



Helendale Community Services District

BOARD OF DIRECTORS MEETING

April 5, 2018 at 6:30 PM

26540 Vista Road, Suite C, Helendale, CA 92342

Call to Order - Pledge of Allegiance

1. Approval of Agenda

2. **Public Participation** - *Anyone wishing to address any matter pertaining to District business listed on the agenda or not, may do so at this time. However, the Board of Directors may not take action on items that are not on the agenda. The public comment period may be limited to three (3) minutes per person. Any member may speak on any agenda item at the time the agenda item is discussed by the Board of Directors.*

3. Consent Items

- Approval of Minutes: March 15, 2018 Regular Board Meeting
- Bills Paid and Presented for Approval

4. Reports

- Directors' Reports
- General Manager's Report

Discussion Items

- Discussion and Possible Action Regarding Change Order for Additional Fencing at Helendale Community Park
- Discussion and Possible Action Regarding Budget Development Process for Fiscal Year 2018/19 Annual Budget
- Discussion Only Regarding Update on Park & Rec Budget for FY 2018 and Update on Current Grants and Upcoming Opportunities

Other Business

- Requested items for next or future agendas (Directors and Staff only)

Closed Session

- Conference with Labor Negotiator
(Government Code Section 54957.6)
District Designated Representative: Steven M. Kennedy, General Counsel
Unrepresented Employee: General Manager

- Announcement of Closed Session Actions

11. 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's office at (760) 951-0006 at least 24 hours prior to said meeting. The regular session of the Board meeting will be recorded. Recordings of the Board meetings are kept for the Clerk of the Board's convenience. These recordings are not the official minutes of the Board meetings.

Providing:

- Water
- Wastewater
- Park & Recreation
- Solid Waste Management
- Street lighting
- Graffiti Abatement for the Helendale Community

OFFICE HOURS:

Monday-Friday
8:00 – 5:30 p.m.

PHONE:

760-951-0006

FAX:

760-951-0046

ADDRESS:

26540 Vista Road
Suite B
Helendale, CA
92342

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PO BOX 359
Helendale, CA
92342

Visit us on the Web

at:

www.helendalecsd.org





Minutes of the Helendale Community Services District Board of
Directors Meeting for March 1, 2018 at 6:30 PM
26540 Vista Road, Suite C, Helendale, CA 92342

Board Members Present:

President Ron Clark; Vice President Tim Smith; Director Craig Schneider; Director Henry Spiller

Board Members Absent:

Secretary Sandy Haas

Staff:

Kimberly Cox, General Manager

Consultants

Steve Kennedy, Legal Counsel

Richard Nino, Burrtec Waste

Audience:

There were five (5) members of the public present.

Call to Order and Pledge of Allegiance – The meeting was called to order at 6:30 pm by President Clark after which the Pledge of Allegiance was recited.

1. Approval of Agenda

Action: Director Schneider made the motion to approve the Agenda as presented. Vice President Smith seconded the motion.

Vote: Motion carried. 4 Yes; 0 No; 1 Absent

2. Public Participation

Battalion Chief Joseph Sprague – Introduced himself as the new Battalion Chief replacing Battalion Chief Bobby Cox.

Congressman Cook's Representative Christopher Porter – Introduced himself as the new field rep for Congressman Cook's office and announced Wally Linn would be out for an extended period of time.

3. Consent Items

a. Approval of Minutes: March 1, 2018, Regular Board Meeting

b. Bills Paid and Presented for Approval

Action: Vice President Smith made the motion to approve the Consent Items as presented. Director Schneider seconded the motion.

Vote: Motion carried. 4 Yes; 0 No; 1 Absent

4. Reports

a. Directors' Reports

- None

b. General Managers Report

- Old fence and posts pulled, fence line graded and the contractor will be here Monday to set poles
- Presented results from the Youth Basketball Survey
- Neighborhood Watch meeting scheduled for March 28th
- Violent Intruder Training scheduled for March 29th
- Concerts in the park will be held on the first Saturday of every month from April through August
- Paint Party scheduled for March 16
- Administrative Update: 32 Account transfers in February, graph of monthly account transfers by month was presented, Map of account activity by area presented
- UIA payments by month graph presented, \$5,002.22 collected in March 2018

- **Credit Check Results:** To date nine customers have been approved to get their deposit waived based on their credit score and four have been denied.

