



BOARD PACKAGE

September 25, 2024

Regular Board Meeting – 5:00 p.m.

REGULAR BOARD MEETING AGENDA

September 25, 2024 – 5:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Via Conference Call (see below)

REGULAR BOARD MEETING – 5:00 P.M.

Call to Order – Pledge of Allegiance

Roll Call

1) 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. Speakers are requested to be brief in their remarks. The Chair may limit each speaker to a comment period of five (5) minutes.

a) **General Public**

b) **Community Reports**

- C.E.R.T.
- County Supervisor
- Federal Representatives
- Fire
- Mojave Water Agency
- School District
- Sheriff
- State Representatives

3) Consent Items

- Approval of Minutes
- Approval of Board Stipends/Reimbursements
- Approval of Contractor Payments
- Acceptance of August Disbursements

4) Matters Removed from Consent Items

5) Presentations/Appointments

6) Continued/New Agenda Items

- Discussion & Possible Action Regarding General Counsel's Contract
- Discussion & Possible Adoption of Resolution No. 2024-14; Establishing a Conflict of Interest Code
- Discussion & Possible Action Regarding Ordinance No. 2024-02; Establishing Guidelines for the Conduct of the District's Public Meeting and Activities



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 & Recycling

- d) Update on Solid Waste Rates
- e) Update on District Projects

7) **Committee Reports/Comments**

- a) Engineering Committee (Standing)
- b) Finance Committee (Standing)
- c) Legislative Committee (Standing)
- d) Parks, Recreation & Street Lighting Committee (Standing)
- e) Waste & Recycling Committee (Standing)

8) **Staff and General Manager's Report**

9) **Reports**

- a) Director's Report
- b) President's Report

10) **Correspondence/Information**

11) **Review of Action Items**

- a) Prior Meeting Action Items
- b) Current Meeting Action Items

12) **Set Agenda for Next Meeting**

- Regular Board Meeting – October 9, 2024

13) **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 www.pphcsd.org

Remote Viewing:

To watch the livestream (view only – nonparticipating), visit our YouTube channel:

[PPHCSD YouTube Channel Link](#)

Remote Participation:

To provide public comment, or otherwise participate remotely, select the meeting you wish to attend on the District's website and then click the "Join Remote Meeting" option.

<https://www.pphcsd.org/meetings>

Please be advised that remote participation and livestreaming options are provided as a courtesy to the public and technical issues could occur, resulting in delays or the inability to participate remotely or livestream. It is recommended that you attend in person to ensure you are able to participate.

Written Comments:

You may also email your public comment to the Board Secretary at ksevy@pphcsd.org by the meeting start time listed on this agenda. Your comment will be added to 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 ksey@pphcsd.org or by visiting our website and completing the signup form at www.pphcsd.org under the “Agendas and Minutes” tab.

Agenda Item 3a

Approval of Board Minutes

REGULAR BOARD MEETING MINUTES

August 28, 2024 – 5:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

- Board Members Present:** Chuck Hays, President
Greg Snyder, Vice President
Rebecca Kujawa, Director
Deborah Philips, Director
Mark Roberts, Director
- Board Members Absent:** None
- Staff Present:** Don Bartz, General Manager
George Cardenas, Engineering Manager
Sean Wright, Water Operations Manager
Jennifer Oakes, Executive Management Analyst
Aimee Williams, Asst. Board Clerk/Administrative Specialist
- District Counsel:** Steve Kennedy, General Counsel

SPECIAL BOARD MEETING – 5:00 P.M.

Call to Order

President Hays called the meeting to order at 5:01 p.m. and the Pledge of Allegiance was conducted.

Roll Call

All Directors were present at roll call.

1) Approval of Agenda

Director Philips moved to approve the Agenda. Vice President Snyder seconded the motion. Motion carried 5-0.

2) Public Comment

- a) **General Public** – None
- b) **Community Reports** – None

3) Consent Items

Director Roberts moved to approve the Consent Items. Director Kujawa seconded the motion. Motion carried 5-0.

4) Matters Removed from Consent Items

There were no matters removed.

5) **Presentations/Appointments** – None

6) **Continued/New Agenda Items**

a) **Public Hearing on Mitigated Negative Declaration for Reservoir 6A-2**

President Hays declared the public hearing open at 5:04 pm.

1) **Secretary's Report**

Mr. Bartz reported the District received zero written protests, objections, or comments relating to the Mitigated Negative Declaration for Reservoir 6A-2 Development Project.

2) **Attorney's Report on Action Taken Prior to this Hearing**

Mr. Kennedy reported that notice of public hearing was posted in the District Office and on the District's website beginning on August 14, 2024, and published in the Daily Press on August 14th and August 21st, 2024. Additionally, a copy of the Mitigated Negative Declaration for Reservoir 6A-2 Development Project was made available in the District office and on the District website for public review. Compliance with all legal requirements for the hearing are within the manner and time specified in the Government Code.

3) **Staff's Report**

Mr. Bartz reported that the District is developing a project to construct a 1.5-million-gallon reservoir to enhance the District's water supply reliability. The project is located at 8300 Javelin Road, Piñon Hills, CA 92372. Construction of this large reservoir will increase the District's water storage capability for customer use, fire suppression, and reduce the District's need to use electricity for water pumping during peak usage times. This project is estimated to be completed in 2025-2026 and will primarily utilize grant funding.

4) **Public Comment, Protests, and Objections**

There were no public comments, protests, or objections.

Director Philips moved to close the public hearing. Vice President Snyder seconded the motion. Motion carried 5-0 and the public hearing was closed at 5:06 p.m.

b) **Discussion & Possible Adoption of Resolution No. 2024-13; Adopting the Mitigated Negative Declaration and Approving the District's Reservoir 6A-2 Project**

Staff Recommendation: For the Board to adopt Resolution No. 2024-13; Adopting the Mitigated Negative Declaration and Approving the District's Reservoir 6A-2 Project.

Mr. Bartz introduced this item.

Director Roberts moved to adopt Resolution No. 2024-13. Vice President Snyder seconded the motion. Motion carried 5-0.

c) **Discussion & Possible Action Regarding Increasing Water Capacity Fees in Accordance with Previously Adopted Formula**

Staff Recommendation: For the Board to increase the District's Water Capacity Fees in accordance with the previously approved formula set forth in Resolution No. 2023-13 adopted by the Board on May 10, 2023.

Mr. Bartz introduced this item.

Vice President Snyder moved to increase the District's Water Capacity Fees. Director Roberts seconded the motion. Motion carried 5-0.

d) **Update on District Projects**

Staff Recommendation: None

Mr. Cardenas provided an update on this item.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Engineering Committee (Standing)** – Met last week and reviewed the water system.
- b) **Finance Committee (Standing)** – Meets in October.
- c) **Legislative Committee (Standing)** – Meets in September.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – Met this month. Minutes are in the packet.
- e) **Waste & Recycling Committee (Standing)** – Met last week and discussed collection, contamination, and upcoming contest.

8) **Staff and General Manager's Report**

Nothing further to report.

Mr. Bartz requested to move Item 13 to immediately after Item 8. The closed session was completed at this time and the remainder of the meeting continued after the closed session.

9) **Reports**

a) **Director's Report**

Philips – Attended ASBCSD. A councilwoman spoke about nitrates.

Roberts – Nothing to report.

Kujawa – Attended ASBCSD meeting where arsenic & nitrates in water was discussed. A report will be provided at the next meeting.

Snyder – Nothing to report.

- b) **President's Report** – Nothing to report, but stated we received some good comments and feedback from public at the last meeting and would like staff to look into adding a button/link to the website homepage to report leaks or problems.

10) **Correspondence/Information** – The items in the packet were noted.

11) **Review of Action Items**

a) **Prior Meeting Action Items**

- Date Requested: June 26, 2024
Provide the Board with two years of disbursement history for fuel purchases, food purchases, training and conference purchases, and the policies and procedures related to those items.
Status: Pending
- Date Requested: August 14, 2024
Provide Board-related policies.
Status: Completed

b) **Current Meeting Action Items**

- Look into adding a button/link to website to report leaks & problems.

12) **Set Agenda for Next Meeting**

Regular Board Meeting

- September 11, 2024 – Cancelled
- September 25, 2024

13) **Recess to Closed Session**

Note: This item was discussed after Item 8.

The Board recessed to Closed Session at 5:20 p.m.

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
(Paragraph (1) of subdivision (d) of Gov. Code sec. 54956.9)
City of Barstow v. City of Adelanto, et al. (Riverside County Superior Court, Case No. CIV 208568 ("Mojave Groundwater Adjudication"))

14) **Return to Open Session – Announcement of Reportable Action**

The Board returned to open session at 5:36 p.m. There was no reportable action.

15) **Adjournment**

With no further business before the Board, the meeting was adjourned at 6:06 p.m.

Agenda materials can be viewed online at www.pphcsd.org

Chuck Hays, President of the Board

Date

Aimee Williams, Assistant District Clerk

Date



Agenda Item 3b

Approval of Board
Stipends/Reimbursements

Phelan Piñon Hills Community Services District
Board Stipend & Mileage Report - 2024

Name: Mark Roberts
Email Address: mroberts@pphcsd.org
Current Date: September 19, 2024
Reimbursement Month: July

Meeting No. 1:	
Date of Meeting/Event:	Wednesday, July 10, 2024
Expense Description/Business Purpose:	Regular Board Meeting
Charge Amount:	\$120
Mileage (Distance):	0
Meeting No. 2:	
Date of Meeting/Event (2):	Wednesday, July 17, 2024
Expense Description/Business Purpose (2):	Engineering Committee Meeting
Charge Amount (2):	\$120
Mileage (Distance) (2):	0
Meeting No. 3:	
Date of Meeting/Event (3):	Tuesday, July 23, 2024
Expense Description/Business Purpose (3):	Finance Committee Meeting
Charge Amount (3):	\$120
Mileage (Distance) (3):	0
Meeting No. 4:	
Date of Meeting/Event (4):	Tuesday, July 30, 2024
Expense Description/Business Purpose (4):	Regular Board Meeting
Charge Amount (4):	\$120
Mileage (Distance) (4):	0
Meeting No. 5:	
Date of Meeting/Event (5):	
Expense Description/Business Purpose (5):	
Charge Amount (5):	
Mileage (Distance) (5):	
Meeting No. 6:	
Date of Meeting/Event (6):	
Expense Description/Business Purpose (6):	
Charge Amount (6):	
Mileage (Distance) (6):	
Meeting No. 7:	
Date of Meeting/Event (7):	
Expense Description/Business Purpose (7):	
Charge Amount (7):	
Mileage (Distance) (7):	
Meeting No. 8:	
Date of Meeting/Event (8):	
Expense Description/Business Purpose (8):	
Charge Amount (8):	
Mileage (Distance) (8):	
Meeting No. 9:	
Date of Meeting/Event (9):	
Expense Description/Business Purpose (9):	
Charge Amount (9):	
Mileage (Distance) (9):	
Meeting No. 10:	
Date of Meeting/Event (10):	
Expense Description/Business Purpose (10):	
Charge Amount (10):	
Mileage (Distance) (10):	

Other Expenses:
 List any meals, lodging, or other expenses you are requesting reimbursement for. Be sure to email or turn in your receipts within 24 hours of charges or return to the District.:

Certification:

I certify the expenses listed above are related to my authorized travel according to District policies:

Mark Roberts

Reimbursement Summary:

TOTAL MILEAGE:	0.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$0.00
TOTAL MEETINGS:	4
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$480.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$480.00

Phelan Piñon Hills Community Services District
Board Stipend & Mileage Report - 2024

Name: Deborah Philips
Email Address: dphilips@pphcsd.org
Current Date: August 29, 2024
Reimbursement Month: August

Meeting No. 1:
Date of Meeting/Event: Thursday, August 01, 2024
Expense Description/Business Purpose: Mojave Water Agency Technical Advisory Meeting
Charge Amount: \$120
Mileage (Distance): 56

Meeting No. 2:
Date of Meeting/Event (2): Wednesday, August 14, 2024
Expense Description/Business Purpose (2): Board meeting
Charge Amount (2): \$120
Mileage (Distance) (2): 10

Meeting No. 3:
Date of Meeting/Event (3): Wednesday, August 21, 2024
Expense Description/Business Purpose (3): Solid waste and recycling committee
Charge Amount (3): \$120
Mileage (Distance) (3): 10

Meeting No. 4:
Date of Meeting/Event (4): Thursday, August 22, 2024
Expense Description/Business Purpose (4): Meeting with GM Non profit rentals of community centers
Charge Amount (4): \$120
Mileage (Distance) (4): 0

Meeting No. 5:
Date of Meeting/Event (5): Monday, August 26, 2024
Expense Description/Business Purpose (5): Association of San Bernardino County Special Districts monthly meeting (nitrates
Charge Amount (5): \$120
Mileage (Distance) (5): 74

Meeting No. 6:
Date of Meeting/Event (6): Wednesday, August 28, 2024
Expense Description/Business Purpose (6): Board meeting
Charge Amount (6): \$120
Mileage (Distance) (6): 10

Meeting No. 7:
Date of Meeting/Event (7): Thursday, August 29, 2024
Expense Description/Business Purpose (7): CSDA webinar Harassment Prevention for supervisors
Charge Amount (7): \$120
Mileage (Distance) (7): 0

Meeting No. 8:
Date of Meeting/Event (8):
Expense Description/Business Purpose (8):
Charge Amount (8):
Mileage (Distance) (8):

Meeting No. 9:
Date of Meeting/Event (9):
Expense Description/Business Purpose (9):
Charge Amount (9):
Mileage (Distance) (9):

Meeting No. 10:
Date of Meeting/Event (10):
Expense Description/Business Purpose (10):
Charge Amount (10):
Mileage (Distance) (10):

Other Expenses:
 List any meals, lodging, or other expenses you are requesting reimbursement for. Be sure to email or turn in your receipts within 24 hours of charges or return to the District.:

Certification:
 I certify the expenses listed above are related to my authorized travel according to District policies.:

Deborah Philips

Reimbursement Summary:	
TOTAL MILEAGE:	160.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$107.20
TOTAL MEETINGS:	7
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$840.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$947.20

Phelan Piñon Hills Community Services District
Board Stipend & Mileage Report - 2024

Name: Mark Roberts
Email Address: mroberts@pphcsd.org
Current Date: September 19, 2024
Reimbursement Month: August

Meeting No. 1:	
Date of Meeting/Event:	Wednesday, August 14, 2024
Expense Description/Business Purpose:	Regular Board Meeting
Charge Amount:	\$120
Mileage (Distance):	0
Meeting No. 2:	
Date of Meeting/Event (2):	Wednesday, August 21, 2024
Expense Description/Business Purpose (2):	Engineering Committee Meeting
Charge Amount (2):	\$120
Mileage (Distance) (2):	0
Meeting No. 3:	
Date of Meeting/Event (3):	Wednesday, August 28, 2024
Expense Description/Business Purpose (3):	Regular Board Meeting
Charge Amount (3):	\$120
Mileage (Distance) (3):	0
Meeting No. 4:	
Date of Meeting/Event (4):	
Expense Description/Business Purpose (4):	
Charge Amount (4):	
Mileage (Distance) (4):	
Meeting No. 5:	
Date of Meeting/Event (5):	
Expense Description/Business Purpose (5):	
Charge Amount (5):	
Mileage (Distance) (5):	
Meeting No. 6:	
Date of Meeting/Event (6):	
Expense Description/Business Purpose (6):	
Charge Amount (6):	
Mileage (Distance) (6):	
Meeting No. 7:	
Date of Meeting/Event (7):	
Expense Description/Business Purpose (7):	
Charge Amount (7):	
Mileage (Distance) (7):	
Meeting No. 8:	
Date of Meeting/Event (8):	
Expense Description/Business Purpose (8):	
Charge Amount (8):	
Mileage (Distance) (8):	
Meeting No. 9:	
Date of Meeting/Event (9):	
Expense Description/Business Purpose (9):	
Charge Amount (9):	
Mileage (Distance) (9):	
Meeting No. 10:	
Date of Meeting/Event (10):	
Expense Description/Business Purpose (10):	
Charge Amount (10):	
Mileage (Distance) (10):	

Other Expenses:
 List any meals, lodging, or other expenses you are requesting reimbursement for. Be sure to email or turn in your receipts within 24 hours of charges or return to the District.:

Certification:
 I certify the expenses listed above are related to my authorized travel according to District policies: *Mark Roberts*

Reimbursement Summary:	
TOTAL MILEAGE:	0.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$0.00
TOTAL MEETINGS:	3
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$360.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$360.00

Phelan Piñon Hills Community Services District
Board Stipend & Mileage Report - 2024

Name: Rebecca Kujawa
Email Address: rebeccakujawa70@gmail.com
Current Date: August 29, 2024
Reimbursement Month: August

Meeting No. 1:
Date of Meeting/Event: Tuesday, August 13, 2024
Expense Description/Business Purpose: Parks Committee Meeting
Charge Amount: \$120
Mileage (Distance): 0

Meeting No. 2:
Date of Meeting/Event (2): Wednesday, August 14, 2024
Expense Description/Business Purpose (2): Regular Board Meeting
Charge Amount (2): \$120
Mileage (Distance) (2): 0

Meeting No. 3:
Date of Meeting/Event (3): Monday, August 19, 2024
Expense Description/Business Purpose (3): ASBCSD Board Meeting
Charge Amount (3): \$120
Mileage (Distance) (3): 0

Meeting No. 4:
Date of Meeting/Event (4): Wednesday, August 21, 2024
Expense Description/Business Purpose (4): Engineering Committee Meeting
Charge Amount (4): \$120
Mileage (Distance) (4): 0

Meeting No. 5:
Date of Meeting/Event (5): Monday, August 26, 2024
Expense Description/Business Purpose (5): ASBCSD Dinner
Charge Amount (5): \$120
Mileage (Distance) (5): 62.2

Meeting No. 6:
Date of Meeting/Event (6): Wednesday, August 28, 2024
Expense Description/Business Purpose (6): Regular Board Meeting
Charge Amount (6): \$120
Mileage (Distance) (6): 0

Meeting No. 7:
Date of Meeting/Event (7):
Expense Description/Business Purpose (7):
Charge Amount (7):
Mileage (Distance) (7):

Meeting No. 8:
Date of Meeting/Event (8):
Expense Description/Business Purpose (8):
Charge Amount (8):
Mileage (Distance) (8):

Meeting No. 9:
Date of Meeting/Event (9):
Expense Description/Business Purpose (9):
Charge Amount (9):
Mileage (Distance) (9):

Meeting No. 10:
Date of Meeting/Event (10):
Expense Description/Business Purpose (10):
Charge Amount (10):
Mileage (Distance) (10):

Other Expenses:
 List any meals, lodging, or other expenses you are requesting reimbursement for. Be sure to email or turn in your receipts within 24 hours of charges or return to the District.:

Certification:
 I certify the expenses listed above are related to my authorized travel according to District policies.:

Rebecca A. Kujawa

Reimbursement Summary:	
TOTAL MILEAGE:	62.20
TOTAL REIMBURSED MILEAGE REQUESTED:	\$41.67
TOTAL MEETINGS:	6
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$720.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$761.67

Agenda Item 3c

Approval of Contractor
Payments

Payment Approval Form - Contract/Consultant

Date: 9/18/2024

Name of Vendor: Tom Dodson & Associates

Description of work: CEQA Compliance for Proposed 1.5 Million Gallon Reservoir at 6A

Purchase Order # PO-05528

Date of Board Approval June 14, 2023

Original Approved Amount: \$ 32,000.00

Total Contract Amount \$ 32,000.00

% Completed to Date 94%

Total Invoiced to Date \$29,966.75


Amount Paid to Date 29,049.25

Pending Invoice \$917.50

Total Due this Invoice **\$3,889.55**

Total Contract Amount After Invoice: \$ 2,033.25

Certification that the above work is completed as reflected on the invoice.



Engineering Manager

9/18/24
Date



General Manager

9/18/24
Date

Approved by Board of Directors: _____

Date

TOM DODSON & ASSOCIATES

PO Box 2307
 San Bernardino, CA 92406
 Tel: (909) 882-3612



Invoice

DATE	INVOICE NO.
9/13/24	PPH-127-13

BILL TO

Phelan Pinon Hills CSD
 Attn: George Cardenas
 P.O. Box 294049
 Phelan, CA 92329-4049

PROJECT TITLE
 CEQA for proposed 1.5 MG Tank
 PO#5528

DUE DATE
 10/13/24

SERVICED	DESCRIPTION	HOURS	RATE	AMOUNT
8/5/24	Environmental Specialist II			
8/23/24	CEQA	0.5	115.00	57.50
8/26/24	CEQA	1	115.00	115.00
8/28/24	CEQA	2	115.00	230.00
	CEQA	4	115.00	460.00
9/3/24	ODCs			
8/28/24	Filing Fees, NOD - ROWCO		2,966.75	2,966.75
	Mileage 8/28/24	90	0.67	60.30
DESCRIPTION Proposed 1.5 MG 6A Tank September 18, 2024 GL ACCT # C0109 AMT \$3,889.55 NOTES CEQA Includes NOD State Filing Fee- \$2,966.75 - - PO # 05528 GEN MANAGER DEPT MANAGER ADMIN MANAGER				
Project Budget		32000.00	+ NOD Filing Fee @ 2,966.75	Total CEQA Project Budget = \$34,966.75
Balance on Contract		\$2,765.54		
Balance Due		\$3,889.55		
Job Total Balance		\$7,041.51		

Make check payable to Tom Dodson & Associates
 Please remit within 30 days

Handwritten signature

Total 17
 \$3,889.55



PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT
 P.O. Box 294049
 Phelan, CA 92329-4049
 (760) 868-1212

PURCHASE ORDER

PO Number: PO-05528

Date: 07/01/2023

Request #: PO-05528

Vendor #: TOMDOD

ISSUED TO: Tom Dodson & Associates
 P.O. Box 2307
 San Bernardino, CA 92405-

SHIP TO: Phelan Pinon Hills Community Services Distric
 4176 Warbler Road
 Phelan, CA 92371

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Proposed 1.5 MG Reservoir - CEQ CEQA compliance proposed IS/MND Technical studies: Air Quality Biological Cultural Resources \$17,000 Intial Study (IS) \$15,000 Services not to exceed \$32,000	C0109		01-0-0-17000	CIP Enterprise Fun	32,000.00

Requested By: George Cardenas

Date: 7/1/2023

SUBTOTAL:	32,000.00
TOTAL TAX:	0.00
SHIPPING:	18 0.00
TOTAL	32,000.00

PPHCSD (760) 868-1212 Fax (760) 868-2323

Payment Approval Form - Contract/Consultant

Date: 9/18/2024

Name of Vendor: Lilburn Corporation

Description of work: Phelan Civic Center NEPA for EOC

Purchase Order # PO-05829

Date of Board Approval February 28, 2024

Original Approved Amount: \$ 48,500.00

Total Contract Amount \$ 48,500.00

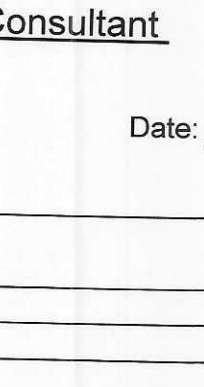
% Completed to Date 48%

Total Invoiced to Date \$23,380.00

Total Due this Invoice \$2,875.00

Total Contract Amount After Invoice: \$ 25,120.00

Certification that the above work is completed as reflected on the invoice.


Engineering Manager

9/18/24
Date


General Manager

9/18/24
Date

Approved by Board of Directors: _____
Date _____

LILBURN CORPORATION

1905 Business Center Drive
 San Bernardino, California 92408
 (909) 890-1818 (909) 890-1809 (fax)

INVOICE

No. 24-0927

TO: Phelan Pinon Hills Community Services
 Attn: George Cardenas
 4176 Warbler Road
 Phelan, CA 92329
 email: gcardenas@pphcsd.org

Invoice Date: September 12, 2024
 Project No.: 1556
 Auth. No.: PO-05829
Due: October 12, 2024*

PHELAN CIVIC CENTER NEPA FOR EOC


Invoice Period: August 12 - September 8, 2024

<i>Professional Services:</i>	Hours	Rate	Total
Task 1: Proposed Action Alternative			
Task 1 Total			\$ -
Task 2: NEPA Document			
Principal	2.75	\$245.00	\$ 673.75
Document Manager	7.75	\$135.00	\$ 1,046.25
Environmental Analyst	10.00	\$110.00	\$ 1,100.00
Task 2 Total			\$ 2,820.00
Task 3: Project Management & Meetings			
Environmental Analyst	0.50	\$110.00	\$ 55.00
Task 3 Total			\$ 55.00

DESCRIPTION	Civic Center Project	September 13, 2024
	GL ACCT #	AMT
	CO002	\$2,875.00

NOTES: Lilburn Corp.
NEPA for EOC - FEMA requirements

Contract Amount: \$48,500

PO # 05829 GEN MANAGER _____
 DEPT MANAGER  ADMIN MANAGER _____

CONTRACT SUMMARY	
Contract Amount	\$48,500.00
Prior Billed	\$29,677.50
This Invoice	\$2,875.00
Total Billed	\$32,552.50
Remaining	\$15,947.50

TOTAL AMOUNT DUE \$ 2,875.00

*This invoice is payable according to the above terms. An interest of 0.833% per month will be payable on any amounts not paid within the specific number of days. In the event it becomes necessary to resolve a dispute concerning the terms of payment or fees for services, the prevailing party shall be entitled to reasonable attorney's fees, costs, and other necessary and proper expenses incurred therein.



PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT
 P.O. Box 294049
 Phelan, CA 92329-4049
 (760) 868-1212

PURCHASE ORDER

PO Number: PO-05829

Date: 03/05/2024

Request #: PO-05829

Vendor #: LILBURN

ISSUED TO: Lilburn Corp.
 1905 Business Center Drive
 San Bernardino, CA 92408-

SHIP TO: Phelan Pinon Hills Community Services Distric
 4176 Warbler Road
 Phelan, CA 92371

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Civic Center FEMA EOC - NEPA St Lilburn Corp. Prepare NEPA Document for Emergency Operations Center CEQA document has been approved by San Bernardino County 1st version of draft EA - 2 months Completion in 3 months from the date of authorization to proceed. Amount not to exceed: \$48,500	C0002		01-0-0-17000	CIP Enterprise Fun	48,500.00

Requested By: George Cardenas

Date: 3/5/2024

SUBTOTAL:	48,500.00
TOTAL TAX:	0.00
SHIPPING:	21 0.00
TOTAL	48,500.00

PPHCSD (760) 868-1212 Fax (760) 868-2323

Payment Approval Form - Contract/Consultant

Date: 8/27/2024

Name of Vendor: Steen Design Studio, Inc.

Description of work: Civic Center Building Revision

Purchase Order # PO-05909

Date of Board Approval May 22, 2024

Original Approved Amount: \$ 31,100.00

Total Contract Amount \$ 31,100.00

% Completed to Date 100%

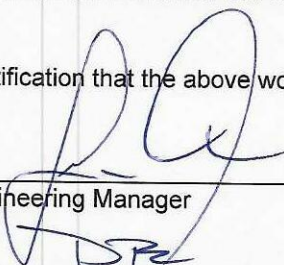
Total Invoiced to Date \$31,000.00

Amount Paid to Date 15,500.00

Total Due this Invoice	\$15,500.00
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Total Contract Amount After Invoice: \$ 100.00

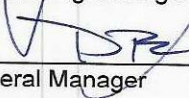
Certification that the above work is completed as reflected on the invoice.



Engineering Manager

8/27/24

Date



General Manager

8/27/24

Date

Approved by Board of Directors:

Date

STEENO DESIGN STUDIO, INC.
 11774 HESPERIA ROAD, SUITE B1
 HESPERIA, CA 92345

Invoice

Date	Invoice #
7/18/2024	4991

Bill To

PPHCSD
 PO BOX 294049
 PHELAN, CA 92329-4049

Terms
 Due on receipt

Description	Total Fee
ARCHITECTURAL SERVICES PER AGREEMENT FOR REVISIONS TO CONSTRUCTION DOCUMENTS OF 14,034 SF CIVIC CENTER BUILDING TO COMPLY WITH FEMA REQUIREMENTS:	15,500.00
BALANCE DUE (50%): \$15,500	
DESCRIPTION <u>Civic Center Project</u> August 26, 2024 GL ACCT # <u>CO002</u> AMT <u>\$15,500.00</u> NOTES <u>Steen Design Studio, Inc.</u> <u>Architectural Services</u> <u>FEMA revisions and management</u> <u>Contract Amount: \$31,100</u> PO # <u>05909</u> GEN MANAGER _____ DEPT MANAGER <u>[Signature]</u> ADMIN MANAGER _____	

Please remit to address above. Thank you.

Phone #	Web Site	Fax #
760-244-5001	www.SteenDesign.com	760-244-1948



PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT
 P.O. Box 294049
 Phelan, CA 92329-4049
 (760) 868-1212

PURCHASE ORDER

PO Number: PO-05909

Date: 05/09/2024

Request #: PO-05909

Vendor #: STEDES

ISSUED TO: Steeno Design Studio, Inc
 11774 Hesperia Road, Suite B1
 Hesperia, CA 92345-

SHIP TO: Phelan Pinon Hills Community Services District
 4176 Warbler Road
 Phelan, CA 92371

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Civic Center Building Revisions - Revisions to: Construction Documents (dwgs.) Mechanical Engineering Electrical Engineering Structural Revisions Coordination: Engineers, FEMA, County submittals Total: \$31,100	C0002		01-0-0-17000	CIP Enterprise Fun	31,100.00

Requested By: George Cardenas

Date: 5/9/2024

PPHCSD (760) 868-1212 Fax (760) 868-2323

SUBTOTAL:	31,100.00
TOTAL TAX:	0.00
SHIPPING:	24 0.00
TOTAL	31,100.00

Payment Approval Form - Contract/Consultant

Date: 8/27/2024

Name of Vendor: Tom Dodson & Associates

Description of work: CEQA Compliance for Proposed 1.5 Million Gallon Reservoir at 6A

Purchase Order # PO-05528

Date of Board Approval June 14, 2023

Original Approved Amount: \$ 32,000.00

Total Contract Amount \$ 32,000.00

% Completed to Date 81%

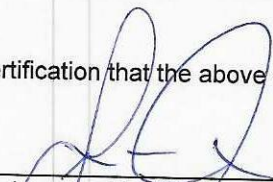
Total Invoiced to Date \$26,077.20


Amount Paid to Date 25,159.70

Total Due this Invoice \$917.50

Total Contract Amount After Invoice: \$ 5,922.80

Certification that the above work is completed as reflected on the invoice.


Engineering Manager 8/27/24
Date


General Manager 8/27/24
Date

Approved by Board of Directors: _____
Date

TOM DODSON & ASSOCIATES

PO Box 2307

San Bernardino, CA 92406

Tel: (909) 882-3612



Invoice

DATE	INVOICE NO.
8/23/24	PPH-127-12

BILL TO

Phelan Pinon Hills CSD
 Attn: George Cardenas
 P.O. Box 294049
 Phelan, CA 92329-4049

PROJECT TITLE

CEQA for proposed 1.5 MG Tank
 PO#5528

DUE DATE
 9/22/24

SERVICED	DESCRIPTION	HOURS	RATE	AMOUNT
7/1/24	Environmental Specialist II CEQA			
7/18/24	CEQA	0.5	115.00	57.50
7/23/24	CEQA	1	115.00	115.00
7/24/24	CEQA	1	105.00	105.00
7/25/24	CEQA	3	105.00	315.00
7/30/24	CEQA	2	105.00	210.00
		1	115.00	115.00
DESCRIPTION <u>CEQA Prop. 1.5 MG Tank</u>		August 26, 2024		
GL ACCT # <u>CO109</u>		AMT <u>\$917.50</u>		
NOTES	<u>Tom Dodson and Associates</u>			
	-			
	-			
	-			
PO # <u>05528</u>	GEN MANAGER _____			
DEPT MANAGER <u>[Signature]</u>	ADMIN MANAGER _____			
Project Budget				
Payments/Credits		\$0.00		
Balance Due		\$917.50		
Job Total Balance		\$3,151.96		

Make check payable to Tom Dodson & Associates
 Please remit within 30 days

Handwritten signature/initials

Total

26
 \$917.50



PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT
 P.O. Box 294049
 Phelan, CA 92329-4049
 (760) 868-1212

PURCHASE ORDER

PO Number: PO-05528

Date: 07/01/2023

Request #: PO-05528

Vendor #: TOMDOD

ISSUED TO: Tom Dodson & Associates
 P.O. Box 2307
 San Bernardino, CA 92405-

SHIP TO: Phelan Pinon Hills Community Services District
 4176 Warbler Road
 Phelan, CA 92371

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Proposed 1.5 MG Reservoir - CEQ CEQA compliance proposed IS/MND	C0109		01-0-0-17000	CIP Enterprise Fun	32,000.00
		Technical studies: Air Quality Biological Cultural Resources \$17,000					
		Intial Study (IS) \$15,000					
		Services not to exceed \$32,000					

Requested By: George Cardenas

Date: 7/1/2023

PPHCSD (760) 868-1212 Fax (760) 868-2323

SUBTOTAL:	32,000.00
TOTAL TAX:	0.00
SHIPPING:	27 0.00
TOTAL	32,000.00

Payment Approval Form - Contractor/Consultant

Date: 8/27/2024

Name of Vendor: Lilburn Corporation

Description of work: Civic Center Park Environmental Project

Purchase Order # PO-04593, 04712, 04851

Date of Board Approval June 1, 2021

Original Approved Amount:	\$	59,000.00
Amount Approved C/O #1		<u>\$9,840.00</u>
Amount Approved C/O #2		<u>\$4,800.00</u>
Amount Approved C/O #3		<u>\$2,325.00</u>

Total Contract Amount \$ 75,965.00

% Completed to Date 85%

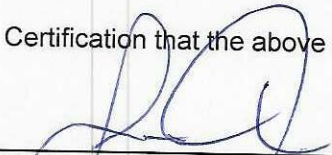
Total Invoiced to Date \$ 64,728.25

Amount Paid to Date 64,192.00

Total Due this Invoice	\$536.25
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Total Contract Amount After Invoice: \$ 11,236.75

Certification that the above work is completed as reflected on the invoice.



Engineering Manager 8/27/24
Date

General Manager 8/27/24
Date

Approved by Board of Directors: _____
Date

LILBURN CORPORATION

1905 Business Center Drive
San Bernardino, California 92408
(909) 890-1818 (909) 890-1809 (fax)

INVOICE

No. 24-0816

TO: Phelan Pinon Hills Community Services
Attn: George Cardenas
4176 Warbler Road
Phelan, CA 92371
email: gcardenas@pphcsd.org
aromero@pphcsd.org

Invoice Date: August 15, 2024
Project No.: 1443
Auth. No.: PO-04593, PO-04712
PO-04851
Due: September 14, 2024*

PHELAN CIVIC CENTER & COMMUNITY PARK PROJECT NO. C0078

Invoice Period: July 15 - August 11, 2024

Professional Services:

Task 9: Responses / Final Documents

	Hours	Rate	Total
Principal	1.75	\$210.00	\$ 367.50
CD Operator II	2.25	\$75.00	\$ 168.75
Task 9 Total			\$ 536.25

CONTRACT SUMMARY

Contract Amount	\$59,000.00
CO #1, #2 & #3	\$16,965.00
Prior Billed	\$64,192.00
This Invoice	\$536.25
Total Billed	\$64,728.25
Remaining	\$11,236.75

TOTAL AMOUNT DUE \$ 536.25

*This invoice is payable according to the above terms. An interest of 0.833% per month will be payable on any amounts not paid within the specific number of days. In the event it becomes necessary to resolve a dispute concerning the terms of payment or fees for services, the prevailing party shall be entitled to reasonable attorney's fees, costs, and other necessary and proper expenses incurred therein.



PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT
 P.O. Box 294049
 Phelan, CA 92329-4049
 (760) 868-1212

PURCHASE ORDER

PO Number: PO-04851

Date: 11/29/2021

Request #: PO-04851

Vendor #: LILBURN

ISSUED TO: Lilburn Corp.
 1905 Business Center Drive
 San Bernardino, CA 92408-

SHIP TO: Phelan Pinon Hills Community Services Distric
 4176 Warbler Road
 Phelan, CA 92371

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		CEQA - Civic Center - additional t Amendment to PO 4593 (\$59,000) original CEQA + PO 4712 (\$9,840) expanded area County requirements The additional work to addres the 19 acre project in addition to the Phase 1 project (5 ac) Civic Center to included the additional 14 acre project. Traffic Study and VTM Screening: Ganddini Group Amendment amount: \$4,800 Total CEQA - [473 640]	C0002		01-0-0-17000	CIP Enterprise Fun	4,800.00

Requested By: George Cardenas

Date: 11/29/2021

PPHCSD (760) 868-1212 Fax (760) 868-2323

SUBTOTAL:	4,800.00
TOTAL TAX:	0.00
SHIPPING:	30 0.00
TOTAL	4,800.00

Payment Approval Form - Contract/Consultant

Date: 8/27/2024

Name of Vendor: Wallace Group

Description of work: Phelan Park Improvements - ARPA

Purchase Order # PO-05789

Date of Board Approval June 14, 2023

Original Approved Amount: \$ 103,987.00

Total Contract Amount \$ 103,987.00

% Completed to Date 40%

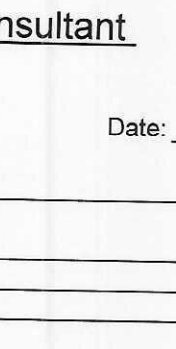
Total Invoiced to Date \$41,839.48

Amount Paid to Date 34,244.48

Total Due this Invoice \$7,595.00

Total Contract Amount After Invoice: \$ 62,147.52

Certification that the above work is completed as reflected on the invoice.



