



Helendale Community Services District

BOARD OF DIRECTORS MEETING

October 3, 2019 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**
 - a. Approval of Minutes: September 19, 2019, Regular Board Meeting
 - b. Bills Paid and Presented for Approval
 - c. Purchasing Policy
4. **Reports**
 - a. Directors' Reports
 - b. General Manager's Report

Regular Business:

5. Discussion and Possible Action Regarding Modifications for Personnel Manual
6. Discussion and Possible Action Regarding Approval for Grant Acceptance Bureau of Reclamation and Discussion of Mojave Water Agency Strategic Partners Grant
7. Discussion and Possible Action Regarding Approval of the Annual District Calendar
8. Review of Water Rights and Water Production for Water Year 2018-2019

Other Business

9. Requested items for next or future agendas (Directors and Staff only)
10. Adjournment

Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is sought in order to participate in the above agenda public meeting should be directed to the District's General Manager's office at (760) 951-0006 at least 24 hours prior to said meeting. The regular session of the Board meeting will be recorded. Recordings of the Board meetings are kept for the Clerk of the Board's convenience. These recordings are not the official minutes of the Board meetings.

Providing:

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

OFFICE HOURS:

Monday-Friday
8:00 – 5:30 p.m.

PHONE:

760-951-0006

FAX:

760-951-0046

ADDRESS:

26540 Vista Road
Suite B
Helendale, CA
92342

MAILING

ADDRESS:

PO BOX 359
Helendale, CA
92342

Visit us on the Web
at:

www.helendalecsd.org





Helendale Community Services District

Date: October 3, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop / Cheryl Vermette
SUBJECT: Agenda item #3
Consent Items

CONSENT ITEMS

- a. Approval of Minutes: September 19 Regular Board Meeting
- b. Bills Paid and Presented for Approval



Board Members Present:

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

Board Members Not Present:

Sandy Haas, Secretary

Staff Members Present:

Kimberly Cox, General Manager
Alex Aviles, Wastewater Operations Manager
Craig Carlson, Water Operations Manager
Cheryl Vermette, Program Coordinator

Consultants:

Steve Kennedy, Legal Counsel

Members of the Public:

There were two (2) members of the public present.

Call to Order and Pledge of Allegiance

The meeting was called to order at 6:30 by President Ron Clark, after which the Pledge of Allegiance was recited.

1. Approval of Agenda

Action: A motion was made by Director Schneider to approve the agenda. The motion was seconded by Director Spiller.

Vote: Motion carried by the following vote: 4 Yes – 0 No – 1 Absent

2. Public Participation

Deputy Kraft reported the San Bernardino County Sheriff's Department statistics for July and August.

3. Consent Items

a. Approval of Minutes: Approval of Minutes: September 5, 2019 Regular Board Meeting

b. Bills Paid and Presented for Approval

Action: A motion was made by Director Schneider to approve the consent items as presented. The motion was seconded by Vice President Smith.

Vote: Motion carried by the following vote: 4 Yes – 0 No – 1 Absent

Item 5 was moved and presented prior to the reports

5. Discussion and Possible Action Regarding End of Year Financials

Discussion: Financial consultant Cindy Byerrum presented this report. Cindy's team has been working with auditors and have finished the final posting for the year. They are finishing some of the work for the year-end that had not been completed prior to Platinum coming on-board. Ms. Byerrum went through the statement of revenue and expenses for each of the Districts funds.

4. Reports

a. Directors' Reports

Director Spiller commented on the Concert in the Park, stating he thought it was a success and that he heard a lot of positive feedback.

b. General Manager's Report

Program Coordinator Vermette presented the program report. Our next Concert in the Park will be held on October 12th, it will be our final concert of the year. We have an essential Oils workshop on September 23rd at 6:00 pm a Senior Resource Connection this Friday, September 20th.

Program Coordinator Vermette presented the solid waste report. There were 62.34 tons of recycling and 341.46 tons of trash picked up in the month of July. We had 3,918 pounds of e-waste picked up in July for a reimbursement of \$940.32. The Thrift Store recycled 1.58 tons of metal in August. A total of 12.48 tons of Green Waste was picked up in August at a cost of \$1,951.48. The Thrift Store also had a mattress pickup in August for 149 mattresses and a reimbursement of \$262.24.

Water Operations Manager Carlson gave the water report. Staff repaired service line leaks on Autumn Lane and Fairway Courts. Staff replaced a fuse in the electrical panel at well #1a for the chlorine pump and replaced the solenoid pilot control on the cla-val at well #1a. Staff also replaced the inlet solenoid valve on the community center R/O system. The monthly coliform report as well as all well sounding and specific capacity data was completed. Staff also completed calibrating our DPD meters for chlorine residual testing.

General Manager Cox presented the administration update. There were 45 account transfers for the month of August. A graph comparing the monthly account transfers by year was presented.

General Manager Cox presented the financial update. The total cash balance as of August was \$4,684,194.

Regular Business

6. Discussion and Possible Action Regarding Adoption of a Sewer Lateral Policy

Discussion: This policy addresses sewer lateral maintenance. This issue comes up periodically and the lines of responsibility unclear. Sewer lateral policies vary by agency. The proposed policy has been developed to bring clarity to this issue and assign appropriate responsibility. Mr. Aviles showed a diagram of the upper and lower lateral and at what point on the lateral the District would be responsible. Legal Counsel Kennedy noted a minor revision to section 8, it says, "this water and sewer account write of policy..." and it should read "this sewer lateral policy..."

Action: A motion was made by Director Schneider approve the sewer lateral policy with amendment to section 8. The motion was seconded by Director Spiller.

Vote: The motion was approved by the following roll call vote: 4 – Yes 0 – No – 1 Absent

Director Schneider: Yes; Director Haas: Absent; President Clark: Yes; Vice President Smith: Yes; Director Spiller: Yes

7. Discussion and Possible Action Regarding Adoption of Resolution 2019-16: A Resolution of the Helendale Community Services District Establishing Policies for Board Member Sexual Harassment Prevention Training

Discussion: Legal Counsel Kennedy presented this item to the Board. In the last couple of years there have been expansion of the requirements on sexual harassment prevention training. In the last there has been expansion of that training to include non-supervisory employees as well as Board members effective January 1, 2021. This resolution will set a policy for Board member sexual harassment training in compliance with the government code as well as establish policies for Board members compliant with the District's zero tolerance policy with respect to harassment, discrimination, retaliation and bullying. This has not been a situation in the entirety of the existence of the District. This policy ensures the District has a policy consistent with the law and is sound practice to have a policy in place in case anything ever came up exposing the District to liability, the fact that the District has a policy in place would be good. Section 1 deals with the training requirement. There is a requirement for employees that the training be interactive, that is not required for Board members. This training is required for all sitting Board members and any new Board members within six months after assuming office and then once every two years thereafter. The training is two hours. An online program can be taken as long as it meets the requirement of the law. Exhibit A and B are intended to be added on to the employee handbook.

