

SPECIAL PARKS, RECREATION & STREET LIGHTING COMMITTEE MEETING AGENDA

January 11, 2022 – 4:00 P.M.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Via Conference Call (see below)

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF AB361, WHICH EFFECTIVE OCTOBER 1, 2021, MODIFIED CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT WITH RESPECT TO REMOTE TELECONFERENCE BOARD MEETINGS DURING PERIODS OF STATE-DECLARED EMERGENCIES.

The Phelan Pinon Hills Community Services District is continuing to hold Board meetings to conduct essential District business. Pursuant to AB361, members of the Board may attend the meeting via teleconference or video conference and will participate in the meeting to the same extent as if they were present. Members of the public may watch and participate electronically in the meetings via Zoom or telephone conference. Guidelines from the County of San Bernardino allow for in-person attendance.

REMOTE PARTICIPATION INFORMATION:

Dial-in

(720) 707-2699
Meeting ID: 879 9278 5199
Passcode: 774026

Zoom

<https://us06web.zoom.us/j/87992785199?pwd=UFJnR0cwK3VBMHFTMzRiOT1mZ3RDUT09>
Meeting ID: 879 9278 5199
Passcode: 774026

One-Tap Mobile

+17207072699,,87992785199#

Remote Comment Procedure:

- You will be muted until you are called on during the public comment period.
- You will be recognized by the last 4 digits of your phone number or Zoom ID and asked if you have a comment.
 - If you do not have a comment, state “no comment.”
 - If you do have a comment, please state your name, where you live, and limit your comment to 5 minutes. After 5 minutes you may be muted so that others can comment.
- You may also email your public comment to the Board Secretary at kward@pphcsd.org by 4:00 p.m. on January 11, 2022. Your comment will be read into the record by the Board Secretary.

Please check the District website for updates on this meeting. We encourage you to sign up for our email notifications by emailing kward@pphcsd.org or by visiting our website and completing the signup form at www.pphcsd.org under the “Agendas and Minutes” tab.



Mission Statement:

The Mission of the Phelan Piñon Hills Community Services District is to efficiently provide authorized services and maximize resources for the benefit of the community.

Authorized Services:

- Water
- Parks & Recreation
- Street Lighting
- Solid Waste &

PARKS, RECREATION & STREET LIGHTING COMMITTEE MEETING – 4:00 P.M.

Call to Order – Pledge of Allegiance

Roll Call1) **Approval of Agenda**

2) **Public Comment** – Under this item, any member of the public wishing to directly address the Board on any item of interest that may or may not be 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 are attending remotely and you wish to address the Board, please do so by the method listed on the first page of this agenda.* Speakers are requested to be brief in their remarks. The Chair may limit each speaker to a comment period of five (5) minutes.

3) **Approval of Minutes**4) **Review of Committee Roles & Responsibilities**5) **Review of Parks & Recreation Capital Improvement & Maintenance Plan**6) **Review & Discussion Regarding Parks and Recreation Events**7) **Update Regarding Phelan Park Expansion**8) **Update on Phelan Farmers Market**9) **Update on Community Garden**10) **Staff Report**11) **Committee Comments**12) **Review of Action Items**

- a) **Prior Meeting**
- b) **Current Meeting**

13) **Set Agenda for Next Meeting** – April 202214) **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>

SPECIAL PARKS COMMITTEE MEETING MINUTES

October 21, 2021
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Rebecca Kujawa, Vice President (Chair)
Charlie Johnson, Director

Board Members Absent: None

Staff Present: Steve Lowrance, Parks Supervisor
Jennifer Oakes, Executive Management Analyst

Guests/Public: None

Call to Order

Vice President Kujawa called the meeting to order at 4:00 p.m.

Roll Call

All Committee Members were present at Roll Call.