Engineering Manager

8/27/24
Date


General Manager

8/27/24
Date

Approved by Board of Directors:

Date



PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT
 P.O. Box 294049
 Phelan, CA 92329-4049
 (760) 868-1212

PURCHASE ORDER

PO Number: PO-05789

Date: 11/30/2023

Request #: PO-05789

Vendor #: WALL GROUP

ISSUED TO: Wallace Group, a California Corporation
 612 Clarion Court
 San Luis Obispo, CA 93401-

SHIP TO: Service
 Service
 Phelan, CA 92371

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Phelan Park Improvements - ARP	C0111		22-2-0-17000	CIP - Parks & Rec	12,361.70
2		Phelan Park Improvements - ARP	C0111		22-2-0-17000	CIP - Parks & Rec	91,625.30

Contract Payment
 Board Approval June 14, 2023

Requested By: K. Sevy **Date:** 1/1/2024

SUBTOTAL:	103,987.00
TOTAL TAX:	0.00
SHIPPING:	32 0.00
TOTAL	103,987.00

PPHCSD (760) 868-1212 Fax (760) 868-2323

Total this Phase \$2,131.25

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Bid Ready PS&E	9,825.75	0.00	0.00	0.00
Total Fee	9,825.75		0.00	0.00
Total Fee				0.00
Total this Phase				0.00

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Structural Support Allowance	2,875.00	0.00	0.00	0.00
Total Fee	2,875.00		0.00	0.00
Total Fee				0.00
Total this Phase				0.00
Total this Invoice				\$7,595.00

DESCRIPTION Phelan Park Enhancement August 21, 2024
 GL ACCT # CO078 AMT \$7,595.00
 NOTES Wallace Group
ARPA funding - park design
Contract Amount: \$103.987 Invoice: 63023
 PO # 05789
 DEPT MANAGER [Signature] GEN MANAGER _____
 ADMIN MANAGER _____



WALLACE GROUP

Wallace Group
A California Corporation
612 Clarion Court
San Luis Obispo, CA 93401
Phone: 805-544-4011 Fax: 805-544-4294

August 21, 2024

Project No: 1764-0005-01

Invoice No: 63023

Invoice Total **\$7,595.00**

Phelan Piñon Hills Community Services District
4176 Warbler Rd
Phelan, CA 92371

Project 1764-0005-01 Phelan Piñon Hills Community Services District, Phelan Community Park ARPA Improvements

Professional services rendered through July 31, 2024

Phase 00101 Management & Meetings
Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Management & Meetings	2,440.00	121.4652	2,177.50	786.25
Total Fee	2,440.00		2,177.50	786.25
Total Fee				786.25
Total this Phase				\$786.25

Phase 00102 QA/QC
Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
QA/QC	4,040.00	0.00	0.00	0.00
Total Fee	4,040.00		0.00	0.00
Total Fee				0.00
Total this Phase				0.00

Phase 00200 Site Survey
Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Site Survey	12,095.00	0.00	0.00	0.00
Total Fee	12,095.00		0.00	0.00
Total Fee				0.00
Total this Phase				0.00

Phase 00201 Site Analysis
Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
LA Site Analysis	1,715.00	50.5831	867.50	0.00
TRL Site Analysis	1,886.00	0.00	0.00	0.00
Total Fee	3,601.00		867.50	0.00
Total Fee				0.00
Total this Phase				0.00

Phase Fee 00301 Schematic Plan

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Schematic Plan	7,422.00	100.3874	7,422.00	28.75
Total Fee	7,422.00		7,422.00	28.75
Total Fee				28.75
Total this Phase				\$28.75

Phase Fee 00401 60% PS&E

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
60% PS&E	21,465.00	100.00	21,465.00	0.00
Total Fee	21,465.00		21,465.00	0.00
Total Fee				0.00
Total this Phase				0.00

Phase Fee 00501 90% PS&E

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
90% PS&E	32,809.25	21.2173	2,312.50	4,648.75
Total Fee	32,809.25		2,312.50	4,648.75
Total Fee				4,648.75
Total this Phase				\$4,648.75

Phase Fee 00601 100% PS&E

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
100% PS&E	19,509.00	10.9244	0.00	2,131.25
Total Fee	19,509.00		0.00	2,131.25
Total Fee				2,131.25

Billing Backup

Wednesday, August 21, 2024

Wallace Group

Invoice 63023 Dated 8/21/2024

2:11:51 PM

Project 1764-0005-01 Phelan Piñon Hills Community Services District, Phelan Community Park ARPA Improvements

Phase 00101 Management & Meetings

Labor

		Hours
Director of Landscape Architecture		
Wilkins, Matthew	7/11/2024	.50
Team Management & Coordination		
Wilkins, Matthew	7/15/2024	.50
Proj. Management		
Wilkins, Matthew	7/18/2024	.25
Proj. Management		
Wilkins, Matthew	7/19/2024	.50
Proj. Meeting and Management		
Wilkins, Matthew	7/22/2024	.50
Team Coordination		
Wilkins, Matthew	7/25/2024	.50
Electrical Coordination		
Wilkins, Matthew	7/26/2024	1.00
Team Coordination		
Wilkins, Matthew	7/30/2024	.50
Coordination		
Totals		4.25
Total Labor		

Total this Phase

Phase 00301 Schematic Plan

Labor

		Hours
Landscape Designer I		
Bruno, Ioanna	7/1/2024	.25
Project Coordination		
Totals		.25
Total Labor		

Total this Phase

Phase 00501 90% PS&E

Labor

		Hours
Director of Landscape Architecture		
Wilkins, Matthew	7/1/2024	1.00
ARPA 90% PSE		
Wilkins, Matthew	7/2/2024	.50
ARPA 90% PSE		

Payment Approval Form - Contract/Consultant

Date: 8/27/2024

Name of Vendor: Wallace Group

Description of work: Civic Center - Specs Review

Purchase Order # PO-05612

Date of Board Approval August 25, 2023

Original Approved Amount: \$ 62,000.00

Total Contract Amount \$ 62,000.00

% Completed to Date 43%

Total Invoiced to Date \$26,871.25


Amount Paid to Date 23,810.00

Total Due this Invoice \$3,061.25

Total Contract Amount After Invoice: \$ 35,128.75

Certification that the above work is completed as reflected on the invoice.


Engineering Manager 8/27/24
Date


General Manager 8/27/24
Date

Approved by Board of Directors: _____
Date

Total this Phase \$550.00

Budget

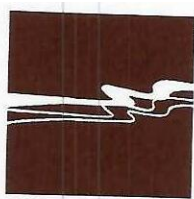
	Current	Prior	To-Date
Labor	3,061.25	23,810.00	26,871.25
Limit			62,000.00
Remaining			35,128.75
		Total this Invoice	\$3,061.25

DESCRIPTION Civic Center Project August 21, 2024
 GL ACCT # CO002 AMT
\$3,061.25

NOTES Wallace Group
Bid Support
 -

Contract Amount: \$62,000 Invoice #: 63021

PO # 05612 GEN MANAGER
 DEPT MANAGER [Signature] ADMIN MANAGER



WALLACE GROUP

Wallace Group
A California Corporation
612 Clarion Court
San Luis Obispo, CA 93401
Phone: 805-544-4011 Fax: 805-544-4294

August 21, 2024

Phelan Piñon Hills Community Services District
4176 Warbler Rd
Phelan, CA 92371

Project No: 1764-0003-00
Invoice No: 63021
Invoice Total \$3,061.25

Project 1764-0003-00 Phelan Piñon Hills Community Services District, Phelan Civic Center Bid Support

Professional services rendered through July 31, 2024

Phase 00100 Specification Review

	Hours	Rate	Amount	
Director of Landscape Architecture	2.25	185.00	416.25	
Project Assistant III	.25	135.00	33.75	
Totals	2.50		450.00	
Total Labor				450.00
				Total this Phase \$450.00

Phase 00200 Management, Meetings, and Coordination

	Hours	Rate	Amount	
Project Assistant III	.25	135.00	33.75	
Totals	.25		33.75	
Total Labor				33.75
				Total this Phase \$33.75

Phase 00300 Prp Frnt-End Docs, Dvsn 01 Spcs & Bid Sc

	Hours	Rate	Amount	
Principal Engineer	5.50	245.00	1,347.50	
Assistant Resident Engineer II	4.00	170.00	680.00	
Totals	9.50		2,027.50	
Total Labor				2,027.50
				Total this Phase \$2,027.50

Phase 00500 (CM) Request for Proposal (RFP) Support

	Hours	Rate	Amount	
Director of Construction Management	2.50	220.00	550.00	
Totals	2.50		550.00	
Total Labor				550.00

550.0040

Billing Backup

Wednesday, August 21, 2024

Wallace Group Invoice 63021 Dated 8/21/2024 2:11:46 PM

Project 1764-0003-00 Phelan Piñon Hills Community Services District, Phelan Civic Center Bid Support

Phase 00100 Specification Review

Labor			Hours	Rate	Amount
Director of Landscape Architecture					
Wilkins, Matthew	4/30/2024	Management & Coordination	1.00	185.00	185.00
Wilkins, Matthew	5/1/2024	Proj. Management	.50	185.00	92.50
Wilkins, Matthew	5/2/2024	Proj. Management	.50	185.00	92.50
Wilkins, Matthew	7/3/2024	Proj. Management	.25	185.00	46.25
Project Assistant III					
Mendoza Pacheco, Gabriela	6/27/2024	MJW Project Management Assistance.	.25	135.00	33.75
Totals			2.50		450.00
Total Labor					450.00
Total this Phase					\$450.00

Phase 00200 Management, Meetings, and Coordination

Labor			Hours	Rate	Amount
Project Assistant III					
Mendoza Pacheco, Gabriela	7/29/2024	MJW Project Management Assistance.	.25	135.00	33.75
Totals			.25		33.75
Total Labor					33.75
Total this Phase					\$33.75

Phase 00300 Prp Frnt-End Docs, Dvsn 01 Spcs & Bid Sc

Labor			Hours	Rate	Amount
Principal Engineer					
Tanaka, Steven	4/2/2024	Greenbook 2024 Front End Update	1.00	245.00	245.00
Tanaka, Steven	4/3/2024	Front Ends Update to 2024 Greenbook	3.00	245.00	735.00
Tanaka, Steven	4/22/2024	Receive/Review District Comments on Front Ends	.25	245.00	61.25
Tanaka, Steven	4/24/2024	Update General Conditions and Transmit to District	.25	245.00	61.25
Tanaka, Steven	4/30/2024	Bid Phase Coordination	.75	245.00	183.75

Project	1764-0003-00	PPHCSD PHELAN CIVIC CENTER BID SUPPORT		Invoice	63021
Tanaka, Steven		5/2/2024	.25	245.00	61.25
Bid Document Coordination					
Assistant Resident Engineer II					
Scalise, Anthony		3/6/2024	1.50	170.00	255.00
Budget review					
Scalise, Anthony		3/7/2024	2.50	170.00	425.00
Review Cost estimate					
Totals			9.50		2,027.50
Total Labor					2,027.50
Total this Phase					\$2,027.50

Phase 00500 (CM) Request for Proposal (RFP) Support

Labor			Hours	Rate	Amount
Director of Construction Management					
Teske, Zachary		3/7/2024	1.00	220.00	220.00
Cost Review					
Teske, Zachary		4/26/2024	.50	220.00	110.00
Task Review					
Teske, Zachary		5/1/2024	.50	220.00	110.00
Scope Review					
Teske, Zachary		5/2/2024	.50	220.00	110.00
Scope review					
Totals			2.50		550.00
Total Labor					550.00
Total this Phase					\$550.00
Total this Project					\$3,061.25
Total this Report					\$3,061.25

Con Docs - Planting

Totals 13.75

Total Labor

Total this Phase

Total this Project

Total this Report



PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT
 P.O. Box 294049
 Phelan, CA 92329-4049
 (760) 868-1212

PURCHASE ORDER

PO Number: PO-05612

Date: 08/25/2023

Request #: PO-05612

Vendor #: WALL GROUP

ISSUED TO: Wallace Group, a California Corporation
 612 Clarion Court
 San Luis Obispo, CA 93401-

SHIP TO: Phelan Pinon Hills Community Services District
 4176 Warbler Road
 Phelan, CA 92371

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Civic Center - Specs Review	C0002		01-0-0-17000	CIP Enterprise Fun	24,500.00
2		Increase PO - Approved on 6/26/	C0002		01-0-0-17000	CIP Enterprise Fun	37,500.00

Civic Center - RFP process
 Specifications coordination for Architectural Plans, Civic Plans, Landscape Plans, Front End Review
 Specification Package Coordination, Preparation and Management

Not to Exceed \$24,500

Requested By: George Cardenas

Date: 8/25/2023

SUBTOTAL:	62,000.00
TOTAL TAX:	0.00
SHIPPING:	44 0.00
TOTAL	62,000.00

PPHCSD (760) 868-1212 Fax (760) 868-2323

Payment Approval Form - Contract/Consultant

Date: 8/27/2024

Name of Vendor: Wallace Group

Description of work: Civic Center - Specs Review

Purchase Order # PO-05612

Date of Board Approval August 25, 2023

Original Approved Amount: \$ 62,000.00

Total Contract Amount \$ 62,000.00

% Completed to Date 43%

Total Invoiced to Date \$26,871.25

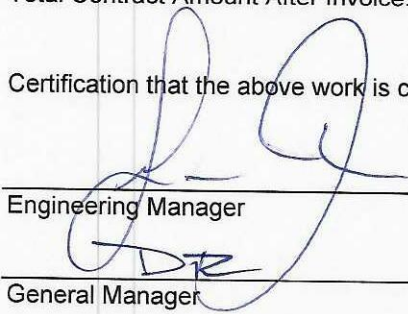
Amount Paid to Date \$23,810.00

Pending Amount to be Paid \$3,061.25

Total Due this Invoice \$2,098.75

Total Contract Amount After Invoice: \$ 35,128.75

Certification that the above work is completed as reflected on the invoice.



Engineering Manager 8/27/24
Date

General Manager 8/27/24
Date

Approved by Board of Directors: _____
Date

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
65% Design Development	138,362.50	0.3903	540.00	0.00
Total Fee	138,362.50		540.00	0.00
Total Fee				0.00
			Total this Phase	0.00
			Total this Invoice	\$2,098.75

DESCRIPTION Phelan Park Expansion Project August 21, 2024
 GL ACCT # CO078 AMT \$2,098.75
 NOTES Wallace Group
65% design development and management
-
Contract Amount: \$435,811 Invoice #: 63020
 PO # 05612 GEN MANAGER _____
 DEPT MANAGER [Signature] ADMIN MANAGER _____



PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT PURCHASE ORDER

P.O. Box 294049
Phelan, CA 92329-4049
(760) 868-1212

PO Number: PO-05612

Date: 08/25/2023

Request #: PO-05612

Vendor #: WALL GROUP

ISSUED TO: Wallace Group, a California Corporation
612 Clarion Court
San Luis Obispo, CA 93401-

SHIP TO: Phelan Pinon Hills Community Services District
4176 Warbler Road
Phelan, CA 92371

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Civic Center - Specs Review	C0002		01-0-0-17000	CIP Enterprise Fun	24,500.00
2		Increase PO - Approved on 6/26/	C0002		01-0-0-17000	CIP Enterprise Fun	37,500.00

Civic Center - RFP process
Specifications coordination for Architectural Plans, Civic Plans, Landscape Plans, Front End Review
Specification Package Coordination, Preparation and Management

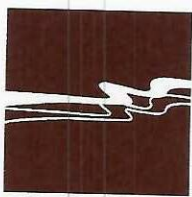
Not to Exceed \$24.500

Requested By: George Cardenas

Date: 8/25/2023

PPHCSD (760) 868-1212 Fax (760) 868-2323

SUBTOTAL:	62,000.00
TOTAL TAX:	0.00
SHIPPING:	47 0.00
TOTAL	62,000.00



WALLACE GROUP

Wallace Group
A California Corporation
612 Clarion Court
San Luis Obispo, CA 93401
Phone: 805-544-4011 Fax: 805-544-4294

August 21, 2024

Phelan Piñon Hills Community Services District
4176 Warbler Rd
Phelan, CA 92371

Project No: 1764-0002-00

Invoice No: 63020

Invoice Total \$2,098.75

Project 1764-0002-00 Phelan Piñon Hills Community Services District, Community Park Design
Development & Management

Professional services rendered through July 31, 2024

Phase 00100 Project Management & Administration
Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Project Management & Admin	32,165.00	28.8435	8,861.25	416.25
Total Fee	32,165.00		8,861.25	416.25
Total Fee				416.25
Total this Phase				\$416.25

Phase 00200 Fnl Schmtc Plns 35% & Cmpltn of CUP Plns
Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Final Schmtc Plns 35% Cmpltn of CUP Pln	83,083.00	13.4384	9,482.50	1,682.50
Total Fee	83,083.00		9,482.50	1,682.50
Total Fee				1,682.50
Total this Phase				\$1,682.50

Phase 00300 50% Design Development
Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
50% Design Development	181,900.50	3.9482	7,181.75	0.00
Total Fee	181,900.50		7,181.75	0.00
Total Fee				0.00
Total this Phase				0.00

Phase 00400 65% Design Development
Fee

Billing Backup

Wednesday, August 21, 2024

Wallace Group Invoice 63020 Dated 8/21/2024 2:11:44 PM

Project 1764-0002-00 Phelan Piñon Hills Community Services District, Community Park Design
Development & Management

Phase 00100 Project Management & Administration

Labor

		Hours
Director of Landscape Architecture		
Wilkins, Matthew	7/3/2024	.25
Proj. Management		
Wilkins, Matthew	7/8/2024	.50
JT Exhibits		
Wilkins, Matthew	7/9/2024	.50
JT Exhibits		
Wilkins, Matthew	7/16/2024	.25
Review Overall Site Design		
Wilkins, Matthew	7/23/2024	.50
Proj. Management		
Wilkins, Matthew	7/29/2024	.25
Team Coordination		
	Totals	2.25
	Total Labor	
		Total this Phase

Phase 00200 Fnl Schmtc Plns 35% & Cmpltn of CUP Plns

Labor

		Hours
Land Surveyor II		
Garcia Fabian, Luz	7/9/2024	.50
Files for MCC		
Senior Landscape Architect III		
Sever, Elizabeth	7/23/2024	.50
Playground Research		
Landscape Architect II		
Baird, Suzanne	7/11/2024	.50
Concept, Fencing, Tree Mitigation		
Landscape Designer I		
Bruno, Ioanna	7/23/2024	.50
Playground Equipment Research		
Bruno, Ioanna	7/31/2024	3.50
Inspiration Signage		
Connell, Marilynn	7/5/2024	.75
Joshua Trees Landscape Plan		
Connell, Marilynn	7/8/2024	1.25
Joshua Tree Exhibit		
Connell, Marilynn	7/9/2024	1.75
Joshua Tree Exhibit		
Connell, Marilynn	7/11/2024	4.00
Joshua Tree Exhibit		
Connell, Marilynn	7/15/2024	.25

Team Coordination

Totals 13.50

Total Labor

Total this Phase

Total this Project

Total this Report

Payment Approval Form - Contract/Consultant

Date: 8/27/2024

Name of Vendor: Lilburn Corporation

Description of work: Phelan Civic Center NEPA for EOC

Purchase Order # PO-05829

Date of Board Approval February 28, 2024

Original Approved Amount: \$ 48,500.00

Total Contract Amount \$ 48,500.00

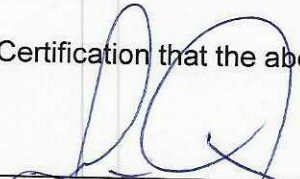
% Completed to Date 42%

Total Invoiced to Date \$20,505.00


Total Due this Invoice \$1,475.00

Total Contract Amount After Invoice: \$ 27,995.00

Certification that the above work is completed as reflected on the invoice.



Engineering Manager 8/27/24
Date



General Manager 8/27/24
Date

Approved by Board of Directors: _____
Date



PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT
 P.O. Box 294049
 Phelan, CA 92329-4049
 (760) 868-1212

PURCHASE ORDER

PO Number: PO-05829

Date: 03/05/2024

Request #: PO-05829

Vendor #: LILBURN

ISSUED TO: Lilburn Corp.
 1905 Business Center Drive
 San Bernardino, CA 92408-

SHIP TO: Phelan Pinon Hills Community Services District
 4176 Warbler Road
 Phelan, CA 92371

ITEM	UNITS	DESCRIPTION	PROJECT	PRICE	GL ACCOUNT #	GL ACCOUNT NAM	AMOUNT
1		Civic Center FEMA EOC - NEPA St Lilburn Corp. Prepare NEPA Document for Emergency Operations Center CEQA document has been approved by San Bernardino County 1st version of draft EA - 2 months Completion in 3 months from the date of authorization to proceed. Amount not to exceed: \$48 500	C0002		01-0-0-17000	CIP Enterprise Fun	48,500.00

Requested By: George Cardenas _____ **Date:** 3/5/2024

SUBTOTAL:	48,500.00
TOTAL TAX:	0.00
SHIPPING:	53 0.00
TOTAL	48,500.00

Agenda Item 3d

Approval of August
Disbursements



Cash Disbursements Report By Payment Number

Payment Dates 08/01/2024 - 08/31/2024

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Project Account Key	Payment Amount
Payment Number	Payable Number	Description	Vendor Name	Account Number		Item Amount
664	8/12/2024	DELAROSA	Antonio De La Rosa			371.78
	073124	Reimb.- ESRI Conf. Parking		01-7-7-54470		55.00
	073124	Reimb.- ESRI Conf. Meals		01-7-7-54470		220.97
	073124	Reimb.- ESRI Conf. Mileage		01-7-7-54470		95.81
665	8/12/2024	LINSMI	Linda Smith			332.52
	080124	Health Insurance Reimb. - Aug.		25-5-1-51230		332.52
666	8/12/2024	REBEL	Rebel Oil Company, Inc.			3,710.40
	7097642-IN	Fuel - 450 Gl.		01-1-8-54410		1,925.03
	70982247-IN	Fuel - 430 Gl.		01-1-8-54410		1,785.37
667	8/22/2024	DENMOR	Dennis Morrison			893.19
	080124	Health Insurance Reimb. - Aug.		22-2-2-51230		893.19
668	8/30/2024	DEBPHI	Deborah Jeanne Philips			43.55
	073124	July Mileage - Board, ASBCSD, GM Me...		01-0-1-52219		43.55
669	8/30/2024	DENMOR	Dennis Morrison			893.19
	090124	Health Insurance Reimb. - Sept.		22-2-2-51230		893.19
670	8/30/2024	LINSMI	Linda Smith			332.52
	090124	Health Insurance Reimb. - Sept.		25-5-1-51230		332.52
671	8/30/2024	MUN DEN	Municipal Dental Pool			3,475.85
	090124	Dental Premium - Sept.		01-0-0-14130		3,475.85
672	8/30/2024	REBKUJ	Rebecca A. Kujawa			48.37
	073124	July Mileage - Board, ASBCSD, Eng.		01-0-1-52212		48.37
673	8/30/2024	REBEL	Rebel Oil Company, Inc.			3,836.40
	7098937	Fuel - 450 Gl.		01-1-8-54410		1,931.35
	7099469	Fuel - 450 Gl.		01-1-8-54410		1,905.05
674	8/30/2024	TESCON	Tesco Controls, Inc			1,100.00
	0083500-IN	SCADA Radio Repaired		01-1-2-54620		1,100.00
35036	8/9/2024	AVCOM	AVCOM Services Inc.			118.00
	35813	Answering Svc. - July		01-0-1-53150		118.00
35037	8/9/2024	CA B HOME	California B Home			6.00
	081623	Adj Refund of Maint Bond Release 30...		01-1-0-23330		6.00
35038	8/9/2024	CIR GREE	Circle Green Inc.			5,000.00
	063024	Refund-Sec. Deposit for Sale of Circle ...		20-0-0-23310		5,000.00
35039	8/9/2024	CORE	Core & Main			720.33
	U758139	(9) 1" Dual Check Valves		01-1-0-13010		720.33
35040	8/9/2024	SBC LIENS	County of San Bernardino			640.00
	24-166776	(32) Lien Release Docs		01-1-1-54830		640.00
35041	8/9/2024	SBC PARCELS	County of San Bernardino			16.00
	1092299	(8) Parcel Map Revisions		01-1-1-54830		16.00
35042	8/9/2024	CPS HR	CPS HR Consulting			10,195.00
	0012454	HR Consulting Svcs. - 12/31 - 1/27		01-0-1-53150		252.50
	0013309	HR Consulting Svcs. - 3/31 - 4/27		01-0-1-53150		3,857.50
	0013646	HR Consulting Svcs. - 4/28 - 6/1		01-0-1-53150		2,875.00

Cash Disbursements Report

Payment Dates: 08/01/2024 - 08/31/2024

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	0013919	HR Consulting Svcs. - 6/2 - 6/29		01-0-1-53150		3,210.00
35043	8/9/2024 5252289A	DLTSOL Autodesk Civil3D Annual Renewal	DLT Solutions LLC	01-7-7-53170		2,544.16 2,544.16
35044	8/9/2024 101-47881	GAOSBO Site 1B Insertion Meters for Booster Ef..	G.A. Osborne Pipe & Supply Inc	01-1-5-54620		99.44 99.44
35045	8/9/2024 IN7103106723	GOTO Office Phones Support - Aug.	GoTo Communications, Inc.	01-0-1-58010		724.48 724.48
35046	8/9/2024 24-0717-1 24-0717-2	LILBURN CEQA - Civic Center - additional traffic... CEQA - Civic Center - additional traffic...	Lilburn Corp.	01-0-0-17000 01-0-0-17000	C0002 OUTSIDE SVCS C0002 OUTSIDE SVCS	1,648.75 824.38 824.37
35047	8/9/2024 374093566001	OFFDEP Laminator	ODP Business Solutions, Inc.	01-0-1-54530		207.04 207.04
35048	8/9/2024 4865245	PATSAL Trk #113 Hydraulic Tank Cradle	Patton Sales Corp	01-1-8-54710		523.79 523.79
35049	8/9/2024 56679	PHEEXP Trk #29 - Oil Change	Phelan Express, Inc.	01-1-8-54710		144.17 144.17
35050	8/9/2024 007318-05902	SITE Solar Site Evaluation and Recommedat..	Sitelogiq, Inc.	01-1-1-53150		19,895.00 19,895.00
35051	8/9/2024 080824	SOCAL PRO Meter Sell Adj. - Water Letter Price Er...	SOCAL PRO SERVICES INC	01-0-0-21130		51.62 51.62
35052	8/9/2024 INV0102629	AQUA MET CMEP Annual Support for AMI Meters	Aqua Metric Sales Co	01-1-6-54620		515.00 515.00
35053	8/9/2024 4102 4102 4103	TOP OPT Pest Control CSD (6) Bee Removal Pest Control - Oasis	Top Option Pest Control	01-0-1-53150 01-1-6-53150 01-1-1-53150		623.00 75.00 450.00 98.00
35054	8/9/2024 4803	TRLS Civic Center Civil Plans - FEMA Revision	TRLS Engineering, Inc	01-0-0-17000	C0002 OUTSIDE SVCS	39,100.00 39,100.00
35055	8/9/2024 234290 234290 234290	TURSEC Monitoring Svc. - Aug. Monitoring Svc. - Aug. Monitoring Svc. - Aug.	Turner Security, Inc	01-0-1-53150 01-1-1-53150 22-2-2-53150		373.60 46.95 211.75 114.90
35056	8/9/2024 025-473258	TYLTEC UB Online Support - Aug.	Tyler Technologies, Inc	01-1-6-53170		265.00 265.00
35057	8/9/2024 24-250051 720240544	USA Dig Safe Regulatory Fee for FY 2024-25 (84) Tickets - July	Underground Service Alert of So. Cal.	01-1-1-53160 01-1-2-53150		2,677.58 2,512.18 165.40
35058	8/9/2024 INV00425198 INV00428013	USABB Pressure Gauges for Booster Pumps Pressure Gauges for Booster Pumps	HD Supply, Inc.	01-1-3-54500 01-1-3-54500		602.68 469.72 132.96
35059	8/9/2024 60685 60905 61182 62354 62762 62861	WALL GROUP Assistance with Grant Application Assistance with Grant Application Assistance with Grant Application Assistance with Grant Application Phelan Park Expansion - 65% Design D... Assistance with Grant Application	Wallace Group, a California Corporation	01-0-0-17000 01-0-0-17000 01-0-0-17000 01-0-0-17000 22-2-0-17000 01-0-0-17000	C0002 OUTSIDE SVCS C0002 OUTSIDE SVCS C0002 OUTSIDE SVCS C0002 OUTSIDE SVCS C0078 OUTSIDE SVCS C0002 OUTSIDE SVCS	31,545.30 1,740.00 1,768.75 2,820.00 570.00 686.25 2,077.50

Cash Disbursements Report

Payment Dates: 08/01/2024 - 08/31/2024

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	62878	Phelan Park Improvements - ARPA		22-2-0-17000	C0111 OUTSIDE SVCS	21,882.80
35060	8/9/2024 1147923	WESWAT Concrete Boxes for Booster Meter Ins...	Western Water Works Supply Co	01-1-5-54620		680.12 680.12
35061	8/9/2024 123446	WIEDRU (2) Background Checks for Parks Progr...	Wienhoff & Associates Inc	22-2-2-54800		64.00 64.00
35072	8/28/2024 7002223187	AWWA AWWA Membership	American Water Works Assn	01-1-1-54230		2,594.00 2,594.00
35073	8/28/2024 082624 082624	ASBCSD Aug Meeting - Rebecca Aug Meeting - Deborah	Assn of SB County Special Districts	01-0-1-52232 01-0-1-52239		80.00 40.00 40.00
35074	8/28/2024 35305	BEN AG (1) Mulch Load - 24.14 Tons	Beneficial Ag Services	01-1-9-54800		240.00 240.00
35075	8/28/2024 SINV24-3095 SINV24-3174	C WELLS (2) Flanges for Station #12 Rehab Reb... Parts for Svc. Line Replacements	C Wells Pipeline Materials, Inc.	01-1-5-54620 01-1-5-54620		1,288.76 455.58 833.18
35076	8/28/2024 073124	CJ BROWN Professional Svcs. - July	C.J. Brown & Company, CPAS - An Accounting Corp.	01-0-1-53110		200.00 200.00
35077	8/28/2024 9085-1051041 9085-1051365	CED Site #10 Pump B 120/240 Coils 3P Contactor/Starter for Site #10 Boos..	Consolidated Electrical Distributors Inc	01-1-5-54620 01-1-5-54620		3,437.59 691.65 2,745.94
35078	8/28/2024 V2388885 v328626	CORE (2) Gate Valves for Station 12 Rebuild (82) 1" Dual Check Valves	Core & Main	01-1-5-54620 01-1-0-13010		8,192.34 1,629.33 6,563.01
35079	8/28/2024 829594-4538 829809-1564 830014-8478 830014-8478	CR&R Trash - Oasis Yard Aug. Trash - Pinon Hills Park Aug. Trash - Phelan CSD Aug. Trash - Phelan CC Aug.	CR&R Incorporated	01-0-2-58110 22-0-2-58110 01-0-1-58110 22-0-2-58110		1,466.97 405.29 251.37 405.15 405.16
35080	8/28/2024 VVP-0411 VVP-0411 VVP-0411	VALLE Streamed Meetings - July Streamed Meetings - July Streamed Meetings - July	Don Gene Fish Jr.	01-0-1-53150 01-7-7-53150 22-2-2-54800		1,925.00 1,050.00 350.00 525.00
35081	8/28/2024 19395	ELEMECH keypay Screen & HMI Interface for Fill...	EleMech, Inc.	01-1-2-54620		989.00 989.00
35082	8/28/2024 10789097	GARDA Armored Svcs - Aug.	Garda CL West, Inc	01-0-1-54200		821.74 821.74
35083	8/28/2024 28520	GEOMON Routine Samples	GEO-Monitor, Inc.	01-1-4-53140		1,638.00 1,638.00
35084	8/28/2024 276	GREE SVCS Landscape Maint. - Phelan & P.H Parks	Greenstone Services Inc.	22-2-2-53150		720.00 720.00
35085	8/28/2024 2010553 2010553 2010553	HATTRI Uniforms - Field, Parks, Eng. Uniforms - Field, Parks, Eng. Uniforms - Field, Parks, Eng.	Hattrix Team Sports & Embroidery	01-0-1-54680 01-1-1-54680 22-2-1-54680		1,526.76 86.88 1,361.78 78.10
35086	8/28/2024 1625	ICANDY Domain Renewal - 22-24	James J. Harvey	01-0-1-53170		445.50 445.50

Cash Disbursements Report

Payment Dates: 08/01/2024 - 08/31/2024

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
35087	8/28/2024	INFOSE	Infosend Inc			2,800.50
	238234	Postage - July		01-1-6-54860		80.31
	238234	Printing - July		01-1-6-54890		1,369.51
	238234	Postage - July		01-1-9-54860		30.00
	238234	Printing - July		01-1-9-54890		420.23
	238234	Postage - July		22-2-1-54860		60.00
	238234	Printing - July		22-2-1-54890		840.45
35088	8/28/2024	LES SCH	Les Schwab Tire Centers of Central CA, INC.			3,714.26
	581000191018	Trk #22 - (2) Rear Tires Replaced		01-1-8-54710		840.77
	58100187450	Trk #21-Front Suspension, Rods, Pitm...		01-1-8-54710		2,556.65
	58100191251	Tire for Trailer #120		01-1-8-54710		316.84
35089	8/28/2024	LIN SVC	Richard J. Linsalato			595.00
	2024082	Janitorial Svcs. - CSD		01-0-1-54320		340.00
	2024082	Janitorial Svcs. - Oasis		01-1-1-54320		225.00
	2024082	Janitorial Svcs. - CC Windows		22-0-1-54320		30.00
35090	8/28/2024	LOWES	Lowe's Credit			1,597.82
	349345627	Parts for Bldg. at Well #2 & Spare		01-1-5-54620		108.45
	736646136	Fans & AC Units for Booster Stations		01-1-2-54500		979.34
	955132941	AC, Fans, Tape for Site 2B		01-1-3-54500		510.03
35091	8/28/2024	MAR SAN	Maria Felix Sandoval Rubio			5,772.88
	082224	Refund - Maint. Deposit APN: 3070-6...		01-1-0-23330		5,772.88
35092	8/28/2024	ANDTRU	Mills Hardware			616.63
	073124	Inv #315411 - Weather Strip		01-1-2-54500		15.07
	073124	Inv #315538 - Grinder, Wheels, Tape, ...		01-1-2-54500		49.48
	073124	Inv#315450 - Water Hose, Splice Butt...		01-1-2-54620		64.62
	073124	Inv #315446 - Facility Weather Strippi...		01-1-2-54620		41.75
	073124	Inv #315530 - Fuel Tank Parts		01-1-2-54620		17.21
	073124	Inv #315437 - Vents for Scada Bldg.		01-1-5-54620		8.60
	073124	Inv #315435 - Parts for Site 1B Booster..		01-1-5-54620		69.42
	073124	Inv #315436 - Parts for 7B Repairs		01-1-5-54620		4.55
	073124	Inv #315415-Pipe Nipple for Cust. Side..		01-1-6-54620		27.35
	073124	Inv #315496 - Trk #101 90 Day DOT R...		01-1-8-54710		22.60
	073124	Inv #315506-Generator #116 90-Day ...		01-1-8-54710		22.34
	073124	Inv #315482 - Generator 90-Day DOT ...		01-1-8-54710		51.02
	073124	Inv #315483-Generator #118 90-Day ...		01-1-8-54710		38.77
	073124	Inv #315442 - Hose, Nozzle & Cable Tie		22-2-2-54620		70.01
	073124	Inv #315545 - Mixer Mud		22-2-2-54620		12.92
	073124	Inv #315543 - Paste & CD Hasp		22-2-2-54620		19.81
	073124	Inv #315560 - Brush Paint Set		22-2-2-54620		14.42
	073124	Inv #315550 - Bolts, Nuts & Washers		22-2-2-54620		2.05
	073124	Inv #315440 - Fan		22-2-2-54620		64.64
35094	8/28/2024	MRCOPY	MRC Smart Technology Solutions			32.32
	IN4230405	(1) Toner Delivery Fee		01-0-1-54530		16.16
	IN4305427	(1) Toner Delivery Fee		01-0-1-54530		16.16
35095	8/28/2024	OFFSOL	Office Solutions			243.08
	I-02243509	Staples, Note Sticks, Binder Clips, Fold...		01-0-1-54530		226.87
	I-02244481	Office Supplies - Air Freshener		01-0-1-54530		16.21
35096	8/28/2024	PAP REC	Paper Recycling & Shredding Specialist			78.00
	579776	On-Site Shredding		01-0-1-53150		78.00
35097	8/28/2024	PATSAL	Patton Sales Corp			394.84
	4873691	Channel Steel for Trailer #114		01-1-8-54710		97.21
	4877300	Trk #32 Vice & Pipe for Vice Mount		01-1-2-54500		297.63