Discussion Items

5. Discussion and Possible Action Regarding Request from Burrtec for a Consumer Price Index (CPI) Based Increase for Solid Waste Services and Other Related Fees
Action: Director Schneider made the motion to accept the Request from Burrtec for a Consumer Price Index Based Increase for Solid Waste Services and Other Related Fees, directed staff to prepare materials for a public hearing and set the public hearing schedule. Director Spiller seconded the motion.
Vote: Motion carried, 4 Yes; 0 No; 1 Absent
Yes: Director Schneider; President Clark; Vice President Smith; Director Spiller
Absent: Director Haas

6. Discussion and Possible Action Regarding Award Adoption of Resolution 2018-07: A Resolution of the Board of Directors of the Governing Body of the Helendale Community Services District Declaring that Governing Body Members and Volunteers Shall Be Deemed to be Employees of the District for the Purpose of Providing Workers Compensation Coverage for Said Certain Individuals While Providing Their Services.
Discussion: SDRMA requested that the District Board adopt this resolution to reaffirm inclusion of Board. The revised resolution contemplates also covering volunteers. This could negatively impact E-Mod resulting in a lower rating overall, however we won't know for 6-12 months. The cost estimate for 100 volunteer hours a year would be an approximately \$30/year increase in our base rate premium. Volunteers can currently make a claim under General Liability Coverage. The inclusion could limit liability for the District. Volunteers would include: coaches, park project helpers, clean up day, seminar speakers, etc. Options to consider in lieu of the resolution would include: continuing to have volunteers sign a release of liability waiver, but this does not preclude a general liability claim; only use volunteers from organized groups who have coverage. Staff and Legal Counsel suggest adding volunteers to the Workers Compensation Coverage and review next year.
Action: Director Spiller made the motion to adopt revised Resolution 2018-07. Director Schneider seconded the motion.
Vote: Motion carried, 4 Yes; 0 No; 1 Absent
Yes: Director Schneider; President Clark; Vice President Smith; Director Spiller
Absent: Director Haas

7. Discussion and Possible Action Regarding Participation in a Community Youth Soccer Program
Discussion: the local AYSO Board has requested the HCSD, SLA and HSD assume the community soccer program. There have been difficulties with the AYSO national organization in cost, sign ups, etc. which has led to their decision. The community program would be supported collectively the same way basketball and flag football have been. AYSO charges \$85 for the first child, \$75 for the second, and \$65 for the third. They also offer a \$10 discount per child for early registration (before July 31). Approximately 200 children ages 4-12 participate in the program. Coaches are all volunteers. Ref's were given \$5 per game and were typically high school students.
Action: Director Smith made the motion Approve the District's Participation in Community Soccer Program. Director Schneider seconded the motion.
Vote: Motion carried, 4 Yes; 0 No; 1 Absent
Yes: Director Schneider; President Clark; Vice President Smith; Director Spiller
Absent: Director Haas

Other Business

8. Requested items for next or future agendas (Directors and Staff only)

The open session of the Regular Board Meeting adjourned to closed session at 7:07 PM.

Closed Session

9. Public Employee Performance Evaluation
(Government Code Section 54957)
Title General Manager

10. Announcement of Closed Session Actions
There was no reportable action from closed session items.
Closed session adjourned at 7:40 PM and reconvened to open session at 7:40 PM

11. Adjournment
President Clark adjourned the meeting at 7:41 PM.

Submitted by:

Attest:

Ron Clark, President

Sandy Haas, Secretary

The Board actions represent decisions of the Helendale Community Services District Board of Directors. A digital voice recording and copy of the PowerPoint presentation are available upon request at the Helendale CSD office.



Helendale Community Services District

Date: April 5, 2018
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop, Senior Account Specialist
SUBJECT: Agenda item # 3 b.
Consent Item: Bills Paid and Presented for Approval

STAFF RECOMMENDATION:

Report Only. Receive and File

STAFF REPORT:

Staff issued 40 checks and 16 EFT's for the period of March 12, 2018 through April 2, 2018 totaling \$97,164.32

Total cash available:	<u>4/2/2018</u>	<u>3/12/18</u>
Cash	\$ 4,890,416.23	\$ 4,734,813.82
Checks Issued	\$ 97,164.32	\$ 123,418.31

