement to improve the process.

Director Johnson clarified that the funds collected from this would be considered Enterprise Funds. Mr. Kennedy agreed. Director Johnson asked if the funds could be used to fund a park. President Fahlender stated that was asked of Kathleen McDonald and Mrs. Cox and both said the funds could be used for anything the District wished.

Director Anderson asked if the District went with option one, if they would have to go back to LAFCO if the District decided to move to option three. Mr. Hoffman stated he would have to clarify that with LAFCO. Mr. Kennedy felt the District would not have to go back to LAFCO.

6. Continued/New Agenda Items – Action Items

a. Discussion and Possible Action Regarding Establishing Solid Waste Service

Mr. Bartz briefed the Board on Stanley Hoffman and Associates proposal to prepare an application for LAFCO. He stated the cost would be \$15,800.

President Fahlender stated he felt the Board needed to discuss whether it wanted to pursue solid waste powers. Director Morrissette stated he would like to move forward with option one, but felt the question of what the funds could be used for needs to be answered first. Director Johnson stated he is in favor of option one and possibly moving forward to option two in the future. Vice President Roberts agreed with Director Johnson and stated he is still unclear how the deficits would be made up. Director Anderson stated he preferred option one and felt that maybe the Board would decide to put funds away to move towards option two. President Fahlender stated he is leaning along the same lines. A discussion took place regarding the deficits the County is facing. Director Johnson stated that would be the County's problem and they would need to adjust.

Director Johnson moved to accept Mr. Hoffman's proposal identifying option one to LAFCO. Director Anderson seconded the motion. Director Anderson asked if the Board wished to explain to LAFCO the District's wishes to work to option two. Mr. Hoffman stated that is included in his proposal. All were in favor and the motion passed.

b. Discussion and Possible Action Regarding Tank Rehabilitation and Maintenance Service Contract

Mr. Bartz stated the Engineering Committee and staff has reviewed this item and has come up with this recommendation for the Board. Mr. Bartz briefed the Board on the initial costs of the proposal and how the costs can be reduced over time.

A discussion took place regarding obtaining grants for the tanks.

Director Anderson and Vice President Roberts briefed the Board on the Engineering Committee's assessment of the contract. Director Anderson stated the Committee recommends the Board approve Superior Tank Solutions for the Rehabilitation and 10-year Maintenance Service Contract.

Director Johnson moved to move forward on the agreement with Superior Tank and forward the Contract to Mr. Kennedy for approval. Director Morrissette seconded the motion. Director Anderson asked Mr. Bartz to review the notes from the Committee meeting to make sure the questions in the contract were answered. All were in favor and the motion was passed.

c. **Discussion and Possible Approval of Well 6b Rehabilitation and Installation**

Mr. Bartz briefed the Board on Well 6b. Mr. Bartz stated the District will be able to get rebates from Edison. Mr. Bartz stated staff recommends the Board approve this item.

Director Anderson asked if the bids include the rebates. Mr. Bishop stated the District has been approved for a rebate; however, the District has not been given an amount at this time. Mr. Bishop explained the rebate is for the increase in efficiency, not the particular equipment that is changed.

Director Anderson asked what the requirements were for pulling the well. Mr. Bishop explained the District keeps track of the wells efficiencies and this is the well that was losing the most efficiency so it was pulled to be rehabilitated.

Director Johnson asked about the efficiency of the three wells that have not been rehabilitated. Mr. Bishop stated they are currently stable.

Director Anderson moved to approve staff's recommendation. Director Morrissette seconded the motion. All were in favor and the motion was passed.

d. **Discussion and Possible Action Regarding Fiscal Framework (Goals, Reserves, Budget, Depreciation & Debt)**

Mr. Bartz stated the Fiscal Committee placed this item on the Agenda to address the Fiscal Framework of the District and establish policies to accomplish its goals. The Committee recommends having two workshops to discuss these policies. Director Johnson further explained the Committee's discussions on this item.

