

SPECIAL ENGINEERING COMMITTEE MEETING AGENDA

January 21, 2025 – 5:00 P.M.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Via Conference Call (see below)

SPECIAL ENGINEERING COMMITTEE 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. *If you wish to address the Board, please do so by the method listed on the first page of this agenda.* Speakers are requested to be brief in their remarks. The Chair may limit each speaker to a comment period of five (5) minutes.

3) **Approval of Minutes**

4) **Review of 10-Year Capital Plan for the 2025/2026 Budget**

5) **Review of Committee Roles & Responsibilities**

6) **Oeste Recharge Study Project**

7) **Discussion Regarding Water System**

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

8) **Smithson Springs Update**

9) **State Regulations Update**

10) **Review of Current Projects**

- Future Well No. 18
- Future Well No. 16
- Tank 6A

11) **Staff Reports**



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

12) Review of Action Items

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

13) Set Agenda for Next Meeting – February 19, 2025**14) 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 District Clerk at awilliams@pphcsd.org by the meeting start time listed on this agenda. Your comment will be added to the record by the District Clerk.

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

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

Phelan Pinon Hills Community Services District

Enterprise Capital Improvement Projects

	Item No.	Location	Description	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	2032-2042	Notes		
Chromium Mitigation Projects	1	Well 14 SP 1.1	Well Profiling <i>(Contingent on state ruling)</i>		\$450,000.00										
		Well 12 SP 1.1	Equip with Cr6 Packer	\$150,000.00											
		Well 18 SP 1.1 / 1.4	Additional Water Supply		\$2,000,000.00										
		Well No. 15 - Azalea Road SP 1.1	Well, Equip, 12" pipeline 6K LF (\$2.4mil)												
		Storage Tank - Reservoir 6A (Prop. 1.5 MG) SP 1.1	Existing 6A (0.4 MG) <i>(Contingent on Fed. Funding (HUD) \$2 milFed./\$700,000 District)</i>		\$2,700,000.00										Approps req. for \$2 m - Budgeted in 2025/2026 depending on approval
		Reservoir 6A Other Cost SP 1.1	Design / Studies												Design for 6A Tank
		Future Reservoir Site	Land Aquisition												
Sub-Total Cr6:				\$150,000.00	\$5,150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Civic Center	2	Civic Center Project (APN 3066-261-10) (See Government Funds, Civic Center Project for add. Costs)	Professional Services												
			Construction SP 1.7	\$8,000,000.00	\$500,000.00									Updated to reflect Steeno's 9-20-22 quote and additional contingency requirement	
Sub-Total Civic Center:				\$8,000,000.00	\$500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Master Plan (Reservoirs)	3	Reservoir 7A (1.1 MG) SP 1.4	7A-1 (.079 MG) 7A-2 (.079 MG)				\$2,035,000.00								
		Other Cost SP 1.4	Design / Equipping / Studies				\$100,000.00								
		Reservoir L1 (0.35 MG) SP 1.4	L1 (.483 MG)				\$647,500.00								
		Other Cost SP 1.4	Design / Equipping / Studies				\$100,000.00								
Master Plan (Pipelines) 2022-2027	4	Sundown Road (Wilson Ranch/Roosevelt)	P1-1,900 LF : Replace 6" with 8"		\$252,700.00										
		Phelan Road (Sheep Creek / Centola)	P3 -9,500 LF : New Install 12"					\$1,989,200.00							
		Pinon Hills Road (Nielson / Maria)	P13-1,300 LF : New Install 8"												
		Atsina Road (Mono / Solano)	P14-1,400 : New Install 8"			\$186,200.00									
		Fremontia Road (Glenview / Oasis)	P15-2,600 LF : Replace 6" with 8"				\$314,600.00								
Master Plan (Pipelines) 2032-2042	5	Smoke Tree (Soledad / Highway)	P2-6,500 LF : Replace 6" with 12"									\$1,358,500.00			
		Buckwheat / Phelan / Cholla / Minero	P4-14,750 LF : Replace 6"-8" with 12"									\$3,082,750.00			
		Brawley Road (Eaby / Schlitz)	P5-1,400 LF : Replace 6" with 8"									\$224,000.00			
		Phelan Road (Baldy Mesa / Shasta)	P6-9,300 LF : Replace 6" with 12"									\$1,636,800.00			
		Highway 138 / Ponderosa / Pine Tree	P7-8,300 LF : Replace 6" with 12"												
		Buckthorne Road (Highway 138)	P8-1,300 LF : Replace 6"-8" with 12"												
		White Fox Trail (Minero / Pionero)	P9-1,300 LF : Replace 6" with 12"												
		Acanthus Street (Bonaza / Palmdale)	P10-1,300 LF (12"): New Install 12"												
		Pinero Road (Phelan Rd.)	P11-350 LF : Replace 8" with 12"												
Mirage Road (Mango / Progress)	P12-2,500 LF : New Install 12"														
Sub-Total Master Plan CIP:				\$0.00	\$252,700.00	\$186,200.00	\$3,197,100.00	\$1,989,200.00	\$0.00	\$0.00	\$0.00	\$6,302,050.00			
Smithson Springs	6	Smithson Springs Canyon Tank and Pipeline	Construction (Capture Tank)		\$25,000.00										
Land	7	Future Expansion Sites (general)	Purchase	\$100,000.00											
Wells	8	Well 16 SP 1.1 / 1.4	Additional Water Supply						\$2,800,000.00						
Meters	9	Meter Replacement Program SP 1.5	Infrastructure												
			O & M												
Boosters	10	Booster and Appurtenance Replacements	Electrical Panel Replacement	\$135,000.00	\$135,000.00	\$135,000.00	\$135,000.00	\$135,000.00	\$135,000.00	\$135,000.00	\$135,000.00	\$135,000.00			
			Building Replacement												
			Pump/Motor/Pipework Replacement												

