



Phelan Piñon Hills Community Services District

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**PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
September 4, 2013
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371**

MINUTES

Board Members Present:	Charlie Johnson, President Alex Brandon, Vice President Mark Roberts, Director
Board Member Absent:	Joe Fahrlander, Director Al Morrissette, Director
Staff Present:	Don Bartz, General Manager Ernesto Araiza, Operations Manager George Cardenas, Engineering Manager Kimberly Ward, Acting Board Secretary

REGULAR BOARD MEETING – 7:00 P.M.

Call to Order

President Johnson called the Meeting to order at 7:03 p.m. Mr. Hicks and Ms. Nelson led the Meeting in the recitation of the Pledge of Allegiance.

Roll Call

Director Fahrlander and Director Morrissette were absent.

1. Approval of Agenda.

Director Roberts moved to approve the Agenda as presented. Vice President Brandon seconded the motion. All were in favor and the motion passed.

2. Public Comment

a. General Public

President Johnson explained procedure for addressing the Board.

Mr. Inglese asked if the Dairy purchased by the District was going to be leased to another dairy farm; he was concerned it would contaminate the water supply. President Johnson clarified the Dairy was purchased for water rights. Mr. Bartz stated the District is not leasing the property to another dairy. Director Roberts stated the Dairy equipment is being sold.

Mr. Hicks mentioned rumors on social media such as Facebook; he advocated for community members to research and verify information discovered through social media. President Johnson cited this as an example of why he likes the community to attend Board meetings.

b. Community Reports

- **County Supervisor** – None
- **Fire** – None

- **School District** –None
 - **Sheriff** – None
3. **Consent Items**
The Board reviewed the consent items, including President Johnson’s stipend not included in the Board Package.
- Director Roberts moved to approve the Consent Items. President Johnson seconded the motion. All were in favor and the motion passed.
4. **Matters Removed from Consent Items**
None
5. **Presentations/Appointments**
None
6. **Continued/New Agenda Items – Action Items**
- a. **Introduction of Ordinance No. 2013-01; Park Rules and Regulations**
Mr. Bartz recommended for the Board to read or waive the reading of the Ordinance.

President Johnson explained why the Board would elect to waive the reading of the Ordinance.

Vice President Brandon moved to waive the reading of Ordinance No. 2013-01. Director Roberts seconded the motion. All were in favor and motion passed.

 - b. **Discussion and Possible Action Concerning Resolution No. 2013-15; Establishing Rules and Regulations for the Use of Its Parks and Recreation Facilities**
President Johnson explained the difference between the Ordinance and the Resolution and the differences in the process of adopting them.

Mr. Bartz recommended for the Board to review and discuss Resolution No. 2013-15.

Director Roberts noted the recommended changes to the Resolution were done correctly.

President Johnson explained the rules attached to the Resolution and noted they will be brought back at the next Board meeting for adoption.

 - c. **Discussion and Possible Selection of Candidates for the ACWA Region 9 Board**
Mr. Bartz gave an overview of the Candidate Selection process.

President Johnson asked Mr. Bartz if he had any knowledge of the candidates; Mr. Bartz stated he did.

President Johnson moved to approve the ACWA Region 9 Board Nominating Committee’s recommended slate. Director Roberts seconded the motion. All were in favor and the motion passed.

 - d. **Discussion and Possible Action Concerning ACWA’s Call for Candidate Nominations**
Mr. Bartz explained the ACWA Committee nominating process.

Consensus of the Board was to take no action.

 - e. **Discussion and Possible Approval of Blanket Purchase Order for 2013/2014 Electrical Work**
President Johnson explained the rationale behind a blanket purchase order.

Mr. Bartz stated each year, the District facilities experiences failures that require experienced, licensed, electrical contractors. Most of the issues pertain to high voltage equipment that is of particular safety concern and can impact the ability of the District to provide water.

Mr. Bartz noted the contractors chosen, their rates, and the way work is assigned to each contractor.

Mr. Bartz recommended for the Board to approve issuance of a blanket purchase order in the amount of \$40,000 for electrical work to be performed in the 2013/2014 fiscal year with necessary work being performed by American All Phase Electric, Ewing Electric, or A.R.M. Electrical Contractor, based on expertise, rotation, and availability.

Director Roberts noted the blanket purchase order is structured for an emergency situation and not all of the electrical work for the District.

