



# Helendale Community Services District

26540 Vista Road, Suite C, Helendale, CA 92342

## **REGULAR BOARD MEETING** **Thursday, February 16, 2023 at 6:30 PM**

### **SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY**

Pursuant to the provisions of Assembly Bill 361 which amended certain provisions of the Brown Act regarding teleconference meetings during periods of statewide emergencies, and as a precaution to our Board of Directors, District staff, and general public as a result of the ongoing COVID-19 pandemic, Helendale Community Services District will hold this meeting of its Board of Directors both in-person at the District Office located at 26540 Vista Road, Suite C, Helendale, California, and via teleconference. This meeting is open to the public in person or via virtual interface and can be accessed by clicking on the link below: [www.zoom.com](https://www.zoom.com) Meeting ID 463 173 8547 Passcode: HCSD. (Dial-in instructions will be provided after registering at the link above)

### **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 wishing to make comments may do so by filling out the speaker's card in person or using the "raise the hand" or "chat" feature. If viewing remotely a speaker's card may be filled out at the following link: <https://www.surveymonkey.com/r/HKGNLL8> or use the features referenced above. The District requests that all speaker cards be submitted at any time prior to the close of public participation.*

#### **3. Consent Items**

- a. Approval of Minutes: February 2, 2023 Regular Board Meeting
- b. Bills Paid Report

#### **4. Reports**

- a. Directors' Reports
- b. General Manager's Report

### **Regular Business:**

5. Discussion and Possible Regarding Approval of Directors' Expense Reports
6. Discussion Only Regarding Mid-Year Budget Review
7. Discussion Only Regarding Wastewater Capital Improvement Plan
8. Discussion and Possible Action Regarding the Authorization to Seek Bids for Three New Service Trucks
9. Discussion and Possible Action Regarding Adoption of Revised Fee Package
10. Discussion and Possible Action Regarding Adoption of Resolution 2023-08: A Resolution of the Board of Directors of the Helendale Community Services District Establishing Policies for Its Compensation, Reimbursement, and Ethics Training

11. Discussion and Possible Action Regarding Adoption of Ordinance 2023-01: An Ordinance of the Board of Directors of the Helendale Community Services District Establishing Guidelines for the Conduct of its Public Meetings and Activities

**Other Business**

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

**Closed Session**

13. Conference with Legal Counsel – Anticipated Litigation  
Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2)  
One Potential Case
  1. Conference with Real Property Negotiator  
(Government Code Section 54956.8)  
Property: 26538 Lakeview Drive  
District Negotiator: Kimberly Cox  
Negotiating Parties: Jaime Sullivan, CENREV Lease Optimization Consultant for Verizon  
Under Negotiation: Price and Terms of Payment for Cell Tower Lease Renegotiation
  2. Public Employee Performance Evaluation  
(Government Code Section 54957)  
Title: General Manager
  3. Conference with Labor Negotiator  
(Government Code Section 54957)  
Designated representative: Steven M. Kennedy, General Counsel  
Unrepresented Employee: General Manager
  4. Report of Closed Session Items
  5. 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.*



# Helendale Community Services District

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Date: February 16, 2023  
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: February 2, 2023 Regular Board Meeting
- b. Bills Paid Report



# Helendale Community Services District

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Date: February 16, 2023  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Cheryl Vermette  
SUBJECT: Agenda item #3a  
Minutes from Board meeting 2/2/2023

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*Minutes of the Helendale Community Services District  
REGULAR BOARD OF DIRECTORS MEETING  
February 2, 2023, at 6:30 PM  
26540 Vista Road, Suite C. Helendale, CA 92342*

**SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY**

Pursuant to the provisions of Assembly Bill 361 which amended certain provisions of the Brown Act regarding teleconference meetings during periods of statewide emergencies, and as a precaution to our Board of Directors, District staff, and general public as a result of the ongoing COVID-19 pandemic, Helendale Community Services District will hold this meeting of its Board of Directors both in-person at the District Office located at 26540 Vista Road, Suite C, Helendale, California, and via teleconference. This meeting is open to the public in person or via virtual interface and can be accessed by clicking on the link below:

[www.zoom.com](https://www.zoom.com) Meeting ID 463 173 8547 Passcode: HCSD

(Dial-in instructions will be provided after registering at the link above)

**Board Members Roll Call:**

**Present:** President Henry Spiller; Vice President Ron Clark; Director George Cardenas (Zoom); Director Annette Roper

**Absent:** Secretary Sandy Haas

**Staff Members Present:**

Kimberly Cox, General Manager; Craig Carlson, Water Operations Manager; Cheryl Vermette, Parks, Recreation & Programs Supervisor

**Consultants/Guests:**

Steve Kennedy, Legal Counsel

Lt. Ryan Smith, San Bernardino County Sheriff's Department

**Members of the Public:**

There were three members of the public attending in person and two members of the public attending via Zoom.

**Call to Order and Pledge of Allegiance**

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

**1. Approval of Agenda**

**Action:** A motion was made by Vice President Clark to approve the agenda as presented. The motion was seconded by Director Roper.

**Vote:** The motion carried by the following roll call vote: 4 - Yes; 0 - No. President Spiller-Yes; Vice President Clark-Yes; Director Clark -Yes; Director Haas -Yes; Director Cardenas -Yes; Director Roper - No.

## 2. Public Participation

Bill Chaves, Resident – Brought up San Bernardino County’s Shadow Mountain Grade Separation Project and Vista Bridge. With the new BNSF facility being built in Barstow now would be a good time to discuss the overpass. He also brought up the Southwest Gas repairs on Lakeview and Vista, the roadwork repair is bumpy, he requested Staff to follow up with the County inspector. Christopher Porter, Field Representative for Supervisor Cook’s Office – He reported that there are two openings on the Senior Affairs Committee. He also noted that the Board of Supervisors allocated additional funding to assist Seniors 60 and over with legal issues.

Hayden Bartz, Field Representative for Congressman Obernolte’s Office said the District can send a letter requesting support on the bridge project.

## 3. Consent Items

- a. Approval of Minutes: January 19, 2023, Regular Board Meeting
- b. Bills Paid Report
- c. Adoption of Resolution 2023-07: A Resolution of the Board of Directors of the Helendale Community Services District Adopting a Conflict-of-Interest Code

**Motion:** Vice President Clark made a motion to approve the consent items as presented. Director Roper seconded the motion.

**Vote:** The motion carried by the following roll call vote: 3 - Yes; 0 – No; 2 - Absent. President Spiller-Yes; Vice President Clark-Yes; Director Clark -Yes; Director Haas -Absent; Director Cardenas -Absent (lost connection on Zoom); Director Roper - Yes.

## 4. Reports

### a. Directors’ Report

Director Cardenas reported that he toured the distribution system with Water Operations Manager Craig Carlson.

Director Roper reported that she toured the well sites with Operations Manager Craig Carlson and learned a lot about how our water system works. She also reported that in December she toured the wastewater plant with Wastewater Operations Manager Alex Aviles.

President Spiller reported that he attended the ASBCSD meeting where he learned about the new bright line train that will be going from Rancho Cucamonga to Las Vegas. They have begun construction on the project which is scheduled for completion in 2026.

### b. General Managers Report

General Manager Cox reported that the third of five wastewater rate increases took place in January, the new rate is \$51.64. She reported that the new camera system has been installed. Staff will be ordering more cameras to fill in the gaps. This week our superheroes of the week are Craig and the water staff who installed the lighting around the Community Center building. Water Operations Manger Carlson gave the water report. He reported that Staff welded the frame back together on the solid waste trailer. They also replaced the radiator, accelerator sensor, throttle body, and shocks on a few of the service trucks. The specs to complete the



meter panel for Well 13 were received from Edison; the electrical contractor has ordered the remaining parts to complete the project. Staff has been continuing the meter replacement program; installed the new LED lights in the parking lot and around the community center; completed the monthly inspections for January as well as the 1<sup>st</sup> quarter Watermaster report. Edison performed the District's required well efficiency test at Well 1A and Well 4A. Staff flushed hydrants near the high school and also repaired a leak on an old 10" line at the District's equestrian property. Staff also re-painted the pipe at Wells 1A and 4A.

Program Coordinator Vermette gave the solid waste and program report. Burrtec picked up 60.52 tons of recycling and 352.52 tons of trash in the month of November. The District recycled 4,680 pounds of televisions and computers in the last pick up (October) for a reimbursement of \$1,351.32. Since the program began in 2017 the District has recycled a total of 146,172 pounds of television and computers for almost \$28,000 in revenue. In January, the District recycled 1.54 tons of miscellaneous electronics, 1.92 tons of metal; and 4.72 tons of green waste. The most recent mattress pick up was in August, with 93 mattresses being recycled for a reimbursement of \$209.25. In January, a total of 49 bulky item pick ups were completed. The community continues to do well with the food waste recycling, 420 pounds of food waste were picked up on the last pick up.

Program Report: Basketball season is underway, 143 players are signed up and games are every Saturday at ACE. Staff is currently working on scheduling the bands for the Concerts in the Park and has developed a new sponsorship brochure.

## **Regular Business**

### **5. Discussion and Possible Action Regarding Approval of Directors' Expense Reports**

**Discussion:** Director Cardenas had questions regarding the Directors' expense reports, however during his comments he lost connection to Zoom, due to this President Spiller tabled this item.

**Action:** This item was tabled.

### **6. Discussion and Possible Action Regarding Approval of the FY 2024 Budget Calendar**

**Discussion:** Each year the budget development process begins in February and continues through May or June. The target approval is May 18 but not later than June 15. Budget development takes several months and involves both staff and the Board. Staff intends to continue with substantially the same budget format adopted three years ago. Staff working with a new program that will produce the budget document and provide an electronic version for the website. The proposed budget calendar is as follows: February 16 - Mid-year budget/Wastewater CIP; March 2 - Park CIP/COLA; March 16 - Water CIP/Burrtec Annual Request; March/April - Staff level review; April 27 - TBD Board workshop (noon or later); May 4 - Public Review of Draft Budget; and May 18 - Budget Adoption.

**Action:** Vice President Clark made a motion to approve the fiscal year 2024 budget calendar Director Roper seconded the motion.

**Vote:** The motion carried by the following roll call vote: 3 - Yes; 0 - No; 2 - Absent. President Spiller-Yes; Vice President Clark-Yes; Director Haas -Absent; Director Cardenas - Absent; Director Roper -Yes

7. Discussion and Possible Action Regarding Adoption of Ordinance 2023-01: An Ordinance of the Board of Directors of the Helendale Community Services District Establishing Guidelines for the Conduct of its Public Meetings and Activities

**Action:** This item was tabled until the next meeting due to the request to discuss modifications to the days and times of meetings. The Board members present wanted to wait to have this discussion so the two board members not in attendance would be able to have input in the discussion.

8. Discussion Only Regarding Update on Park Grant Lighting Project

**Discussion:** The District was awarded a Per Capita Grant from the California State Parks Office of Grants and Local Services in November 2020. The award amount was \$182,289 with a District required match of \$45,572 for 20% a total project cost of \$227,861. The District has until June 2024 to complete the projects. The projects to be completed under the Per Capita Funding are: a new restroom (including ADA walkway from existing sidewalk up to and around restroom); Sports field lighting; Disc Golf Course; Nature Play Area; RC Track Fencing. The remaining projects to be completed are the ADA walkway up to the restroom and the sports lighting. To date the District has spent \$56,121 on the projects and has \$171,740 left to spend to meet the requirements of the grant. An aerial of the park with light pole locations was shown, noting that the project as originally envisioned included removing the four existing poles and relocating them to the North field and installing the 70' poles on the South field. The goal of the revised lighting project is to achieve greater lighting uniformity for the football fields and not do north field. Currently the existing poles provide some lighting but is deficient in distributing an acceptable level of light uniformly across the field. The District purchased surplus poles from MacFarland School District in 2021, in hopes that we would be able to reuse the 70' poles for the proposed lighting project. The current challenges the District is facing is the availability of electrical supplies/conduit, cost escalation and timeframe to complete grant. The added challenges of re-using the 70' poles are Staff is uncertain if County will approve the permit, the poles are substantial, weighting 11,500 pounds each and require extremely large footings. Additionally, some contractors will not bid the project re-using the poles. Options include changing the scope and adding a different project (for example remove the lighting and add the electronic gate project) or to reduce the scope to improve the football lighting only due to the deficient lighting uniformity on that field. The Board discussed the options and agreed to reduce the scope and have Staff circulate the RFP.

**Other Business**

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

None

President Spiller called for a brief recess at 7:34 pm to be followed by closed session.

Closed Session began at 7:39 pm

10. Closed Session

Conference with Real Property Negotiators



(Government Code Section 54956.8)  
Property: 15302 Smithson Road #E  
District Negotiator: Kimberly Cox  
Negotiating Parties: Clyde & Kathy Baker  
Under Negotiation: Price and Terms of Payment

Close session was adjourned at 7:52 pm

11. Report of Closed Session Items

Legal Counsel Kennedy reported that the Board met in Closed Session and gave direction to the District's negotiator. No other reportable action was taken.

12. Adjournment

President Spiller adjourned the meeting at 7:53 pm

Submitted by:

Approved by:

\_\_\_\_\_  
Henry Spiller, 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: February 16, 2023  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Sharon Kreinop, Senior Account Specialist  
SUBJECT: Agenda item #3 b  
Consent Items: Bills Paid and Presented for Approval

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**STAFF RECOMMENDATION:**

Updated Report Only. Receive and File

**STAFF REPORT:**

Staff issued 3 bank drafts, 33 checks and 12 EFT's totaling \$177,884.59.

