



Phelan Piñon Hills Community Services District

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**PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
August 18, 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 7:08 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 Adjudication. Director Anderson moved to approve the Agenda. Director Morrissette seconded the motion. All were in favor.
2. **Public Comment**
None
3. **Consent Items**
Director Morrissette moved to approve the Consent Items. Director Roberts seconded the motion. All were in favor.
4. **Matters Removed from Consent Items**
None
5. **Presentations/Appointments**
 - a. **None**
6. **Continued/New Agenda Items – Action Items**
 - a. **Discussion and Possible Approval of Resolution #2010-23; Establishing Policies for its Relations Among Directors and With Staff**
Mr. Kennedy briefed the Board on Resolution #2010-23; Establishing Policies for its Relations Among Directors and With Staff. President Johnson asked when changes to Committees would be appropriate. Mr. Kennedy stated it would generally be at the beginning of the new Presidents term. Beyond that it could be any time. Director Morrissette commented he made a couple changes when

he was President when he felt it was needed. Director Roberts moved to approve the item. Director Anderson seconded the motion. All were in favor.

b. **Discussion and Possible Approval of Alternative Work Schedule**

Mr. Bartz briefed the Board on the Alternative Work Schedule and handouts provided to the Board. President Johnson thanked staff for their hard work in putting this information together. He felt it would be best to gather any questions and bring this item back to the next meeting.

Vice President Fahrlander stated it is hard to make the morning and afternoon comparison because the hours are different. He stated he would appreciate it if the day was cut up into equal portions for comparison sake. He also stated staff gets calls regarding being open earlier or later and asked for how many. He noted there is not a large percentage difference between the days of the week.

Director Morrissette asked if it is counterproductive to have half staff on a Friday. Ms. Lowrance stated it is not counterproductive, but it does put extra strain on staff that is working on Friday.

Director Anderson asked if anyone kept track of service calls. Mr. Bishop explained how field staff would be able to handle the workload on a Friday if they were half staffed. Director Anderson asked about doing an Alternate Schedule without additional overtime. Ms. Lowrance stated State and Federal Laws allow for an Alternate Work Schedule.

Director Roberts asked how field staff can do this if they are all needed currently. Mr. Bishop explained that there are less service orders on a Friday and he stated they can get more work done on a nine hour day. Director Roberts asked about the need for overtime. Ms. Lowrance stated the schedule would allow for more time during the day to get things done and for her to meet with staff all at once instead of in separate groups.

President Johnson stated he does not prefer Options B and C because of being open alternate Fridays. He stated it would be confusing for customers. He also noted that the more stops and starts of duties waste time for the staff. He felt it would be much more efficient to do staff training when the office is closed. President Johnson asked if other Districts in the neighborhood are doing the same things. Ms. Lowrance stated Helendale, Victorville and Hesperia.

Vice President Fahrlander asked what happens on a skeleton day if someone is ill. Mr. Bartz stated he believed the remainder of the staff can cover it. He also mentioned a benefit of the Alternative Schedule is that Doctor Appointments can be made for the Friday staff is off. Vice President Fahrlander asked what would happen with Management staff. Ms. Bartz stated they would alternate their Fridays off.

Ms. Lowrance stated her preference is Option A because the District is getting the most productive hours and training hours. It is also the best option dollar wise. She stated she understands the Boards concern for the customers.

Director Anderson asked what it would cost for one hour of overtime for the full staff. Ms. Lowrance stated she could supply that for him

ACTION ITEM: Ms. Lowrance to supply the cost of one hour of overtime for the entire staff to the Board.

President Johnson stated Options B and C would be his least likely choice and he would be ok with eliminating them.

Vice President Fahrlander asked if any changes are anticipated when the office is moved. Ms. Lowrance stated she anticipates a drop in walk in customers. She anticipates possibly 25% less in walk in customers.

Director Anderson stated he does not want to see a Friday close. He is looking at Options E and F.

Vice President Fahrlander stated he is not fond of closing on Fridays as well unless there is an additional option for being open on Saturday.

The Board agreed to drop Options B and C.

A discussion took place regarding having a six month trial period.

Director Anderson suggested sending options to the customers and see what they would like.

This Item will be agendized for the September 15, 2010 Board Meeting. If Board members have any questions, they are to give them to staff.

c. **Discussion and Possible Approval of Roles and Responsibilities of the Committees**

Director Roberts asked if the Committees were going to change as new Board Members are brought on. Mr. Kennedy stated the Board will re-evaluate the Committees as things change.