A discussion was held concerning call-outs.

Vice President Brandon noted the number of contractors decreased from five to three and asked if they are local; Mr. Bartz stated one to two local contractors have been eliminated, however, the policy allows for contractors to be added in the middle of the year.

Vice President Brandon stated the budget is less than the previous year.

A discussion commenced regarding door-to-door charges.

Director Roberts moved to approve the Blanket Purchase Order for 2013/2014 Electrical Work. Vice President Brandon seconded the motion. All were in favor and the motion passed.

f. **Discussion and Possible Action Regarding Submission of Second Recharge Basin Project**

Mr. Bartz stated the Mojave Water Agency (MWA) is in the process of preparing an Integrated Regional Water Management Plan (IRWMP) which is required to bid for grant funding from the State for projects within MWA's regional boundaries. MWA has called out for potential water related projects that would be beneficial to the region. Applications for potential projects are due September 12, 2013.

Mr. Bartz recommended for the Board to approve moving forward with submitting the application for a recharge basin with possible grant funding through the IRWMP and stated it is not a project commitment.

Mr. Cardenas handed out a map of the potential project site.

Director Roberts explained why this item was brought before the Board, citing the first recharge basin project as an example.

President Johnson gave an explanation about the Sheep Creek Alluvial Fan.

The consensus of the Board was to submit the application for the second recharge project.

g. **Review, Discussion, and Possible Action Regarding Exterior Tank Coating Request for Qualification and Proposed Pricing (RFQP)**

Mr. Bartz explained the background behind the RFQP and commended Staff for their efforts in putting the general conditions together. He also commended Mr. Kennedy for his assistance. Mr. Bartz noted future District projects will utilize the same general conditions.

Mr. Bartz recommended for the Board to approve moving forward with soliciting bids for the blasting and recoating of five tanks.

President Johnson also noted the document being examined is specific for the project, but will additionally serve as a template for future projects.

Mr. Bartz stated the general conditions have been delaying the project.

Vice President Brandon asked if Board action was required; Mr. Kennedy stated only for approval of the contract.

Mr. Bartz explained the difference between this RFQP and the maintenance contract, noting that when the District was formed, every tank was in poor condition due to lack of maintenance.

A discussion commenced concerning the bid bond requirement, the number of working days, special provisions, and the overtime penalty; Mr. Cardenas clarified.

A member of the public asked if a member of Staff is required to be on site while work is performed; Mr. Cardenas clarified. Mr. Bartz added that it may be an inspector and not necessarily a District employee.

Mr. Hicks asked what the deadline was; Mr. Cardenas clarified the process and gave the time frame for bid submission, noting the whole project will be complete by the end of December 2013.

Director Roberts asked if contractors will be required to pay for the bid packet and how to return their proposals. Mr. Cardenas stated the packet will be posted on the District website and will add how to submit bid items.

Consensus of the board was to make the changes necessary to the RFQP and move forward.

h. Solar Update with Possible Review of Solar Contract

Mr. Bartz stated there were no written documents to review and introduced Mr. Whatley.

Mr. Whatley from SunPower gave a brief update on the development of the solar project. The terms and conditions, and draft application are being reviewed by the District. Once the application is signed and the fee is paid, the project will be reviewed by Edison to reserve a spot in the interconnection queue.

President Johnson reminded Staff and Mr. Whatley that the Board would like to see both the 1MW and 1.25MW scenarios.

Mr. Whatley explained the rationale behind a larger project and the reasoning behind submitting the larger project to Edison.

President Johnson mentioned the different funding sources that are being pursued.

Mr. Bartz updated the Board on the status of the CEQA, stating the draft copy will be ready to submit the following morning.

Mr. Cardenas will meet with the Solar Committee to discuss the CEQA and indicated Mr. Dobson has the application ready for review.

Director Roberts recommended expedience on commencing the environmental studies because of the time frame involved; Mr. Cardenas clarified the time frame.

Mr. Bartz stated Mr. Dobson was given the task of preparing a CEQA for the entire park location and stated he did not want to perform the environmental study for the entire site now when it will have to be completed later when the park is built.

Mr. Bartz stated the I-Bank is reviewing the information that was submitted by the District and that information will be available this week or next. The USDA is reviewing the information submitted as well.