Phelan Pinon Hills Community Services District

Reservoirs	11	Storage Tank - Tank at Well 2 Tank 3 (Prop. .5 MG) SP 1.1	Infrastructure			\$1,000,000.00						
Planning	12	Urban Water Management Plan	Report	\$25,000.00	\$15,000.00			\$25,000.00				
	13	Water Master Plan (update hydraulic model)	Report					\$88,000.00				
Sub-Total CIP (Items 6-12):				\$260,000.00	\$175,000.00	\$1,135,000.00	\$135,000.00	\$248,000.00	\$2,935,000.00	\$135,000.00	\$135,000.00	\$135,000.00
Sub-Total CIP (Items 1-12):				\$8,410,000.00	\$6,077,700.00	\$1,321,200.00	\$3,332,100.00	\$2,237,200.00	\$2,935,000.00	\$135,000.00	\$135,000.00	\$6,437,050.00

Enterprise Capital Purchases

	No.	Item	Description									Notes		
				2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032		2032-2042	
Vehicles	14	Operations Vehicles / Equipment	Equipment											
			GM Vehicle (80% Enterprise)											
			Field Trucks	\$72,500.00	\$76,000.00	\$80,000.00	\$84,000.00	\$88,000.00	\$93,000.00	\$97,000.00	\$102,000.00			
Software & Hardware	15	Servers	Server				\$40,000.00					\$40,000.00	Updated from \$3,500 based on server and workstation upgrade recommendations	
Sub-Total (Capital Purchases):				\$72,500.00	\$76,000.00	\$80,000.00	\$124,000.00	\$88,000.00	\$93,000.00	\$97,000.00	\$102,000.00	\$40,000.00		
Total CIP and Capital Purchases:				\$8,482,500.00	\$6,153,700.00	\$1,401,200.00	\$3,456,100.00	\$2,325,200.00	\$3,028,000.00	\$232,000.00	\$237,000.00	\$6,477,050.00		

