



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
August 4, 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 7:00 p.m. and the Pledge of Allegiance was conducted.

Roll Call

All Board Members were present.

1. Approval of Agenda

President Johnson noted the 4:00 p.m. Special Board Meeting was cancelled. Mr. Bartz asked to remove Item 6d and the Closed Sessions for the Adjudication. Director Morrissette moved to approve the Agenda as amended. President Johnson seconded the motion. All were in favor.

2. Public Comment

None

3. Consent Items

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

4. Matters Removed from Consent Items

Director Roberts asked about Item 3c, page 8 of 9, number 58. He asked if this was contributed to the pumping costs. Mr. Bartz stated it does contribute to the savings. He stated staff is still in the process of breaking down the efficiencies for the new wells installed this year.

Vice President Fahrlander asked about Susan Trager's estimated bills. Mr. Bartz stated the District still has not received the bills from Ms. Trager.

Director Anderson inquired on the year end estimates. Ms. Lowrance stated they still have not been placed on the statement. The report shows it as preliminary.

Director Roberts moved to approve Item 3c. Director Morrissette seconded the item. All were in favor.

5. **Presentations/Appointments**

None

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

a. **Discussion and Possible Action Regarding CSDA the Enterprise Resource Management Software**

President Johnson briefed the Board on the Item. President Johnson moved to approve the Item. Director Roberts seconded the motion. Vice President Fahrlander asked if the \$25,000 for hardware was for the server itself. Ms. Lowrance stated that was correct. Director Anderson asked what happens to any funds that are not used. Ms. Lowrance stated the funds would stay in the General Fund. Mr. Bartz stated when the project is closed out; the funds will come off the books in the next year's budget. Vice President Fahrlander asked if the maintenance and support fees were a fixed amount. A discussion took place regarding the Districts ability to choose a lower option in the future if it chooses. Director Anderson stated he feels this is a large amount of money, yet staff has made a good presentation on how this is necessary. He stated there is a long term benefits, the process was long, but it came together and he thanked everyone for their work on it. Vice President Fahrlander asked that staff would continue to verify and show the Board the savings. Ms. Lowrance stated staff could report back to the Board on the savings. She felt staff's analysis was underestimated. President Johnson clarified that those were staff estimates, not vendor estimates. The board voted and all were in favor.

b. **Discussion and Possible Action Regarding the Table of Contents for the Districts Rules and Regulations**

President Johnson stated he suggested the District have an organized approach to review each of the Rules and Regulations. Staff has presented a list of the current Table of Contents that was adopted from the County. Staff also presented a sample from what Lake Arrowhead Community Services District. A discussion took place regarding suggestions for the future Table of Contents such as an alphabetical index. President Johnson stated an organized approach will be developed to review these Rules and Regulations.

c. **Discussion and Possible Action Regarding Ratification of Well 9b Rehabilitation Contract**

Mr. Bartz briefed the Board on Well 9b and stated he authorized Layne Christensen to proceed with the work. Mr. Bartz stated he is asking the Board for ratification. A discussion took place regarding a clause of non responsibility for any damage done in the process of cleaning the Well which was added by Layne Christensen. Mr. Kennedy stated the clause is an attempt to limit their liability. Mr. Bartz explained to the Board the reason why the disclaimer was added. Mr. Kennedy stated staff has made representation that the likelihood of this happening is minimal. Director Roberts stated typically all the contracts have that clause. Vice President Fahrlander moved to ratify the approval of the Item. Director Morrisette seconded the motion. All were in favor.

7. **Review of Action Items**

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

- The Hydrant Maintenance Valve Map has been provided.
- The answers to Director Anderson's questions regarding the Balance Sheet were provided in the packet.
- Mr. Packard's Breakdown was provided as a handout tonight.

A discussion took place regarding the direction that was given to Mr. Packard. Director Morrisette suggested Mr. Packard's communications with the Districts representatives are run through the Committee.