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Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
35098	8/28/2024 081924	PHECHA Annual Sponsorship	Phelan Chamber of Commerce	01-1-9-54920		3,500.00 1,166.67
	081924	Annual Sponsorship		22-0-1-54920		1,166.66
	081924	Annual Sponsorship		25-5-1-54920		1,166.67
35099	8/28/2024 56399	PHEEXP Trk #19 Rear Brakes, Rotors, Leaf Spri...	Phelan Express, Inc.	01-1-8-54710		5,160.64 3,465.50
	56683	Trk #21 - Brakes & Oil Change		01-1-8-54710		749.15
	56707	Trk #25 - Oil & Front Brake Pads Chan...		01-1-8-54710		721.65
	57090	Trk #26 - Oil Change		22-2-8-54710		95.09
	57111	Trk #19 - Oil Change		01-1-8-54710		129.25
35100	8/28/2024 082624	SAN ROG Maint. Bod Refund APN:3068-621-06	Sandra Rogers	01-1-0-23330		6,660.81 6,660.81
35101	8/28/2024 10006434-00	SHIFFLER Restroom partition replace, Phelan/Pi...	Shiffler Equipment Sales, Inc.	22-2-2-54620		17,673.40 5,992.48
	10006434-01	Restroom partition replace, Phelan/Pi...		22-2-2-54620		11,680.92
35102	8/28/2024 090124	STAINS LTD/Life & AD&D - Sept.	Standard Insurance Company	01-0-1-51230		1,148.90 904.86
	090124	LTD/Life & AD&D - Sept.		01-7-7-51230		165.65
	090124	LTD/Life & AD&D - Sept.		22-0-1-51230		78.39
35103	8/28/2024 5010	STEDES Civic Center Project County Fees	Steen Design Studio, Inc	01-0-0-17000	C0002 COUNTY FEES	15,089.00 4,060.25
	5011	EIR - PEER Review by consultant		01-0-0-17000	C0002 COUNTY FEES	6,500.00
	5012	Civic Center Project - County Fee Dra...		01-0-0-17000	C0002 COUNTY FEES	4,528.75
35104	8/28/2024 21122	TIMLOC Lobby Keypad Repaired	Steven M. Zemba	01-0-1-54620		105.00 105.00
35105	8/28/2024 INV0103290	AQUA MET AMI Meter Basestation Extended War...	Aqua Metric Sales Co	01-1-6-54620		3,823.36 3,823.36
35106	8/28/2024 4735	TRLS Reservoir 6-A-2 - Lot Merger	TRLS Engineering, Inc	01-1-1-53150		9,120.00 9,120.00
35107	8/28/2024 234635	TURSEC Replaced (2) Cameras at CSD	Turner Security, Inc	01-0-1-54500		350.00 350.00
35108	8/28/2024 181574443	ULINE Street Brooms & Paddles	Uline	01-1-2-54500		496.73 496.73
35109	8/28/2024 072024	USPS-VV Standard Mail Renewal Fee - Permit #...	United States Postal Service	01-0-1-54860		350.00 350.00
35110	8/28/2024 52310437	UNIVAR Liquid Chlorine - 550 Gl.	UNIVAR INC.	01-1-3-54500		2,242.00 2,242.00
35111	8/28/2024 62709	WALL GROUP Professional Services - Grant Support ...	Wallace Group, a California Corporation	22-2-1-53150		5,823.75 1,841.25
	63019	Professional Services - Grant Support ...		22-2-1-53150		2,631.25
	63022	Assistance with Grant Application		01-0-0-17000	C0002 OUTSIDE SVCS	1,351.25
35112	8/28/2024 1147368-00	WESWAT Meter Box	Western Water Works Supply Co	01-1-0-13010		13,212.52 6,529.66
	1147368-00	6 AC x 1 DS Saddle		01-1-0-13010		4,722.14
	1147368-00	6 x 12 Clamp		01-1-0-13010		469.14
	1147368-00	6 SDR Sewer Pipe (20 ft stick)		01-1-0-13010		249.98
	1147368-00-1	6 Push-on Mueller Gate Valve		01-1-0-13010		949.39
	1147368-00-1	6 MJ Kit		01-1-0-13010		292.21

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Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
DFT0013252	8/1/2024 080924	FRO 3434 Phones - Telemetry 7/10 - 8/9	Frontier Communications	01-1-5-58010		210.78 210.78
DFT0013259	8/1/2024 063024-4084	THEGAS Gas - Phelan Sr. Ctr. 6/18 - 6/30	SoCalGas	22-0-2-58110		5.92 5.92
DFT0013260	8/1/2024 070824-4084	THEGAS Gas - Phelan Sr. Ctr. 7/1 - 7/8	SoCalGas	22-0-2-58110		8.87 8.87
DFT0013261	8/1/2024 063024-4585	THEGAS Gas - Phelan CC 6/18 - 6/30	SoCalGas	22-0-2-58110		23.83 23.83
DFT0013262	8/1/2024 071824	THEGAS Gas - Phelan CC 7/1 - 7/18	SoCalGas	22-0-2-58110		35.75 35.75
DFT0013264	8/5/2024 062424 062424	SCE 9587-0653 Electricity - Office 5/24 - 6/24 Electricity -Solar Credits 5/24 - 6/24	Southern California Edison	01-0-1-58110 01-1-3-58115		1,521.34 1,970.52 -449.18
DFT0013265	8/5/2024 063024 063024	SCE 8362-7804 Electricity - Solar Meter 5/30 - 6/30 Electricity - Solar Credits 5/30 - 6/30	Southern California Edison	01-1-3-58110 01-1-3-58115		621.11 635.11 -14.00
DFT0013266	8/5/2024 062724	SCE 8092-3468 Electricity - NW Dairy Mobile 5/30 -6/...	Southern California Edison	01-1-3-58110		724.79 724.79
DFT0013271	8/2/2024 INV0005711 INV0005711 INV0005711	CALPERS 457 Cal PERS 457/ Employer Plan: 450 717... Cal PERS 457/ Employer Plan: 450 717... Cal PERS 457/ Employer Plan: 450 717...	California Public Employees' Deferred Compensation Plan	01-1-0-24560 22-2-0-24560 25-5-0-24560		275.00 202.23 4.00 68.77
DFT0013272	8/2/2024 INV0005712 INV0005712 INV0005712 INV0005712	CALPERS CalPERS/Employee Portion(EE) CalPERS/Employee Portion(EE) CalPERS/Employee Portion(EE) CalPERS/Employee Portion(EE)	Calif Public Employees' Retirement System	01-1-0-24530 01-7-0-24530 22-2-0-24530 25-5-0-24530		4,053.44 3,003.92 399.74 293.67 356.11
DFT0013273	8/2/2024 INV0005713 INV0005713 INV0005713 INV0005713	CALPERS CalPERS/Employee Portion(ER) CalPERS/Employee Portion(ER) CalPERS/Employee Portion(ER) CalPERS/Employee Portion(ER)	Calif Public Employees' Retirement System	01-1-0-24530 01-7-0-24530 22-2-0-24530 25-5-0-24530		3,762.20 2,637.47 451.71 459.56 213.46
DFT0013274	8/2/2024 INV0005714 INV0005714 INV0005714 INV0005714	CALPERS CalPERS/Employer Portion CalPERS/Employer Portion CalPERS/Employer Portion CalPERS/Employer Portion	Calif Public Employees' Retirement System	01-1-0-24530 01-7-0-24530 22-2-0-24530 25-5-0-24530		10,216.55 7,266.90 1,163.12 1,067.11 719.42
DFT0013275	8/2/2024 INV0005715 INV0005715 INV0005715 INV0005715	CALPERS CalPERS Retirement/ Survivor Benefits CalPERS Retirement/ Survivor Benefits CalPERS Retirement/ Survivor Benefits CalPERS Retirement/ Survivor Benefits	Calif Public Employees' Retirement System	01-1-0-24530 01-7-0-24530 22-2-0-24530 25-5-0-24530		23.25 16.60 2.26 2.61 1.78
DFT0013276	8/2/2024 INV0005716 INV0005716	CALSTA Remittance ID: 200000001121596 Remittance ID: 200000001121596	California State Disbursement Unit	01-1-0-24520 22-2-0-24520		139.61 124.85 14.76
DFT0013277	8/2/2024 INV0005717	EDD State Disability Ins - Payroll Taxes	Employment Development Department	01-0-0-24510		1,194.91 1,194.91
DFT0013278	8/2/2024 INV0005718	IRS Social Security - Payroll Taxes	Internal Revenue Service	01-0-0-24510		89.28 89.28

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Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
DFT0013279	8/2/2024 INV0005719	EDD CA State Income Tax - Payroll Taxes	Employment Development Department	01-0-0-24510		4,972.48 4,972.48
DFT0013280	8/2/2024 INV0005720	IRS Medicare - Payroll Taxes	Internal Revenue Service	01-0-0-24510		3,171.10 3,171.10
DFT0013281	8/2/2024 INV0005721	IRS Federal Income Tax - Payroll Taxes	Internal Revenue Service	01-0-0-24510		13,838.23 13,838.23
DFT0013282	8/7/2024 9968044408	VER AIR Phones - Jet Packs, Tablets, On-Call Ju...	Verizon Wireless	01-1-1-58010		1,374.36 1,374.36
DFT0013283	8/7/2024 9970469140	VER AIR Phones - Jet Packs, Tablets, On-Call Ju...	Verizon Wireless	01-1-1-58010		1,445.59 1,445.59
DFT0013284	8/14/2024 4199920317	CIN UNI Vehicle Wash Station Supplies	Cintas Corporation	01-1-8-54710		77.63 77.63
DFT0013285	8/14/2024 5222244769 5222244769	CINFIR First Aid Supplies - CSD First Aid Supplies - CSD	Cintas	01-0-1-54500 22-0-1-54500		358.83 351.65 7.18
DFT0013287	8/14/2024 063024-1 063024-1	SCE 9515-2666 Electricity-Wells, Boosters, Tanks Electricity-Credits	Southern California Edison	01-1-3-58110 01-1-3-58115		99,634.81 133,156.47 -33,521.66
DFT0013288	8/14/2024 070124 070124 070124	SCE 9515-2666 Electricity-Wells, Booster Tanks Electricity-Credits Electricity-St. Lights	Southern California Edison	01-1-3-58110 01-1-3-58115 23-3-2-58210		23,971.56 24,269.29 -1,977.57 1,679.84
DFT0013289	8/14/2024 073024	SCE 7695-0442 Electricity- Fill Station 6/28 - 7/30	Southern California Edison	01-0-2-58110		27.04 27.04
DFT0013290	8/14/2024 073024	SCE 4241-7012 Electricity - S. Dairy MOBILE 6/28 - 7/30	Southern California Edison	01-1-3-58110		48.58 48.58
DFT0013291	8/14/2024 073024	SCE 3752-2894 Electricity - N. Dairy Mobile 6/28 - 7/30	Southern California Edison	01-1-3-58110		30.42 30.42
DFT0013292	8/6/2024 2348630A	AME FID Flex Spending 7/15	American Fidelity Assurance Company	01-0-0-24580		266.66 266.66
DFT0013293	8/14/2024 RC1267999	RACE Phones - Internet Shop Aug.	Race Communications	01-1-1-58010		255.00 255.00
DFT0013294	8/14/2024 RC1274689 RC1274689	RACE Phones - Internet Credit Pinon Hills C... Phones - Internet Pinon Hills CC Aug.	Race Communications	22-0-1-58010 22-0-1-58010		104.00 -100.00 204.00
DFT0013295	8/14/2024 RC1274691 RC1274691	RACE Phones - Internet Credit Phelan CC Au... Phones - Internet Phelan CC Aug.	Race Communications	22-0-1-58010 22-0-1-58010		4.00 -200.00 204.00
DFT0013296	8/14/2024 RC1274690	RACE Phones - Internet CSD Aug.	Race Communications	01-0-1-58010		255.00 255.00
DFT0013297	8/14/2024 073024	SCE 8092-3468 Electricity - NW Dairy Mobile 6/28 - 7...	Southern California Edison	01-1-3-58110		711.97 711.97
DFT0013298	8/14/2024 073124 073124 073124 073124	FBC-SEAN Hazmat TSA Background Check - SW Dept. of Housing-Modular HUD Rene... Critical Tool - Safety Vests Amazon - Battery Charger for 12V	First Bank Card	01-0-1-54290 01-1-1-53160 01-1-2-54500 01-1-2-54500		1,363.34 86.50 33.00 187.26 168.90

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Payment Number	Payment Date	Vendor #	Description	Vendor Name	Account Number	Project Account Key	Payment Amount
	Payable Number						Item Amount
	073124		Grainger - Cool Temp Controller		01-1-2-54500		70.83
	073124		Napa- Trk #31 Hitch Receiver		01-1-2-54500		421.21
	073124		Amazon - Tire Machine Balancer Parts		01-1-2-54620		298.70
	073124		Harbor Freight - Solar Chargers		01-1-5-54620		96.94
DFT0013299	8/14/2024	FBC-Aimee	First Bank Card -Aimee				950.83
	073124		BC Water Jobs - Job Ad Posting for Par...		01-0-1-54110		200.00
	073124		Starbucks - ASBCSD Meeting Coffee		01-0-1-54440		44.00
	073124		Raising Canes -ASBCSD Meeting Tea		01-0-1-54440		30.13
	073124		Stater Bros - Icecream for All Employe...		01-0-1-54440		168.37
	073124		Stater Bros -ASBCSD Meeting Supplies		01-0-1-54440		13.98
	073124		Pizza Factory - Pizza for All Employees		01-0-1-54440		203.14
	073124		Alaska Air - HR Conference Flight - AW		01-0-1-54470		291.21
DFT0013300	8/14/2024	FBC-MARK	First Bank Card				775.00
	073124		CSDA - Annual Conf. Registration Fee		01-0-1-52235		775.00
DFT0013301	8/14/2024	FBC-JENNIFER	First Bank Card				1,074.57
	073124		Zoom - Icloud Recording Subscription		01-0-1-53170		100.00
	073124		Adobe Subscription - (11) Seats		01-0-1-53170		263.89
	073124		Eventbrite Subscription - Event Suppo...		01-0-1-53170		29.00
	073124		Rite Aid- ASBCSD Meeting Supplies		01-0-1-54440		125.00
	073124		Stater Bros - Board Meeting Supplies		01-0-1-54440		44.96
	073124		Amazon - Ice Machine Cleaner		01-0-1-54620		25.03
	073124		Adobe Subscription - (3) Seats		01-1-1-53170		71.97
	073124		DRI - Reservoir Sign		01-1-5-54500		67.91
	073124		Mailchimp - Customer Svc. E-Bills		01-1-6-53170		120.00
	073124		Smart Signs - #s for Vehicles		01-1-8-54710		140.07
	073124		Moo Print - Trk #32 Sticker		01-1-8-54710		24.99
	073124		Adobe Subscription - (2) Seats		01-7-7-53170		47.98
	073124		Amazon - Baking Class Supplies		22-2-2-54800		13.77
DFT0013302	8/14/2024	FBC-STEVE	First Bank Card				727.66
	073124		Lowes - Breaker for CSD		01-0-1-54620		101.42
	073124		Amazon - Air Filter for CSD		01-0-1-54620		245.52
	073124		Lowes - Light Bulbs		22-2-2-54620		42.39
	073124		Amazon - Simple Green		22-2-2-54620		64.30
	073124		Lowes - Returned Light Bulbs		22-2-2-54620		-42.39
	073124		Amazon - Cleaning Rags		22-2-2-54620		150.80
	073124		The Webstaurant - Micorfiber Cloths		22-2-2-54620		165.62
DFT0013303	8/14/2024	FBC-HEATHER	First Bank Card				1,486.81
	073124		Pitnery Bowes - Postage Meter Rental		01-0-1-54300		169.59
	073124		Amazon - Toner for Office		01-0-1-54530		136.45
	073124		Amazon - Staples		01-0-1-54530		17.14
	073124		Amazon - Toner for Office		01-0-1-54530		122.82
	073124		Amazon - Mailing Labels		01-0-1-54530		23.69
	073124		Amazon - Envelopes		01-0-1-54530		45.66
	073124		Amazon - Paper Towels for Office		01-0-1-54530		61.72
	073124		Cert Mail - Frontier Letter Mailed		01-0-1-54860		8.41
	073124		Amazon - Toner for Field		01-1-1-54530		136.45
	073124		Cert Mail - Customer Letters Mailed		01-1-6-54860		6.09
	073124		Amazon - Vehicles Air Filters		01-1-8-54710		339.74
	073124		Amazon - Vehicles Air Filters		01-1-8-54710		419.05
DFT0013304	8/14/2024	FBC-GEORGE	First Bank Card				5,468.28
	073124		Stater Bros-Ice Cream for All Employe...		01-0-1-54440		63.58
	073124		Apple - Field Ipad Icloud Storage		01-1-2-53170		0.99
	073124		76 - Trk #28 Fuel		01-1-8-54410		90.67
	073124		Shell - Trk #28 Fuel		01-1-8-54410		48.99
	073124		HDMWA- Meeting Dinner		01-7-7-54440		30.00

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Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	073124	JW Marriott-CSDA- GM Leadership Co...		01-7-7-54470		1,273.59
	073124	Hardrock - ESRI Conf. Stay - G. Carden...		01-7-7-54470		1,765.70
	073124	CSD 6th - ESRI Conf. Expense - Parking...		01-7-7-54470		73.00
	073124	Heroes Restaurant-ACEC Meeting Lun...		01-7-7-54470		57.97
	073124	SD Conv. Center-ESRI Conf. Parking Fee		01-7-7-54470		48.26
	073124	Bub's at the Ballpar-ESRI Conf. Exp. (...)		01-7-7-54470		35.60
	073124	Parkwhiz- ACEC Meeting Parking Fee		01-7-7-54470		30.50
	073124	Tacos El Gordo - ESRI Conf. Exp. (Meal)		01-7-7-54470		20.40
	073124	Starbucks - ESRI Conf. Expense (Meal)		01-7-7-54470		10.42
	073124	Hardrock - ESRI Conf. Stay De La Rosa		01-7-7-54470		1,705.70
	073124	The Shout House - ESRI Conf. Expense ..		01-7-7-54470		64.90
	073124	Baja Ricks - ESRI Conf. Expense (Meal)		01-7-7-54470		67.96
	073124	Mary Janes - ESRI Conf. Expense (Meal)		01-7-7-54470		59.80
	073124	Starbucks - ESRI Conf. Expense (Meal)		01-7-7-54470		6.75
	073124	Starbucks - ESRI Conf. Expense (Meal)		01-7-7-54470		6.75
	073124	Starbucks - ESRI Conf. Expense (Meal)		01-7-7-54470		6.75
DFT0013305	8/14/2024	FBC-CHRIS	First Bank Card			1,314.17
	073124	Amazon - Kubota Bucket Teeth		01-1-2-54500		98.00
	073124	Petroleum Marketing - Fuel Hoses for ...		01-1-2-54500		415.82
	073124	Amazon-Dewalt Battery & Holder for ...		01-1-2-54500		131.43
	073124	Amazon - Dewalt Battery Trks #23 & ...		01-1-2-54500		268.30
	073124	Small Engine - Cutoff Saw Blade Belts		01-1-2-54650		27.55
	073124	Amazon - Vactor Trailer Plugs Replac...		01-1-8-54710		86.84
	073124	CoverCraft - Trk #22 Seat Covers		01-1-8-54710		286.23
DFT0013306	8/14/2024	SCE 1613-6373	Southern California Edison			18.39
	073124	Electricity - R/R Crossings 7/1 - 7/31		23-0-2-58210		18.39
DFT0013307	8/14/2024	SCE 5917-6455	Southern California Edison			28.27
	073124	Electricity - Phelan Park St. Lights 7/1 - ..		22-2-2-58110		28.27
DFT0013308	8/14/2024	SCE 7441-5755	Southern California Edison			691.76
	080124	Electricity - Pinon Hills CC 7/2 -8/1		22-0-2-58110		691.76
DFT0013309	8/14/2024	SCE 4490-1265	Southern California Edison			18.39
	073124	Electricity - P.H. Fire Station 7/1 - 7/31		22-0-2-58110		18.39
DFT0013310	8/14/2024	SCE 5687-7432	Southern California Edison			1,426.65
	011224	Electricity - Well #15 Jan.		01-1-3-58110		1,426.65
DFT0013311	8/14/2024	SCE 5687-7432	Southern California Edison			3,707.58
	022824	Electricity - Well #15 Feb.		01-1-3-58110		3,707.58
DFT0013312	8/14/2024	SCE 5687-7432	Southern California Edison			10,178.04
	033124	Electricity - Well #15 March		01-1-3-58110		10,178.04
DFT0013313	8/14/2024	SCE 5687-7432	Southern California Edison			11,619.90
	043024	Electricity - Well #15 Apr.		01-1-3-58110		11,619.90
DFT0013314	8/14/2024	SCE 5687-7432	Southern California Edison			16,963.99
	053124	Electricity - Well #15 May		01-1-3-58110		16,963.99
DFT0013315	8/14/2024	SCE 5687-7432	Southern California Edison			31,160.73
	063024	Electricity - Well #15 June		01-1-3-58110		31,160.73
DFT0013316	8/14/2024	SCE 5687-7432	Southern California Edison			29.00
	013024	Electricity - Well #15 Svc Connection F...		01-1-3-58110		29.00
DFT0013317	8/14/2024	SCE 5687-7432	Southern California Edison			33,927.51
	073124	Electricity - Well #15 Timely First Bill		01-1-3-58110		-30.00
	073124	Electricity - Well #15 July		01-1-3-58110		33,957.51

Cash Disbursements Report

Payment Dates: 08/01/2024 - 08/31/2024

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
DFT0013318	8/14/2024	NAPA	NAPA Auto Parts			785.80
	073124	Inv #624149 Coolant for Generators		01-1-2-54500		71.05
	073124	Inv #624346 Trailer #114 Pig Tail Repa...		01-1-8-54710		98.10
	073124	Inv #625520 Funnels for 116,117 & 118		01-1-8-54710		26.16
	073124	Inv #624224 - Trk #24 Windshield Wa...		01-1-8-54710		6.45
	073124	Inv #624262 Trk #25 Coolant Plug Rep...		01-1-8-54710		66.78
	073124	CR 625647 Oil Filtes Returned for 116,...		01-1-8-54710		-187.45
	073124	Inv #623746 - Trk #23 Cabin Air Filter		01-1-8-54710		76.80
	073124	Inv #626103 - Trk #27 Windshield Wa...		01-1-8-54710		6.45
	073124	Generator #106 Oil Change		01-1-8-54710		299.57
	073124	Inv #625176 Oil Filters for 116,117, 1...		01-1-8-54710		187.45
	073124	Inv #625563 - Lub for Generator #116		01-1-8-54710		114.20
	073124	Inv #625686 - Trk #24 Plug Repair Ite...		01-1-8-54710		20.24
DFT0013319	8/14/2024	FBC-LORI	First Bank Card			994.65
	073124	Calpers Forum Reg. Fee - A. Ahumada		01-0-1-54260		549.00
	073124	Ricks Cafe-Staff Meeting LL, SL, GC, S...		01-0-1-54440		110.72
	073124	Town & Country Resort-Forum Stay D...		01-0-1-54470		261.70
	073124	Target-(4) Office Fans Due to AC Outa...		01-0-1-54530		73.23
DFT0013320	8/14/2024	FBC-DON	First Bank Card			750.72
	073124	76 - Fuel Exp.		01-0-1-54140		157.70
	073124	Shell - Fuel Exp.		01-0-1-54140		145.10
	073124	76 - Fuel Exp.		01-0-1-54140		143.86
	073124	Ricks Cafe - Meeting with Greg		01-0-1-54440		38.33
	073124	Ricks Cafe - Meeting with Kathy (MW...		01-0-1-54440		38.86
	073124	Ricks Cafe - Staff Meeting - DB, GC, LL...		01-0-1-54440		84.35
	073124	Ricks Cafe-Meeting w/Sean Reg. Well ...		01-1-1-54440		42.53
	073124	ONX Maps - GIS Mapping Subscription		01-7-7-53170		99.99
DFT0013321	8/14/2024	FBC-KIM	First Bank Card			381.07
	073124	Calendar Wiz - Web Calendar Subscrip...		01-0-1-53170		14.00
	073124	Party City - ASBCSD Meeting Supplies		01-0-1-54440		25.86
	073124	Alaska Air - HR Conference Flight - KS		01-0-1-54470		291.21
	073124	Canva - Printing Svc.		01-0-1-54890		50.00
DFT0013322	8/14/2024	CIN UNI	Cintas Corporation			723.69
	073124	Uniform Rental Svcs. - July		01-1-1-54680		671.49
	073124	Uniform Rental Svcs. - July		22-2-1-54680		52.20
DFT0013323	8/14/2024	ACT IT	David Shay			7,793.70
	CS68D5LJ152C	Software Support - Aug.		01-0-1-53170		7,793.70
DFT0013324	8/14/2024	FBC-SEAN	First Bank Card			4,858.31
	070224	Pres-Tech Vactor #113 Filter & Suction..		01-1-8-54710		1,376.73
	072224	Amazon -Tire Machine Balancer for Tr...		01-1-2-54620		1,830.67
	072524	Fleet Pride-Vactor #113 Hydraulic Tan...		01-1-8-54710		750.91
	5513	Rhino Lining- Trk #32 Bed Lining		01-1-2-54620		900.00
DFT0013325	8/14/2024	FBC-CHRIS	First Bank Card			2,859.02
	185285	TMS Equip. - Plate Compactor for Asp...		01-1-2-54620		1,986.81
	19618207	Supply Hose Gate Valves for Station12...		01-1-2-54500		872.21
DFT0013326	8/14/2024	NAPA	NAPA Auto Parts			581.79
	625379	30 Gl. of 15w40 Oil for Generators 116..		01-1-8-54710		581.79
DFT0013327	8/12/2024	CALPERS	Calif Public Employees' Retirement System			189.68
	INV0005722	CalPERS/Employee Portion(EE)		01-1-0-24530		183.35
	INV0005722	CalPERS/Employee Portion(EE)		22-2-0-24530		5.30
	INV0005722	CalPERS/Employee Portion(EE)		25-5-0-24530		1.03
DFT0013328	8/12/2024	CALPERS	Calif Public Employees' Retirement System			192.62
	INV0005723	CalPERS/Employer Portion		01-1-0-24530		186.20

Cash Disbursements Report

Payment Dates: 08/01/2024 - 08/31/2024

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	INV0005723	CalPERS/Employer Portion		22-2-0-24530		5.38
	INV0005723	CalPERS/Employer Portion		25-5-0-24530		1.04
DFT0013329	8/12/2024	CALPERS	Calif Public Employees' Retirement System			1.86
	INV0005724	CalPERS Retirement/ Survivor Benefits		01-1-0-24530		1.80
	INV0005724	CalPERS Retirement/ Survivor Benefits		22-2-0-24530		0.05
	INV0005724	CalPERS Retirement/ Survivor Benefits		25-5-0-24530		0.01
DFT0013330	8/12/2024	EDD	Employment Development Department			52.68
	INV0005725	State Disability Ins - Payroll Taxes		01-0-0-24510		52.68
DFT0013331	8/12/2024	EDD	Employment Development Department			101.72
	INV0005726	CA State Income Tax - Payroll Taxes		01-0-0-24510		101.72
DFT0013332	8/12/2024	IRS	Internal Revenue Service			138.88
	INV0005727	Medicare - Payroll Taxes		01-0-0-24510		138.88
DFT0013333	8/12/2024	IRS	Internal Revenue Service			391.20
	INV0005728	Federal Income Tax - Payroll Taxes		01-0-0-24510		391.20
DFT0013334	8/16/2024	CALPERS 457	California Public Employees' Deferred Compensation Plan			275.00
	INV0005729	Cal PERS 457/ Employer Plan: 450 717...		01-1-0-24560		226.62
	INV0005729	Cal PERS 457/ Employer Plan: 450 717...		22-2-0-24560		6.26
	INV0005729	Cal PERS 457/ Employer Plan: 450 717...		25-5-0-24560		42.12
DFT0013335	8/16/2024	CALPERS	Calif Public Employees' Retirement System			3,903.52
	INV0005730	CalPERS/Employee Portion(EE)		01-1-0-24530		3,063.27
	INV0005730	CalPERS/Employee Portion(EE)		01-7-0-24530		382.23
	INV0005730	CalPERS/Employee Portion(EE)		22-2-0-24530		258.41
	INV0005730	CalPERS/Employee Portion(EE)		25-5-0-24530		199.61
DFT0013336	8/16/2024	CALPERS	Calif Public Employees' Retirement System			3,829.70
	INV0005731	CalPERS/Employee Portion(ER)		01-1-0-24530		2,675.35
	INV0005731	CalPERS/Employee Portion(ER)		01-7-0-24530		460.11
	INV0005731	CalPERS/Employee Portion(ER)		22-2-0-24530		484.97
	INV0005731	CalPERS/Employee Portion(ER)		25-5-0-24530		209.27
DFT0013337	8/16/2024	CALPERS	Calif Public Employees' Retirement System			10,173.74
	INV0005732	CalPERS/Employer Portion		01-1-0-24530		7,387.01
	INV0005732	CalPERS/Employer Portion		01-7-0-24530		1,159.40
	INV0005732	CalPERS/Employer Portion		22-2-0-24530		1,073.86
	INV0005732	CalPERS/Employer Portion		25-5-0-24530		553.47
DFT0013338	8/16/2024	CALPERS	Calif Public Employees' Retirement System			22.32
	INV0005733	CalPERS Retirement/ Survivor Benefits		01-1-0-24530		16.35
	INV0005733	CalPERS Retirement/ Survivor Benefits		01-7-0-24530		2.20
	INV0005733	CalPERS Retirement/ Survivor Benefits		22-2-0-24530		2.43
	INV0005733	CalPERS Retirement/ Survivor Benefits		25-5-0-24530		1.34
DFT0013339	8/16/2024	CALSTA	California State Disbursement Unit			139.61
	INV0005734	Remittance ID: 200000001121596		01-1-0-24520		139.61
DFT0013340	8/16/2024	EDD	Employment Development Department			1,161.23
	INV0005735	State Disability Ins - Payroll Taxes		01-0-0-24510		1,161.23
DFT0013341	8/16/2024	IRS	Internal Revenue Service			178.68
	INV0005736	Social Security - Payroll Taxes		01-0-0-24510		178.68
DFT0013342	8/16/2024	EDD	Employment Development Department			4,869.56
	INV0005737	CA State Income Tax - Payroll Taxes		01-0-0-24510		4,869.56
DFT0013343	8/16/2024	IRS	Internal Revenue Service			3,134.88
	INV0005738	Medicare - Payroll Taxes		01-0-0-24510		3,134.88

Cash Disbursements Report

Payment Dates: 08/01/2024 - 08/31/2024

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
DFT0013344	8/16/2024 INV0005739	IRS Federal Income Tax - Payroll Taxes	Internal Revenue Service	01-0-0-24510		13,326.33 13,326.33
DFT0013346	8/21/2024 821101996	VSP Vision Insurance - Sept.	Vision Service Plan	01-0-0-14130		507.64 507.64
DFT0013347	8/21/2024 861892688399	KAI PER Health Insurance - Sept.	Kaiser Permanente	01-0-0-14130		12,470.96 12,470.96
DFT0013348	8/28/2024 090124	ANTBLU Health Premium - Sept.	Anthem Blue Cross	01-0-0-14130		24,862.45 24,862.45
DFT0013349	8/27/2024 D755283	AME SUP Supplemental Life Insurance - Aug.	American Fidelity Assurance	01-0-0-24580		945.50 945.50
DFT0013350	8/28/2024 2348631A	AME FID Flex Spending 8/1	American Fidelity Assurance Company	01-0-0-24580		266.66 266.66
DFT0013351	8/20/2024 082424	FRO 5072 Phones - Oasis Yard 7/25 - 8/24	Frontier Communications	01-1-1-58010		172.71 172.71
DFT0013352	8/20/2024 072424	FRO 5072 Phones - Oasis Yard 6/25 - 7/24	Frontier Communications	01-1-1-58010		157.24 157.24
DFT0013353	8/20/2024 081824	FRO 8637 Phones - Sr. Ctr. 7/19 - 8/18	Frontier Communications	22-0-1-58010		66.41 66.41
DFT0013356	8/28/2024 080724	SCE 1078-5254 Electricity - CC & Sr. Ctr. 7/10 - 8/7	Southern California Edison	22-0-2-58110		1,110.11 1,110.11
DFT0013357	8/20/2024 072524-6781	THEGAS Gas - Pinon Hills Fire 6/25 - 7/25	SoCalGas	22-0-2-58110		14.79 14.79
DFT0013358	8/20/2024 072524-6056	THEGAS Gas - Pinon Hills CC 6/25 - 7/25	SoCalGas	22-0-2-58110		52.09 52.09
DFT0013359	8/22/2024 17644712	CalPER FY 2023-24 GASB 68 Reports & Sched.	CalPERS	01-0-1-53110		1,050.00 1,050.00
DFT0013362	8/30/2024 5222244762	CINFIR First Aid Supplies - Shop	Cintas	01-1-1-54500		634.36 634.36
DFT0013363	8/30/2024 6092302 6092302	XEROX Xerox Printer Lease - Aug. Equip. Protection Program Aug	Xerox Corporation	01-0-1-54300 01-0-1-54300		871.32 853.33 17.99
DFT0013364	8/30/2024 INV0005740 INV0005740 INV0005740	CALPERS 457 Cal PERS 457/ Employer Plan: 450 717... Cal PERS 457/ Employer Plan: 450 717... Cal PERS 457/ Employer Plan: 450 717...	California Public Employees' Deferred Compensation Plan	01-1-0-24560 22-2-0-24560 25-5-0-24560		275.00 201.40 6.23 67.37
DFT0013365	8/30/2024 INV0005741 INV0005741 INV0005741 INV0005741	CALPERS CalPERS/Employee Portion(EE) CalPERS/Employee Portion(EE) CalPERS/Employee Portion(EE) CalPERS/Employee Portion(EE)	Calif Public Employees' Retirement System	01-1-0-24530 01-7-0-24530 22-2-0-24530 25-5-0-24530		4,008.61 3,053.74 365.93 300.13 288.81
DFT0013366	8/30/2024 INV0005742 INV0005742 INV0005742 INV0005742	CALPERS CalPERS/Employee Portion(ER) CalPERS/Employee Portion(ER) CalPERS/Employee Portion(ER) CalPERS/Employee Portion(ER)	Calif Public Employees' Retirement System	01-1-0-24530 01-7-0-24530 22-2-0-24530 25-5-0-24530		4,013.22 2,848.92 464.38 489.16 210.76
DFT0013367	8/30/2024 INV0005743	CALPERS CalPERS/Employer Portion	Calif Public Employees' Retirement System	01-1-0-24530		10,585.21 7,665.35

