



# Phelan Piñon Hills Community Services District

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

## **SPECIAL PARKS, RECREATION & STREET LIGHTING COMMITTEE MEETING**

**January 11, 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. **Overview of Quimby Act**
7. **Review of Strategic Plan (Parks and Recreation Portion)**
8. **Discussion Regarding Development of Master Plan**
  - a. Overview
  - b. Authorization by committee to move forward with Board approval
9. **Review of Capital Improvement Plan Budget**
10. **Review of Operational Budget**
11. **Staff Report**
12. **Committee Comments**
13. **Review of Action Items**
14. **Set Agenda for Next Meeting** – February 6, 2018
15. **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.



# Phelan Piñon Hills Community Services District

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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

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### 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

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### 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

## Vision

## Vision of the Phelan Piñon Hills CSD

In five years, the District would like to say:

- We have considered and adopted a more definitive plan for the civic complex
- We have completed the Phelan Park expansion
- We continue to meet industry standards and maintain sound fiscal policies
- We have commissioned and are implementing master plans in all of our service areas
- We continue to foster relations through private and public partnerships
- We have effectively established a stand-alone solid waste and recycling enterprise
- We are on-track with the necessary replacement of our water infrastructure
- We have completed a property management plan
- We are successfully dealing with employee succession and retention
- We have considered all methods of communicating with our community
- We are meeting and are compliant with all state, federal, and local agency standards and mandates for our services.

## 2.0 Parks, Recreation & Street Lighting

**Objective:** Our objective is to maintain safe and enjoyable parks and activities for the community and to expand them as the needs of the community grow and funding opportunities develop.

**Strategy:** We will do this by completing the expansion of Phelan Park, implementing Parks CIP Projects, developing a plan for relevant portions of the Civic Complex, working with outside public and private organizations in developing parks and recreation programs, and continuing with maintenance schedules.

**Measurement:** We will know we have achieved the objective of this element if, within five years, we are completing our park and community center maintenance schedules, replacing park and community center items per the 10-Year Capital Improvement Plan, have developed a plan for the Parks and Recreation portion of the Civic Complex, have programs in place in partnership with outside entities, and have all elements of the Phelan Park expansion completed.

### 2.1 Develop a Master Plan for Parks and Community Centers

In addition to updating the 10-year CIP for Parks and Community Centers as part of the annual budget process, a master plan would be prepared. This plan will describe existing operations and equipment and identify long-term methods, operations, replacements, repairs, and potential expansion of parks and community centers within the District.

### 2.2 Meet Community Center and Park Maintenance Schedules

In order to provide safe and desirable community facilities, a maintenance schedule must be followed. The District's current maintenance schedule will have a comprehensive review to ensure it encompasses all maintenance aspects of parks facilities. A timeline will be assigned to all maintenance tasks.

### 2.3 Complete Phelan Park Expansion

The Phelan Community Park is the primary park utilized by District residents for a variety of activities, including music in the park, school field trips, and recreational activities such as basketball. A property purchase to expand the park must be completed before the expansion can occur.

- 2.4 Develop Plans for Parks Portion of the Civic Complex Development**  
Part of the Civic Complex vision includes a multi-purpose, size efficient building to be utilized for recreation and event purposes. For example, the building could be used for many types of community events and gatherings, both public and private, such as for the farmers market, weddings, receptions, activities, and more. Our strategy is to conduct a community process to explore amenity funding and options for the development of the complex, make a deliberate Board decision on project elements and phasing, and to complete construction-level designs and project-finance plans within five years.
- 2.5 Public and Private Partnerships for Parks and Recreation Programs**  
The District will continue working with local civic groups and businesses to promote District events and participate in community events. These groups are included, but not limited to, the Phelan and Pinon Hills Chambers of Commerce, Phelan and Pinon Hills Senior Groups, Snowline Joint Unified School District, Kiwanis Club, Mojave Archers, and CR&R. Promote volunteer hosting and co-sponsorship of District classes and programs. Consider programs, such as “Adopt a Park” or “Park Pals” to encourage businesses and residents to become stewards of public areas.
- 2.6 Street Lighting**  
The District provides street lighting within its boundaries and is entirely funded by property tax revenue. The District pays the electric bills of the street lights and annually places holiday decorations on them in the main business area. The District will continue to address street lighting requests in a timely manner and in compliance with San Bernardino County’s Dark Skies ordinance. Additionally, the District will research potential cost savings upgrades.



## Vision to Action Table

Strategic Element	Strategic Goals	Completion Time Frame
1.0 Water System Infrastructure	1.1 Accurately Track System Water Loss 1.2 Implement 10-Year Capital Improvement Plan for Engineering 1.3 Fully Meet System and Infrastructure Inspection and Maintenance Schedules 1.4 System Readiness for Potential Growth 1.5 Reducing Costs	Annually 2017/2018 2017/2018 2018/2019 2017/2018 Ongoing
2.0 Parks & Recreation	2.1 Develop a Master Plan for Parks and Community Centers 2.2 Meet Community Center and Parks Inspection and Maintenance Schedule 2.3 Complete Phelan Park Expansion 2.4 Develop Plans for the Parks Portion of the Civic Complex Development 2.5 Public and Private Partnerships for Parks and Recreation Programs 2.6 Street Lighting	2017/2018 Annually 2021/2022 2018/2019 Ongoing Ongoing
3.0 Facility & Property Assets	3.1 Establish or Update Master Plans for All Authorized Services 3.2 Develop a Comprehensive Property Management Plan 3.3 Establish a Modern Asset Management Program 3.4 Implement Key Departmental CIP Projects 3.5 Prepare for Emergencies 3.6 Maintain and Update Maintenance Measures	2018/2019 2018/2019 2019/2020 Annually Ongoing Ongoing
4.0 Fiscal Planning	4.1 Annual Budget Process 4.2 Periodic Financial Studies 4.3 Connection Fee Analysis 4.4 Annual Audit 4.5 Annual Reporting 4.6 Fiscal Policies 4.7 Financing 4.8 General Ledger Accounts	Annual As Needed As Needed Annual Annual Annual As Needed 2017/2018

5.0 Strategic Partners & Public Affairs	5.1 Increase Communication to the Public 5.2 Community Business and Organization Outreach 5.3 Involvement in Professional Organizations 5.4 Outreach to Legislators and Local Agencies	Ongoing Ongoing Ongoing Ongoing
6.0 Personnel Management	6.1 Succession and Retention Planning 6.2 Increased Communication to Staff 6.3 Team Building 6.4 Update to Personnel Policies 6.5 Continue Education and Training Program 6.6 Customer Service	2018/2019 2017/2018 2017/2018 2017/2018 Ongoing Ongoing
7.0 Solid Waste & Recycling	7.1 Implement Commercial Recycling Program and Uniform Solid Waste Collection 7.2 Make a Determination Regarding the Disposition of Solid Waste Revenue 7.3 Increase Community Awareness of Recycling Opportunities & Solid Waste Events 7.4 Continue School Programs 7.5 Continue to Apply for Grant Funding Opportunities	2017/2018  2018/2019  Ongoing  Ongoing  Ongoing