- 1) **Approval of Agenda**
Director Johnson moved to approve the Agenda. Vice President Kujawa seconded the motion. Motion passed unanimously.
- 2) **Public Comment** – None
- 3) **Approval of Minutes**
Director Johnson moved to approve the Minutes. Vice President Kujawa seconded the motion. Motion passed unanimously.
- 4) **Review & Discussion Regarding Parks & Recreation Events**
Discussion about the concert series. Reviewed upcoming events for November and December.
- 5) **Update Regarding Phelan Park Expansion**
No new updates. Grant funding should announced in December.
- 6) **Update on Phelan Farmers Market**
The market has been a little slow. It has moved back to the Phelan Community Center for the colder months. It is being held inside with some vendors in the parking lot.

- 7) **Update on Community Garden**
Attendance has been around 10-12 people per event. A lettuce wall has been added inside the greenhouse.
- 8) **Staff Report**
Holiday decorations will go up in November on the light poles throughout town and the Christmas tree will be decorated. The 27th Annual Veterans dinner will be a drive through event on November 3, 2021, and food will be provided by Chick-fil-A.
- 9) **Committee Comments**
Nothing further.
- 10) **Review of Action Items**
 - a) **Prior Meeting** – None
 - b) **Current Meeting** – Follow up with Michelle Hannon regarding hosting a gardening class at Piñon Hills Community Center.
- 11) **Set Agenda for Next Meeting** – January 11, 2022
- 12) **Adjournment**
With no further business before the Committee, the meeting adjourned at 4:30 p.m.

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



Parks, Recreation & Street Lighting Committee Roles and Responsibilities

The Board of Directors established the Parks, Recreation & Street Lighting Committee as a standing committee with the following roles and responsibilities:

History of District Parks & Recreation

Parks and recreation are vital components to any community. Parks not only add beauty but also provide safe areas for activities for individuals, families, and groups. In addition to parks, the District has two community centers and a senior center. These centers are utilized for a wide range of activities and are available to the community to rent for a small fee. The District currently offers several events and activities to the community, and continues to work on various recreation ideas.

Adjacent to the centers are two parks that have picnic tables and playgrounds. They are available from morning until dusk. The District is looking to develop larger parks that could have athletic fields or other features in addition to standard park integrity. The District owns several parcels throughout the District.

Role

The role of the Committee is to assist District staff with the park, recreation, and street lighting activities and services in the District.

Responsibility

The responsibility of the Committee is to review and work with staff as outlined by LAFCO 3167 to acquire, construct, improve, maintain and operate street lighting and landscaping on public property, public right-of-way, and public easements, to review quarterly staff reports at the public Committee meetings, and to develop annual and long-term capital and maintenance budgets.

Specific Tasks/Goals

- Represent the Board in an advisory capacity and report to the Board quarterly.
- Work with staff in accordance to the LAFCO report.
- Outreach to the community to promote current activities, programs, and projects, and seek community input through survey and workshops to attain future parks, recreation, and street lighting projects, maintenance ideas, and concepts.
- Develop MOU with Snowline Joint Unified School District to develop mutual use of lands and recreational programs that benefit the community.
- Work with San Bernardino County to develop mutual goals that benefit the community for park and recreation purposes.
- Work with Sheep Creek Water Company to promote park, recreation, and community information.
- Attend training sessions or networking opportunities as they may come available and are pertinent to committee-related concerns.
- Make budget recommendations annually for committee-related activities.

Phelan Pinon Hills Community Services District

Government Funds Capital Improvement Projects & Other Projects

	No.	Location/Department	Description										
				2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031
Future Admin. Building	1	Future Civic Center Government portion	Design / Engineering	\$100,000.00									
			Phase I (Admin/Gym)	\$3,000,000.00									
			Remaining Buildout			\$4,000,000.00							
Leg.	2	Legislative	Ballot Measure	\$0.00	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Solid Waste & Rec.	3	Solid Waste and Recycling	Capital Projects	\$35,000.00	\$40,000.00	\$40,000.00	\$45,000.00	\$45,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
			Emergency Compliance	\$30,000.00	\$35,000.00	\$35,000.00	\$40,000.00	\$40,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00
Sub-Total Projects				\$3,100,000.00	\$0.00	\$4,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Government Funds Capital Purchase