Cash Disbursements Report

Payment Dates: 08/01/2024 - 08/31/2024

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	INV0005743	CalPERS/Employer Portion		01-7-0-24530		1,150.01
	INV0005743	CalPERS/Employer Portion		22-2-0-24530		1,123.24
	INV0005743	CalPERS/Employer Portion		25-5-0-24530		646.61
DFT0013368	8/30/2024	CALPERS	Calif Public Employees' Retirement System			22.32
	INV0005744	CalPERS Retirement/ Survivor Benefits		01-1-0-24530		16.06
	INV0005744	CalPERS Retirement/ Survivor Benefits		01-7-0-24530		2.15
	INV0005744	CalPERS Retirement/ Survivor Benefits		22-2-0-24530		2.52
	INV0005744	CalPERS Retirement/ Survivor Benefits		25-5-0-24530		1.59
DFT0013369	8/30/2024	CALSTA	California State Disbursement Unit			139.61
	INV0005745	Remittance ID: 200000001121596		01-1-0-24520		139.61
DFT0013370	8/30/2024	EDD	Employment Development Department			1,247.24
	INV0005746	State Disability Ins - Payroll Taxes		01-0-0-24510		1,247.24
DFT0013371	8/30/2024	EDD	Employment Development Department			5,056.00
	INV0005747	CA State Income Tax - Payroll Taxes		01-0-0-24510		5,056.00
DFT0013372	8/30/2024	IRS	Internal Revenue Service			3,408.50
	INV0005748	Medicare - Payroll Taxes		01-0-0-24510		3,408.50
DFT0013373	8/30/2024	IRS	Internal Revenue Service			13,957.57
	INV0005749	Federal Income Tax - Payroll Taxes		01-0-0-24510		13,957.57
DFT0013392	8/31/2024	FBC-JENNIFER	First Bank Card			1,241.54
	083124	Qutesoft - Voice Studio Subscription		01-0-1-53170		14.99
	083124	Eventbrite Subscription		01-0-1-53170		29.00
	083124	Adobe Subscription - (11) Seats - Office		01-0-1-53170		263.89
	083124	Zoom - Icloud Recording Subscription		01-0-1-53170		100.00
	083124	Adobe Subscription - (3) Seats - Field		01-1-1-53170		71.97
	083124	Stater Bros - Field Staff Training		01-1-1-54260		35.28
	083124	Pizza Factory - Field Staff Training		01-1-1-54260		264.49
	083124	HDMWA Class - Lance & Ernesto		01-1-1-54260		110.00
	083124	Amazon - Protective Case for Sean's I...		01-1-1-54500		86.19
	083124	Amazon - Screen Protector for Sean's ...		01-1-1-54500		17.76
	083124	Mailchimp - Customer Service E-Bills		01-1-6-53170		120.00
	083124	Moo - Stickers for Field Equipment		01-1-8-54710		24.99
	083124	Adobe Subscription - (2) Seats - Eng.		01-7-7-53170		47.98
	083124	HDMWA Class - G. Cardenas		01-7-7-54260		55.00
Payment Total:						705,518.71

Report Summary

Fund Summary

Fund	Payment Amount
01 - WATER FUND	634,074.19
20 - GOV'T GENERAL FUND	5,000.00
22 - PARKS & RECREATION	59,332.01
23 - STREET LIGHTING	1,698.23
25 - SOLID WASTE	5,414.28
Grand Total:	705,518.71

Account Summary

Account Number	Account Name	Payment Amount
01-0-0-14130	Prepaid Benefit	41,316.90
01-0-0-17000	CIP Enterprise Funds	66,165.25
01-0-0-21130	Accounts Payable - Other	51.62
01-0-0-24510	Payroll Tax Payable	70,290.47
01-0-0-24580	Supplemental Ins W/H P...	1,478.82
01-0-1-51230	Employee Group Insuran...	904.86
01-0-1-52212	Board - Auto Expense/Ku...	48.37
01-0-1-52219	Board - Auto Expense/Ph...	43.55
01-0-1-52232	Board - Education,Traini...	40.00
01-0-1-52235	Board - Education,Traini...	775.00
01-0-1-52239	Board - Education,Traini...	40.00
01-0-1-53110	Auditing & Accounting F...	1,250.00
01-0-1-53150	Outside Service	11,562.95
01-0-1-53170	Software Support	9,053.97
01-0-1-54110	Advertising	200.00
01-0-1-54140	Auto Expense	446.66
01-0-1-54200	Credit Card Fee & Bank ...	821.74
01-0-1-54260	Education & Training	549.00
01-0-1-54290	Employment Expense	86.50
01-0-1-54300	Equipment Rental / Lease	1,040.91
01-0-1-54320	General Maintenance	340.00
01-0-1-54440	Meeting, Seminar & Sup...	991.28
01-0-1-54470	Travel Expense	844.12
01-0-1-54500	Operating Supplies	701.65
01-0-1-54530	Office Supplies	963.15
01-0-1-54620	Repair & Maintenance	476.97
01-0-1-54680	Uniforms	86.88
01-0-1-54860	Postage & Mailing	358.41
01-0-1-54890	Printing	50.00
01-0-1-58010	Telephone	979.48
01-0-1-58110	Utilities	2,375.67
01-0-2-58110	Utilities	432.33
01-1-0-13010	Inventory - Water Field ...	20,495.86
01-1-0-23330	Customer Deposit - Main...	12,439.69
01-1-0-24520	Garnishment Payable	404.07
01-1-0-24530	Retirement W/H Payable	40,022.29
01-1-0-24560	Retirement 457 W/H Pa...	630.25
01-1-1-53150	Outside Service	29,324.75
01-1-1-53160	Permits & Fees	2,545.18
01-1-1-53170	Software Support	143.94
01-1-1-54230	Dues & Subscriptions	2,594.00
01-1-1-54260	Education & Training	409.77
01-1-1-54320	General Maintenance	225.00
01-1-1-54440	Meeting, Seminar & Sup...	42.53
01-1-1-54500	Operating Supplies	738.31
01-1-1-54530	Office Supplies	136.45
01-1-1-54680	Uniforms	2,033.27
01-1-1-54830	State & County Fees & S...	656.00

Account Summary

Account Number	Account Name	Payment Amount
01-1-1-58010	Telephone	3,404.90
01-1-2-53150	Outside Service	165.40
01-1-2-53170	Software Support	0.99
01-1-2-54500	Operating Supplies	4,543.26
01-1-2-54620	Repair & Maintenance	7,228.76
01-1-2-54650	Small Tools	27.55
01-1-3-54500	Operating Supplies	3,354.71
01-1-3-58110	Utilities	268,590.03
01-1-3-58115	Utilities - Solar Credits	-35,962.41
01-1-4-53140	Laboratory Analysis	1,638.00
01-1-5-54500	Operating Supplies	67.91
01-1-5-54620	Repair & Maintenance	7,423.20
01-1-5-58010	Telephone	210.78
01-1-6-53150	Outside Service	450.00
01-1-6-53170	Software Support	505.00
01-1-6-54620	Repair & Maintenance	4,365.71
01-1-6-54860	Postage & Mailing	86.40
01-1-6-54890	Printing	1,369.51
01-1-8-54410	Fuel Costs	7,686.46
01-1-8-54710	Vehicle Maintenance	14,503.43
01-1-9-54800	Programs (Wtr Conservat..	240.00
01-1-9-54860	Postage & Mailing	30.00
01-1-9-54890	Printing	420.23
01-1-9-54920	Public Relation	1,166.67
01-7-0-24530	Retirement W/H Payable	6,003.24
01-7-7-51230	Employee Group Insuran...	165.65
01-7-7-53150	Outside Service	350.00
01-7-7-53170	Software Support	2,740.11
01-7-7-54260	Education & Training	55.00
01-7-7-54440	Meeting, Seminar & Sup...	30.00
01-7-7-54470	Travel Expense	5,605.83
20-0-0-23310	Customer Deposits	5,000.00
22-0-1-51230	Employee Group Insuran...	78.39
22-0-1-54320	General Maintenance	30.00
22-0-1-54500	Operating Supplies	7.18
22-0-1-54920	Public Relation	1,166.66
22-0-1-58010	Telephone	174.41
22-0-2-58110	Utilities	2,618.04
22-2-0-17000	CIP - Parks & Rec	22,569.05
22-2-0-24520	Garnishment Payable	14.76
22-2-0-24530	Retirement W/H Payable	5,568.40
22-2-0-24560	Retirement 457 W/H Pa...	16.49
22-2-1-53150	Outside Service	4,472.50
22-2-1-54680	Uniforms	130.30
22-2-1-54860	Postage & Mailing	60.00
22-2-1-54890	Printing	840.45
22-2-2-51230	Employee Group Insuran...	1,786.38
22-2-2-53150	Outside Service	834.90
22-2-2-54620	Repair & Maintenance	18,237.97
22-2-2-54800	Programs (Park & Rec)	602.77
22-2-2-58110	Utilities	28.27
22-2-8-54710	Vehicle Maintenance	95.09
23-0-2-58210	Utilities - Street Lights	18.39
23-3-2-58210	Utilities - Street Lights	1,679.84
25-5-0-24530	Retirement W/H Payable	3,404.31
25-5-0-24560	Retirement 457 W/H Pa...	178.26
25-5-1-51230	Employee Group Insuran...	665.04

Account Summary

Account Number	Account Name	Payment Amount
25-5-1-54920	Public Relation	<u>1,166.67</u>
	Grand Total:	705,518.71

Project Account Summary

Project Account Key	Payment Amount	
None	616,784.41	
C0002 COUNTY FEES	15,089.00	
C0002 OUTSIDE SVCS	51,076.25	
C0078 OUTSIDE SVCS	686.25	
C0111 OUTSIDE SVCS	<u>21,882.80</u>	
	Grand Total:	705,518.71

Agenda Item 4

Matters Removed from
Consent Items

Agenda Item 5

Presentations/Appointments

Agenda Item 6a

Discussion & Possible Action Regarding
General Counsel's Contract



A. 4176 Warbler Road
P.O. Box 294049
Phelan, CA 92329
P. (760) 868-1212
F. (760) 868-2323
W. www.pphcsd.org

MEMORANDUM

DATE: September 25, 2024
TO: Board of Directors
FROM: Don Bartz, General Manager
By: Kim Sevy, HR & Solid Waste Manager/District Clerk
SUBJECT: Discussion & Possible Action of General Counsel's Contract

RECOMMENDATION

None

BACKGROUND

Director Snyder requested for this item to be placed on the agenda.

FISCAL IMPACT

None

ATTACHED

Email RE Rates
Proposal for Services

Steve Kennedy

From: Steve Kennedy
Sent: Monday, April 17, 2023 4:44 PM
To: Don Bartz
Subject: Rates

Hi Don:

The purpose of this e-mail is to confirm our telephone conversation of April 6, 2023, wherein you graciously accepted my request to increase our firm's attorney services rate from \$125/hour to \$150/hour effective July 1, 2023. This is the only increase I have ever requested in over 15 years of serving the District since its first Board meetings in early 2008. It was difficult for me to ask for the increase, so I very much appreciate your lack of hesitation in supporting it.

It is impossible to fully describe just how much working for the District has meant to me on both a personal and professional level. I am so grateful to have been a small part of the District's success and the legacy the District has created throughout the County as reflected in the continued formation of other independent special districts out of whole cloth from County service areas. What you have accomplished is nothing short of remarkable – and I am very thankful for the opportunity that I was given to stand right behind you through it all.

Thanks again Don.

Steven M. Kennedy
Brunick, McElhaney & Kennedy
1839 Comercenter West
San Bernardino, CA 92408
Tel: (909) 889-8301
Fax: (909) 388-1889

PHELAN PINON HILLS COMMUNITY SERVICES DISTRICT
ATTORNEY SERVICES PROPOSAL

BRUNICK, MCELHANEY & BECKETT

**1839 Commercenter West
P. O. Box 6425
San Bernardino, CA 92412
(909) 889-8301
(909) 388-1889 Fax
skennedy@bbmblaw.com**

February 18, 2008

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BRUNICK, McELHANEY & BECKETT

PROFESSIONAL LAW CORPORATION
1839 COMMERCENTER WEST
SAN BERNARDINO, CALIFORNIA 92408

MAILING ADDRESS:
POST OFFICE BOX 6425
SAN BERNARDINO, CALIFORNIA 92412

TELEPHONE: (909) 889-8301
FAX: (909) 388-1889

215 CAJON STREET
P. O. BOX 1320
REDLANDS, CALIFORNIA 92373
TELEPHONE (909) 793-0818

RENE S. ABRAHAM
STEVEN K. BECKETT
WILLIAM J. BRUNICK
RAYMOND F. DOLEN
STEVEN M. KENNEDY
LELAND P. McELHANEY
KYLE A. PATRICK
OF COUNSEL
CHARLES A. PECKHAM

PLEASE REFER TO

February 18, 2008

Board of Directors
Phelan Pinon Hills Community Services District
c/o Charles N. Johnson
11433 Buttemer Road
Phelan, CA 92371

Re: General Counsel Attorney Services Proposal

Dear Mr. Johnson:

The law firm of Brunick, McElhaney & Beckett welcomes the opportunity to submit this proposal to provide legal services to the Phelan Pinon Hills Community Services District (the "District"). Should you select this firm, we are prepared to begin serving immediately as General Counsel to the District.

A. FIRM QUALIFICATIONS

This firm has been representing public agency clients since the early 1970s. Our firm is an "AV" rated law firm with experience in all aspects of public entity representation, having represented the Cities of Redlands, Rialto, Norco, Highland, Yucaipa, Calimesa, and Glendora, including their redevelopment agencies, and currently serving as general counsel to a county water district, a municipal water district, a water conservation district, five mutual water companies, the Mojave Water Agency, the Mojave Basin Watermaster, the Antelope Valley-East Kern Water Agency, the Helendale Community Services District, and several other public agencies. We also provide special legal counsel and representation to a number of public agencies on an as-needed basis, including the County of San Bernardino.

During the course of over thirty years of public agency representation, this office has acquired substantial experience with local jurisdictions in both advisory and litigation matters, particularly with respect to California municipal law and California redevelopment law, including general plans, zoning, land use, real estate, environmental issues, hazardous waste, growth and development, rent control, code enforcement, and property tax.

This office also has considerable experience in other areas of public sector representation, including employment, labor relations, workers' compensation, and government tort claims defense. We also have extensive experience in evaluating proposed actions of the public entities, including but not limited to, evaluating employment and personnel disputes, the interpretation of collective bargaining agreements, resolution of inter-agency disputes, and all aspects of general public agency affairs. We have acted in an advisory capacity both to public officials and to administrative hearing bodies on disciplinary and other personnel matters, and have assisted in the investigation of sexual harassment and workplace violence claims. Where necessary, we have engaged in litigation to protect the powers and authority of the agencies that we represent.

In addition, this firm has extensive experience in matters involving the California Elections Code and in preparing ordinances, resolutions, contracts, franchises, bid documents, joint powers and similar negotiated agreements, and ensuring compliance of the public entities we represent with its requirements under applicable state, federal, and local law, including the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), the California Public Records Act, the Political Reform Act, and the Ralph M. Brown Act.

Our firm has experience in representing all types of local public agencies, and is actively involved and knowledgeable as to local public sector affairs. We also represent private clients on a variety of advisory and litigation matters, including but not limited to tax, probate, personnel and employment, real estate, corporate and business, and general civil litigation. We act as lead counsel for all of our public agency clients in a wide variety of areas, including but not limited to, eminent domain actions to acquire rights-of-way, sewer and water easements, parkland, and other properties, defense of wrongful termination lawsuits, environmental disputes, and similar matters. We routinely provide advice to our clients regarding Proposition 218 issues and compliance, and election matters involving property-related assessment and taxation. We can conduct workshops for our clients and provide legal updates and advice on Fair Political Practice Commission (conflict of interest) issues, the Brown Act, personnel issues and other areas of interest. We offer our combined experience, convenient access, and the superior service of a medium-sized firm with diverse fields of expertise. We are confident that the firm will be able to supply a superior level of responsive and responsible legal service to the District.

In having represented our public agency clients for more than thirty years, we envision our role as furnishing the Board of Directors and District staff with the legal options available to carry out the programs, activities, and projects desired, while providing an honest and professional assessment of the legal consequences of those actions, and a feasible and expeditious method of accomplishing those goals without the necessity of litigation, while at all times protecting and pursuing the interests of the client. We believe that the function of General Counsel is to assist the Board of Directors and District staff in addressing and resolving problems before the threat of

litigation arises. This is achieved by carefully drafting ordinances, resolutions, contracts, and rules and regulations in light of the legal trends evolving in the legislature and the courts.

If retained to serve as attorneys of record for the District in litigation, whether initiated by or against the District, we would vigorously represent the District's interests and keep the Board of Directors and District staff informed of the ongoing status of any such litigation, including any rapidly changing developments in the law. We do not act as bond counsel to our public agency clients, but refer matters involving special financing expertise to qualified outside counsel.

Since we have offices in both San Bernardino and Redlands, we are sufficiently local so as to provide close accessibility for the District's needs. We are prepared to ensure prompt timeliness of response in any manner and mode convenient to the Board of Directors and District staff. We are also prepared to provide regular reporting of status of projects, requests, and litigation at any intervals deemed desirable by the District, and will work cooperatively with the Board of Directors and District staff to establish systems and mechanisms for the process of transmitting requests, responses, and other material to and from our office.

B. PROFILES OF DESIGNATED ATTORNEYS

Our firm is presently comprised of eight attorneys. A brief firm resume is attached. Neither our firm, nor any of the employees of this firm, have ever been successfully sued for malpractice, or been the subject of complaints filed with the State Bar, or had discipline imposed by the State Bar.

Our firm also currently employs two licensed paralegals, five legal secretaries, and five other members of the office staff. All attorneys and employees of our firm are proficient in computer operations, and we utilize Microsoft Word for Windows word-processing.

It would be our proposal that the following attorneys would be most involved in providing legal services to the District: William J. Brunick and Steven M. Kennedy. Personal biographies are also attached for each of these individuals. Mr. Brunick would be designated as the primary contact person regarding services to be provided by this law firm to the District. Mr. Brunick and/or Mr. Kennedy would attend meetings of the Board of Directors, District staff, and other meetings or hearings as requested.

Mr. Brunick has substantial experience in representing public agencies, having, over more than a thirty year-career, represented the cities of Redlands, Rialto, Norco, Highland and Glendora, as well as the Mojave Water Agency, the Victor Valley County Water District, the Yucaipa Valley Water District, and the Antelope Valley-East Kern Water Agency. In addition to his extensive experience in water law and representation of water agencies, Mr. Brunick has an extensive practice

Charles N. Johnson, PPHCSD

February 18, 2008

Page 4

in corporate and tax law, as well as labor and employment law (including disability rights and obligations, employee relations and negotiations, and employee discrimination suits).

Mr. Kennedy has been with our firm for over twenty years. His area of practice is public agency law, with an emphasis on advisory representation for water districts. Mr. Kennedy became a partner in our firm in 1996. Mr. Kennedy represents various water districts, including Three Valleys Municipal Water District and East Valley Water District, as well as the Helendale Community Services District. Mr. Kennedy has acted as the primary attorney handling the representation of over twenty cities in litigation challenging San Bernardino County's booking fees, as well as the state-wide Liaison Counsel for all cities contesting the criminal justice administrative fees imposed by their respective counties. Mr. Kennedy also successfully defended the City of Calimesa against an environmental challenge under CEQA to the Oak Valley Specific Plan.

Both Mr. Brunick and Mr. Kennedy have extensive experience in all aspect of California water law, including groundwater management, water adjudication, and water rights. Both Mr. Brunick and Mr. Kennedy have been actively involved in several local groundwater adjudications, including the Mojave Basin, the Warren Basin, the Bunker Hill Basin, the Chino Basin, the Six Basins, the Main San Gabriel Basin, and the Antelope Valley Basin. Mr. Brunick and Mr. Kennedy have represented both public and private clients in water rights matters before both state courts and the State Water Resources Control Board.

The vast legal experience of both Mr. Brunick and Mr. Kennedy in the practice of water law also includes public contracts and construction, as well as matters involving the regulation of discharges of waste water from septic systems into groundwater basis, the representation of water district in negotiations with adjoining water agencies and wholesalers, establishing and reviewing policies for fee structures, and providing water to new development both under and over 500 parcels (and the corresponding impacts of Senate Bills 610 and 221).

Our firm also includes attorneys specializing in advisory and litigation matters pertaining to statutory compliance, employment, education, public agency and business law, insurance, torts, real estate, contracts, probate, tax, and corporate law. We would contemplate that other attorneys and paralegals would assist as necessary to provide the most cost effective legal services to the District. In order to maintain our knowledge of changes and events in the area of public law, our attorneys participate in seminars and conferences sponsored by the League of California Cities, the Continuing Education of the Bar, the California Special Districts Association, and the Association of California Water Agencies. In fact, Mr. Kennedy was a guest speaker on Brown Act issues at the California Water Law Conference held by CLE International in San Diego on October 28 and 29, 2004.

C. DISCLOSURE OF CONFLICTS

While we serve as General Counsel to the Helendale Community Services District, the Mojave Water Agency, and the Mojave Basin Watermaster, we are not aware of any immediate or inherent conflicts of interest that would arise from our representation of the District. However, any such conflict would be promptly reported to the District. Our firm will offer to disclose all present and contemplated employment which is, or may be adverse to the District. We will not represent clients in matters before or against the District.

Neither this firm nor any of our attorneys have made any political contributions of money, in-kind services, or loans to any member of a local government or governing board within the last three years. The public clients for which this office presently provides services, or are under retainer, include the Mojave Water Agency, the Mojave Basin Watermaster, East Valley Water District, Three Valleys Municipal Water District, Chino Basin Water Conservation District, the Antelope Valley-East Kern Water Agency, the Helendale Community Services District, the County of San Bernardino, the City of San Bernardino, the City of Yucaipa, and the City of Highland. We are not aware of any current or former clients residing in, or having an interest in business or property within, the District during the past three years. There are no current or known future professional commitments that would affect our continuing availability to provide legal services to the District.

D. REFERENCES

The following is a representative list of references:

Mojave Water Agency
P. O. Box 1089
Apple Valley, CA 92307
Kirby Brill, General Manager
(760) 240-9201

Robert E. Martin, General Manager
East Valley Water District
Post Office Box 3427
1155 Del Rosa Avenue
San Bernardino, CA 92413
(909) 889-9501

Richard W. Hansen, General Manager
Three Valleys Municipal Water District
1021 Miramar Avenue
Claremont, CA 91711-1300
(909) 621-5568

Kimberly Cox, General Manager
Helendale Community Services District
26719 Vista Road, Suite 5
Helendale, CA 92342
(760) 951-0006

E. FEES AND COSTS

Our current hourly rate to provide general legal counsel work for our regular public agency clients is \$125.00 per hour. This rate would apply for the full range of General Counsel services rendered by our office, except that litigation would be billed at the rate of \$150.00 per hour. All paralegal time is billed at the rate of \$75.00 per hour. We reserve the right to bill at our higher normal rate in those circumstances where an insurer, company or person, other than our public entity client, is being billed for our services. We do not bill separately for clerical and secretarial time. Additionally, this office does not pass through any copying, postage, or telephone expenses except in extraordinary circumstances; other non-routine or third-party expenses incurred by this office on the District's behalf (such as filing fees and service costs) may be included in our monthly invoices to the District.

It is our experience and, we believe, that of our clients, that our billing practices result in the most economical manner of providing legal services to the District. It is not our present practice to establish a monthly retainer amount regardless of the extent of services provided. We are flexible in our billing arrangements and would be willing to discuss a general services retainer with separate hourly rates for litigation but we do not have sufficient information to propose one at this time.

We submit monthly computerized statements which contain a description of the service rendered, the date it was rendered, the amount of time expended, and the attorney performing the services. Such statements also contain itemized descriptions of any costs advanced, such as necessary costs of litigation.

This law firm also maintains errors and omissions insurance coverage applicable to the services to be rendered with limits of \$2,000,000 per person and \$4,000,000 per occurrence as well as statutory workers compensation insurance.

Charles N. Johnson, PPHCSD
February 18, 2008
Page 7

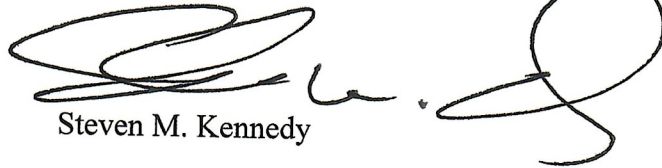
We would propose to work with the Board of Directors and District staff in developing methods of communication which would minimize the time billed to the District, while providing prompt and responsive services of a high quality deserving of the District.

In closing, we believe that our firm can offer the District an excellent combination of expertise and responsive legal service, and that our qualifications meet the District's requirements. We thank you in advance for considering our proposal, and look forward to meeting with the District's representatives.

The individual who may be contacted during the proposal evaluation period is Steve Kennedy at our San Bernardino office at the address and phone numbers shown on our letterhead. Once again, thank you in advance for your consideration.

Very truly yours,

BRUNICK, McELHANEY & BECKETT



Steven M. Kennedy

Attachments

**BIOGRAPHY OF
WILLIAM J. BRUNICK**

RESIDENCE: Redlands, California; 32 years.

EDUCATION: San Jose State College (A.B., 1966, magna cum laude)
Hastings College of Law, University of California (J.D., 1969)
Boston University (LL.M. in Taxation, 1970)

EXPERIENCE: Private law practice in San Bernardino/Riverside area, 1970 to present.
Deputy City Attorney for the City of Redlands (1970-78), City of Rialto (1974-78); City of Norco (1976-77).
City Attorney for the City of Highland, 1987 to 1989.
Deputy City Attorney for the City of Highland, 1989 to 2004.
Legal Counsel to the East Valley Water District, Yucaipa Valley Water District, Victor Valley Water District, Mojave Water Agency, and Public Employees Association of Riverside County.
Interim City Attorney for the City of Glendora, 1999 to 2003
Legal Counsel to the Hesperia and Victor Valley Water Districts during the Mojave Basin Adjudication, 1970-78.
Legal Counsel to Alhambra and Azusa during the Upper San Gabriel Adjudication, 1974-80.
Adjunct Professor, University of California at Riverside (Labor Law).
Instructor, Corporate Tax Law, Citrus Belt Law School, 1975-79.
Chairman, Bar-Press Committee of the San Bernardino County Bar Association.

**PROFESSIONAL
AFFILIATIONS:**

Member, California State Bar, 1970 to present.
Member, American Bar Association.
Member, San Bernardino County Bar Association.
Admitted to practice before the United States Tax Court.

**BIOGRAPHY OF
STEVEN M. KENNEDY**

RESIDENCE: San Bernardino, California; 41 years.

EDUCATION:

California State University, San Bernardino,
(B.A., 1985; with Honors)

University of San Diego School of Law, (J.D., 1988)

EXPERIENCE:

Private law practice with the law firm of Brunick, Alvarez & Battersby (now Brunick, McElhaney & Beckett), June 1989 to present, in the areas of public agency law representing public agencies and private clients.

General Counsel to East Valley Water District, January 1995 to present.

General Counsel to Three Valleys Municipal Water District, January 1995 to present.

General Counsel to Helendale Community Services District, December 2006 to present.

General Counsel to High Valleys Water District, March 1995 to 2005.

Law Clerk with the law firm of Brunick & Pyle, June-August 1987 and August 1988 - June 1989.

**PROFESSIONAL
AFFILIATIONS:**

Member, California State Bar, 1989 to present.

Member, San Bernardino County Bar Association.

Member, American Bar Association.

Admitted to practice before all California Courts and the United States District Court, Central District of California.

FIRM RESUME

I INTRODUCTION

Brunick, McElhaney & Beckett, a Professional Law Corporation, is an "AV" rated firm and provides services to its clients from offices located in San Bernardino and Redlands. The firm primarily serves the Southern California area representing clients in San Bernardino, Riverside, San Diego, Orange and Los Angeles Counties. The firm practices in both State and Federal Courts in these Counties. With the ability to have remote telephonic appearances we have also represented clients in Courts outside our normal geographic area.

Brunick, McElhaney & Beckett, PC is a result of a merger of the firm of Brunick, Alvarez & Battersby, PC and Bruggeman, Smith & Peckham, LLP in August 2001. The merged firm can trace its history in Southern California back to 1969.

II AREAS OF PRACTICE

The firm provides a general civil practice with major emphasis in general business litigation, insurance defense, municipal and public agency law, labor and employment practices, environmental litigation, water law, taxation, corporate, probate and estate planning. The attorneys in the firm have a wide variety of experience in representing clients in administrative investigations, hearings and appeals and civil trials and appeals in both State and Federal Courts.

Members of the firm have been or are members of numerous organizations including the American Board of Trial Advocates, Federation of Insurance and Corporate Counsel, International Association of Defense Counsel, American Bar Association, League of California Cities Legal Advocacy Committee, American Planning Association and the California Redevelopment Association. Members of the firm have also been actively involved in their communities and have served on the Boards of various institutions and organizations.

III ATTORNEY RESUMES

WILLIAM J. BRUNICK

Bill Brunick received his B.A. degree from San Jose State College in 1966 and his J.D. degree from Hastings College of Law, University of California in 1969. He also received a Masters of Law degree in taxation from Boston University in 1970. He was admitted to the State Bar of California in 1970 and has practiced in the San Bernardino and Redlands area since then.

Although Bill has a general civil practice, his major emphasis has been in water, municipal and labor law, taxation, business and corporate law, and probate and estate planning. He has served as City Attorney or General Counsel for numerous cities, water agencies and districts and school districts in the Southern California area.

LELAND P. McELHANEY

Leland ("Lee") McElhaney received his B.A. degree from the University of California at Berkeley in 1963, and his J.D. degree from Boalt School of Law in 1966. From 1967-1969, Lee served as a Captain in the United States Army. In 1969, he joined the law firm of Cosgrove, Cramer, Rindge & Barnum, an "av" rated firm in Los Angeles, and in 1975 became a partner in the Cosgrove firm. In 1987, Lee joined the Los Angeles office of Sheppard, Mullin, Richter & Hampton, as its "Senior Attorney, Litigation." Lee joined Brunick, Alvarez & Battersby in October, 1991 and became a partner in the fall of 1996.

The primary focus of Lee's practice is general civil litigation. He is a member of the Los Angeles and American bar associations, has argued successfully before the California Supreme Court, and has been admitted to practice before the United States Supreme Court.

Lee is active in community affairs and, for 11 years, was a member of the Personnel Commission of the Rowland Unified School District. Lee currently resides in Lake Arrowhead.

STEVEN K. BECKETT

Steve Beckett received his BS Degree from Purdue University in 1972 and his J. D. Degree from Indiana University School of Law in 1977. He was admitted to the Indiana State Bar in 1978 and the California State Bar in 1981. Steve is also admitted to practice before the Central and Southern Districts of the United States District Court and the 9th Circuit Court of Appeals. Steve joined the law firm of Bruggeman, Smith & Peckham in September 1980 and became a partner in the firm in 1984.

Steve's practice has been in the area of civil litigation with emphasis on business, labor and employment practices, tort, insurance and public entity defense in areas such as automobile liability, products liability, insurance coverage and bad faith, governmental tort liability, inverse condemnation, premises liability, construction litigation and mass tort class action litigation. He is also on the arbitration panels for San Bernardino and Riverside Counties.

Steve is a member of the San Bernardino County Bar Association and the International Association of Defense Counsel. He has also been actively involved with the marching band programs at Redlands High School and Riverside Community College.

STEPHEN MILLER

Steve Miller received his B.A. degree from California State College, San Bernardino in 1978 and his J.D. degree from Western State University College of Law in 1982. He joined Bruggeman, Smith & Peckham in 1983 and became a partner in 1988.

The major emphasis of Steve's practice has been the trial of civil rights, police liability, dangerous conditions of public property, products liability, employment discrimination, accident cases and medical malpractice actions in state and federal courts. His particular interest is in the area of civil rights litigation, and emergency medical and rescue cases. He lectures and participates in training in these areas throughout California and across the country on a monthly basis.

Steve was a locally elected school board member for almost 17 years and a member of the County Board of Education for five years. He is currently a part time United States Magistrate Judge presiding over federal criminal matters. His long-time hobby is flying three shifts per month as a medic/crew chief on an air rescue helicopter for the San Bernardino County Sheriff's Department.

STEVEN M. KENNEDY

Steve Kennedy received his B.A. degree from California State University, San Bernardino, in 1985 and his J.D. degree from the University of San Diego in 1988.

Steve joined Brunick, Alvarez & Battersby as a law clerk in June of 1987 and served in that capacity until being admitted to the California Bar in 1989. Mr. Kennedy became a partner of the law firm in the fall of 1996. Steve's primary emphasis is on public agency representation, civil litigation and environmental litigation. He presently serves as General Counsel to East Valley Water District, Three Valleys Municipal Water District, and Helendale Community Services District.

Steve is active in community affairs and has served on the Board of Directors for Kiwanis and the San Bernardino Child Advocacy Program.

RAYMOND F. DOLEN

Ray Dolen is admitted to practice law in California, New York and Massachusetts. He graduated with a Bachelor of Science degree from Cornell University in 1982 and received his J. D. degree from Boston University School of Law in 1985.

Mr. Dolen worked for two years as Associate Counsel to Senator Norman J. Levy in the New York State Senate before coming to California in 1988. He joined Bruggeman, Smith & Peckham in 1988 and became a partner in 1993.

Mr. Dolen has specialized in civil litigation defense on behalf of public entities and corporations. He has handled innumerable cases involving negligence, products liability, intentional torts and sexual abuse for a wide range of clients. Additionally, he has handled more than 100 personal injury cases of behalf of cities, counties and the State of California involving allegations of a dangerous condition of public property.

RENE S. ABRAHAM

Rene Abraham received her B.A. degree from Loma Linda University (La Sierra University) in 1986 and her J.D. degree from Santa Clara University School of Law in 1995. Rene also studied German at the University of Regensburg, Germany from 1986-87. Rene was admitted to the California State Bar in 1995 and joined Brunick, Alvarez & Battersby in 1996.

For the five years prior to joining the firm, Rene worked as a health education specialist in San Bernardino County promoting the benefits of recycling, solid waste and hazardous waste management.

Rene's practice focuses primarily on probate, wills, trusts, and corporate law.

CHARLES A. PECKHAM, of Counsel

"Cap" Peckham received his B. A. degree from the University of California at Berkley in 1966 and his J. D. degree from California Western School of Law in 1971. He was admitted to the California and Idaho Bars in 1973 and Oregon in 1986. Cap began working for Bruggeman, Smith & Peckham's predecessor in 1972 and became a partner in 1976. Cap became of Counsel to Bruggeman, Smith & Peckham in 1996 and remains in that capacity with the merged firm.

During his career Cap has obtained a broad base of experience over the entire spectrum of tort and insurance defense including negligence, products liability, governmental tort liability, inverse condemnation and flood cases, premises liability and automobile liability. Currently Cap represents one of the largest equipment rental companies in products liability litigation.

Cap has been a member of the American Board of Trial Advocates and the Federation of Insurance and Corporate Counsel and is admitted to practice before the U. S. Supreme Court.

Cap was on active duty with the Navy from 1966 through 1968 and was an officer in the U. S. Naval Reserve until 1988.

Agenda Item 6b

Discussion & Possible Adoption of Resolution
No. 2024-14; Establishing a Conflict of Interest
Code



A. 4176 Warbler Road
P.O. Box 294049
Phelan, CA 92329
P. (760) 868-1212
F. (760) 868-2323
W. www.pphcsd.org

MEMORANDUM

DATE: September 25, 2024

TO: Board of Directors

FROM: Don Bartz, General Manager
By: Kim Sevy, HR & Solid Waste Manager/District Clerk

SUBJECT: Discussion & Possible Action Regarding Resolution No. 2024-14; Establishing a Conflict of Interest Code

STAFF RECOMMENDATION

For the Board to adopt Resolution No. 2024-14; Establishing a Conflict of Interest Code.

BACKGROUND

A local agency's conflict of interest code must reflect the current structure of the organization and properly identify officials and employees who should be filing Statements of Economic Interests (Form 700s). A code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Form 700s. It helps provide transparency in local government as required under the Political Reform Act.

To ensure conflict of interest codes remain current and accurate, each local agency is required to review its code at least every even-numbered year. The County Board of Supervisors is the code reviewing body for county agencies. This Resolution was last updated on March 8, 2023.

Exhibit B was modified to update a title change. Exhibit B was modified to include the Assistant Water Operations Manager so that all exempt-status staff are included.

FISCAL IMPACT

None

ATTACHMENT(S)

Resolution No. 2024-14 & Appendix

2024 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

An amendment is required. The following amendments are necessary:

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2024**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

RESOLUTION NO. 2024-14
A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE PHELAN PINON HILLS COMMUNITY SERVICES DISTRICT
ADOPTING A CONFLICT OF INTEREST CODE

WHEREAS, the Phelan Pinon Hills Community Services District (“the District”) is a community services district organized and operating pursuant to California Government Code Section 61000 et seq., and a local government agency subject to the requirements of the Political Reform Act of 1974 (“the Act”), California Government Code Section 81000 et seq.;

WHEREAS, Section 87300 of the Act requires all local government agencies to adopt and promulgate conflict of interest codes pursuant to the provisions of the Act;

WHEREAS, the Fair Political Practices Commission (“the FPPC”) has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard conflict of interest code which can be incorporated by reference, and which may be amended by the FPPC after public notice and hearings to conform to amendments in the Act; and

WHEREAS, the District desires to comply with its statutory requirements under the Act and to provide a method to ensure that its Conflict of Interest Code is current and consistent with the prevailing provisions of the Act and the regulations of the FPPC.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Phelan Pinon Hills Community Services District as follows:

Section 1.

The terms of 2 Cal. Code of Regs. Section 18730, and any amendments to it duly adopted by the FPPC, are hereby incorporated herein by this reference and, along with the attached Appendix in which members and employees are designated and disclosure categories are set forth, shall constitute the District’s Conflict of Interest Code. In the event of any inconsistency between the attached Appendix and the prevailing provisions of the Act and/or the applicable regulations of the FPPC, the Act and the FPPC regulations shall control.

Section 2.

