



Phelan Piñon Hills Community Services District

4176 Warbler Road • P. O. Box 294049 • Phelan, CA 92329-4049 • (760) 868-1212 Fax (760) 868-2323

**PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
September 7, 2011 – 7:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371**

MINUTES

Board Members Present: Joe Fahrlander, President
Mark Roberts, Vice President
Ken Anderson, Director
Al Morrissette, Director
Charlie Johnson, Director

Board Member Absent: None

Staff Present: Don Bartz, General Manager
Debbie Bishop, Board Secretary

Call to Order

President Fahrlander 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

Mr. Bartz asked to remove item 6c from the agenda. Vice President Roberts moved to approve the Agenda. Director Johnson seconded the motion. All were in favor.

A discussion took place regarding the Purchasing Policy limit for Open PO's. Mr. Kennedy stated the amount is not to exceed \$25,000.

2. Public Comment

Dr. Johnston spoke to the Board regarding solar power. He stated they built the solar projects to help shield their costs. They plan to save a half a million dollars a year. He also spoke to the Board regarding where the School District is. He said the District is number three in San Bernardino County with their test scores.

Roberta Dewy spoke regarding the Transition Habitat Conservancy. She stated they have a seller for 20 acres and they need money to purchase the land. She said they received a grant from the National Wildlife Foundation to help purchase the land. They need to raise the remaining \$25,000 and close the deal by October 21, 2011. They are asking the CSD donate \$5,000.00.

3. Consent Items

Vice President Roberts noted about the Revenue and Expense on page 5, "Fund Comparison" there was a real improvement under the utilities. He also asked for clarification on the increase in line item 55.

ACTION ITEM: Ms. Lowrance will clarify line item 55 for Vice President Roberts.

Vice President Roberts motioned to approve the Consent Items. Director Johnson 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 Action Regarding GM Salary**

President Fahrlender explained he felt this item should be discussed every year. Vice President Roberts stated he was satisfied with the GM Salary. Director Anderson agreed with Vice President Roberts. Director Johnson suggested a modest salary increase of 2%. Director Morrisette stated he didn't feel comfortable making a decision without good support information. President Fahrlender felt the time to build in the increases is during the contract negotiations. Mr. Bartz stated his contract does say that this would be considered on a yearly basis. Director Johnson suggested staff do a salary survey to establish a salary range for the GM. Vice President Roberts stated that is what was done originally. Director Morrisette felt there should have been information in the packet. Vice President Roberts suggested a salary survey be available for next year. Mr. Bartz stated he felt it would cost more time in staff time to put those figures together than the cost of the raise would be. Director Anderson motioned to keep the GM salary as established. Vice President Roberts seconded. All were in favor.

b. **Discussion and Possible Approval of Blanket PO for Electricians**

Mr. Bartz stated he preferred to call this an Open PO. He briefed the Board on the Open PO. Staff is recommending an Open PO per Section 6h1 of the Purchasing Policy.

Director Morrisette asked if there was a method to equalize the jobs between the contractors. Mr. Bartz stated staff would try to normalize it among the three contractors by rotation or availability. President Fahrlender stated he wished the District could dictate the terms in the bid so it's easier to compare the bids. Mr. Bartz stated there was a discussion about this, but the board decided the amounts submitted were basically the same. Vice President Roberts stated he was against dictating the rates.

Director Anderson motioned to approve the contracts as submitted by staff. Director Morrisette seconded the motion. All were in favor.

c. **Discussion and Possible Approval of Blanket PO for SCADA System Maintenance/Upgrades**

This item was removed from the agenda.

d. **Discussion and Possible Action Regarding the Water Conservation Budget**

Director Anderson briefed the Board on the Water Conservation Budget. He stated he has a problem with the Movie Nights being under Water Conservation. Mr. Bartz stated that is actually not under that category; he noted an error in the sorting with the new software. He stated there is an updated list of items that are actually under the Water Conservation Budget. The Board agreed to move this item to the next meeting agenda. Director Anderson stated his main question is regarding the minutes of May 14, 2008 where the Board set up the program for clothes washers, toilets and grass. He is asking where the direction came from to use these funds on other items. Director Johnson stated the intent in those minutes was for that fiscal year only and that the budget discussion would determine how the funds would be distributed thereafter. Director Morrisette stated Director Anderson is correct how this item started, but as it matured there have been other discussions through the years and he gave examples. He agreed with Director Johnson that any debate on how the funds are used should be at budget time. Director Morrisette suggested directing staff to define the current definition of what goes under the Water Conservation Budget.

