



# Helendale Community Services District

## BOARD OF DIRECTORS MEETING

July 20, 2017 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: June 15, 2017, Regular Board Meeting
- Bills Paid and Presented for Approval

#### 4. Reports

- Directors' Reports
- Park & Rec Committee Report
- San Bernardino County Fire Update – Battalion Chief Cox
- San Bernardino County Sheriff's Update – Deputy Haas
- Congressional Update – Congressman Cook's Field Rep. - Wally Linn
- General Manager's Report

### Public Hearing

- Public Hearing to Receive Comments Regarding the Possible Adoption of Resolution 2017-12; A Resolution of the Board of Directors of the Helendale Community Services District Authorizing the Establishment and Continuation of Collection of Water and Sewer Standby Charges for Fiscal Year 2018
- Public Hearing to Receive Comments Regarding the Possible Adoption of Resolution 2017-13: A Resolution of the Board of Directors of the Helendale Community Services District Authorizing the Establishment and Continuation of Collection of Refuse Disposal Land Use Fees for 2017-2018.
- Public Hearing to Receive Comments Regarding the Possible Adoption of Resolution 2017-15; A Resolution of the Board of Directors of the Helendale Community Services District Confirming, or Modifying and then Confirming, the Report of Delinquent Water, Sewer and Trash Collection User Charges for the Purpose of Collecting Said Charges on the San Bernardino County Tax Roll

### Discussion Items

- Discussion and Possible Action Regarding Adoption of Resolution 2017-14: A Resolution of the Governing Body of the Helendale Community Services District for the Election of Directors to the Special District Risk Management Authority Board of Directors
- Discussion and Possible Action Regarding Selection of a Candidate for the California Special Districts Association Boards of Directors
- Discussion and Possible Action Regarding Award of Contract for Installation of Metal Light Poles at the Helendale Community Park
- Discussion and Possible Action Regarding Providing Support to Wrightwood CSD

### Other Business

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

#### 13. Adjournment

Pursuant to Government Code Section 54954.2(e), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is sought in order to participate in the above agendaized 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 and can be destroyed upon approval of the minute actions at a subsequent

### 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

### MAILING

#### ADDRESS:

PO BOX 359  
Helendale, CA  
92342

Visit us on the Web  
at:

[www.helendalecsd.org](http://www.helendalecsd.org)





# Helendale Community Services District

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**Date:** July 20, 2017  
**TO:** Board of Directors  
**FROM:** Kimberly Cox, General Manager  
**SUBJECT:** Agenda item #3  
Consent Items

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## Consent Items

- a. Approval of Minutes: June 15, 2017, Regular Board Meeting
- b. Bills Paid and Presented for Approval

HELENDALE COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING MINUTES  
June 15, 2017  
26540 Vista Road, Suite C. Helendale, CA 92342

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE** – The Regular Meeting of the Helendale CSD Board of Directors was called to order at 6:30 pm by President Clark after which the Pledge of Allegiance was recited.

**Present:** President, Ron Clark; Vice President, Tim Smith; Secretary, Sandy Haas; Director, Craig Schneider; Director, Henry Spiller  
**Absent:** None  
**Staff:** Kimberly Cox, General Manager; Craig Carlson, Water Operations Manager; Cheryl Vermette, Program Coordinator  
**Consultants:** Steve Kennedy, Legal Counsel  
**Audience:** There were fifteen (15) audience members present.

**1. Approval of Agenda**

**Action:** Director Schneider made the motion to approve the Agenda as presented. Director Smith seconded the motion. The motion was unanimously approved by the Board members present.

**2. Public Participation**

A representative from County Fire gave an update on the remodel at Fire Station 4 and talked about staffing levels and also reported that the City of Upland is now part of County Fire.

Deputy Erwin announced this will be his last meeting as the Deputy for Helendale, his replacement will be introduced at an upcoming meeting.

**3. Consent Items**

- a. Approval of Minutes: June 1, 2017 Regular Board Meeting
- b. Bills Paid and Presented for Approval

**Action:** Director Haas made the motion to approve the Consent Items as presented. Director Smith seconded the motion. The motion was unanimously approved by the Board members present.

**4. Reports**

- a. Director's Reports – None
- b. Park Committee Report – Director Schneider gave an overview of the last meeting.
- c. General Manager Report – General Manager Cox talked about the flag football season, and upcoming Park and Rec and Board meeting dates. Water Operations Manager Carlson gave an update on water operations over the last month.

**Public Hearing**

**5. Public Hearing to Receive Comment and Possible Adoption of Resolution 2017-11; A Resolution of the Board of Directors of the Helendale Community Services District Increasing Its Water Service Charges**

**Discussion:** President Clark opened the Public Hearing at 7:26 pm. There were two comments from the public at the meeting:

John Arvel: A new resident of Silver Lakes opposing the proposed increase in the Water Service Charges and Volumetric Rate.

Steve Semaris: A resident of Silver Lakes and former Water System operator for Helendale when it was run by San Bernardino County. Mr. Semaris explained the county system and commended the Helendale CSD on how the system has been run and agreed with the need for the increase in water rates.

The District also received 9 written protests to the water rate increase.

President Clark closed the public hearing at 7:39 pm.

**Action:** Director Haas made the motion to approve Resolution 2017-11; A Resolution of the Board of Directors of the Helendale Community Services District Increasing Its Water Service Charges, Director Schneider seconded the motion, the motion was approved by the following 5 yes – 0 no vote: Director Schneider – Yes; Director Haas – Yes; President Clark – Yes; Vice President Smith – Yes, Director Spiller – Yes.

### Discussion Items

6. Discussion and Possible Action Regarding Approval of a Contract with the Mattress Recycling Council, Inc. for the Landfill Diversion and Recycling of Mattresses and Box Springs from the Helendale Community

**Action:** A motion was made by Director Smith to approve a contract with the Mattress Recycling Council, Inc. for the landfill diversion and recycling of mattresses and box springs for the Helendale Community, and direct Staff to complete the contract business terms. Director Spiller seconded the motion, the motion was approved by the following 5 yes – 0 no vote: Director Schneider – Yes; Director Haas – Yes; President Clark – Yes; Vice President Smith – Yes, Director Spiller – Yes.

7. Discussion and Possible Action Regarding Approval of Entering into a Professional Services Agreement with Fedak and Brown for Audit Services for Fiscal Years 2017 Through 2019

**Action:** Director Schneider made the motion to enter into a professional services agreement with Fedak and Brown for audit services for fiscal years 2017 through 2019, Director Spiller seconded the motion, the motion was approved by the following 5 yes – 0 no vote: Director Schneider – Yes; Director Haas – Yes; President Clark – Yes; Vice President Smith – Yes, Director Spiller – Yes.

8. Discussion and Possible Action Regarding Approving an Increase in the Contract with Mike Keith and Associates to Include ADA Compliant Sidewalks between Handicap Parking Area and Picnic Shelters.

**Action:** Director Spiller made the motion to approve an increase in the contract with Mike Keith and Associates to include ADA compliant sidewalks between handicap parking area and the picnic shelters for an amount not to exceed \$29,118 or lesser amount. Director Smith seconded the motion, the motion was approved by the following 5 yes – 0 no vote: Director Schneider – Yes; Director Haas – Yes; President Clark – Yes; Vice President Smith – Yes, Director Spiller – Yes.

### Other Business

9. Requested items for next or future agenda items (Directors and Staff Only)  
None

10. Adjournment

**Action:** President Ron Clark adjourned the meeting at 8:05 pm.

Submitted by:

Approved By:

\_\_\_\_\_  
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

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Date: July 20, 2017  
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

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**STAFF RECOMMENDATION:**  
Report Only. Receive and File

**STAFF REPORT:**

Staff issued 126 checks for the period June 9 through July 17, 2017 totaling \$454,544.44.

Total cash available:	<u>7/17/17</u>	<u>6/12/17</u>
Cash	\$ 4,186,261.58	\$ 4,392,528.62
Checks Issued	\$ 457,402.77	\$ 118,621.61

Investment Report

The Investment Report shows the status of invested District funds. The current interest rate is 1.10% for CalTRUST Short-Term and is 1.28% for Medium-Term Investments, 0.978% for LAIF, and 0.25% for the CBB Sweep Account for Jun 2017. Interest earned in June 2017 on the CalTRUST investments and the CBB Sweep Account is \$3,179.96



Helendale CSD

# Bank Transaction Report Transaction Detail

Issued Date Range: 06/09/2017 - 07/17/2017

Cleared Date Range: \*

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
<b>Bank Account: 251229590 - CBB Checking</b>							
06/09/2017	06/30/2017	19332	CHRISTOPHER BROOKS	Utility Billing	Pending Clear	Check	-49.95
06/09/2017	06/30/2017	19337	STEPHEN PEMBERTON	Utility Billing	Pending Clear	Check	-153.42
06/09/2017	06/30/2017	19333	DUSTIN SHAFER	Utility Billing	Pending Clear	Check	-184.41
06/14/2017	06/30/2017	19341	SNOWBALL DEVELOPMENT	Utility Billing	Pending Clear	Check	-244.26
06/14/2017	06/30/2017	19342	JOHN FOUTS	Utility Billing	Pending Clear	Check	-100.08
06/14/2017	06/30/2017	19343	MARCO A. BONILLA JR	Utility Billing	Pending Clear	Check	-749.80
06/14/2017	06/30/2017	19344	AMANDA ALARID	Utility Billing	Pending Clear	Check	-23.92
06/14/2017	06/30/2017	19345	LAWYERS TITLE COMPANY	Utility Billing	Pending Clear	Check	-24.79
06/14/2017	06/30/2017	19346	JOSE LUIS ENRIQUEZ III	Utility Billing	Pending Clear	Check	-101.78
06/09/2017	06/30/2017	19347	Bank of America	Accounts Payable	Pending Clear	Check	-2,335.73
06/09/2017	06/30/2017	19348	Employee Relations	Accounts Payable	Pending Clear	Check	-353.95
06/14/2017	06/30/2017	19349	SNOWBALL DEVELOPMENT	Utility Billing	Outstanding	Check	-244.26
06/14/2017	06/30/2017	19350	JOHN FOUTS	Utility Billing	Outstanding	Check	-100.08
06/14/2017	06/30/2017	19351	MARCO A. BONILLA JR	Utility Billing	Pending Clear	Check	-749.80
06/14/2017	06/30/2017	19352	AMANDA ALARID	Utility Billing	Outstanding	Check	-28.96
06/14/2017	06/30/2017	19353	LAWYERS TITLE COMPANY	Utility Billing	Pending Clear	Check	-24.79
06/14/2017	06/30/2017	19354	JOSE LUIS ENRIQUEZ III	Utility Billing	Outstanding	Check	-107.96
06/15/2017	06/30/2017	19355	Mike Keith & Associates	Accounts Payable	Pending Clear	Check	-10,000.00
06/15/2017	06/30/2017	19356	Beck Oil	Accounts Payable	Pending Clear	Check	-2,273.62
06/15/2017	06/30/2017	19357	CaIPERS Educational Forum 2017	Accounts Payable	Pending Clear	Check	-350.00
06/15/2017	06/30/2017	19358	Capital One Commercial	Accounts Payable	Pending Clear	Check	-249.41
06/15/2017	06/30/2017	19359	Cazcom, Inc.	Accounts Payable	Pending Clear	Check	-175.00
06/15/2017	06/30/2017	19360	Choice Builder	Accounts Payable	Pending Clear	Check	-783.89
06/15/2017	06/30/2017	19361	City National Bank	Accounts Payable	Pending Clear	Check	-105,041.47
06/15/2017	06/30/2017	19362	County of San Bernardino	Accounts Payable	Pending Clear	Check	-105.00
06/15/2017	06/30/2017	19363	Daily Press	Accounts Payable	Pending Clear	Check	-458.20
06/15/2017	06/30/2017	19364	Frontier Communications	Accounts Payable	Pending Clear	Check	-158.45
06/15/2017	06/30/2017	19365	G.A. Osborne Pipe & Supply Inc.	Accounts Payable	Pending Clear	Check	-42.63
06/15/2017	06/30/2017	19366	I Candy Website & Graphic Design	Accounts Payable	Pending Clear	Check	-191.25
06/15/2017	06/30/2017	19367	Imperial Sprinkler Supply, Inc.	Accounts Payable	Pending Clear	Check	-74.57
06/15/2017	06/30/2017	19368	Johnson Machinery Co.	Accounts Payable	Pending Clear	Check	-128.82
06/15/2017	06/30/2017	19369	Kayla Leistman	Accounts Payable	Outstanding	Check	-30.00
06/15/2017	06/30/2017	19370	Kimberly Cox Reversal	Accounts Payable	Pending Clear	Check Reversal	30.00
06/15/2017	06/30/2017	19371	Kimberly Cox	Accounts Payable	Pending Clear	Check	-30.00
06/15/2017	06/30/2017	19372	Lowe's	Accounts Payable	Pending Clear	Check	-315.60
06/15/2017	06/30/2017	19373	Michael Simpson	Accounts Payable	Pending Clear	Check	-4,000.65