Investment Report

The Investment Report shows the status of invested District funds. The current interest rate is 1.65% for CalTRUST Short-Term and 2.15% for Medium-Term Investments, 1.38% for LAIF, and 0.25% for the CBB Sweep Account for February 2018. Interest earned in March 2018 on the alTRUST investments and the CBB Sweep Account is \$5,837.96



Helendale CSD

Bills Paid and Presented for Approval

Transaction Detail

Issued Date Range: 03/12/2018 - 04/02/2018

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 251229590 - CBB Checking					
03/12/2018	EFT0002214	To record Sales Tax Pmt	-1,937.00	EFT	General Ledger
03/14/2018	20367	Apple Valley Communications	-130.00	Check	Accounts Payable
03/14/2018	20368	AVCOM Services Inc.	-100.50	Check	Accounts Payable
03/14/2018	20369	Beck Oil	-3,295.77	Check	Accounts Payable
03/14/2018	20370	Brunick, McElhane & Kennedy	-3,062.50	Check	Accounts Payable
03/14/2018	20371	Burrtec Waste Industries	-112.91	Check	Accounts Payable
03/14/2018	20372	Burrtec Waste Industries	-1,266.72	Check	Accounts Payable
03/14/2018	20373	Cazcom, Inc.	-175.00	Check	Accounts Payable
03/14/2018	20374	Choice Builder	-638.64	Check	Accounts Payable
03/14/2018	20375	County of San Bernardino	-60.00	Check	Accounts Payable
03/14/2018	20376	FAST SIGNS	-442.38	Check	Accounts Payable
03/14/2018	20377	FILARSKY & WATT LLP	-140.00	Check	Accounts Payable
03/14/2018	20378	Frontier Communications	-85.87	Check	Accounts Payable
03/14/2018	20379	Frontier Communications	-39.88	Check	Accounts Payable
03/14/2018	20380	Geo-Monitor, Inc.	-394.50	Check	Accounts Payable
03/14/2018	20381	Heritage Victor Valley Medical Group	-130.00	Check	Accounts Payable
03/14/2018	20382	Home Depot Credit Services	-285.75	Check	Accounts Payable
03/14/2018	20383	Infosend	-1,546.27	Check	Accounts Payable
03/14/2018	20384	Lowe's	-59.27	Check	Accounts Payable
03/14/2018	20385	Mobile Occupational Services, Inc.	-90.00	Check	Accounts Payable
03/14/2018	20386	O'Reilly Auto Parts	-563.56	Check	Accounts Payable
03/14/2018	20387	Parkhouse Tire, Inc.	-175.21	Check	Accounts Payable
03/14/2018	20388	Ron Clark	-625.00	Check	Accounts Payable
03/14/2018	20389	Siverts Publishing	-150.00	Check	Accounts Payable
03/14/2018	20390	Southern California Edison	-9,893.25	Check	Accounts Payable
03/14/2018	20391	Southern California Edison	-148.79	Check	Accounts Payable
03/14/2018	20392	Southern California Edison	-405.79	Check	Accounts Payable
03/14/2018	20393	Southern California Edison	-758.83	Check	Accounts Payable
03/14/2018	20394	Southern California Edison	-288.24	Check	Accounts Payable
03/14/2018	20395	Southern California Edison	-1,388.63	Check	Accounts Payable
03/14/2018	20396	Southern California Edison	-193.10	Check	Accounts Payable
03/14/2018	20397	Southern California Edison	-21.36	Check	Accounts Payable
03/14/2018	20398	Top Notch Networking, LLC	-882.79	Check	Accounts Payable
03/14/2018	20399	United Site Services	-158.19	Check	Accounts Payable
03/14/2018	20400	USA of So. California	-127.15	Check	Accounts Payable
03/15/2018	20401	Rogers, Anderson, Malody & Scott	-2,363.50	Check	Accounts Payable
03/15/2018	20402	Westech Engineering, Inc.	-13,335.88	Check	Accounts Payable
03/20/2018	EFT0002244	To record Payroll Fee Pmt	-176.67	EFT	General Ledger
03/20/2018	20403	MAURA ROBLEDO	-8.54	Check	Utility Billing
03/20/2018	20404	ERICA McCONNELL	-155.68	Check	Utility Billing
03/20/2018	20405	STANLEY A. MC CORMICK	-346.57	Check	Utility Billing
03/20/2018	EFT0002219	To record CalPERS Pmt Classic	-5,316.88	EFT	General Ledger
03/20/2018	EFT0002220	To record CalPERS Pmt PEPRA	-1,124.96	EFT	General Ledger
03/22/2018	EFT0002228	To record Tasc Flex Claim Pmt	-619.21	EFT	General Ledger
03/22/2018	EFT0002231	To post Payroll pmt - Dir Deposit	-32,204.21	EFT	General Ledger
03/22/2018	EFT0002234	To post Payroll pmt - PR Tax Pmt	-7,505.50	EFT	General Ledger
03/22/2018	EFT0002242	To record Bank Account Analysis Fees	-563.73	EFT	General Ledger
03/23/2018	EFT0002240	To record unfunded accrued liability - Classic	-1,152.49	EFT	General Ledger
03/23/2018	EFT0002241	To record Unfunded Accrued Liability - PEPRA	-24.77	EFT	General Ledger
03/27/2018	20406	NORMAN & SAGRARIO DOUGHTY	-68.36	Check	Utility Billing
03/29/2018	EFT0002221	To record CalPERS Pmt 457 Contribution PPE 2/4/18	-525.00	EFT	General Ledger
03/29/2018	EFT0002223	To record CalPERS Adj Pmt 457 Contribution PPE 2-02/18/	-50.00	EFT	General Ledger