Vote: The motion was approved by the following roll call vote: 4 – Yes 0 – No – 1 Absent
Director Schneider: Yes; Director Haas: Absent; President Clark: Yes; Vice President Smith: Yes;
Director Spiller: Yes.

Other Business

8. Requested items for next or future agendas (Directors and Staff only)
Vice President Smith requested a review of SB5 that deals with independent contractors. Legal Counsel Kennedy explained the Bill and there will be no impact on the Board.

9. Adjournment

Action: President Ron Clark adjourned the meeting at 7:05 pm

Submitted by:

Approved By:

Ron Clark, President

Tim Smith, Vice-President

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



Helendale Community Services District

Date: October 3, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop, Senior Account Specialist
SUBJECT: Agenda item # 3 b.
Consent Item: Bills Paid and Presented for Approval

STAFF RECOMMENDATION:

Report Only. Receive and File

STAFF REPORT:

Staff issued 35 checks and 7 EFT's totaling \$130,134.32

Total cash available:	<u>9/30/19</u>	<u>9/12/19</u>
Cash	\$ 4,777,491.60	\$ 4,704,544.86
Checks/EFT's Issued	\$ 130,134.32	\$ 315,025.03

Investment Report

The Investment Report shows the status of invested District funds. The current interest rate is 2.12% for CalTRUST Short-Term and 1.70% for Medium-Term Investments, 2.38% for LAIF, and 0.25% for the CBB Sweep Account for Aug 2019. Interest earned in Aug 2019 on the CalTrust investments and the CBB Sweep Account is \$6,328.66



Helendale CSD

Bills Paid and Presented for Approval Transaction Detail

Issued Date Range: 09/13/2019 - 09/30/2019

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 251229590 - CBB Checking					
09/13/2019	EFT0002925	To record payroll fee payment	-183.99	EFT	General Ledger
09/18/2019	22337	Diane Ona	-144.00	Check	Accounts Payable
09/18/2019	22338	Imperial Sprinkler Supply, Inc.	-361.97	Check	Accounts Payable
09/18/2019	22339	William T. Kuhlmann	-241.58	Check	Accounts Payable
09/19/2019	EFT0002926	To post Payroll pmt - Dir Deposit PPE 9/15/19	-35,101.93	EFT	General Ledger
09/19/2019	EFT0002927	To post Payroll pmt - PR Tax Pmt	-9,070.01	EFT	General Ledger
09/19/2019	EFT0002928	To record Payroll and Payroll Tax Payments to ADP	-9.66	EFT	General Ledger
09/19/2019	EFT0002931	To record Tasc Flex Claim Pmt	-559.57	EFT	General Ledger
09/24/2019	EFT0002929	To record Bank Account Analysis Fees	-429.60	EFT	General Ledger
09/25/2019	22340	Platinum Consulting Group LLC	-15,469.76	Check	Accounts Payable
09/25/2019	22341	ALTEC Engineering Corp	-6,000.00	Check	Accounts Payable
09/25/2019	22342	Brunick, McElhaney & Kennedy	-8,531.25	Check	Accounts Payable
09/25/2019	22343	Clemmer Services, Inc.	-2,966.00	Check	Accounts Payable
09/25/2019	22344	County of San Bernardino, Solid Waste Mgmt. Div.	-795.19	Check	Accounts Payable
09/25/2019	22345	Culligan Bottle Water	-987.30	Check	Accounts Payable
09/25/2019	22346	Frontier Communications	-57.91	Check	Accounts Payable
09/25/2019	22347	Frontier Communications	-64.72	Check	Accounts Payable
09/25/2019	22348	Frontier Communications	-80.58	Check	Accounts Payable
09/25/2019	22349	Grainger, Inc	-229.18	Check	Accounts Payable
09/25/2019	22350	Heather L. Starstman	-153.90	Check	Accounts Payable
09/25/2019	22351	Home Depot Credit Services	-622.33	Check	Accounts Payable
09/25/2019	22352	Maria Medina	-144.50	Check	Accounts Payable
09/25/2019	22353	Official Payments Corp	-57.40	Check	Accounts Payable
09/25/2019	22354	Paul Harvey	-1,479.44	Check	Accounts Payable
09/25/2019	22355	San Bernardino County Fire Protection District	-1,260.00	Check	Accounts Payable
09/25/2019	22356	Shred-it USA LLC	-76.71	Check	Accounts Payable
09/25/2019	22357	Siverts Publishing	-150.00	Check	Accounts Payable
09/25/2019	22358	Southern California Edison	-3,716.47	Check	Accounts Payable
09/25/2019	22359	SWRCB, Office of Operator Certification	-125.00	Check	Accounts Payable
09/25/2019	22360	Triple C Electric	-7,250.00	Check	Accounts Payable
09/25/2019	22361	Tyler Technologies, Inc.	-4,348.75	Check	Accounts Payable
09/25/2019	22362	UIA Ultimate Internet Access, Inc	-716.35	Check	Accounts Payable
09/25/2019	22363	United Site Services	-141.66	Check	Accounts Payable
09/25/2019	22364	USA Blue Book	-811.00	Check	Accounts Payable
09/25/2019	22365	USPS	-220.00	Check	Accounts Payable
09/25/2019	22366	Verizon Wireless	-96.90	Check	Accounts Payable
09/25/2019	22367	Verizon Wireless	-779.30	Check	Accounts Payable
09/27/2019	22368	Cardmember Services	-3,633.76	Check	Accounts Payable
09/27/2019	EFT0002930	To record payroll fee payment	-188.65	EFT	General Ledger
09/30/2019	22369	Southern California Edison	-19,123.31	Check	Accounts Payable
09/30/2019	22370	Southern California Edison	-3,400.38	Check	Accounts Payable
09/30/2019	22371	Southern California Edison	-354.31	Check	Accounts Payable
Bank Account 251229590 Total: (42)			-130,134.32		
Report Total: (42)			-130,134.32		

Bank Transaction Report

Bank Account	Count	Amount
251229590 CBB Checking	42	-130,134.32
Report Total:	42	-130,134.32

Cash Account	Count	Amount
99 99-111000 Cash in CBB - Checking	42	-130,134.32
Report Total:	42	-130,134.32

Transaction Type	Count	Amount
Check	35	-84,590.91
EFT	7	-45,543.41
Report Total:	42	-130,134.32



Helendale Community Services District

Date: October 3, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #5
Discussion and Possible Action Regarding Modifications to the Personnel Manual

STAFF RECOMMENDATION:

Staff requests approval of this item.