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
06/15/2017	06/30/2017	19373	Michelle Kirschbaum	Accounts Payable	Pending Clear	Check	-2,500.00
06/15/2017	06/30/2017	19374	O'Reilly Auto Parts	Accounts Payable	Pending Clear	Check	-84.34
06/15/2017	06/30/2017	19375	Pacific Fire Protection	Accounts Payable	Pending Clear	Check	-2,185.00
06/15/2017	06/30/2017	19376	Parkhouse Tire, Inc.	Accounts Payable	Pending Clear	Check	-692.69
06/15/2017	06/30/2017	19377	Patty Hartong	Accounts Payable	Pending Clear	Check	-502.00
06/15/2017	06/30/2017	19378	SB Cnty Dept of Public Works	Accounts Payable	Pending Clear	Check	-445.00
06/15/2017	06/30/2017	19379	Sharon Kreinop	Accounts Payable	Pending Clear	Check	-108.00
06/15/2017	06/30/2017	19380	Sierra Analytical	Accounts Payable	Pending Clear	Check	-376.00
06/15/2017	06/30/2017	19381	Southern California Edison	Accounts Payable	Pending Clear	Check	-356.31
06/15/2017	06/30/2017	19382	Southern California Edison	Accounts Payable	Pending Clear	Check	-1,357.93
06/15/2017	06/30/2017	19383	Southern California Edison	Accounts Payable	Pending Clear	Check	-115.26
06/15/2017	06/30/2017	19384	Southern California Edison	Accounts Payable	Pending Clear	Check	-216.46
06/15/2017	06/30/2017	19385	Southern California Edison	Accounts Payable	Pending Clear	Check	-813.98
06/15/2017	06/30/2017	19386	Top Notch Networking, LLC	Accounts Payable	Pending Clear	Check	-150.00
06/15/2017	06/30/2017	19387	Trench Shoring Company	Accounts Payable	Pending Clear	Check	-137.00
06/15/2017	06/30/2017	19388	Tyler Technologies, Inc.	Accounts Payable	Pending Clear	Check	-323.28
06/15/2017	06/30/2017	19389	United Site Services	Accounts Payable	Pending Clear	Check	-1,002.08
06/15/2017	06/30/2017	19390	Valley Construction Supply	Accounts Payable	Pending Clear	Check	-1,224.23
06/19/2017	06/30/2017	19391	Alex Saiz	Accounts Payable	Pending Clear	Check	-200.00
06/19/2017	06/30/2017	19392	Wes Schuster	Accounts Payable	Pending Clear	Check	2,655.50
06/22/2017	06/30/2017	19393	West Coast Sand & Gravel Reversal	Accounts Payable	Pending Clear	Check	-2,655.50
06/22/2017	06/30/2017	19394	West Coast Sand & gravel	Accounts Payable	Pending Clear	Check	-1,010.00
06/23/2017	06/30/2017	19395	A Door Co.	Accounts Payable	Outstanding	Check	-833.04
06/23/2017	06/30/2017	19396	Craig Schneider	Accounts Payable	Pending Clear	Check	-555.40
06/23/2017	06/30/2017	19397	Daily Press	Accounts Payable	Outstanding	Check	-30.00
06/23/2017	06/30/2017	19398	Guadalupe Rios	Accounts Payable	Outstanding	Check	-553.23
06/23/2017	06/30/2017	19399	Hartford Life	Accounts Payable	Pending Clear	Check	-50.00
06/23/2017	06/30/2017	19400	HDMWA	Accounts Payable	Outstanding	Check	-232.25
06/23/2017	06/30/2017	19401	Home Depot Credit Services	Accounts Payable	Pending Clear	Check	-330.00
06/23/2017	06/30/2017	19402	Keith Vance	Accounts Payable	Pending Clear	Check	-13,876.50
06/23/2017	06/30/2017	19403	Rogers, Anderson, Malody & Scott	Accounts Payable	Outstanding	Check	-100.00
06/23/2017	06/30/2017	19404	SWRCB, DWOCB	Accounts Payable	Pending Clear	Check	-121.50
06/23/2017	06/30/2017	19405	USA of So. California	Accounts Payable	Outstanding	Check	-9,995.00
06/26/2017	06/30/2017	19406	Noah's Park & Playgrounds, LLC	Accounts Payable	Outstanding	Check	-275.19
06/26/2017	06/30/2017	19407	FLSmidth	Accounts Payable	Outstanding	Check	-8,000.00
06/27/2017	06/30/2017	19408	Mike Keith & Associates	Accounts Payable	Pending Clear	Check	-21,713.78
06/27/2017	06/30/2017	19409	Aqua-Metric Sales Co.	Accounts Payable	Outstanding	Check	-2,033.76
06/27/2017	06/30/2017	19410	Juniper Systems	Accounts Payable	Outstanding	Check	-10,000.00
06/27/2017	06/30/2017	19411	Mike Keith & Associates	Accounts Payable	Pending Clear	Check	-30.00
06/28/2017	06/30/2017	19412	Badger Meter	Accounts Payable	Outstanding	Check	-271.32
06/28/2017	06/30/2017	19413	Capital One Commercial	Accounts Payable	Outstanding	Check	-711.30
06/28/2017	06/30/2017	19414	County of San Bernardino, Solid Waste Mgmt. Div.	Accounts Payable	Outstanding	Check	-300.00
06/28/2017	06/30/2017	19415	Ellis Fence Company	Accounts Payable	Outstanding	Check	-25.08
06/28/2017	06/30/2017	19416	Forshook	Accounts Payable	Outstanding	Check	

Bank Transaction Report

Issued Date Range: 06/28/2017 - 07/06/2017

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
06/28/2017		19445	Frontier Communications	Accounts Payable	Outstanding	Check	-75.50
06/28/2017		19446	Frontier Communications	Accounts Payable	Outstanding	Check	-57.36
06/28/2017		19447	Frontier Communications	Accounts Payable	Outstanding	Check	-52.45
06/28/2017		19448	Geo-Monitor, Inc.	Accounts Payable	Outstanding	Check	-402.50
06/28/2017		19449	Graham Equipment	Accounts Payable	Outstanding	Check	-1,000.00
06/28/2017		19450	Henry Spiller	Accounts Payable	Outstanding	Check	-647.00
06/28/2017		19451	High Desert Party Rentals	Accounts Payable	Outstanding	Check	-356.40
06/28/2017		19452	Imperial Sprinkler Supply, Inc.	Accounts Payable	Outstanding	Check	-599.47
06/28/2017		19453	Infosend	Accounts Payable	Outstanding	Check	-1,869.84
06/28/2017		19454	Mojave Resource Management	Accounts Payable	Outstanding	Check	-5,957.64
06/28/2017		19455	Official Payments Corp	Accounts Payable	Outstanding	Check	-59.00
06/28/2017		19456	Rebecca Gonzalez	Accounts Payable	Outstanding	Check	-330.00
06/28/2017		19457	Richard Amos	Accounts Payable	Outstanding	Check	-105.00
06/28/2017		19458	Shred-it USA LLC	Accounts Payable	Outstanding	Check	-51.44
06/28/2017		19459	SLH Exterminating	Accounts Payable	Outstanding	Check	-400.00
06/28/2017		19460	Southern California Edison	Accounts Payable	Outstanding	Check	-2,293.76
06/28/2017		19461	Southern California Edison	Accounts Payable	Outstanding	Check	-12,331.15
06/28/2017		19462	Southern California Edison	Accounts Payable	Outstanding	Check	-1,116.08
06/28/2017		19463	Southwest Gas Company	Accounts Payable	Outstanding	Check	-18.15
06/28/2017		19464	Southwest Gas Company	Accounts Payable	Outstanding	Check	-55.59
06/28/2017		19465	Southwest Gas Company	Accounts Payable	Outstanding	Check	-11.00
06/28/2017		19466	Southwest Gas Company	Accounts Payable	Outstanding	Check	-28.77
06/28/2017		19467	Staples Office Supplies	Accounts Payable	Outstanding	Check	-195.06
06/28/2017		19468	Verizon Wireless	Accounts Payable	Outstanding	Check	-116.98
06/28/2017		19469	Verizon Wireless	Accounts Payable	Outstanding	Check	-809.65
07/06/2017		19470	Mike Keith & Associates	Accounts Payable	Outstanding	Check	-35,000.00
07/06/2017		19471	Special District Risk Management Authority	Accounts Payable	Outstanding	Check	-125,184.37
07/06/2017		19472	SWRCB FEES	Accounts Payable	Outstanding	Check	-12,328.00
07/06/2017		19473	Tyler Technologies, Inc.	Accounts Payable	Outstanding	Check	-18,726.33
07/06/2017		19474	American Solar Advantage	Accounts Payable	Outstanding	Check	-1,000.00
07/06/2017		19475	Apple Valley Communications	Accounts Payable	Outstanding	Check	-98.00
07/06/2017		19476	AVCOM Services Inc.	Accounts Payable	Outstanding	Check	-98.00
07/06/2017		19477	Boot Barn Inc.	Accounts Payable	Outstanding	Check	-156.23
07/06/2017		19478	I Candy Website & Graphic Design	Accounts Payable	Outstanding	Check	-33.75
07/06/2017		19479	Inland Water Works Supply Co.	Accounts Payable	Outstanding	Check	-2,156.92
07/06/2017		19480	Inland Water Works Supply Co.	Accounts Payable	Outstanding	Check	-187.49
07/06/2017		19481	Kimberly Cox Reversal	Accounts Payable	Outstanding	Check Reversal	1,000.00
07/06/2017		19482	Kimberly Cox	Accounts Payable	Outstanding	Check	-1,000.00
07/06/2017		19483	Lillestrand Leadership Consulting	Accounts Payable	Outstanding	Check	-3,903.33
07/06/2017		19484	Mobile Occupational Services, Inc.	Accounts Payable	Outstanding	Check	-85.00
07/06/2017		19485	Sandy Haas	Accounts Payable	Outstanding	Check	-771.19
07/06/2017		19486	Sierra Analytical	Accounts Payable	Outstanding	Check	-316.00
07/06/2017		19487	United Site Services	Accounts Payable	Outstanding	Check	-323.28



**Bank Transaction Report**

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
07/06/2017		19457	USA Blue Book	Accounts Payable	Outstanding	Check	-535.98
07/06/2017		19458	USA of So. California	Accounts Payable	Outstanding	Check	-91.50
07/06/2017		19459	Wes Schuster	Accounts Payable	Outstanding	Check	-411.00
07/06/2017		19460	Apple Valley Communications	Accounts Payable	Outstanding	Check	-130.00
07/06/2017		19461	PAPA	Accounts Payable	Outstanding	Check	-250.00
07/06/2017		19462	Silver Lakes Association	Accounts Payable	Outstanding	Check	-2,256.00
07/06/2017		19463	Tyler Technologies, Inc.	Accounts Payable	Outstanding	Check	-137.00
07/06/2017		19464	UJA Ultimate Internet Access, Inc	Accounts Payable	Outstanding	Check	-675.77
07/13/2017		19465	Bank of America	Accounts Payable	Outstanding	Check	-3,823.29
07/14/2017		19470	Alex Aviles	Accounts Payable	Outstanding	Check	-114.66
07/14/2017		19471	Betty Parrish	Accounts Payable	Outstanding	Check	-36.00
07/14/2017		19472	Choice Builder	Accounts Payable	Outstanding	Check	-581.47
07/14/2017		19473	Craig Schneider	Accounts Payable	Outstanding	Check	-375.00
07/14/2017		19474	Frontier Communications	Accounts Payable	Outstanding	Check	-133.68
07/14/2017		19475	Napa Auto Parts	Accounts Payable	Outstanding	Check	-72.05
07/14/2017		19476	O'Reilly Auto Parts	Accounts Payable	Outstanding	Check	-431.98
07/14/2017		19477	Parkhouse Tire, Inc.	Accounts Payable	Outstanding	Check	-74.99
07/14/2017		19478	Ron Clark	Accounts Payable	Outstanding	Check	-500.00
07/14/2017		19479	Shavon Aviles	Accounts Payable	Outstanding	Check	-40.88
07/14/2017		19480	Southern California Edison	Accounts Payable	Outstanding	Check	-763.57
07/14/2017		19481	Southern California Edison	Accounts Payable	Outstanding	Check	-145.67
07/14/2017		19482	Southern California Edison	Accounts Payable	Outstanding	Check	-534.18
07/14/2017		19483	Southern California Edison	Accounts Payable	Outstanding	Check	-321.02
07/14/2017		19484	Southern California Edison	Accounts Payable	Outstanding	Check	-1,365.99
07/14/2017		19485	Tim Smith	Accounts Payable	Outstanding	Check	-500.00

Bank Account 251229590 Total: (147)

-457,402.77

Report Total: (147)

