



Phelan Piñon Hills Community Services District

4037 Phelan Road, Suite C-1 • P. O. Box 294049 • Phelan, CA 92329-4049 • (760) 868-1212 Fax (760) 868-2323

**PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
November 17, 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
Ken Anderson, 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 Johnson called the meeting to order at 7:28 p.m. and the Pledge of Allegiance was conducted.

Roll Call

All Board Members were present.

Announcement of Reportable Action from Closed Session

In regards to the Closed Session for the Antelope Valley Adjudication and the two Closed Sessions for Potential Litigation, there were no reportable actions taken.

1. **Approval of Agenda**
Director Anderson moved to approve the Agenda. Director Roberts seconded the motion. All were in favor.
2. **Public Comment**
Dave Nelson of News Plus invited everyone to the Senior Luncheon
3. **Consent Items**
Director Anderson motioned to approve the Consent Items. Director Morrissette seconded the motion. All were in favor.
4. **Matters Removed from Consent Items**
5. **Presentations/Appointments**
 - a. **Audit Presentation by Charles Z. Fedak & Company**
Chris Brown from Charles Z. Fedak & Company gave the Board a presentation of the Audit.

Vice President Fahrlander asked about the cash equivalence to Parks and Recreation. Mr. Brown stated the funds are for general use and not designated for anything in particular. He stated the common practice for an entity such as this for there to be one sweep account and the funds are being transferred

as necessary. Ms. Lowrance stated the funds are classified under the general funds and not designated to any certain fund.

President Johnson thanked Mr. Brown for his work with the District Audit this year.

President Johnson asked if the Board wished to modify the Board Meeting agenda to include approval of the Audit.

Director Roberts asked if the Auditors recommendation regarding the Districts Financial Software will be covered by the new Tyler Incode Software. Mr. Brown stated it would be.

Director Roberts moved to amend the Board Meeting agenda to include approval fo the Audit, Director Morrisette seconded the motion and all were in favor.

Vice President Fahlender moved approval of the Audit, Director Roberts seconded the motion and all were in favor.

b. Presentation from John Hake of Superior Tank Solutions

Mr. Bartz briefed the Board regarding the presentation John Hake of Superior Tank Solutions will be giving the Board. Mr. Hake presented the Board with a PowerPoint presentation regarding the needs of the District's tanks and their proposal to service them.

Steve Sullivan from Utility Services introduced his company to the Board and stated he will give the Board a presentation at a future meeting.

6. Continued/New Agenda Items – Action Items

a. Discussion and Possible Action Approval of Ordinance 2010-02; Instituting a Cross-Connection Control Program to Protect the Public Water System

Mr. Bartz briefed the Board that this item was re-agendized from the last Board Meeting. Mark Blair stated he reviewed the Cross-connection program and it covers all the items necessary.

Mr. Blair briefed the Board on the new requirements coming up regarding the fire suppression systems and what he learned at a recent conference. Director Roberts asked what the recommendations are for the freezing climates. He stated they are recommending insulation.

Vice President Fahlender asked about page 4, item C 1, 2 and 3 of the handout and asked about all fire suppression systems being mandated. Mr. Blair stated all fire suppression systems are mandated. The Board and Mr. Kennedy discussed changing the verbiage on page 4, item C 1, 2 and 3 to read "and/or". Vice President Fahlender felt it would be easier to adding a new number 1 that reads, "Where the fire system is directly supplied from public water system" and renumber the other items to 2, 3 and 4. The Board agreed.

The Board discussed having a list of approved devices. Mr. Blair suggested using the standard used by USC. Mr. Blair will provide the information to Mrs. Bishop.

Mr. Bartz stated there was a presentation at the last meeting regarding having the option of having staff do the testing or a list of approved testing companies. Mr. Blair stated the County has a list of approved purveyors. The Board agreed to use that list.

Vice President Fahlender also suggested recouping clerical fees for administering the program.

On page 10, the ordinance it specifies a particular newspaper. President Johnson suggested indicating a newspaper of general circulation.

In regards to section VIII, the Board agreed to remove the Optional Items A and C. On page 7, the Board agreed to remove Optional Item 3.

b. **Discussion and Possible Action regarding General Managers Goals and Objections**

President Johnson reviewed the prioritized list of Goals and Objectives with the Board. Board consensus was that the Goals and Objective are adequate and show the Boards priorities. President Johnson thanked the Board Members for their work on the Goals and Objectives.

7. **Review October Disbursement List**

The Board reviewed the October Disbursement List and there were no questions presented.