Total Cash Available:	<u>2/13/23</u>	<u>1/30/23</u>
Cash	\$6,016,192.83	\$6,016,192.83
Drafts /Checks/EFT's Issued	\$ 177,884.59	\$ 461,615.55

**INVESTMENT REPORT:**

The Investment Report shows the status of the invested District funds. The interest rate is 0.18% for LAIF and 4.4988% for CA Class for January 2023. Interest earned thru January 2023 on CA Class account is \$7,215.39



Helendale CSD

# Bills Paid and Presented for Approval

## Transaction Detail

Issued Date Range: 01/31/2023 - 02/13/2023

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
<b>Bank Account: 251229590 - CBB Checking</b>					
02/01/2023	<a href="#">26025</a>	David M. Howard	-21,500.00	Check	Accounts Payable
02/01/2023	<a href="#">26026</a>	Joy D. Howard	-21,500.00	Check	Accounts Payable
02/01/2023	<a href="#">26027</a>	Mojave Resource Management, LLC	-6,675.00	Check	Accounts Payable
02/01/2023	<a href="#">26028</a>	Norman A. Howard	-21,500.00	Check	Accounts Payable
02/01/2023	<a href="#">26029</a>	Sonic Systems, Inc	-1,610.18	Check	Accounts Payable
02/01/2023	<a href="#">26030</a>	Rollings & McDonald Consulting	-1,628.00	Check	Accounts Payable
02/02/2023	<a href="#">26031</a>	C. J. Brown & Company, CPAs	-750.00	Check	Accounts Payable
02/03/2023	<a href="#">26032</a>	California State Disbursement Unit	-230.76	Check	Accounts Payable
02/03/2023	<a href="#">26033</a>	State of California - Franchise Tax Board	-50.00	Check	Accounts Payable
02/02/2023	<a href="#">26034</a>	Atlas Environmental Engineering, Inc	-4,150.00	Check	Accounts Payable
02/02/2023	<a href="#">26035</a>	AVCOM Services Inc.	-10,721.02	Check	Accounts Payable
02/02/2023	<a href="#">26036</a>	Business Card	-2,592.75	Check	Accounts Payable
02/02/2023	<a href="#">26037</a>	California Association of Mutual Water Companies	-500.00	Check	Accounts Payable
02/02/2023	<a href="#">26038</a>	County of San Bernardino	-180.00	Check	Accounts Payable
02/02/2023	<a href="#">26039</a>	Ferguson Enterprises, LLC #1350	-263.34	Check	Accounts Payable
02/02/2023	<a href="#">26040</a>	Hartford Life	-274.77	Check	Accounts Payable
02/02/2023	<a href="#">26041</a>	Jennifer Fjeld	-200.00	Check	Accounts Payable
02/02/2023	<a href="#">26042</a>	Rebecca Gonzalez	-495.00	Check	Accounts Payable
02/02/2023	<a href="#">26043</a>	Sierra Analytical Labs, Inc	-880.00	Check	Accounts Payable
02/02/2023	<a href="#">26044</a>	Sonic Systems, Inc	-706.86	Check	Accounts Payable
02/02/2023	<a href="#">26045</a>	Ultimate Internet Access, Inc	-822.88	Check	Accounts Payable
02/02/2023	<a href="#">26046</a>	USA of So. California	-67.75	Check	Accounts Payable
02/07/2023	<a href="#">26047</a>	MARK TOARMINA	-367.73	Check	Utility Billing
02/07/2023	<a href="#">26048</a>	AVCOM Services Inc.	-89.00	Check	Accounts Payable
02/07/2023	<a href="#">26049</a>	Beck Oil Inc	-2,076.06	Check	Accounts Payable
02/07/2023	<a href="#">26050</a>	Burrtec Waste Industries Inc	-133.79	Check	Accounts Payable
02/07/2023	<a href="#">26051</a>	Helendale Community Services District	-247.20	Check	Accounts Payable
02/07/2023	<a href="#">26052</a>	Lakeside Heating and Air Conditioning	-79.00	Check	Accounts Payable
02/07/2023	<a href="#">26053</a>	Online Information Services, Inc	-31.20	Check	Accounts Payable
02/07/2023	<a href="#">26054</a>	O'Reilly Auto Parts	-635.94	Check	Accounts Payable
02/07/2023	<a href="#">26055</a>	Steve A. Filarsky, Attorney at Law	-3,150.00	Check	Accounts Payable
02/07/2023	<a href="#">26056</a>	Victorville Glass Co, Inc	-275.39	Check	Accounts Payable
02/08/2023	<a href="#">26057</a>	County of San Bernardino	-220.00	Check	Accounts Payable
02/09/2023	<a href="#">DFT0001705</a>	To record Outgoing Wire to ClearGoc Inc for Budget	-12,500.00	Bank Draft	General Ledger
02/13/2023	<a href="#">DFT0001706</a>	To record Outgoing Wire fo Bar NOne Auction Inv # 139569	-1,188.09	Bank Draft	General Ledger
02/13/2023	<a href="#">DFT0001710</a>	To record Outgoing Wire to Bar None Auction Inv # 139271	-14,094.30	Bank Draft	General Ledger
02/08/2023	<a href="#">EFT0004463</a>	To record CalPERS Health Premium	-17,494.06	EFT	General Ledger
02/01/2023	<a href="#">EFT0004466</a>	SCE ACH Community Center 700218740906	-1,551.50	EFT	General Ledger
02/07/2023	<a href="#">EFT0004469</a>	SCE ACH WWTP & Wells 3,4 & 1 Acct 700547354472	-15,934.50	EFT	General Ledger
02/13/2023	<a href="#">EFT0004471</a>	SW Gas ACH 4-Plex Acct # 910000817466	-307.41	EFT	General Ledger
02/13/2023	<a href="#">EFT0004472</a>	SW Gas Water Shop Acct # 910001037540	-11.00	EFT	General Ledger

Issued Date	Number	Description	Amount	Type	Module
02/13/2023	<a href="#">EFT0004472</a>	SW Gas Water Shop Acct # 910001037540	11.00	EFT Reversal	General Ledger
02/13/2023	<a href="#">EFT0004474</a>	SCE ACH 4-Plex Acct 700392338368	-387.55	EFT	General Ledger
02/13/2023	<a href="#">EFT0004475</a>	ACH Water Shop SCE Acct 700453074415	-109.78	EFT	General Ledger
02/01/2023	<a href="#">EFT0004477</a>	To record EVO Thrift Store CC Fees 23099	-476.92	EFT	General Ledger
02/03/2023	<a href="#">EFT0004478</a>	CalPERS 457 Pmt PPE 1/29/23	-4,457.83	EFT	General Ledger
02/07/2023	<a href="#">EFT0004485</a>	To record Sales Tax Pmt # 1 - 1st Quarter	-2,151.75	EFT	General Ledger
02/02/2023	<a href="#">EFT0004487</a>	To record Paymentech CC Fees Acct Ending 9479	-481.03	EFT	General Ledger
02/02/2023	<a href="#">EFT0004489</a>	To record Paymentech Fees Acct Ending 6621	-2,103.99	EFT	General Ledger
02/08/2023	<a href="#">EFT0004492</a>	To record American Express Cc Fees Acct 7882 -	-42.26	EFT	General Ledger
<b>Bank Account 251229590 Total: (50)</b>					<b>-177,884.59</b>
<b>Report Total: (50)</b>					<b>-177,884.59</b>



**Summary**

**Bank Account**  
[251229590 CBB Checking](#)

<b>Count</b>	<b>Amount</b>
55	-177,884.59
<b>Report Total:</b>	<b>-177,884.59</b>

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

<b>Count</b>	<b>Amount</b>
50	-179,884.59
<b>Report Total:</b>	<b>-179,884.59</b>

Transaction Type	Count	Amount
Bank Draft	3	-27,782.39
Check	33	-104,603.62
EFT	13	-45,509.58
EFT Reversal	1	11.00
<b>Report Total:</b>	<b>50</b>	<b>-177,884.59</b>



# Helendale Community Services District

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DATE: February 16, 2023  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #5  
Discussion and Possible Action Regarding Approval of Directors' Expense Reports

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## **STAFF RECOMMENDATION**

None.

## **STAFF REPORT**

This matter is at the discretion of the Board. Included herein for the Board's consideration are expense reports submitted since the last Board meeting.

Of note, the mileage rate issued by the IRS has increased to 65.5 cents per mile.

**FISCAL IMPACT:** NA

**POSSIBLE MOTION:** At the discretion of the Board.

**ATTACHMENTS:** Expense Reports

# HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name: **George Cardenas**

Pay Period Ending: **February 2023**

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category	
12/8/22	Event Board meeting - 2:00pm		\$	\$	\$	Yes	Yes	D	
12/14/2022	Description of Public Benefit District business / swear-in elected Directors / ethics class								
	Event Meeting with General Manager		\$	\$	\$	No	No	A	
12/15/2022	Description of Public Benefit Board agenda / District overview								
	Event Board meeting - 6:30pm		\$	\$	\$	Yes	No	D	
	Description of Public Benefit District Business								
1/10/2023	Event Board meeting - 2:00pm		\$	\$	\$	Yes	No	D	
	Description of Public Benefit Closed session - anticipated litigation								
1/10/2023	Event Park Rec Meeting - 3:00pm		\$	\$	\$	No	No	I	
	Description of Public Benefit Committee public observation								
		<b>Total Miles</b>	\$ 0.00	<b>Total Meals</b>	\$ 0	<b>Total Lodging</b>	\$ 0	<b>Total Other Expense</b>	\$ 0
				<b>Total # of Compensable Meetings</b>	3	<b>Meeting Total</b>	\$450	<b>Total</b>	\$450

Date: **January 23, 2023**

Signature

Date

Expense Categories	Mileage
A: Public Meeting governed by Brown/Act	
B: Public Event *	
C: Representation at Public Meeting/Event *	
D: Representation at 501C3 Board *	
E: Conference/seminar/Training Program related to District *	
F: Ad Hoc committee of the Board	
G: Meeting w/GM or Designee regarding District Operations	
H: Meeting w/auditors, attorney or consultant retained by District	
I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD	
J: Meeting w/organization with interests in matters involving functions or	
K: Meeting pre-approved by the Board of Directors	
* Written or verbal report required to be presented at the next Board meeting	
	Mileage 65.5 ¢

# HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name: **George Cardenas**

Pay Period Ending: **February 2023**

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
1/12/2023	Event MWA Board meeting - 10:30am		\$	\$	\$	No	No	I
	Description of Public Benefit In person MWA Board meeting (Mojave Water Agency)							
1/13/2023	Event HCSD tour - 7:15am		\$	\$	\$	No	No	G
	Description of Public Benefit Treatment plant operation tour							
1/17/2023	Event HCSD property visit - 2:30pm		\$	\$	\$	No	No	G
	Description of Public Benefit closed session item							
1/19/2023	Event Meeting with General Manager		\$	\$	\$	No	Yes	G
	Description of Public Benefit Board meeting agenda - 11:00am							
1/19/2023	Event Board meeting - 6:30pm		\$	\$	\$	Yes	No	A
	Description of Public Benefit Picture day / District business / closed session							
		<b>Total Miles</b>	\$ 0.00	\$ 0	\$ 0	<b>Total # of Compensable Meetings</b>	<b>1</b>	<b>Total</b>
								<b>\$150</b>
								<b>\$150</b>

January 23, 2023

Date

Signature

Expense Categories

A: Public Meeting governed by Brown Act	G: Meeting w/GM or Designee regarding District Operations
B: Public Event *	H: Meeting w/auditors, attorney or consultant retained by District
C: Representation of Public Meeting/Event *	I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD
D: Representation at 501C3 Board *	J: Meeting w/organization with interests in matters involving functions or
E: Conference/seminar/Training Program related to District *	K: Meeting pre-approved by the Board of Directors
F: Ad Hoc committee of the Board	* Written or verbal report required to be presented at the next Board meeting
	Mileage 65.5 ¢

# HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name

*Ron Clark*

Pay Period Ending

*2/12/23*

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
<i>1/10</i>	Event Park Committee		\$	\$	\$			
	Description of Public Benefit							
<i>1/17</i>	Event Walked Property		\$	\$	\$			
	Description of Public Benefit							
<i>1/19</i>	Event Jason Re-Parade		\$	\$	\$			
	Description of Public Benefit							
<i>1/21</i>	Event Reg Board mte		\$	\$	\$			
	Description of Public Benefit							
<i>1/21</i>	Event Meet with Kirby		\$	\$	\$			
	Description of Public Benefit							
	Event Volunteer adgong		\$	\$	\$			
	Description of Public Benefit							
		Total Miles	Total Meals	Total Lodging	Total Other Expense	Total Compensable Meetings		

*Ron Clark*

Signature

*1/30/23*

Date

**Expense Categories**

- A: Public Meeting governed by Brown Act
- B: Public Event \*
- C: Representation at Public Meeting/Event \*
- D: Representation at 501C3 Board \*
- E: Conference/seminar/Training Program related to District \*
- F: Ad Hoc committee of the Board
- G: Meeting w/GM or Designee regarding District Operations
- H: Meeting w/auditors, attorney or consultant retained by District
- I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD
- J: Meeting w/organization with interests in matters involving functions or operations of the District
- K: Meeting pre-approved by the Board of Directors

\* Written or verbal report required to be presented at the next Board meeting

REC'D JAN 31 2023

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Pay Period Ending 1-2013

Date	Description/Explanation	Meeting	Miles	Meals	Lodging	Other	Phone Call	Exp Category												
1/1	Contact DF						X	all other												
1/2	Client ask for me to call re date																			
1/2	Called Client																			
1/2	discussion of sale, price, responsibility and terms							Out of Area												
1/2	meeting w/ GM																			
1/2	update on conversation + intent of the date																			
1/2	re actual property																			
1/4	for actual removal of driveway driveway						X													
1/5	talked to contact DF																			
1/5	discussed on next, condition of water and well																			
1/10	Spec Meeting																			
1/10	Dark + re																			
1/11	CSD Boarders lunch							Local + County Sep												
1/11	meeting w/ GM																			
1/12	Contact DF																			
1/12	discussion on when I show to walk Property																			
<table border="1"> <thead> <tr> <th>Total Meetings</th> <th>Total Miles</th> <th>Total Meals</th> <th>Total Lodging</th> <th>Total Other</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>\$1200</td> <td>\$</td> <td>\$17.00</td> <td>\$</td> <td>\$</td> <td>\$ 1217.00</td> </tr> </tbody> </table>									Total Meetings	Total Miles	Total Meals	Total Lodging	Total Other	Total	\$1200	\$	\$17.00	\$	\$	\$ 1217.00
Total Meetings	Total Miles	Total Meals	Total Lodging	Total Other	Total															
\$1200	\$	\$17.00	\$	\$	\$ 1217.00															

submitted by: Amy Mear Signature  
 Date: 1-13-23

- Expense Categories
- G: Meeting w/GM re District Operations
  - H: Meeting w/auditors, attorney or consultant retained by District
  - I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD
  - J: Meeting w/organization with interests in matters involving functions or operations of the District
  - K: Meeting pre-approved by the Board of Directors
- \* Written or verbal report required to be presented at the next Board meeting

CUSTOMER COPY

Los Domingos  
(760) 256-1361

1/11/2023

12:19:04 PM

Terminal SN:

3A504352

EVO UID: 202301115738-202

EVO ID: 56

EVO Payment UID: 20230111F43B

Small Room->(2) 2

Employee: Brittney

Transaction #: 25

Account: 6370

Name On Card: HAAS/SANDRA L

Entry: Chip

Amount: \$14.03

Tip: \$ 3.00

Total: \$ 17.03

Auth Code: 011901

Response: OK

TC: 4ADC9C1ACCBDD33A

TVR: 8080008000

AID: A0000000031010

TSI: 6800

ATC: 001B

APPLAB: VISA DEBIT

Suggested Tip

- [ ] 10% (Tip: \$1.40, Total: \$15.43)
- [ ] 15% (Tip: \$2.10, Total: \$16.13)
- [ ] 20% (Tip: \$2.81, Total: \$16.84)

I AGREE TO PAY ABOVE TOTAL  
AMOUNT ACCORDING TO CARD ISSUER  
AGREEMENT (MERCHANT AGREEMENT  
IF CREDIT VOUCHER)

X.....  
SIGNATURE



# HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Pay Period Ending

1-29-23

Name

*Stevy Nee*

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
1/15	Meeting w/ Const		\$	\$	\$			
1/17	re opening Police & Security in our area / insurance		\$	\$	\$			
1/18	Physical inspection Jordan area		\$	\$	\$			
1/19	Meeting w/ GM		\$	\$	\$			
1/19	Agenda & other dist. business		\$	\$	\$			
	Reg meeting		\$	\$	\$			
			\$	\$	\$			
		Total Miles		Total Meals	Total Lodging	Total Other Expense	Total Compensable Meetings	
							600-	

*Stevy Nee*  
Signature

1-30-23  
Date

**Expense Categories**  
 G: Meeting w/GM or Designee regarding District Operations  
 H: Meeting w/auditors, attorney or consultant retained by District  
 I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD  
 J: Meeting w/organization with interests in matters involving functions or operations of the District  
 K: Meeting pre-approved by the Board of Directors  
 \* Written or verbal report required to be presented at the next Board meeting

- A: Public Meeting governed by Brown Act
- B: Public Event \*
- C: Representation at Public Meeting/Event \*
- D: Representation at 501C3 Board \*
- E: Conference/seminar/Training Program related to District \*
- F: Ad Hoc committee of the Board



# HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name

Annette Roper

Pay Period Ending

1/29/23

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
12/8/22	Event Swearing in A, E		\$	\$	\$	Y		A, E
	Description of Public Benefit Swearing in and ethics training							
12/13/22	Event Meeting w/GM		\$	\$	\$	N		G
	Description of Public Benefit reviewing district items prior to board mtg							
12/15/22	Event Regular Board Mtg		\$	\$	\$	Y		A
	Description of Public Benefit							
12/16	Event Tour of Wastewater Plant		\$	\$	\$	Y		G
	Description of Public Benefit							
12/19	Event Meeting w/GM		\$	\$	\$	N		G
	Description of Public Benefit review of agenda items							
		<b>Total Miles</b>	<b>Total Meals</b>	<b>Total Lodging</b>	<b>Total Other Expense</b>	<b>Total Compensable Meetings</b>		
						3		

Annette M Roper  
Signature

1/19/23  
Date

**Expense Categories**

- A: Public Meeting governed by Brown Act
- B: Public Event \*
- C: Representation at Public Meeting/Event \*
- D: Representation at 501C3 Board \*
- E: Conference/Seminar/Training Program related to District \*
- F: Ad Hoc committee of the Board
- G: Meeting w/GM or Designee regarding District Operations
- H: Meeting w/auditors, attorney or consultant retained by District
- I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD
- J: Meeting w/organization with interests in matters involving functions or operations of the District
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\* Written or verbal report required to be presented at the next Board meeting



HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name: **HENRY SPILER**

Date	Event	Expense Description/Explanation	Miles	Meals	Lodging	Other	Exp Category
1/19/23	Public Benefit	Special Board Meeting					A
1/19/23	Event	Public Meeting Governed by Brown Act					B
1/17/23	Event	Farmer Market					B
1/17/23	Event	Rep@ public event					B
1/17/23	Event	Site Visit					B
1/18/23	Public Benefit	Meeting with session related to district operations					J
1/18/23	Public Benefit	Meeting with GM related to district ops					J
1/19/23	Event	Meeting with GM					G
1/19/23	Public Benefit	Board Meeting					A
1/23/23	Public Benefit	Public meeting governed by Brown Act					A
1/23/23	Event	ASBCSD Seminar 17.9					E
1/25/23	Event	Session related to the district					E
1/25/23	Event	Farmer Market					B
1/25/23	Event	Rep@ public event					B
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						

Notes/Comments:

Totals: Mileage 125 Meals 0 Lodging 0 Other 0 Grand Total 125

Signature: *[Handwritten Signature]* Date: 1/25/23

Appropriate Approval: [Handwritten Signature]

- Expense Categories
- G: Meeting w/GM re District Operations
  - H: Meeting w/auditors, attorney or consultant retained by District
  - I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD
  - J: Meeting w/organization with interests in matters involving functions or operations of the District
  - K: Meeting pre-approved by the Board of Directors

\* Written or verbal report required to be presented at the next Board meeting

RECEIVED JAN 27 2023



# Helendale Community Services District

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Date: February 16, 2023  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #6  
Discussion Only Mid-Year Budget Review

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**STAFF RECOMMENDATION:**

Receive and file.

**STAFF REPORT:**

Attached for the Board's review and consideration is the mid-year financial statement prepared by Eide Bailey. December financials represent the mid-way point in the fiscal year and provides a good indicator of how the funds are performing in relation to the budget. This review allows the opportunity to make mid-course corrections on the budget, acknowledge trends and provides information to assist in the development of the FY23 budget.

Staff will provide a detailed presentation at this week's meeting. Following are the highlights of each fund:

**Water:**

The operating revenues are above projection by 5% with expenses significantly above the mid-point at 63%. Operations and Maintenance is at 78% of the budgeted amount representing 28% higher than typical for this point in the fiscal year. Operating expenses included the \$40,000 for the Well 1A repairs. In addition, chlorine has increase \$0.25 per gallon, or an increase of approximately \$200 per order over the prior year. Capital expenses in water include \$245,000 for the Well 13 pipeline; \$66,400 for new service truck; \$11,700 for Electrical for Well 13 and \$1,000 for interior of new water building.

**Wastewater:**

The Wastewater fund has revenues slightly under target at 48% of projected with expenses coming in at 52% of projected. The fund balance of \$129,442 prior to capital expenses year to date of \$22,939. Capital expenditures includes, \$12,000 for VFD's for the Trickling Filter Feed Pumps; \$1,800 for Trickling Filter Feed Pump By Pass; \$1,000 for building interior.



**Recycling Center:**

The recycling center continues to perform well, coming off of a record-breaking year. Revenue is currently at 51% of budget and operations & Maintenance at 93% of budget with a current positive balance of \$59,652. A general increase in supplies and the purchase of new poly carts at cost of \$2,894 have contributed to the operating costs greater than 50%. Any excess revenue is transferred to the Park fund to pay for maintenance at the Community Center and Helendale Community Park.

**Property Rental:**

Revenue is slightly off track at 48% with revenue at \$58,890 and with expenses at 46% or \$38,971 with a positive position of \$19,919 at mid year. Management will issue rent increase notices to the tenants to help cover the increased costs of utilities paid for by the District.

**Park & Rec:**

Revenues are below target at 48% or with expenditures at 54% of budget. Parks is funded primarily from Board discretionary revenue and Recycling Center revenue.

**Solid Waste:**

Staff continues to closely monitor this fund which is currently at 51% of revenue and 45% of expenditures with a net revenue of \$47,731. The payment to Burrtec for services lags by a month at an average costs of \$54,000 which would put the fund at a deficit of approximately \$7,000. With the expansion of the Recycling Center lot, the bulky items picked up weekly by staff are now being disposed of through the dumpsters at the Community Center along with the trash cans. The fee added to the trash bill two years ago for green waste disposal will help make the green waste drop off program feasible as it helps to offset a small portion of the transportation costs. Additionally, staffing costs allocated to this fund include 100% of employee who handles the bulky pick ups and trash can delivery, 75% of the Recycling Center manager and 20% of the new administrative employee. In the FY24 budget, these costs will be closely evaluated to determine in an increase in the solid waste fees is appropriate to fund the SB1383 compliance requirements.

**FISCAL IMPACT:**

**POSSIBLE MOTION:** None

**ATTACHMENTS:** December Financials



**Helendale CSD**  
**Statement of Revenues and Expenses - Water**  
**As of December 31, 2022**  
**(Unaudited)**  
**Preliminary Results - Subject to Change**

	Dec 2022	YTD Actual	Budget	50% of Budget	PYTD
<b>1 Operating Revenues</b>					
2 Meter Charges	\$ 134,898	\$ 804,010	\$ 1,595,102	50%	\$ 803,527
3 Water Sales	68,639	541,388	938,058	58%	564,861
4 Standby Charges	5,098	17,585	30,378	58%	28,401
5 Other Operating Revenue	7,056	59,650	106,320	56%	62,596
<b>6 Total Operating Revenues</b>	<b>215,690</b>	<b>1,422,633</b>	<b>2,669,858</b>	<b>53%</b>	<b>1,459,386</b>
<b>7 Non-Operating Revenues</b>					
8 Grant Revenue	-	-	405,000	0%	-
9 Miscellaneous Income (Expense)	-	-	-	0%	9,921
<b>10 Total Non-Operating Revenues</b>	<b>-</b>	<b>-</b>	<b>405,000</b>	<b>0%</b>	<b>9,921</b>
<b>11 Total Revenues</b>	<b>215,690</b>	<b>1,422,633</b>	<b>3,074,858</b>	<b>46%</b>	<b>1,469,307</b>
<b>12 Expenses</b>					
<b>13 Salaries &amp; Benefits</b>					
14 Salaries	28,903	189,607	355,140	53%	188,859
15 Benefits	13,314	65,659	131,982	50%	67,478
<b>16 Total Salaries &amp; Benefits</b>	<b>42,217</b>	<b>255,267</b>	<b>487,122</b>	<b>52%</b>	<b>256,337</b>
<b>17 Transmission &amp; Distribution</b>					
18 Contractual Services	580	32,802	73,252	45%	44,111
19 Power	13,413	110,370	207,247	53%	101,279
20 Operations & Maintenance	28,962	114,119	145,500	78%	91,587
21 Rent/Lease Expense	800	6,690	11,490	58%	6,690
22 Permits & Fees	21,580	28,288	29,900	95%	6,580
<b>23 Total T&amp;D</b>	<b>65,335</b>	<b>292,269</b>	<b>467,389</b>	<b>63%</b>	<b>250,247</b>
<b>24 General &amp; Administrative</b>					
25 Utilities	323	1,880	5,500	34%	1,916
26 Office & Other Expenses	26	963	5,750	17%	1,953
27 Admin Allocation	53,835	323,013	646,025	50%	288,398
<b>28 Total G&amp;A</b>	<b>54,185</b>	<b>325,857</b>	<b>657,275</b>	<b>50%</b>	<b>292,267</b>
29 Debt Service	23,707	173,155	531,311	33%	173,155
<b>30 Total Expenses</b>	<b>185,443</b>	<b>1,046,547</b>	<b>2,143,098</b>	<b>49%</b>	<b>972,006</b>
<b>31 Net Income (Loss) Before Capital</b>	<b>30,247</b>	<b>376,086</b>	<b>931,760</b>	<b>40%</b>	<b>497,301</b>
32 Sale or Lease of Water Rights	-	10,199	-	0%	31,954
33 Capital Expenses	(35,601)	(324,176)	(745,000)	44%	(1,208,556)
<b>34 Net Income (Loss) After Capital</b>	<b>\$ (5,354)</b>	<b>\$ 62,108</b>	<b>\$ 186,760</b>	<b>33%</b>	<b>\$ (679,300)</b>

\*No assurance provided on these financial statements. These financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.



**Helendale CSD**  
**Financial Statement Analysis**  
**Preliminary – No Year End Audit Adjustments**  
For the Month Ended December 31, 2022 – 50% of Fiscal Year

**Fund 01-Water Revenues and Expenses**

**Line 2 Meter Charges:** Includes fixed monthly charge for water service. Year to date (YTD) meter charges are in line with budget.

**Line 3 Water Sales:** Includes water consumption charges. YTD is trending over budget at 58% due to increased consumption during first half of the year.

**Line 4 Standby Charges:** Includes special assessment standby charges for the current & prior years, and delinquent standby penalties. The majority of these revenues are received in November, December, and April. YTD is trending over budget at 58% due to more collections of delinquent taxes and penalties than projected.

**Line 5 Other Operating Revenue:** Includes permit & inspection charges, connection fees, meter installation fees, other fees/charges and mechanic service reimbursements. Connection and meter installation fees are budgeted conservatively due to the unexpected nature of these fees. YTD is trending over budget at 56% due to higher than anticipated delinquent fees and penalties.

**Line 8 Grant Revenue:** Budget for this account consists of \$405,000 for grant reimbursement from the Bureau of Reclamation Small Scale, MWA Strategic Partners, and the DWR. No activity year to date.

**Line 9 Miscellaneous Income (Expense):** Includes gain or loss on sale of assets, the Enel X Demand Response Program and other miscellaneous income. No activity year to date.

**Line 14 Salaries:** Includes salaries for water employees and portion of mechanic's salary. YTD is trending in line with budget.

**Line 15 Benefits:** Includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education and trainings. YTD is trending in line with budget.

**Line 18 Contractual Services:** Includes lab testing, engineering, GIS support & other contract services. YTD is trending under budget at 45% due to the timing of payments.

**Line 19 Power:** Includes electricity used for transmission & distribution. Year to date is trending in line with budget.

**Line 20 Operations & Maintenance:** Includes operations & maintenance expense, vehicle maintenance and vehicle fuel. YTD is trending over budget at 78% due to \$40K costs for Well 1A repairs, \$19K costs for emergency repair of pumping equipment, \$6K liquid chlorine purchases, and increased vehicle maintenance expenses and operating supplies.

**Line 21 Rent/Lease Expense:** Includes rental costs for the water shop and Bureau of Land Management (BLM) tank sites. YTD is trending over budget at 58% due to the timing of Right of Way Rental of BLM tank sites.

**Line 22 Permits & Fees:** Includes all water permits, miscellaneous fees, and Watermaster fees. YTD can trend over/under budget due to the timing of permits and fee payments. YTD is trending over budget at 95%.

**Line 25 Utilities (G&A):** Includes gas and telephone expenses. YTD is trending under budget due to the timing of the receipt of utility bills.