	No.	Item	Description										
				2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031
Vehicles	3	Operations Vehicles / Equipment	Equipment										
			Trucks	\$40,000.00		\$80,000.00							
Sub-Total Purchases:				\$40,000.00	\$0.00	\$80,000.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Government Funds 10-Year Repair and Maintenance Plan

	No.	Item	Description											
				2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	
Parks and Recreation	4	Community Centers	Roof			\$50,000.00						\$40,000.00		
			HVAC	\$7,500.00	\$8,000.00	\$8,000.00	\$8,000.00							
			Paint Exterior					\$20,000.00	\$18,000.00					
			Paint Interior	\$11,000.00	\$11,000.00			\$11,000.00						
			Ceiling Tiles	\$10,000.00										
			Vinyl Floors										\$15,000.00	
			Carpet			\$5,000.00								
			Doors									\$32,000.00		
			Drinking Fountains	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00							
			Tables and Chairs	\$1,500.00	\$1,500.00									
			Storage Shed			\$7,000.00								
			Kitchen Appliances	\$6,000.00	\$7,000.00	\$7,000.00	\$7,000.00				\$17,500.00			
			Water Heaters	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00							
			Kitchen Floors										\$6,500.00	
			Bath-Fixtures/Wall Panels		\$7,500.00		\$22,800.00							
			Bathroom Floors										\$5,000.00	
			5		Parking Lots	Parking Lots				\$5,000.00				
6		Street Light Décor												
			Play Equipment				\$15,000.00							
			Shelters/Shade				\$130,000.00							

Phelan Pinon Hills Community Services District

7	Parks	Walkways/Table Pads	\$20,000.00									
		Landscape/Maint.	\$11,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00
		Hardscape (retainer wall)		\$10,000.00								
		Amenities (Tables, Benches, etc)	\$3,600.00	\$17,200.00	\$4,000.00	\$48,100.00				\$50,100.00		
		Bathroom Facilities	\$2,800.00	\$2,800.00	\$2,800.00	\$2,800.00						
Sub-Total Repair & Maintenance:			\$79,900.00	\$83,500.00	\$102,300.00	\$257,200.00	\$43,000.00	\$30,000.00	\$12,000.00	\$151,600.00	\$8,700.00	\$12,000.00
Total CIP, Capital Purchases and R & M:			\$3,219,900.00	\$83,500.00	\$4,182,300.00	\$257,200.00	\$43,000.00	\$30,000.00	\$12,000.00	\$151,600.00	\$8,700.00	\$12,000.00

DRAFT Solid Waste Program Plan

	Priority	Item	Description											10-Year Plan (Fiscal) Total
				2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2028/2029		
Solid Waste Programs	1	Community Clean-ups	Feb	\$5,000.00	\$6,000.00	\$6,000.00	\$7,000.00	\$7,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$63,000.00	
			August	\$5,000.00	\$6,000.00	\$6,000.00	\$7,000.00	\$7,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$63,000.00	
			10% Contingency	\$1,000.00	\$1,200.00	\$1,200.00	\$1,400.00	\$1,400.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$12,600.00
	2	Tire Clean-ups	May	\$4,000.00	\$5,000.00	\$5,000.00	\$6,000.00	\$6,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$54,000.00
			November	\$4,000.00	\$5,000.00	\$5,000.00	\$6,000.00	\$6,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$54,000.00
			10% Contingency	\$800.00	\$1,000.00	\$1,000.00	\$1,200.00	\$1,200.00	\$1,400.00	\$1,400.00	\$1,400.00	\$1,400.00	\$1,400.00	\$10,800.00
	3	Workshops	Composting	\$2,500.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$26,500.00
			Art Contest	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$2,700.00
			Recycling	\$2,500.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$26,500.00
			10% Contingency	\$530.00	\$630.00	\$630.00	\$630.00	\$630.00	\$630.00	\$630.00	\$630.00	\$630.00	\$630.00	\$5,570.00
	4	Commercial Trash & Recycling Program	Marketing	\$2,500.00	\$2,500.00	\$3,000.00	\$3,000.00	\$3,500.00	\$3,500.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$30,000.00
			Software	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			10% Contingency	\$250.00	\$250.00	\$300.00	\$300.00	\$350.00	\$350.00	\$400.00	\$400.00	\$400.00	\$400.00	\$3,000.00
	5	Household Hazardous Waste Program in Cooperation with San Bernardino County	Staff	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$18,000.00
			Advertising	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$9,000.00
			10% Contingency	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$2,700.00
			Special PPHCSD Hosted HHW Event Payable to SB County	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	6	Miscellaneous Marketing (Advertising, printing, etc)		\$4,000.00	\$3,000.00	\$3,000.00	\$3,500.00	\$3,500.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$33,000.00
	7	School Outreach Program	Assemblies	\$4,750.00	\$5,000.00	\$5,000.00	\$5,250.00	\$5,250.00	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00	\$47,250.00
			Marketing	\$2,250.00	\$2,500.00	\$2,500.00	\$2,750.00	\$2,750.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$24,750.00
Contests			\$3,000.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$33,000.00	
8	Service Organization Donations		\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00	\$76,500.00	
Yearly Fiscal Totals				\$54,180.00	\$59,680.00	\$60,230.00	\$65,630.00	\$66,180.00	\$72,080.00	\$72,630.00	\$72,630.00	\$72,630.00		
										10-Year Program Total			\$595,870.00	