-457,402.77

# Summary

**Bank Account**  
25120590 CBB Checking

Count	Amount
147	-457,402.77
<b>Report Total:</b>	<b>-457,402.77</b>

**Cash Account**  
99 99-11000 Cash in CBB - Checking

Count	Amount
147	-457,402.77
<b>Report Total:</b>	<b>-457,402.77</b>

Transaction Type	Count	Amount
Check	144	-461,088.27
Check Reversal	3	3,685.50
<b>Report Total:</b>	<b>147</b>	<b>-457,402.77</b>



Helendale CSD

# Bank Transaction Report

## Transaction Detail

Issued Date Range: 06/09/2017 - 07/17/2017

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
<b>Bank Account: 251229590 - CBB Checking</b>							
06/09/2017		19332	Void Check	Utility Billing	Voided	Check	0.00
06/09/2017		19333	Void Check	Utility Billing	Voided	Check	0.00
06/09/2017		19334	Void Check	Utility Billing	Voided	Check	0.00
06/09/2017		19335	Void Check	Utility Billing	Voided	Check	0.00
06/09/2017		19336	Void Check	Utility Billing	Voided	Check	0.00
06/09/2017	06/30/2017	19336	CHRISTOPHER BROOKS	Utility Billing	Pending Clear	Check	-49.95
06/09/2017	06/30/2017	19337	STEPHEN PEMBERTON	Utility Billing	Pending Clear	Check	-153.42
06/09/2017		19337	Void Check	Utility Billing	Voided	Check	0.00
06/09/2017	06/30/2017	19338	DUSTIN SHAFER	Utility Billing	Pending Clear	Check	-184.41
06/09/2017		19338	Void Check	Utility Billing	Voided	Check	0.00
06/09/2017		19339	Void Check	Utility Billing	Voided	Check	0.00
06/09/2017		19340	Void Check	Utility Billing	Voided	Check	0.00
06/09/2017		19341	Void Check	Utility Billing	Voided	Check	0.00
06/14/2017	06/30/2017	19341	SNOWBALL DEVELOPMENT	Utility Billing	Pending Clear	Check	-244.26
06/14/2017	06/30/2017	19342	JOHN FOUTS	Utility Billing	Pending Clear	Check	-100.08
06/14/2017	06/30/2017	19343	MARCO A. BONILLA JR	Utility Billing	Pending Clear	Check	-749.80
06/14/2017	06/30/2017	19344	AMANDA ALARID	Utility Billing	Pending Clear	Check	-23.92
06/14/2017	06/30/2017	19345	LAWYERS TITLE COMPANY	Utility Billing	Pending Clear	Check	-24.79
06/14/2017	06/30/2017	19346	JOSE LUIS ENRIQUEZ III	Utility Billing	Pending Clear	Check	-101.78
06/09/2017	06/30/2017	19347	Bank of America	Accounts Payable	Pending Clear	Check	-2,335.73
06/09/2017	06/30/2017	19348	Employee Relations	Accounts Payable	Pending Clear	Check	-353.95
06/14/2017	06/30/2017	19349	SNOWBALL DEVELOPMENT	Utility Billing	Outstanding	Check	-244.26
06/14/2017	06/30/2017	19350	JOHN FOUTS	Utility Billing	Outstanding	Check	-100.08
06/14/2017	06/30/2017	19351	MARCO A. BONILLA JR	Utility Billing	Pending Clear	Check	-749.80
06/14/2017	06/30/2017	19352	AMANDA ALARID	Utility Billing	Outstanding	Check	-28.96
06/14/2017	06/30/2017	19353	LAWYERS TITLE COMPANY	Utility Billing	Pending Clear	Check	-24.79
06/14/2017	06/30/2017	19354	JOSE LUIS ENRIQUEZ III	Utility Billing	Outstanding	Check	-107.96
06/15/2017	06/30/2017	19355	Mike Keith & Associates	Accounts Payable	Pending Clear	Check	-10,000.00
06/15/2017	06/30/2017	19356	Beck Oil	Accounts Payable	Pending Clear	Check	-2,273.62
06/15/2017	06/30/2017	19357	CaIPERS Educational Forum 2017	Accounts Payable	Pending Clear	Check	-350.00
06/15/2017	06/30/2017	19358	Capital One Commercial	Accounts Payable	Pending Clear	Check	-249.41
06/15/2017	06/30/2017	19359	Cazcom, Inc.	Accounts Payable	Pending Clear	Check	-175.00
06/15/2017	06/30/2017	19360	Choice Builder	Accounts Payable	Pending Clear	Check	-783.89
06/15/2017	06/30/2017	19361	City National Bank	Accounts Payable	Pending Clear	Check	-105,041.47
06/15/2017	06/30/2017	19362	County of San Bernardino	Accounts Payable	Pending Clear	Check	-105.00
06/15/2017	06/30/2017	19363	Daily Press	Accounts Payable	Pending Clear	Check	-458.20

**Bank Transaction Report**

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
06/15/2017	06/30/2017	<u>19364</u>	Frontier Communications	Accounts Payable	Pending Clear	Check	-158.45
06/15/2017	06/30/2017	<u>19365</u>	G.A. Osborne Pipe & Supply Inc.	Accounts Payable	Pending Clear	Check	-42.63
06/15/2017	06/30/2017	<u>19366</u>	I Candy Website & Graphic Design	Accounts Payable	Pending Clear	Check	-191.25
06/15/2017	06/30/2017	<u>19367</u>	Imperial Sprinkler Supply, Inc.	Accounts Payable	Pending Clear	Check	-74.57
06/15/2017	06/30/2017	<u>19368</u>	Johnson Machinery Co.	Accounts Payable	Pending Clear	Check	-128.82
06/15/2017	06/30/2017	<u>19369</u>	Kayla Leistman	Accounts Payable	Outstanding	Check	-30.00
06/15/2017	06/30/2017	<u>19370</u>	Kimberly Cox Reversal	Accounts Payable	Pending Clear	Check Reversal	30.00
06/15/2017	06/30/2017	<u>19370</u>	Kimberly Cox	Accounts Payable	Pending Clear	Check	-30.00
06/15/2017	06/30/2017	<u>19371</u>	Lowe's	Accounts Payable	Pending Clear	Check	-315.60
06/15/2017	06/30/2017	<u>19372</u>	Michael Simpson	Accounts Payable	Pending Clear	Check	-4,000.65
06/15/2017	06/30/2017	<u>19373</u>	Michelle Kirschbaum	Accounts Payable	Pending Clear	Check	-2,500.00
06/15/2017	06/30/2017	<u>19374</u>	O'Reilly Auto Parts	Accounts Payable	Pending Clear	Check	-84.34
06/15/2017	06/30/2017	<u>19375</u>	Pacific Fire Protection	Accounts Payable	Pending Clear	Check	-2,185.00
06/15/2017	06/30/2017	<u>19376</u>	Parkhouse Tire, Inc.	Accounts Payable	Pending Clear	Check	-692.69
06/15/2017	06/30/2017	<u>19377</u>	Patty Hartong	Accounts Payable	Pending Clear	Check	-502.00
06/15/2017	06/30/2017	<u>19378</u>	SB Cnty Dept of Public Works	Accounts Payable	Pending Clear	Check	-445.00
06/15/2017	06/30/2017	<u>19379</u>	Sharon Kreinop	Accounts Payable	Pending Clear	Check	-108.00
06/15/2017	06/30/2017	<u>19380</u>	Sierra Analytical	Accounts Payable	Pending Clear	Check	-376.00
06/15/2017	06/30/2017	<u>19381</u>	Southern California Edison	Accounts Payable	Pending Clear	Check	-376.00
06/15/2017	06/30/2017	<u>19382</u>	Southern California Edison	Accounts Payable	Pending Clear	Check	-356.31
06/15/2017	06/30/2017	<u>19383</u>	Southern California Edison	Accounts Payable	Pending Clear	Check	-1,357.93
06/15/2017	06/30/2017	<u>19384</u>	Southern California Edison	Accounts Payable	Pending Clear	Check	-115.26
06/15/2017	06/30/2017	<u>19385</u>	Top Notch Networking, LLC	Accounts Payable	Pending Clear	Check	-216.46
06/15/2017	06/30/2017	<u>19386</u>	Trench Shoring Company	Accounts Payable	Pending Clear	Check	-813.98
06/15/2017	06/30/2017	<u>19387</u>	Tyler Technologies, Inc.	Accounts Payable	Pending Clear	Check	-150.00
06/15/2017	06/30/2017	<u>19388</u>	United Site Services	Accounts Payable	Pending Clear	Check	-137.00
06/15/2017	06/30/2017	<u>19389</u>	Valley Construction Supply	Accounts Payable	Pending Clear	Check	-323.28
06/19/2017	06/30/2017	<u>19390</u>	Alex Saiz	Accounts Payable	Pending Clear	Check	-1,002.08
06/19/2017	06/30/2017	<u>19391</u>	Wes Schuster	Accounts Payable	Pending Clear	Check	-1,224.23
06/22/2017	06/30/2017	<u>19392</u>	West Coast Sand & gravel	Accounts Payable	Pending Clear	Check	-200.00
06/22/2017	06/30/2017	<u>19392</u>	West Coast Sand & Gravel Reversal	Accounts Payable	Pending Clear	Check	-2,655.50
06/23/2017	06/30/2017	<u>19393</u>	A Door Co.	Accounts Payable	Outstanding	Check Reversal	2,655.50
06/23/2017	06/30/2017	<u>19394</u>	Craig Schneider	Accounts Payable	Pending Clear	Check	-1,010.00
06/23/2017	06/30/2017	<u>19395</u>	Daily Press	Accounts Payable	Pending Clear	Check	-833.04
06/23/2017	06/30/2017	<u>19396</u>	Guadalupe Rios	Accounts Payable	Outstanding	Check	-555.40
06/23/2017	06/30/2017	<u>19397</u>	Hartford Life	Accounts Payable	Outstanding	Check	-30.00
06/23/2017	06/30/2017	<u>19398</u>	HDMWA	Accounts Payable	Pending Clear	Check	-553.23
06/23/2017	06/30/2017	<u>19399</u>	Home Depot Credit Services	Accounts Payable	Outstanding	Check	-50.00
06/23/2017	06/30/2017	<u>19400</u>	Keith Vance	Accounts Payable	Pending Clear	Check	-232.25
06/23/2017	06/30/2017	<u>19401</u>	Rogers, Anderson, Malody & Scott	Accounts Payable	Outstanding	Check	-330.00
06/23/2017	06/30/2017	<u>19402</u>	SWRCB, DWOCB	Accounts Payable	Outstanding	Check	-13,876.50
06/23/2017	06/30/2017	<u>19403</u>	USA of So. California	Accounts Payable	Outstanding	Check	-100.00
06/26/2017	06/30/2017	<u>19404</u>	Noah's Park & Playgrounds, LLC	Accounts Payable	Pending Clear	Check	-121.50
				Accounts Payable	Outstanding	Check	-9,995.00