Designated officials shall file statements of economic interest with the District which will then be made available to the public for inspection and reproduction. Upon receipt of the statements from the District’s Board of Directors and General Manager, the Secretary of the District shall make and retain a copy and forward the original of said statements to the County Clerk of the County of San Bernardino. Statements for all other designated officials will be retained by the District Secretary.

Section 3.

This Resolution supersedes Resolution No. 2023-09 adopted by the District's Board of Directors on March 8, 2023, and shall take effect immediately upon its adoption.

ADOPTED this 25th day of September 2024, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

President, Board of Directors

ATTEST: _____
Board Secretary

APPENDIX

CONFLICT OF INTEREST AND DISCLOSURE CODE

SECTION 1. TABLE OF CONTENTS

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SECTION 2. ADOPTION OF CODE

The Phelan Pinon Hills Community Services District ("the District") in the County of San Bernardino hereby adopts this Conflict of Interest and Disclosure Code ("Code"). The provisions of this Code are additional to the requirements of the Political Reform Act of 1974, California Government Code Section 81000 et seq. ("the Act"), the regulations of the Fair Political Practices Commission adopted in connection therewith, 2 California Code of Regulations Section 18109 et seq. ("the Regulations"), and other laws pertaining to conflicts of interest. Except as otherwise indicated, the definitions of the Act, the Regulations, and any amendments thereto, are incorporated herein and this Code shall be interpreted in a manner consistent therewith.

SECTION 3. DESIGNATED POSITIONS

The positions listed on Exhibit "B" are designated positions. Persons holding those positions are deemed to participate in the making of decisions which may foreseeably have a material effect on a financial interest.

SECTION 4. ECONOMIC DISCLOSURE STATEMENTS

Designated positions are assigned to one or more of the disclosure categories set forth on Exhibit "A." Each person holding a designated position shall file a statement disclosing his/her interest in investments, business positions, real property, and income, designated as reportable under the category to which his/her position is assigned on Exhibit "B."

SECTION 5. PLACE AND TIME OF FILING

5.01 Persons holding designated positions which are added to the Code shall file an initial statement within 30 days after the effective date of the Code.

5.02 Persons appointed, promoted, or transferred to designated positions shall file an assuming office statement with the District within 30 days after assuming the position.

5.03 Annual statements shall be filed with the District by April 1st by all persons holding designated positions. Such statements shall cover the period of the preceding calendar year or from the date of the last statement filed.

5.04 Leaving office statements shall be filed with the District within 30 days of leaving a designated position. Such statements shall cover the period from the closing date of the last statement filed to the date of leaving the position.

5.05 An individual who resigns a designated position within 12 months following initial appointment or within 30 days of the date of a notice mailed by the filing officer of the individual's filing obligation, whichever is earlier, is not deemed to assume or leave office, provided that during the period between appointment and resignation, the individual does not make, participate in making, or use the position to influence any decision of the District, or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position. Within 30 days of the date of a notice mailed by the filing officer, the individual shall do both of the following:

- A. File a written resignation with the appointing power.
- B. File a written statement with the filing officer signed under the penalty of perjury stating that the individual, during the period between appointment and resignation, did not make, participate in the making or use the position to influence any decision of the District or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

SECTION 6. CONTENTS OF ECONOMIC DISCLOSURE STATEMENTS

Statements shall be made on forms supplied by the District, and shall contain the following information.

6.01 When an investment, or an interest in real property, is required to be reported, the statement shall contain:

- A. A statement of the nature of the investment or interest;
- B. The name of the business entity in which each investment is held, and a general description of the business activity in which the business is engaged;
- C. The address or other precise location and the use of the real property;
- D. A statement whether the fair market value of the investment or interest in

real property equals or exceeds two thousand dollars (\$2,000) but does not exceed ten thousand dollars (\$10,000), whether it exceeds ten thousand dollars (\$10,000) but does not exceed one hundred thousand dollars (\$100,000), whether it exceeds one hundred thousand dollars (\$100,000) but does not exceed one million dollars (\$1,000,000) or whether it exceeds one million dollars (\$1,000,000); and

- E. If any otherwise reportable investment or interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the date of acquisition or disposal shall be reported.

6.02 When income is required to be reported, the statement shall contain:

- A. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any of each source;
- B. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was at least five hundred dollars (\$500) but did not exceed one thousand dollars (\$1,000), whether it was in excess of one thousand dollars (\$1,000) but not greater than ten thousand dollars (\$10,000), whether it was greater than ten thousand dollars (\$10,000) but not greater than one hundred thousand dollars (\$100,000), or whether it was greater than one hundred thousand dollars (\$100,000);
- C. A description of the consideration, if any, for which the income was received;
- D. In the case of a gift, the amount or value and the date on which the gift was received and the name, address, and business activity, if any, of the intermediary or agent and the actual donor;
- E. In case of a loan, the annual interest rate and security, if any, given for the loan; and
- F. The first report filed by a person holding a designated position shall disclose any reportable investments, interests in real property, business positions, and income received during the previous 12 months.

6.03 When the filer's pro rata share of income to a business entity or trust, including income to a sole proprietorship, is required to be reported, the statement shall contain:

- A. The name, address, and a general description of the business activity of the business entity; and
- B. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such persons was equal to or

greater than ten thousand dollars (\$10,000) during a calendar year.

6.04 When business positions are required to be reported, the statement shall contain:

- A. The name, address, and a general description of the business entity;
- B. The filer's job title or position; and
- C. A statement whether the position was held throughout the entire reporting period and the dates the position was commenced or terminated, if not held during the entire reporting period.

SECTION 7. DISQUALIFICATION

Persons holding designated positions shall disqualify themselves from making or participating in the making or in any way attempting to use their official position to influence a governmental decision when it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally, on:

7.01 The financial status of the person holding a designated position or that of his or her spouse or dependent children;

7.02 Any business entity located in, doing business in, owning real property in, or planning to do business in the jurisdiction of the person holding a designated position, in which said person, or his or her spouse or dependent child, has a reportable investment of \$2,000 or more;

7.03 Any real property located in the jurisdiction of the person holding a designated position and said person, or his or her spouse or dependent child, has a reportable interest of \$2,000 or more in that real estate;

7.04 Any person, business entity, or nonprofit entity located in, doing business in, owning real property in, or planning to do business in, the jurisdiction of the person holding a designated position, from which said person or his or her spouse has received reportable income, other than loans by a commercial lending institution in the regular course of business, aggregating five hundred dollars (\$500) or more in value within twelve months prior to the time the decision is made;

7.05 Any person, business entity, or nonprofit entity from which the person holding a designated position has received a reportable gift aggregating five hundred ninety dollars (\$590) or more in value within twelve months prior to the time the decision is made; and

7.06 Any business entity, other than a nonprofit organization, in which the person holding a designated position is a director, officer, partner, trustee, employee, or holds any position of management.

SECTION 8. ADOPTION BY INCORPORATION

Adoption by incorporation by reference of the terms of this Code along with the designation of employees and the formulation of disclosure categories in the Exhibits referred to above constitute the adoption and promulgation of a Conflict of Interest and Disclosure Code.

CONFLICT OF INTEREST AND DISCLOSURE CODE

Exhibit "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the District.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

The Act defines investment as follows:

"Investment" means any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments, and any partnership or other ownership interest owned directly, indirectly, or beneficially by the public official, or other filer, or his or her immediate family, if the business entity or any parent, subsidiary, or otherwise related business entity has an interest in real property in the jurisdiction, or does business or plans to do business in the jurisdiction, or has done business within the jurisdiction at any time during the two years prior to the time any statement or other action is required under this title. No asset shall be deemed an investment unless its fair market value equals or exceeds two thousand dollars (\$2,000). The term "investment" does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, interest in a diversified mutual fund registered with the Securities and Exchange Commission under the Investment Company Act of 1940 or in a common trust fund created pursuant to Section 1564 of the Financial Code, interest in a government defined-benefit pension plan, or any bond or other debt instrument issued by any government or government agency. Investments of an individual include a pro rata share of investments of any business entity, mutual fund, or trust in which the individual or immediate family owns, directly, indirectly, or beneficially, a 10-percent interest or greater.

According to the Act, a business position is a position of director, officer, partner, trustee, employee, or any position of management in any organization or enterprise operated for profit, including but not limited to a proprietorship, partnership, firm, business trust, joint venture, syndicate, corporation or association.

CATEGORY 3

Persons in this category shall disclose all income as defined in Government Code Section 82030.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the District and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Consultants who are not employed as full-time staff members of the District shall nonetheless be included as a designated employee and subject to the disclosure requirements herein. However, those consultants whose positions are marked with an asterisk (*) in Exhibit "B" of this Code, or any other consultants which may be hired, may not be required to fully comply with the disclosure requirements herein where the range of duties which they are hired to perform is limited in scope. Such determination shall be made in writing by the General Manager of the District and shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the consultant's disclosure requirements, if any. This determination is a public record and shall be retained for public inspection in the same manner and location as this Code.

CONFLICT OF INTEREST AND DISCLOSURE CODE

Exhibit "B"

<u>DESIGNATED POSITIONS</u>	<u>DISCLOSURE CATEGORIES</u>
Director	1-3
General Manager	1-3
Treasurer	1-3
Assistant General Manager/CFO	4
Water Operations Manager	4
HR & Solid Waste Manager/District Clerk	4
Engineering Manager	4
Executive Management Analyst	4
<u>Assistant Water Operations Manager</u>	<u>4</u>
Consultant*	5

Agenda Item 6c

Discussion & Possible Action Regarding
Ordinance No. 2024-02; Establishing
Guidelines for the Conduct of the District's
Public Meetings and Activities

MEMORANDUM

DATE: September 25, 2024

TO: Board of Directors

FROM: Don Bartz, General Manager
By: Kim Sevy, HR & Solid Waste Manager/District Clerk

SUBJECT: Adoption of Ordinance No. 2024-02; Establishing Guidelines for the Conduct of District Public Meetings and Activities

RECOMMENDATION

For the Board to adopt Ordinance No. 2024-02; Establishing Guidelines for the Conduct of District Public Meetings and Activities.

BACKGROUND

The District's "Sunshine Ordinance" is reviewed annually to determine its effectiveness and the necessity for its continued operation. The Board reviewed the Ordinance at the January 10, 2024, Board meeting and had no recommended changes. On January 17, 2024, the Board adopted the current Ordinance with changes to Exhibit A as advised by the District's legal counsel.

The District's legal counsel has recommended modifications to Exhibit A per the attached memo dated August 30, 2024. The recommended changes to the Exhibit are redlined within the document. No other substantive changes have been made to the Ordinance. Please refer to the attached memo from legal counsel for specific information regarding these changes.

FISCAL IMPACT

None

ATTACHED

Memo from Legal Counsel
Director Remote Participation Worksheet
AG Opinion No. 23-1002
Ordinance No. 2024-02
Exhibit A

BRUNICK, MCELHANEY & KENNEDY

PROFESSIONAL LAW CORPORATION
1839 COMMERCENTER WEST

SAN BERNARDINO, CALIFORNIA 92408

TELEPHONE: (909) 889-8301
FAX: (909) 388-1889

WILLIAM J. BRUNICK
LELAND P. MCELHANEY
STEVEN M. KENNEDY

MAILING ADDRESS:

POST OFFICE BOX 13130
SAN BERNARDINO, CALIFORNIA 92423-3130

September 19, 2024

TO: Board of Directors
PHELAN PINON HILLS COMMUNITY SERVICES DISTRICT

FROM: Steven M. Kennedy, General Counsel

RE: Remote Attendance by Directors at Board Meetings

The purpose of this memorandum is to update the Board on the status of recent interpretative and legislative developments that have occurred in connection with the above-referenced matter.

Brown Act

The Ralph M. Brown Act, Government Code Sections 54950-54963 (“Brown Act”), is a California “sunshine” law that sets forth the requirements for public access to meetings of local governmental agencies. Under the Brown Act, legislative bodies of local agencies may conduct meetings via teleconference subject to the following “classic” conditions set forth in Government Code Section 54953(b):

- (i) A quorum of the body must participate from location with the local agency’s jurisdiction, but other members may participate from outside the jurisdiction;
- (ii) The remote location(s) must be connected to the main meeting location by telephone, video, or both;
- (iii) The notice and agenda for the meeting must identify the remote location(s);
- (iv) The remote location(s) must be posted and accessible to the public;
- (v) All votes must be by roll call; and
- (vi) The meeting must otherwise comply with the Brown Act, which includes allowing participation by members of the public present in remote location(s).

Beginning October 1, 2021, Assembly Bill (“AB”) 361 amended the Brown Act by adding Government Code Section 54953(e) to allow local agencies to meeting virtually without complying with the above requirements under the following rules:

(1) Declared State of Emergency. The Governor has declared a state of emergency, regarding which either (a) State or local officials have imposed or recommended measures to promote social distancing or (b) the legislative body determines, by majority vote, that meeting in person would present imminent risks to the health or safety of attendees due to the emergency.

(2) Public Comment Opportunities in Real Time. A legislative body that meets virtually pursuant to AB 361 must allow members of the public to access the meeting via a call-in option or an internet-based service option, and the agenda for the remote meeting must provide an opportunity for members of the public to directly address the body in real time. A legislative body cannot require public comments to be submitted in advance of the meeting.

(3) No Action During Disruptions. In the event of a disruption that prevents the local agency from broadcasting the virtual meeting, or in the event of a disruption within the local agency's control that prevents members of the public from offering public comments using the call-in option or internet-based option, the legislative body is prohibited from taking any further action on items appearing on the meeting agenda until public access to the meeting via the call-in or internet-based option is restored.

(4) Periodic Findings. Every 30 days, starting when it first meets virtually under AB 361, the legislative body must find, by majority vote, that it has reconsidered the circumstances of the state of emergency, and either (a) the state of emergency continues to directly impact the ability of the members to meet safely in person or (b) State or local officials continue to impose or recommend measures to promote social distancing.

Pursuant to its express statutory terms, AB 361 was set to automatically expire on January 1, 2024. As a result, various bills were introduced in the State Legislature to extend teleconferencing options beyond the sunset date of AB 361 and/or independent of a proclamation from the Governor of a statewide state of emergency and the need for an ongoing 30-day local recertification that such emergency restricts the ability of agencies to safely meet in person. One such bill – AB 2449 – was successfully enacted into law on September 13, 2022, following near-unanimous passage out of the State Senate and State Assembly.

The provisions of AB 2449, which added Government Code Section 54953(f) to the Brown Act until January 1, 2026, can be somewhat tricky in practice. Therefore, to assist the Board in implementing its remote-meeting options under the Brown Act, the attached Director Remote Participation Worksheet has been prepared which schematically reflects the relative distinctions for teleconference/remote meetings under traditional Brown Act provisions and under AB 2449.

Please also note that, with AB 361 expiring at the end of 2023, Governor Newsom signed AB 557 into the Brown Act on October 8, 2023. AB 557, which took effect on January 1, 2024, essentially re-enacts AB 361 with the following revisions:

(1) Declared State of Emergency. It is no longer required that the Board find that State or local officials have imposed or recommended measures to promote social distancing as part of the Governor's declared a state of emergency.

(2) Resolution. It is no longer required that the Board adopt its findings in support of teleconference meetings under the requirements of AB 557 by formal Resolution.

(3) Periodic Findings. The Board may now renew its findings in support of continued teleconference meetings under AB 557 every 45 days (rather than every 30 days).

(4) No Sunset. The AB 557 requirements for teleconference meetings are not subject to automatic expiration.

Therefore, in the event of a State-declared emergency which results in the Board determining by a majority vote that meeting in-person would present imminent risks to the health or safety of attendees due to the emergency, directors would have additional grounds under the Brown Act to attend meetings remotely beyond those outlined in the enclosed worksheet.

Attorney General Opinion

On July 24, 2024, California Attorney General Rob Bonta issued Opinion No. 23-1002 (a copy of which is attached hereto) which concluded that the federal Americans with Disabilities Act of 1990, 42 U.S.C. Sec. 12132 ("ADA"), requires a local agency's legislative body to allow a member's remote participation from a non-public location as a reasonable accommodation for a qualifying director whose disability precludes his or her in-person attendance, subject to the requirements of the ADA. In addition, the Attorney General determined that any member of a legislative body participating remotely as a "reasonable accommodation" is required to comply with the following two requirements: (1) use two-way video and audio streaming in real time and (2) disclose the identity of any adults who are present with the member at the remote location.

This Opinion is a reversal of an earlier 2001 decision that reached a different conclusion. In support of this recent Opinion, the Attorney General analyzed the text and requirements of the ADA, the dramatic changes to the Brown Act following the COVID-19 pandemic (e.g., "state of emergency" teleconferencing, "just cause" teleconferencing for individual board members), as well as specific new provisions in the Brown Act that support remote participation under AB 2449 and AB 557.

Thus, the Attorney General's Opinion seems to be an expansion of the disability prong of the "just cause" grounds created by AB 2449 [Government Code Section 54953(j)(2)(C)] such that the numerical limitations thereof may not apply if a director's reason for remote participation at a Board meeting is due to "just cause" grounds that relate to a physical or mental disability which qualifies for reasonable accommodation pursuant to the ADA.

As a result, it is recommended that the Board adopt a new Sunshine Ordinance incorporating the revisions to Exhibit A thereof as reflected in the proposed update to the Board Member Teleconferencing Policy included herewith.

Assembly Bill 2302

Pursuant to AB 2449, the Brown Act imposes specified restrictions on remote participation by a Board member under alternative teleconferencing provisions, including establishing limits on the number of meetings a director may participate in solely by teleconference from a remote location, prohibiting such participation for a period of more than three (3) consecutive months or twenty percent (20%) of the regular meetings for the local agency within a calendar year, or more than two (2) meetings if the Board regularly meets fewer than ten (10) times per calendar year. Government Code Section 54953(f)(3).

On August 27, 2024, AB 2302 (attached) was presented to Governor Newsom for signature after passing both the Assembly (by a 63-0 vote) and the Senate (by a 40-0 vote). If signed, the bill would revise the above limits as follows:

- (i) Two meetings per year, if the legislative body regularly meets once per month or less;
- (ii) *Five meetings per year, if the legislative body regularly meets twice per month;* and
- (iii) Seven meetings per year, if the legislative body regularly meets three or more times per month.

Thus, for the Board, directors would be able to utilize remote attendance under AB 2449 for five (5) meetings year. For the purpose of counting meetings attended by teleconference under AB 2302, a “meeting” would be defined as any number of meetings of the legislative body of a local agency that begin on the same calendar day. The potential impact of AB 2302 is noted in both the Director Remote Participation Worksheet and Board Member Teleconferencing Policy that are included with this memorandum.

Please feel free to address with me any questions or comments that a director may have regarding this matter.

Enclosures

cc: Donald J. Bartz, General Manager

DIRECTOR REMOTE PARTICIPATION WORKSHEET

Type of Meeting	Board Attendance	Public Attendance	Findings/Limitations	Standard Brown Act Requirements G.C. Section 54950 et seq. (“General”)
Classic Teleconference meeting [G.C. Sec. 54953(b)]	In person except for teleconferencing director(s)	In person at physical location and teleconference location	None	General requirements plus: <ul style="list-style-type: none"> * Roll call votes; * Teleconference location identified on agenda; * Teleconference location accessible to the public; * Agenda posted at teleconference location; * Public participation from teleconference location; and * Quorum attending within District boundaries.
AB 2449 meeting [G.C. Sec. 54953(f) until 1/1/26]	In person except for remote director(s)	In person and remote	<ul style="list-style-type: none"> * Remote director either (1) <i>notifies</i> Board at earliest opportunity possible (but no more than two meetings per calendar year) of just cause (defined as childcare or caregiving of close relatives, contagious illness, physical or mental disability¹, or official business travel) or (2) <i>requests</i> remote participation as soon as possible, and Board takes action to approve such request at earliest opportunity, due to emergency circumstances (defined as physical or family medical emergency); and * No director may participate solely from remote locations for more than three consecutive months or 20% of regular Board meetings within a calendar year, or more than two meetings if the Board regularly meets less than ten times per calendar year². 	General requirements plus: <ul style="list-style-type: none"> * Quorum attending at physical location of meeting within District boundaries; * District must provide means by which public may remotely hear and visually observe meeting by either two-way audiovisual platform, two-way telephonic service and live webcasting, or both; * Agenda must provide information on remote access and participation; * Agenda must include opportunity for public to directly address Board via call-in option, internet-based service option, and in-person option; * If technical difficulties occur, Board must not take any action on agenda items until restoration of service; * Board cannot require public comments be submitted in advance of meeting and must provide opportunity for public to address Board in real time; * Public commenters may be required to register if deemed necessary by third-party remote platform; * Remotely-participating director publicly discloses before any action is taken (1) whether any other individuals 18 years of age or older are present at remote location and (2) general nature of director’s relationship with any such individuals; and * Remote director participates through both audio and visual technology.

¹ See Attorney General Opinion No. 23-1002 dated July 24, 2024

² May be changed to simply five meetings per year pursuant to AB 2302

TO BE PUBLISHED IN THE OFFICIAL REPORTS

OFFICE OF THE ATTORNEY GENERAL
State of California

ROB BONTA
Attorney General

OPINION	:	
	:	
of	:	No. 23-1002
	:	
ROB BONTA	:	July 24, 2024
Attorney General	:	
	:	
CATHERINE BIDART	:	
Deputy Attorney General	:	

The HONORABLE ELENi KOUNALAKIS, LIEUTENANT GOVERNOR, has requested an opinion on a question relating to the federal Americans with Disabilities Act and the California open meetings law known as the Ralph M. Brown Act.

QUESTION PRESENTED AND CONCLUSION

Under the Ralph M. Brown Act, a local agency’s legislative body must generally conduct its meetings in person at locations open to the public. Does the Americans with Disabilities Act (ADA) nonetheless require that a local agency’s legislative body allow remote participation for a member with a qualifying disability that precludes their in-person attendance at meetings of the body?

Yes. The ADA generally requires a local agency’s legislative body to allow remote participation as a reasonable accommodation for a member with a qualifying disability that precludes their in-person attendance at meetings of the body. This duty to reasonably accommodate is subject, however, to the Brown Act’s requirement that the remote participation must be conducted in a manner that simulates in-person attendance at meetings held in person at a location open to the public. To accomplish this, the Act requires that individual members who participate remotely (1) use two-way video and audio streaming in real time and (2) disclose the identity of any adults who are present

with the member at the remote location. These two requirements should be applied to members who attend meetings remotely due to a qualifying disability.

BACKGROUND

The question before us involves the ADA, a federal law, and the Brown Act, a state law.¹ “Congress enacted the ADA in 1990 to remedy widespread discrimination against” people with disabilities.² Congress enacted amendments to the ADA in 2008 that reasserted that purpose.³ In furtherance of its purpose, the ADA generally requires “reasonable accommodation” be made in employment, government services, and public accommodations for individuals with disabilities.⁴ In the employment context, for example, a reasonable accommodation could be a modified work schedule.⁵ Determining what constitutes a reasonable accommodation in any given scenario is a fact-intensive, individualized, case-by-case inquiry.⁶

¹ This question is implicated in a pending case in the United States District Court for the Northern District of California, *Fischer v. City of Berkeley*, 3:23-cv-04280-TSH. It appears that no decision will be issued soon, if at all, in that case: the district court postponed the deadline for responding to the complaint multiple times in anticipation of possible settlement and referred the case to mediation, which has been completed. As of the date of publication of this opinion, the case docket reflects that the case settled in mediation, and a dismissal or status report is due September 20, 2024.

² *PGA Tour, Inc. v. Martin* (2001) 532 U.S. 661, 674; see Pub.L. 101-336, § 2 (July 26, 1990), 104 Stat. 327; 42 U.S.C. § 12101.

³ Pub.L. 110-325, §§ 1-2 (Sept. 25, 2008), 122 Stat. 3553.

⁴ See, e.g., 42 U.S.C. §§ 12112(b)(5) (employment), 12182(b)(2)(A)(ii) (public accommodations); 28 C.F.R. § 35.130(b)(7)(i) (government services); see also *Where Do We Go Berkeley v. Cal. Dept. of Transportation* (9th Cir. 2022) 32 F.4th 852, 860 fn. 4 (stating that “reasonable accommodation” in Title I of ADA and “reasonable modification” in Title II of ADA “create identical standards and may be used interchangeably,” quoting *Payan v. L.A. Cmty. Coll. Dist.* (9th Cir. 2021) 11 F.4th 729, 738 fn. 4).

⁵ See generally 42 U.S.C. § 12111(9) (referring to job restructuring and modifying facilities, schedules, and equipment, as examples); 29 C.F.R. § 1630.2(o)(2)(ii) (same).

⁶ *McGary v. City of Portland* (9th Cir. 2004) 386 F.3d 1259, 1270; *Crowder v. Kitagawa* (9th Cir. 1996) 81 F.3d 1480, 1486; see also *Zivkovic v. Southern Cal. Edison Co.* (9th Cir. 2002) 302 F.3d 1080, 1089 (“[E]mployer is not obligated to provide” employee’s preferred accommodation but “need only provide some reasonable accommodation,” quoting *E.E.O.C. v. Yellow Freight Sys. Inc.* (7th Cir. 2001) 253 F.3d 943, 951); see, e.g.,

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The Legislature enacted the Ralph M. Brown Act in 1953 “to ensure the public’s right to attend the meetings of public agencies.”⁷ In furtherance of that purpose, the Act generally requires legislative bodies of local agencies to hold their meetings in person at locations open to the public.⁸

As to the interplay of these laws, the ADA plainly preempts contrary state law.⁹ But state law can be relevant to determining what the ADA requires.¹⁰ That means that

Pruett v. Ariz. (D. Ariz. 2009) 606 F.Supp.2d 1065, 1068, 1079 (rejecting plaintiff’s accommodation claim for chimpanzee as service animal because plaintiff had not shown it “more adequately meets her disability-related needs than several alternatives,” and had conceded “even this mild-mannered, affable Chimpanzee could become aggressive” and is likely to grow too big to be a service animal).

⁷ *Freedom Newsp. Inc. v. Orange Co. Employees Ret. Sys.* (1993) 6 Cal.4th 821, 825; Stats. 1953, ch. 1558, § 1 (initial enactment of statutory scheme); Stats. 1961, ch. 115, § 1 (naming statutory scheme “Ralph M. Brown Act”).

⁸ See, e.g., Gov. Code, § 54953, subd. (a) (“All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter”); *id.*, subd. (b)(3) (requiring teleconferencing locations be accessible to public); see also *id.*, § 54950 (reciting that “agencies in this State exist to aid in the conduct of the people’s business” and proclaiming “[i]t is the intent of the law that their actions be taken openly and that their deliberations be conducted openly”). The requirement for agency meetings to be open to public scrutiny is also enshrined in the California Constitution. (Cal. Const., art. I, § 3, subd. (b)(1) (“meetings of public bodies . . . shall be open to public scrutiny”).)

⁹ *Shavelson v. Bonta* (N.D. Cal. 2022) 608 F.Supp.3d 919, 926 (stating that ADA “requires preemption of inconsistent state law” when necessary to comply with its command—including the ADA’s command that state and local governments provide ‘reasonable modification[s]’ to their programs in certain circumstances,” quoting *Mary Jo C. v. New York State & Local Retirement System* (2d Cir. 2013) 707 F.3d 144, 163; *Crowder v. Kitagawa, supra*, 81 F.3d 1480, 1485 (“When a state’s policies, practices or procedures discriminate against [people with disabilities] in violation of the ADA, Department of Justice regulations require reasonable modifications in such policies, practices or procedures”).

¹⁰ See *Cripe v. City of San Jose* (9th Cir. 2001) 261 F.3d 877, 884 (“If a disabled person cannot perform a job’s ‘essential functions’ (even with a reasonable accommodation), then the ADA’s employment protections do not apply”); 42 U.S.C. §§ 12111 (“[C]onsideration shall be given to the employer’s judgment as to what functions of a job are essential”), 12131-12132 (prohibiting discrimination against individuals who meet

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the details of the Brown Act’s provisions regarding in-person meeting attendance at public locations are relevant to a reasonable accommodation analysis under the ADA. For purposes of the question presented here, the relevant inquiry is whether the Brown Act considers in-person meeting attendance at public locations to be an “essential function” or “essential eligibility requirement.”

In 2001, we considered the same substantive question. We concluded that remote participation could *not* be a reasonable accommodation under the ADA.¹¹ Among other considerations, we discerned from the Brown Act that in-person meeting attendance by a member of a Brown Act body at a public location was an “essential function” and “essential eligibility requirement.” At that time, the Brown Act did not allow a member to participate in a meeting remotely from a nonpublic location in any circumstance whatsoever.¹² Although the Act did authorize members to participate in meetings by “teleconferencing” (by audio or visual means), that option was available only if the teleconferencing location itself was also open to the public.¹³

Since then, the Legislature has modified the Brown Act. Intervening amendments allow remote participation in meetings by members from nonpublic locations in certain circumstances.¹⁴ As we will explain, those amendments reveal that remote participation no longer falls outside the realm of what can be a “reasonable accommodation” for purposes of the ADA.

public entity’s “essential eligibility requirements”); see, e.g., *Peden v. City of Detroit* (2004) 470 Mich. 195, 209 (review of state law governing police officers to identify “essential functions” enabling such officers to perform duties).

¹¹ 84 Ops.Cal.Atty.Gen. 181, 185-188 (2001).

¹² See *ibid.*

¹³ See Stats. 1998, ch. 260, § 1 (providing that “each teleconference location shall be accessible to the public,” “at least a quorum of the members of the legislative body shall participate from locations within” the agency’s jurisdiction, and that “agenda shall provide an opportunity for members of the public to address the legislative body directly . . . at each teleconference location” (Gov. Code, § 54953, subd. (b)(3)), and defining “teleconference” to mean a meeting of members “in different locations, connected by electronic means, through either audio or video, or both” (*id.*, § 54953, subd. (b)(4)).)

¹⁴ See, e.g., Stats. 2023, ch. 534, § 1 (Gov. Code, § 54953, subds. (e), (f), (j)(4)); Stats. 2022, ch. 285, § 1 (same); Stats. 2021, ch. 165, § 3 (Gov. Code, § 54953, subd. (e)).

ANALYSIS

Reasonable Accommodation for a “Qualified Individual” with a Disability Under the ADA

Under the ADA, a person with a disability is someone who has “a physical or mental impairment that substantially limits one or more” of the person’s “major life activities.”¹⁵ Before a requirement for a reasonable accommodation applies, it must be established that the person is a “qualified individual” with a disability. The meaning of a “qualified individual,” and the factors informing whether an accommodation for such an individual is “reasonable,” turn on which portion of the ADA applies.¹⁶

The ADA is divided into titles, and the first two are implicated here.¹⁷ Title I applies to employment by “covered entities” (including local governments), which are defined in part by whether the entity employs more than a threshold number of employees in a specified period.¹⁸ Title II applies to participation in state and local government services, programs, and activities.¹⁹

Whether serving as a member on a board of a local agency governed by the Brown Act constitutes employment under Title I, or instead participation in a program or activity under Title II, can depend on the particular board, commission, or body.²⁰ Thousands of

¹⁵ 42 U.S.C. § 12102(1)(A); see 29 C.F.R. § 1630.2(i) (defining major life activities to include various tasks, such as working and “operation of a major bodily function”).

¹⁶ See, e.g., 42 U.S.C. §§ 12111(8) (defining “qualified individual” under Title I), 12131(2) (defining “qualified individual with a disability” under Title II).

¹⁷ See Pub.L. 101-336 (July 26, 1990), 104 Stat. 327 (enacting five titles).

¹⁸ 42 U.S.C. § 12111(2) (“covered entity” includes “employer”); *id.*, § (5)(A) (defining “employer” as one “engaged in an industry affecting commerce” with “15 or more employees” for “20 or more calendar weeks in the current or preceding calendar year,” and includes “any agent of such” employer); see *Zimmerman v. Oregon Dept. of Justice* (9th Cir. 1999) 170 F.3d 1169, 1177 (“Congress consciously and expressly chose to include the employment practices of state and local governments in Title I”).

¹⁹ 42 U.S.C. §§ 12132, 12131(1)(A); see, e.g., *Willits v. City of Los Angeles* (C.D. Cal. 2013) 925 F.Supp.2d 1089, 1093 (stating that City of Los Angeles is covered by Title II).

²⁰ Compare *Zimmerman v. Oregon Dept. of Justice*, *supra*, 170 F.3d at pp. 1174, 1176, 1178-1179 (Title II applies to public agency “outputs,” not “inputs” like employment which is covered by Title I) with *Where Do We Go Berkeley v. California Dept. of Transportation*, *supra*, 32 F.4th at p. 861 (Title II “bring[s] within its scope anything a public entity does,” and “whether it is a normal function of a governmental entity,” quoting *Barden v. City of Sacramento* (9th Cir. 2002) 292 F.3d 1073, 1076); see, e.g.,
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bodies governed by the Brown Act exist.²¹ Given the myriad ways in which these bodies may be formed and operate, it would appear infeasible and imprudent to make a universal pronouncement about whether board membership falls under Title I versus Title II. But we need not embark on such an endeavor; in either case, our answer to the question presented here is the same. To explain why, we must return to the concepts of a “qualified individual” and a “reasonable accommodation.” Those terms have multiple meanings under the ADA, but we focus only on those that are relevant to our purposes.²²

Under Title I, a qualified individual with a disability is someone who “can perform the essential functions” of the job in question—that is, the “fundamental job duties of the employment position”—with or without reasonable accommodation.²³ A job function may be essential, for example, “because the reason the position exists is to perform that function.”²⁴ Factors that help to identify essential functions may include (among others) the employer’s judgment on what functions are essential, the employer’s written job descriptions, how much time is spent performing the function, consequences of not requiring the function to be performed, work by past employees in the job, and work of current employees in similar jobs.²⁵

Mirka v. Langley, City of (9th Cir. 2001) 16 Fed.Appx. 665, 666 (rejecting city hall volunteer’s Title II claim because her services were “‘input’ rather than ‘output’ functions”); *Holmes v. City of Aurora* (N.D. Ill., Jan. 18, 1995, No. 93 C 0835) 1995 WL 21606, at *3-4 (stating that city’s pension board of mayoral appointees, current city employees, and former city employee would be covered by Title I if board “is considered to be plaintiff’s employer or an agent of the City,” but “should be considered a ‘public entity’” covered by Title II because of nature and extent of its relationship with city); see also fns. 60-73, *post*, and corresponding text in the body discussing members’ reasonable accommodation claims all brought under Title II.

²¹ See, e.g., Letter from David Chiu, City Attorney for the City and County of San Francisco to Deputy Attorney General Catherine Bidart, February 9, 2024, p. 2 (stating that San Francisco has “well over 100 Brown Act bodies”); see also Gov. Code, § 54952 (broadly defining “legislative body”).

²² See, e.g., 42 U.S.C. §§ 12102(1)(C) (defining “disability” to include individual “regarded” as having qualifying impairment), 12201(h) (no reasonable accommodation is required for such individual).

²³ 42 U.S.C. § 12111(8) (defining “qualified individual” with disability); 29 C.F.R. § 1630.2(n)(1) (defining “essential functions” to include “fundamental job duties of the employment position” and to exclude “marginal functions”).

²⁴ 29 C.F.R. § 1630.2(n)(2) (listing examples of reasons why function could be essential).

²⁵ 29 C.F.R. § 1630.2(n)(3).

A covered employer is responsible for providing a reasonable accommodation to a qualified individual with a disability unless it would cause the employer “undue hardship.”²⁶ But no failure to accommodate occurs if an otherwise qualified individual cannot, even *with* a reasonable accommodation, meet the employer’s “qualification standards” that are both “job-related and consistent with business necessity.”²⁷ The distinction between “qualification standards” and “essential functions” is that the latter are basic duties while the former are “personal and professional attributes,” which may include “skill, experience, education, physical, medical, safety and other requirements.”²⁸

Under Title II, a qualified individual with a disability is an individual who “meets the essential eligibility requirements” to “participat[e] in programs or activities provided by a public entity,” with or without reasonable modification.²⁹ An accommodation to a qualified individual is not reasonable under Title II if it would fundamentally alter the government program or activity or cause an undue financial or administrative burden.³⁰ An accommodation would fundamentally alter a program if it would compromise the “essential nature” of the program.³¹

For its part, the United States Department of Justice has issued informal guidance that expresses its view on the availability of remote participation by members at city council meetings as a reasonable accommodation under the ADA in appropriate circumstances.³² The guidance states that:

²⁶ 42 U.S.C. § 12112(b)(5)(A); see 42 U.S.C. § 12111(10) (defining “undue hardship” as “action requiring significant difficulty or expense” in light of certain factors including cost of the accommodation and entity’s resources).

²⁷ 42 U.S.C. § 12113(a).

²⁸ *Bates v. United Parcel Service, Inc.* (9th Cir. 2007) 511 F.3d 974, 989-990; 29 C.F.R. § 1630.2(n)(1) (essential functions) & *id.* (q) (qualification standards).

²⁹ 42 U.S.C. § 12131(2).