District Events 2022

Month	Event	Date	Time	Info
January	Teaching Garden	1/8/2022	10:00am	Garden Design/Layout
February	Teaching Garden	2/12/2022	10:00am	Starting Spring Seedlings
March	Teaching Garden	3/12/2022	10:00am	Building Raised Beds
	Community Cleanup/Free Tire Day	TBD	8am-12pm	CR&R Service Yard
	Senior Health Fair			CANCELLED
April	Teaching Garden	4/9/2022	10:00am	Transplanting to Garden Bed
	Earth Day Art Contest	TBD	N/A	School program
	Snakes & Critters Workshop	TBD		Forever Wild
May	Teaching Garden	5/14/2022	10:00am	Compost/Verma Compost
	Virtual Compost Workshop	TBD	8:30am-10:30am	Don Woo/Zoom
	Butterfly Gardening/Zoom	TBD	10:00am/Zoom	Transition Habitat Conservancy
June	Kids Jr. Ninja Class	TBD	2:00 PM	High Desert Gymnastics
	Movies in the Park	6/17/2022	Dusk	PPHCSD/Kiwanis - Phelan Park
	Teaching Garden	6/11/2022	10am	Pest Control
	Concert in the Park	TBD	TBD	Phelan Park
June-July	Painting in the Park Classes	Thursdays	9am-10:30am/ 11am-12:30pm	Shine Bright Paint June 16 - July 28, 2022
	Kids Dance Class	TBD	9:00am & 10:00am	Tanya's Dance Studio
	Kids Dance Class	TBD	9:00am, 10:00am & 11:00am	Tanya's Dance Studio
	Archery (ages 5 and up)	Thursdays	9am-11am	Mojave Archers June 16 - July 14, 2022
	Kids Baking Class	TBD	11:00am	PPHCSD
July	Teaching Garden	7/9/2022	10am	Mulch/Watering Wisely
	Concert in the Park	TBD	6:00pm	Phelan Chamber/PPHCSD

Movies in the Park	7/15/2022	Dusk	PPHCSD/Kiwanis - Phelan Park
Town Hall Meeting	N/A		PPHCSD
Community Cleanup/Free Tire Day	TBD	8:00am - 12:00pm	CR&R Service Yard

August	Concert in the Park	TBD	6:00pm	Phelan Chamber/PPHCSD
	Movies in the Park	8/19/2022	Dusk	PPHCSD/Kiwanis - Phelan Park
	Teaching Garden	8/13/2022	10:00 AM	Feeding Plants

Month	Event	Date	Time	Info
September	Teaching Garden	9/10/2022	10:00 AM	Starting Winter Seedlings
	Concert in the Park	TBD	6:00 PM	Phelan Chamber/PPHCSD
	Movies in the Park	9/16/2022	Dusk	PPHCSD/Kiwanis - Phelan Park
	Community Cleanup/Free Tire Day	TBD	8am-12pm	CR&R Service Yard
	Heritage School Health Fair	TBD	TBD	