ACTION ITEM: Staff to define what goes under the Water Conservation Budget and provide a clarified list for the Board.

e. **Discussion and Possible Action Regarding the Little Hoover Report**

Director Johnson briefed the Board on the Little Hoover Report and stated there were some points that the Board should address. He felt there is an education problem and that the District should educate its customers. He also felt the District should be more transparent to the public. He stated the District is having the media support the District the best it can. Director Johnson asked the Board to consider projects to be more transparent to the customers. He suggested publishing all but items three and four listed by checkmark on page v of the Little Hoover Commission Executive Summary on the website. Director Johnson suggested directing staff to place the items that staff already has on the website. Board consensus was to move in the direction of placing the items on the website.

f. **Discussion and Possible Action Regarding Approval for Well 2A Rehabilitation and Installation**

Mr. Bartz briefed the Board on the Well 2A Rehabilitation and Installation. Mr. Bartz stated this information was just received and he felt this could be done cheaper without the acid wash. Staff recommends the contract with Best Drill and Pump with the caveat of reviewing this to see if it can be done cheaper without the acid wash. Mr. Kennedy asked if that would change the numbers of the second lowest bidder which would make them the apparent bidder. He is concerned that the project is being changed after the bids. Mr. Bartz stated he would like to pull this item to evaluate it. Vice President Roberts asked Mr. Kennedy if there are two phases to the bid, and the District decided to drop one phase, would that change the bid. He felt the District would be ok if the bid stated the District would award one or both of the phases. Mr. Kennedy stated it would depend on the language in the RFP. Director Anderson complimented the bid package. The Board agreed to remove this agenda item at this time.

7. **Review of Action Items**

Mr. Bartz briefed the Board on the Action Items. He stated the Hazardous Permit was for fuel storage and Chlorine.

8. **Committee Reports**

- a. **Engineering Committee (Standing)** – Vice President Roberts stated they will meet next Wednesday at 4:00 p.m.
- b. **Parks, Recreation & Street Lighting Committee (Standing)** – Director Morrisette stated they met yesterday and reviewed a District map for areas of potential park sites. He stated they also spoke about developing an enterprise fund for Parks and Recreation. Director Morrisette stated the Committee also discussed the Quimby Act and the potential use of it in the District. He stated a Park Master Plan would be necessary for the Quimby Act. Director Morrisette stated the 80 acre park was also discussed with the idea of reaching out to the sports organizations to find resources to complete the park such as AYSO Soccer, Chevrolet's Baseball Program, etc. Another item discussed was the possibility of purchasing five parcels adjacent to the Piñon Hills Park.
- c. **Finance Committee (Standing)** – Director Johnson stated they will meet next week.
- d. **Adjudication Committee (Ad Hoc)** – Vice President Roberts stated the negotiations next month have been postponed. They are waiting for the new dates.
- e. **Solid Waste Powers (Ad Hoc)** – President Fahlender stated the District is on the Agenda for LAFCO next month.
- f. **Legislative & Grant Committee (Standing)** – President Fahlender stated they will meet next week.
- g. **Roads Committee (Standing)** – The meeting has been rescheduled for October 5th at 3:30 p.m. at the District Office.
- h. **Alternative Energy Committee** – Director Morrisette stated he gave a written report, but since then they have done a tour at Serrano High School. He hopes to have proposals to submit to the Board soon. Director Johnson stated they have requested RFP's from other entities so the process didn't have to be reinvented.

9. **General Manager's Report**

Mr. Bartz reported on the accounts with 1 ½ and 2 inch meters that were substantially less than they were before. After researching the 44 accounts, it was discovered that \$117,000 had not been billed. \$95,000 affects the Snowline School District. The District can now account for 95% of its unclaimed water. He stated the District has been contacted by approximately 50% of the customers that were affected. He

stated staff is working with those customers. Mr. Bartz stated he is meeting with Dr. Johnston of the Snowline School District tomorrow to explain what happened.

Mr. Bartz stated with the recent fires, a bill will be prepared to try to recover some of the funds for the Districts costs.

Mr. Bartz stated staff worked with Zone J for the most recent fire this past weekend and opened the intertie, topped off the tanks on that side of the District. He said it was a good test for the District and staff did a good job. Director Anderson stated he got compliments from staff of Zone J regarding working with the District.

Mr. Bartz stated the Mission and Vision statement will be added to the Agenda of the Board Meetings from this point forward.

10. Reports

a. Director’s Report

Morrisette – Director Morrisette stated he provided a written report.

Roberts – Vice President Roberts stated he had nothing further to report.

Anderson – Director Anderson asked Mr. Kennedy regarding the verbiage of the public comments. He asked if there was a conflict of people reporting on things that are not within the Districts jurisdiction. Mr. Kennedy stated the Board President has discretion on the items discussed. Director Anderson asked about a page being put on the website for people who have family in the military.

ACTION ITEM: Staff to obtain the costs of putting a page up on the website to honor the military.

Johnson – Director Johnson stated he had nothing further to report.

b. President’s Report – President Fahrlender had nothing further to report.

11. Correspondence/Information

Set Agenda for Next Meeting – September 21, 2011

- Discussion and Possible Action Regarding Camping and Target Range MOU with the County
- Discussion and Possible Action Regarding the Water Conservation Budget
- Discussion and Possible Action Regarding Approval for Well 2A Rehabilitation and Installation
- Discussion and Possible Action Regarding the Little Hoover Report
- Discussion and Possible Action regarding a Page on the Website to Honor the Military
- Request from Transition Habitat Conservation

Adjourn

With no further business, the meeting was adjourned at 9:04 p.m.

Board approved the above Minutes on September 21, 2011:

Joe Fahrlender, President	Date
Debbie Bishop, Board Secretary	Date