³⁰ *Tennessee v. Lane* (2004) 541 U.S. 509, 532; 28 C.F.R. §§ 35.130(b)(7)(i), 35.150(a)(3).

³¹ *Alexander v. Choate* (1985) 469 U.S. 287, 300. For example, “moving a beach volleyball program into a gymnasium, so a player who uses a wheelchair can participate on a flat surface without sand, would ‘fundamentally alter’ the nature of the game.” (U.S. Dept. of Justice Civil Rights Division, “ADA Update: A Primer for State and Local Governments,” originally issued Jun. 1, 2015, and last updated Feb. 28, 2020, available at <https://www.ada.gov/resources/title-ii-primer/> (as of July 24, 2024), (hereafter, “US DOJ ADA Primer”).)

³² See 42 U.S.C. § 12206; see also *id.*, §§ 12134 (“Attorney General shall promulgate
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[I]f an elected city council member has a disability that prevents her from attending council meetings in person, delivering papers to her home and allowing her to participate by telephone or videoconferencing would enable her to carry out her duties.^[33]

Our independent analysis below reaches a similar conclusion with respect to local officials subject to the Brown Act. We first explain our conclusion from 2001.

2001 Opinion

Our 2001 opinion concluded that remote participation in a meeting subject to the Brown Act could not be a reasonable accommodation under either Title I or Title II.³⁴ As to Title I, the opinion determined that the Brown Act’s requirement for in-person attendance at meetings at locations open to the public was an essential function of holding office on a local agency board.³⁵ It observed that “[p]ublic attendance facilitates the people’s right to participate in all phases of local government decision-making and serves to prevent misuse of the democratic process by secret legislative action at the local government level.”³⁶ The opinion also determined that, under the Brown Act, “the ability to attend scheduled meetings that are accessible to the public is both ‘job-related and consistent with business necessity,’” and “related to the requisite qualifications” to hold office at the local level.³⁷ It explained:

[N]othing other than the presence of such person [that is, a member] at a publicly accessible site would serve the state’s legitimate interest in public attendance and participation in the decision-making process. While teleconferencing may consist of electronic connection through either audio, video, or both (Gov. Code, § 54953, subd. (b)(4)), no camera focused upon a member in a remote location closed to the public may detect the presence of other influences, including persons, within that location, and thus cannot

regulations in an accessible format that implement this part [Title II]”); *Fortyune v. City of Lomita* (9th Cir. 2014) 766 F.3d 1098, 1104 (giving manual comprising “DOJ’s interpretation of its ADA implementing regulations” controlling weight unless plainly erroneous or inconsistent).

³³ US DOJ ADA Primer, *ante* fn. 31.

³⁴ 84 Ops.Cal.Atty.Gen., *supra*, pp. 185-188.

³⁵ *Id.*, p. 185.

³⁶ *Ibid.*

³⁷ 84 Ops.Cal.Atty.Gen., *supra*, pp. 185-186.

with similar effectiveness serve the public’s interest in “curb[ing] misuse of the democratic process.”^{38]}

The opinion further determined that even if Title II instead applied, remote participation could not be a reasonable accommodation, for the same reasons set forth in the Title I analysis. It concluded that “the ability to attend a meeting of the board at a location accessible to members of the public, including individuals with disabilities, would constitute an essential eligibility requirement.”³⁹ As discussed earlier, Title II does not require that a reasonable accommodation be made for an individual who does not meet an “essential eligibility requirement.”⁴⁰ The 2001 opinion resolved the Title II analysis based on that factor alone.⁴¹

Subsequent Amendments to the Brown Act Illustrate That Remote Participation Can Be a Reasonable Accommodation

Subsequent changes to the Brown Act lead us to a different conclusion from the one described in the 2001 opinion. As the 2001 opinion observed, the Brown Act at that time authorized members to participate in meetings by audio or video “teleconferencing” only if, among other requirements, the teleconferencing location was open to the public.⁴² But the Legislature has since amended the Brown Act multiple times to authorize remote participation by members from nonpublic locations in certain circumstances, using two-way, real-time video and audio streaming—technology which was not nearly as developed and widely used in 2001 as it is today.⁴³ The across-the-board prohibition on remote participation by members in nonpublic locations has been removed from the Act.

In 2021, during the COVID-19 pandemic, the Legislature amended the Brown Act to allow remote participation from nonpublic locations by *all* members (regardless of any disability), using two-way, real-time video and audio streaming.⁴⁴ The authorization

³⁸ *Id.*, p. 186, quoting *Cohan v. City of Thousand Oaks* (1994) 30 Cal.App.4th 547, 555.

³⁹ *Id.*, p. 188.

⁴⁰ See *ante* fn. 29 and corresponding text in the body.

⁴¹ 84 Ops.Cal.Atty.Gen., *supra*, p. 188. As discussed above, if the essential eligibility requirements are met, a particular accommodation would still not be owed if the accommodation would fundamentally alter the nature of the government activity at issue or would be an undue burden. (See *ante* fns. 30-31 and corresponding text in the body.)

⁴² Gov. Code, § 54953, subd. (b), as amended by Stats. 1998, ch. 260, § 1; see *ante* fn. 13.

⁴³ Stats. 2021, ch. 165, § 3, eff. Sept. 16, 2021; Stats. 2022, ch. 285, § 1, eff. Jan. 1, 2023; Stats. 2023, ch. 534, § 1, eff. Jan. 1, 2024.

⁴⁴ Stats. 2021, ch. 165, § 3, eff. Sept. 16, 2021 (adding Gov. Code, § 54953, subd. (e) to
(continued...)

was predicated on a declared state of emergency and the presence of health- or safety-related circumstances.⁴⁵ In 2022, as those circumstances began to wane, California started planning for COVID-19 to become an endemic disease. The Governor announced that the declared state of emergency—one of the prerequisites for members to meet remotely under the 2021 amendment—would end in February 2023, setting the stage for in-person meetings to resume.⁴⁶

Against this backdrop, the Legislature amended the Act in 2022 to temporarily authorize (until 2024) an *individual* member to occasionally participate from a nonpublic location in certain exceptional circumstances. That authorization was subject to various requirements, including two-way streaming and a requirement that a quorum of members participate from a single physical location open to the public.⁴⁷ In 2023, the Legislature extended that limited authorization until 2026.⁴⁸ Subject to various requirements, the

allow remote meetings with conditions, such as allowing public to directly address members, and prohibiting action on agenda when disruption prevents broadcast or comment). This exception was originally set to expire in 2024 (*id.*, adding Gov. Code, § 54953, subd. (f); later the exception was amended, including an amendment for the exception to last indefinitely (Stats. 2023, ch. 534, § 2, eff. Jan. 1, 2024, operative Jan. 1, 2026).

⁴⁵ Stats. 2021, ch. 165, § 3, eff. Sept. 16, 2021 (amending Gov. Code, § 54953, subd. (e) to allow remote meetings during declared state of emergency when social distancing is officially imposed or recommended, or if meeting’s purpose is to determine whether in-person meeting would imminently risk attendee health or safety, with periodic related findings).

⁴⁶ See Press Release, “Governor Newsom to End the COVID-19 State of Emergency,” Oct. 17, 2022 (announcing declared state of emergency from COVID-19 to end February 28, 2023), available at <https://www.gov.ca.gov/2022/10/17/governor-newsom-to-end-the-covid-19-state-of-emergency/>, as of July 24, 2024; Press Release, “Governor Newsom Marks End of California’s COVID-19 State of Emergency,” Feb. 28, 2023, available at <https://www.gov.ca.gov/2023/02/28/governor-newsom-marks-end-of-californias-covid-19-state-of-emergency/>, as of July 24, 2024; see also Associated Press, “California Changes Its COVID Strategy and Announces a Plan to Live with the Virus,” updated Feb. 18, 2022, available at <https://www.npr.org/2022/02/18/1081655623/california-adopts-nations-first-endemic-virus-policy>, as of July 24, 2024 (covering announced preparations for endemic stage).

⁴⁷ Stats. 2022, ch. 285, § 1, eff. Jan. 1, 2023 (adding Gov. Code, § 54953, subds. (f), (j), (k)).

⁴⁸ Stats. 2023, ch. 534, § 1, eff. Jan. 1, 2024 (amending Gov. Code, § 54953, subd. (k)). A bill is pending to amend this legislation; as of the date of this opinion, the bill would

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new authorization allows a member to participate in a meeting remotely for a limited number of times, if there is either “just cause” or “emergency circumstances.”⁴⁹

The first of those exceptions—the one for “just cause”—explicitly refers to ADA accommodations. Specifically, “just cause” can be established based on a need related to a disability that has not been “otherwise accommodated” under the ADA.⁵⁰ In other words, the exception authorizes a member to participate at meetings remotely because of a need related to a disability, but excludes from its ambit a disability *already* accommodated under the ADA. The most logical explanation for that exclusion is that the Legislature presupposed that a member may already participate remotely for an unlimited number of sessions as an ADA accommodation.⁵¹

Returning to our chronology, in 2023 the Legislature extended indefinitely the authorization for *all* members to meet remotely from nonpublic locations during a declared state of emergency as specified.⁵² We refer to these as “pandemic-like”

provide a more detailed specification for calculating the number of times a member may participate remotely. (Assem. Bill No. 2302 (2023-2024 Reg. Sess.), § 1, as introduced Feb. 12, 2024.)

⁴⁹ Gov. Code, § 54953, subd. (f)(2).

⁵⁰ “[J]ust cause” includes “[a] need related to a physical or mental disability . . . not otherwise accommodated by subdivision (g),” and subdivision (g) refers to the ADA. (Gov. Code, § 54953, subd. (j)(2)(C); see *id.*, subd. (g) (reciting requirement for legislative body to have procedure for swiftly resolving requests for ADA reasonable accommodations).) A disability that has not been “otherwise accommodated” could be, for example, in the midst of an interactive process to identify a reasonable accommodation. (See *Anthony v. Trax Internat. Corp.* (9th Cir. 2020) 955 F.3d 1123, 1134 (recounting employer obligation to engage in interactive process with employees to find reasonable accommodation).)

⁵¹ The exception allowing remote participation for “just cause” may also be met by caregiving needs, a contagious illness, or official travel. (Gov. Code, § 54953, subd. (j)(2)(A), (B) & (D).) The other exception for an individual member to participate remotely—in “emergency circumstances”—defines such circumstances as “a physical or family medical emergency that prevents a member from attending in person.” (Gov. Code, § 54953, subd. (j)(1).)

⁵² Stats. 2023, ch. 534, § 2, eff. Jan. 1, 2024 (amending Government Code section 54953 subdivisions (e) and (j), operative January 1, 2026, to amend and preserve authorization with no sunset date for entire body to meet remotely during declared state of emergency, if legislative body makes related findings, as specified).

circumstances.⁵³ In such circumstances, if a majority of members makes certain health- or safety-related findings during a declared state of emergency, all members may participate remotely for an unlimited number of meetings at nonpublic locations.⁵⁴ So even after the limited authorization for individual members to participate remotely for “just cause” or in “emergency circumstances” expires in 2026, the Act will continue to allow remote participation by all members in “pandemic-like” circumstances.

These recent changes to the Brown Act point to a conclusion that is different from the one we reached in 2001. Perhaps most telling is the new “just cause” exception, allowing remote participation for a need related to a disability—but not a disability that has been “otherwise accommodated” under the ADA.⁵⁵ While this exclusion is currently set to expire in 2026, it nevertheless reveals a legislative belief upon its enactment that remote participation was already available for a qualifying individual as an accommodation under the ADA.⁵⁶ We therefore conclude that, in light of the recent legislative amendments, in-person attendance is no longer an “essential job function” nor “an essential eligibility requirement” under Title I or Title II, as the Legislature has determined that remote participation is compatible with membership on a Brown Act body.

Conditions on Remote Participation

Although the Brown Act now allows remote participation in certain circumstances, in-person attendance at physical locations open to the public remains the default under the Act. The Act therefore places multiple conditions on remote participation. One requires virtual access by the member so the public can address members directly by video and audio streaming (which again, was not nearly as developed and used in 2001 as it is today); if such access is disrupted, the body (through its members) cannot take action on any agenda item until the streaming connection is

⁵³ We do not foreclose the possibility that a declared state of emergency unrelated to a pandemic could entail circumstances and related findings that would satisfy the exception allowing all members to participate remotely. (See *ibid.*)

⁵⁴ Gov. Code, § 54953, subd. (e); Stats. 2023, ch. 534, § 2 (amending Gov. Code, § 54953, subd. (e), operative Jan. 1, 2026).

⁵⁵ See *ante* fn. 50.

⁵⁶ Remote participation on an individual case-by-case basis as a reasonable accommodation under the ADA is also consistent as a policy matter with the Brown Act provision allowing all members to participate remotely in pandemic-like circumstances. In such circumstances, the Act makes remote participation available for the safety of everyone. Safety concerns also support allowing an individual member to participate remotely if their particular disability puts them at heightened risk of serious illness or death due to COVID-19 (or other maladies or conditions).

restored.⁵⁷ Another condition requires the member who is participating remotely in a non-public location to disclose the identity of any adults who are present in the room with the member and the nature of their relationship.⁵⁸

We do not purport to prescribe here all of the conditions that could or should be placed on remote meeting attendance as part of a reasonable accommodation. Nor do we attempt to prescribe all of the ways in which technology can be employed to simulate in-person meetings to best promote the Act’s purpose of public participation—which will likely evolve over time. But mindful of the Act’s strong preference for in-person meetings, we conclude that remote participation as a reasonable accommodation must be done in a manner that simulates in-person attendance, as the Act requires where it allows remote participation for other reasons. This would include the Act’s requirements that remote participants (1) use two-way, real-time video and audio streaming and (2) disclose the presence of other adults at the remote location.⁵⁹

Authority from Other Jurisdictions Supports Our Conclusion

Our answer to the question presented generally accords with cases in other jurisdictions that have considered whether remote participation could be a reasonable accommodation despite state open-meeting laws that generally require in-person attendance. We are aware of three such cases, all decided by district courts. In the first two cases, the courts upheld remote participation as a reasonable accommodation. In the third case, the court found a lack of factual support for remote participation as a reasonable accommodation—but did not rule out the possibility of remote participation in other, more appropriate factual circumstances.

In *Silver v. City of Alexandria*, a federal district court in Louisiana granted a 98-year old city council member a preliminary injunction allowing him to participate remotely in city council meetings as a reasonable accommodation under Title II of the ADA because his cardiovascular-related disability and age made him “particularly

⁵⁷ See Gov. Code, §§ 54953, subs. (e)(2)(A) (public access), (e)(2)(B) (disruption), (f)(1)(D) (same), subs. (f)(1)(A) (video and audio) & (f)(2)(C) (same).

⁵⁸ Gov. Code, § 54953, subd. (f)(2)(B); cf. 84 Ops.Cal.Atty.Gen., *supra*, p. 186.

⁵⁹ Many commenters pointed to advances in technology—and our collective experience with that technology during the pandemic—as a basis for concluding that remote participation is a reasonable accommodation. While we acknowledge that technology has advanced in this area, we stress that our analysis is not driven by those advances. Our analysis instead turns on legal changes to the Brown Act, which reveal that a member may, in appropriate circumstances, attend a meeting remotely from a nonpublic location as a reasonable accommodation under the ADA.

susceptible” to succumbing to COVID-19.⁶⁰ The court observed that the state’s open meetings law for many years contained no exception allowing remote participation, but that a recent amendment allowed such participation (on voting and debating) during public health emergencies such as the pandemic.⁶¹ The court also noted the prevalence of video-streaming technology, which was used for the hearing on the injunction.⁶² While “[i]t is true that virtual participation by an individual council member is not exactly the same as participation by physical presence,” the court ultimately determined there would be “no substantial negative impact on the operation of city government by the granting of injunctive relief,” and that the accommodation “would not alter the nature” of the meetings.⁶³

Next, in *Palmer v. Michigan*, a federal district court in Michigan granted a preliminary injunction allowing a board member of a multi-county mental health agency to participate in meetings remotely as a Title II ADA reasonable accommodation.⁶⁴ An exception to the Michigan open meetings law had allowed remote participation for medical conditions. But it expired at the end of 2021, after which the health agency denied plaintiff’s request to continue to participate remotely.⁶⁵ While the agency mandated social-distancing and mask-wearing protective measures, plaintiff’s cerebral palsy made him at high risk of illness if exposed to COVID-19, and his disability interfered with his ability to communicate while wearing a mask.⁶⁶ The court observed that the open meetings law continued to authorize remote participation for a member who was absent for military duty.⁶⁷ The court therefore rejected the agency’s claim that any decision taken while plaintiff participated remotely could be rendered void for non-compliance with the law because “military members can already participate remotely.”⁶⁸ The court concluded that the plaintiff’s remote participation would cause little or no

⁶⁰ *Silver v. City of Alexandria* (W.D. La. 2020) 470 F.Supp.3d 616, 618, 620, 625.

⁶¹ *Id.*, at pp. 623-624.

⁶² *Id.*, at p. 623.

⁶³ *Id.*, at pp. 623-624.

⁶⁴ *Palmer v. Michigan* (W.D. Mich., Mar. 29, 2022, No. 1:22-CV-90) 2022 WL 908966, at **1, 7 (hereafter, *Palmer*). This case mentions and reaches the same conclusion of opinions by the Attorney General of Michigan. (See *id.* at **2, 4, citing Atty. Gen. Op. 7, Atty. Gen. Op. 15-16, ECF No. 11-1.)

⁶⁵ *Palmer, supra*, at **1-2.

⁶⁶ *Ibid.*

⁶⁷ *Palmer, supra*, at *6.

⁶⁸ *Ibid.*

harm, and that it “would not impose an undue burden” on the health agency nor “fundamentally alter its programs or services.”⁶⁹

The last case is *Chew v. Legislature of Idaho*.⁷⁰ Although the Idaho district court in that case denied a request for a temporary restraining order sought by members with disabilities seeking a Title II accommodation to participate remotely in sessions of the Idaho Legislature, that denial casts no doubt on our conclusion.⁷¹ The case instead illustrates that not every disability is one that necessitates remote participation. In rejecting the request, the court drew upon Ninth Circuit cases prescribing an individualized, case-by-case inquiry to determine the reasonableness of a requested accommodation.⁷² The court found nothing to rule out other types of accommodations such as masks, plexiglass barriers, and choice of seat.⁷³

For the reasons discussed above, we conclude that the ADA requires a local agency’s legislative body to allow remote participation from a nonpublic location as a reasonable accommodation for a qualifying individual whose disability precludes their in-person attendance, subject to the requirements of the ADA.⁷⁴ Under the Brown Act, the

⁶⁹ *Ibid.*

⁷⁰ *Chew v. Legislature of Idaho* (D. Idaho 2021) 512 F.Supp.3d 1124 (hereafter, *Chew*).

⁷¹ See *id.*, at pp. 1126-1128; see also *id.*, at p. 1127 (explaining that temporary restraining order, like preliminary injunction, is to preserve status quo, but typically lasts 28 days while preliminary injunction may extend until lawsuit ends).

⁷² *Id.*, at p. 1129, citing *Wong v. Regents of Univ. of Cal.* (9th Cir. 1999) 192 F.3d 807, 818; *Crowder v. Kitagawa, supra*, 81 F.3d at p. 1486.

⁷³ *Chew, supra*, at pp. 1130-1131.

⁷⁴ We acknowledge that the ADA excuses a covered entity from providing an otherwise required accommodation to an employee where it “can demonstrate that the accommodation would impose an undue hardship” on its operations, defined as “an action requiring significant difficulty or expense” when considered in light of certain factors including cost of the accommodation and the entity’s resources. (See 42 U.S.C. §§ 12112(b)(5)(A) & 12111 (defining “undue hardship”); see also 28 C.F.R. § 35.164 (public entity not required to make modification for accessible communication “that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens”). While the accommodation at issue here—remote attendance by a member of a local agency legislative body—does not appear to be the type of accommodation that would typically present such financial or technical burdens, we cannot conclude that this would never be the case. We do not address these hypothetical concerns here. Such concerns, if they were to arise, would be determined based on the particular facts and circumstances, under controlling provisions and interpretations of the ADA.

remote participation must be conducted in a manner that simulates in-person attendance at meetings held in-person and open to the public. To accomplish this, the Act provides conditions on how an individual member may participate remotely—namely, by the member using two-way live video and audio streaming and disclosing the identity of any adults who are present in the room with them at the remote location.

ORDINANCE NO. 2024-02
AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT
ESTABLISHING GUIDELINES FOR THE
CONDUCT OF ITS PUBLIC MEETINGS AND ACTIVITIES

WHEREAS, the Board of Directors of the Phelan Piñon Hills Community Services District finds as follows:

A. The Phelan Piñon Hills Community Services District (“the District”) is a community services district organized and operating pursuant to California Government Code Section 61000 et seq.

B. The District is governed by an elected Board of Directors (“the Board”) whose meetings are subject to the requirements of the Ralph M. Brown Act, California Government Code Section 54950 et seq. (“the Brown Act”) pursuant to California Government Code Section 61044.

C. The Board is authorized by Government Code Section 54953.7 to impose requirements upon itself which allow greater access to its meetings than prescribed by the Brown Act.

D. The purpose of this Ordinance is to ensure that the Board’s deliberations are open to the public to the fullest extent permitted by law and its activities are performed in a manner that reflects a dedication to the highest standards of integrity and accountability so as to continue to earn the trust and confidence of the public served by the District.

THEREFORE, THE BOARD OF DIRECTORS of the Phelan Piñon Hills Community Services District does hereby adopt and ordain as follows:

Section 1. **COMPLIANCE WITH STATUTORY REQUIREMENTS.**

All meetings of the Board and all committees thereof shall be conducted in

compliance with all applicable requirements of the Brown Act.

Section 2. **ADDITIONAL REQUIREMENTS.**

2.1. **Regular Meetings.** Pursuant to Government Code Section 54954(a), all regular meetings of the Board shall be held at 5:00 p.m. on the second and fourth Wednesdays of each month at the Phelan Community Center located at 4128 Warbler Road in Phelan, California, and/or by teleconference in accordance with the requirements of the Brown Act, with the intent for meetings to last no more than three (3) hours, and to be adjourned by Board consensus.

2.2. **Special Meetings.** Special meetings of the Board shall be called and conducted in accordance with Government Code Section 54956 and other applicable provisions of the Brown Act. The Board shall not add any non-agendized item to the agenda of a special meeting.

2.3. **Agendas.**

2.3.1. Descriptions.

(a) *Open Session.* The agenda for all Board meetings and all committee meetings that are open to the public shall contain a brief, general description of each item of business to be transacted or discussed during the meeting and shall avoid the use of undefined abbreviations or acronyms not in common usage and terms whose meaning are not known to the general public. The description of an agenda item is adequate if it is sufficiently clear and specific to alert a person whose interests are affected by the item that he or she may have reason to attend the meeting or seek more information about the item.

(b) *Closed Session.* In addition to the brief general description of items to be discussed or acted upon in open and public session, the permissive

provisions of Government Code Section 54954.5 pertaining to closed session item descriptions are mandatory under this Ordinance with respect to closed sessions.

2.3.2. Public Comment. The agenda for all meetings of the Board shall include an item for Public Comment so as to provide an express opportunity for members of the public to directly address the Board in accordance with the requirements of Government Code Section 54954.3(a) prior to the Board's consideration of the merits of any item placed on the agenda. In the event that a motion is made to reorder the agenda, or add an item to the agenda, or otherwise take any Board action prior to the Public Comment portion of the agenda, the President of the Board shall ask any members of the public in attendance at the meeting whether they wish to comment on the motion that is pending before the Board. During the Board's consideration of items discussed after the Public Comment portion of the agenda, the President of the Board should exercise best efforts to recognize any member of the public who wishes to speak on that issue prior to any action thereon that is taken by the Board. While testimony and input received from the public during Board meetings is a valuable part of the Board's decision-making process, the Board President is nevertheless authorized pursuant to Government Code Section 54954.3(b) to limit the total amount of time allocated for public testimony on particular issues to a reasonable length of time, to limit public testimony to five (5) minutes or less for each individual speaker (although individual speakers will be permitted on a reasonable basis to transfer their unused allotment of time to another speaker), and to prevent a person who is unduly repetitive from continuing to speak.

2.3.5. Background Material. Staff material, consisting of agendas, staff reports, and other material prepared and forwarded by staff which provide background

information and recommendations, regarding agenda items, when distributed to all or to a majority of the members of the Board in connection with a matter which is subject to discussion or consideration in open session at a public meeting, shall be made readily available to the public on the District's website, at the District's offices, and upon request. If a member of the public requests that a copy of such material be delivered by e-mail, District staff shall e-mail a copy of, or website link to, the documents as requested unless District staff determines that delivery by e-mail or by other electronic means is technologically infeasible, in which case District staff must send the documents by mail in accordance with the mailing requirements of the Brown Act.

2.4. **Posting.** The agendas of all Board meetings and all committee meetings that are open to the public shall be posted in the following locations: (1) an exterior window or bulletin board situated outside the location of the Piñon Hills Community Center which is accessible twenty-four (24) hours a day; (2) an exterior window or bulletin board situated outside the location of the Phelan Community Center which is accessible twenty-four (24) hours a day; (3) an exterior window or bulletin board situated outside the location of the District office which is accessible twenty-four (24) hours a day; and (4) the District website. The District will also post the full agenda packet for all such meetings on the District website and will provide five (5) copies thereof at the physical location of all Board meetings in which the public has in-person access.

2.5. **Remote Participation.** A Board member wishing to participate in a meeting from a remote location pursuant to Government Code Sections 54953(b) or 54953(f) must notify District staff at the earliest opportunity as soon as possible so that the agenda for the meeting can be prepared and/or amended accordingly and that all other necessary accommodations can be arranged, and the meeting conducted, in a

manner generally consistent with the policy attached hereto as Exhibit A and incorporated herein by this reference.

2.6. **Cancellation of Meetings.** Regular meetings of the Board may be cancelled by the President of the Board, after consultation with the District's General Manager, upon at least 72 hours' notice given in accordance with the applicable requirements of the Brown Act and Section 2.4 above.

Section 3. **ANNUAL REVIEW.**

Each year the Board shall review this Ordinance to determine its effectiveness and the necessity for its continued operation. The District's General Manager shall report to the Board on the operation of this Ordinance, and make any recommendations deemed appropriate, including proposals to amend the Ordinance. Upon conclusion of its review, the Board may take any action it deems appropriate concerning this Ordinance. Nothing herein shall preclude the Board from taking action on the Ordinance at times other than upon conclusion of the annual review.

Section 4. **SEVERABILITY.**

If any provision of this Ordinance, or the application thereof to any person or circumstances, is held invalid, such invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

Section 5. **EFFECTIVE DATE.**

The provisions of this Ordinance shall supersede Ordinance No. 2024-01 adopted by the Board on January 24, 2024, and shall take effect immediately upon adoption. Adopted this 25th day of September 2024.

AYES:
NOES:
ABSTAIN:
ABSENT:

President, Board of Directors

ATTEST:

Secretary, Board of Directors

EXHIBIT A

Board Member Teleconferencing Policy

Article I. Policy:

The policy set forth herein ("Policy") shall govern the Agency's use of Teleconferencing for participation at Meetings of the Members of its Legislative Bodies. The Global Teleconferencing Policies (Article III) and Standard Teleconferencing Procedures (Article IV) shall apply in all instances, except when (1) a Member has either "just cause" or an "emergency circumstance" so as to permit the use the Expanded Teleconferencing Procedures (Article V) or (2) a State of Emergency issued by the California Governor is in effect sufficient to trigger the use of the Emergency Teleconferencing Procedures (Article VI).

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Article II. Definitions:

Unless otherwise defined herein, the following definitions shall apply to this Policy:

Ad Hoc Committee – shall refer to a Legislative Body of the Agency comprised of less than a quorum of the Board whose (1) existence is restricted to a relatively short period of time, (2) purpose is limited to a single and specific task; (3) subject matter jurisdiction is without any independent discretionary authority to make ultimate decisions on behalf of the Board with respect to the final resolution of the task, (4) charge is not be automatically renewed upon completion of its particular assignment or expiration of its fixed term, (5) meeting schedule is not on a regular basis or established by formal action of the Board, and (6) formation is publicly noticed in a timely manner.

Agency – shall refer to the Phelan Pinon Hills Community Services District.

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Board – shall refer to the Agency's Board of Directors.

Brown Act / Ralph M. Brown Act – shall refer to Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the California Government Code, known as the "Ralph M. Brown Act" pursuant to Government Code section 54950.5, as such shall be amended from time to time.

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Legislative Body – shall have the same meaning as provided by Government Code Section 54952, including the Board, Standing Committees, and Ad Hoc Committees.

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Member – shall have the same meaning as provided by Government Code Section 54952.1.

Meeting – shall have the same meaning as provided by Government Code Section 54952.2.

Standing Committee – shall refer to a Legislative Body of the Agency comprised of less than a quorum of the Board that is not an Ad Hoc Committee.

State – shall mean the State of California.

State of Emergency – shall mean a state of emergency proclaimed by the California Governor or such others as may be empowered pursuant to Section 8625 of the California Emergency

Services Act, as set forth in Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2 the California Government Code.

Teleconferencing – attendance from different locations, other than the physical location of a meeting, by way of an audio device, whether it be telephone, audio-only internet connection, or otherwise.

Videoconferencing – attendance from different locations, other than the physical location of a meeting, by way of a dual audio and visual device, whereby participants can be both seen and heard. For purposes of this Policy, Videoconferencing may include attendance by way of a single device or software package, or attendance via an audio-device with synced camera or webcasting.

Article III. Global Teleconferencing Policies:

At the discretion of the Legislative Body and/or the Agency's General Manager, any employee, consultant, vendor, or individual presenting or attending a Meeting of a Legislative Body, other than a Member of the Legislative Body, shall be permitted to attend and participate via teleconference or videoconference without compliance with the rules or conditions set forth herein. Members of the Legislative Body, may only participate via teleconference or videoconference as permitted by this Policy.

Deleted: , inclusive of the governing board Members and committee or bodies required to comply with the Brown Act,

To the extent a Member desires to participate in a Meeting via teleconference or videoconference, the Member shall generally be required to comply with the foregoing "Standard Teleconferencing Procedures" (Article IV) unless the circumstances exist to justify the use of the "Expanded Teleconferencing Procedures" (Article V) or "Emergency Teleconferencing Procedures" (Article VI).

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In all instances in which a Member is participating in a Meeting via Teleconferencing or Videoconferencing, the Legislative Body shall:

1. Take all votes by roll-call;
2. Conduct the Meeting in a manner that protects the statutory and constitutional rights of the parties and public appearing before the Legislative Body;
3. Provide notice and post agendas as otherwise required by the Brown Act; and
4. Permit members of the public access to the Meeting and an opportunity to address the Legislative Body as required by the Brown Act.

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Article IV. Standard Teleconferencing Procedures:

A Member may participate in a Meeting via Teleconferencing or Videoconferencing if the following conditions are satisfied:

1. At least a quorum of the Members of the Legislative Body participate in the Meeting from locations within the boundaries of the Agency;
2. The agenda posted for the Meeting is posted at all teleconference locations, each of which are identified in the notice and the agenda for the Meeting; and
3. Each teleconference location is accessible to the public, and the public is permitted to comment at each teleconference location.

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Article V. Expanded Teleconferencing Procedures (Effective Thru January 1, 2026):

A Member may participate in a Meeting via videoconference only (Teleconferencing will not be permitted under these procedures), without the need to comply with the Standard Teleconference Procedure requirements to notice and post at the agenda locations or make such locations accessible to the public, if the following conditions are satisfied:

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1. At least a quorum of the Members of the Legislative Body participate in-person from a single physical location accessible to the public, which is within the boundaries of the Agency and clearly identified in the posted agenda;
2. The public is permitted to attend the Meeting either by teleconference or videoconference in a manner such that the public can remotely attend and offer real-time comment during the Meeting;
3. Notice of the means by which the public can remotely attend the Meeting via teleconference or videoconference and offer comment during the Meeting is included within the posted agenda;
4. The Member(s) attending remotely have either "just cause" or an "emergency circumstance" that justifies their attendance via videoconference.
 - a. A Member shall only have "just cause" for remote attendance if such participation is for one of the following reasons:
 - i. To provide childcare or caregiving need to a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner, with such terms having the same meaning as those terms are defined in Government Code Section 12945.2;
 - ii. Due to a contagious illness that prevents the Member from attending in person;
 - iii. Due to a need related to a physical or mental disability as defined in Government Code Sections 12926 and 12926.1 not otherwise accommodated; and
 - iv. Due to travel while on official business of the Legislative Body or another state or local agency;
 - b. A Member shall have an "emergency circumstance" if such participation is due to a physical or family medical emergency that prevents the Member from attending in person.

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5. The Member(s) have not attended a Meeting remotely on the basis of "just cause" for more than two Meetings in the current calendar year;
6. The Member(s) have not attended a Meeting remotely on the basis of "just cause" or "emergency circumstance" for more than three consecutive months or more than four Meetings in a calendar year; and

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7. The Legislative Body has, and has implemented, a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and resolving any doubt in favor of accessibility. In each instance in which notice of the time of the Meeting is otherwise given or the agenda for the Meeting is otherwise posted, the Legislative Body shall also give notice of the procedure for receiving and resolving requests for accommodation.

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8. The numerical limitations set forth in Articles V.5. and V.6. above do not apply if a Member's reason for remote participation at a Meeting is due to "just cause" grounds that relate to a physical or mental disability under Article V.4.a.iii. herein which qualifies for reasonable accommodation pursuant to the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132).

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In order to utilize the Expanded Teleconference Procedures, a Member shall:

1. For a “just cause” circumstance, notify the Legislative Body at the earliest opportunity, including at the start of a regular Meeting, of their need to participate remotely for just cause, including a general description of the circumstance relating to their need to appear remotely at the given Meeting;
2. For an “emergency circumstance,” request to participate at a Meeting due to an “emergency circumstance” as soon as possible, preferably before the posting of the agenda but up to the start of the Meeting, with such request including a general description of the circumstances relating to their need to appear remotely at the given Meeting, though any description for emergency circumstances need not exceed 20 words and need not include any medical diagnosis or disability or personal medical information exempt from disclosure by law;
3. The Member shall publicly disclose at the Meeting before any action is taken whether any other individuals 18 years of age or older are present in the room at the remote location with the Member, and the general nature of the Member’s relationship with such individuals; and
4. Participate through Videoconferencing, with both audio and visual technology.

Upon receipt of a request from a Member to utilize the Expanded Teleconference Procedure, the Legislative Body shall:

1. Take action by majority vote on a request to participate remotely due to an “emergency circumstance” at its earliest opportunity, which may be taken as a noticed agenda item or as an added item if sufficient time was not provided to place the proposed action on the agenda; and
2. In the event of a disruption that prevents the broadcast of the Meeting to members of the public, or in the event of a disruption within the Agency’s control that prevents members of the public from offering public comment using the Teleconferencing or Videoconferencing options, take no further action during a Meeting until such access is restored.

Article VI. Emergency Teleconferencing Procedures:

Notwithstanding the Standard Teleconferencing Procedures, a Legislative Body may elect to use these “Emergency Teleconferencing Procedures” to allow Teleconferencing if any of the following circumstances apply:

1. The Legislative Body holds a Meeting during a proclaimed State of Emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or
2. The Legislative Body holds a Meeting during a proclaimed State of Emergency and the Legislative Body has determined, by majority vote, that as a result of the emergency, meeting in person would present imminent risks to the health and safety of attendees.

If utilizing the Emergency Teleconferencing Procedures, the Legislative Body shall:

1. Give notice in the agenda for such Meeting of the means by which members of the public may access the Meeting and offer public comment via a Teleconferencing or Videoconferencing option, which shall include an opportunity for public comment in real-time;
2. In the event of a disruption that prevents the broadcast of the Meeting to members of the public, or in the event of a disruption within the Agency’s control that prevents members of the public from offering public comment using the Teleconferencing or

Videoconferencing options, take no further action during a Meeting until such access is restored; and

3. Not close the public comment period, or the opportunity to register to comment, until the time that the general public comment period has elapsed.

The Legislative Body may continue use of the Emergency Teleconferencing Procedures for as long as the State of Emergency remains active, provided that, not later than 45 days after Teleconferencing for the first time, and every 45 days thereafter, the Legislative Body finds by majority vote that:

1. The Legislative Body has reconsidered the circumstances of the State of Emergency; and
2. The State of Emergency continues to directly impact the ability of the Members to meet safely in person.

In the event of the use of these Emergency Teleconferencing Procedures, it shall not be necessary for the Agency to provide a physical location from which the public may attend or comment.

Article VII. Miscellaneous Teleconferencing Provisions:

With respect to the Standard Teleconferencing Procedures, Expanded Teleconferencing Procedures, and Emergency Teleconferencing Procedures set forth herein, such are intended to comply with Government Code Sections 54953(b), (f), and (e), respectively, and, as such, in the event of a conflict between this Policy and such statutory provisions, the statutory provisions shall control and be implemented as if set forth in full in this Policy.