**Line 26 Office & Other Expenses:** Includes mileage/travel reimbursements, office supplies, water conservation program, and dues & subscriptions. These expenses are on an as-needed basis and can trend over/under budget. YTD is at 17% of budget.

**Line 27 Admin Allocation:** This is the monthly distribution of the budgeted Administration fund (Fund 10) expenses to the enterprise funds.

**Line 29 Debt Service:** Includes interest & principal payments on outstanding debt. YTD can trend over/ under budget due to the timing of payments. Payments occur on a quarterly basis in July, October, January, and April. YTD is trending at 33% of budget due to the timing of payments.

**Line 33 Capital Expenses:** YTD balance in capital expenses includes the following:

- \$245K – New Well Pipeline
- \$66.4K – Service Truck
- \$11.7K – Electrical Well 13
- \$1K – Interior of New Water Building





**Helendale CSD**  
**Statement of Revenues and Expenses - Sewer**  
**As of December 31, 2022**  
**(Unaudited)**  
**Preliminary Results - Subject to Change**

	Dec 2022	YTD Actual	Budget	50% of Budget	PYTD
<b>1 Operating Revenues</b>					
2 Sewer Charges	\$ 136,990	\$ 806,801	\$ 1,717,148	47%	\$ 642,416
3 Standby Charges	3,519	15,111	24,867	61%	24,012
4 Other Fees & Charges	2,062	21,268	31,320	68%	19,642
5 Other Income/(Expense)	-	-	1,000	0%	-
<b>6 Total Revenues</b>	<b>142,572</b>	<b>843,180</b>	<b>1,774,335</b>	<b>48%</b>	<b>686,070</b>
<b>7 Expenses</b>					
<b>8 Salaries &amp; Benefits</b>					
9 Salaries	21,760	144,210	284,971	51%	138,654
10 Benefits	10,915	56,496	101,335	56%	54,147
<b>11 Total Salaries &amp; Benefits</b>	<b>32,675</b>	<b>200,706</b>	<b>386,306</b>	<b>52%</b>	<b>192,801</b>
<b>12 Sewer Operations</b>					
13 Contractual Services	1,545	20,826	78,000	27%	29,490
14 Power	7,948	59,534	89,613	66%	47,798
15 Operations & Maintenance	3,738	26,872	63,213	43%	48,514
16 Permits & Fees	28,140	31,212	37,500	83%	31,268
<b>17 Total Sewer Operations</b>	<b>41,371</b>	<b>138,444</b>	<b>268,326</b>	<b>52%</b>	<b>157,069</b>
<b>18 General &amp; Administrative</b>					
19 Utilities	346	2,079	4,407	47%	1,888
20 Office & Other Expenses	1,010	4,895	11,760	42%	4,862
21 Admin Allocation	52,759	316,552	633,105	50%	282,630
<b>22 Total G&amp;A</b>	<b>54,115</b>	<b>323,527</b>	<b>649,272</b>	<b>50%</b>	<b>289,381</b>
23 Debt Service	51,061	51,061	102,123	50%	51,061
<b>24 Total Expenses</b>	<b>179,223</b>	<b>713,738</b>	<b>1,406,027</b>	<b>51%</b>	<b>690,311</b>
<b>25 Net Income (Loss) Before Capital</b>	<b>(36,651)</b>	<b>129,442</b>	<b>368,308</b>	<b>35%</b>	<b>(4,242)</b>
26 Capital Expenses	-	(22,939)	(935,000)	2%	(500,521)
<b>27 Net Income (Loss) After Capital</b>	<b>\$ (36,651)</b>	<b>\$ 106,503</b>	<b>\$ (566,692)</b>		<b>\$ (504,763)</b>

\*No assurance provided on these financial statements. These financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.

## *Fund 02 - Sewer Revenues and Expenses*

**Line 2 Sewer Charges:** Includes the monthly charge for sewer services. YTD is trending in line with budget.

**Line 3 Standby Charges:** Includes special assessment standby charges for the current & prior years, and delinquent standby penalties. YTD is trending over budget at 61% due to higher than expected penalties on delinquent taxes. The majority of these revenues are received in November, December, and April.

**Line 4 Other Fees & Charges:** Includes permit & inspection charges, connection fees, other fees, and charges. YTD is trending over budget at 68% due to more connections fees than anticipated.

**Line 5 Other Income/(Expense):** Includes gain or loss on sale of assets and other miscellaneous income. No activity year to date.

**Line 9 Salaries:** Includes salaries for all sewer employees. YTD is trending in line with budget.

**Line 10 Benefits:** Includes employee insurance, PERS retirement, workers compensation, payroll taxes, and education & training. YTD is trending in line with budget.

**Line 13 Contractual Services:** Includes lab testing, engineering, GIS support & other contractual services. YTD is trending under budget due to the timing of services needed.

**Line 14 Power:** Includes electricity used for Sewer. YTD is trending over budget at 66% due to higher electricity costs.

**Line 15 Operations & Maintenance:** Includes compost disposal, vehicle maintenance, vehicle fuel, uniforms, small tools, and salaries for mechanics. YTD is trending in line with budget.

**Line 16 Permits and Fees:** Includes all annual permits and fees paid to the state. YTD can trend over/under budget due to the timing of permits and fee payments. YTD is trending over budget at 83%.

**Line 19 Utilities (G&A):** Includes gas, water, and telephone expenses. YTD is trending in line with budget.

**Line 20 Office & Other Expenses:** Includes mileage/travel reimbursements, office supplies, water conservation program, and dues & subscriptions. These expenses are an as needed basis and can trend over/under budget. YTD is trending under budget.

**Line 21 Admin Allocation:** This is the monthly distribution of the budgeted Administration fund (fund 10) expenses to the enterprise funds.

**Line 23 Debt Service:** Includes interest & principal payments on outstanding debt. YTD can trend over/under budget due to the timing of payments. Payments occur bi-annually in December and June.

**Line 26 Capital Expenses:** YTD balance in capital expenses includes the following:

- \$12.1K – VFD for T-Filter Feed Pumps
- \$9.8K – Wastewater T-Filter Feed Pump By-Pass
- \$1K - Interior Completion of Maintenance Building





**Helendale CSD**  
**Statement of Revenues and Expenses - Recycling Center**  
**As of December 31, 2022**  
**(Unaudited)**  
**Preliminary Results - Subject to Change**

	Dec 2022	YTD Actual	Budget	50% of Budget	PYTD
<b>1 Operating Revenues</b>					
2 Retail Sales	\$ 29,410	\$ 165,249	\$ 325,000	51%	\$ 161,939
3 Donations	-	-	-	0%	-
4 Board Discretionary Revenue	-	-	(67,000)	0%	-
5 Miscellaneous Income (Expense)	-	-	-	0%	-
<b>6 Total Revenues</b>	<b>29,410</b>	<b>165,249</b>	<b>258,000</b>	<b>64%</b>	<b>161,939</b>
<b>7 Expenses</b>					
<b>8 Salaries &amp; Benefits</b>					
9 Salaries	11,471	77,306	180,226	43%	68,815
10 Benefits	1,669	9,877	20,897	47%	9,333
<b>11 Total Salaries &amp; Benefits</b>	<b>13,139</b>	<b>87,182</b>	<b>201,123</b>	<b>43%</b>	<b>78,148</b>
<b>12 Recycling Center Operations</b>					
13 Contractual Services	-	-	4,500	0%	-
14 Operations & Maintenance	1,401	10,177	11,000	93%	6,299
<b>15 Total Recycling Center Operations</b>	<b>1,401</b>	<b>10,177</b>	<b>15,500</b>	<b>66%</b>	<b>6,299</b>
<b>16 General &amp; Administrative</b>					
17 Utilities	537	5,551	33,622	17%	3,955
18 Office & Other Expenses	479	2,687	5,500	49%	2,278
<b>19 Total G&amp;A</b>	<b>1,016</b>	<b>8,238</b>	<b>39,122</b>	<b>21%</b>	<b>6,232</b>
<b>20 Total Expenses</b>	<b>15,556</b>	<b>105,597</b>	<b>255,745</b>	<b>41%</b>	<b>90,679</b>
<b>21 Net Income (Loss) Before Capital</b>	<b>13,854</b>	<b>59,652</b>	<b>2,256</b>		<b>71,260</b>
22 Capital Expenses	-	-	-		-
<b>23 Net Income (Loss) After Capital</b>	<b>\$ 13,854</b>	<b>\$ 59,652</b>	<b>\$ 2,256</b>		<b>\$ 71,260</b>

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### *03-Recycling Center Revenues and Expenses*

**Line 2 Retail Sales:** Includes sales revenues from the Thrift Store. YTD is trending in line with budget.

**Line 3 Donations:** Donations are not budgeted for due to the unexpected nature of these revenues.

**Line 4 Board Discretionary Revenue:** This line shows the transfer of net cash from the Recycling Center (fund 03) to the Parks & Recreation Fund (fund 05). This transfer is done at year end for the audit.

**Line 5 Miscellaneous Income/(Expense):** Includes gain or loss on sale of assets and other miscellaneous income. No activity year to date.

**Line 9 Salaries:** Salaries for all part-time recycling center employees and full-time supervisor. YTD is trending under budget at 43% due to lower than anticipated supervisor costs.

**Line 10 Benefits:** Includes employee insurance, workers compensation, payroll taxes, and education & training. YTD is trending under budget at 43% due to lower than anticipated training expenses.

**Line 13 Contractual Services:** Includes software support and other contract services. Services are on an as needed basis. Year to date will trend under or over budget due to the timing of services needed.

**Line 14 Operations & Maintenance:** Includes vehicle maintenance, vehicle fuel, operating supplies, and uniforms. YTD is trending over budget at 80% due to \$1.3K in asphalt repairs in September and a \$2.9K purchase of poly box trucks.

**Line 17 Utilities (G&A):** Includes electric and telephone expenses. YTD is under budget due to HVAC system installation budgeted for \$25K that has not yet occurred.

**Line 18 Office & Other Expenses:** Includes advertising, bank charges and other miscellaneous expenses. YTD is trending in line with budget.

**Line 21 Net Income:** Net income in the Recycling Center is moved to Parks & Recreation fund (fund 5) at year end for the audit through Board Discretionary Revenue.



**Helendale CSD**  
**Statement of Revenues and Expenses - Property Rental**  
**As of December 31, 2022**  
**(Unaudited)**  
**Preliminary Results - Subject to Change**

	Dec 2022	YTD Actual	Budget	50% of Budget	PYTD
<b>1 Operating Revenues</b>					
2 Property Rental Revenues	\$ 9,990	\$ 58,740	\$ 125,480	47%	\$ 64,579
3 Other Income	150	150	-	0%	-
4 Board Discretionary Revenue	-	-	-	0%	-
<b>5 Total Revenues</b>	<b>10,140</b>	<b>58,890</b>	<b>125,480</b>	<b>47%</b>	<b>64,579</b>
<b>6 Expenses</b>					
7 Contractual Services	-	-	5,000	0%	-
8 Utilities	1,133	7,909	14,815	53%	4,779
9 Operations & Maintenance	569	4,518	12,367	37%	4,925
10 Debt Service	26,544	26,544	53,088	50%	26,544
<b>11 Total Expenses</b>	<b>28,246</b>	<b>38,971</b>	<b>85,270</b>	<b>46%</b>	<b>36,248</b>
<b>12 Net Income (Loss)</b>	<b>\$ (18,106)</b>	<b>\$ 19,919</b>	<b>\$ 40,210</b>	<b>50%</b>	<b>\$ 28,332</b>

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#### *04-Property Rental Revenues and Expenses*

**Line 2 Property Rental Revenues:** Includes revenue for 15302 Smithson and 15425 Wild Road properties. YTD is trending in line with budget.

**Line 3 Other Income:** Includes penalties and other miscellaneous Income; due to the unexpected nature of these revenues these accounts are budgeted conservatively.

**Line 4 Board Discretionary Revenue:** This line shows the transfer of net cash from the Property Rental fund (fund 04) to Parks & Recreation fund (fund 05). This transfer is done at year end for the audit.

**Line 7 Contractual Services:** Includes contractor and handyman expenses for installation of appliances, drywall repair, roofing, or plumbing repairs. No activity YTD.

**Line 8 Utilities:** Includes electric & gas expense for the rental properties. YTD is trending in line with budget.

**Line 9 Operations & Maintenance:** Includes maintenance and other costs relating to the rental properties. YTD is trending under budget due to a refund for maintenance supplies.

**Line 10 Debt Service:** Includes interest and principal payments on outstanding debt. YTD can trend over/ under budget due to the timing of payments. Payments occur bi-annually in December and June.

**Line 12 Net Income:** Net income in the Property Rental fund (fund 04) is moved to the Parks & Recreation fund (fund 05) through Board discretionary revenue at year-end for the audit.



**Helendale CSD**  
**Statement of Revenues and Expenses - Parks & Recreation**  
**As of December 31, 2022**  
**(Unaudited)**  
**Preliminary Results - Subject to Change**

	Dec 2022	YTD Actual	Budget	50% of Budget	PYTD
<b>1 Operating Revenues</b>					
2 Program Fees	\$ 4,259	\$ 36,619	\$ 30,400	120%	\$ 29,599
3 Property Taxes	1,584	9,516	23,533	40%	11,149
4 Donations & Sponsorships	530	2,000	5,500	36%	100
5 Rental Income	2,049	15,376	24,075	64%	16,154
6 Developer Impact Fees	-	5,160	6,880	75%	5,160
7 Grants	-	-	-	0%	-
8 Interfund Transfer In/(Out)	(3,508)	(21,050)	(42,100)	50%	(21,050)
9 Board Discretionary Revenue	68,481	188,005	441,507	43%	175,173
10 Miscellaneous Income (Expense)	-	895	-	0%	-
<b>11 Total Revenues</b>	<b>73,395</b>	<b>236,520</b>	<b>489,795</b>	<b>48%</b>	<b>216,285</b>
<b>12 Expenses</b>					
<b>13 Salaries &amp; Benefits</b>					
14 Salaries	7,328	43,147	83,701	52%	40,072
15 Benefits	5,677	21,001	47,683	44%	18,010
<b>16 Total Salaries &amp; Benefits</b>	<b>13,005</b>	<b>64,148</b>	<b>131,384</b>	<b>49%</b>	<b>58,083</b>
17 Program Expense	6,494	45,091	70,475	64%	34,042
18 Contractual Services	-	6,210	21,760	29%	6,523
19 Utilities	5,748	38,947	63,956	61%	26,246
20 Operations & Maintenance	2,579	14,633	24,362	60%	16,917
21 Permits & Fees	-	598	983	61%	437
22 Grant Expense	-	-	-	0%	-
23 Other Expenses	182	862	1,555	55%	156
<b>24 Total Expenses</b>	<b>28,008</b>	<b>170,489</b>	<b>314,475</b>	<b>54%</b>	<b>142,404</b>
<b>25 Net Income (Loss) Before Capital</b>	<b>45,387</b>	<b>66,032</b>	<b>175,319</b>		<b>73,880</b>
26 Capital Expenses	-	(5,500)	(208,000)	3%	(281,582)
<b>27 Net Income (Loss) After Capital</b>	<b>\$ 45,387</b>	<b>\$ 60,532</b>	<b>\$ (32,681)</b>		<b>\$ (207,701)</b>

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## *05-Parks & Recreation Revenues and Expenses*

**Line 2 Program Fees:** Includes recreation program fees, basketball league fees, youth soccer league fees and farmers market revenue. YTD is trending over budget due to more recreation program fees and higher than anticipated Farmer's Market revenues not anticipated in the budget.

