



# Phelan Piñon Hills Community Services District

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**PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING  
October 6, 2010 – 7:00 p.m.  
Phelan Community Center  
4128 Warbler Road, Phelan, CA 92371**

## MINUTES

- Board Members Present:** Charlie Johnson, President  
Joe Fahrlander, Vice President  
Mark Roberts, Director  
Al Morrissette, Director
- Board Member Absent:** Ken Anderson, Director
- Staff Present:** Don Bartz, General Manager  
Debbie Bishop, Board Secretary  
Chris Bishop, Operations Manager  
Lori Lowrance, Administrative Services Manager

### Call to Order

President Johnson called the meeting to order at 7:01 p.m. and the Pledge of Allegiance was conducted.

### Roll Call

All Board Members were present.

#### 1. Approval of Agenda

Mr. Bartz asked to remove the Closed Session for the Antelope Valley Adjudication. Director Roberts moved to approve the Agenda as amended. Director Morrissette seconded the motion. All were in favor.

#### 2. Public Comment

Debbie Mann introduced herself to the Board. She mentioned her and her husband recently took the CERT Class for free because the District supports the CERT Class. She thanked the District and the Board for their support of the CERT classes.

Mike Harrington also thanked the Board for their support of the CERT Classes and gave the Board an update regarding the CERT Program and the up and coming events. Their monthly meeting will be on October 29<sup>th</sup> at the Sierra Vista Estates.

Michael Pattison from the Snowline School Board spoke to the Board to let the District know the AYP scores were just released. They have another 800 school; Piñon Mesa Middle School. The District now has four 800 schools. They hope to soon be an 800 School District.

#### 3. Consent Items

Director Roberts asked to move Items 3a and 3c to Agenda Item 4. Vice President Fahrlander motioned to approve the Consent Items 3b and 3d. Director Morrissette seconded the motion. All were in favor.

#### 4. Matters Removed from Consent Items

In regards to Item 3a, Mr. Roberts noted in the minutes of the September 15, 2010 on page 2, the intent of the statement "Director Morrissette noted a gymnasium would be very loud next to the District Office" was that the gymnasium would be very loud with an attached meeting room. Mr. Roberts moved to approve Agenda Item 4a as amended. Vice President Fahrlander seconded the motion and all were in favor.

Mr. Roberts questioned Item 12100 on the first page of the Balance Sheet and the change of \$90,000 to the negative. Mr. Bartz stated that was reduced water billing during that time period. President Johnson stated that is the amount that the District customers owe the District.

Vice President Fahrlander noted the Aging Detail used to be broken down by vendor. President Johnson stated the detail is broken down by days. Director Roberts motioned to approve Agenda Item 3c. Vice President Fahrlander seconded the motion and all were in favor.

**5. Presentations/Appointments**

None

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

**a. Discussion and Possible Action Regarding the Administration Building**

Mr. Bartz stated he received a revised floor plan from the Architect late this afternoon. He stated the direction the Board gave him was 6,000 to 6,500 square feet. He said the plan is just less than 6,500 square feet. Mr. Bartz reviewed the plans with the Board. Mr. Bartz also gave the Board a sheet of the square footage comparisons to the Board for their review.

Vice President Fahrlander commented on the space for the file room. Mr. Bartz stated staff will be looking into the storage area.

President Johnson asked for a copy of the plans to be given to Director Anderson tomorrow.

President Johnson thanked Mr. Wauhob for making the changes the Board requested.

**b. Discussion and Possible Action Regarding the General Managers Goals and Objectives**

President Johnson stated the Board was given a chance to submit Goals and Objective for the General Manager. The Goals and Objectives were distributed to the Board and President Johnson reviewed them with the Board.

Vice President Fahrlander stated the Board needs to look at funding possibilities for operations of the parks and it needs a strong signal from the Community that they are willing to pay for the ongoing operations of the parks. The Board agreed this goal will be added to the short term goals. Michael Pattison spoke about the need to have a dedicated assessment for this.

Vice President Fahrlander stated he has a problem with the goals for the Administration Building because he believes the District should give the Community something before it builds an Administration Building.

The Board agreed to agendize this item for the first Board Meeting in November to prioritize the Goals and Objectives. They agreed to prioritize the Goals and Objective by assigning a high, medium or low priority to each one and submit them to Mrs. Bishop by October 20<sup>th</sup>.

**7. Review of Action Items**

Mr. Bartz reviewed the Action Items with the Board and reported:

- He stated staff now has a map with all the hydrants and valves. Staff is now locating all the meters for the GIS system.
- Efficiencies were received for the boosters and pumps. Staff is in the process of reviewing them for changes to the pumps that can be made to save money through Edison.
- He stated staff has not moved forward on the software for the Board Members. President Johnson stated this is fairly low priority. Vice President Fahrlander felt this was fairly simple and he was disappointed it is taking so long.
- Mr. Bartz also stated he spoke to Mr. Brill at MWA regarding the costs for their new building. He stated they are working on that information for us.

## 8. Committee Reports

- a. **Engineering Committee (Standing)** – Director Roberts stated they met and reviewed the Master Plan model with the vendor and discussed the perimeters used by the vendor for the model. The model should be ready for the Engineering Committee's review in November. The plan should be ready for the Board by December. The next meeting has been canceled. When it is rescheduled the Committee will discuss the Tank Rehab.
- b. **Parks, Recreation & Street Lighting Committee (Standing)** – Director Morrisette stated they met yesterday. He stated staff has developed an Events Committee for activities the District gets involved in. He stated they had a brief discussion regarding developing senior programs to bring seniors into our Community Centers. He stated the funds from the County may be received by the District in a few weeks. Director Morrisette stated the Piñon Hills Seniors are rehabilitating the Christmas ornaments and he thanked them for their efforts. Their goal is to have them done by the beginning of November. A discussion took place regarding giving them a Resolution of thanks for their efforts. Director Morrisette personally thanked President Johnson because he took it upon himself to participate in the CERT Program and became CERT Certified. Director Morrisette stated the District is looking into a way for District staff to participate in the CERT Program as well.