Agenda Item 6d

Update on Solid Waste Rates



A. 4176 Warbler Road
P.O. Box 294049
Phelan, CA 92329
P. (760) 868-1212
F. (760) 868-2323
W. www.pphcsd.org

MEMORANDUM

DATE: August 28, 2024
TO: Board of Directors
FROM: Don Bartz, General Manager
By: Kim Sevy, HR & Solid Waste Manager/District Clerk
SUBJECT: Update on Solid Waste Rates

STAFF RECOMMENDATION

None

BACKGROUND

Staff will update the Board on the District's solid waste rates.

FISCAL IMPACT

None

ATTACHMENT(S)

None

Agenda Item 6e

Update on District Projects



A. 4176 Warbler Road
P.O. Box 294049
Phelan, CA 92329
P. (760) 868-1212
F. (760) 868-2323
W. www.pphcsd.org

MEMORANDUM

DATE: September 25, 2024
TO: Board of Directors
FROM: Don Bartz, General Manager
By: Kim Sevy, HR & Solid Waste Manager/District Clerk
SUBJECT: Update on District Projects

STAFF RECOMMENDATION

None

BACKGROUND

Staff will update the Board on the current PPHCSD Projects.

FISCAL IMPACT

None

ATTACHMENT(S)

Park Expansion Costs
Park Enhancement Costs
Park Enhancement Project Timeline
Civic Center Project Timeline
Civic Center/Emergency Operation Center Costs

Phelan Park Enhancement Costs*				
Vendor Name	Services Provided	Total Expended	Total Outstanding	Comments
Wallace Group, a California Corporation	Design/Plans/Studies	\$ 34,244.50	\$ 69,742.50	Some sub-contractors are billed under Wallace Group. Previous outstanding amount did not include entire approved amount for design, just fees and topographic survey.
Wallace Group, a California Corporation	Topographic Study	\$ -	\$ 12,095.00	
	Total	\$ 34,244.50	\$ 81,837.50	

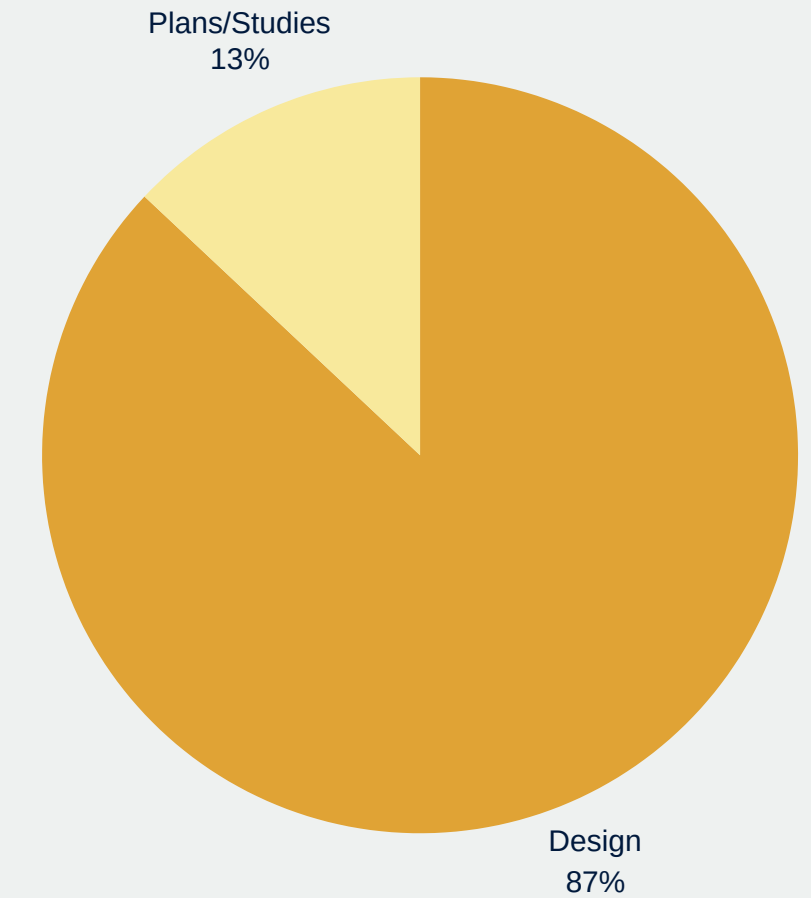
**Through 8/31/2024*

Park Enhancement Project (ARPA & Per Capita Grant)

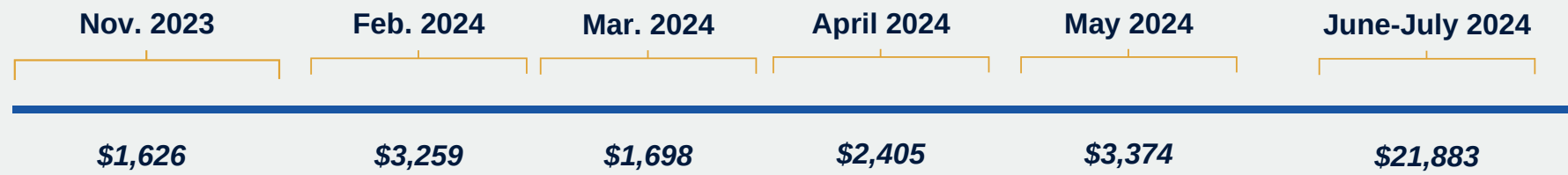
Grant Amount: \$457,194 (ARPA) + \$179,297 (Per Capita)

Funding Source: ARPA, Per Capita Grant, District Funds

Estimated Completion Date: September 2025



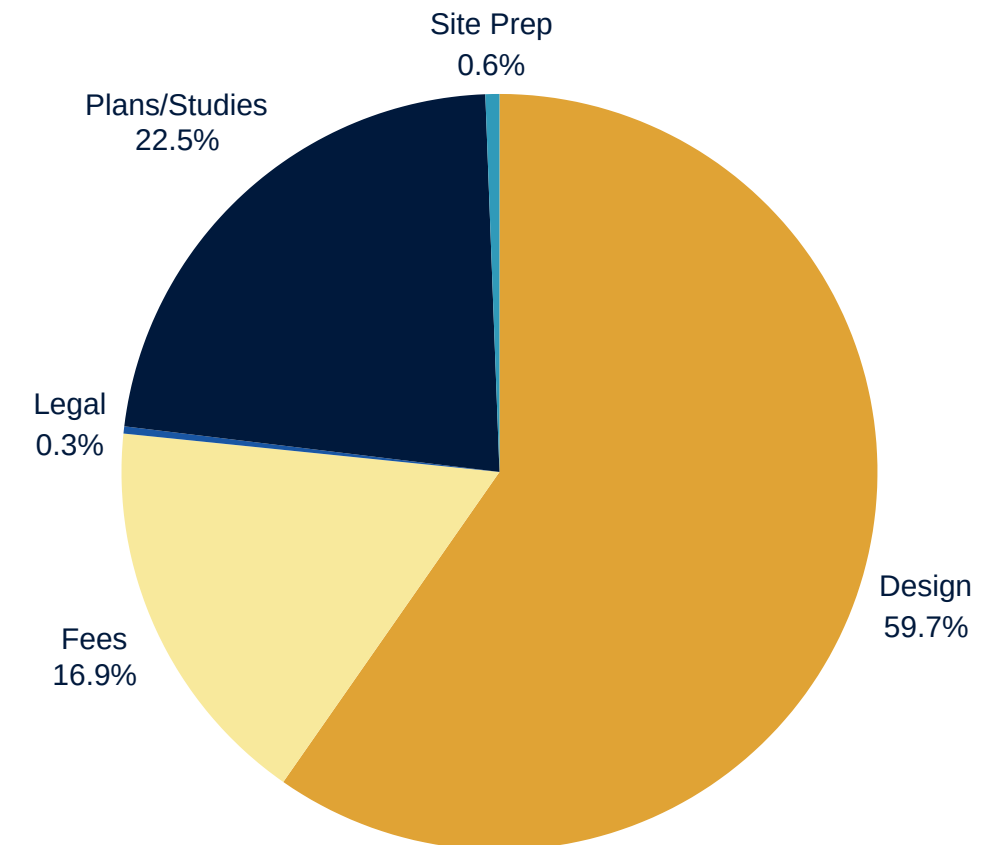
Project Expenditure Breakdown (through 8/31/24)



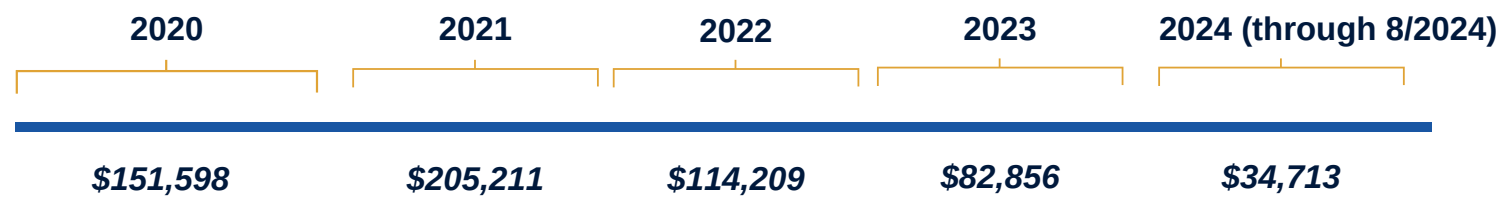
Park Expansion Project

Funding Source: District Funds, Possible Future Grants

Estimated Completion Date: TBD



Project Expenditure Breakdown (through 8/31/24)



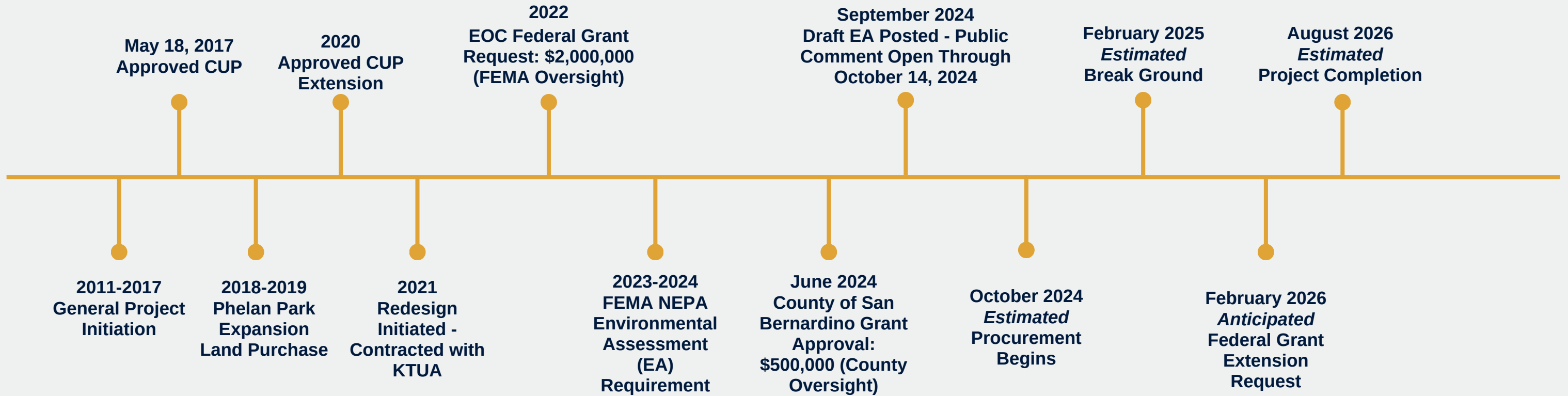
Civic Center Project

Funding Sources: Federal Grant, County Grant, District Funds

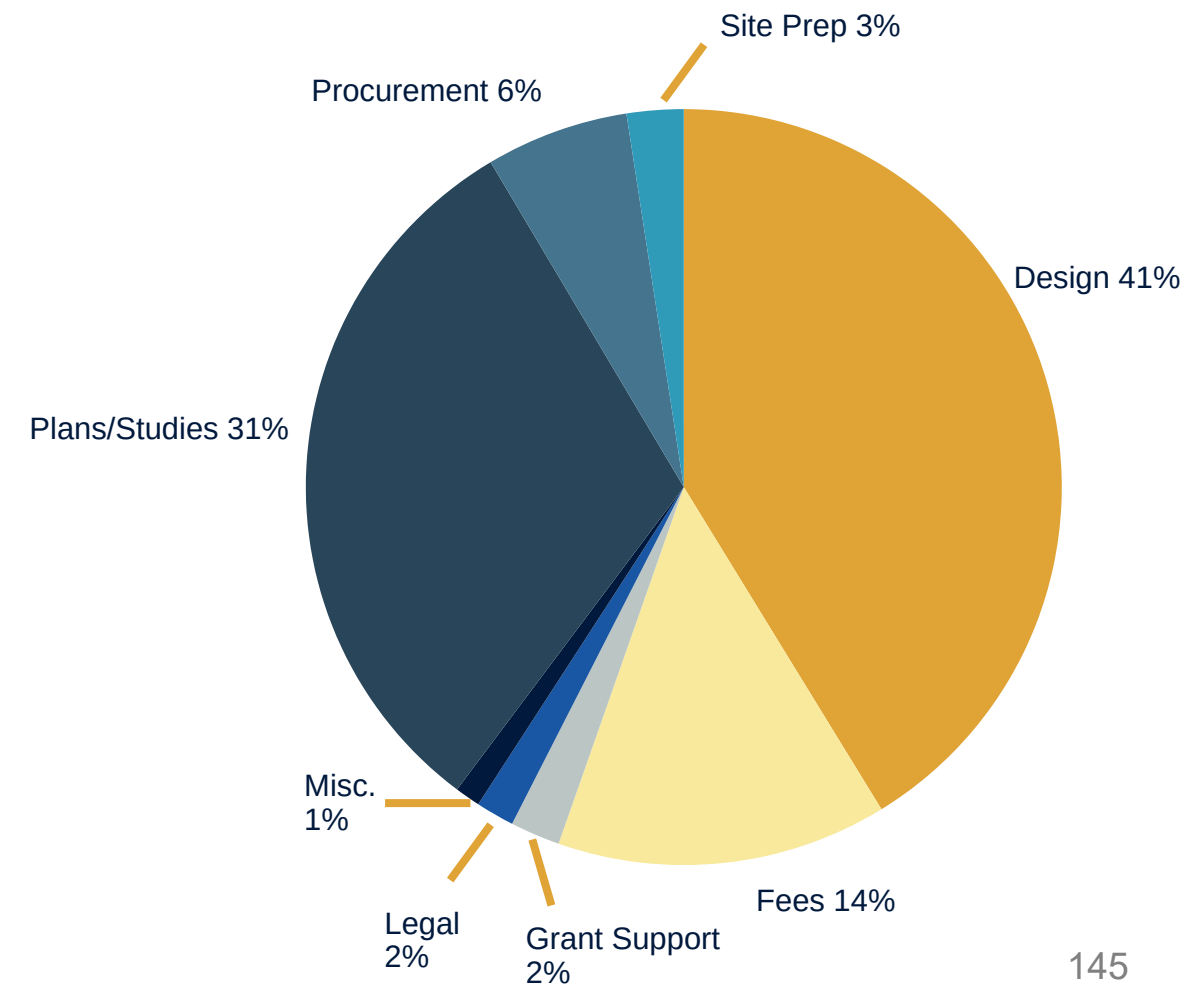
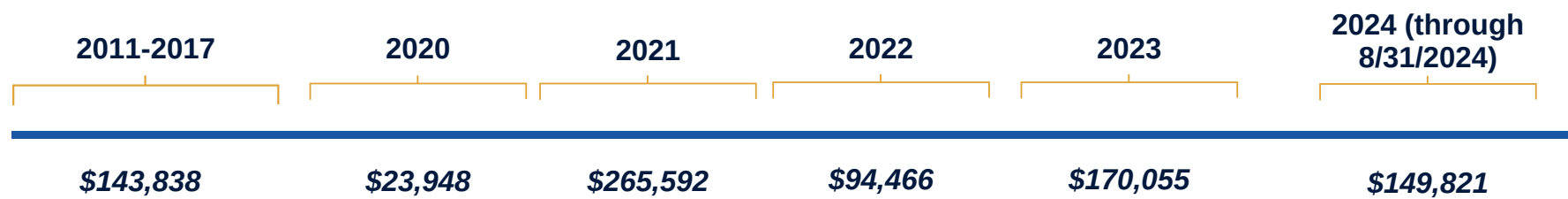
Grants Total: \$2,500,000

Estimated Completion Date: August 2026

Timeline



Project Expenditure Breakdown (through 8/31/2024)



Agenda Item 7

Committee Reports/Comments

District Meetings List

Board Meeting

Regular Meetings: Second & Fourth Wednesday of the Month

Meeting Time: 5:00pm

Board Members: Chuck Hays, Rebecca Kujawa, Deborah Philips, Mark Roberts, Greg Snyder

Engineering – Standing Committee

Meeting Frequency: Monthly

Meeting Dates: Third Wednesday of each Month

Meeting Time: 4:30pm

Committee Members: Rebecca Kujawa, Mark Roberts

Finance – Standing Committee

Meeting Frequency: Quarterly

Meeting Dates: Third Tuesday in January, April, July, October

Meeting Time: 4:00pm

Committee Members: Mark Roberts, Chuck Hays

Legislative – Standing Committee

Meeting Frequency: Quarterly

Meeting Dates: Second Tuesday in March, June, September, December

Meeting Time: 3:00pm

Committee Members: Deborah Philips, Greg Snyder

Parks, Recreation & Street Lighting – Standing Committee

Meeting Frequency: Quarterly

Meeting Dates: Second Tuesday in February, May, August, November

Meeting Time: 4:30pm

Committee Members: Rebecca Kujawa, Greg Snyder

Waste & Recycling – Standing Committee

Meeting Frequency: Monthly

Meeting Dates: Third Wednesday of Each Month

Meeting Time: 2:30pm

Committee Members: Chuck Hays, Deborah Philips

**PARKS, RECREATION & STREET LIGHTING
COMMITTEE MEETING MINUTES**

August 13, 2024
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Rebecca Kujawa, Chair
Greg Snyder, Vice President

Board Members Absent: None

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

Call to Order

Director Kujawa called the meeting to order at 4:35 p.m.

Roll Call

All Committee Members were present at Roll Call.

1) **Approval of Agenda**

Vice President Snyder moved to approve the Agenda. Director Kujawa seconded the motion. Motion passed unanimously.

2) **Public Comment** – None

3) **Approval of Minutes**

Vice President Snyder moved to approve the Minutes. Director Kujawa seconded the motion. Motion passed unanimously.

4) **Update on Phelan Farmers Market**

Mr. Lowrance provided an update on this item.

5) **Review & Discussion Regarding Parks and Recreation Events**

Mr. Lowrance reviewed the parks and recreation events.

6) **Update Regarding Phelan Community Park**

- Expansion Project
- Improvement Project

Mr. Lowrance provided an update and explanation of the two projects.

7) **Update on Teaching Garden**

Mr. Lowrance provided an update on the teaching garden.

- 8) **Staff Report**
A written report was included in the packet.
- 9) **Committee Comments** – None
- 10) **Review of Action Items**
 - a) **Prior Meeting** – None
 - b) **Current Meeting** – Provide statistics on programs & classes.
- 11) **Set Agenda for Next Meeting** – November 12, 2024
- 12) **Adjournment**
With no further business before the Committee, the meeting was adjourned at 4:47 p.m.

Agenda materials can be viewed online at www.pphcsd.org

SOLID WASTE & RECYCLING COMMITTEE MEETING MINUTES

August 21, 2024 – 2:30 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Deborah Philips, Chair
Chuck Hays, President

Staff Present: Kim Sevy, HR & Solid Waste Manager/District Clerk
Aimee Williams, Assistant Board Clerk

CR&R Staff Present: Brandon McGill, Operations Manager

Call to Order

Director Philips called the meeting to order at 2:30 p.m.

Roll Call

All Committee Members were present at Roll Call.

- 1) **Approval of Agenda**
President Hays moved to approve the Agenda. Director Philips seconded the motion.
Motion passed unanimously.
- 2) **Public Comment**
None
- 3) **Approval of Minutes**
Director Philips moved to approve the minutes. President Hays seconded the motion.
Motion passed unanimously.
- 4) **Review of Solid Waste Events**
Ms. Sevy provided information on the upcoming HHW, oil filter exchange, and community cleanup events. Information was also provided on the upcoming Super Sorter Program and contest taking place in October and November.
- 5) **Update on Uniform Collection**
Ms. Sevy and Mr. McGill provided an update on the uniform collection program.
- 6) **Staff Reports**
Nothing further to report.
- 7) **Review of Action Items**
 - a) **Prior Meeting** – None
 - b) **Current Meeting** – None

8) **Set Agenda for Next Meeting** – September 18, 2024

- Add Solid Waste Rate Study Item

9) **Adjournment**

With no further business before the Committee, the meeting adjourned at 2:46 p.m.

Agenda materials can be viewed online at www.pphcsd.org

ENGINEERING COMMITTEE MEETING MINUTES

August 21, 2024 – 4:30 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Mark Roberts, Director (Chair)
Rebecca Kujawa, Director

Staff Present: Sean Wright, Water Operations Manager
Chris Cummings, Assistant Water Operations Manager
George Cardenas, Engineering Manager
Tony De La Rosa, Engineering Technician
Aimee Williams, Asst. Board Clerk/Administrative Specialist

Call to Order

Director Roberts called the meeting to order at 4:30 p.m.

Roll Call

All Committee Members were present at Roll Call.

1) **Approval of Agenda**

Director Kujawa moved to approve the Agenda. Director Roberts seconded the motion. Motion carried unanimously.

2) **Public Comment**

Public comment was given by:

- Jim Kurfman
- Robert Swartwood

3) **Approval of Minutes**

Director Roberts moved to approve the Minutes. Director Kujawa seconded the motion. Motion passed unanimously.

4) **Oeste Recharge Study Project**

Mr. Cardenas provided an update on this item.

5) **Discussion Regarding Water System**

- **Pumps and Wells Services Agreement**
- **10-Year Tank Rehabilitation & Maintenance Service**
- **Water Quality**
- **Service Line Replacement Program**
- **Other Repairs/Replacements/Updates/Maintenance**

Mr. Wright provided updates on the water system.

- 6) **Smithson Springs Update**
Mr. Wright reported on this item.
- 7) **State Regulations Update**
Mr. Wright provided an update on this item.
- 8) **Review of Current Projects**
 - **Well No. 17**
 - **Future Well No. 18**
 - **Tank 6A**Mr. Wright provided updates on this item.
- 9) **Staff Reports**
Nothing further to report; a written report is in the agenda packet.
- 10) **Review of Action Items**
 - a) **Prior Meeting**
 - Completed
 - b) **Current Meeting**
 - What can CalFire be utilized for? – Complete
 - Update regarding judgement decision on Oeste & Alto basins – Pending
- 11) **Set Agenda for Next Meeting** – September 18, 2024
- 12) **Adjournment**
With no further business before the Committee, the meeting was adjourned at 5:25 p.m.

Agenda materials can be viewed online at www.pphcsd.org

Agenda Item 8

Staff & General Manager's Report



Phelan Piñon Hills Community Services District

4176 Warbler Road - PO Box 2940449 - Phelan, CA 92329-4049 - (760) 868-1212 - Fax (760) 868-2323

Assistant General Manager / CFO's Report

August 2024

FINANCIAL DATA:

Enterprise Fund (Water Operations)				
	August	YTD	Total Budget	% of Total Budget
Operational Revenue	\$893,142.01	\$1,998,798.26	\$9,495,007.53	21%
Operational Expenses	\$571,402.08	\$1,318,910.48	\$9,559,717.66	14%
Net Income (Loss)	\$321,739.93	\$679,887.78	-\$64,710.13	-1051%
Non-Operational Revenue	\$272,278.32	\$531,581.32	\$2,362,005.60	23%
Non-Operational Expenses	-\$16,021.66	\$11,508.27	\$1,306,552.00	1%
Net Income (Loss)	\$288,299.98	\$520,073.05	\$1,055,453.60	49%
Total Revenue	\$1,165,420.33	\$2,530,379.58	\$11,857,013.13	21%
Total Expense	\$555,380.42	\$1,330,418.75	\$10,866,269.66	12%
Total Net Income (Loss)	\$610,039.91	\$1,199,960.83	\$990,743.47	121%

Capital Outlay/Principal Pmts/C6 \$660,655.86 \$2,653,428.76

Government Funds (Parks, Street Lighting, Solid Waste & Recycling)				
	August	YTD	Total Budget	% of Total Budget
Operational Revenue	\$62,931.15	\$81,716.58	\$613,384.00	13%
Operational Expenses	\$70,649.97	\$154,495.50	\$1,202,185.78	13%
Net Income (Loss)	-\$7,718.82	-\$72,778.92	-\$588,801.78	12%
Non-Operational Revenue	\$49,368.98	\$96,925.39	\$2,293,588.83	4%
Non-Operational Expenses	-\$15,917.04	-\$22,633.89	\$59,380.94	-38%
Net Income (Loss)	\$65,286.02	\$119,559.28	\$2,234,207.89	5%
Total Revenue	\$112,300.13	\$178,641.97	\$2,906,972.83	6%
Total Expense	\$54,732.93	\$131,861.61	\$1,261,566.72	10%
Total Net Income (Loss)	\$57,567.20	\$46,780.36	\$1,645,406.11	3%

GOVERNMENT FUNDS:	General	Parks and Rec	Street Lighting	Property Tax	Solid Waste	Total
Revenue YTD	72,039.00	51,805.68	217.18	8,304.40	46,275.71	178,641.97
Expense YTD	-8,319.56	107,979.83	1,667.88	-1,964.00	32,497.46	131,861.61
Total Net Income (Loss)	80,358.56	-56,174.15	-1,450.70	10,268.40	13,778.25	46,780.36

	Enterprise	Government	Total
Cash Available	\$470,818.06	\$11,065,236.33	\$11,536,054.39
Cash Reserves	\$18,141,793.97	\$788,916.00	\$18,930,709.97
Total Cash	\$18,612,612.03	\$11,854,152.33	\$30,466,764.36

ADMINISTRATIVE DATA: August 2024

Water Consumption (HCF):	May	June	July	August
2024	93,404	108,925	153,317	108,330
2023	89,057	94,039	128,323	122,600
2022	96,898	113,464	118,787	131,091

Meters In Ground:	May	June	July	August
	7312	7322	7331	7339

Meter Permits Issued:	May	June	July	August
	5	11	6	7

Lock-offs:	May	June	July	August
	82	77	83	79

Customer Service A/R Activities	August Quantity		August \$ Received	
Payments				
Cash	561	9.39%	\$100,572.03	8.05%
Check	581	9.72%	\$332,893.15	26.66%
Credit Card (counter)	218	3.65%	\$88,914.68	7.12%
Mail (checks)	574	9.60%	\$77,950.53	6.24%
E-Check	615	10.29%	\$80,744.84	6.47%
Online (credit card)	<u>3,428</u>	<u>57.35%</u>	<u>\$567,645.71</u>	<u>45.46%</u>
TOTAL	5,977	100.00%	\$1,248,720.94	100.00%

Payments Received and Processed	August Quantity	Enterprise	Government
Water	5,961	5,961	
Gvmt (Rentals, Classes, Franchise fee, et	<u>16</u>	<u>16</u>	<u>16</u>
	5,977	5,961 99.7%	16 0.3%

Customer Service Other Activities	August Quantity	Enterprise	Government
Service Orders Processed	238	238	
Assisted Customers at Counter	<u>1,360</u>	<u>1,344</u> 98.8%	<u>16</u> 1.2%
	1,598	1,582	16

**Phelan Pinon Hills Community Services District
Engineering Manager's Report
September 25, 2024**

Alternative Energy - 1.16 MW Solar Photovoltaic

The 10-year Operations & Maintenance (O&M) and Performance Guarantee (PeGu) agreements have been terminated on January 11, 2024, by TotalEnergies. Both agreements were negotiated as part of the contract with SunPower. A response letter with sent in late December. TotalEnergies has not responded. A site evaluation to verify performance, tracker functionality, inverter and string levels, and monitoring system, has been completed. Repairs are pending contract approval with SiteLogiq.

Register generation: Renewable Energy Credits (REC's), U.S. Department of Energy, Energy Information Administration (EIA). 2023 generation reported on March 12, 2024.

2023 registered 2,516 MWh (2,516 kWh) – December not included
2022 registered 2,692.88 MWh (2,692,880 kWh)
2021 registered 2,639 MWh (2,638,614 kWh)
2020 registered 2,658 MWh (2,657,613 kWh)

Geographic Information System (GIS)

On August 30, 2024, ElementXS replaced the sunseting asset management mobile application Sedaru. ElementsXS will complement the District's fleet logging, backflow management and other developed applications utilizing the ESRI Small Utility Enterprise License Agreement (ELA).

Future 6A-2 Tank (1.5 MG)

Water Master Plan (2020) recommends increasing the existing storage capacity of 0.42MG at reservoir site 6A. The Capital Improvement Project (CIP) outlines the project for the construction of a 1.5MG tank. The Board adopted the Environmental Impact (EI) CEQA on August 28th. The Initial Study (IS) public notice and comments ended on June 5th. A public hearing and adoption of the IS will be held at the July 10th Board meeting.

The District was officially awarded \$2,000,000 through the Consolidated Appropriations Act 2024 and administered by the U.S. Department of Housing and Urban Development (HUD). The Grant (B-24-CP-CA-0289) requires a National Environmental Policy Act (NEPA). Staff are working with Dodson & Associates and Wallace Group to proceed coordination with HUD System and Grant Officers.

Civic Center Project – 9535 Sheep Creek Road (APN 3066-261-10)
(* contractor’s issuance, ** FEMA Compliance), *** county plan check

Phase 1 – Civic Center / Emergency Operations Center (EOC)

Land Use Services Senior Planner: Jim Morrissey / Mujica Oliver

Current Permits / Approvals

- | | |
|--------------------------------------|---|
| 1. (CWMP-2022-00646) | Construction Waste Management Plan (Part 1) |
| 2. (EHS-SR0114465) | Percolation Report |
| 3. (ELEC-2022-02528) | Light Standards |
| 4. **(FCIC-2022-00437) | Building Plans revisions submitted for plan check*** |
| 5. **(GRAD-2021-00235) | Grading Plan – Revisions submitted for plan check *** |
| 6. (GTR-2022-00127) | Geotechnical Investigation Report |
| 7. (NEWNR 2021-00230) | Construction Documents |
| 8. (SIP 2021-00031) | Street Improvement Plans |
| 9. (PLP 2021-00018) | Landscape Plan |
| 10. (WDID No. 6B36C401591) | Storm Water Pollution Prevention Plan (SWPPP) NOI 8/11/2023 |
| 11. *(ACCRNR-2023-00144) | Trash Enclosure Plan |
| 12. (AR0034) | Sahara Road Abandonment – Doc: 2024-0103922 |
| 13. Vector Control Clearance | Environmental Health Services |
| 14. Edison | utility relocation and meter/service change – rescinded |
| 15. **Wall Plan | TRLS Engineering – FEMA |
| 16. Audio / Video Plan | Plannet Inc. |
| 17. Generator Emissions | (MDAQMD) Authority to Construct – req’d renewal |
| 18. Tortoise Survey | RCA – NEPA |
| 19. **NEPA | Lilburn Corp. – FEMA – EA Public Comment |
| 20. **(DRNSTY 2021-00054) | Red Brick - Final On-Site Hydrology Study – FEMA |
| 21. **(FUDG 2023-00068) | TRLS - County Fire submitted for plan check *** |
| 22. Commissioning Plan | |
| 23. Structural Analysis Calculations | |
| 24. Acoustical Study – exempt | |

Pending Approval / Completion

- | | |
|---------------------------------|---|
| 25. **(DRNSTY-2024-00003) | Red Brick – Drainage Study – comments (Civic Center and Park) |
| 26. **(WQMP 2021-00153) | Water Quality Management Plan Final (WQMP) |
| 27. **Dry Utility Plan | Green West – Applications and design |
| 28. Fire Sprinkler Plan | Pacific Fire Engineering – in design 95% final bid set |
| 29. Signage Plan – Inland Signs | post construction services |
| 30. *Encroachment Permit | submitted – construction permit |
| 31. Interior Design | Steen Design – 99% final |
| 32. FEMA Elevation Certificate | TRLS Engineering |

FEMA grant funding for the Civic Center EOC, administered through CalOES, requires Federal Emergency Management Agency (FEMA) elevation certification for a 500-year flood event. As of

September 3rd, Building and Civil Design revisions plans are in County for plan check. The Draft Environmental Assessment (EA) is now available for public comment at PPHCSD.org. Comments must be received is October 14, 2024. Approval in early November. Wallace Group has completed the draft Request for Proposal and General for legal counsel review.

Future Phelan Park Expansion (APN 3066-251-18)

Phase 2 – event plaza, splash pad, multi-use field (soccer), restrooms, concession, playground, native serenity garden

Phase 3 – equestrian, multi-use (baseball), skate park, pump track

Approved

1. (PROJ 2022-000184) Formal Application: Public Notice March 22, 2025
2. (TRSTY 2021-00016) Traffic Study
3. (SR 0112960) Percolation Study
4. (GTR 2022-00128) Geotechnical Report
5. Biological Assessment – complete
6. Cultural and Paleo Report – complete
7. Infiltration Report – complete
8. Hydrology Study – complete
9. Noise Study – complete
10. Preliminary Grading and Street Improvements (Warbler Road) – Pending County conditions
11. Zone change – From PH/CG (General Commercial) to PH/RC (Rural Commercial) thru CEQA

Pending

12. CEQA IS/MND (SCH#202308071) – Lilburn Corp. – Complete (5/2/23). County of San Bernardino lead on the environmental. Public noticed on July 28, 2023. Comment period closes on August 28, 2023, 4:30pm. AB52 Tribal Notice complete. Comments received from CDFW. County now requires PEER review. To be performed by Tom Dodson and Associates. Then brought to the planning commission for approval. This can take up to 45 days to be put on the agenda.
13. (SBC-DRNSTY 2022-00056) WQMP / Drainage – Red Brick
14. County Fire Department Review
15. Western Joshua Tree Conservation Act (WJTCA) study – Submitted

Phase 1 grading is designed to protect existing Joshua Trees (JT) during construction. The District has withdrawn its Incidental Take Permit (ITP) application with California Endangered Species Act (CESA). The consultant, RCA, has revised the Joshua Tree study for the WJTCA ITP. The guidelines for under the new ITP require individual JT clones to be counted as a JT. The revised study identifies 1,971 JT's. The design has been revised to protect as many JT's possible. District staff has met with the Senior Environmental Scientist, with California Department of Fish and Wildlife, who has been assigned to our project. The NOD will be required to finalize the review.

Phelan Park Enhancement Project

(Pickleball Court, Community Garden and Fitness Equipment, ADA Pathways, Parking Improvements)

The Consultants have completed the design and are in for County plan check. Grant funding is through the American Rescue Plan Act (ARPA). ARPA is funded by Coronavirus Local Fiscal Recovery Fund (CLFRF) administered through the County of San Bernardino. Grant amount: \$457,195. District matching, approximately \$500,000.

Water Mainline Extension Projects

(* status change, ** in construction)

-Pinon Road - to serve APN 3067-111-21

Proposed 353 Linear Feet of 8-inch PVC water pipeline, located on Pinon Road west from Ponderosa Road. Owner: **Joel Jacoby**. Engineer: **TRLS Engineering Inc**. Second plan check completed. Status: pre-construction meeting pending.

-Joshua Street - to serve APN 3038-131-08

Proposed 665 Linear Feet of 8-inch PVC water pipeline, located on Joshua Street east of Caughlin Road. Owner: **Donovan Homes**. Engineer: **TRLS Engineering Inc**. Second plan check completed on April 27, 2021. Status: County Fire Department approval.

-Schlitz Road - to serve APN 3101-571-02

Proposed 320 Linear Feet of 8-inch PVC water pipeline, located on Schlitz Road from Palmdale Road south 320 feet. Owner: **So. Cal Services**. Engineer: **TRLS Engineering Inc**. Second plan check complete. Status: County Fire Department approval.

-Salerno Road - to serve APN 3101-431-08

Proposed 950 Linear Feet of 8-inch PVC water pipeline, located on Salerno Road from Bambi Court west to 350 west of Johnson Road. Owner: **Bessie Perez / Yolanda Valdillez**. Engineer: **Merrell Johnson Companies**. Status: 1st plan check

****Sunset Road - to serve APN 3070-121-15***

Proposed 386 Linear Feet of 8-inch PVC water pipeline, Sunset Road east of Tumbleweed Road. Owner: **Luis Zuniga**. Engineer: **J.E. Miller & Associates**. Status: Construction completed

-La Mirada Road - to serve APN 3098-471-12 & -18

Proposed 375 Linear Feet of 8-inch PVC water pipeline, located on LA Miranda Road beginning north from Cayucos Drive. Engineer: **ServiTop Engineering**. Pre-construction meeting held 10/24/2023. Installation completed by FMPipeline. Status: Pending final documents

-Acanthus Street – to serve APN 3098-471-12 (2nd meter)

Proposed 1,290 Linear Feet of 8-inch PVC water pipeline from Cayucos Drive north on Acanthus Street. Engineer: **ServiTop Engineering**. Status: 2nd check plan.