**Line 3 Property Taxes:** Includes the transfer of property taxes for streetlight utility expenses YTD is trending under budget at 40% due to lower than anticipated street light utility costs.

**Line 4 Donations & Sponsorships:** Includes concert in the park sponsorships, event sponsorships and other donations/sponsorships. YTD is trending under budget at 36%.

**Line 5 Rental Income:** Includes rental income from the water shop, storage for the recycling center, community center room rental, church rental, and gymnastics rental. YTD can trend over/under budget depending on needs of rentals. YTD is trending over budget at 64% due to the timing of annual payment for District field use.

**Line 6 Developer Impact Fees:** Includes park development impact fees charged to new developments. YTD is trending over budget due to the timing of development activity and conservative budgeting.

**Line 8 Interfund Transfer Out/(In):** This line shows the year end transfer of cash balance from the Recycling Center (fund 03) and Property Rental (fund 04) to the Parks & Recreation fund (fund 05), as well as the monthly repayment of the interfund loan from Sewer to Parks.

**Line 9 Board Discretionary:** Board Discretionary Revenue in June includes the following:

- Radio Tower Site Rent – \$12,289
- Property Tax - \$49,453
- Solid Waste Franchise Fees - \$8,323
- Transfer Property Tax Revenue for Street Light Utilities – \$(1,584)

**Line 10 Miscellaneous Income/(Expense):** Includes gain or loss on sale of assets and other miscellaneous income.

**Line 14 Salaries:** Includes full and part-time Parks and Recreation employees. YTD is trending in line with budget.

**Line 15 Benefits:** Includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education & trainings. YTD is trending at 44% of budget due to lower group insurance expense than anticipated.

**Line 17 Program Expense:** Includes supplies and expenses for the youth soccer league, park, community center, farmers market and other programs. YTD is trending over budget at 64% due to more program activities than anticipated.

**Line 18 Contractual Services:** Includes software support and other contract services. YTD is trending under budget.

**Line 19 Utilities:** Includes gas and electric for parks and the community center, along with telephone & electricity for street lighting. YTD is trending over budget at 61% due to higher electric consumption during the first half of the year and more program activities than anticipated.

**Line 20 Operations & Maintenance:** Includes vehicle maintenance, small tools, vehicle fuel and building repair for the park and community center. YTD is trending over budget at 49% due to the timing of annual insurance payment, \$1.1K water heater replacement in December, and increased vehicle repairs in November and December.

**Line 21 Permits & Fees:** Includes permit and inspection fees, along with San Bernardino county fees. YTD can trend over/under budget due to the timing of permits and fee payments.



**Line 23 Other Expenses:** Includes uniforms, printing costs, dues & subscriptions, and bank charges. YTD is trending over budget at 55% due to the timing of dues payments.

**Line 26 Capital Expenses:** YTD balance in capital expenses includes the following:

- \$5.5K – Turf Renovator Purchase



**Helendale CSD**  
**Statement of Revenues and Expenses - Solid Waste Disposal**  
**As of December 31, 2022**  
**(Unaudited)**  
**Preliminary Results - Subject to Change**

	Dec 2022	YTD Actual	Budget	50% of Budget	PYTD
<b>1 Operating Revenues</b>					
2 Charges for Services	\$ 50,539	\$ 300,617	\$ 599,922	50%	\$ 286,517
3 Assessments & Fees	93,371	130,054	237,720	55%	128,950
4 Other Charges	2,004	12,847	24,559	52%	13,856
5 Board Discretionary Revenue	-	-	-	0%	-
6 Miscellaneous Income (Expense)	-	-	-	0%	-
<b>7 Total Revenues</b>	<b>145,915</b>	<b>443,518</b>	<b>862,201</b>	<b>51%</b>	<b>429,323</b>
<b>8 Expenses</b>					
<b>9 Salaries &amp; Benefits</b>					
10 Salaries	6,106	42,129	66,350	63%	47,454
11 Benefits	4,760	21,567	42,917	50%	20,722
<b>12 Total Salaries &amp; Benefits</b>	<b>10,866</b>	<b>63,696</b>	<b>109,267</b>	<b>58%</b>	<b>68,176</b>
13 Contractual Services	49,927	247,878	585,367	42%	286,751
14 Disposal Fees	13,426	73,928	165,768	45%	107,049
15 Operations & Maintenance	412	2,459	7,112	35%	2,898
16 Other Operating Expenses	22	1,366	4,694	29%	2,558
17 Admin Allocation	1,077	6,460	12,921	50%	5,768
<b>18 Total Expenses</b>	<b>75,729</b>	<b>395,787</b>	<b>885,128</b>	<b>45%</b>	<b>473,200</b>
<b>19 Net Income (Loss)</b>	<b>\$ 70,186</b>	<b>\$ 47,731</b>	<b>\$ (22,927)</b>		<b>\$ (43,878)</b>

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## *06-Solid Waste Disposal Revenues and Expenses*

**Line 2 Charges for Services – Solid Waste:** Includes regular pick up of solid waste. YTD is trending in line with budget.

**Line 3 Assessment & Fees:** Includes special assessments for refuse land use fees for current & prior years. YTD can trend over/under budget due to the timing of receipts which are usually received in April and December. YTD is trending over budget at 55%.

**Line 4 Other Charges:** Includes delinquent fees and penalties on delinquent taxes. YTD is trending in line with budget.

**Line 5 Board Discretionary Revenue:** This is the amount that would be transferred in from discretionary funds if this fund operates at a deficit for the fiscal year.

**Line 6 Miscellaneous Income/(Expense):** Includes gain or loss on sale of assets and other miscellaneous income. No activity year to date.

**Line 10 Salaries:** Includes salaries for solid waste employees. YTD is trending over budget at 63% due to less salaries allocated to the Recycling Center than projected in the budget.

**Line 11 Benefits:** Includes employee insurance, CalPERS retirement, workers compensation, payroll taxes, and education & training. YTD is trending in line with budget.

**Line 13 Contractual Services:** Includes Burrtec fees and other miscellaneous contract services. YTD can trend over/under budget due to need and the timing of services and fees. YTD is trending under budget.

**Line 14 Disposal Fees:** Includes San Bernardino County disposal fees and green waste disposal fees. YTD can trend over/under budget due to need and the timing of fees. YTD is trending under budget.

**Line 15 Operations & Maintenance:** Includes vehicle maintenance, vehicle fuel, operating supplies, and uniforms. YTD is trending under budget at 35%.

**Line 16 Other Operating Expenses:** Includes rent for park storage, telephone, postage, event expenses, public outreach, printing, small tools, and bad debt expenses. YTD is trending under budget at 29%.

**Line 17 Admin Allocation:** This is the monthly distribution of the budgeted Administration fund (Fund 10) expenses to the enterprise funds.





**Helendale CSD**  
**Statement of Revenues and Expenses - Administration**  
**As of December 31, 2022**  
**(Unaudited)**  
**Preliminary Results - Subject to Change**

	Dec 2022	YTD Actual	Budget	50% of Budget	PYTD
<b>1 Operating Revenues</b>					
2 Tower Rent	\$ 12,289	\$ 73,903	\$ 173,536	43%	\$ 71,755
3 Property Taxes	49,453	75,604	107,141	71%	68,824
4 Solid Waste Billing & Fees	14,599	85,296	170,258	50%	80,730
5 Fees & Charges	2,574	14,368	22,300	64%	13,250
6 Investments	66	26,767	7,140	375%	3,152
7 Other Income	-	-	(2,800)	0%	2,020
8 Board Discretionary Revenue	(70,065)	(197,520)	(372,373)	53%	(186,321)
<b>9 Total Revenues</b>	<b>8,916</b>	<b>78,418</b>	<b>105,200</b>	<b>75%</b>	<b>53,409</b>
<b>10 Expenses</b>					
<b>11 Salaries &amp; Benefits</b>					
12 Salaries	44,891	286,067	571,473	50%	279,816
13 Benefits	21,942	146,763	264,708	55%	157,888
14 Directors' Fees	4,175	36,722	100,000	37%	39,700
<b>15 Total Salaries &amp; Benefits</b>	<b>71,008</b>	<b>469,552</b>	<b>936,180</b>	<b>50%</b>	<b>479,533</b>
16 Contractual Services	23,873	143,300	236,777	61%	142,754
17 Insurance	22,524	67,824	99,476	68%	42,320
18 Utilities	1,462	11,116	18,887	59%	9,786
19 Operations & Maintenance	302	1,535	4,459	34%	804
20 Permits & Fees	123	11,961	19,020	63%	14,383
21 Office & Other Expenses	6,327	49,659	67,452	74%	38,623
22 Election Expense	-	-	15,000	0%	-
23 Admin Allocation	(107,671)	(646,025)	(1,292,051)	50%	(576,797)
<b>24 Total Expenses</b>	<b>17,948</b>	<b>108,920</b>	<b>105,200</b>	<b>104%</b>	<b>151,406</b>
<b>25 Net Income (Loss)</b>	<b>\$ (9,032)</b>	<b>\$ (30,502)</b>	<b>\$ -</b>		<b>\$ (97,997)</b>

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## *10-Administrative Revenues and Expenses*

**Line 2 Tower Rent:** Includes radio tower site rental fees. YTD is trending at 43% of budget.

**Line 3 Property Taxes:** Includes current & prior property tax and penalties. YTD can trend over/under budget due to the timing of property tax collections, with a majority being received in December and April.

**Line 4 Solid Waste Billing & Fees:** Includes franchise fees and billing for solid waste. YTD is trending in line with budget.

**Line 5 Fees & Charges:** Includes credit card processing fees and other miscellaneous fees. YTD is trending over budget at 64% due to the large volume of credit card processing fees.

**Line 6 Investments:** Includes investment income and unrealized gain or loss on investments. YTD is trending over budget due to higher interest rates than anticipated.

**Line 7 Other Income:** Other Income includes recycling revenues and other miscellaneous income. No activity year to date.

**Line 8 Board Discretionary Income:** Includes the transfer of the following for Parks and Recreation fund (fund 05):

- Radio Tower Site Rent – \$12,289
- Property Tax - \$49,453
- Solid Waste Franchise Fees – \$8,323

**Line 12 Salaries:** Includes full time, part time & overtime for administrative employees. YTD is trending in line with budget.

**Line 13 Benefits:** Includes employee insurance, CalPERS retirement, workers compensation, payroll taxes, employee benefit & morale and education & training. YTD is trending over budget at 54% due to the July payment of the annual CalPERS unfunded actuarial liability.

**Line 14 Directors' Fees:** Includes directors fees as well as directors training, seminars, and mileage expense. YTD is trending at 37% of budget.

**Line 16 Contractual Services:** Includes software support, legal services, and auditing & accounting services. YTD is trending over budget at 61% due to the timing of annual software maintenance costs and auditing and accounting services.

**Line 17 Insurance:** Includes both general liability and vehicle insurance expenses. YTD is trending over budget at 68% due to the timing of quarterly premiums.

**Line 18 Utilities:** Includes telephone and electricity expenses. YTD is trending over budget at 59% due to high electric consumption during summer months.

**Line 19 Operations & Maintenance:** Includes vehicle maintenance, vehicle fuel, mileage & travel reimbursement, uniforms, and equipment maintenance. YTD is at 34% of budget.

**Line 20 Permits & Fees:** Includes the annual LAFCO fees, the GFOA application fee for the budget award, and San Bernardino County fees. YTD is trending over budget at 63% due to the timing of annual LAFCO fees payment.

**Line 21 Office & Other Expense:** Includes board meeting supplies, public relations, community promotion, bank charges, office supplies, postage, and dues & subscription. YTD is trending over budget at 74% due to increased bank charges processing fees and dues & subscriptions.

**Line 23 Admin Allocation:** This is the monthly distribution of the budgeted Administration fund (Fund 10) expenses to the enterprise funds.





# Helendale Community Services District

Date: February 16, 2023  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Alex Aviles, Wastewater Operations Manager  
SUBJECT: Agenda item #7  
Discussion Only Regarding Wastewater Capital Improvement Plan

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## **STAFF RECOMMENDATION:**

Staff seeks input from the Board.

## **STAFF REPORT:**

Each year as part of the budget development process the capital improvement plans (CIP) for each of the divisions are reviewed. This plan outlines proposed capital expenditures which includes both equipment and infrastructure improvements. It is important to know that approval of the CIP does not constitute approval for the capital expenditures as each capital project over the General Manager's signing authority it brought to the Board for approval prior to completion.

Attached for the Board's review is the draft FY2024 Capital Improvement Plan for Wastewater with the current fiscal year projects included for reference. This will be the starting point for a more comprehensive discussion on the foreseen needs of the wastewater operation.

Each year Staff reviews the proposed Capital Improvement Plan (CIP) with the Board seeking input and guidance throughout the budget development process. Staff will provide a detailed presentation on each of the items on the CIP at the Board meeting.

The CIP outlines the possible year in which a capital need is scheduled, however, these projections are often aggressive and the timelines are modified each year as unfinished projects are pushed ahead and new capital needs are identified.