Bank Transaction Report

Issued Date Range: -

Issued Date	Number	Description	Amount	Type	Module
03/29/2018	EFT0002237	To record CalPERS Pmt 457 Contribution PPE 2/18/18	-525.00	EFT	General Ledger
03/29/2018	EFT0002238	To record CalPERS Pmt 457 Contribution PPE 03/04/18	-575.00	EFT	General Ledger
03/29/2018	EFT0002239	To record CalPERS Pmt 457 Contribution PPE 03/18/18	-575.00	EFT	General Ledger
03/30/2018	EFT0002243	To record Payroll Fee Pmt	-174.52	EFT	General Ledger
Bank Account 251229590 Total: (56)			-97,164.32		
Report Total: (56)			-97,164.32		

Bank Transaction Report

Bank Account
[251229590 CBB Checking](#)

	Count	Amount
	56	-97,164.32
Report Total:	56	-97,164.32

Cash Account
[99 99-111000 Cash in CBB - Checking](#)

Report Total:

Count	Amount
56	-97,164.32
56	-97,164.32

Transaction Type

Check
EFT

	Count	Amount
Check	40	-44,114.38
EFT	16	-53,049.94
Report Total:	56	-97,164.32



Helendale Community Services District

Date: April 5, 2018
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #5
Discussion and Possible Action Regarding Change order for Additional Fencing at Helendale Community Park

STAFF RECOMMENDATION:

Approve change order and provide direction to Staff regarding baseball field fencing.

STAFF REPORT:

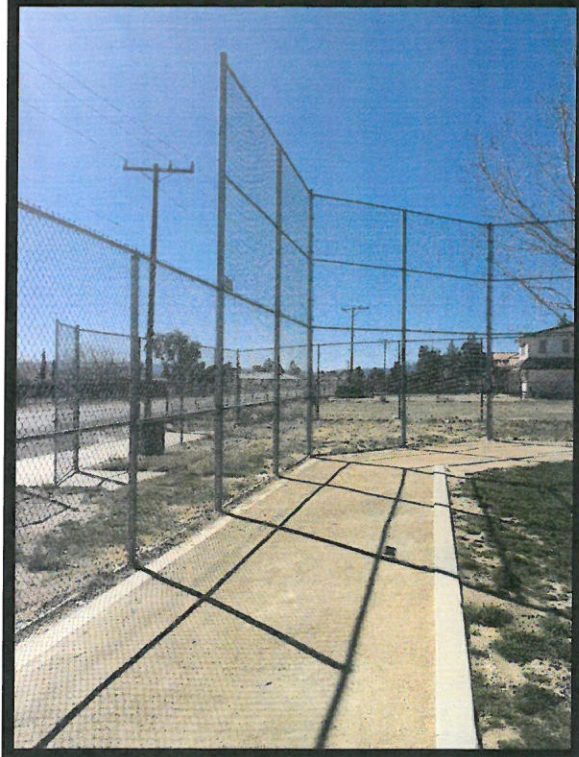
Change Order: At the Board meeting on March 1, the Board awarded a contract to All American Fence Erectors to complete the required fencing of the expanded recycled water distribution area. During the discussion at the Board meeting it was suggested that the fencing be continued along Wile Road to the 4-plex entrance and to complete all of the remaining fencing at the dog park as a change order.