**Bank Transaction Report**

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
06/26/2017		<u>19405</u>	FLSmidth	Accounts Payable	Outstanding	Check	-275.19
06/27/2017	06/30/2017	<u>19406</u>	Mike Keith & Associates	Accounts Payable	Pending Clear	Check	-8,000.00
06/27/2017		<u>19407</u>	Aqua-Metric Sales Co.	Accounts Payable	Outstanding	Check	-21,713.78
06/27/2017		<u>19408</u>	Juniper Systems	Accounts Payable	Outstanding	Check	-2,033.76
06/27/2017	06/30/2017	<u>19409</u>	Mike Keith & Associates	Accounts Payable	Pending Clear	Check	-10,000.00
06/28/2017		<u>19410</u>	Badger Meter	Accounts Payable	Outstanding	Check	-30.00
06/28/2017		<u>19411</u>	Capital One Commercial	Accounts Payable	Outstanding	Check	-271.32
06/28/2017		<u>19412</u>	County of San Bernardino, Solid Waste Mgmt. Div.	Accounts Payable	Outstanding	Check	-711.30
06/28/2017		<u>19413</u>	Ellis Fence Company	Accounts Payable	Outstanding	Check	-300.00
06/28/2017		<u>19414</u>	Forshook	Accounts Payable	Outstanding	Check	-25.08
06/28/2017		<u>19415</u>	Frontier Communications	Accounts Payable	Outstanding	Check	-75.50
06/28/2017		<u>19416</u>	Frontier Communications	Accounts Payable	Outstanding	Check	-57.36
06/28/2017		<u>19417</u>	Frontier Communications	Accounts Payable	Outstanding	Check	-52.45
06/28/2017		<u>19418</u>	Geo-Monitor, Inc.	Accounts Payable	Outstanding	Check	-402.50
06/28/2017		<u>19419</u>	Graham Equipment	Accounts Payable	Outstanding	Check	-1,000.00
06/28/2017		<u>19420</u>	Henry Spiller	Accounts Payable	Outstanding	Check	-647.00
06/28/2017		<u>19421</u>	High Desert Party Rentals	Accounts Payable	Outstanding	Check	-356.40
06/28/2017		<u>19422</u>	Imperial Sprinkler Supply, Inc.	Accounts Payable	Outstanding	Check	-599.47
06/28/2017		<u>19423</u>	Infosend	Accounts Payable	Outstanding	Check	-1,869.84
06/28/2017		<u>19424</u>	Mojave Resource Management	Accounts Payable	Outstanding	Check	-5,957.64
06/28/2017		<u>19425</u>	Official Payments Corp	Accounts Payable	Outstanding	Check	-59.00
06/28/2017		<u>19426</u>	Rebecca Gonzalez	Accounts Payable	Outstanding	Check	-330.00
06/28/2017		<u>19427</u>	Richard Amos	Accounts Payable	Outstanding	Check	-105.00
06/28/2017		<u>19428</u>	Shred-it USA LLC	Accounts Payable	Outstanding	Check	-51.44
06/28/2017		<u>19429</u>	SLH Exterminating	Accounts Payable	Outstanding	Check	-400.00
06/28/2017		<u>19430</u>	Southern California Edison	Accounts Payable	Outstanding	Check	-2,293.76
06/28/2017		<u>19431</u>	Southern California Edison	Accounts Payable	Outstanding	Check	-12,331.15
06/28/2017		<u>19432</u>	Southern California Edison	Accounts Payable	Outstanding	Check	-1,116.08
06/28/2017		<u>19433</u>	Southwest Gas Company	Accounts Payable	Outstanding	Check	-18.15
06/28/2017		<u>19434</u>	Southwest Gas Company	Accounts Payable	Outstanding	Check	-55.59
06/28/2017		<u>19435</u>	Southwest Gas Company	Accounts Payable	Outstanding	Check	-11.00
06/28/2017		<u>19436</u>	Southwest Gas Company	Accounts Payable	Outstanding	Check	-28.77
06/28/2017		<u>19437</u>	Staples Office Supplies	Accounts Payable	Outstanding	Check	-195.06
06/28/2017		<u>19438</u>	Verizon Wireless	Accounts Payable	Outstanding	Check	-116.98
06/28/2017		<u>19439</u>	Verizon Wireless	Accounts Payable	Outstanding	Check	-809.65
07/06/2017		<u>19440</u>	Mike Keith & Associates	Accounts Payable	Outstanding	Check	-35,000.00
07/06/2017		<u>19441</u>	Special District Risk Management Authority	Accounts Payable	Outstanding	Check	-125,184.37
07/06/2017		<u>19442</u>	SWRCB FEES	Accounts Payable	Outstanding	Check	-12,328.00
07/06/2017		<u>19443</u>	Tyler Technologies, Inc.	Accounts Payable	Outstanding	Check	-18,726.33
07/06/2017		<u>19444</u>	American Solar Advantage	Accounts Payable	Outstanding	Check	-1,000.00
07/06/2017		<u>19445</u>	Apple Valley Communications	Accounts Payable	Outstanding	Check	-98.00
07/06/2017		<u>19446</u>	AVCOM Services Inc.	Accounts Payable	Outstanding	Check	-98.00
07/06/2017		<u>19447</u>	Boot Barn Inc.	Accounts Payable	Outstanding	Check	-156.23

Bank Transaction Report

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
07/06/2017		19448	I Candy Website & Graphic Design	Accounts Payable	Outstanding	Check	-33.75
07/06/2017		19449	Inland Water Works Supply Co.	Accounts Payable	Outstanding	Check	-2,156.92
07/06/2017		19450	Inland Water Works Supply Co.	Accounts Payable	Outstanding	Check	-187.49
07/06/2017		19451	Kimberly Cox	Accounts Payable	Outstanding	Check	-1,000.00
07/06/2017		19451	Kimberly Cox Reversal	Accounts Payable	Check Reversal	Check	1,000.00
07/06/2017		19452	Lillestrand Leadership Consulting	Accounts Payable	Outstanding	Check	-3,903.33
07/06/2017		19453	Mobile Occupational Services, Inc.	Accounts Payable	Outstanding	Check	-85.00
07/06/2017		19454	Sandy Haas	Accounts Payable	Outstanding	Check	-771.19
07/06/2017		19455	Sierra Analytical	Accounts Payable	Outstanding	Check	-316.00
07/06/2017		19455	United Site Services	Accounts Payable	Outstanding	Check	-323.28
07/06/2017		19456	USA Blue Book	Accounts Payable	Outstanding	Check	-535.98
07/06/2017		19457	USA of So. California	Accounts Payable	Outstanding	Check	-91.50
07/06/2017		19458	Wes Schuster	Accounts Payable	Outstanding	Check	-411.00
07/06/2017		19459	Apple Valley Communications	Accounts Payable	Outstanding	Check	-130.00
07/06/2017		19460	PAPA	Accounts Payable	Outstanding	Check	-250.00
07/06/2017		19461	Silver Lakes Association	Accounts Payable	Outstanding	Check	-2,256.00
07/06/2017		19463	Tyler Technologies, Inc.	Accounts Payable	Outstanding	Check	-137.00
07/06/2017		19464	UIA Ultimate Internet Access, Inc	Accounts Payable	Outstanding	Check	-675.77
07/13/2017		19466	Void Check	Accounts Payable	Voided	Check	0.00
07/13/2017		19467	Void Check	Accounts Payable	Voided	Check	0.00
07/13/2017		19468	Bank of America	Accounts Payable	Outstanding	Check	-3,823.29
07/13/2017		19469	Void Check	Accounts Payable	Voided	Check	0.00
07/14/2017		19470	Alex Aviles	Accounts Payable	Outstanding	Check	-114.66
07/14/2017		19471	Betty Parrish	Accounts Payable	Outstanding	Check	-36.00
07/14/2017		19472	Choice Builder	Accounts Payable	Outstanding	Check	-581.47
07/14/2017		19473	Craig Schneider	Accounts Payable	Outstanding	Check	-375.00
07/14/2017		19474	Frontier Communications	Accounts Payable	Outstanding	Check	-133.68
07/14/2017		19475	Napa Auto Parts	Accounts Payable	Outstanding	Check	-72.05
07/14/2017		19476	O'Reilly Auto Parts	Accounts Payable	Outstanding	Check	-431.98
07/14/2017		19477	Parkhouse Tire, Inc.	Accounts Payable	Outstanding	Check	-74.99
07/14/2017		19478	Ron Clark	Accounts Payable	Outstanding	Check	-500.00
07/14/2017		19479	Shavon Aviles	Accounts Payable	Outstanding	Check	-40.88
07/14/2017		19480	Southern California Edison	Accounts Payable	Outstanding	Check	-763.57
07/14/2017		19481	Southern California Edison	Accounts Payable	Outstanding	Check	-145.67
07/14/2017		19482	Southern California Edison	Accounts Payable	Outstanding	Check	-534.18
07/14/2017		19483	Southern California Edison	Accounts Payable	Outstanding	Check	-321.02
07/14/2017		19484	Southern California Edison	Accounts Payable	Outstanding	Check	-1,365.99
07/14/2017		19485	Tim Smith	Accounts Payable	Outstanding	Check	-500.00
<b>Bank Account 251229590 Total: (160)</b>							<b>-457,402.77</b>
<b>Report Total: (160)</b>							<b>-457,402.77</b>

# Summary

**Bank Account**  
251229590\_CBB\_Checking

Count	Amount
160	-457,402.77
<b>Report Total:</b>	<b>-457,402.77</b>

**Cash Account**  
\*\*No Cash Account\*\*  
99 99-111000\_Cash In CBB - Checking

Count	Amount
13	0.00
147	-457,402.77
<b>Report Total:</b>	<b>-457,402.77</b>

Transaction Type	Count	Amount
Check	157	-461,088.27
Check Reversal	3	3,685.50
<b>Report Total:</b>	<b>160</b>	<b>-457,402.77</b>



# Helendale Community Services District

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Date: July 20, 2017  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #4  
Reports

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## **Reports**

San Bernardino County Fire Update – Battalion Chief Cox





## Station 4: Helendale/Silver Lakes Monthly Report

*Mark A. Hartwig*  
*Fire Chief / Fire Warden*



Total calls for the month of:

**May 2017**

**(174 Responses )**

The San Bernardino County Fire Department reminds residence that simple lawn maintenance is extremely important. Tall, dry grass and discarded home improvement material can aide fire spread. Removing these items removes the fuel that a fire needs and thus helps to keep fires contained to area of origin.



# Helendale Community Services District

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Date: July 20, 2017  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #5;  
Public Hearing to Receive Comments Regarding the Possible Adoption of Resolution 2017-12; A Resolution of the Board of Directors of the Helendale Community Services District Authorizing the Establishment and Continuation of Collection of Water and Sewer Standby Charges for Fiscal Year 2017-18

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**STAFF RECOMMENDATION:**

Staff recommends approval of Resolution 2017-12. Additionally, staff requests authorization to make any final adjustments based upon payments or other discovery prior to submittal to the County.

**STAFF REPORT:**

The action requested of the Board is to receive any additional public comments during the hearing and provide authorization to Staff to forward the standby charges to the County to be collected with the property taxes.

This is a procedural item that comes before the Board on an annual basis.

As a public agency and consistent with LAFCO 2996, the District is allowed to utilize the County property tax process for collection of various forms of debt as the County has historically done. This would include the annual collection of sewer and water standby fees. A standby fee could best be described as a fee for the availability of service. The fee is appropriate due to the fact that capacity in the system is reserved for that parcel and cannot be allocated to another user. Most of these parcels have water and sewer services stubbed out at the property line and the service is available for connection, upon development, to the parcel.

The Standby Fee is a minimum of \$30.00 for up to a one acre parcel and increased by \$30.00 for every additional acre. The total amount of standby fees the District has received to date for fiscal year 2016-17 \$44,296.06 including penalties and interest. Staff will continue to refine this list prior to submittal to the County by August 10, 2017.

FISCAL IMPACT: Potential revenue of \$43,960.20.

**Possible Motion: Adopt Resolution 2017-12**



## **RESOLUTION NO. 2017-12**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT AUTHORIZING THE ESTABLISHMENT AND CONTINUATION OF COLLECTION OF WATER AND SEWER STANDBY CHARGES FOR 2017-2018**

**WHEREAS**, the Helendale Community Services District (“the District”) is a Community Services District organized and operating pursuant to Government Code 61000 et seq.

**WHEREAS**, the District is authorized by Government Code Section 61124(a) to impose standby charges for water services pursuant to the Uniform Standby Charge Procedures Act, Government Code Section 54984 et seq. (“the Act”).

**WHEREAS**, under the Act, the District is authorized to fix before August 10 of any given year a water standby charge on land within its jurisdiction to which water service is made available for any purpose by the District, whether the water services are actually used or not.

**WHEREAS**, under the Act, the District’s Board of Directors (“the Board”) may establish schedules varying the charge according to land uses, benefit derived or to be derived from the use, availability of facilities to provide water service, the degree of availability or quantity of the use of the water to the affected lands, and may restrict the assessment to one or more improvement districts or zones of benefit established within the jurisdiction of the District, and may impose the charge on an area, frontage, or parcel basis, or a combination thereof.

**WHEREAS**, pursuant to Resolution No. 2951 of the Local Agency Formation Commission of the County of San Bernardino (“LAFCO”), the District is the successor agency to County Service Area 70, Improvement Zones B and C (“CSA 70 B&C”).

**WHEREAS**, Condition No. 10 of LAFCO Resolution No. 2951 expressly states that “[a]ll previously authorized charges, fees, assessments, and/or taxes of [CSA 70 B&C] currently in effect shall be continued and assumed by the [District] as the successor agency in the same manner as provided in the original authorization pursuant to the provisions of Government Code Section 56886(t);”

**WHEREAS**, Government Code Section 56886(t) provides that LAFCO Resolution No. 2951 contains the exclusive terms and conditions for the change of organization from CSA 70 B&C to the District is it relates to the “extension or continuation of any previously authorized charge, fee, assessment, or tax by [the District as the] successor local agency in the affected territory.”

**WHEREAS**, prior to the adoption of LAFCO Resolution No. 2951, the territory within the CSA

70 B&C was subject to water and sewer standby and availability charges that had been fixed, levied, and imposed upon such lands.

**WHEREAS**, the Board wishes to continue, extend, and assume all previously authorized water and sewer standby and availability charges that had been fixed, levied, and imposed upon lands within CSA 70 B&C.

**WHEREAS**, on July 20, 2017, at 6:30 p.m., at the District offices located at 26540 Vista Road, Suite C, Helendale, California, the Board held a public protest hearing to hear and consider any and all objections or protests regarding the imposition of the charge, which hearing was duly conducted in the manner set forth in the Act.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Helendale Community Services District as follows:

1. The public interest and necessity requires the Board to adopt this Resolution hereby fixing, levying, imposing, and collecting water standby and availability charges on all properties within the District's jurisdictional boundaries where water is available in accordance with, and in the amounts set forth in, Exhibit "A" attached hereto and incorporated herein by this reference, pursuant to applicable law, including but not limited to the pertinent provisions of the Act, Condition No. 10 of LAFCO Resolution No. 2951, and/or Government Code Section 56886(t).