-Bonanza Road - to serve APN 3065-371-24

Proposed 650 Linear Feet of 8-inch PVC water pipeline, Bonanza Road east of Trinidad Road. Owner: Able Robles. Engineer: **J.E. Miller & Associates**. Status: 2nd plan check

****Baldy Mesa Road - to serve APN 3065-481-11***

Proposed 1167 Linear Feet of 8-inch PVC water pipeline, on Baldy Mesa Road north from Phelan Road. Owner: Mark and Cathy Kuir (Mini Storage) Engineer: **Bonadiman & Associates**. Status: 2nd plan check. Design plans were revised with a connection at Arrowhead Road and Lindero Road, east on Lindero Road then north on Baldy Mesa Road to avoid heavy traffic intersection of Phelan Road and Baldy Road.

**** Oxford Road - to serve APN 3070-121-01***

Proposed 290 Linear Feet of 8-inch PVC water pipeline, Sunset Road south. Owner: Joseph Almond. Engineer: Shelly Jones. Status: 2nd plan check

**** Sunset Road - to serve APN 3070-081-01***

Proposed 353 Linear Feet of 8-inch PVC water pipeline, Nevada Road west. Owner: Maria Reyes. Engineer: **Land Creative Solutions**. Status: 1st plan check

San Bernardino County Public Works Department

Local Projects:

“No Updates to Report”

Phelan Road Widening Project (Highway 138 to Los Banos Road)

Phase 2

Project: mill/overlay, leveling course, isolated areas of full depth reconstruction and the installation of a traffic signal at the intersection of Clovis Road and Phelan Road. The scope of work includes sidewalk curb ramps at Colvis Road, Malpasos Road, Sierra Vista Road, Johnson Road, Wilson Ranch Road, and Baldy Mesa Road with pedestrian crossing ramps at Phelan Elementary. To be constructed in 2 phases.

Street intersections at Sonora Road, Tumbleweed Road, Sunny Vista Road, and Arrowhead Road intersections were widened as part of Phase 1 in 2022. Those improvements will remain undisturbed.

The District received project notification on October 27, 2023 for comments and possible conflicts. The District will be responsible to adjust valve cans to finish grade. Water meters and service lines, within the project limits, have been relocated to prevent disturbance during construction.

Status: 95% design (W.O.# TX1823)
Construction start date: August 2024
Contact: Adrianna Wilmenta
Project Manager: Thomas Bustamonte

Phase 3

Project: Widening Phelan Road from 2 to 5 lanes from State Highway 138 to Los Banos Road. Drainage improvements and intersection realignment at State Highway 138 and Phelan Road. The project is currently in the environmental clearance. Preliminary design is not yet available.

Status: 15% design (W.O.#: H15057)
Construction start date: April 2027
Project Engineer: Vladimir Reyes



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 Phelan, CA 92329
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 W. www.pphcsd.org

MANAGEMENT REPORT

DATE: September 16, 2024
PREPARED BY: Kim Sevy, HR & Solid Waste Manager
SUBJECT: August 2024 Manager's Report

SOLID WASTE & RECYCLING

Customer Data:

<u>COMMERCIAL ACCOUNTS</u>	<u>NO.</u>	<u>CITATIONS ISSUED</u>	<u>NO.</u>
Trash	112	Commercial	0
Recycling	107	Residential	0
Organics	58		
		<u>PERMITS ACTIVE</u>	<u>NO.</u>
		Self-Haul - Commercial Recycling	5
		Self-Haul - Commercial Organics	12
		Self-Haul - Residential Recycling	N/A
		Self-Haul - Residential Organics	N/A
		SB1383 Exemptions – Commercial	42
<u>SCHOOL ACCOUNTS</u>	<u>NO.</u>	<u>TEMPORARY SERVICE</u>	<u>NO.</u>
Trash	16	Temporary - Trash	38
Recycling	16	Temporary - Recycling	0
Organics (Roll Off)	2		
<u>RESIDENTIAL ACCOUNTS</u>	<u>NO.</u>		
Total Trash	5792		
Barrel Customers	4402		
Bin Customers	1385		

TOTAL APPLICATIONS as of 8/31/2024:

CR&R - Confirming or Modifying	1639	46.03%
CR&R - Change to Self-Haul	91	2.56%
Current Self-Hauler - Confirming	871	24.46%
Current Self-Hauler - Change to CR&R	164	4.61%
New Resident/Self-Haul	101	2.84%
New Resident/Start CR&R Service	695	19.52%
TOTAL	3,561	100.00%
TOTAL CR&R	70%	
TOTAL Self-Haul	30%	

Self-Hauler Data:

TOTAL Number of Self-Hauls to Transfer Station: 5,973
 TOTAL Number of Unique Self-Hauls to Transfer Station: 1,630
 TOTAL Self-Haul Tonnage: 1,375.64

Notable Activity:

- Annual reports submitted to county and CalRecycle
- Weekly meetings with CR&R staff

Recent & Upcoming Events:

- Used Oil Filter Exchange – August 31, 2024 – 9am-2pm at AutoZone in Phelan

- Community Cleanup/Tire Day/Shred Fest – September 14, 21, 2024 – 8am-Noon at CR&R (rescheduled to 21st because of Bridge Fire at time report was prepared)
- HHW Collection Event – September 28, 2024 – 9am-1pm at 1450 State Hwy 2, Wrightwood

HUMAN RESOURCES

Statistical Data:

- Full Time Employees (Budgeted): 27
 - Engineering: 3
 - Water (Field): 9.5
 - Parks & Rec: 2.5
 - Administration: 12
- Part Time Employees: 0
- Temporary Employees: 1
- Open Positions: 2

MISCELLANEOUS

Election 2024

Website has been updated to included pertinent District election information:
www.pphcsd.org/election-2024

Recent District Events:

(for Park & Rec events, see Park Operations Supervisor’s Report)

- None

Website Data:

	Page Name	Total Views	Unique Users
1	My Account - Phelan Piñon Hills Community Services District	4,308	1,798
2	Phelan Piñon Hills Community Services District	4,055	2,197
3	Water Department - Phelan Piñon Hills Community Services District	831	542
4	Board of Directors Meeting	655	528
5	Services - Phelan Piñon Hills Community Services District	550	374
6	Employment - Phelan Piñon Hills Community Services District	441	238
7	Contact Us - Phelan Piñon Hills Community Services District	358	268
8	Residential - Phelan Piñon Hills Community Services District	322	169
9	Apply for Service - Phelan Piñon Hills Community Services District	240	129
10	Meetings - Phelan Piñon Hills Community Services District	217	83
11	Rates and Fees - Phelan Piñon Hills Community Services District	210	126
12	Solid Waste & Recycling Committee	210	192
13	Solid Waste and Recycling	182	129
14	Engineering Committee Meeting	181	162
15	Parks and Recreation - Phelan Piñon Hills Community Services District	165	116
16	Events - Phelan Piñon Hills Community Services District	142	102
17	Calendar - Phelan Piñon Hills Community Services District	135	80



18	Board Members - Phelan Piñon Hills Community Services District	129	76
19	New Connections - Phelan Piñon Hills Community Services District	121	79
20	Community Centers - Phelan Piñon Hills Community Services District	111	74

Grants

- **SB 1383 Local Compliance Grant**
 - The District was awarded \$75,360 for the current program period.
- **Community Project Funding Request – 2023**
 - Wallace Group has taken the lead on this grant process, and Engineering is reporting on the progress of this project.
 - Weekly meetings with FEMA and CALOES
 - Updated information on this project is available in the Board agenda packet.
- **Community Project Funding Request – 2024**
 - Staff submitted a Community Project Funding Request (“Request”) in the amount of \$2,000,000 to help fund a Tank 6A-2. Staff is pleased to report the District’s full Request was selected by the Congressman as one of the 15 projects he submitted to the House Appropriations Committee.
 - The House and Senate passed the budget package that included the District’s request. At some point, HUD will reach out to the District to begin the grant process.
- **American Rescue Program Act (ARPA) Funds – Park Improvement**
 - Staff worked with consultants and submitted a request to the county. The county approved \$457,194 in ARPA funds for construction of certain parks elements.
 - Staff has been working with Wallace Group on park elements; project design submitted to county for approval
 - Updated information on this project is available in the Board agenda packet.
- **County Funding Request**
 - Staff requested funding from the county for the Civic Center & EOC in order to help with additional costs, including county plan check fees, for project modifications due to FEMA. Supervisor Cook requested \$500,000 in discretionary funds for the District. The county approved the contract on June 25, 2024.

Parks, Recreation & Street Lighting Report August 2024

Introduction

The District Parks and Recreation Department operates and maintains community centers, senior centers, parks and streetlights. The District currently has two community centers, one located in Phelan and another in Pinon Hills. Adjacent to each of the centers are two parks that have playgrounds, basketball courts and shaded picnic tables. Parks and recreation are a vital component to any community. It not only adds beauty, but provides safe areas for activities of individuals, families, and groups. The parks are available for use from morning until dusk. The community centers are utilized for a wide range of activities and are available to the community for a small fee. The District currently offers several events and activities, and continues to work on various recreation ideas and continues to partner with local civic groups creating programs that are beneficial to the community at large.

The Parks and Recreation Department realizes the importance of long-range planning to preserve and protect our valuable assets and to allow for efficient use of resources for future growth. The efficient use of resources will allow the District to acquire, develop, operate, and maintain a park and recreation system which enriches the quality of life for residents and visitors alike, and preserves it for future generations. The District continues to develop a sustainable park system that will be supported by decisions that provide services at a sustainable rate, such as providing infrastructure that can be reasonably maintained while setting realistic targets on programs and services.

The District currently owns four vacant parcels for future parks and recreation facilities, a 55 acre parcel on Johnson Road, an 80 acre parcel on Sheep Creek Road, a 25 acre parcel on Chateau Road and a 4 acre parcel on Warbler Road that includes an adjacent 10 acre parcel off of Sahara Road.

The streetlights primarily service the business district of Phelan. There are also lights at strategic intersections to help in providing safety to the community. Expansion of the street lighting to other intersections is considered based upon a safety need, however the District does respect the San Bernardino County “Dark Sky” ordinance and encourages residents to do the same.

Monthly Activity Report

The following report details the number of community center rentals and activities for the month:

Location	Paid Rental	District Use	Donated Use
Phelan Community Center	5	7	4
Phelan Senior Center	4	4	9
Piñon Hills Community Center	8	0	6
Miscellaneous	0	0	0
Phelan Park	0	0	0

Events and Classes

The following is a brief summary of current parks and recreation events:

- Regular Parks Committee Meeting – August 13, 2024.
- Upcoming Parks Committee Meeting – November 12, 2024.
- Farmers Market – Mondays, 2:00 pm, 6:00 pm at Phelan C.C.
- Line Dancing – Every Friday, 9:00 am, 10:30 am at Phelan C.C.
- Senior Activities – Mondays & Thursdays Pinon Hills C.C. and Tuesdays & Fridays, Phelan C.C.
- Community Cleanup/Free Tire Day – Saturday 9/14/2024, 8am – 12 noon at CR&R Service Yard.
- Free Tire Day – Saturday 12/14/2024, 8am – 12 noon at CR&R Service Yard.
- Phelan Phun Day – Saturday 10/5/2024, 9 am on Phelan Road.
- Kids Baking Class – Saturday 10/26/2024, 10:30am – 12 noon at Phelan Senior Center.
- Kids Baking Class – Saturday 11/9/2024, 10:30am – 12 noon at Phelan Senior Center.
- Kids Baking Class – Saturday 12/14/2024, 10:30am – 12 noon at Phelan Senior Center.
- Painting Class – Saturday 11/2/2024, 9am – 10:30am & 11am – 12:30pm at Phelan Senior Center.
- Painting Class – Saturday 12/7/2024, 9am – 10:30am & 11am – 12:30pm at Phelan Senior Center.
- Tree Workshop/Giveaway – Saturday 10/19/2024, 10:30am – 12 noon at Phelan Park.
- Tree Lighting Ceremony – Friday 12/6/2024, 6 pm at Phelan Park.
- Gardening Class – Feeding Plants, 8/10/2024, 10am – 11am.
- Gardening Class – Starting Winter Seedlings, 9/14/2024, 10am – 11am.
- Gardening Class – Harvest/Storing fruits and Vegetables, 10/12/2024, 10am – 11am.
- Gardening Class – Using a Greenhouse, 11/9/2024, 10am – 11am.
- Gardening Class – Planting Trees and Pruning 12/14/2024, 10am – 11am.
- (Learn to Garden classes are held at the Teaching Garden, just north of PPHCSD Office)

Projects/Activities in Process

- Parks Budget for 2024/2025 – Approved by the board 6/26/2024.
- Parks and Recreation, District Classes/Events 2024 Schedule – In Process/On Going
- Phelan Park Expansion Project – Design with phase planning has been addressed with the board, awaiting funding opportunities for the District owned parks properties east of Phelan Park – 4.22-acre parcel, APN 3066-261-08, and adjoining 10-acre parcel, APN 3066-251-14.
- Possible funding sources for the Phelan Park expansion project are in process and ongoing.
 - American Rescue Program Act (ARPA) Funds - The county has approved \$457,194 in ARPA funds for construction of certain parks elements. The contract was approved by the District's Board on 3/8/2023. Staff is working with Wallace Group on park elements which were presented to the Parks Committee on November 28, 2023. An ADA survey is in process to ensure all ADA requirements are met for the Phelan Park design. Final design work is in progress.
- Parks Master Plan – Action plan needs are being implemented and are ongoing.



Water Operations Manager's Report August 2024

Introduction

The Phelan Piñon Hills Community Services District (District) maintains a large water distribution system that includes over three hundred & forty miles of water lines. The following are District statistics and information related to the operations of this distribution system and the quality of the water supplied to District customers.

Summary

The District's water distribution system is in compliance with the State Water Resources Control Board- Division of Drinking Water, The Environmental Protection Agency, the Safe Drinking Water Act, Cal OSHA, and all other governing agencies.

Current chlorine demand has remained low and steady due to routine maintenance and flushing. Chlorine demand is found by subtracting the chlorine residual from the total chlorine added to the water system. A low chlorine demand indicates water-free or nearly free of pathogenic microorganisms.

Water Quality Samples

The following is a summary of all water quality samples collected this month and any pertinent information related to said samples.

TEST TYPE	NO. OF COLLECTIONS THIS MONTH	TESTING SCHEDULE	NOTES
Raw water and Bac-t samples	46 samples	Monthly	All in compliance, Sampled Weekly
General physical samples	6 samples	Monthly	All in compliance, Sampled Weekly
TTHM/HAA5	0 samples sets	Quarterly	All in compliance.
Title 22	0 sample sets	TBD	All in Compliance.
Inorganics	0 samples	Yearly	All in compliance.
Radiological (Gross Alpha)	0 samples	Every 3 Years	All in compliance.
Trichloropropane 1,2,3-TCP	0 samples	Quarterly	All in compliance.
Regulated VOC	0 samples	As needed	All in compliance.
Nitrate as N	1 samples	As needed	All in Compliance.
Chromium 6	0 samples	Quarterly	All in Compliance.
Secondary GP'S	0 samples	As needed	All in Compliance.
Lead & Copper	33 samples	Every 3 Years	All in Compliance

Production and Service Order Report

The following is a summary of the District's water production and service orders for the current month.

Total Monthly Production	316.73 A. F. 10 % more than 2023
2023 Monthly Production	287.31 A. F.
USA's Marked	175
Service Orders Completed	317 service orders completed
Main/Service Line Leaks	52 service line leaks were repaired. 0 Main line leak/ breaks repaired
Hydrant Repairs/Replacements	1 hydrants repaired/1 replaced
Residential Meters Sold	7
Commercial Meters Sold	0
YTD Total Meters Sold (Calendar)	45 (56 in 2023) (86 in 2022) (95 in 2021)
Construction Meters Out	3
Service Lines Replaced	24

Job Code Summary

Job Code	Total Completed
C-Lock - Lock	83
C-Read & Unlock-Open - Read & Unlock - Opening	10
C-Read & Unlock-OC-DM - Read & Unlock - Opening-OC-DM	33
D-Closing Read & Lck - Closing Read & Lock DO NOT USE	3
D-Closing Read-OC-DM - Closing Read & Lock-OC-DM DO NOT USE	0
M- Investigate Lock - Verify Meter Still Locked	7
M- Verify Acct Class - Verify Account Class	0
M- Water Audit - Audit Water Usage	7
M-Backflow - Backflow Information	0
M-Cost Estimate Req - Cost Estimate Request	0
M-Data - Data Log	0
M-Bees- Bees	0
M-Investigate Leak - Investigate Leak	2
M-Investigate No Wtr - Investigate No Water	2
M-Lock No N/O Info - Meter Locked No New Owner Info	10
M-Low/No Consumption - Investigate Low/No Consumption	0
M-Meter Leaking - Meter Leaking	0
M-Meter UTL - Buried - Meter UTL - Buried	2
M-Pressure Ck Hi-Low - Pressure Check Hi-Low	0
M-R/R Angle Stop - Repair/ Replace Angle Stop	0
M-R/R Gate Valve - Repair/ Replace Gate Valve	4
M-Read - Read (do not update Read)	0
M-Repair Svc Line - Repair Service Line	52
M-Repair/Install Box - Meter Box	2
M-Replace Serv Line - Replace Service Line	24

M-Stake Meter Loc - Stake Meter Location	2
M-Status - Status	3
M-Turn off-Cust Req - Turn off - Customer Request	4
M-UNLOCK – UNLOCK	23
M-Verify Leak Repair - Verify Leak Repaired	0
M-Water Loss Leak - Door Hanger Water Loss Leak	3
M-Water Quality Taste - Water Quality - Taste	1
S- Replace Register - Register Not Sending Signal	0
S- Meter Downsize - Meter Downsizing	0
Service Change - Service Status Change	0
S-Manual Meter Swap Concord	0
S-Replace Reg Hotrod - Replace Register Hotrod Died	0
S-MXU Change Out	2
S-Replace Register- Replace Register	0
Grand Totals	317

Summary of Current Projects

The following is a brief summary of all current and completed projects for the reported period

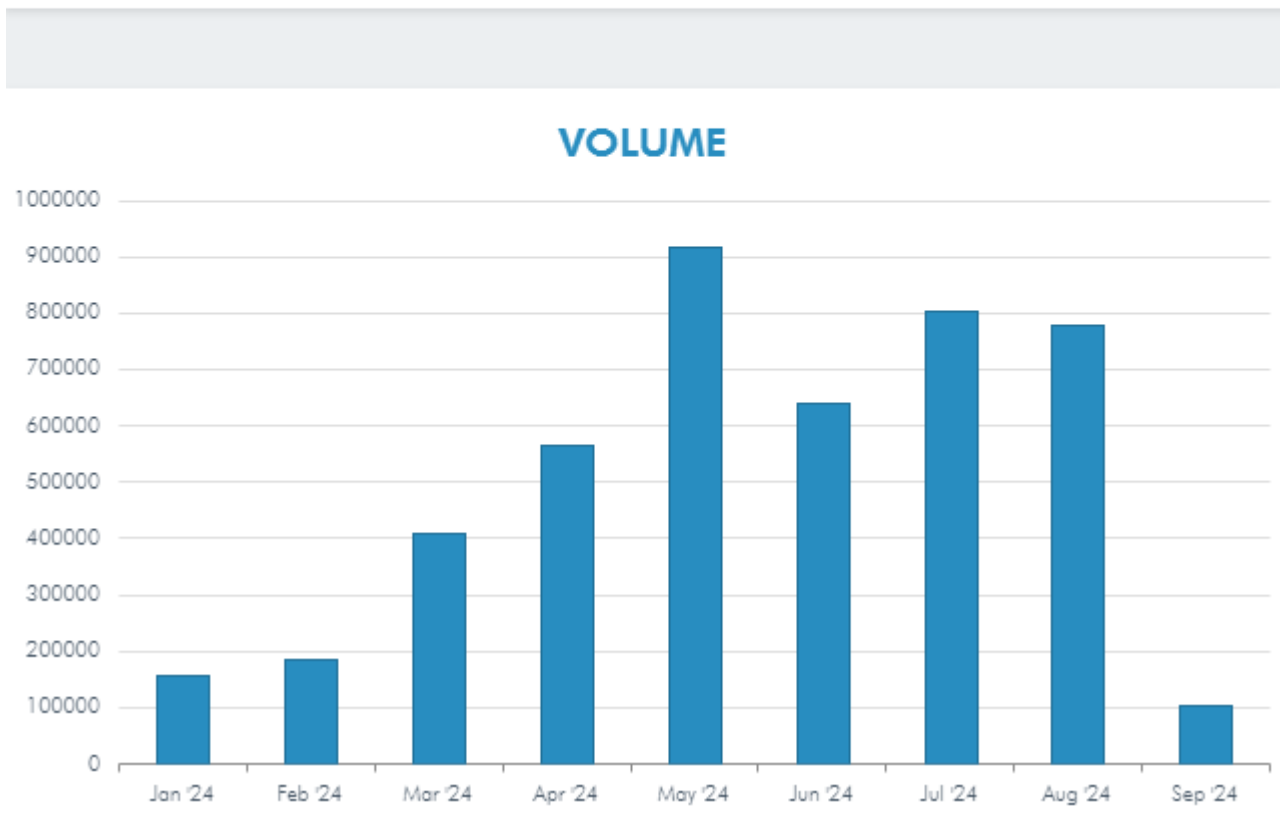
- Well Soundings at all wells are being done monthly
- Well 14 Production for February 0.00 AF, YTD 0.08 AF @ \$1190 per AF replacement C/Y 2024
- Valves and Hydrants Maintenance: 116 hydrants flushed and painted YTD Total-187
- Service line replacement program. 162 Replaced Calendar Year to Date, 47 Replaced Fiscal Year to Date
- Air-Vac maintenance & flushing program-0 Flushed & Maintenance YTD-0 of 336 Total Project 0% Complete
- Cla-Val automatic controls valves being systematically rebuilt as a water conservation measure- 25 Complete
YTD Water savings from this project is 17 GPM and counting in conjunction with operational efficiency @ 7MG

Projects Completed

- Water Meter Replacement Project- 7292 of 7292 Replaced – 100 % Complete
Total Non-Revenue Water “Water Loss” is 12 % for Calendar Year 2024
The District is now an Advanced Metering Infrastructure (AMI) exclusive system (100% Successful Read Rate)
- Well 15 Outfitting, and Equipping - 100% Complete
The well has been certified to produce 806 GPM @ 70% Efficiency @ \$207.97 per AF
Well 15 accounted for 31% of the water the District produced for the month of August
- Outfitting & Equipping of Mountain well (Well 17)- 100% Complete
- Well Meter and inter-tie Meter annual accuracy program FY 23/24- 100 % Complete
- Electrical Efficiency test performed @ every booster and well within the District- 100%
- Oil Changes and greasing at all district wells 100% Complete Boosters 100 % Complete
- 0 Valves Turned this month as part of the district Valve Exercising Program, 118 Year to Date Turned of 4291
Staff has begun cross-training to increase the program quantities per year greatly
- 317 Dead ends flushed of 317 = every year no matter what < No goal, this is mandatory
- 1936 hydrants = 166 flushed this Year to Date 246 Painted Goal is 968 annually, this is done Bi-Annual
- Tank washouts of 10&11,1B-2,3A,1C-2,1A-3,2B,3B,4B,1A-2 (Twice)
- Vegetation has been mitigated and disposed of on all Water Operations Facilities

TOTAL ACCUMULATED VOLUME

4,549,035 Gallons



9,119 Orders Fulfilled

Agenda Item 9

Director Reports

Agenda Item 10

Correspondence/Information



August 28, 2024

Chuck Hays, President
Phelan Pinon Hills Community Services District
Post Office Box 294049
Phelan California, 92329-4049

Re: No Paid Property/Liability Claims in 2023-24

Dear Chuck,

On behalf of SDRMA Board of Directors and staff, I am thrilled to extend our heartfelt congratulations to you and your organization for achieving an outstanding milestone during the 2023-24 program year—completing the year with no “paid” property/liability claims! A “paid” claim for the purposes of this recognition represents the first payment on an open claim during the prior program year and excludes property claims.

In recognition of this significant accomplishment, I am pleased to inform you that Phelan Pinon Hills Community Services District has earned one credit incentive point (CIP). This well-deserved recognition not only highlights your excellence in risk management, but also rewards your efforts by reducing your annual contribution amount. It is our way of acknowledging the hard work and dedication that went into maintaining a safe and secure environment.

This remarkable achievement is a testament to the dedication, diligence, and proactive risk management strategies that you and your team have consistently demonstrated. Managing risks effectively is no small feat, and your success in preventing paid claims speaks volumes about your commitment to safety, careful planning, and the well-being of your community and employees.

We are genuinely excited about your success and look forward to continuing our partnership in fostering a culture of safety and responsibility within your special district. Your leadership sets a powerful example for other members, and we are proud to have Phelan Pinon Hills Community Services District as a part of SDRMA.

Once again, congratulations on this exceptional achievement. Please do not hesitate to reach out if there is anything we can do to support your continued success.

Sincerely,

Sandy A. Seifert-Raffelson, President
Board of Directors
Special District Risk Management Authority



San Bernardino County Tri-Community Residents:

HOUSEHOLD HAZARDOUS WASTE COLLECTION

Saturday, September 28, 2024 | 9a.m. to 1p.m.

1450 State Highway 2, Wrightwood, CA (County Transportation/Flood Yard)



We Accept...

- Antifreeze
- Auto & Household Batteries
- Computer Monitors, TVs
- CPUs, Printers
- Fluorescent Tubes
- Home-Generated Sharps/Needles in approved container
- Household Cleaners
- Medications – separate liquids from solids (excluding controlled substances)
- Microwave Ovens
- Motor Oil/Used Filters
- Musical Cards, Clothes Irons
- Paint Products
- Pesticides & Fertilizers
- Space Heaters, Stereos, Radios
- Telephones
- VCRs/DVD Players

We Do NOT Accept...

- Asbestos
- Business/Commercial Wastes
- Explosives
- Medical Wastes other than sharps
- Radioactive Wastes
- Reactives
- Tire, Appliances, Furniture, Air Conditioner, etc.
- Wastes from foreclosed properties & non-profit organizations

Take the last step! Recycle your USED MOTOR OIL and OIL FILTERS!

- Dumping used oil (or any chemical) is a crime – legally and environmentally
- Dumped oil contaminates ground water – our drinking water source
- Used oil is insoluble and can contain toxic chemicals
- Used oil kills plant and aquatic life
- One pint of used oil can create an acre-sized oil slick on surface waters



Remember when recycling oil to...

- Drain your oil from cars, trucks, motorcycles, boats, recreational vehicles, lawnmowers, etc., into a reusable, sealable container.
- Do not dump oil on the ground, in the gutter or storm drain, or throw in the trash
- Do not mix anything with the oil (water, paint, pesticides, diesel, antifreeze or gasoline)

Call us today to find out how to get a free oil container at the next Oil Filter Event in your City/Town.

Before transporting, be sure that...

- Waste is properly labeled or in its original container
- The container is no larger than 5 gallons. Transport no more than 15 gallons or 125 lbs.
- Containers are sound and not leaking
- Sharps/needles are in approved container, illegal to transport in plastic bag, coffee cans or other non approved container
- Waste is **securely placed in the back of the vehicle** for safe transport

The following guidelines apply:

- Household Hazardous Waste ONLY. No Business-Generated Waste Accepted
- San Bernardino County Residents ONLY. Identification will be required
- No Early Birds (waste brought before 9:00a.m. will not be accepted)
- Waste must be accepted by County Fire Protection District personnel.

For questions or more information, contact:

San Bernardino County Fire Protection District, Household Hazardous Waste Program

1.800.OILY.CAT (1.800.645.9228)

Visit sbcfire.org/hhw



Cosponsored by San Bernardino County Board of Supervisors
and San Bernardino County Fire Protection District



Condado de San Bernardino:

RECOLECCIÓN DE DESECHOS PELIGROSOS DEL HOGAR

Sábado, 28 de Septiembre de 2024 | 9a.m. a 1p.m.

1450 State Highway 2, Wrightwood, CA (County Transportation/Flood Yard)



RECYCLE
ACEITE USADO

Financiado Por
CalRecycle

Aceptamos...

- Aceite para cocinar
- Aceite y filtros usados provenientes del hogar
- Anticongelante
- Baterías del hogar y de vehículos
- Fertilizantes
- Limpiadores químicos (hogar y piscina)
- Medicamentos personales – separe líquidos y sólidos (excluye sustancias controladas)
- Productos de pintura
- Pesticidas y fertilizantes
- Objetos punzantes/aguja generados en casa. Traer en contenedor aprobado
- Televisores y monitores de la computadora
- CPU's e impresoras
- Tubos fluorescentes
- Microondas
- Teléfonos celulares, teléfonos
- Calentadores de espacio, estéreos, radios
- Aparato de video/CD
- Tarjetas musicales, planchas

NO Aceptamos...

- Asbestos/amianto
- Aparatos domésticos y muebles
- Desperdicio comercial
- Desperdicio de jardinería
- Desperdicio médico
- Desperdicio reactivo y radioactivo
- Explosivos
- Llantas
- Desechos de propiedades hipotecadas y organizaciones sin fines de lucro

¡Demos el ultimo paso! ¡Reciclemos el aceite de motor y los filtros de aceite usados!

- El abandono ilegal de aceite usado (ó cualquier otro químico) es un crimen—legal y del medio ambiente.
- El abandono ilegal de aceite usado contamina el agua potable.
- Aceite usado no se puede diluir y puede contener químicos tóxicos.
- Aceite usado mata plantas y vida acuática.
- Medio litro de aceite usado puede crear por lo menos 1 acre de contaminación en el agua potable.



Al reciclar aceite recuerde lo siguiente...

- Cuando saque el aceite usado de sus vehículos, camiones, motos, lanchas, cortadoras de césped, etc. póngalo en un contenedor que se pueda cerrar y que sea reutilizable.
- No ponga su aceite usado en el suelo, ni en los canales, desagües ó basureros.
- No mezcle nada con su aceite usado (agua, pintura, pesticidas, diesel, anticoagulantes ó gasolina).

Guías de transporte...

- El desperdicio debe estar en su contenedor original ó con las etiquetas adecuadas identificando el contenido.
- La cantidad de desperdicio que transporte no puede ser más de 15 galones ó 125 libras. Los contenedores no deben ser mas grandes que 5 galones cada uno.
- Los contenedores deben ser sólidos, estar sellados y sin agujeros.
- Los objetos punzantes/aguja deben estar en un contenedor aprobado. No se aceptarán objetos punzantes en bolsas de plástico, latas de café o otros recipients.
- El desperdicio esta puesto en su vehiculo para transportar de forma segura.

Se aplican las siguientes directivas:

- Solo desechos peligrosos del hogar
- Solo para residentes del Condado de San Bernardino. Para verificar su dirección traiga una identificación o una factura de un servicio público
- No se aceptaran a residentes que traigan su desperdicio antes de las 9:00 am
- Los desechos deben ser aceptados por el personal del Distrito de Protección contra Incendios del Condado de San Bernardino
- Permanecer en el vehículo en todo momento

Para más información llame

Distrito de Protección Contra Incendios del Condado de San Bernardino,
Programa de Desechos Peligrosos del Hogar:

1.800.OILY.CAT (1.800.645.9228)

Visite sbcfire.org/hhw



Copatrocinado por la Junta de Supervisores del Condado de San Bernardino
y Distrito de Protección contra Incendios del Condado de San Bernardino



COMMUNITY CLEANUP & FREE TIRE DAY* **Sept. 21, 2024**

8 AM - 12 PM

Drop Off Location:
9828 Buckwheat Rd
Phelan, CA



*District residents only. Must show proof of residency. Limit of 9 tires per residence. Must be off rim. NO COMMERCIAL.

- ✓ Free Residential Trash & Yard Waste Collection
- ✓ Free Tire Collection
- ✓ Free Recyclable Materials Collection
- ✗ No Hazardous Waste or E-waste
- ✗ No Commercial Waste or Commercial Tires

Questions? Call 760-868-1212

CR&R
INCORPORATED
environmental services

CalRecycle



**PHELAN PIÑON HILLS CSD
SOLID WASTE
SERVICES**





Call
811
Before

**You Dig,
Grade, or
Drag a Road**

- ✓ **It's Easy**
- ✓ **It's Free**
- ✓ **It's the Law**

California State law says you must contact DigAlert before you dig! Failure to do so can result in fines up to \$50,000 and you could be charged with the repair costs of damaged underground facilities. Why risk it? Contact DigAlert before you dig and they will notify all of its members that have underground facilities within the delineated area to mark within 2 working days.





ARE YOU A SUPER SORTER?



**\$100 WIN
GIFT
CARD!**

**ENTER TO
WIN TODAY**

PHELAN PIÑON HILLS CSD
**SOLID WASTE
SERVICES**

CR&R
INCORPORATED
environmental services

WHAT IS THE SUPER SORTER PROGRAM?



In the month of October, you can enter to win \$100 gift card in our Super Sorter program. In November, every week one person will be selected to win a \$100 gift card to a local eatery.

Did you know that you could win \$100 gift card for simply sorting your household waste?

Put the correct items in the correct carts and you could win! To be eligible, visit www.pphcsd.org/residential and click on the Super Sorter Program to enter the contest. One entry guarantees you are eligible to win each week during the contest.

WHAT?

Contest judges will choose a winner every week based on the correct sorting of household trash, recycling, and organics.

Winners will be featured on our website and social media.

For full rules, visit www.pphcsd.org/residential/supersortersprogram



We all win when we are Super Sorters

WOW!

Questions?
Call (760) 868-1212
or visit www.pphcsd.org

Learn How To:

Use Your Meter in an Emergency

What would you do if you had an emergency repair or leak at your house? Do you know where your meter is and how to shut it off? Use this helpful guide to do just that.

- Know Your Meter's Location

Water meters are enclosed inside a water meter box outside your home. These boxes can be concrete or green plastic. You will find them either located by the street at the front of your property or possibly on the next street or behind your property. Contact the District for the exact location of your meter.

- Open the Meter Box

Use a large screwdriver to lift up the meter box lid to flip the meter lid open. Be cautious of critters and insects that could potentially be inside the box.

- Turn the Meter Off

Inside the meter box there will either be a gate valve that should be turned clockwise to shut off water or a ball valve handle that should be turned at a right angle to shut off water. Do not force the valve. If you are unsure about the location of the shut off valve, or if you cannot turn or access the shut off valve, contact us for assistance. We are happy to help!



Contact us today if you need help shutting off your meter at 760-868-1212.

4176 Warbler Road
Phelan, CA 92371
760-868-1212
www.pphcsd.org



**LEARN HOW
TO PLANT A
TREE AT OUR**

Tree Planting Class

*All attendees will receive a
free zero water tree and a
chance to win a tumbling
composter!*



**OCT. 19, 2024
10:30AM-12PM**

RSVP Required!
www.pphcsd.org/events

Phelan Community Park
4176 Warbler Road,
Phelan, CA

Questions:
Call: 760-868-1212



Kid's
HALLOWEEN
Baking Class

OCTOBER 26, 2024

Come Join Us and Make Coffin Poptarts
Phelan Senior Center
4128 Warbler Road
Phelan, CA 92371
10 AM - 12 PM

RSVP Required:

www.pphcsd.org/sign-up-for-classes

*All Minors Must Be Accompanied by an Adult.



NOV. 02, 2024

FALL *Painting* Class

**PHELAN SENIOR CENTER
4128 WARBLER ROAD,
PHELAN, CA**

9 AM: AGES 5-12

11 AM: AGES 13 AND UP

RSVP REQUIRED:

WWW.PPHCSD.ORG/EVENTS



★ ★ ★
Candidate

FORUM & MEET

October 10, 2024

...★ ★ ★...

**Snowline JUSD Board • Phelan Pinon Hills CSD Board
& Wrightwood CSD Board**

WHEN: THURSDAY, OCTOBER 10, 2024

WHERE: Phelan Community Center, 4128 Warbler Rd.

TIME: 6:30 p.m. - 8:30 p.m.

**Meet the Candidates In Person
For A Candidate Forum
Followed By A Meet & Greet**

*The Forum Portion Will Also Be
Live Streamed On The
NewsPlus YouTube Channel*

*Brought To
You By*

Tri-Community
NewsPlus
NEWS • EVENTS • PEOPLE • HISTORY • PLUS
4newsplus.com
Monthly

*NewsPlus has made every effort to contact all candidates for this forum. However, some candidates did not provide contact information on their filing paperwork. We will continue to make every attempt to reach them and remain open to including all candidates who wish to participate.

Agenda Item 11

Review of Action Items

Agenda Item 12

Set Agenda for Next Meeting