STAFF REPORT:

From time to time Staff has found corrections that need to be made in the District's Personnel Manual adopted in May 2011. The manual has not been significantly modified since that time. In the near future Staff will be requesting significant modifications to the manual, however, in the interim Staff requests approval for the corrections and modifications outlined in the staff report.

PERSONNEL MANUAL

Section 3.5.5: Work Period – Starting and ending of the work week is redefined at mid-day Friday rather than Sunday.

Section 5.6.3: Accumulation – The personnel manual lists the rate of sick leave accrual as 3.96 hours per pay period rather than the correct accrual amount of 3.69 per pay period. This error was recently found when setting up the Tyler Payroll Module.

Section 5.6.5: Sick Leave for Other Uses: This section errantly references Section 5.3 and it should reference Section 5.6.

Section 5.11: Administrative Leave: Administrative leave is only available for exempt employees. The word "exempt" needs to be inserted for clarity.

Section 6.1: Employee Recognition Program: Proposed replacement language for this section is included in the redlined attachment.

Section 7.5: Prohibition of Harassment: Replaced in its entirety with the language adopted by the Board at the 9/16/2019 meeting attached as Exhibit A to Resolution 2019-19. Section 7.5 will now read: "Prohibition of Discrimination, Harassment & Retaliation"

Section 7.6: Zero Tolerance Harassment and Discrimination Policy: Replaced in its entirety with the language adopted by the Board at the 9/16/2019 meeting attached as Exhibit B to Resolution 2019-19. Section 7.6 will now read: "Prohibition of Bullying"

Section 10: Drivers License Policy: Amend the policy to allow for Class B to receive the incentive

Section 13.1: Modified to reflect PEPR which was implemented by law in 1/1/2013.

FISCAL IMPACT: None

ATTACHMENTS: Excerpts from the Personnel Manual reflecting red-line changes.

automatically be paid for any compensating time which exceeds eighty (80) hours, for any such time which has not been taken by the end of the fiscal year

3.5.4 Variable Work Schedule – The District with the agreement of an affected employee may arrange for that individual to take such time off as necessary to ensure that an employee’s actual time worked does not exceed forty (40) hours within any given work period.

3.5.5 Work Period – The work period for purposes of overtime, established for employees within the District is a 9/80 schedule – 80 hours of work is completed within a two-week period. ~~It~~ The work week begins at 12:00 noon on Friday and ends at 11:59 a.m. on Friday of the second week.

3.6 **OVERTIME PAY: EXEMPT EMPLOYEES** - The following positions are exempt from receiving overtime pay according to state and federal overtime pay provisions, because their duties and responsibilities meet the requirements from exemption established under the Fair Labor Standards Act: General Manager, Finance Manager and Operations Manager. The District may add additional positions to this list as positions are added or job duties change.

3.7 **LUNCH AND REST PERIODS**

3.7.1 Field Personnel - Receive a half-hour lunch period.

3.7.2 Office Personnel - Receive a half-hour lunch period.

3.7.3 Breaks - A ten minute break is to be scheduled for all employees, at the Managers/Supervisors discretion, in the morning and the afternoon.

3.8 **SALARY RANGES** - The District has established pay ranges for the various job classifications of employees. In doing this, several factors were considered, including: rates for similar positions in other water/wastewater and park districts; local market conditions; the level of responsibility, technical qualifications, and the relative degree of interaction/decision making. Salary ranges are guidelines for budgetary purposes only and may not be adhered to strictly. In some cases, employees may be paid at a rate which does not correspond to the listed salary range for their job classification.

3.9 **RECLASSIFICATIONS** - The General Manager is responsible for maintaining classifications of District job descriptions that reflect the wage and salary conditions found in other special districts or related industries. Wage and salary surveys are accomplished on an as needed basis. The surveys are based on comparable duties and responsibilities on District positions. When surveys or other data show that a position’s classification requires changing, the Manager/Supervisor will be asked to review the duties and responsibilities of the job description.

5.5 SPECIAL LEAVES OF ABSENCE WITHOUT PAY - A special leave of absence without pay may be granted to an employee who:

1. Is medically incapacitated to perform the duties of the position
2. Desires to engage in a relevant course of study, which will enhance the employee's value to the District
3. Takes a leave of absence pursuant to the Federal Family Medical Leave Act, the California Family Rights Act, and/or Pregnancy Disability Leave provisions under the Fair Employment and Housing Act
4. For any reason considered appropriate by Management.

5.6 SICK LEAVE

5.6.1 Definition –Sick leave with pay is an insurance or protection provided by the District to be granted in circumstances of adversity to promote the health of the individual employee. IT IS NOT AN EARNED RIGHT TO TIME OFF FROM WORK. Sick leave is defined to mean the authorized absence from duty of an employee because of physical or mental illness, injury, pregnancy, for a medical, optical, or dental appointment. Sick leave is provided by the District pursuant to this section in order to promote the health and welfare of the individual employee. Sick leave permits an employee to be absent from duty without loss of pay when he/she is incapacitated by reason of illness, or when a member of the employee's immediate family must be cared for by the employee; or when an employee has been exposed to a contagious disease and a physician has determined that his/her presence on the job might endanger fellow workers. Misuse or abuse of sick leave can result in disciplinary actions.

5.6.2 Excessive Use of Sick Leave – Each full-time employee is granted 96 hours per year of sick leave accrued at a rate of 3.69 hours per pay period which is available for use the first day following the payroll period in which it is earned. Excessive use of Sick Leave is defined as using 75% of non-protected sick leave accruals in a given twelve (12) month period. Employee's who exceed the standard may be subject to any, or all, of the following:

- Leave Restriction Plan
- Below Job Standards rating on Annual Performance Evaluation
- Disciplinary action up to and including dismissal

5.6.3 Accumulation: Beginning with the date of employment, sick leave shall accrue at a rate of ~~3.96~~ 3.69 hours per pay period to the employee. The biweekly pay record will reflect the current sick leave accumulation for each employee. Sick leave is not considered to be vacation, and is to be used only during illness or

certificate may be required for repeated absences, as determined at the discretion of the General Manager.