Budget Schedule - Committees and Management
2025/2026 Budget

January 8, 2025	Wed	5:00 PM	Regular Board Meeting - Board review schedule and approve.
January and February			Management and Supervision staff begin work on operational budgets, reviewing historical expenses, estimating future expenses, gathering quotes and estimates, evaluating goals and programs, etc.
January 6, 2025	Mon	10:30am	Following Staff Meeting: Management meeting budget process
January 9, 2025	Thurs	5:00 PM	Special Solid Waste and Recycling Committee - Review and discuss draft budget schedule, long range plans, programs and operational goals.
January 14, 2025	Tues	4:30 PM	Special Parks and Recreation Committee - Review and discuss draft budget schedule, long range plans, programs and operational goals.
January 21, 2025	Tues	5:00 PM	Special Engineering Committee - Review and discuss draft budget schedule, long range plans and operational goals.
January 2025	TBD	TBD	As committees meet quarterly now, they may need to schedule special meeting(s) in January or February in order to complete the long range plans and operational goals by January 29, 2025.
January 29, 2025	Wed	5:00 PM	Long range capital, maintenance plans, programs and capital budgets due to Lori for inclusion in the February 11, 2025 Special Workshop.
February 5, 2025	Wed	Noon	Long range capital, maintenance plans, programs and capital budgets due to Staff for Special Board Meeting.
February 11, 2025	Tues	5:00 PM	Board Workshop - Workshop to review and approve long range capital, maintenance plans, programs, capital budgets, and goals.
March			Staff develops draft budget.
April 3, 2025	Thurs	Noon	Draft Budget due to Staff for inclusion in Finance Committee Meeting.
April 8, 2025	Tues	4:00 PM	Special Finance Committee Meeting - Review and discuss draft budget.
April 10, 2025	Thurs	Noon	Draft budget due to Staff for inclusion in April 15, 2025 Special Board Workshop package.
April 15, 2025	Tues	5:00 PM	Board Workshop - Review draft budget.
April 30, 2025	Wed	Noon	Final Draft Budget due to Staff for inclusion in Finance Committee Meeting.
May 6, 2025	Tues	4:00 PM	Special Finance Committee Meeting - Review and discuss final draft budget.
May 15, 2025	Thurs	Noon	Final Draft Budget due to Staff for inclusion in May 20 Special Board Workshop package.
May 20, 2025	Tues	5:00 PM	Board Workshop - Review final draft budget (NOTE: This meeting is tentative. The meeting of April 15, 2025 will determine whether or not this meeting will be necessary).
June 11, 2025	Wed	5:00 PM	Regular Board Meeting - Budget presentation, Hearing, and possible adoption.

Note: Shaded meetings are public meetings. Meeting dates are subject to change and notification will be posted accordingly.

Engineering Committee Roles and Responsibilities

The Board of Directors established the Engineering Committee as a standing committee with the following roles and responsibilities:

Role

The role of the Engineering Committee is to assist the District staff in review of operations and maintenance of the water system infrastructure, and engineering/construction of the District's buildings, parks, or other facilities.

Responsibility

The responsibility of the Engineering Committee is to review and oversee the progress by staff of repairs, routine maintenance programs, District projects (Construction in Progress - CIP); work with staff in development of a sound engineering and construction program; and develop annual and long-term capital and maintenance budgets.

Specific Tasks/Goals

- Represent the Board in an advisory capacity and report to the Board monthly.
- To review the monthly System Repair/Replacement/Update List.
- To review the status of all ongoing CIP activities.
- To update the Capital & Maintenance Ten Year Matrix, as needed.
- To recommend the annual budget assumptions related to engineering/construction projects to the Board of Directors.
- To assist the District staff in preparation and review of engineering related Requests for Proposals, and the evaluation of vendor proposals.
- To work with staff on engineering policies for recommendation to the Board of Directors.
- Attend training sessions or networking opportunities as they may come available and are pertinent to committee-related concerns.
- Make budget recommendations annually for committee-related activities.