Presented for the Board's consideration is a change order in the amount of \$21,422 to complete 610' along Wild Road and 528' of fencing to complete the fencing around the large and small dog parks. Staff believes that this will provide safe, quality fencing that will last many years. The old ranch fencing is significantly deteriorated and well beyond its useful life. The completion of this fencing will complete the majority of the park fencing envisioned for the park with the exception of the baseball fields.

Baseball Field Fencing: Staff has received an estimate from All American for completing both backstops and four dug outs at a cost of \$29,000. They are experienced in ball field construction and have the ability to complete the project if the Board wishes to expand the change order to include this additional amount. Baseline fencing for both fields would cost \$11,160 and outfield fence would cost \$11,890.

Staff is seeking direction from the Board regarding the Board's desire in proceeding with any additional fencing. The fields will not be ready for play until next March 2019. Backstop and dug out fencing are essential before use can occur. Temporary fencing such as snow fencing can be used for the outfield and baseline fencing until permanent fencing can be acquired.

FISCAL IMPACT: As outlined above.





Helendale Community Services District

Date: April 5, 2018
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
Discussion and Possible Action Regarding Budget Development Process for Fiscal Year 2018/19 Annual Budget

STAFF RECOMMENDATION:

Staff seeks direction from the Board regarding the budget development for FY 2018/19.

STAFF REPORT:

For the Fiscal Year 2018/19 Budget, Staff is proposing the following schedule:

Review of Draft Budget	Wastewater	April 19
Review of Draft Budget	Water	May 3
Review of Draft Budget	Park & Admin	May 17
Consider Adoption of FY 2019 Budget		June 7

If the Board prefers, Staff can schedule a special workshop and review all budget components at one time rather than three separate meetings and adoption consideration in a fourth meetings. Staff anticipates minimal changes to the structure of the budget.

Last year's budget was significantly modified from the format used in prior years. There have been some additional line items that will be added to the FY 18/19 Budget that have been identified throughout the current year. Over all staff is pleased with the functionality of the budget and the ability to more effectively use it as a planning and management tool.

Based upon the Board's direction, Staff will schedule the public noticing for the adoption of the FY 2019 Budget for June 7.

FISCAL IMPACT:

None.



Helendale Community Services District

Date: March 15, 2018
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
Discussion Only Regarding Update on Park & Rec Budget for FY 2018 and Update on Current Grants and Upcoming Opportunities

STAFF RECOMMENDATION

Staff seeks input from the Board on the update.

STAFF REPORT

The presentation at the Board meeting will consist of a review of the year-to-date Park revenue and expenditures including capital expenditures. Staff will also present an update on current and potential grants in all departments.

Grant update

Land and Water Conservation Fund Grant

Helendale CSD was awarded a grant from Land and Water Conservation Fund to complete various park projects including the construction of two new baseball fields, park shelters, volleyball courts, picnic areas, sidewalks, new playground equipment, and a fitness area. The project total was \$500,000. The District will be reimbursed 26.52% of this cost which totals \$132,600. To date the District has reimbursable expenditures* of \$216,735.46 and requested a reimbursement of \$57,478.51.

The District is currently working on the construction of the two baseball fields. Preliminary cost estimates for the baseball fields are:

Supply Expenses	Value of Donations	Volunteer Time	Staff Time	Equipment	Total	Reimbursement
\$3,943.24	\$4,000*	\$2,589.86	\$2,441.60	\$1,156.45	\$10,131.15	\$2,686.78

The estimated donation from Rainbird, SiteOne, and Synagro is \$4,000. Staff is seeking clarification on reimbursement on donated items.

Total expenditures to date is \$226,866.61. The breakdown is provided below:

Invoice	Supplies	Volunteers	Staff Time	Equipment	Total	Reimbursement
1	\$202,071.39	\$3,187.52	\$9,460.43	\$2,016.12	\$216,735.46	\$57,478.51
2**	\$3,943.24	\$2,589.86	\$2,441.60	\$1,156.45	\$10,131.15	\$2,686.78
Total	\$206,014.63	\$5,777.38	\$11,902.03	\$3,172.57	\$226,866.61	\$60,165.29

The District must expend \$273,133.39 in order to be reimbursed the remaining reimbursable funds of \$72,434.71.