- E. Health Care Providers' Release: The District reserves the right to require a health care provider's written release before the employee may return to work after a short or long duration of illness. The District also has the right to required a "fitness for duty exam" administered by the District's physician.
- F. Termination of Benefits: If an employee's disability absence continues beyond the period covered by sick leave, the employee may be eligible for additional leave under the Family Medical Leave Act, or any other medical or disability leave policy if such employee meets the qualifications of such leave. All other leave shall be unpaid.

5.6.5 Sick Leave for Other Uses: Subject to the General Manager's approval, an employee may elect to use sick leave for medical, dental, or vision appointments, or to take care of members of an employee's immediate family who is ill or injured. Immediate family in this instance shall mean spouse, father, mother, children, brother or sister, and also includes in-laws (son, daughter, father, mother, brother, sister), step-children, grandparents, and grandchildren, of the employee. In the event that sick leave is taken due to the illness or injury of a family member, all other provisions of Section ~~5-35.6~~ shall apply.

5.7 **BEREAVEMENT LEAVE**: The District provides up to two days paid leave in the event of a death in an employee's immediate family for which the employee attends funeral or memorial services. An additional three day of sick leave can be used with approval from Management. Immediate family in this instance shall mean spouse, father, mother, children, brother or sister, and also includes in-laws (son, daughter, father, mother, brother or sister), step-children, grandparents, and grandchildren. Bereavement leave includes time needed to plan and attend funeral or memorial services which require traveling to the location of these events.

5.8 **JURY DUTY**: Employees will be given time off when summoned for mandatory jury duty or subpoenaed to appear in court as a witness in trial. Employees shall provide prompt, reasonable notice to his/her immediate supervisor of the need for the employee to be absent due to jury duty or trial. Such notice shall be given not later than two weeks prior to anticipated jury duty or trial testimony, except where such notice is not practicable under a given set of circumstances. The District may request that the employee seek a deferment of jury duty to another date based upon the needs of the District. The employee shall notify his/her Manager in the event that the date(s) of anticipated jury duty/trial testimony are changed immediately upon receipt of such changed date(s). Except as otherwise provided, full pay shall be granted when absences occur on regularly scheduled workdays. Pay will not be granted when jury duty occurs

and pay without loss of seniority or benefit entitlement. No such assurance of continued employment can be made to employees whose leaves of absence exceed 60 days. An employee's failure to return from leave of absence, or to present convincing reasons for not returning as arranged, will be considered a voluntary resignation.

5.10.3 **Benefits:** During the period of leave, arrangements must be made by the employee to pay group health, dental, life, and long-term disability insurance, which are normally paid by the District. Any such leave shall be unpaid, and retirement benefits, sick leave, and vacation credits will not accrue for the period of the leave.

5.11 **ADMINISTRATIVE LEAVE:** Exempt Employees designated as either the General Manager or Manager are not eligible for overtime pay for working hours over and above the normal daily work schedule. Employees so designated shall be entitled to all benefits provided to regular employees and the following:

5.11.1 **General Manager:** Administrative leave to a maximum of eighty (80) hours per fiscal year.

5.11.2 **Managers:** Administrative leave to a maximum of sixty (60) hours per fiscal year at the discretion of the General Manager.

5.11.3 **Procedure:** Any request for administrative leave shall be submitted in writing to the Manager, not less than ten days prior to the date of the proposed leave.

5.12 **FAMILY CARE AND MEDICAL LEAVE**

5.12.1 **Purpose.** This section outlines the procedures applicable under the Federal Family and Medical Leave Act, (29 U.S.C. Sections 2601-2654) and the California Family Rights Act, (Government Code Section 12945.2) both of which require the District to permit each eligible employee to take up to 12 workweeks of Family and Medical Leave Act leave ("FMLA leave") in any 12-month period.

5.12.2 **Employee Eligibility Criteria.** To be eligible for FMLA leave, employees must have been employed by the District for at least 12 months and must have worked at least 1,250 hours during the 12-month period immediately preceding commencement of FMLA leave.

5.12.3 **Events Which May Entitle an Employee to FMLA Leave.** The 12-week FMLA allowance includes time taken (with or without pay) for any of the following reasons:

- A. To care for a newborn child of the employee or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude 12 months after the birth, adoption, or placement. If both parents are employed by the District, they will be granted a combined total of 12

OTHER BENEFITS AND SERVICES

- 6.1 **EMPLOYEE RECOGNITION PROGRAM** - In recognition of employee service to the District an employee-driven recognition program called "Way-To-Go" has been developed. This Program may be amended from time to time by the General Manager. The goal is to recognize acts performed during the course of an employee's normal duties that were noteworthy. An employee fills out the business-sized card and puts it in the designated box. Once a month a card is drawn and that employee receives a \$50 gift card. In December all cards are put in a drawing for a chance to win a \$200 gift card. The success of the program is up to employees. will be developed that provides appropriate recognition for longevity or other special occasions, events, accomplishments.
- 6.2 **EDUCATION PROGRAM** - The District encourages employees to participate in educational and training activities. In addition to increasing job proficiency, this education should improve work force stability and the District's ability to attract and retain outside employees.
- 6.2.1 **On-Duty Education** - Employees may, with prior approval, attend seminars, conferences, workshops, cross-training activities or meetings that provide specific training in subjects directly related to the services provided by the District. Funds will be allocated annually during the budget process to provide for training.
- 6.2.2 **Off-Duty Education** - At the discretion of the General Manager, educational assistance is available to employees who desire to obtain skills and/or knowledge that enables them to become more proficient in their present duties and/or prepare them for the next level of certification. This education may occur after regular working hours at a college, vocational trade school, or through a self-study correspondence course which leads to a certificate, license or diploma related to the general functions of the District. Payment for such courses are subject to the District's adopted tuition reimbursement policy.
- 6.3 **CERTIFICATION PROGRAM** - All employees are encouraged to enhance their personal qualifications for improved advancement potential and expanded their knowledge about their field. The District's policy on self-improvement is also reinforced by offering bonuses for obtaining various certificates, licenses, etc., as outlined in the District's adopted bonus policy.

7.5 PROHIBITION OF DISCRIMINATION, HARASSMENT & RETALIATION

The Helendale Community Services District ("District") has zero tolerance for discrimination, harassment, and retaliation, and is committed to maintaining a work environment that is pleasant, professional, and free from intimidation, hostility, or other offensive conduct that might interfere with work performance. Harassment of any sort - verbal, physical, or visual - will not be tolerated. This includes sexual harassment as well as harassment based on an employee's status in a protected class. These classes include age, sex or gender (including pregnancy, child birth, breastfeeding or related medical conditions), genetic information or characteristics, gender identity, gender expression, race, color, ancestry, national origin, religion, creed, marital status, military and veteran status, sexual orientation, political belief, physical or mental disability, medical condition, and any other status protected by federal or state law. This policy also prohibits unlawful harassment based on the perception that someone has those characteristics. This policy covers all individuals in the workplace, including full-time and part-time employees, independent contractors, volunteers, interns, Board Members, and anyone else performing work for the District (for ease, referred to collectively herein as "employees").