Alex Brandon reminded the Board that a good portion of the Christmas decorations were donated by Norco.

Mr. Harrington thanked President Johnson for doing the CERT Program and challenged the other Board Members to do the same.

- c. **Finance Committee (Standing)** – President Johnson stated they met a couple of weeks ago and reviewed the financial statements. He stated they also had a preliminary meeting with the auditors. The next meeting will be canceled.
- d. **Building Committee (Standing)** – The next meeting has been canceled.
- e. **Adjudication Committee (Ad Hoc)** – Director Roberts stated they continue to meet. There is a technical meeting tomorrow.
- f. **Solid Waste Powers (Ad Hoc)** – Vice President Fahlender stated they have not met since the last report to the Board and nothing further has been received.
- g. **Legislative & Grant Committee (Standing)** – Vice President Fahlender stated they are meeting again next week.

## 9. General Manager's Report

Mr. Bartz stated Well 9b was recently rehabilitated. It went from 250 gallons per minute to 350 gallons per minute. He also noted that Well 11 was struck by lightning and the District has already received the funds from the insurance company. Mr. Bartz stated Well 2b went down so staff will be rehabilitating it. Mr. Bartz stated the work on the temporary office location is taking a considerable amount of time. He stated the District will be submitting for permits tomorrow. The goal is to be out of the current office prior to December 1<sup>st</sup>. Mr. Bartz stated the Department of Public Health did a review of the system and stated the District is in great shape. He stated staff has done a terrific job with the system.

Vice President Fahlender asked if they were cognizant that Well 14 is not in our District. It was noted that they are a State Agency so they are not concerned with that.

Mr. Brandon asked when the debris would be cleared on the lot for the Administration Building. Mr. Bartz stated the District has submitted for the permits.

## 10. Reports

### a. Director's Report

**Morrisette** – Director Morrisette stated he attended the CSDA Conference a couple weeks ago. He stated the District needs to do a Strategic Plan and it was suggested to keep it within five years. He

stated he also attended a session that dealt with Alternative Energy and several aspects of that. Director Morrisette also attended a session on Smart Media and stated he asked if there was an issue with a Brown Act violation when using Facebook, Twitter, etc. Mr. Kennedy stated there would be an issue in any meeting of three or more that they come up with a concurrence.

**Fahrlender** – Vice President Fahrlender had nothing further to report.

**Roberts** – Director Roberts had nothing further to report.

- b. **President's Report** – President Johnson submitted a written report and noted that he also attended the CSDA Conference where he completed his Ethics Training. He asked Mr. Kennedy if the Citizens Advisory Committee would have to take Ethics Training if they were reinstated. Mr. Kennedy stated the District could make them subject to the Districts Resolution that identifies Ethics Training. He stated it was a Board option. President Johnson asked if it is appropriate to have a bullet point agenda for closed sessions. Mr. Kennedy stated the District has an agenda for what is going to be discussed as required. He stated the Board can do a sub agenda if it wishes. Mr. Kennedy suggested written confidential materials be handed out to the Board prior to the Board Meeting so the Board is aware of what the issues will be. In regards to the notes, he stated it is permissible to take notes during the closed session. He stated the District does comply with the requirements of announcing any reportable action. Mr. Kennedy stated notes can be taken in such a manner to comply with the Boards wishes. President Johnson asked if the position of Community Liaison incompatible with being a Board Director. Mr. Kennedy stated in order for an incompatibility of office to exist, generally those are positions that are both elected to elected and the duties they perform are inherently incompatible. He stated it's more of a conflict issue if they conflict on occasion. He stated that person would have to excuse himself in that situation. President Johnson also mentioned a financial model that a water district had that he would like to try to copy. He said it was a dashboard kind of approach. He stated the Meeting Management Session he attended suggested a book by Alice Sturgis as alternative to the Roberts Rules because it is in tune to small bodies like our District. Mr. Kennedy stated he was not familiar with that book and said he would look it up. He agreed that Roberts Rules is very archaic and outdated in his views.

## 11. Correspondence/Information

### Set Agenda for Next Meeting – October 20, 2010

- Discussion and Possible Approval of Ordinance 2010-02; Instituting a Cross-Connection Control Program to Protect the Public Water System
- Closed Session for the Adjudication

Vice President Fahrlender suggested looking into centralizing the yard with the office. Mr. Bartz stated he can look into it.

### November 3, 2010 Board Meeting

- Discussion and Possible Action Regarding the General Managers Goals and Objectives
- Review of Districts Disaster Plan
- Recommendations for the Tank Rehabilitations

### Future Board Meeting

- Discussion regarding the three tiered rate structure
- Discussion of Reformation of the Citizen's Advisory Committee

### Adjourn

The meeting was adjourned at 8:43 p.m. for Closed Session

**Closed Session** – Conference with Legal Counsel/Anticipated Litigation  
Significant Exposure to Litigation pursuant to government code 54956.9(b)  
One potential case

**Meeting Reconvened**

The meeting was reconvened at approximately 9:29 p.m.

**Announcement of Reportable Action from Closed Session**

There were no reportable actions to report.

**Adjourn**

With no further business, the meeting was adjourned at 9:30 p.m.

Board approved the above Minutes on October 20, 2010:

_____	_____
Charlie Johnson, President	Date
_____	_____
Debbie Bishop, Board Secretary	Date