



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

February 12, 2019 – 3:30 p.m.

District 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 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 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** – January 14, 2019
6. **Future Parks and Recreation Events**
 - LAN Party
7. **Discussion Regarding Potential Park Grants**
8. **Discussion Regarding Parks & Recreation Master Plan**
9. **Update on Phelan Phun Days**
10. **Update on Community Garden**
11. **Review of Parks and Recreation Budget & Strategic Plan Components**
12. **Staff Report**

13. Committee Comments

14. Review of Action Items

15. Set Agenda for Next Meeting – Special Meeting (TBD) & March 5, 2019

16. 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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SPECIAL PARKS, RECREATION & STREET LIGHTING COMMITTEE MEETING

January 14, 2019 – 3:30 p.m.

Phelan Community Center

4176 Warbler Road, Phelan, CA 92371

MINUTES

Committee Members Present: Kathy Hoffman, Chair
Deborah Philips, Director

Committee Members Absent: None

Staff Present: Steve Lowrance, Parks Supervisor
Kim Ward, HR Manager/Executive Secretary

- 1. Call to Order and Flag Salute**
Director Hoffman called the Meeting to order at 3:30 p.m.
- 2. Roll Call**
All Committee members were present.
- 3. Approval of Agenda**
Director Philips moved to approve the Agenda. Director Hoffman seconded the motion. All were in favor and the motion carried.
- 4. Public Comment – None**
- 5. Approval of Minutes – October 2, 2018**
Director Hoffman moved to approve the Minutes, Director Philips seconded the motion. All were in favor and the motion carried.
- 6. Overview of Parks Events**
- 7. Discussion Regarding Potential Parks Grants**
- 8. Discussion Regarding Phelan Phun Days**
- 9. Update on Community Garden**
- 10. Staff Report**
- 11. Committee Comments**
- 12. Review of Action Items**

13. **Set Agenda for Next Meeting** – February 5, 2019

- Rename “Overview of Parks Events” to “Future Parks and Recreation Events”
- Rename “Discussion Regarding Phelan Phun Days” to “Update on Phelan Phun Days”
- Add “Review of Parks and Recreation Budget”

14. **Adjournment**

With no further business before the Committee, the meeting adjourned at 4:12 p.m.

Introduction

A strategic plan is a top-level planning document for an organization to set clear direction over all operational aspects of its mission. It serves as a framework for decision making over a five year period. It is a disciplined effort to produce fundamental decisions that shape what an agency plans to accomplish by selecting a rational course of action.

In 2016, the Board of Directors of the Phelan Piñon Hills Community Services District (District) retained BHI Management Consulting (BHI) to facilitate and coordinate the initial strategic plan development. This plan incorporated an assessment of the present state of District operations by gathering and analyzing information, setting goals, and making decisions for the future. Input has been gathered from various sources to add to the vision and implementation plan presented in this document. The plan seeks to strengthen and build upon opportunities while addressing areas of concern.

The plan identifies actions, activities, and planning efforts that are currently active and needed for continued success in operations and management of the District, and provides for periodic reviews and updates.

The strategic planning effort has focuses on several or all of the following task areas:

- Clear commitment to infrastructure health
- Community relations
- Collaboration with partner agencies
- The need to address the challenges of providing a balance of community programs and facilities with the existing and future limitations
- Workplace health critical to meeting the service goals

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 1.6 Fleet Management	Annually 2017/2018 2018/2019 2017/2018 Ongoing 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	2018/2019 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	Annual As Needed As Needed Annual Annual Annual As Needed