8. **Committee Reports**

a. **Engineering Committee (Standing)** – Director Roberts stated the Committee will begin to receive the results from Well 9b Rehab, the Master Plan is on the Table, the Tank Matrix is being developed and the next meeting is scheduled for August 11, 2010.

b. **Parks, Recreation & Street Lighting Committee (Standing)** – President Morrisette stated the Committee met yesterday. They spoke with Karen Frasier and received an update on the Movie

- Night. He also stated there is a possibility that the Kiwanis Club will do a dance fundraiser the night before Phelan Phun Days. There was also a discussion regarding the possibility of developing a Committee of all the Different CERT Programs in the Community. It was emphasized that the District is a support group with this, not a leader. He reported he received a letter from FEMA today stating they have approved two new agreements regarding live stock. Vice President Fahrlander inquired about a trailer owned by the County and its use. Mr. Harrington stated usually a County owned vehicle can only be driven by a County employee and it's not likely to be readily available.
- c. **Finance Committee (Standing)** – President Johnson stated he is unavailable for the next regularly scheduled meeting. The Committee agreed to reschedule the meeting for August 18th at 6:00 p.m.
 - d. **Building Committee (Standing)** – Director Anderson apologized for this Committee not meeting.
 - e. **Adjudication Committee (Ad Hoc)** – Director Roberts stated they continue to meet. Mitigation is scheduled for August 24th and 25th in Sacramento. A discussion took place regarding the necessity of the District being represented in Sacramento at the Mitigations on an on-going basis.
 - f. **Solid Waste Powers (Ad Hoc)** – Vice President Fahrlander stated they have not met. Mr. Bartz stated they would like to get together to meet next week. President Johnson stated he could participate by phone since he will be out of town.
 - g. **Legislative & Grant Committee (Standing)** – Vice President Fahrlander stated they have not met. Director Morrisette stated they need to start the process to look at what they will be going to Washington for next year. He said they met a week and a half ago with Mr. Packard and they are getting ready for next year. Vice President Fahrlander stated Mr. Bartz communicates regularly with Mr. Packard.

President Johnson stated the Board has the capability of establishing the Committee's. He said what is not clear is how someone is appointed to a Committee. Mr. Kennedy stated it might be good to write something down, but generally it is within the prerogative of the President to make the appointment. Mr. Kennedy stated the Board could consider an amendment to the Resolution. Mr. Kennedy stated he might make a recommendation that the President makes a recommendation, but it could be amended by the Board. Mr. Kennedy was asked to come up with the language.

President Johnson stated he heard concerns regarding the tasks of the Committees. He suggested each Committee come up with a brief explanation of the role of their Committee. He suggested the Committee's bring this to the Board so that there is an agreement amongst the Board as to the tasks of the Committees.

9. **General Manager's Report**

Mr. Bartz reported the District was able to read all the meters in the District in one day. Staff will do this periodically. He also reported even with Well 9b down, the District has only had to take water from Victorville twice. He felt if Well 9b had not gone down, the District would not have had to take water from Victorville. The goal next summer is to not have to take water from Victorville.

A discussion took place regarding staff's time that was used for the Meter Replacement Program. Mr. Bartz stated a sampling of the District will be done to do a quality control on the meters. Mr. Bartz explained the failures in the meters were due to the tolerances in the gears of the meters. Vice President Fahrlander stated the District needs assurance that this is not a potential problem for the future. A discussion took place regarding the contractor reimbursing the District for staff's time.

President Johnson asked for the estimated completion for the Water Master Plan. Mr. Bartz stated it is scheduled for November 2010 with presentations to the Board in December. President Johnson expressed the urgency of this item. Mr. Bartz stated the big part of the delays has been on the District's part with the system maps.

10. **Reports**

a. **Director's Report**

Morrisette – Director Morrisette suggested the District discuss having a level pay plan. He also notices the State of California has funding for Alternative Energy. He suggested the District look into it.

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 stated he was disappointed there was not a Special Board Meeting to discuss the building issues.

11. Correspondence/Information

Set Agenda for Next Meeting – August 18, 2010

- Adjudication Closed Session for the first Board Meeting in September
- Discussion and Possible Approval of Amendment to Resolution #2010-13
- Discussion and Possible Approval of Roles and Responsibility of the Committee
- Discussion and Possible Approval of the Alternative Work Schedule
- 5:00 – 6:45 Special Board Meeting Regarding Administrative Building

The Finance Committee agreed to reschedule its meeting from the 18th to the 19th at 4:00 p.m.

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 8:22 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 August 18, 2010:

Charlie Johnson, President	Date
Debbie Bishop, Board Secretary	Date