The workplace is not limited to District property but also includes anywhere District business is conducted or any business-related function, including social events, takes place. The District will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee who has questions or concerns about these policies should talk with their supervisor or with the General Manager.

These policies should not, and may not, be used as a basis for excluding or separating individuals of any protected class from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of the District prohibit disparate treatment on the basis of sex or any other protected class, with regard to terms, conditions, privileges and perquisite requirements of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

7.5.1 Equal Employment Opportunity

The District is committed to maintaining an equal opportunity employment policy and discrimination-free workplace. The District makes employment decisions on the basis of merit and business needs. The District prohibits unlawful discrimination based on age, sex, or gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), genetic information or characteristics, gender identity, gender expression, race, color, ancestry, national origin, religion, creed, marital status, military or veteran status, sexual orientation, political belief, physical or mental disability, medical condition, or on any other basis prohibited by federal, state, and/or local laws.

Exhibit A

The District furthers the principles of employment equality by seeking talented and competent persons who are suited for a specific position by reason of training, experience, character, personality, intelligence, and general ability. The District does not consider a person's age, sex, or gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), genetic information or characteristics, gender identity, gender expression, race, color, ancestry, national origin, religion, creed, marital status, military or veteran status, sexual orientation, political belief, physical or mental disability, medical condition, or on any other basis prohibited by federal, state, and/or local laws.

The District takes all personnel actions, including promotions, disciplinary measures, and termination, without regard to an individual's legally protected status.

7.5.2 Accommodation Under the ADA and AFEHA

The District is committed to complying with applicable laws, including the Americans with Disabilities Act (ADA) and Fair Employment Housing Act (FEHA), ensuring equal employment opportunities to qualified individuals with a disability, and will reasonably accommodate an employee or applicant for the known physical or mental disability if the employee or applicant is otherwise qualified to safely perform all the essential functions of the position.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the General Manager to discuss the need for an accommodation. The District will engage in a timely, good-faith interactive process to determine a reasonable accommodation, if any, in response to a request for accommodation by the employee or applicant with a disability. The District will also initiate an interactive process when it becomes aware of the possible need for accommodation through a third party, or by observation, or because the employee has exhausted leave benefits under applicable federal, state, or District leave provisions.

An interactive, good-faith communication process is a timely, individualized process in which management and the employee discuss the need for accommodation, and what reasonable accommodation can be offered. The District may require the employee to provide documentation from a medical professional of the disability and need for accommodation. A medical professional may also be involved in the interactive process in order to evaluate what accommodation would allow the employee to perform the job safely and effectively. If no reasonable accommodation exists that would not cause the District undue hardship, then the District may not be able to provide the employee with an accommodation.

7.5.3 Description of Sexual Harassment

Sexual harassment includes unwelcome sexual advances, request for sexual favors, or other unwanted verbal or physical contact of a sexual nature.

Sexual harassment crosses age and gender boundaries and can occur between any two or more employees, regardless of their status. Among other perceived unconventional situations, sexual harassment may involve two women or two men. Harassment exists on a continuum, and need not involve overt sexual advances or physical conduct to constitute prohibited behavior. For instance, harassment may occur when an employee shows sexually suggestive pictures to another employee. A picture will be presumed to be sexually suggestive if it depicts a person who is not fully clothed or in clothes that are not suited to the workplace, or if the person is in a sexual position or performing a sexual act. Sexual harassment need not be motivated by a sexual desire.

The law defines two categories of sexual harassment. The first category, "quid pro quo," occurs when one employee offers or hints they will give another employee some kind of benefit or improvement in working conditions (e.g., a raise or promotion, guarantee of continued employment, better office space or work assignments, etc.) in exchange for that employee's satisfaction of a sexual demand or submission to sexually harassing conduct. The second category, "hostile work environment," occurs when unwelcome sexual advances, requests for sexual favors, or verbal or other conduct creates an intimidating or offensive working environment. The law prohibits any form of sexual harassment that impairs an employees working ability or emotional well-being at work. Even if the conduct does not rise to the level prohibited by law, the District will not tolerate it.

7.5.4 Description of Other Workplace Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that has the purpose or effect of creating an intimidating, hostile or offensive work environment, has the purpose or effect of unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the

workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

7.5.5 Individuals and Conduct Covered

These policies apply to all applicants, employees, and Board Members, whether related to conduct engaged in by fellow employees or by someone not directly connected to the District (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

7.5.6 Reporting Harassment. Discrimination or Retaliation .

7.5.6.1 Responsibility for Reporting Harassment

All District employees, and particularly supervisors, have a responsibility for keeping the District's work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to his or her supervisor or the General Manager. Employees must report an incident even if they are asked not to by the person who experienced the harassment, or by anyone else. Employees are never required to report an incident of harassment to the individual they believe is responsible for the harassment and may make a report to another supervisor or manager.

If you believe you have been harassed in the course of your work for the District, you may confront the harasser and ask them to stop, and the District will not permit any retaliation for doing so. While the District encourages you to communicate directly with the harasser and make it clear that the harasser's behavior is unacceptable, you are not required to do so. It is essential, however, to report the conduct immediately, even if you are not sure whether the conduct rises to the level of harassment under the law or this policy.

7.5.6.2 Reporting Procedure

The District encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Exhibit A

All reports of harassment will be investigated with due regard for the privacy of everyone involved. Confidentiality will be maintained to the extent possible, however absolute confidentiality cannot be guaranteed because disclosure of some information may be required as part of the investigation, consistent with due process requirements or as required by law. Any employee found to have engaged in harassment will be subject to appropriate disciplinary action up to and including termination. The District will also take any additional action necessary to appropriately remedy the situation. Retaliation will not be permitted. No adverse employment action will be taken against any employee making good faith report of alleged harassment, no matter the result of the investigation.

If a party to a complaint does not agree with its resolution, that party may appeal to the District's General Manager or Board of Directors.

In addition to the investigation conducted by the District, the California Department of Fair Employment and Housing (DFEH) investigate and may prosecute complaints of workplace harassment. Whenever an employee thinks they have been harassed or retaliated against for complaining about harassment, that employee may file a complaint with the DFEH within one year from the date of the incident.

