



# Phelan Piñon Hills Community Services District

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**PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING  
July 21, 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  
Ken Anderson, Director  
Mark Roberts, 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 Johnson called the meeting to order at 7:04 p.m. and the Pledge of Allegiance was conducted.

### Roll Call

All Board Members were present.

1. **Approval of Agenda**

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

2. **Public Comment**

None

3. **Consent Items**

Director Anderson stated the Board discussed getting more detail on Mr. Packard's bill. Mr. Bartz stated he hoped to have that information tonight; however, he will have it for the Board at the next meeting. Director Anderson motioned to approve the Consent Items. Director Roberts seconded the motion and all were in favor.

4. **Matters Removed from Consent Items**

None

5. **Presentations/Appointments**

a. **Staff Presentation of Current Procedures in regards to the Enterprise Management Software**

Ms. Lowrance gave the Board a presentation on the Districts current process. A discussion took place regarding other modules the District may need in the future.

Director Anderson asked for clarification on the mobile computing. Ms. Lowrance stated the software has the capability to send service orders, etc to staff wirelessly.

Vice President Fahrlander asked if the savings staff shows included the help from Phil Waller's Office. Ms. Lowrance stated the figures presented are separate from the help; therefore, the savings would be even greater.

Director Anderson thanked staff for their report on the current procedures in regards to the Enterprise Management Software.

Vice President Fahrlander asked if the new software had a tracking system to track the use of the different modules of the system. The Board discussed doing a post implementation study on certain modules.

President Johnson also thanked staff for their work on the RFP and the report presented to the Board.

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

a. **Public Hearing Regarding Delinquent Water User Charges for the Purpose of Collecting Said Charges on the San Bernardino County Tax Roll**

President Johnson called the hearing to order at approximately 7:36 p.m.

1) **Secretary's report on written protests, objections, and comments**

Mrs. Bishop reported that the District has received zero written protests on the Delinquent Water Use Charges.

2) **Attorney's report on action taken prior to this hearing**

Mr. Kennedy reported:

- a) Notice of hearing published in legal section of Daily Press Newspaper on July 7, 2009 and July 14, 2009.
- b) Compliance with all legal requirements for this hearing within the manner and time specified in the Government Code.

3) **Staff's Report**

The Delinquent Water Use Charges Report was filed with the Secretary on July 1, 2010 and detailed 230 accounts amounting to a total of \$61,349.80. The Delinquent Water Use Charges Report reflects each affected parcel of real property and the amount of charges and delinquencies for each affected parcel for the year.

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

- a. Any person may address the Board on the Delinquent Water User Charges
- b. Responses to comments, protests, and objections from staff

Director Anderson motioned to close the public hearing. Director Roberts seconded the motion and all were in favor. The hearing was closed at 7:46 p.m.

b. **Discussion and Possible Approval of Resolution #2010-22; Confirming, or Modifying and then Confirming, the Report of Delinquent Water User Charges for the Purpose of Collecting said Charges on the San Bernardino County Tax Roll**

Director Anderson motioned to approve Resolution #2010-22. Director Morrissette seconded the motion and all were in favor.

c. **Discussion and Possible Action Regarding the Lease or Purchase of Office Facilities**

Mr. Bartz briefed the Board on the four options available to the District.

Director Anderson stated there is a possibility that the District would have to put sprinklers in the modular buildings. Director Morrissette stated he was at a meeting last night where the installation of sprinklers was discussed and it was stated that the cost for sprinklers is approximately \$200.00 per sprinkler head.

Vice President Fahrlander asked if staff met with the County and whether the building can become permanent. Mr. Bartz stated staff did meet with County and the building could become permanent.

Director Anderson motioned to move forward with Option 4. Director Roberts seconded the motion. Director Morrisette stated he is hesitant because he doesn't want to see this temporary office become the solution for the new administration building. President Johnson asked the Board if it was a general understanding that this option was for a 36 to 48 month proposal, not a solution for the administrative program. The Board agreed. All were in favor.

Director Anderson thanked Mr. Bartz for his breakdown for the report.

d. **Discussion and Possible Action on Solid Waste Powers**

Mr. Bartz briefed the Board on the proposal received earlier this evening from Stanley R. Hoffman Associates for three different options for the Solid Waste Powers.

Director Morrisette suggested checking into whether the District would acquire the liability of the capped off landfill along with the Solid Waste Powers.

Vice President Fahlender stated the District is losing \$10,000 in franchise tax fees a month by not doing moving forward.