Water Operations Manager's Report December 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	49 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	1 samples	Yearly	All in compliance.
Radiological (Gross Alpha)	1 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	0 samples	As needed	All in Compliance.
Chromium 6	15 samples	Quarterly	All in Compliance.
Secondary GP'S	1 samples	As needed	All in Compliance.
Lead & Copper	0 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	167.82 A. F. 3 % more than 2023
2023 Monthly Production	162.64 A. F.
USA's Marked	241
Service Orders Completed	305 service orders completed
Main/Service Line Leaks	8 service line leaks were repaired. 0 Main line leak/ breaks repaired
Hydrant Repairs/Replacements	1 hydrants repaired/0 replaced
Residential Meters Sold	3
Commercial Meters Sold	0
YTD Total Meters Sold (Calendar)	64 (56 in 2023) (86 in 2022) (95 in 2021)
Construction Meters Out	2
Service Lines Replaced	5

Job Code Summary

Job Code	Total Completed
C-Lock - Lock	90
C-Read & Unlock-Open - Read & Unlock - Opening	3
C-Read & Unlock-OC-DM - Read & Unlock - Opening-OC-DM	39
D-Closing Read & Lck - Closing Read & Lock DO NOT USE	1
D-Closing Read-OC-DM - Closing Read & Lock-OC-DM DO NOT USE	1
M- Investigate Lock - Verify Meter Still Locked	9
M- Verify Acct Class - Verify Account Class	0
M- Water Audit - Audit Water Usage	5
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	0
M-Investigate No Wtr - Investigate No Water	4
M-Lock No N/O Info - Meter Locked No New Owner Info	0
M-Low/No Consumption - Investigate Low/No Consumption	0
M-Meter Leaking - Meter Leaking	0
M-Meter UTL - Buried - Meter UTL - Buried	0
M-Pressure Ck Hi-Low - Pressure Check Hi-Low	2
M-R/R Angle Stop - Repair/ Replace Angle Stop	1
M-R/R Gate Valve - Repair/ Replace Gate Valve	2
M-Read - Read (do not update Read)	0
M-Repair Svc Line - Repair Service Line	8
M-Repair/Install Box - Meter Box	0
M-Replace Serv Line - Replace Service Line	5

M-Stake Meter Loc - Stake Meter Location	0
M-Status - Status	2
M-Turn off-Cust Req - Turn off - Customer Request	2
M-UNLOCK – UNLOCK	21
M-Verify Leak Repair - Verify Leak Repaired	0
M-Water Loss Leak - Door Hanger Water Loss Leak	1
M-Water Quality Taste - Water Quality - Taste	0
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	305

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
- Wells 1B & 2A Electrical overhaul and upgrade- 75% Complete
- Valves and Hydrants Maintenance: 116 hydrants flushed and painted YTD Total-187
- 30 Dead ends flushed of 317 = every year no matter what < No goal, this is mandatory
- Tank washouts of Site 2-1, Site 2-2, 3A, W10, L1 (Contract Scope is 10 per year)
- Service line replacement program. 254 Replaced Calendar Year to Date, 139 Replaced Fiscal Year to Date
- Air-Vac maintenance & flushing program-2 Flushed & Maintenance YTD-2 of 336 Total Project 1% Complete
- Cla-Val automatic controls valves being systematically rebuilt as a water conservation measure- 30% Complete
- 1 completed Meter Assistance Program participant, 1 1 pending Meter Assistance Program applicant awaiting approval, multiple inquires for Meter Assistance Program information
- Booster A @ Site 1B rehab and repair- 80% Complete
- Booster A @ Site 2A rehab and repair- 80% Complete

Projects Completed

- Total Non-Revenue Water “Water Loss” is 11 % for Calendar Year 2024, down from 16% in 2023 due to the meter change-out program, the service line replacement program actively replacing services found leaking from on-call personnel, and systematically rebuild cla-valves specifically csm-11-A2-2 pump controls
- 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 39% of the water the District produced for the month of December
- 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
- 6 Valves Turned this month as part of the district Valve Exercising Program, 124 Year to Date Turned of 4291
- 1936 hydrants = 167 flushed this Year to Date 246 Painted Goal is 968 annually, this is done Bi-Annual
- Vegetation is being mitigated and disposed of on all Water Operations Facilities
- Isolation valves at site 2A reservoir 2A-1 & Booster A replaced

The Fill Station Year To Date Statistics