2. The public interest and necessity requires the Board to adopt this Resolution hereby fixing, levying, imposing, and collecting sewer standby and availability charges on all properties within the District's jurisdictional boundaries where water is available in accordance with, and in the amounts set forth in, Exhibit "B" attached hereto and incorporated herein by this reference, pursuant to applicable law, including but not limited to the pertinent provisions of the Act, Condition No. 10 of LAFCO Resolution No. 2951, and/or Government Code Section 56886(t).

3. The written protests received by the Board which were not withdrawn at the time of its determination represented less than fifteen percent (15%) of the parcels subject to the charges set forth herein.

4. The standby charges hereby levied by the Board are based upon the report of a qualified engineer, which is on file with the District. The content of said report are hereby adopted in full by the Board and are incorporated herein in full by this reference, including, but not limited to, any and all statements and determinations specifically relating to each of the following:

- a. A description of the charge and the method by which it is proposed to be imposed;
- b. A compilation of the amount of the charge proposed for each parcel subject to the charge;
- c. A statement of the methodology and rationale followed in determining the degree of benefit conferred by the service for which the proposed charge is

- made;
- d. The District’s legal ability to fix and adjust a standby charge, the amount of the proposed charge, and the properties affected thereby;
- e. A description of the lands upon which the charge is proposed to be imposed; and
- f. The amount of the proposed charge for each of the lands so described.

5. The Board hereby authorizes the District’s General Manager to take any and all actions necessary to carry out the intent of the Board as set forth herein, and to cause the charges fixed and established herein to be collected at the same time, and in the same manner, as the levying of special assessments on the 2017-18 San Bernardino County Tax Roll, and/or to be otherwise collected in accordance with all legally-permissible methods available under applicable law.

6. If any charge hereby adopted becomes delinquent, the amount of the delinquency, together with any interest and penalties thereon, shall constitute a lien on the affected property to the fullest extent legally allowable under applicable law.

**ADOPTED AND APPROVED** this 20th day of July 2017, by the following vote:

AYES: \_\_\_\_\_  
 NOES: \_\_\_\_\_  
 ABSENT: \_\_\_\_\_  
 ABSTAIN: \_\_\_\_\_

By: \_\_\_\_\_  
 Ron Clark, President

ATTEST:

\_\_\_\_\_  
 Sandy Haas, Secretary/Director

## **Exhibit A Water Standby Fee**

5.6 Acres = 5 EBUs for the first five acres + 0.5 times the remaining fractional acreage of 0.6 = (0.5 x 0.6) = 0.3 EBUs Total EBUs = 5.3 EBUs

The total number of EBUs equals the sum of all EBUs assigned to Undeveloped Parcels. The existing Standby Charge, equal to \$30 per EBU, is then applied to each parcel's individual EBUs to determine the parcel's proportionate benefit and total obligation. The following formulas are used to calculate each parcel's annual Levy Amount.

Standby Charge per EBU x Parcel's EBUs = Parcel's Levy

**EXAMPLE:**

5.6 Acres = \$30 x 5.3 EBUs = \$159

.5 Acres - \$30 x 1EBU = \$30

1 Acre = \$30 x 1EBU - \$30

## **Exhibit B Sewer Standby Fee**

5.6 Acres = 5 EBUs for the first five acres + 0.5 times the remaining fractional acreage of 0.6 = (0.5 x 0.6) = 0.3 EBUs Total EBUs = 5.3 EBUs

The total number of EBUs equals the sum of all EBUs assigned to Undeveloped Parcels. The existing Standby Charge, equal to \$30 per EBU, is then applied to each parcel's individual EBUs to determine the parcel's proportionate benefit and total obligation. The following formulas are used to calculate each parcel's annual Levy Amount.

Standby Charge per EBU x Parcel's EBUs = Parcel's Levy

**EXAMPLE:**

5.6 Acres = \$30 x 5.3 EBUs = \$159

.5 Acres - \$30 x 1EBU = \$30

1 Acre = \$30 x 1EBU - \$30



# Helendale Community Services District

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Date: July 20, 2017  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #6;  
Public Hearing to Receive Comments Regarding the Possible Adoption of Resolution 2017-13; A Resolution of the Board of Directors of the Helendale Community Services District Authorizing the Establishment and Continuation of Collection of Refuse Disposal Land Use Fees for 2017-13

---

## **Staff Recommendation**

Staff recommends approval of Resolution 2017-13.

## **Staff Report**

LAFCO Resolution 2951 determined that the Helendale Community services District was the successor agency for County Service Area 70, Improvement Zones B and C. In addition, it expressly states that all previously authorized charges, fees and assessments, and/or taxes of CSA 70 B and C currently in effect shall be continued as assumed by the District as the successor agency.

Prior to the adoption of the LAFCO resolution, the territory within CSA 70 B and C was subject to a refuse disposal land use fee that had been fixed, levied, and imposed upon such lands by the County of San Bernardino pursuant to the California Integrated Waste Management Act of 1989 in order to discourage illegal dumping and to offset the cost of disposal of waste from the Helendale community. LAFCO Resolution 2927 and Resolution 2951 authorize the District to collect, transfer, and dispose of solid waste and provide solid waste handling service, including, but not limited to, source reduction, recycling, and composting activities, pursuant to Division 30 of the California Public Resources Code. Demolition waste, tires, hard to handle and special handling items are excluded from the disposal fee.

In November 2010, the District and San Bernardino County entered into a Solid Waste Fee Transfer Agreement under which the District will continue and assume the Refuse Disposal Land Use Fee. This agreement makes Helendale CSD the successor agency.

The District is authorized to fix the land use fee using San Bernardino County Land Use Codes. Exhibit A of Resolution 2017-13 documents the codes previously used by San Bernardino Solid Waste Management. The Land Use Codes, Tax Rate Areas (TRAs) and Assessor Parcel Numbers (APNs) were provided by the Assessor and Solid Waste Management. The estimated total amount to be assessed is \$229,662.58 from 2,673 parcels, which include the additional 64 improved parcels from the annexation area of South Silver Lakes that were added last fiscal year. There are



no improved parcels in the Wild Wash Road annexation area; hence no fee is collected for those parcels.

Resolution 2017-13 authorizes the General Manager to take any and all actions necessary to carry out the intent of the Board and to cause the levy of the special assessment for fiscal year 2017-18. If a charge becomes delinquent, the amount of the delinquency and interest and penalties shall constitute a lien on the property.

At the public hearing, the Board will hear and consider any and all objections or protests to the imposition of the land use fee.

**Fiscal Impact:**

**Estimated collection of special assessment revenue of \$229,622.58**

**Possible Motion: Adopt Resolution 2017-13**



## **RESOLUTION NO. 2017-13**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT AUTHORIZING THE ESTABLISHMENT AND CONTINUATION OF COLLECTION OF REFUSE DISPOSAL LAND USE FEES FOR FISCAL YEAR 2017-2018**

**WHEREAS**, the Helendale Community Services District ("the District") is a Community Services District organized and operating pursuant to Government Code 61000 et seq.

**WHEREAS**, on or about December 4, 2006, the Local Agency Formation Commission of the County of San Bernardino ("LAFCO") adopted Resolution No. 2951 ("Resolution No. 2951") which determined that the District is the successor agency to County Service Area 70, Improvement Zones B and C ("CSA 70 B&C").

**WHEREAS**, Condition No. 10 of LAFCO Resolution No. 2951 expressly states that "[a]ll previously authorized charges, fees, assessments, and/or taxes of [CSA 70 B&C] currently in effect shall be continued and assumed by the [District] as the successor agency in the same manner as provided in the original authorization pursuant to the provisions of Government Code Section 56886(t)."

**WHEREAS**, Government Code Section 56886(t) provides that LAFCO Resolution No. 2951 contains the exclusive terms and conditions for the change of organization from CSA 70 B&C to the District as it relates to the "extension or continuation of any previously authorized charge, fee, assessment, or tax by [the District as the] successor local agency in the affected territory."

**WHEREAS**, prior to the adoption of LAFCO Resolution No. 2951, the territory within CSA 70 B&C was subject to a refuse disposal land use fee that had been fixed, levied, and imposed upon such lands by the County of San Bernardino ("the County") pursuant to the California Integrated Waste Management Act of 1989 (Division 30 of the California Public Resources Code) ("the Act") in order to discourage illegal dumping and to offset the cost of disposal of waste from the Helendale community (the "Refuse Disposal Land Use Fee").

**WHEREAS**, on or about June 21, 2006, LAFCO adopted Resolution No. 2927 ("Resolution No. 2927") making determinations on and approving the incorporation of the District, which was subsequently approved by the electorate at the November 7, 2006, general election and confirmed by LAFCO pursuant to its adoption of Resolution No. 2951.

**WHEREAS**, Resolution No. 2927 and Resolution No. 2951 authorize the District to collect, transfer, and dispose of solid waste and provide solid waste handling service, including, but not limited to, source reduction, recycling, composting activities, pursuant to Division 30 (commencing with Section 40000), and consistent with Section 41821.2 of the Public Resources Code.

**WHEREAS**, on or about July 21, 2010, LAFCO adopted Resolution No. 3099 (“Resolution No. 3099”) affirming the District’s authorization to (1) collect, transfer and dispose of solid waste and provide solid waste handling service, and (2) continue and assume the Refuse Disposal Land Use Fee in the same manner as provided in the original County authorization, pursuant to Condition No. 10 of Resolution No 2927 and Resolution No. 2951.

**WHEREAS**, on or about November 16, 2010, the District and the County entered into a Solid Waste Fee Transfer Agreement (“Fee Transfer Agreement”) to provide for the terms and conditions under which the District will continue and assume the Refuse Disposal Land Use Fee.

**WHEREAS**, pursuant to the legal authority set forth above, the District is authorized to fix before August 10 of any given year a Refuse Disposal Land Use Fee on residential parcels within its jurisdiction entitling the owners of such parcels to utilize refuse disposal sites without the payment of any pay-at-the gate fee for ordinary refuse generated on such residential property.

**WHEREAS**, pursuant to the legal authority set forth above, the District’s Board of Directors (“the Board”) may establish the Refuse Disposal Land Use Fee according to San Bernardino County Assessor’s Land Use Codes, and the benefit derived or to be derived from the use of solid waste facilities or services for ordinary refuse (excluding demolition waste, tires, and hard to handle and special handling items) generated on the parcel of property for which the Refuse Disposal Land Use Fee is paid.

**WHEREAS**, the Board wishes to continue, extend, and assume all previously authorized Refuse Disposal Land Use Fees that had been fixed, levied, and imposed upon lands within the jurisdictional boundary of the District.

**WHEREAS**, pursuant to the Fee Transfer Agreement, the County adopted a fee ordinance effective July 1, 2011, which excluded the areas within the jurisdictional boundaries of the District from assessment by the County of the Refuse Disposal Land Use Fee.

**WHEREAS**, beginning on or about July 2, 2017, the District published a Notice of Public Hearing concerning the Board’s intent to adopt the Refuse Disposal Land Use Fees for 2017-2018 in a newspaper of general circulation within the District once a week for two successive weeks pursuant to the Act and Government Code Section 6066.

**WHEREAS**, on July 20, 2017, at 6:30 p.m., at the District offices located at 26540 Vista Road, Suite C, Helendale, California, the Board held a public protest hearing to hear and consider any and all objections or protests regarding the imposition of the Refuse Disposal Land Use Fee, which hearing was duly conducted in the manner set forth by law.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Helendale Community Services District as follows:

1. The public interest and necessity requires the Board to adopt this Resolution hereby fixing, levying, imposing, and collecting a Refuse Disposal Land Use Fee on all properties within the District's jurisdictional boundaries in accordance with, and in the amounts set forth in, Exhibit "A" attached hereto and incorporated herein by this reference, pursuant to applicable law, including but not limited to the pertinent provisions of the Act, Government Code Section 56886(t), LAFCO Resolution Nos. 2927, 2951, and 3099, and the Fee Transfer Agreement.

2. The Refuse Disposal Land Use Fees hereby levied by the Board are a continuation of the Refuse Disposal Land Use Fees previously charged by the County that have been transferred to the District in accordance with the Fee Transfer Agreement and LAFCO Resolution Nos. 2927, 2951, and 3099 granting the District the active power and authority for refuse collection as the successor agency.

3. The Refuse Disposal Land Use Fees hereby adopted meet the definition of the exception of a tax as defined in Proposition 26 passed November 3, 2010, and amending Article XIII C of the California Constitution. The exceptions met by this fee are: (a) a charge imposed for the specific benefit conferred or privilege granted directly to the payer that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege; (b) a charge imposed for a specific government service or product provided directly to the payer that is not provided to those not charged and which does not exceed the reasonable costs to the local government of providing the service or product; and/or (c) a charge imposed for the entrance to our use of local government property, or the purchase, rental, or lease of local government property. The District has examined the impact of Proposition 26 on fees for solid waste disposal services and has concluded the three exceptions discussed above are applicable and do not violate Proposition 26.

4. The Board hereby authorizes the District's General Manager to take any and all actions necessary to carry out the intent of the Board as set forth herein, and to cause the Refuse Disposal Land Use Fees fixed and established herein to be collected at the same time, and in the same manner, as the levying of special assessments on the 2017-18 San Bernardino County Tax Roll, and/or to be otherwise collected in accordance with all legally-permissible methods available under applicable law.