**FISCAL IMPACT:** NA

**POSSIBLE MOTION:** None

**ATTACHMENTS:** DRAFT Wastewater CIP



**Wastewater Capital Budget FY 2024 - FY2028**

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Former Cost Estimate	Additional Info
1 Rehab Digester		\$ -175,000		\$175,000.00				Moved out 2 years
2 Generator replacement wiring & conduit			\$ 125,000					No change
3 Plant & Lift Station #1 SCADA	\$-100,000	\$ 100,000						Moved out 1 year
4 Plant Sludge Lines (Replacement)	\$-920,000		\$ 600,000					Moved out 2 years and increased price
5 Secondary Clarifier Rehabilitation			\$ 320,000				\$ 240,000	Increased cost estimate
6 Rehabilitate Schooner Pump Station (Coating, Electrical Panels and New Pump)		\$ 130,000					\$ 65,000	Increased cost estimate and modified description. Previously described as: Schooner Pump Station Coating & new pump
7 Rehabilitate Parkway Pump Station ( Coating, Electrical Panels and New Pump)		\$ 130,000					\$ 65,000	Increased cost and modified description. Previously described as: Parkway Pump Station Coating & new pump
8 Coating Parshall Flume, grit chamber and Concrete Repair & Replacement. New grating				\$ -240,000	\$ 360,000		\$ 240,000	Moved out 1 year and increase price
9 BioFilter Rebuild TF#1 & TF#2			\$ 75,000					No change
10 Collection System Lining - Various areas	\$ 25,000	\$ 45,000						Finished FY23. Added new amount for FY24
11 Fine Bar Screen	\$130,000							No change
12 New Trickling Filter Pump (2)	\$ 70,000							No change
13 Pump Room Valve Replacements (18)		\$ -15,000	\$ 20,000					Moved out 1 year and increased cost estimate
16 Sump Pumps (5)		\$ 20,000						No change
17 Service Truck	\$ 60,000			\$ 160,000			\$ 30,000	Increased cost estimate
19 Backhoe							\$ 120,000	Increased cost estimate
20 Sludge Compressors (2)	\$ 20,000						\$ 40,000	Completed
21 Diaphragm Sludge Pumps		\$ 60,000						Increased cost estimate
22 Effluent Chamber diffuser system (w/ blower line)			\$ 100,000	\$ -15,000				Removed item
23 Headworks Fence Repair & Modification		\$ 50,000						No change
24 Headworks Electrical Repair/Replacement			\$ 115,000		\$ 200,000			No change
25 Coarse Barscreen Replacement								No change
26 Primary Clarifier Coating	\$150,000	\$ 250,000					\$ 150,000	Moved out 1 year and increased cost estimate
28 New Filtrate Pumps, Electrical Panel & Sonic Meter	\$ 60,000	\$ -60,000			\$ -120,000	\$ 120,000		Moved up a year
30 Solar Field								Moved out 1 year as a placeholder
31 Collection System Lining - Vista to Sunshine			\$ 350,000					No change
32 Plant and Process Camera System	\$ 30,000			\$ -150,000	\$ 150,000			No change
33 Electrical Replacement Primary, Secondary, Digester								Moved out 1 year
35 VFD for TF feed pumps	\$ 60,000							Completed
36 Sewer Camera								New Item
37 Trickling Filter Drives and Panels								New Item
38 Irrigation Pumps	\$ 20,000							New Item
39 Asphalt Road in Plant						350,000		New item.
40 Pick up truck (Chevy 1500)		\$ 40,000						
	\$ 605,000	\$ 825,000	\$ 1,605,000	\$ 335,000	\$ 710,000	\$ 530,000		

  Moved  
  Completed  
  Cost Modified  
  New



# Helendale Community Services District

Date: February 16, 2023  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #8  
Discussion and Possible Action Regarding the Authorizing Staff to Seek Bids for the Purchase of Three Service Trucks

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## **STAFF RECOMMENDATION:**

Staff requests approval from the Board.

## **STAFF REPORT:**

The Wastewater department has a new service truck scheduled for the current fiscal year Capital Improvement Plan. Previously the amount listed on the CIP was \$30,000, however, due to the current market conditions, that cost has been increased to \$60,000. Staff is requesting approval to solicit bids for one new service truck for the wastewater operation.

Wastewater currently has \$3,021,311 in cash on hand and can fund the purchase of the new service truck.

The Water Department purchased its first new vehicle since the District was formed in October, 2022 for \$62,000. Due to multiple factors which include the economy, availability and increased repairs, District Management feels that the years where the District could purchase suitable used vehicles to meet the operational needs have passed. The Staff has always looked at used vehicles first, however, for the last several years, the market has not been favorable for this option. Staff was grateful that the Board approved the purchase of a new service truck in October and is seeking approval to solicit bids for two additional new service trucks for the water department needs.

Water currently has \$2,138,158 in cash on hand and can fund the purchase of the two new service trucks.

**FISCAL IMPACT:** NA

**POSSIBLE MOTION:** Authorize Staff to secure quotes for new service vehicles

**ATTACHMENTS:** District Fleet Information

## District Fleet Information

Truck #509 2003 Chevy 3500 – Vehicle used for Solid Waste

- Needs tires, shocks, brakes
  - Recently replaced radiator lines and heater core lines
- 

\*Truck #211 2006 GMC 2500 - **REPLACE**

- Needs wire harness
  - Possibly ECU
  - Alternator
  - Heater core lines
  - Serpentine belt
  - Battery
- 

Truck #213 F550 vactor – **Recommended for Surplus**

- Not carb compliant
- 

Truck #216 2005 Chevy 3500 – Currently used by parks.

- Transmission slips and leaks transmission fluid from rear seal (quart a week)
  - Burns coolant (possible head gasket or cracked head)
  - Split AC line
  - Replaced radiator lines and radiator recently.
  - Drivers side ball joint needs to be replaced
  - All shocks need to be replaced
  - Drivers door lock is broke
  - Parks is using currently using
- 

\*Truck #217 2010 Chevy 2500 – **REPLACE**. Keep this as a spare and mount valve turning machine on this truck for limited use.

- Recently replaced throttle body and accelerator sensor
  - 150k miles
- 

Truck #208 2008 Ford ranger – Chlorine truck. Is being used as a service truck due to no other service trucks working

- Needs brakes
  - Recently installed rear shocks
  - Passenger door handle is broke
  - Frame, rear axle housing, brake components are rusting due to chlorine
- 

Truck #218 2022 Chevy 2500 -New truck

- No issues
- 

Truck #201 2016 Chevy Colorado – Criag's commuter

- Power steering sensor goes off intermittently
- 

Truck #301 2007 Ford F150 – Vehicle not running – **Recommend surplus**

- Possible cracked head



- Needs alternator and battery
  - Wires have been chewed by rodents
  - Transmission needs service
- 

Truck #309 2007 Chevy 3500 crane truck – Still being used by Wastewater. Running fine.

- Recently replaced alternator, starter, and battery
- 

Truck #312 2008 Chevy 3500 crew truck – Wastewater. Still in service.

- Needs brakes
- 

Truck #TBD 2011 Dodge 1500 – Alex's Commuter

- Needs fuel pump, oil pressure sensor



# Helendale Community Services District

Date: February 16, 2023  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #9  
Discussion and Possible Action Regarding Adoption of Revised Fee Package

---

**STAFF RECOMMENDATION:**

Staff requests approval from the Board.

**STAFF REPORT:**

The Fee package is reviewed periodically as Staff becomes aware of cost increases. It was last updated in June of 2022. The purpose of modifying the fees from time to time is to ensure that we are collecting sufficient fees to cover the cost of optional services offered by the District. The fee package also includes the current approved water, sewer and trash rates.

Suggested modifications are highlighted in yellow with new text in red for easy identification. Following are the suggested modifications:

- Page 1 & 2: Suggested changes include removing old rates from the tables.
- Page 4: Remove the option for bench calibration as the District has never utilized this fee. With the new AMI meters this option is obsolete.
- Page 5: Increase in the returned check fee from \$25 to \$35 is suggested to cover the increased bank charges.
- Page 6: Increase in the Credit Card Convenience Fee from \$2.50 to \$3.00 to cover the costs the District is charged for this service.

**FISCAL IMPACT:** NA

**POSSIBLE MOTION:** Approve proposed modifications Fee Package as outlined in the Staff Report.

**ATTACHMENTS:** Fee Package with red-lined changes.



# Helendale Community Services District

26540 Vista Road, Ste. B  
 PO Box 359  
 Helendale, California 92342  
 (760) 951-0006 Fax (760) 951-0046

## HELENDALE COMMUNITY SERVICES DISTRICT FEE PACKAGE

As amended ~~June 16, 2022~~ February 16, 2023

### FIXED MONTHLY RATES:

#### WATER FACILITIES CHARGE\*

Meter Size	Monthly Charge as of 7-1-20
¾" & 1"	\$46.05
2"	\$96.71
3"	\$363.81
4"	\$460.52
6" (SLA-RV)	\$460.52
6"	\$690.79

#### CONSUMPTION CHARGES (per HCF)

RATE
\$1.50

\*HCF = 748 Gallons

#### SEWER SERVICE CHARGE\*

Monthly Charge as of 1-1-22	Monthly Charge as of 7-1-22	Monthly Charge as of 1-1-23	Monthly Charge as of 7-1-24	Monthly Charge as of 7-1-25
\$41.64	\$46.64	\$51.64	\$53.45	\$55.32

\*per edu (Equivalent Dwelling Unit)

\*Once Water/Sewer is connected to the District's system, a continuous monthly water/sewer begins. The District will bill the customer until date of transfer of title. The customer is liable for the applicable minimum charges (Water Service Charge/Sewer Service Charge) even if no water is used. The monthly rate is subject to change based on HCSD Board approved rate increases.



**SOLID WASTE (TRASH/RECYCLING) SERVICE CHARGE – RESIDENTIAL**

SERVICE TYPE	Monthly charge as of 7/1/21	Monthly charge as of 7/1/22
Residential with Solid Waste Fee on Property Tax bill	\$23.44	\$23.97
Residential without Solid Waste Fee on Property Tax bill	\$30.70	\$31.23
Extra 95-gallon trash barrel	\$8.31	\$8.79
Extra 65-gallon recycle barrel	\$1.63	\$1.72
Extra pick up/extra bags on service day	\$8.31	\$8.79
Extra pick up/extra bags on non-service day	\$24.70	\$26.12
Green Waste Fee	.37	.37

**1. Cost to re-establish residential trash/recycling service\***

The cost to establish or re-establish residential trash/recycling service once service is inactivated for non-payment is three times the monthly charge, held as a deposit until the account is closed as defined in the Deposit Policy. \*Does not apply to customers with water and/or sewer services with the District. The monthly rate is subject to change based on HCSD Board approved rate increases.

**DEVELOPMENT FEES:**

**1. Water Availability Letter**

\$35.00 per letter

**2. Water Permit Fee**

A permit is required for all new connections to the water system.  
\$60.00 per connection

**3. Water System Connection Fee (based on residential)**

\$2,251.65  
Commercial evaluated on a case by case basis.

**4. Water Supply Fee (based on residential – See Resolution 2015-01 & Exhibit A)**

For the purchase of water to serve property the fee is:  
\$5,000.00 – effective 1/15/15  
Commercial evaluated on a case by case basis.

**5. Meter Installation Charges**

Includes cost of new meter, installation of meter and courtesy valve and meter box. Hereafter courtesy valve is responsibility of customer to maintain.

Meter Size	Charge
¾ & 1"	\$600.00
1 ½"	\$600.00
2"	Cost + 15%
3"	Cost + 15%

<b>4"</b>	<b>Cost + 15%</b>
<b>6"</b>	<b>Cost + 15%</b>
<b>8"</b>	<b>Cost + 15%</b>

Cost includes necessary supplies, equipment and staff time related to the new meter installation which may include installation of new service from the main and asphalt repair. Additional labor and materials costs may apply.

**6. Plan Check Fee – Commercial Service**

Plan check to verify that proposed facility is designed to meet HCSD water and sewer standards.  
**\$340.00 plus \$68.00/hour over five (5) hours.**

**-Construction Inspection Fee**

Inspection of proposed facility to ensure that construction is in compliance with HCSD water and sewer standards.

**\$340.00 plus \$68.00/hour over five (5) hours**

**7. Sewer System Connection Fee (based on residential)**

**\$3,360.95**

Commercial evaluated on a case by case basis.

**8. Processing fee to determine EDU count**

**\$55.00** per sewer connection for plan check

- a. Fixture Units over 20 = \$25.00 per fixture unit

**9. Inspection Fees - Sewer**

<b>Service</b>	<b>Fee</b>
<b>Permit &amp; 3 inspections</b>	<b>\$219.00</b>
<b>Additional inspections</b>	<b>\$53.00 per visit over 3</b>
<b>Main cut-in</b>	<b>\$100.00</b>

**10. Park Development Impact Fee**

All new development. Collected upon application for service, including water and wastewater connection fees (see Resolution No. 2018-03 and Ordinance No. 2018-01). Fee effective 3/1/18

**Single Family \$ 1,720.00**

**Multi-Family \$ 1,274.00**

**11. Field Inspection for verification of utilities**

This would include any pre-construction verification including pot-holing for utilities.

\$75 per location plus 15%

**12. Feasibility Study (Primarily for Commercial, Multi-Residential or Tract Construction)**

The fee for work performed to determine feasibility of service delivery.

Fee will be determined by the District Engineer that HCSD contracts with and charged at cost plus 50% Administration fee.

**WATER RELATED FEES:**

**1. Backflow Maintenance Fee**

**\$35.00 per device per year**

Customers with back-flow devices are notified annually to conduct an inspection of the device. The inspection is performed by a licensed inspector who submits the inspection report to HCSD. The HCSD is



required to process such notices and keep records of the inspections. Properties must maintain a backflow in good working order.

If the report is not received within 30 days a second reminder notice will be mailed at a cost of \$15.00. Once the report is 45 days past due, a third reminder notice will be mailed at a cost of \$15.00. Should the report become 60 days past due, the District will perform the inspection and bill the customer \$35.00 plus an administrative fee of \$15.00.

**2. Meter and Backflow Testing**

All meter testing and backflow testing will be at cost plus fifteen percent (15%)

**3. Fire Flow Test**

\$225.00 plus 5 HCF of water consumption for each test.

**4. Monthly Fire Protection Service**

Service Line Size	Charge
1" – 2"	\$ 9.00
4"	\$18.00
6"	\$27.00
8"	\$36.00
10"	\$45.00
12"	\$54.00

Water used for any purpose other than fire protection shall be charged double the monthly facilities charge plus the cost of water consumed at a 20% surcharge. If property has a separate water meter for fire protection only, a meter installation fee of \$600.00 is assessed.