7.5.8 Prohibition of Retaliation

The District prohibits any Board Member or employee from retaliating in any way against anyone who has made a harassment complaint, raised any concern about harassment, or participated in a harassment investigation. Retaliation is not limited to adverse employment actions, but may also include chastisement, derogatory or insulting remarks, social ostracism, or any other conduct intended to punish the employee or deter employees from reporting harassment or cooperating in investigations. The District will investigate any complaint of retaliation and will take immediate and appropriate disciplinary action if retaliation has occurred. Complaints of retaliation should be reported and will be investigated according to the same procedure as harassment complaints.

7.5.9 Harassment Prevention Training Requirement

All employees and all Board Members are required to attend two hours of harassment prevention training every two years, or more frequently at the discretion of the District. In addition, at its discretion, District management may require any employee to attend harassment prevention training at any time.

7.6 PROHIBITION OF BULLYING

The purpose of this policy is to communicate to all employees, including supervisors, managers and Board of Directors, that the Helendale Community Services District ("District") will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination. Bullying should be reported following the District's Grievance Procedure in Section 8.2 of this Manual.

7.6.1 Definition

The District defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Such behavior violates the District's Code of Conduct.

7.6.2 Examples

Bullying may be intentional or unintentional. However, it must be noted that when an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior on the individual that is important. The District considers the following types of behavior examples of bullying:

- Verbal bullying: Slandering, ridiculing or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property
- Gesture bullying: Nonverbal threatening gestures; glances that can convey threatening messages.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person.
- Shouting or raising voice at an individual in public or in private.
- Using verbal or obscene gestures.
- Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Ignoring or interrupting an individual at meetings.
- Public reprimands.

Exhibit B

- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.
- Spreading rumors and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, assigning meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Inflicting menial tasks not in keeping with the normal responsibilities of the job.
- Taking credit for another person's ideas.
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

10.9 DRIVER'S LICENSE POLICY

1. PURPOSE

The purpose of this policy is to formalize past practice and to establish uniform procedures for reviewing employee driving record reports and for dealing with the restriction, suspension or revocation of a required California license. In addition, this policy outlines special compensation for those possessing a Class A license for the District's benefit.

The Helendale Community Services District (District) Employee Personnel Manual Section 10.9 Vehicle Assignment and Use states: "The District will provide vehicles on an as needed/required basis for use during business hours and emergencies. Employees operating District vehicles are responsible for their safe operation in accordance with the law." Since most job classifications require daily or periodic operation of District vehicles, employees are required to be in possession of a valid California Driver License for the class of vehicle being operated. The revocation of that license for any reason by the state of California, or a driving record unacceptable to the District for any reason may be sufficient cause for dismissal. Traffic citations, with the exception of faulty equipment, are the employee's responsibility."

2. OPERATING A DISTRICT VEHICLE

Any employee who operates a District vehicle or any motor vehicle on District-related business shall have in his/her possession a current, valid California driver's license in the proper class.

Employees whose job duties include operating or driving a motor vehicle shall immediately notify their supervisor of any restrictions, suspensions or revocation of their driver's license. Failure to do so may result in disciplinary action against the employee.

3. POSSESSION OF DRIVER'S LICENSE

The requirement for possession of a valid California driver's license and the type of license required shall be determined by the District. The type of license will be contained in the minimum qualification section of the classification description on file and will be listed on any employment flyer published for the classification.

The District will approve up to four ~~certified~~ Water, Park or Wastewater staff to obtain a Class A or Class B License at the District's expense. To assist employees in obtaining required Commercial Driver's Licenses including applicable endorsements, the District will provide employees classroom and operations training for up to eight (8) hours of time during the regularly scheduled work shift, to be scheduled by the District to practice driving and maneuvering skills to prepare for the licensing test.

Additional training, as required for a Class A or Class B license, and for obtaining endorsements or certifications to carry certain materials or to tow vehicles or specialized

trailers shall be reimbursed by the District upon successful completion of the training unless prior arrangements have been made.

Employees who fail the written and driving test will be allowed to repeat the classroom training one (1) additional time and will be allowed up to an additional four (4) hours of time during the regularly scheduled work shift, to be scheduled by the District for further practice in preparation for the repeat licensing test.

Regular physical examinations are required by the California Department of Motor Vehicles to maintain a Commercial Driver's License. Employees who have been approved to obtain and retain a Commercial Driver's License or as required by their job classification are responsible to assure that exams are scheduled when required to keep their Commercial Driver's License valid. Physical exams will be paid for by the District provided the exam is conducted by the District's designated Medical provider.

Employees required by their job classification to maintain a Commercial Driver's License may have the initial/renewal fees reimbursed to them at the rate of the dollar amount difference between the cost of the Class C Driver's License renewal and the cost of the Commercial Driver's License renewal, based on California Department of Motor Vehicle fees at the time of renewal. Employee must submit a receipt showing evidence of renewal of the Commercial Driver's License to the District to obtain reimbursement.

The revocation of that license for any reason by the state of California, or a driving record unacceptable to the District for any reason may be sufficient cause for dismissal.

4. CLASS A/B INCENTIVE PAY

An approved employee holding a Class A license shall be eligible for incentive pay of \$1500 per year paid at the rate of \$125 per month. This incentive is subject to maintaining the Class A or B license in accordance with this District Policy. If the Class A or B license is revoked during the Class A incentive will cease at that point in time-

Drivers with a Commercial Class A license can drive any legal vehicle. They can tow the same vehicles as those with a Class B and C license, as well as any single vehicle that weighs more than 10,000 lbs. Additionally, Commercial Class A drivers can tow multiple vehicles or trailer buses as long as they obtain an endorsement. Depending on the type of vehicle they drive, and what is being transported in the vehicle, the driver may need certification or an endorsement along with the special license. A certificate is issued as a separate document while an endorsement is marked directly on the driver license.

An approved employee is one determined by the Manager or General Manager those staff members who in the course of daily duties could provide greater benefit to the District if so licensed. This designation can be revoked at any time or expanded at any time due to District necessity.

RETIREMENT

- 13.1 The Board of Directors elected to participate in the California Public Employees' Retirement System (CalPERS). All Classic full-time employees are enrolled upon hire and part-time employees who have worked over a 1,000 hours will be enrolled into CalPERS upon reaching the 1,000 hours of employment. The District's CalPERS benefit of 2.7% at 55 and shall apply to all qualifying employees. Contributions required of the District and its employees shall be subject to adjustment by the Board and consistent with amendments to the Public Employees' Retirement Law. Employees hired after the implementation of the Public Employee Retirement Act (PEPRA) effective 1/1/2013 will be compensated according to state law.