5. If any Refuse Disposal Land Use Fee hereby adopted becomes delinquent, the amount of the delinquency, together with any interest and penalties thereon, shall constitute a lien on the affected property to the fullest extent legally allowable under applicable law.

**ADOPTED AND APPROVED** this 20th day of July 2017, by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

By: \_\_\_\_\_  
Ron Clark, President

ATTEST: \_\_\_\_\_  
Sandy Haas, Secretary/Director

DRAFT

Exhibit A

<u>USE CODE</u>	<u>DESCRIPTION</u>	<u>FEES</u>
0510	Single Family Residence (suitable for permanent use)	\$ 85.14
0511	Recreation Cabin (unsuitable for permanent use)	\$ 42.57
0520	Mobile home on fee land, not in a subdivision	\$ 85.14
0525	Mobile home on fee land, in a subdivision	\$ 85.14
0526	Mobile home on a permanent foundation	\$ 85.14
0533	Time share	\$ 85.14
0534	Attached single-family residence (common wall)	\$ 85.14
0535	Zero lot line single-family residence	\$ 85.14
0599	Miscellaneous residential structure	\$ 85.14
0600	Two single-family residences	\$ 170.28
0601	Three single-family residences	\$ 255.42
0602	Four single-family residences	\$ 340.56
0603	Duplex	\$ 170.28
0604	Triplex	\$ 255.42
0605	Quad	\$ 340.56
0610	Multi single-family residence (5 to 14 units)	\$ 425.70
9999	No services provided	\$ 0.00



# Helendale Community Services District

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DATE: July 20, 2017  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Item # 7;  
Public Hearing to Receive Comments Regarding the Possible Adoption of Resolution 2017-15; A Resolution of the Board of Directors of the Helendale Community Services District Confirming, or Modifying and then Confirming, the Report of Delinquent Water, Sewer and Trash Collection User Charges for the Purpose of Collecting Said Charges on the San Bernardino County Tax Roll

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## **Staff Recommendation**

Staff recommends approval of Resolution 2017-15.

## **Staff Report**

Government agencies have the ability to place delinquent accounts on to the County tax rolls via a resolution of the Board of Directors and providing a list of parcel numbers to the County Assessor Tax Collector. To date there are twelve parcels with outstanding balances. The estimated total amount that is delinquent is \$9,702.03. The District has placed a lien on the various parcels related to the delinquent amount, but has not received payment. In the past, payment is usually collected when the house has sold.

Placing the overdue amount onto the County tax bill improves the chances of collection. Last fiscal year the District submitted \$12,594.64 in liens for collection and has received \$10,695.92 from the delinquent accounts collected through the property tax mechanism.

The attached Resolution 2017-11 describes the authority of the District to place delinquent accounts for services onto the County tax bill. Copies of the resolution and the accompanying reports and list of parcels are to be forwarded to the County Assessor/Tax Collector and to the Auditor Controller by no later than August 10, 2017.

At the public hearing, the Board will hear and consider any and all objections or protests to the placement of the delinquent charges for service for water, sewer and trash collection on the San Bernardino County tax bill. The accounts have until the close of this public hearing to pay the District in full before the delinquent amounts are placed on the tax roll.

**Possible Motion: Adopt Resolution 2017-15**



**RESOLUTION NO. 2017-15**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT CONFIRMING, OR MODIFYING AND THEN CONFIRMING, THE REPORT OF DELINQUENT WATER, SEWER AND TRASH COLLECTION USER CHARGES FOR THE PURPOSE OF COLLECTING SAID CHARGES ON THE SAN BERNARDINO COUNTY TAX ROLL**

**WHEREAS**, the Helendale Community Services District ("District") is a community services district organized and operating pursuant to California Government Code 61000 et seq.; and,

**WHEREAS**, Section 61115(b) of the Government Code authorizes the District's Board of Directors ("Board") to provide that any charges and penalties may be collected on the tax roll in the same manner as property taxes; and,

**WHEREAS**, Section 61115(b) of the Government Code provides that the District's General Manager must prepare and file with the Board a report that describes each affected parcel of real property and the amount of charges and delinquencies for each affected parcel for the year; and

**WHEREAS**, Section 61115(b) of the Government Code further provides that the District's General Manager must publish notice of the time and place for a public hearing by the Board to hear and consider adoption and/or revision of the charges and penalties contained in the report of the District's General Manager; and,

**WHEREAS**, the Board of Directors of the Helendale Community Services District Finds and Determines:

1. That the report of the District's General Manager on delinquent and unpaid charges for water, sewer and trash collection services within the District that remain unpaid and delinquent for thirty (30) days or more on July 1, 2017, which is attached hereto and incorporated herein by this reference, is hereby adopted and approved by the Board and confirmed for each parcel of property with the District as set forth in said report.
2. That a public hearing on said report was held on this date and that any protests or objections regarding the appropriateness of the charges or their collection on the tax roll were heard and considered by the Board.

**NOW THEREFORE**, that the Board, acting in its capacity as the governing body of the District, hereby resolves and orders:

1. That the General Manager is hereby directed to forward a certified copy of this resolution and accompanying reports to each of the following public bodies and officers:
  - a. The Auditor/Controller of the County of San Bernardino;
  - b. The Treasurer-Tax Collector of the County of San Bernardino;



2. That the unpaid delinquent charges for each corresponding parcel of property within the District identified in the attached report of the District's General Manager, as confirmed by the Board, are fixed in the amount set forth in said report and shall be collected on the tax roll in the same manner and at the same time as general County ad valorem property taxes are collected for fiscal year 2017-18.

Resolution 2017-15 is hereby approved and adopted by the Board of Directors of the Helendale Community Services District at a regular meeting held on July 20, 2017, by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Ron Clark, Vice President

\_\_\_\_\_  
Sandy Haas, Secretary/Director

DRAFT

DELINQUENT ACCOUNTS FOR TAX ROLL 2017

Balance	APN
\$ 1,300.25	0467431060000
\$ 610.58	0465394250000
\$ 813.72	0467393230000
\$ 1,232.68	0467393320000
\$ 412.35	0467374200000
\$ 789.89	0467723060000
\$ 580.50	0467734050000
\$ 713.91	0467241060000
\$ 883.54	0467282100000
\$ 1,243.10	0467641180000
\$ 331.62	0465552020000
\$ 789.89	0465553090000
<b>\$ 9,702.03</b>	



# Helendale Community Services District

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**DATE:** July 20, 2017  
**TO:** Board of Directors  
**FROM:** Kimberly Cox, General Manager  
**SUBJECT:** Item # 8;  
Discussion and Possible Action Regarding Adoption of Resolution 2017-14; A Resolution of the Governing Body of the Helendale Community Services District for the Election of Directors to the Special District Risk Management Authority Board of Directors

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## Staff Recommendation

Staff recommends the Board select four candidate to represent them on the SDRMA board.

## Staff Report

From time to time the Board is requested to select representatives to serve on the various boards with which the District is affiliated. SDRMA provides the District's worker's compensation coverage and property liability coverage.

Presented for your consideration are 7 candidates for four positions. Staff would recommend that the Board considering supporting the three incumbents and the director from Apple Valley Fire Protection District as the fourth candidate. Typically, the Board has elected to support local candidates. If Michael Karen is successful and the local incumbent, Jean Bracy from the Mojave Desert Air Quality Management District, the there would be two local representatives.

**Possible Motion: Adopt Resolution 2017-14 with the selection of four candidates.**

RESOLUTION NO. 2017-14

**A RESOLUTION OF THE GOVERNING BODY OF THE  
Helendale Community Services District  
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT  
RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

**WHEREAS**, Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

**WHEREAS**, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

**WHEREAS**, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 - Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

**WHEREAS**, SDRMA's Board of Directors approved Policy No. 2017-03 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

**WHEREAS**, Policy No. 2017-03 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of the Helendale Community Services District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

(continued)

**OFFICIAL 2017 ELECTION BALLOT  
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS**

**VOTE FOR ONLY FOUR (4) CANDIDATES**

Mark each selection directly onto the ballot, voting for no more than four (4) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than four (4) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 4:30 p.m., Tuesday, August 29, 2017. Faxes or electronic transmissions are NOT acceptable.

- TIMOTHY UNRUH**  
District Manager, Kern County Cemetery District No. 1
- JAMES M. HAMLIN (Jim)**  
Board Director, Burney Water District
- MIKE SCHEAFER (INCUMBENT)**  
Director/President, Costa Mesa Sanitary District
- MICHAEL J. KAREN**  
Board Director, Apple Valley Fire Protection District
- DAVID ARANDA (INCUMBENT)**  
General Manager, Mountain Meadows Community Services District
- CINDI BEAUDET**  
General Manager, Temecula Public Cemetery District
- JEAN BRACY, SDA (INCUMBENT)**  
Deputy Director – Administration, Mojave Desert Air Quality Management District

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2017 by the Helendale Community Services District by the following roll call votes listed by name:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTEST:  
  
\_\_\_\_\_

APPROVED:  
  
\_\_\_\_\_

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Timothy Unruh  
District/Agency Kern County Cemetery District No.1  
Work Address 18662 Santa Fe Way, PO Box 354, Shafter, CA 93263  
Work Phone 661-746-3921 Home Phone 661-746-6725

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

The work of SDRMA is critical to the everyday operations of a Special District. Knowing that the district and the board is protected gives a 'Peace of Mind' to our daily operations. Sitting on this Board will give me an opportunity to give back to SDRMA and its membership. As a manager of a moderate sized Special District, I am especially interested in maintaining an involvement from that small district perspective. It is imperative that SDRMA maintains cost effective service to the Special District community and it's important that smaller districts have a voice in their insurance needs.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I spent three years as a Director for CSDA including one year as Legislation Committee Chairman. I currently sit on the CSDA Legislation Committee and am a Special District Administrator (SDA). Our District is in its fourth term as a District of Distinction which now includes the Transparency Certification. I currently sit as a Director with a city appointment on Kern Mosquito and Vector board. I have been a Director of the California Association of Public Cemeteries for 15 years and currently am Chairman of the Legislation Committee. I have been involved with the Kern County Special Districts Association since 1995 from when we worked to obtain LAFCo representation for Special Districts.

Most importantly, I have been a manager for the Kern County Cemetery District for 30 years and work daily to keep our cemetery district strong and effective in our community. To that end, I have the SDRMA General Safety Specialist Certification and with that training I work for a compliant, safe and healthy working relationship with our staff.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

I feel that community history is very important and am a volunteer with the local Historical Society. I also have sat on the local school board and have been involved with our youth through our church as well as our community through sports and especially by giving our young people a safe and entertaining place to visit after our home football games.

This being said, I feel that I am a committed and thorough person who knows that to get things done you must be involved and be able to think out of the box in difficult situations. You must listen to those around you and sometimes that means keeping one's mouth shut.

I have worked as a Manager for many years and understand the needs of special districts. What SDRMA offers is an integral part of special district operations and I feel that I can bring a passion for the practical needs of Special Districts.

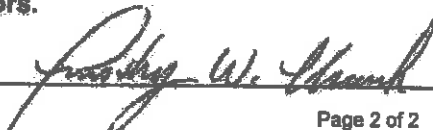
**What is your overall vision for SDRMA? (Response Required)**

SDRMA has shown great concern for the Special Districts in California as is seen in their commitment to meeting our insurance needs. This is done by listening to the membership and continuing to work on being a better and complete insurance stop. I feel that the Health Insurance part of their programs will be the next large growth area. As we deal with PERB's and the needs of our work force, this area will help to meet the needs of our agencies.

Their education is excellent and they have defined their role in local government very well. It will be necessary to maintain this role and work to educate the membership. SDRMA's commitment to be a cost-effective insurance provider has work well in the past and will continue to do so as long as the Board and staff work together to fulfill their mission statement.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature



Date: April 24, 2017

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate James M. Hamlin (Jim)  
District/Agency Burney Water & Sewer District  
Work Address 20541 Burney Court, Burney, Ca. 96013  
Work Phone (530) 335-2040 Home Phone (530) 335-2040

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

Able to look at acturail evidence. Being able to set adequate rates for both  
Insurance program and districts. SDRMA needs to operate as a business.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

Served on hospital district for 24 1/2 years, California Hospital District board  
for 8 years, Burney water Sewer board for three years. I had my own insurance  
brokerage for 43 years. I did not have an E & O Claim.