8. **Review of Action Items**

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

- There is no change on the first four items.
- He broke down the Mojave Water Agency's Building costs. They estimated the project at \$10 million; however, bids came in at approximately \$5 million. Mr. Bartz estimated the cost per square footage to be approximately \$203.00.

Vice President Fahlender asked the status of the software for the Board Members. Mr. Bartz stated staff will bring this back to the Board at the next meeting. After discussion, the Board agreed to have staff create forms in a manner that the Board can fill out the forms and return them electronically. Mr. Bartz asked if it was the Boards wish to obtain computers and receive the meeting packets electronically. Director Roberts clarified that the goal is to be able to obtain documents in a common format and be able to respond to them. Vice President Fahlender stated at one time he wanted to be able to search and do other things, but at this time he would like to be able to fill out a form. President Johnson and Mrs. Bishop will work together to create forms that the Board can fill out and return electronically. The Board agreed the purchase of computers is a separate issue.

Vice President Fahlender asked if the Board would also be able to download the meeting packets and manipulate them. President Johnson stated you may be able to do that with Adobe Light or you may need the full version of Adobe. He stated it would be looked into.

9. **Committee Reports**

- a. **Engineering Committee (Standing)** – Director Roberts stated the last meeting was canceled because of a conflict with the Antelope Valley Adjudication.
- b. **Parks, Recreation & Street Lighting Committee (Standing)** – Director Morrissette stated there was nothing new to report.
- c. **Finance Committee (Standing)** – President Johnson stated there was nothing new to report.
- d. **Building Committee (Standing)** – Director Anderson stated they have not met since the last meeting.
- e. **Adjudication Committee (Ad Hoc)** – Vice President Fahlender and Director Roberts stated they continue to meet in Palmdale and Los Angeles.
- f. **Solid Waste Powers (Ad Hoc)** – Vice President Fahlender stated there is a meeting pending.
- g. **Legislative & Grant Committee (Standing)** – Vice President Fahlender stated the Board needs to be cognizant that Mr. Packard's contract will be coming up for renewal. He stated the Committee also discussed setting up a presentation regarding alternative energy. Vice President Fahlender stated the District was unsuccessful with the Proposition 84 Park Grants. He stated Mr. Bartz will try obtaining information on the successful grants to see what the Districts needs to do to improve its grants. Director Morrissette stated the information on the successful grants can be received by request or on their website. Mr. Bartz stated the information has already been requested by the Committee.

10. **General Manager's Report**

Mr. Bartz reported:

- Well 9 is back online and there is approximately a 40% increase on the Well's production.

- Staff is working on the requirements to receive approval for the modular building. January 15 is the new target date for move in.

Mr. Bishop stated Well 2 is scheduled for the attempted patch tomorrow.

11. Reports

a. Director's Report

Morrisette – Director Morrisette stated he attended a meeting in Wrightwood for their Winter Traffic Operations where he ran into Robert Eland from 1st District Supervisor Mitzelfelt's Office. He stated Mr. Eland is already working on funding for the Sheriff's Station.

Fahlender – Vice President Fahlender thanked Bryan Cooley for the work he's done for the District.

Roberts – Director Roberts had nothing to report.

Anderson – Director Anderson nothing further to report.

- b. **President's Report** – President Johnson stated he attended a seminar on Monday called Leadership and Sustainable Development. He briefed the Board on the seminar.

12. Correspondence/Information

Set Agenda for Next Meeting –

The Board agreed to cancel the December 1, 2010 Board Meeting due to conflict with the ACWA 2010 Fall Conference.

The next Regularly Scheduled Board Meeting is December 15, 2010.

- Discussion and Possible Action Approval of Ordinance 2010-02; Instituting a Cross-Connection Control Program to Protect the Public Water System
- Resolution of Appreciation for Piñon Hills Seniors for their work on the Christmas Decorations
- Presentation of Master Plan
- Presentation from Utility Services

First Board Meeting in January

- Approval of Tanks Maintenance Contract
- Workshop for Administrative Building

Future Board Meeting

- Review of Districts Disaster Plan
- Discussion regarding the three tiered rate structure
- Discussion of Reformation of the Citizen's Advisory Committee
- Presentation from Val Christensen from Victor Valley College regarding Solar Project

Adjourn

With no further business, the meeting was adjourned at 9:35 p.m.

President Johnson reopened the meeting at 9:36 p.m.

He spoke to the Board regarding the elections coming up for the Board Members. He suggested moving the elections in December. Mr. Kennedy will check into the regulations for the elections and advise Mrs. Bishop if this item will need to be agendaized for the next meeting.

The meeting was adjourned at 9:37 p.m.

Board approved the above Minutes on December 15, 2010:

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