**5. Replacement of Customer's Courtesy Valve**

Covers the parts and installation of a new "lead free" brass gate valve.  
\$170.00

**6. Bench Calibration**

~~Calibration includes pulling the meter and re-setting a new meter in its place. The HCSD does not have a meter bench for calibration. The meter must be sent out to a contracting facility for testing. The fee for calibration is:  
Cost plus 15%~~

**6. Hydrant Meter Rental**

Meter Size	Monthly charge as of 7/1/20	Usage per HCF as of 6/19/22	Deposit*
3"	\$545.72	\$4.10	\$1500.00

Once the meter is returned, the above fees/charges (hydrant meter rental fee/water consumption) will be deducted from the deposit (\*if a deposit is required) and any remaining balance will be refunded. All meters and ancillary devices shall be inspected by the Water Operations staff for damages before a final bill/refund is issued and the meter is put back into inventory. All meter must have a backflow device or approved air gap



supplied by customer. At the District's discretion, staff will direct contractor to District facility for use of water or may rent a meter out. The District reserves the option to not rent out hydrant meters.

### LABOR AND EQUIPMENT FEES:

1. **Equipment Rates are billed at the hourly rate plus 15%.**

2. **Administration/Supervision**

The total labor/equipment cost to include the costs of administration and other overhead charges including accounting, purchasing, building leases, etc.

**50% of labor/equipment cost**

3. **Labor Rate**

Miscellaneous work performed by operator or maintenance worker.

Will be charged at the appropriate hourly rate. After hours, weekend and holiday rates will be charged as appropriate and are subject to a minimum two (2) hour call out.

### MISCELLANEOUS FEES:

1. **Delinquent Water & Sewer Fees**

The amount to charge for accounts that remain unpaid after the due date:

**10% of the current balance plus 1% of the unpaid previous balance.**

2. **Returned Check**

The fee charged when a check is returned unpaid by the bank for any reason.

~~\$25.00~~ **\$35.00**

3. **Turn off/Turn on Fee at Customer's Request**

This is a coupled fee that covers both the turn off and subsequent turn on. The charge for a Customer Requested turn on/turn off during normal working hours.

**\$40.00**

If a customer is temporarily vacating premises and wishes to have the meter turned off and/or locked, the customer may do so by submitting a written request and pay the turn-off/turn-on fees. Turning off the meter does not relieve the customer of the monthly basic rates for water/sewer. The customer should also check with other utilities and his/her insurance company to understand any potential liability if the water is turned off. A District release of liability form must be signed by the property owner.

4. **Turn on/Turn Off Fee for Real Estate Inspection**

A form must be signed by the listing agent/bank or bank assignee is required. The turn on/turn off for an inspection only is:

**\$40.00 - 1 day turn on/off**

5. **After-Hours Call Out Fee**

The fee for staff to respond to a call for emergency turn off due to leak after normal working hours is:

**\$96.00**

\*Waive fees for the first and second emergency turn off; after the second turn off, a letter will be mailed to the customer. The after hours call out fee will apply to the third and all subsequent emergency turn offs. This benefit resets every five years.

- a) Customers who make excessive after hours calls to the answering service during the same day will be charged a \$5.00 fee for each call in excess of two calls during the same day.

**6. Variance**

Management and Legal Counsel are required to review an application for a variance.  
**\$200.00**

**7. Copying Fees**

Fee for providing reproduction services; per page charge.  
**\$0.25** per page

**8. Door Hanger Charge**

The fee when a door hanger is needed to notify the customer or occupant of important information.  
**\$20.00**

**9. Check Processing Fee**

This fee will be incurred when any of the follow are requested:

- Request to issue refund check to a customer (credit balance on active account),
  - Request to issue a deposit refund to multiple recipients
  - Request a refund check outside of the normal billing/closing bill process (if earlier than 15 days after close of account.
  - Request for a check to be made out to in individual rather than a trust. (In cases when the account is in the name of a trust)
- \$15.00** per check issued or to re-issue a check

**10. Stop Payment Fee**

When the District needs to place a stop payment on a District issued check (due to lost, damaged, etc.).  
**\$30.00** per check (\$30 fee will be deducted from original check amount issued)  
The cost to re-issue a new check at the customer or vendor request is \$15.00. See Item 9.

**11. Credit Card Convenience Charge**

A ~~\$2.50~~ **\$3.00** fee is charged for all payments made by credit card when not paying in person.

**12. Credit Check Fee**

A **\$5.00** fee is charged to perform a credit check as a means of waiving a customer deposit.

**13. Disconnect Fee**

The fee to turn off water service for non-payment. When performed during normal working hours the fee is: \$50.00

**14. Reconnect Fee**

The fee to turn water service on after service has been turned off for non-payment.

- a) When performed during normal working hours the reconnect fee is: \$20.00
- b) When performed after normal working hours the reconnect fee is: \$96.00

**15. Lien Fees**



The fee to ensure payment for unpaid water and sewer related charges against the property.  
The fee for preparation and recordation of the Lien and the subsequent Release of Lien are as follows:  
**\$109.00 + lien release cost as a pass-through (As of 1/1/2020 the County fee is \$20).**

**DAMAGE and ILLEGAL USE FEES:**

**1. Damaging sewer infrastructure during tie-in**

There shall be a charge of Cost plus 15% for any damage caused during the tie in of the sewer lateral to the collection main during new construction or customer-side repairs.

**2. Damages to District Facilities**

Charge shall be Cost plus 15% for any damage to water, wastewater, or park infrastructure including but not limited to: MXU, Meter Register, cut wires, damaged angle-meter stop, sewer manhole, sewer mains, sewer cleanouts, sewer chimney, sewer laterals, graffiti on District property, etc. Charge due to damage may include 50% of replacement of service line.

**Intentional Damage Charge**

Charges for intentional damage to HCS D's equipment, facilities or infrastructure shall be charged:  
**\$35.00 per incident + costs of parts and labor + 15% administration fee.**

**Misdemeanor Charge**

Administrative time and actual field time plus any related materials charge to handle a misdemeanor violation.

**\$60.00 + costs of parts and labor + 15% administration fee.**

**Damages to Park Facilities**

Administrative time and actual field time plus any related materials charge to handle damages, make police report, coordinate with insurance, etc.

**Costs of parts and labor + 15% administration fee.**

**3. Police Report**

In the event a police report is filed the charge is:

**Cost + 15%**

**4. Cessation of Sewer service due to illegal usage**

In the event of illegal/unauthorized usage of the sewer system a property can be blocked from usage.

**Cost plus 15%.**

**5. Flow Restrictor Installation/Removal**

For means of enforcement of the District Rules & Regulations, implementation of conservation mandates, and/or other circumstances under which the District deems necessary, the charge for installation and removal of the flow restrictor is:

**Cost + 15%**

**6. Broken Utility Lock**

In the event the lock is damaged or removed the following fee applies:

**Cost + Labor + 15%**

**7. Broken Angle Meter Stop (A-Stop)**

Any combination of the following charges may apply:

-If the A-Stop is repairable the charge is: \$50.00 + Cost + 15%



-If the A-Stop cannot be repaired and a new service line will need to be pulled the charge is: Cost + 15%  
-If existing service line can be compressed in order to make necessary repair the charge is: 50% of the cost of new service installation + 15% (This process compromises the service line and can only be done twice before line needs to be replaced.)

8. **Meter Pull/Meter Reset** In the event the meter is pulled (due to tampering, to check meters performance per customer request, etc.) the fee is:

**\$100.00 + Cost + 15%**

To reset the meter the charge is:

**\$100.00 + Cost + 15%**

9. **Unauthorized Water Usage/Theft of Water**

This includes unauthorized use of water for domestic, commercial or fire flow purposes and can include one or more of the following:

--An illegal connection of water via a hose or other device across property lines and between two residential or commercial units.

--Use of water after a meter lock has been cut or meter tampered with

**\$150.00** per instance

**\$150.00 + cost of repairs and water usage.**

If usage amount cannot be verified then a water cost equivalent to an average of the last twelve months will be charged.

10. **Obstruction Charge**

On occasion, customers intentionally obstruct their meters making it difficult for field staff to read or maintain the meter. After a phone call and door hanger notifying customer of obstruction the following will be charged:

**\$35.00 per technician site visit to property plus monthly average of water usage based upon the previous twelve months until the meter is unobstructed.**

Once meter read is obtained, usage amount will be modified accordingly.

11. **Unauthorized Move of Temporary Construction Meter**

Fee for movement of a temporary construction meter without authorization.

**\$90.00**



# Helendale Community Services District

Date: February 16, 2023  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #10  
Discussion and Possible Action Regarding Adoption of Resolution 2023-08: A Resolution of the Board of Directors of the Helendale Community Services District Establishing Policies for its Compensation, Reimbursement and Ethics Training

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**STAFF RECOMMENDATION:**

None

**STAFF REPORT:**

This Resolution is scheduled for annual review. It was reviewed in February 2022 with the request that an Ad Hoc Committee be formed to review the various categories for modification. The results of the committee recommendation was brought to the Board in June of 2022 for adoption. A copy of the red-lined modifications that were made by the Board based upon these recommendations is attached for the benefit of the new Board members.

At this time, Staff does not have any additional recommendations for necessary modifications of the resolution.

This is one of the foundational documents that outlines compensation for Board members and provides transparency to the public as to the parameters under which the Board carries out the public's business. The Resolutions outlines the means by which a Board member can seek compensation, what constitutes a day of service, eligible expenses, as well as the commitment of the Board to complete ethics training as required by law.

The District General Counsel, Steve Kennedy, will provide an overview of the resolution.

**FISCAL IMPACT:** NA

**POSSIBLE MOTION:** Adopt Resolution 2023-07

**ATTACHMENTS:** Prior red-line of Resolution 2022-12  
Resolution 2023-07



**RESOLUTION NO. 2022-04-12**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
HELENDALE COMMUNITY SERVICES DISTRICT ESTABLISHING POLICIES FOR ITS  
COMPENSATION, REIMBURSEMENT, AND ETHICS TRAINING**

WHEREAS, the Board of Directors of the Helendale Community Services District finds as follows:

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

B. The District is governed by an elected Board of Directors (the Board) whose activities are subject to the requirements of California law, including but not limited to the Local Government Sunshine Bill (AB 1234).

C. The purpose of this resolution is to ensure compliance with AB 1234 and to establish policies with respect to (1) Board member compensation, (2) Board member reimbursement, and (3) Board member ethics training.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS of the Helendale Community Services District as follows:

Section 1. **COMPENSATION.**

1.1. **Amount.** The amount of Board member compensation by the District shall be determined in accordance with all applicable requirements of California law. Pursuant to said requirements, the Board shall set the amount of such compensation at a rate established by adoption of a separate ordinance or resolution.

1.2. **Day of Service.**

1.2.1. **Definition.** For purposes of determining eligibility for compensation of Board members pursuant to the ordinance or resolution referred to in Section 1.1 above, the term “day of service” is defined as follows, and Board member attendance, representation, and



participation shall be deemed previously approved by the Board, pursuant to Government Code Section 61047(e):

- (a) Attendance at a meeting of the Board;
- (b) Participation at a meeting of a standing committee of the Board;
- (c) Attendance at a meeting of an ad hoc committee of the Board;
- (d) Attendance at a meeting with the District's General Manager ~~or Senior Staff (only when the GM is unavailable)~~/the General Manager's Delegate involving the operations of the District;
- (e) Attendance at a meeting with the District's auditors, attorneys, or other consultants involving matters for which the consultants have been retained by the District;
- (f) Attendance at a meeting of a local, state, or federal body with subject matter jurisdiction affecting the operations of the District;
- (g) Attendance at a meeting with a local, state, or federal representative concerning matters involving the operations of the District;
- (h) Participation in the following activities, provided that the Board member delivers a written or oral report to the Board regarding the member's participation at the next Board meeting outlining the purpose of the meeting and the benefit to the public following the event:
  - (1) A conference, seminar, or organized educational or training activity involving matters related to the functions and operations of the District; and
  - (2) A meeting of organizations or community members with interests in matters involving the function and operations of the District;
- (i) Representation of the District at the following events, provided that the Board member delivers a written or oral report to the Board regarding the member's representation at the next Board meeting following the event:
  - (1) A public meeting or a public hearing conducted by another public agency;
  - (2) A public benefit nonprofit corporation on whose board the

District has membership;

(j) Any occurrence that is listed in Exhibit "A" attached hereto and incorporated herein by this reference; and

(k) All other occurrences for which the Board member has obtained prior approval from the Board to attend or participate on behalf of the District.

(L) ~~A phone call to GM or District Management Staff, that is beneficial to the constituents, if you are at least 100 miles away from the District. Exceptions to be handled on a case-by-case basis at a Board meeting~~ Compensation for phone calls will be handled on a case-by-case basis. As a rule, phone calls do not constitute a compensable meeting.

1.2.2. Daily Limitation. If a Board member attends or participates in multiple meetings in a single day, the Board member shall only be eligible for compensation for one meeting on that day.

1.3. Procedure. To receive compensation for a day of service within the scope of this Resolution, a Board member shall submit a payment request to the District's General Manager. Thereafter, the District's General Manager will issue payment to the Board member consistent with the District's regular payroll cycle and will include the payment request in the agenda materials for the next public meeting. At that meeting, the Board will review and approve or deny the payment request. Payments made by District staff prior to Board consideration of compensation requests are expressly subject to reconciliation following Board action thereon.

## Section 2. REIMBURSEMENT.

Pursuant to Government Code Section 61047(c), the District shall reimburse Board members for their actual and necessary traveling and incidental expenses incurred while on official business as provided herein.

2.1. Qualifying Events. Pursuant to Government Code Section 53232.2(b), the types of occurrences that qualify a Board member to receive reimbursement of eligible expenses set forth in Section 2.2 below shall be any occurrence that is listed in Section 1.2.1 of this Resolution.

2.2. Eligible Expenses. Expenses eligible for reimbursement shall be limited to (1)

registration or tuition costs, or other charges for participation at the meeting; (2) transportation to and from the meeting, including airfare, car rental, or mileage for use of a Board member's own automobile, and other miscellaneous transportation costs (shuttle, taxi, parking, etc.); (3) lodging at the single-room rate; and (4) costs of meals as set forth in Section 2.3.4.

2.3. **Rates.**

2.3.1. **Registration, Tuition, and Meeting Charges.** The District reimbursement rate for registration or other charges for participation at a meeting shall be the actual amount incurred, not to exceed the maximum rate published by the conference or activity sponsor for timely registration after applying all applicable deductions for any available discounts.

2.3.2. **Transportation.**

(a) Members of the Board must use government and group rates offered by a provider of transportation services for travel when available. If such rates are not available, the District reimbursement rate for Board member transportation shall be the actual amount incurred, not to exceed the cost of round-trip coach airfare.