**Reimbursable expenditures include: Donations, volunteer labor, staff labor costs, and vehicle expenses.*

***Invoice #2 has not yet been submitted, this is a cost estimate to date since the submittal of Invoice #1.*

Invoice #1

Item	Vendor	Purchase Date	Amount	26.52%
Wood Chips for Playground	Best Wood Chips	9/7/2017	\$3,007.90	\$797.70
Rock wall and playground	Noah's Park and Play	6/22/2017	\$9,995.00	\$2,650.67
Park Shelter Permit	Mike Keith	6/5/2017	\$460.50	\$122.12
Picnic Shelter Concrete	Mike Keith	6/6/2017	\$7,500.00	\$1,989.00
Picnic Shelter Concrete	Mike Keith	6/15/2017	\$10,000.00	\$2,652.00
Picnic Shelter Concrete	Mike Keith	6/23/2017	\$8,000.00	\$2,121.60
Structural Steel on Bldgs 1 & 2	Mike Keith	6/27/2017	\$10,000.00	\$2,652.00
Metal Bldgs Complete	Mike Keith	7/5/2017	\$35,000.00	\$9,282.00
Metal Bldgs	Mike Keith	6/27/2017	\$14,000.00	\$3,712.80
Light Poles for Sports Field Lighting	Triple C	8/31/2017	\$15,500.00	\$4,110.60
Christy Boxes for Electrical at Park	Zapp Electric	8/24/2017	\$1,265.00	\$335.48
Sidewalks for ADA compliant Parking	Triple C	9/25/2017	\$20,256.00	\$5,371.89
Fiber For Playground	RWP	10/18/2017	\$2,717.99	\$720.81
ADA Sidewalks and Parking Payment 1	Triple C	10/19/2017	\$19,295.00	\$5,117.03
ADA Sidewalks and Parking Payment 2	Triple C	10/26/2017	\$19,295.00	\$5,117.03
ADA Sidewalks and Parking Payment 3	Triple C	11/20/2017	\$19,295.00	\$5,117.03
ADA Sidewalks and Parking Contingency Pay	Triple C	11/28/2017	\$6,484.00	\$1,719.56
			\$202,071.39	\$53,589.60

Volunteers For Playground		\$3,187.52	\$845.33
Staff Hours for September		\$9,460.43	\$2,508.91
Equipment Hours		\$2,016.12	\$534.68
Total Amount for Invoice #1		\$216,735.46	\$57,478.51

San Manuel Park Grant (Applied for)

\$15,000 from San Manuel for Baseball Fencing. We will hear sometime early April if we were awarded this funding.

Bureau of Reclamation Small Scale Grant - AMI Smart Meter Grant

Staff has begun purchasing and replacing meters, however we will not be able to submit for reimbursement until we get an executed grant agreement from the Bureau of Reclamation (FY 17/18 – 18/19).

Bureau of Reclamation Grant Funding for FY 2018 – WaterSmart Grants up to \$300,000

After our initial installation of 400 meters (Bureau of Reclamation Small Scale Grant) and 100 meters (Mojave Water Agency Grant), the District will need to purchase 2,300 meters to complete the change over of all District meters from AMR to AMI. The approximate cost is \$388,700. The Bureau of Reclamation released their Grant Opportunities for FY 2018, which includes funding for small projects up to \$300,000. The District would have to allocate \$75,000 in FY 19/20 and \$75,000 in FY 20/21 for a \$150,000 match. If awarded, the Bureau of Reclamation would match the District's \$150,000 for a total project cost of \$300,000. The remaining \$88,700 in meters can be funded out of FY 21/22 budget and/or additional outside grant funding such as Mojave Water Agency Strategic Partners grant and Cal Rural grants.

Mojave Water Agency Strategic Partners Grant

Staff has applied for a \$25,000 grant from Mojave Water Agency through their Strategic Partners Program to provide funding for the antenna for the new AMI Smart Meters. If awarded, the funding will have to be spent this year. The total cost of the AMI tower is \$35,000.

Bureau of Reclamation Wastewater Grant

Staff has a conference call on Wednesday with a representative from Mojave Water Agency to discuss wastewater grant funding including Title XVI and other potential sources.