Director Morrissette stated he cannot meet on Saturdays. The Board agreed it was time to start having these conversations and asked Mrs. Bishop to put together two hour blocks of time to meet. Director Morrissette suggested alternate Wednesdays.

ACTION ITEM: Mrs. Bishop will send out an e-mail to get the Boards availability.

7. **Review of December Disbursements**

Director Roberts questioned the Southwest Underground bill for Duncan Road and whose costs those were. Mr. Bishop stated they were the Districts costs. Mr. Cardenas stated the County had prior rights for that.

8. **Review of Action Items**

Mr. Bartz stated asked the Board for consensus on Item 4 and which direction the Board would like staff to go. Director Morrissette asked if webcams could be included so Board Members could attend the meetings if they were out of town. Director Johnson stated he felt the Board should look at the alternatives. Mr. Bartz stated the cost would be under \$1,000 per unit for a laptop or an iPad. Mr. Bartz suggested purchasing an iPad and allowing each Board Member an opportunity to try it.

A discussion took place regarding how the iPad would work. Director Anderson asked if there would be a policy for the replacement of the iPad if it were lost, stolen, etc. The Board agreed a policy would need to be written.

Vice President Roberts suggested staff work on a plan to have all information available for the Board to access.

Mr. Bartz noted the District does have a computer policy to start with. Mr. Bartz asked the Board if they had a preference for an iPad or a laptop. The Board agreed to look into laptops.

9. **Committee Reports**

a. **Engineering Committee (Standing)** – Vice President Roberts stated the Committee met and spent two hours reviewing the Tank Proposal and moved the Master Plan to the next meeting. They also reviewed system repairs and valve maintenance program.

- b. **Parks, Recreation & Street Lighting Committee (Standing)** – Director Morrisette stated there was nothing new since the last meeting. The next meeting is February 1st.
- c. **Finance Committee (Standing)** – Director Johnson stated they reviewed the budget and the District is under budget in the four big categories that are watched the most.
- d. **Building Committee (Standing)** – Director Anderson stated the last meeting was canceled. The next meeting is on the second Wednesday of the month.
- e. **Adjudication Committee (Ad Hoc)** – Vice President Roberts stated the trial was postponed until March.
- f. **Solid Waste Powers (Ad Hoc)** – This item was addressed previously in the meeting.
- g. **Legislative & Grant Committee (Standing)** – President Fahlender stated they met via phone conference regarding Congress and the Senate still up in the air regarding grants. Mr. Bartz stated he did receive information from Mr. Bucknam from Barbara Boxer's office that they will be taking proposals for grants.

10. General Manager's Report

Mr. Bartz stated he submitted a written report and had nothing further to report.

Director Anderson asked what projects the crews do in regards to mainlines, etc. Mr. Bartz stated there isn't enough staff to handle the construction projects in house, so they have to go out to bid for those projects.

11. Reports

a. Director's Report

Morrisette – Director Morrisette stated Mojave Water Agency is starting a tour program January 31st.

Johnson – Director Johnson asked that the footer of the Districts Letterhead be fixed. Director Johnson suggested the Board consider Town Hall Meetings.

Roberts – Vice President Roberts had nothing further to report.

Anderson – Director Anderson had nothing further to report.

- b. **President's Report** – President Fahlender stated he appreciates staffs follow-up on the issues for the storms and noted the District did not lose a catastrophic amount of water.

12. Correspondence/Information

None

Set Agenda for Next Meeting – February 2, 2011

- To be determined

Future Board Meeting

- Discussion regarding the three tiered rate structure
- Presentation from Val Christensen from Victor Valley College regarding Solar Project

Adjourn

With no further business, the meeting was adjourned at 9:37 p.m.

Board approved the above Minutes on February 2, 2011:

Joe Fahrlander, President

Date

Debbie Bishop, Board Secretary

Date