To be eligible for service retirement, a member must be at least age 50 and have five years of CalPERS of CalPERS credited service. There is no compulsory retirement age. The monthly retirement allowance is determined by age at retirement, years of service credit and final compensation. The basic benefit is 2.7% of an average of the final three years of compensation for each year of credited service upon retirement at age 55.

Members permanently incapacitated from performing their duties are eligible for disability retirement provided they have at least five years of service credit. The monthly retirement allowance is 1.8% of final compensation for each year of service. The maximum percentage for members who have between 10 and 18.5 years of service credit is one-third of their final compensation. If the member is eligible for service retirement, the member will receive the higher allowance payable, service or disability. If provided by the employer's contract, the benefit would be a minimum of 30% of final compensation for the first five years of service credit, plus 1% for each additional year of service to a maximum benefit of 50% of final compensation.

Basic Death Benefit: This benefit is a refund of the member's contribution plus interest and up to six months' pay (one month's salary rate for each year of current service to a maximum of six months).

Members who have separated from employment may elect to leave their contributions on deposit or request a refund of contributions and interest. Those who leave their contributions on deposit may apply at a later date for a monthly retirement allowance if the minimum service and age requirements are met. Members who request a refund of their contributions terminate their membership and are not eligible for any future benefits unless they return to CalPERS membership.



Helendale Community Services District

Date: October 3, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
 Discussion and Possible Action Regarding Approval for Grant Acceptance for the Bureau of Reclamation Water Smart Grant and Discussion of the Mojave Water Agency Strategic Partners Grant

STAFF RECOMMENDATION:

Staff recommends that the Board accept the grant award. There are sufficient funds in the budget to cover the required match.

STAFF REPORT:

As discussed in February, Staff is presenting this notice of award to the Board requesting direction as to whether the Board wishes to accept the grant award with the required grant match of \$75,000.

Attached for the Board’s information is the award letter dated September 5, 2019, from the Bureau of Reclamation. Last February the Board approved Resolution 2019-01 authorizing the District to submit the grant under the Water Smart Small-Scale Efficiency Projects. The District was successful in its request for an additional \$75,000 in funding for the meter rotation program. This would require a minimum expenditure of \$150,000 over a 24-month period. The District has budgeted \$92,000 for the last two fiscal years to cover meter and system parts. These funds will help provide the required match. The meter rotation program is also on the Capital Improvement Plan as an ongoing program. The award and the match will facilitate the installation of an additional 800 meter and 425 radios. Staff anticipates receiving the notice to proceed by December which will start the 24-month implementation timeframe which means the grant implementation would actually span four fiscal years. This would only require a commitment of \$18,750 for each budget year.

Fiscal Year	Calendar Year		Months
FY2020	July 1, 2019 through June 30, 2020	Dec 1 through June 30, 2020	7 months
FY2021	July 1, 2020 through June 30, 2021	July 1, 2021 through Nov 30, 2021	5 months
FY2022	July 1, 2021 through June 30, 2022	Dec 1, 2021 through June 30, 2022	7 months
FY2023	July 1, 2022 through June 30, 2023	July 1, 2022 through Nov 2022	5 months

Total 24 months

Secondly, the District was notified by the Mojave Water Agency that we were awarded \$12,500 towards the meter rotation program as part of their Strategic Partners Program. This amount will

purchase an additional 125 meters and radios Staff recommends that these funds be used to further the implementation of the meter rotation program, however the Board can designate these funds towards the required Bureau grant match. Because the MWA grant has to be expended this fiscal year (June 30), Staff recommends that we proceed with purchasing meters with this grant immediately while we are awaiting the Bureau notice to proceed.

Currently the District has 518 new meters installed. A previous MWA grant provided 109 meters and the previous Bureau grant provided 400 meters. The new Bureau grant will provide 800 meters and the MWA grant will provide an additional 125 meters unless the Board designates this grant to go towards the Bureau matching requirement. These grants account for 1,434 meters which puts us more than half way to our goal of 2822 new meters.

FISCAL IMPACT: Grant awards of \$75,000 from the Bureau of Reclamation and \$15,000 from Mojave Water Agency. Grant Expenditures of \$75,000 over a 24-month period.

ATTACHMENTS: Bureau of Reclamation letter dated 9/5/2019
Resolution 2019-01



United States Department of the Interior

BUREAU OF RECLAMATION
PO Box 25007
Denver, Colorado 80225-0007

IN REPLY REFER TO

84-27814
1.3.11

September 5, 2019

VIA ELECTRONIC MAIL

Helendale Community Services District
Attn: Cheryl Vermette
PO Box 359
Helendale, CA 92342-0359

Subject: Funding Opportunity Announcement (FOA) No. BOR-DO-19-F005 – WaterSMART Grants: Small-Scale Water Efficiency Projects for Fiscal Year (FY) 2019 – Application Review Status, Your Application Titled, “Advanced Metering Infrastructure Smart Meter Installation Program, Phase II (SWEP-053)”

Dear Ms. Vermette:

Thank you for submitting a WaterSMART Grants: Small-Scale Water Efficiency Projects application. The Bureau of Reclamation is pleased to inform you that your application was among those receiving the highest ratings and is now being considered for award of a financial assistance agreement. Reclamation anticipates awarding Federal funds in the amount of \$75,000 for your proposed project. In working with you to develop your financial assistance agreement, Reclamation will closely review the activities outlined in your proposal to ensure that all activities are eligible for funding and that the proposed costs are allowable under financial assistance regulations. If some costs or activities are determined to be ineligible or unallowable, Reclamation will work with you to refine the scope of work and budget for the project.

Please note that this letter is not a final commitment of funding. A financial assistance agreement will not be executed, and funds will not be awarded until further information about your project is developed and all statutory and regulatory requirements have been met as described in Section E.2.5 of the FOA. In addition, Reclamation must have sufficient evidence prior to award that non-Federal cost share will be available. The final funding amount may be adjusted if necessary.

Please note that for costs, including pre-award costs, to be eligible for inclusion in the agreement, the costs must meet the applicable administrative and cost principles criteria established in 2 Code of Federal Regulations (CFR) Part 200. In particular, the procurement of goods and/or services must be compliant with the Procurement Standards (2 CFR §200.317 through §200.326) and contract costs must be compliant with 2 CFR §200.323 – Contract Cost and Price. A copy of the Procurement Standards, which include the contract cost and price regulations, and Appendix II from 2 CFR Part 200, which identifies mandatory contract content, are attached for your reference. The Federal financial assistance regulations can be found online at www.ecfr.gov.