A discussion was held about borrowing against District funds for the solar project.

Ms. Slapper asked if the CEQA concerned the property off of Johnson by the railroad tracks. She also heard the District is leasing or has ownership where the school district is going to be on Johnson. President Johnson stated the school district has their own solar project.

Ms. Slapper thinks borrowing against District funds for the solar project is a good idea and asked if the District has looked outside of Desert Community Bank. Mr. Bartz stated he is looking at every reasonable option for the best rates.

7. Review of Action Items

None

8. Committee Reports

- a. **Engineering Committee (Standing)** – The Committee met on August 28, 2013 and discussed the tank and SCADA RFPs, and the rehabilitation of Smithson Springs. The Committee also reviewed the second flood control water retention project, and is still in the process of completing the well assessments at the Dairy. Mr. Hake was at the Committee Meeting and discussed the interior tank coating report.

President Johnson gave an explanation of Smithson Springs.

A member of the public asked if the inside of the tanks were being attended to before the exteriors. Mr. Bartz stated the tanks in the worst condition were taken care of first. Director Roberts stated the tank liners have not failed yet, but there are problems that will need to be taken care of during periods of less water consumption, such as winter.

- b. **Parks, Recreation & Street Lighting Committee (Standing)** – The Committee will meet on September 12, 2013.

- c. **Finance Committee (Standing)** – The Committee will meet on September 10, 2013 at 4:00pm. Director Johnson explained what standing committees are and where District committee meetings are held.

Vice President Brandon explained why the Parks, Recreation, and Street Lighting Committee meeting was rescheduled.

- d. **Government Affairs Committee (Standing)** – The Committee will meet on September 11, 2013.

- e. **Waste Management Committee (Standing)** – The Committee will meet on September 19, 2013.

- f. **Adjudication Committee (Ad Hoc)** – The attorneys have submitted ideas for what the next phase of the trial will be.

- g. **Surplus Inventory Committee (Ad Hoc)** – Vice President Brandon stated Specialized Dairy Services submitted a bid along with a \$60,000 deposit. Another \$50,000 will be received upon commencement of equipment removal, and \$20,000 upon completion for a total of \$130,000. Director Brandon explained what the equipment is and the importance of removing it before it is vandalized or stolen.

- h. **Alternative Energy Committee (Ad Hoc)** – Nothing further to report.

- i. **El Mirage Annexation Committee (Ad Hoc)** – President Johnson gave an explanation for the purpose of the Committee.

9. Staff and General Manager's Report

None

10. Reports

a. Director's Report

Roberts – Nothing further to report.

Brandon – Vice President Brandon noted the Senior Lunch Program and the positive response.

Vice President Brandon asked if newspaper articles and screen captures are considered correspondence. Mr. Kennedy stated it is up to the Board to decide, however he recommended not including screen captures in correspondence.

b. **President's Report** – President Johnson noted the Senior Lunch Program and the positive response.

11. Correspondence/Information

The Board reviewed a letter from the Friends of the Library and the newspaper article concerning the proposed amendments to park rules and regulations.

Set Agenda for Next Meeting – The next Board Meeting is September 18, 2013.

President Johnson, Director Morrissette, and Mr. Bartz will be absent. President Johnson suggested moving the meeting to September 25, 2013.

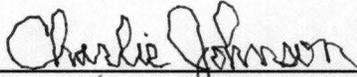
- Consider Adoption of Ordinance No. 2013-01
- Discussion and Possible Adoption of Resolution No. 2013-15
- Annual Resolution Updates, TBD
- Possible Discussion of Interior Tank Coating Report
- Presentation of Awards for Coloring Contest
- Status Update of Solar

Mr. Kennedy stated the Resolution concerning Board/Staff relations will need to include the new FPCC regulations and will be more than an annual review.

Vice President Brandon stated he would like the scheduled Board Meeting to take place. A discussion was held in regard to changing meeting dates. The Regular Meeting will be held on September 18, 2013.

Adjourn

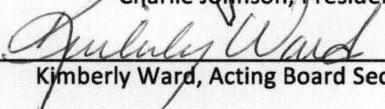
With no further business, the Board Meeting was adjourned at approximately 9:18 p.m.



 Charlie Johnson, President

10-4-13

 Date



 Kimberly Ward, Acting Board Secretary

10/4/13

 Date