President Johnson spoke about the need of the Board Members to agree on the responsibilities of the Committees.

Vice President Fahrlander stated he wonders if an idea originates in a Committee or at the Board level. President Johnson stated both have happened during the time he's been on the Board. He feels there should be some boundaries as to what a Committee can or cannot do. Mr. Kennedy agreed it is a two edged sword and felt by creating the definitions of the Committees it will resolve the issue. Director Morrissette agreed.

Director Roberts motioned to accept the Roles and Responsibilities for the Committees as submitted with review by the Board once a year. President Johnson seconded the motion. Director Anderson suggested each Committee come forward with a budget to be placed within the District's budget. The Board agreed that the Committee's already do that. All were in favor except Director Morrissette.

7. **Review of Disbursement List**

Director Roberts asked about page 8 of 18, number 5583 and if staff has the costs for 2009/2010. He also asked if staff has the same numbers for the Alto replacement on the next page. Mr. Bartz stated the District received a supplement bill on the Alto replacement because they leased us agriculture water which was at a ramp down so the District had to purchase replacement water. Director Roberts stated there are four lunches on the same day. Mr. Bartz stated that is the date when they were processed. President Johnson asked if the dates of the lunches could be added.

Director Anderson asked for an electronic list of all the payments made to all of the Districts vendors for last fiscal year.

ACTION ITEM: Ms. Lowrance to provide an electronic list of all payments the District has made to all its vendors last fiscal year.

8. **Review of Action Items**

Mr. Bartz stated the Action Items are as presented.

9. **Committee Reports**

a. **Engineering Committee (Standing)** – Director Roberts stated they met Monday August 16th and reviewed the system repairs, replacements and repairs, meter reading and constructions in progress. He stated they got the initial tank inspection matrix that the Committee will review. A Master Plan Update will come to the Committee in November. Work will begin again in the fall for the Valve Maintenance Program. He stated conversations have taken place regarding LAFCO expanding the District's boundaries to LA County. A discussion took place regarding whether this would be a spear of influence change or a boundary change. The next meeting is September 8, 2010.

b. **Parks, Recreation & Street Lighting Committee (Standing)** – Director Morrissette had nothing further to add. The next meeting is scheduled for September 7, 2010.

- c. **Finance Committee (Standing)** – President Johnson stated he could not be there at the last meeting so it had to be postponed. The next meeting is scheduled for August 31, 2010. The next regular meeting on September 8, 2010 will be canceled and rescheduled.
 - d. **Building Committee (Standing)** – A discussion took place regarding the necessity to continue the Building Committee. Director Anderson stated there will be a need in the future for items to go to the Committee rather than the Board.
 - e. **Adjudication Committee (Ad Hoc)** – Director Roberts stated it is a make or break at the Mediation on August 24th and September 1st.
 - f. **Solid Waste Powers (Ad Hoc)** – Mr. Bartz reported a meeting is being set up in two weeks.
 - g. **Legislative & Grant Committee (Standing)** – Vice President Fahlender stated they met and discussed making more of an effort to Communicate with the Board on the efforts being made. He encouraged the Board to communicate their funding needs.
10. **General Manager's Report**
Mr. Bartz stated there is a written report. He also asked if anyone is interested in attending the tour in Bakersfield at the Metropolitan Water District.
11. **Reports**
- a. **Director's Report**

Morrisette – Director Morrisette had nothing further to report.

Anderson – Director Anderson had nothing further to report.

Fahlender – Vice President Fahlender had nothing further to report.

Roberts – Director Roberts had nothing further to report.
 - b. **President's Report** – President Johnson reminded the Board Members that they all need to keep in mind the conflicts of interest, study and understand the issues before them and not discuss District Plans and Policies.
12. **Correspondence/Information**
President Johnson stated he received some grant programs that he will pass on to Mrs. Bishop. He also received a Notice of Directory Vacancy for SDRMA that will be given to Mrs. Bishop.

Set Agenda for Next Meeting – September 1, 2010 meeting will be canceled.

- Special Board Meeting for Administrative Building on the 15th – 5:00 p.m., Closed Session for Adjudication – 7:00 p.m. – Board Meeting at 7:30 p.m.
- Discussion and Possible Approval of Alternative Work Schedule

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 8:56 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

Closed Session – Public Employee Performance Evaluation
(Government Code Section 54957)

Title: General Manager

Meeting Reconvened

The meeting was reconvened at approximately 9:25 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 September 15, 2010:

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