October	Teaching Garden	10/8/2022	10:00 AM	Harvest/Storing Fruits & Veg.
	Phelan Pun Day	TBD	9:00 AM	On Phelan Road
	Kids Baking Class	TBD	10:30 - noon	Phelan Senior Center

November	Used Oil Filter Exchange & Recycling	TBD	9 am - 1 pm	Auto Zone
	Teaching Garden	11/12/2022	10:00 AM	Using a Greenhouse

December	Tree Lighting Ceremony	12/2/2022	6pm	Phelan Park
	Teaching Garden	12/10/2022	10:00 AM	Planting Trees and Pruning
	Painting Class	TBD	9am - 10:30am	Phelan Senior Center
	Free Tire Day	TBD	11am - noon	Phelan Senior Center
	Free Tire Day	TBD	8 am - noon	CR&R Service Yard
	Kids Baking Class	TBD	10:30 - noon	Phelan Senior Center

**Budget Schedule - Committees and Management
2022/2023 Budget**

January 5, 2022	Wed	6:00 PM	Regular Board Meeting - Board review schedule and approve.
January and February			Management and Supervision staff begin work on operational budgets, reviewing historical expenses, estimating future expenses, gathering quotes and estimates, evaluating goals and programs, etc.
January 11, 2022	Tues	4:00 PM	Parks and Recreation Committee Meeting - Review and discuss draft budget schedule, long range plans, programs and operational goals.
January 13, 2022	Thurs	4:00 PM	Special Waste and Recycling Committee Meeting - Review and discuss draft budget schedule, long range plans, programs and operational goals.
January 18, 2022	Tues	2:00 PM	Special Legislative Committee Meeting - Review and discuss draft budget schedule, long range plans and operational goals.
January 25, 2022	Tues	4:00 PM	Finance Committee Meeting - Review and discuss draft budget schedule, long range plans and operational goals.
January 27, 2022	Thurs	4:00 PM	Engineering Committee Meeting - Review and discuss draft budget schedule, long range plans and operational goals.
February 2022	TBD	TBD	As committees meet quarterly now, they may need to schedule special meeting(s) in February in order to complete the long range plans and operational goals by February 9, 2022.
February 9, 2022	Wed	5:00 PM	Long range capital, maintenance plans, programs and capital budgets due to Lori for inclusion in the February 23, 2022 Special Workshop.
February 16, 2022	Wed	Noon	Long range capital, maintenance plans, programs and capital budgets due to Kim for Special Board Meeting.
February 23, 2022	Wed	4:00 PM	Board Workshop Meeting - Workshop to review and approve long range capital, maintenance plans, programs, capital budgets, and goals.
March			Staff develops draft budget.
March 17, 2022	Thurs	Noon	Draft Budget due to Kim for inclusion in Finance Committee Meeting.
March 22, 2022	Tues	4:00 PM	Special Finance Committee Meeting - Review and discuss draft budget.
March 24, 2022	Thurs	Noon	Draft budget due to Kim for inclusion in March 30, 2022 Special Board Workshop package.
March 30, 2022	Wed	4:00 PM	Board Workshop Meeting - Review draft budget.
April 14, 2022	Thurs	Noon	Final Draft Budget due to Kim for inclusion in Finance Committee Meeting.
April 19, 2022	Tues	4:00 PM	Finance Committee Meeting - Review and discuss final draft budget.
April 28, 2022	Thurs	Noon	Final Draft Budget due to Kim for inclusion in May 4 Special Board Workshop package.
May 4, 2022	Wed	5:00 PM	Board Workshop Meeting - Review final draft budget (NOTE: This meeting is tentative. The meeting of March 30, 2022 will determine whether or not this meeting will be necessary).
June 1, 2022	Wed	6:00 PM	Regular Board Meeting - Budget presentation, Hearing, and possible adoption.

The above dates are subject to change. Meeting dates and times are posted on the District calendar and noticed.