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

see previous question

**What is your overall vision for SDRMA? (Response Required)**

SDRMA must operate as a viable business. Many district carriers and board members are reluctant to raise rates. When I served on Ca. Hospital Board, many of the board members were not willing to operate as a business because it would affect their hospitals bottom line.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature

*James M. Hamel* : Date 4-1-2017

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Nominee/Candidate **MIKE SCHEAFER**  
District/Agency **COSTA MESA SANITARY DISTRICT**  
Work Address **1551-B BAKER ST, COSTA MESA, CA 92626**  
Work Phone **714-435-0300** Home Phone **714-552-9858**

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

As an incumbent on the SDRMA Board I wish to continue providing the service and knowledge that I have been consistent with during my current term. As an insurance professional for over 44 years I bring the experience needed to manage the risks Districts are faced with. Over my term I have consistently made decisions to provide the protections necessary at the most affordable cost. Districts continue to encounter new challenges to their risk management programs. My years of experience, my continued involvement in insurance education and my desire to protect make me a sound choice to continue on the Board of SDRMA.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

Current SDRMA Board Member. President Costa Mesa Sanitary District Board of Directors. Former City Councilmember for the City of Costa Mesa. Former Parks and Recreation Commissioner for the City of Costa Mesa.

Leadership positions, including Board President for the following: Little League Baseball, Boys and Girls Club of the Harbor Area, Costa Mesa Senior Center, The Albert Dixon Memorial Foundation (non profit providing funds for other non-profit agencies).

Over 30 years experience with Lions Clubs International. Served as District Governor, Club President several times. Chaired the California Convention Committee several times. Membership in the organization continues.

My leadership role in all these organizations gave, and give, me experience in the risks that face each. My insurance experience helps me make prudent decisions when challenged with those risks.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

Many of the organizations that I have either been elected to or volunteered for quickly put me in a leadership role. They recognized my ability to handle the risks and challenges the organizations meet. I was able to steer those organizations in a clear path to minimize the risk.

I continue to hold a teaching credential in Insurance Education with the local community college District. Additionally I was a professor of Insurance Continuing Education for many years. I have a passion for passing on the knowledge I have acquired over my career.

I have always faced the risk management challenges of any organization with the confidence that the desired outcomes would be realized.

**What is your overall vision for SDRMA? (Response Required)**

My vision is to continue providing the protection and service to the Special Districts that make them strong in their risk management efforts. I will continue to work for those ends while keeping strong my conviction that rates need to be adequate yet affordable for the Districts.

New technologies, changes in legislation, make it extremely difficult for Districts to keep up with the factors posing new challenges to risk management, insurance, etc. My experience in those areas, my position as an elected official, make me keenly aware of how to protect the Districts.

I will continue to be committed to making SDRMA the leader in protecting the risk management needs of our Special Districts.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature



Date

4/25/17

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate    \_\_\_ Michael J. Karen \_\_\_  
District/Agency     \_\_\_ Apple Valley Fire Board \_\_\_  
Work Address        \_\_\_ N/A \_\_\_  
Work Phone          \_\_\_ N/A \_\_\_                      Home Phone   \_\_\_ 760-713-3273 \_\_\_

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

I would be honored to serve on the SDRMA Board of Directors because I am interested in not only risk management, but insurance as well. I have run my own company and have seen first hand how accidents can affect the bottom line.

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**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I was appointed to the Apple Valley Fire Board in February of 2016. I was re-elected the same year. During my time on the board, I have already been a part of many great things. The board and I helped to pass Measure A which funds our district in perpetuity. We also passed and have streamlined the budget. I have also been a part of evaluations as well.

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**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates - no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate David Aranda  
District/Agency Mountain Meadows Community Services District  
Work Address 17980 Highline Rd - Tehachapi CA 93561  
Work Phone 661-822-7616 Home Phone 661-300-1231

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

Working with six other board members and the staff, as a team is challenging and rewarding.

Over the years of my service on the SDRMA Board I hope the members have found my input to be beneficial and it is my desire to continue to look after the members receiving the best service at a fair cost.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Service on SDRMA

Service on SOWCA - I was part of the group that consolidated two entities into one entity which was very cost effective.

Service on SDLF

Past Service on CSDA - current Education Committee member

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

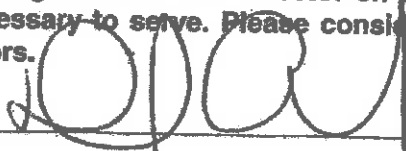
Serving as a General Manager over the past twenty plus years and serving as a Board Member assists me in understanding the proper process that benefits the operation of SDRMA. Eighteen years of experience with SDRMA provides a good knowledge base to benefit the members.

**What is your overall vision for SDRMA? (Response Required)**

- 1) Continue to provide excellent service
- 2) Continue the balance of a financially strong pool that provides great policy coverage at the best pricing possible.
- 3) Serve the members with cutting edge software, customer service, motivated employees and a Board that remembers who we are serving!

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4-20-17

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate	Cindi Beaudet
District/Agency	Temecula Public Cemetery District
Work Address	41911 C Street, Temecula CA 92592
Work Phone	(951)699-1630
Home Phone	(951)541-8736

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

As a member of SDRMA, I've learned first hand the risk and challenges that comes with my type of Special District. I think it is important to have an active and knowledgeable voice representing our industry and districts and that understands the role special districts play and their importance. I will bring sound policy principles to the table and work with my fellow board members in the spirit of collaboration to ensure SDRMA continues to be a cost effective, high quality risk management service.

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**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I have played an active role in the cemetery industry in both the private sector and with special districts for almost two decades and was elected in 2006 to the Board of California Association of Public Cemeteries (CAPC). While on the Board for CAPC one of my roles was Education Committee Chair, working with executive staff to identify learning and certification opportunities for our members. This experience has provided me with the skills and knowledge of board development, procedures, protocol and policy development.

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**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

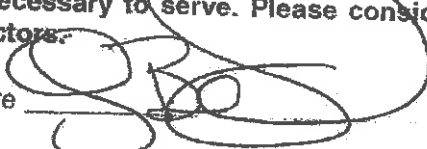
Since 2004 I have served as General Manager to the Temecula Public Cemetery District. I consider myself to be well versed in cemetery leadership, risk mitigation, best management practices and risk reduction. I hold a life insurance license from the State of California. I am an advocate for the cemetery profession, serving as a formal mentor for CAPC. I am engaged and involved heavily in my community and understand first hand the challenges and risk associated with cemetery operations and management.

**What is your overall vision for SDRMA? (Response Required)**

My overall vision for SDRMA is that it appropriately and accurately addresses the risk and mitigation needs of all its members in a thoughtful and deliberate manner; considering the size, scope and nuances of each type of public agency. This thoughtful consideration will provide better service to our members while maintaining the cost effective quality programs SDRMA continues to offer.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4/27/17

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Nominee/Candidate    Jean Bracy, SDA  
District/Agency      Mojave Desert Air Quality Management District  
Work Address         14306 Park Ave., Victorville, CA 92392  
Work Phone            760-245-1661

**Why do you want to serve on the SDRMA Board of Directors?**

I have served on the SDRMA Board of Directors since 2010. In 2017 I was elected by the Board to be the **Board President**. The Board strives to provide a variety of avenues for members to be successful and has adopted many important programs and policies aimed to provide members **cost effective coverage**. Each year, the Board **carefully considered** rates for services and from 2009 to 2016 voted to hold rates flat for the property/liability program. Through strategic planning SDRMA has a **strong financial base**. SDRMA has included **Cyber Coverage**; provided a **FREE Law Legal Hotline**; established a **multiple-policy discount (5%)** for each member who belongs to both the property/liability and the workers compensation programs; shares investment earnings with members through a **longevity distribution**; established the **loss prevention allowance funds** which reimburses members for safety-related costs up to \$1,000; launched and enhanced the **SDRMA interactive website**; provided **FREE online training** through Target Solutions; launched a **Safety Specialist Certificate** program; and contracted with Company Nurse to provide **FREE screening services** for work-related injury cases. I have worked closely with **SDRMA for 17 years**. I am attracted to its member-focused, pro-active, and positive mission. I would like to see – and be a part of -- SDRMA continue this member-centric approach.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)**

I am serving my eighth year on the **SDRMA Board of Directors** and in 2017 I am the Board President. I am serving my fifth year on the Board of Directors for the **Special District Leadership Foundation (SDLF)** and I am the Board Secretary. On this Board I have been part of the continuing expansion of the SDLF programs, including the premier program, **District of Distinction**, also the Special District Administrator Certificate, the Recognition of Special District Governance, and the District Transparency Certificate of Excellence.

My career experience with special districts has helped me to understand the issues specific to smaller organizations. I have learned what it really means for an organization to do more with less. I have also learned that political realities for special districts are distinct from other forms of governments. As the Deputy Director – Administration for the Mojave Desert Air Quality Management District, I am the staff representative to the Governing Board Committees for Budget and Personnel. I am a member of and have chaired the California Air Pollution Control Officers Association (CAPCOA), statewide committees for Fiscal and Human Resource officers. I organized and have chaired the Alternate Fuel Task Force for the Mojave Desert air basin; I have represented the District in the Antelope Valley Clean Cities Coalition.

My working opportunities have crossed several public service types. I served as the Victorville city representative to the Technical Advisory Committee for the Victor Valley Transit Authority and as the City representative and officer on the Executive Committee of the Regional Economic Development Authority. I volunteered four years on the Board of Directors of the Victor Valley Federal Credit Union. For six years, I worked as an adjunct professor at Victor Valley Community College teaching Public Works Administration.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?**

As professional and as a volunteer, I have a wide range of experiences with organizational structures, long term and vision planning, development of staff and volunteers, and resource and program management. My experience of leading organizational activities and implementing change for growth includes bringing together intergenerational and multicultural groups to achieve common goals.

I am an effective manager with expertise in efficient and productive management implementing process improvements in finance, human resources, risk management, and a wide variety of related administrative and organizational functions. I have led highly skilled teams to support the achievement of overall agency goals and objectives.

I earned a Master's Degree in Public Administration from California State University, San Bernardino

I earned the Special District Administrator Certification from the Special Districts Leadership Foundation

I earned the Recognition of Special District Governance from the Special Districts Leadership Foundation

I earned the Masters Certification in Labor Relations from the California Public Employers Labor Relations Association (CALPELRA)

**What is your overall vision for SDRMA?**

I want to continue contributing my experience and expertise to SDRMA's overall function to further strengthen and enhance the lines of services provided by SDRMA. I want to see members educated to be wise in their management to reduce costs and deliver their very important missions to their communities. I want to be part of the mission to enhance the member's experience through claims management and education that leads to loss prevention.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature



Date

2-27-17



# Helendale Community Services District

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**DATE:** July 20, 2017  
**TO:** Board of Directors  
**FROM:** Kimberly Cox, General Manager  
**SUBJECT:** Item # 9  
Discussion and Possible Action Regarding Selection of a Candidate for the  
California Special Districts Association Board of Directors

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## **Staff Recommendation**

Staff Seeks input from the Board regarding this matter.

## **Staff Report**

Presented to the Board for consideration is information provided by CSDA that includes candidate bio's and the ballot. The Board may vote for only one to represent the District. In the past the District has always supported John DeMonaco from Chino Fire, however, a local candidate has submitted his name for consideration. Richard Hall from the Mojave Water Agency is interested in seeking a position on this board.

Arlene Schafer from Costa Mesa Sanitary District is the incumbent who is also seeking re-election.



**California Special  
Districts Association**  
*Districts Stronger Together*

## CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

### 2017 BOARD ELECTIONS

#### MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat C.

Each of CSDA's six (6) networks has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) person to represent its network.

We have enclosed the candidate information for each candidate who submitted one. Please vote for **only one** candidate to represent your network in Seat C, **unless otherwise noted on the actual ballot**, and be sure to sign, date and fill in your member district information. If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 4, 2017**.

If you do not use the enclosed envelope, please mail in your ballot to:

**California Special Districts Association**

**Attn: 2017 Board Elections**

**1112 I Street, Suite 200**

**Sacramento, CA 95814**

Please contact Beth Hummel at 877.924.2732 or [bethh@csla.net](mailto:bethh@csla.net) with any questions.

# CSDA BOARD OF DIRECTORS 2017 ELECTION



**SOUTHERN  
NETWORK**

**SEAT C**  
term ends 2020

*Please vote for only one.*

- Arlene Schafer\***  
*Costa Mesa Sanitary District*
- Kristin Bloomer**  
*Desert Water Agency*
- John DeMonaco**  
*Chino Valley Independent Fire District*
- Richard Hall**  
*Mojave Water Agency*
- Michael Mack**  
*Rainbow Municipal Water District*

All fields must be completed for ballot to be counted.

SIGNATURE:	DATE:
MEMBER DISTRICT:	

Must be received by 5pm, August 4, 2017. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

**Name:** Arlene Schafer

**District/Company:** Costa Mesa Sanitary District

**Title:** Secretary

**Elected/Appointed/Staff:** Elected

**Length of Service with District:** 20 Years

- 1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

Current member of the CSDA Board of Directors, Legislative Committee, Membership Commission Chair, Fiscal Committee and attendee of Legislative Days, Annual Conference, SDLA certificate holder.

- 2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

Member of CSAC and was a member of the League when serving on the City Council.

- 3. List local government involvement (such as LAFCo, Association of Governments, etc.):**

LAFCO member representing special districts, former Chair and Vice Chair of the ISDOC and currently serving as an Executive Committee member, OCCOG Board member.