President Johnson clarified that the analysis Stanley R. Hoffman Associates would do would also act as the feasibility study necessary to acquire the Solid Waste Powers. Mr. Bartz stated that is correct. Mr. Kennedy briefed the Board on what the Helendale CSD is doing.

A discussion took place regarding the fees and what is included in Phase I and Phase II of Stanley R. Hoffman Associates proposal.

Director Roberts motioned to approve the item. President Johnson seconded the motion and all were in favor.

7. **Review of Disbursement List**

Director Roberts asked why it costs \$81.00 to change the oil on a truck. Mr. Bishop stated the diesel truck take 12 quarts of oil.

President Johnson asked if the amount spent for the Adjudication was a normal monthly cost. Vice President Fahlender stated it was.

President Johnson asked if the \$58,000 payment on the Disbursement List was the first payment for the Duncan Road Project. Mr. Bartz stated that it was and noted that the funds were pre-paid by the County.

8. **Review of Action Items**

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

- Mrs. Bishop will send out a reminder to the Board to complete their GM Review and turn it in by Friday.
- Information on software programs for the Board use of laptops will be completed shortly. He stated staff is in the process of making some changes with the computers in the office.
- Ms. Lowrance was on vacation, so he will have the information on the questions from the balance sheets at the next meeting.
- He will have the break down from Mr. Packard for the Board at the next meeting.

**ACTION ITEM:** Mrs. Bishop to send out a reminder to the Board to complete their GM Review and turn it in by Friday.

9. **Committee Reports**

a. **Engineering Committee (Standing)** – Director Roberts reported the Committee has not met.

b. **Parks, Recreation & Street Lighting Committee (Standing)** – Director Morrisette stated they have not met.

c. **Finance Committee (Standing)** – President Johnson stated the Committee has not met.

- d. **Building Committee (Standing)** – Director Anderson stated they met and a letter was received from the Sheriff's Department as a result of the meeting. He also noted information on the building planning was also results of the meeting. He felt there was a giant step made tonight but stated the Committee feels there should be a workshop to gather the Boards ideas regarding the administration building.

President Johnson asked the Board if this Committee should be an Ad Hoc Committee. Director Roberts stated this is a three to four year project and asked if it should remain a Standing Committee. Mr. Kennedy stated that may be why the Board set this Committee as a Standing Committee. He said it's more appropriate for a long standing project to be a Standing Committee.

A discussion took place regarding the letter received by the District today from the Sheriff's Department regarding their wishes for the building.

The Board agreed to have a Special Meeting for a workshop on Wednesday, August 4, 2010 at 5:00 p.m. The Board agreed to invite Mr. Wauhob and Mr. Forgery from the Sheriff's Department. The Board agreed to agendize the Special Meeting along with the Regular Meeting.

Director Anderson asked for the minutes from the Building Committee to be distributed to the Board.

**ACTION ITEM:** Mrs. Bishop to distribute the minutes from the Building Committee to the Board.

- e. **Adjudication Committee (Ad Hoc)** – Director Roberts stated they continue to meet. Director Fahrlander stated there is another meeting at 10:00 a.m. tomorrow.
- f. **Solid Waste Powers (Ad Hoc)** – This item was addressed previously in the meeting.
- g. **Legislative & Grant Committee (Standing)** – Mr. Bartz stated the District has received a letter stating the grants Director Morrissette submitted were received. Vice President Fahrlander stated he would like to see a recap of what Mr. Packard has done on behalf of the District.
10. **General Manager's Report**  
Mr. Bartz reported Well 9b went down at the end of last week. The District has gone to summer valving and the system is operating like it should. Quotes on the repairs will be received tomorrow.

President Johnson asked when the District is going to clean up the property for the Administration Building. Mr. Bartz stated that should start shortly.

President Johnson asked when the District will be going out for bid for the Piñon Hills Park Project. Mr. Bartz stated staff is in the process of completing the RFP so it can go out for bid.

#### 11. Reports

##### a. Director's Report

**Morrissette** – Director Morrissette stated there will be a concert August 28, 2010 at Serrano High School. He stated the District is helping to promote the concert and selling tickets.

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

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

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

- b. **President's Report** – President Johnson had nothing further to report.

**12. Correspondence/Information**

**Set Agenda for Next Meeting – August 4, 2010**

- Enterprise Management System
- Table of Contents for Policies and Procedures
- Well 9b Proposals

**Future Board Meeting**

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

**Adjourn**

The meeting was recessed to the Closed Sessions at 9:03 p.m.

**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 10:47 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 10:50 p.m.

Board approved the above Minutes on August 4, 2010:

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