Federal statute (42 U.S.C. 10364(a)(3)(B)) requires that before any funds are awarded, you agree not to use any water savings resulting from your proposed project to increase your total irrigated acreage or to otherwise increase the consumptive use of water in your operations. This requirement, which was

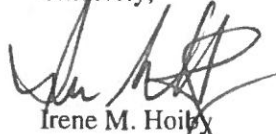
discussed in Section F.2.3 of the FOA, will be included in the financial assistance agreement for your project.

Please be advised that your application has been ranked, in part, based on your description of the expected benefits of your project. Revisions to the scope of the project identified in your application can be made only after Reclamation determines that revisions would not impact the overall ranking or the expected benefits of the project.

In addition, please be advised as stated in Section F.4 of the FOA, we intend to post copies of successful Small-Scale Water Efficiency Projects grant applications as examples on Reclamation's website. While this generally does not raise any issues, we find it prudent to provide successful grant applicants with an opportunity to redact any sensitive information from their proposals prior to posting them on our website. As a rule, we remove the SF-424s; however, if there are any other items you would like to request be redacted, please let me know by Thursday, October 3, 2019. Should we not hear from you by this date we will assume that there are no objections to posting the full application.

Thank you for your interest and participation in the WaterSMART Grants Program. If you have any questions about the program, please contact Ms. Robin Graber, Program Analyst, at rgraber@usbr.gov or (303) 445-2764. We will contact you in winter 2019/2020 to discuss the timeline for the development and award of your financial assistance agreement.

Sincerely,



Irene M. Hoiby
Grants Officer



RESOLUTION NO. 2019 – 01

A RESOLUTION OF THE HELENDALE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS, IN SUPPORT OF FILING AN APPLICATION WITH THE BUREAU OF RECLAMATION FOR A GRANT UNDER THE WATER SMART: SMALL-SCALE EFFICIENCY PROJECTS FOR FISCAL YEAR 2017

WHEREAS, the United States Bureau of Reclamation is currently soliciting proposals for grant funding assistance under their Water-Smart Grants: Small-Scale Water Efficiency Projects for Fiscal Year 2019

WHEREAS, District Staff has prepared a grant application under the United States Bureau of Reclamation's -Smart Grants: Small-Scale Water Efficiency Projects for Fiscal Year 2019.

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

1. The District's Board of Directors has reviewed and supports the submission of a grant application to the Bureau of Reclamation for the project;
2. The District's General Manager, Kimberly Cox, is directed to submit the grant application and is authorized to enter into an agreement with the Bureau of Reclamation on behalf of the District for grant funding under the Bureau of Reclamation's Water -Smart Grants: Small-Scale Water Efficiency Projects for Fiscal Year 2019;
3. The District is capable of providing the amount of funding and in-kind contributions as specified in the application; and
4. The District will work with the Bureau of Reclamation to meet established deadlines for entering into a cooperative agreement.


ADOPTED this 7th day of February, 2019 by the following vote:


AYES: 5

NOES: 0

ABSENT: 0

ABSTAIN: 0


Sandy Haas, Secretary


Ron Clark, President



Helendale Community Services District

Date: October 3, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
Discussion and Possible Action Regarding Approval of the Annual District Calendar for Calendar 2020

STAFF RECOMMENDATION:

Approve 2020 Calendar.

STAFF REPORT:

Each year the District develops a calendar that reflects meetings, closures, and special events. Attached for the Board's review is the draft 2020 calendar. Following are items to note:

- Farmer's Markets each Wednesday
- Two Board meetings cancelled due to holidays (Jan 2 and Jul 2)
- Concerts in the park scheduled for the second Saturday of June through October
- Park and Rec meetings the second Tuesday of each month.
- August 4 is National Night Out
- April 1, 2020 is the 12th operational anniversary of the District
- Community Clean up days are scheduled for April 11 and November 7
- There are nine open gym closures out of 52.

Staff seeks any input or modifications that the Board wishes to make.

FISCAL IMPACT: None

POSSIBLE MOTION: Approve 2020 Calendar

ATTACHMENTS: District Calendar for 2020

2020 HELENDALE CSD CALENDAR

DRAFT

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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February						
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March						
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29	30	31				

April						
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May						
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24	25	26	27	28	29	30
31						

June						
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28	29	30				

July						
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August						
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30	31					

September						
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October						
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November						
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15	16	17	18	19	20	21
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29	30					

December						
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

	HOLIDAY
	COMMUNITY CLEAN UP DAYS
	HCSO 12TH OPERATIONAL ANNIVERSARY
	HCSO BOARD MEETING
	PARK & REC COMMITTEE MEETING
	OPEN GYM CLOSED
	CONCERT IN THE PARK
	NATIONAL NIGHT OUT

HOLIDAYS			
Jan. 1	New Year's Day	Sept. 7	Labor Day
Jan. 20	Martin Luther King Day	Nov. 11	Veterans Day
Feb. 17	Presidents Day	Nov. 26-27	Thanksgiving
May 25	Memorial Day	Dec. 24-25	Christmas
July 3	Independence Day	Dec. 31	New Year's Eve

- * FARMER'S MARKET EVERY WEDNESDAY
- * YOUTH BASKETBALL JANUARY 11 - MARCH 7
- * YOUTH SOCCER SEPTEMBER 12 - NOVEMBER 21



Helendale Community Services District

Date: October 3, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #8
Discussion Only Regarding Review of Water Rights and Water Pumping for Water Year 2018-19

STAFF RECOMMENDATION:

This is an informational item only.

STAFF REPORT:

Each year Staff reviews the water pumped by the District during the water year (October 1 through September 30 of the following year). The Mojave Basin Area Adjudication requires all stipulated parties to report all water pumped during the year. For WY18/19 the District pumped 1480 acre-feet of water. This is a historic low for the District. When the District first took over during the WY06/07 pumping was 2342 AF. With the intensive services line replacement program during WY's 07/08 through 09/10 water loss was reduced significantly with the replacement of the old sub-standard service lines that caused emergency leaks resulting in overtime costs and lost of the valuable water resource. During the WY13/14 through WY15/16 the drought messaging and mandatory cut backs helped modify customer habits and increase water conservation.

As of 10/1/2019, the District has 3999 Acre feet of Base Annual Production (BAP) Rights which equates to 2360 acre-feet of Free Production Allowance (FPA). Based upon the water year usage of 1480, the District will have 880 AF of carryover water available for lease. At last year's rate of \$434/AF this will provide \$385,392 in unanticipated revenue.

This information is subject to verification by the Watermaster.

FISCAL IMPACT: Positive fiscal impact with the lease of excess water rights.

POSSIBLE MOTION: None required

ATTACHMENTS: Water usage graphs