- 4. List civic organization involvement:**

President of Harbor-Mesa Lions (2 terms), Costa Mesa Republican Federation of Women, OC Federation of Women, 3<sup>rd</sup> Vice President Ways & Means, Costa Mesa for Responsible Government member.

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# RE-ELECT ARLENE SCHAFER CALIFORNIA SPECIAL DISTRICTS ASSOCIATION SOUTHERN NETWORK

Arlene Schafer—Secretary  
Costa Mesa Sanitary District



As the former Mayor of the City of Costa Mesa, it has been an honor to serve as your representative on the California Special Districts Association (CSDA) for the past two years and now I humbly ask for your support to re-elect me to the Southern Network for another term. I believe my 28 years of experience as a local government leader that includes 20 years serving special districts in a variety of different capacities makes me the best candidate. In March, the Little Hoover Commission will release its report on special districts and its very likely the report will focus on the role Local Agency Formation Commissions play in special district formation and reorganization. CSDA was an active participant in the public hearings where commissioners learned how special districts provide vital services in our communities and are directly accountable to our voters and ratepayers. During my term as a member of the Board of Directors, CSDA successfully advocated for special districts by using the latest technology for outreach such as CSDA's campaign website, "Districts Make the Difference" and the new online video, "Districts Empower our Communities." I believe it is extremely important for CSDA to keep its foot on the pedal on advocacy by letting legislators, media, business leaders, schools and the general public know how important we are in our communities.

## PREVIOUS CSDA EXPERIENCE

- ◆ Board President
- ◆ Board Vice President
- ◆ Board Secretary
- ◆ Finance Corporation
- ◆ Legislation Committee
- ◆ Fiscal Committee
- ◆ CSDA Membership Committee
- ◆ Recruitment & Planning Committee

Currently, I am serving on the Board of Directors for the Costa Mesa Sanitary District (CMSD) where I have been a Board member for 20 years. I am proud to be part of an organization that has been a District of Distinction since 2009, earned the Transparency Certificate of Excellence for four consecutive years and CMSD is one of few special districts in California that received Gold Recognition in Special District Governance.

If re-elected, I will continue to support CSDA's public outreach campaign about the essential services we provide and I will work collaboratively with CSDA Board of Directors and staff on providing essential training and professional development to help your agency succeed. Please vote for Arlene Schafer by August 4, 2017.





California Special  
Districts Association  
*Districts Stronger Together*

## 2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Kristin Bloomer

District/Company: Desert Water Agency

Title: Secretary-Treasurer

Elected/Appointed/Staff: Elected

Length of Service with District: 12/4/15 - Current

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I recently attended the CSDA Legislative Days event.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

I am a member of ACWA and attend their conferences.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

City of Palm Springs Measure J Oversight Committee, Desert Water Agency Finance and Legislative Committees

4. List civic organization involvement:

Palm Springs SunUp Rotary Club, Palm Springs Woman's Club, St. Theresa

School PTA President, Desert Roundtable

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.**

## Kristin Bloomer's Candidate Statement

I was first elected to the Desert Water Agency Board in 2015 and currently serve as Secretary-Treasurer on the Board of Desert Water Agency. However, service to my community has always played an important role in my life. I am dedicated to improving the quality of life for my community. Throughout my life, influence in community affairs and local government has grown. I have focused on the priority of shaping local government to strengthen the local and regional economies and create solutions to local and regional challenges. Southern California is faced with many challenges and I believe that challenges present opportunities, and that the Southern Network cannot afford to miss capitalizing upon those opportunities.

I am a longtime Palm Springs resident. My community service started early, when as a teenager, I volunteered with The Braille Institute and the National Charity League of Palm Springs.

My dedication to community service includes:

- Palm Springs Measure J Oversight Commission Vice-Chair
- Palm Springs Sunup Rotary Club past-President and current Assistant District Governor
- Founding President of the Desert Valley Women's Club
- Member of the Palm Springs Woman's Club
- St Theresa School Parent Teacher Group Board President
- Volunteer Volleyball Coach at Palm Springs High School
- Finance and Legislative Committee of Desert Water Agency



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: John DeMonaco

District/Company: Chino Valley Independent Fire District

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 11 years

- 1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

I am on the Legislative and Fiscal Committees

I have also served on the Education and Membership Committees

- 2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

I am on the Board of Directors for the Fire Districts Association of California

- 3. List local government involvement (such as LAFCo, Association of Governments, etc.):**

N/A

- 4. List civic organization involvement:**

I am a member and past Chairman of the Rotary Club of Chino. I am also a Board Member of the Chino Rotary Foundation.

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.**

I am seeking election to a seat on the Board of Directors of the California Special Districts Association.

I have served on the Board of Directors of the Chino Valley Independent Fire District for 11 years, elected in 2006. I am very proud to state that our Fire District is the first fire district to receive the District of Distinction Accreditation from the Special Districts Leadership Foundation (SDLF). We have been a District of Distinction since 2008. We also have obtained a District of Transparency Certificate of Excellence. I have completed the SDLF Recognition of Special District Governance.

I serve on the CSDA Legislative and the Fiscal Committees. I have previously served on the CSDA Education and Membership committees.

I am a retired Fire Chief with 33 years of Fire Service experience. I have been involved in city, county, JPAs and special districts in various capacities. I am currently on the Board of Directors of the Fire Districts Association of California and also serve on their Conference Committee. I am a Past President of the Chino Rotary Club and past Chairman of the Chino Rotary Foundation.

I understand, and I am committed to legislative advocacy for special districts. Special Districts provide one of the most effective, efficient, and accountable forms of local service. It is vital that we continue to work together to influence and monitor policy decisions affecting California special districts.

My commitment, extensive experience, and education in public service and as a special district board member and policy-maker, provides me with the ability to effectively serve as a CSDA Board Member representing all California Special Districts. I look forward to your support!

Please contact me at (909) 816-8396 or email at [jdemonaco@chofire.org](mailto:jdemonaco@chofire.org).

John DeMonaco



**2017 CSDA BOARD CANDIDATE INFORMATION SHEET**

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Richard Hall

District/Company: Mojave Water Agency

Title: Director, Division 3

Elected/Appointed/Staff: Elected

Length of Service with District: 17 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Currently serving on the Professional Development Committee and Membership Committee

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Mojave Water Agency is a member of ACWA

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Currently President of the Association of San Bernardino County Special Districts

4. List civic organization involvement:

member of the Elks Association, Kiwanis, Summit Valley Property Owners

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.**

## CANDIDATE STATEMENT

My name is Richard Hall and I am currently a Director for the Mojave Water Agency and President of the Association of the San Bernardino County Special Districts and have served as an elected official for more than 35 years in two Special District organizations. I am interested in the CSDA Board of Directors position for Southern District Seat C – here is a list of my qualifications:

- First-hand knowledge and experience to ensure that we have safe, quality drinking water.
- Knowledge and experience in Recreation and Parks through 20 years on the Hesperia Recreation and Parks Special District board and served as president four times.
- Knowledge and experience in Property Owners Association in Summit Valley, California where I helped to bring electricity and natural gas to the owners and served as president.
- Knowledge and experience in Engineering and Management at General Dynamics Program Office working with the Federal and State government.
- Reduced taxes through leadership as well as set policy to purchase quality water, build water discharge facilities, and given tax money back to residents who helped reduce water usage.
- Continue to fight to bring 21<sup>st</sup> century technology to our Agency to study in order to better ensure management of our water resources by advanced computer systems, deep monitor wells, and other state of the art methods.
- Worked closely with community leaders and residents for best policies and strategies including getting State and Federal funding for safe, drinkable water and other needed projects and programs..
- Support funding colleges and students for research and development for continued new resource solutions for present and future issues.

I know that more needs to be done and have plans to meet these challenges. Let us protect our future and provide leadership with someone who knows how.



California Special  
Districts Association  
*Districts Stronger Together*

## 2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Michael Mack

District/Company: Rainbow Municipal Water District

Title: Director, Division 5

Elected/Appointed/Staff: Elected

Length of Service with District: 5 months

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I am the officially appointed RMWD representative for CSDA.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

I serve as the RMWD representative of both ACWA & CSDA.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

I worked for the city of San Marcos, CA for over 30 years as Parks Superintendent.

4. List civic organization involvement:

Past President of P.T.A.

**\* SEE ATTACHED STATEMENT \***

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.

## ENDLESS POSSIBILITIES



My name is Michael Mack and I am honored to be seeking election to be on the Board of Directors of California Special Districts Association.

I was elected to the Rainbow Municipal Water District Board of Directors in December 2016 and appointed to serve as the District's representative at both ACWA and CSDA. My background includes a degree in horticulture and worked for the City of San Marcos for over thirty years. As the Parks Department Supervisor, I had many responsibilities including reviewing plans and inspection of new park and street median installations. I was both a Certified Playground Inspector and Irrigation Auditor. One of my main responsibilities was ensuring efficient usage of water resources. I calculated, determined, and programmed water requirements for the plant material for all parks and street medians within the City.

I have learned the importance of CSDA is we are the support system to help ensure efficient and productive services to both small and large communities throughout California at the local level of city governments. As your CSDA Board Member, I see endless possibilities and promise to tackle and meet the challenges our districts face. We all must work together for present and future needs for our special districts and by doing so we can and will achieve our goals. We must be proactive with our legislators and with this energy and commitment we can make the difference between success and failure.

I am very honored to have this chance to serve all of you and given this opportunity. I feel extensive service and experience in the public sector, I will work effortlessly to make those endless possibilities become reality.





## Helendale Community Services District

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DATE: July 20, 2017  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Item # 10  
Discussion and Possible Action Regarding Award of a Contract for the  
Installation of Metal Light Poles at the Helendale Community Park

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### **Staff Recommendation**

Staff Seeks input from the Board regarding this matter.

### **Staff Report**

This item was reviewed by the Park and Rec Committee on July 11 and recommended to come to the full Board for consideration. Due to the recent theft of lights at the park, Staff was directed to seek other options for the lighting and security at the park. It has been challenging to find an electrician who was able to provide and install the new light poles. The electrician who completed the original project did not have a source for the metal poles. Another electricians with whom the District works was not interested in bidding the project. Staff was only able to get one quote.

The proposed scope of work includes installing a concrete base that extends three feet out of the ground upon which the 39 foot tall metal poles are mounted. This will raise the light fixtures by up to twelve feet higher than the prior poles which measured a maximum height of 30 feet. This will allow for the lights to be oriented more downwardly than outwardly. It is anticipated that this will eliminate the need for the corner lights.

The project will take approximately 8 weeks to complete. Football season starts August 26 with a home game at 1pm. Attached is a schedule for the Board's information. In addition to the scope of work outlined herein, additional electrical work will need to be completed in order to install security lighting and cameras. It is important to note that nothing is theft proof. Wood can be chopped down; metal can be sawn through.

Staff has received a tentative settlement from the District's insurance company for the stolen lights in the amount of \$9,600 to \$13,000. They initially have proposed \$9,600, however, the

investigator suggested the value of \$13,000. The settlement amount could be used to cover some of the costs of the proposed contract.

Option for the Board's consideration:

- Attempt to get more quotes
- Reattach to telephone poles but add some dawn to dusk lighting and security cameras
- Use portable lighting only for sports event and not re-hang the LED lighting
- Locate other lights that are less attractive to thieves but cost more to operate

**Fiscal Impact: \$35,756**

Once year-end reconciliation is completed by the accountant it will be determined if there is anything left that could be used for this purpose. Absent that, the cost would have to be funded through a loan from wastewater. When considering this expenditure, it may be helpful to understand that absent theft the light standards, at a minimum, are a 15 year asset. The fixtures will need to be replaced periodically.



Week 0	8/26/17	v. Lonepine	1:00
Week 1	9/1/17	@Upland Christian Academy	7:00
Week 2	9/8/17		
Week 3	9/15/17	@ Big Pine	3:00
Week 4	9/22/17	v. UCSA	7:00
Week 5	9/30/17	@Lutheran/ la verne	11:00
Week 6	10/6/17	@Orcutt	7:00
Week 7	10/13/17	v. Lucerne Valley	7:00
Week 8	10/20/17	v. Hesperic Christian	7:00
Week 9	10/27/17	@ Cal Lutheran	7:00



# Helendale Community Services District

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DATE: July 20, 2017  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Item # 11  
Discussion Only Regarding Providing Assistance to the New Wrightwood CSD

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## **Staff Recommendation**

Staff seeks input from the Board regarding this matter.

## **Staff Report**

The Wrightwood CSD was approved by the voter on March 2 by 63% show of support from the local community. The Board was sworn in on July 1 and are in the process of looking for a General Manager. As the Board members work to put their organization together they have requested that your General Manager provide insight on matters that are similar between our organizations. Particularly, the separation from County Solid Waste and establishment of local procedures related to solid waste management.

Staff is happy to provide assistance to the new CSD. If the Board is amenable to assisting the new CSD, Staff will work with their Board to assess what their desire is and what we could reasonable provide in the way of support. Typically, such support consists of sharing form, discussing processes, etc.

A motion is not necessary for this item, but Staff would appreciate input from the Board.