



Phelan Piñon Hills Community Services District

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

PARKS, RECREATION & STREET LIGHTING COMMITTEE MEETING

January 2, 2018 – 3:30p.m.

PPHCSD Office

4176 Warbler Road, Phelan CA 92371

AGENDA

1. **Call to Order** – Pledge of Allegiance
2. **Roll Call**
3. **Approval of Agenda**
4. **Public Comment** – Under this item, any member of the public wishing to directly address the Board on any item of interest that is within the subject matter jurisdiction of the Board, but not listed on the agenda, may do so at this time. However, the Board is prohibited by law from taking any action on any item not appearing on the agenda unless the action is otherwise authorized by the Brown Act. Any member of the public wishing to directly address the Board on any item listed on the agenda may do so when the item is being considered by the Board. If you wish to address the Board, please complete a Comment Card and present it to the Board Secretary. Speakers are requested to be brief in their remarks. The Chair may limit each speaker to a comment period of five (5) minutes.
5. **Approval of Minutes** – December 5, 2017
6. **Parks**
 - a. Property
 - b. Pump Track
 - c. Shooting Range
 - d. Building
 - e. Skate Park
 - f. RC Track
 - g. Equestrian Facility
 - h. Other
7. **Recreation Programs**
 - a. Senior Lunch Program
 - b. Farmers Market
 - c. Other Events
8. **Update Regarding Street Lighting**
9. **AV Memorial Wall Discussion**
10. **Community Garden Discussion**

11. **Review of Capital Improvement Plan Budget**
12. **Review of Operational Budget**
13. **Staff Report**
14. **Committee Comments**
15. **Review of Action Items**
16. **Set Agenda for Next Meeting – February 6, 2018**
17. **Adjournment**

Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is sought in order to participate in the above-agendized public meeting, should be directed to the District's General Manager at (760) 868-1212 at least 24 hours prior to said meeting.

Agenda materials can be viewed online at <http://www.pphcsd.org>



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PARKS, RECREATION & STREET LIGHTING COMMITTEE MEETING

December 5, 2017 – 3:30 p.m.

PPHCSD Office

4176 Warbler Road, Phelan, CA 92371

MINUTES

Committee Members Present: Al Morrisette, Chair
Dan Whalen, Director

Committee Members Absent: None

Staff Present: Steve Lowrance, Parks Supervisor

1. **Call to Order and Flag Salute**
Director Morrisette called the Meeting to order at 3:30 p.m.
2. **Roll Call**
All Committee members were present.
3. **Approval of Agenda**
Director Whalen moved to approve the Agenda. Director Morrisette seconded the motion. All were in favor and the motion carried.
4. **Public Comment - None**
5. **Approval of Minutes**
Director Whalen moved to approve the August minutes. Director Morrisette seconded the motion. All were in favor and the motion carried.
6. **Phelan Park Expansion**
 - a. Property
 - b. Pump Track
 - c. Shooting Range
 - d. Building
 - e. Skate Park
 - f. RC Track
 - g. Equestrian Facility
 - h. Other
7. **Recreation Programs**
 - a. Senior Lunch Program
 - b. Farmers Market
 - c. Other Events

8. **Update Regarding Street Lighting**
9. **Thirty (30) Year Budget Plan**
10. **Parks Master Plan**
11. **AV Memorial Wall Discussion**
12. **Community Garden Discussion**
13. **Staff Report**
14. **Committee Comments – None.**
15. **Review of Action Items**
 - Presentation on the Quimby Act by Gina
 - Contact San Bernardino County regarding street lighting on Duncan Road
16. **Set Agenda for Next Meeting – January 2, 2018**
17. **Adjournment**

With no further business before the Committee, the meeting adjourned at 4:45 p.m.



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MEMORANDUM

DATE: January 2, 2017

TO: District Standing Committees

FROM: Don Bartz, General Manager
By: Lori Lowrance, Administrative Services Manager

SUBJECT: 2018/2019 Capital Budget and Long Range Capital Plan

RECOMMENDATION

That each committee update their long range capital plan and provide a capital budget for the 2018/2019 fiscal year.

BACKGROUND

Each year the District develops an annual budget. Part of that budget includes the Capital Improvements and Capital Purchases for the year. The yearly capital budgets are part of the long range plans for facility and asset replacement, improvement, and/or additions. The draft plans are developed by the committees and brought to the Board for consideration at a special workshop that occurs at the beginning of the budget process.

Please review your Long Range Capital Plan (10-year plan, etc.) and determine what will need to be completed in 2018/2019. Provide the revised plan, including the current year requirements, to Finance not later than February 15, 2018. These plans will be included in the package for review by the Board at a special workshop tentatively scheduled for February 29, 2018.

Schedule:

- January and February: Committees update Capital Plans.
- February 15, 2018: Updated Capital Plans due to Finance.
- February 28, 2018: Special Workshop to review Capital Plans and discuss Budget Assumptions.

FISCAL IMPACT

To be determined.

Attachment: 2018/2019 (Draft) Budget Schedule



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MEMORANDUM

DATE: January 2, 2017

TO: District Standing Committees

FROM: Don Bartz, General Manager
By: Lori Lowrance, Administrative Services Manager

SUBJECT: 2018/2019 Operation Budget

RECOMMENDATION

That each committee provide finance with program or other information for the 2018/2019 fiscal year budget.

BACKGROUND

Each year the District develops an annual budget. Part of that budget includes the Capital Improvements and Capital Purchases for the year. The yearly capital budgets are part of the long range plans for facility and asset replacement, improvement, and/or additions. The draft plans are developed by the committees and brought to the Board for consideration at a special workshop that occurs at the beginning of the budget process.

Please review your operations budget and determine what new/ongoing programs and new operational goals need to be completed in 2018/2019. Provide the list of new/ongoing programs and/or new goals and costs, to Finance not later than February 15, 2018. This data will be included in the budget for review and consideration by the Board during the Budget process.

Schedule:

- January and February: Committees discuss and identify programs and/or goals that will impact the operational budget.
- February 15, 2018: Costs of programs and/or operational goals due to Finance.
- February 28, 2018: Special Workshop to review Capital Plans and discuss Budget Assumptions.

FISCAL IMPACT

To be determined.

Attachment: 2018/2019 (Draft) Budget Schedule