(b) The District reimbursement rate for mileage by use of a Board member's own vehicle shall be calculated on the basis of total miles driven for District purposes at the rate specified in the Internal Revenue Code in effect at the time of the vehicle usage.

(c) The District reimbursement rate for vehicle parking by a Board member shall be the actual amount incurred.

2.3.3. **Lodging.** Members of the Board must use government and group rates offered by a provider of lodging services when available. If the lodging is in connection with an accepted conference or organized educational activity, lodging costs must not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the Board at the time of booking. If a government or group rate is not available, the District reimbursement rate for Board member lodging shall be the actual amount incurred, not to exceed the rate for comparable lodging.

2.3.4. **Meals.** The District reimbursement rate for Board member meals shall be the actual amount incurred, not to exceed the applicable Internal Revenue Service rates for



reimbursement as established in Publication 463 or any successor publication, or \$100.00, whichever is less, for each day of service outside the District's boundaries.

2.3.5. Other. District reimbursement of all other actual and necessary expenses incurred by a Board member shall be computed using the applicable Internal Revenue Service rates for reimbursement as established in Publication 463, or any successor publication. All expenses that do not fall within this reimbursement policy or the Internal Revenue Service reimbursable rates, as provided above, shall be approved by the Board in a public meeting before the expense is incurred.

2.4. Budget Limits. The maximum amount of District-paid expenses that each Board member may annually incur without separate prior Board approval is \$2,000 each fiscal year.

2.5. Ineligible Expenses. Board members shall not be eligible for District reimbursement of any expenses incurred by any person traveling or attending a meeting as a guest of the Board member. No Board member shall be eligible for District reimbursement of any expenses for personal services not related to District business.

2.6. Expense Forms. The District shall provide expense report forms to be filed by the members of the Board for reimbursement for actual and necessary eligible expenses incurred on behalf of the District in the performance of official duties. The expense reports shall document that said expenses meet the policy reflected in this Resolution for expenditure of public resources. Board members shall submit such expense reports to the District's General Manager, and the reports shall be accompanied by the receipts documenting each expense. Thereafter, the District's General Manager will issue payment to the Board member in the amount requested in the expense report consistent with the District's regular payroll cycle and will include the reimbursement request in the agenda materials for the next public meeting. At that meeting, the Board will review and approve or deny the reimbursement request. Payments made by District staff prior to Board consideration of expense reimbursement requests are expressly subject to reconciliation following Board action thereon. All documents related to reimbursable District expenditures are public records subject to disclosure under the California Public Records Act.

2.7. **Report.** Board members shall provide brief reports on meetings attended at the expense of the District at the next regular meeting of the Board.

Section 3. **ETHICS TRAINING.**

3.1. **Requirement.** Each local agency official of the District must receive training in ethics laws no later than one year from the first day of service with the District. Thereafter, each local agency official must receive such training at least once every two years.

3.2. **Application.**

3.2.1. **Local Agency Official.** As used in Section 3.1 of this Resolution, the term “local agency official” means all of the following:

- (a) All Board members; and
- (b) All executive staff of the District.

3.2.2. **Ethics Laws.** As used in Section 3.1 of this Resolution, the phrase “ethics laws” includes, but is not limited to, the following:

- (a) Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws;
- (b) Laws relating to claiming prerequisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies;
- (c) Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws; and
- (d) Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.

3.3. **District Responsibilities.**

3.3.1. **Records.** The District shall maintain records indicating (a) the dates that

local agency officials satisfied the requirements of Section 3 of this Resolution and (b) the entity that provided the training. The District shall maintain these records for at least five years after local agency officials receive the training. These records are public records subject to disclosure under the California Public Records Act.

3.3.2. Notice. The District is required to provide information on training available to meet the requirements of Section 3 of this Resolution to its local agency officials at least once annually.

Section 4. **REVIEW OF RESOLUTION ON ANNUAL BASIS.**

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

Section 5. **SEVERABILITY.**

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

Section 6. **EFFECTIVE DATE.**

This Resolution supersedes Resolution No. ~~2021-01~~2022-04 adopted by the Board on ~~February 4, 2021~~January 20, 2022 and shall take effect immediately upon its adoption.

ADOPTED this ~~3rd~~16th day of ~~February~~June 2022

AYES:

NOES:

ABSTAIN:

ABSENT:



Tim Smith, Vice President

ATTEST:

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Sandy Haas, Secretary

|

## Exhibit "A"

This list is to be used as examples of meetings outlined under Section 1.2.1 and is subject to change at the discretion of the Board.

Brown Act Meetings  
Regular and Special Board Meetings

Representation at a public hearing or public meeting of another government agency  
Mojave Water Agency  
Watermaster  
San Bernardino County  
LAFCO  
Various City Councils  
VWRA

Meeting with a representative from County, State, or Federal Government  
Elected officials or representatives

Ad hoc committees of the Board  
Park and Rec Committee  
Recycled Water Committee

Meeting with District Consultants  
Attorney, Engineer, Auditor, etc.

Meetings of County, Special District or LAFCO  
Tri-Communities Special District Luncheon  
Association of San Bernardino County Special Districts (ASBCSD)

Representation of the District on a non-profit Board  
Chamber of Commerce  
Homeowners Association

Training or education involving matters related to the functions and operations of the District  
Board member training through CSDA

Farmers Market (~~1 director per week~~)  
Concerts-in-the-park if carrying out a function or helping with the event  
Mojave Water Agency Tours



**RESOLUTION NO. 2023-07**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
HELENDALE COMMUNITY SERVICES DISTRICT ESTABLISHING POLICIES FOR ITS  
COMPENSATION, REIMBURSEMENT, AND ETHICS TRAINING**

WHEREAS, the Board of Directors of the Helendale Community Services District finds as follows:

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

B. The District is governed by an elected Board of Directors (the Board) whose activities are subject to the requirements of California law, including but not limited to the Local Government Sunshine Bill (AB 1234).

C. The purpose of this resolution is to ensure compliance with AB 1234 and to establish policies with respect to (1) Board member compensation, (2) Board member reimbursement, and (3) Board member ethics training.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS of the Helendale Community Services District as follows:

Section 1. **COMPENSATION.**

1.1. **Amount.** The amount of Board member compensation by the District shall be determined in accordance with all applicable requirements of California law. Pursuant to said requirements, the Board shall set the amount of such compensation at a rate established by adoption of a separate ordinance or resolution.

1.2. **Day of Service.**

1.2.1. **Definition.** For purposes of determining eligibility for compensation of Board members pursuant to the ordinance or resolution referred to in Section 1.1 above, the term "day of service" is defined as follows, and Board member attendance, representation, and participation shall be deemed previously approved by the Board, pursuant to Government Code Section 61047(e):



- (a) Attendance at a meeting of the Board;
- (b) Participation at a meeting of a standing committee of the Board;
- (c) Attendance at a meeting of an ad hoc committee of the Board;
- (d) Attendance at a meeting with the District's General Manager / the General Manager's Delegate involving the operations of the District;
- (e) Attendance at a meeting with the District's auditors, attorneys, or other consultants involving matters for which the consultants have been retained by the District;
- (f) Attendance at a meeting of a local, state, or federal body with subject matter jurisdiction affecting the operations of the District;
- (g) Attendance at a meeting with a local, state, or federal representative concerning matters involving the operations of the District;
- (h) Participation in the following activities, provided that the Board member delivers a written or oral report to the Board regarding the member's participation at the next Board meeting outlining the purpose of the meeting and the benefit to the public following the event:
  - (1) A conference, seminar, or organized educational or training activity involving matters related to the functions and operations of the District; and
  - (2) A meeting of organizations or community members with interests in matters involving the function and operations of the District;
- (i) Representation of the District at the following events, provided that the Board member delivers a written or oral report to the Board regarding the member's representation at the next Board meeting following the event:
  - (1) A public meeting or a public hearing conducted by another public agency;
  - (2) A public benefit nonprofit corporation on whose board the District has membership;
- (j) Any occurrence that is listed in Exhibit "A" attached hereto and incorporated herein by this reference; and

(k) All other occurrences for which the Board member has obtained prior approval from the Board to attend or participate on behalf of the District.

(l) Compensation for phone calls will be handled on a case-by-case basis. As a rule, phone calls do not constitute a meeting.

1.2.2. Daily Limitation. If a Board member attends or participates in multiple meetings in a single day, the Board member shall only be eligible for compensation for one meeting on that day.

1.3. Procedure. To receive compensation for a day of service within the scope of this Resolution, a Board member shall submit a payment request to the District's General Manager. Thereafter, the District's General Manager will issue payment to the Board member consistent with the District's regular payroll cycle and will include the payment request in the agenda materials for the next public meeting. At that meeting, the Board will review and approve or deny the payment request. Payments made by District staff prior to Board consideration of compensation requests are expressly subject to reconciliation following Board action thereon.

## Section 2. REIMBURSEMENT.

Pursuant to Government Code Section 61047(c), the District shall reimburse Board members for their actual and necessary traveling and incidental expenses incurred while on official business as provided herein.

2.1. Qualifying Events. Pursuant to Government Code Section 53232.2(b), the types of occurrences that qualify a Board member to receive reimbursement of eligible expenses set forth in Section 2.2 below shall be any occurrence that is listed in Section 1.2.1 of this Resolution.

2.2. Eligible Expenses. Expenses eligible for reimbursement shall be limited to (1) registration or tuition costs, or other charges for participation at the meeting; (2) transportation to and from the meeting, including airfare, car rental, or mileage for use of a Board member's own automobile, and other miscellaneous transportation costs (shuttle, taxi, parking, etc.); (3) lodging at the single-room rate; and (4) costs of meals as set forth in Section 2.3.4.

### 2.3. Rates.

2.3.1. Registration, Tuition, and Meeting Charges. The District reimbursement

rate for registration or other charges for participation at a meeting shall be the actual amount incurred, not to exceed the maximum rate published by the conference or activity sponsor for timely registration after applying all applicable deductions for any available discounts.

2.3.2. Transportation.

(a) Members of the Board must use government and group rates offered by a provider of transportation services for travel when available. If such rates are not available, the District reimbursement rate for Board member transportation shall be the actual amount incurred, not to exceed the cost of round-trip coach airfare.

(b) The District reimbursement rate for mileage by use of a Board member's own vehicle shall be calculated on the basis of total miles driven for District purposes at the rate specified in the Internal Revenue Code in effect at the time of the vehicle usage.

(c) The District reimbursement rate for vehicle parking by a Board member shall be the actual amount incurred.

2.3.3. Lodging. Members of the Board must use government and group rates offered by a provider of lodging services when available. If the lodging is in connection with an accepted conference or organized educational activity, lodging costs must not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the Board at the time of booking. If a government or group rate is not available, the District reimbursement rate for Board member lodging shall be the actual amount incurred, not to exceed the rate for comparable lodging.

2.3.4. Meals. The District reimbursement rate for Board member meals shall be the actual amount incurred, not to exceed the applicable Internal Revenue Service rates for reimbursement as established in Publication 463 or any successor publication, or \$100.00, whichever is less, for each day of service outside the District's boundaries.

2.3.5. Other. District reimbursement of all other actual and necessary expenses incurred by a Board member shall be computed using the applicable Internal Revenue Service rates for reimbursement as established in Publication 463, or any successor publication. All expenses that do not fall within this reimbursement policy or the Internal Revenue Service



reimbursable rates, as provided above, shall be approved by the Board in a public meeting before the expense is incurred.

2.4. **Budget Limits.** The maximum amount of District-paid expenses that each Board member may annually incur without separate prior Board approval is \$2,000 each fiscal year.

2.5. **Ineligible Expenses.** Board members shall not be eligible for District reimbursement of any expenses incurred by any person traveling or attending a meeting as a guest of the Board member. No Board member shall be eligible for District reimbursement of any expenses for personal services not related to District business.

2.6. **Expense Forms.** The District shall provide expense report forms to be filed by the members of the Board for reimbursement for actual and necessary eligible expenses incurred on behalf of the District in the performance of official duties. The expense reports shall document that said expenses meet the policy reflected in this Resolution for expenditure of public resources. Board members shall submit such expense reports to the District's General Manager, and the reports shall be accompanied by the receipts documenting each expense. Thereafter, the District's General Manager will issue payment to the Board member in the amount requested in the expense report consistent with the District's regular payroll cycle and will include the reimbursement request in the agenda materials for the next public meeting. At that meeting, the Board will review and approve or deny the reimbursement request. Payments made by District staff prior to Board consideration of expense reimbursement requests are expressly subject to reconciliation following Board action thereon. All documents related to reimbursable District expenditures are public records subject to disclosure under the California Public Records Act.

2.7. **Report.** Board members shall provide brief reports on meetings attended at the expense of the District at the next regular meeting of the Board.

### Section 3. **ETHICS TRAINING.**

3.1. **Requirement.** Each local agency official of the District must receive training in ethics laws no later than one year from the first day of service with the District. Thereafter, each local agency official must receive such training at least once every two years.

3.2. **Application.**

3.2.1. **Local Agency Official.** As used in Section 3.1 of this Resolution, the term “local agency official” means all of the following:

- (a) All Board members; and
- (b) All executive staff of the District.

3.2.2. **Ethics Laws.** As used in Section 3.1 of this Resolution, the phrase “ethics laws” includes, but is not limited to, the following:

(a) Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws;

(b) Laws relating to claiming prerequisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies;

(c) Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws; and

(d) Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.

3.3. **District Responsibilities.**

3.3.1. **Records.** The District shall maintain records indicating (a) the dates that local agency officials satisfied the requirements of Section 3 of this Resolution and (b) the entity that provided the training. The District shall maintain these records for at least five years after local agency officials receive the training. These records are public records subject to disclosure under the California Public Records Act.

3.3.2. **Notice.** The District is required to provide information on training available to meet the requirements of Section 3 of this Resolution to its local agency officials at least once

annually.

Section 4. **REVIEW OF RESOLUTION ON ANNUAL BASIS.**

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

Section 5. **SEVERABILITY.**

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

Section 6. **EFFECTIVE DATE.**

This Resolution supersedes Resolution No. 2022-12 adopted by the Board on June 16, 2022, and shall take effect immediately upon its adoption.

ADOPTED this 16<sup>th</sup> day of February, 2023

AYES:

NOES:

ABSTAIN:

ABSENT:

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Henry Spiller, President

ATTEST:

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Sandy Haas, Secretary



## Exhibit "A"

This list is to be used as examples of meetings outlined under Section 1.2.1 and is subject to change at the discretion of the Board.

Brown Act Meetings  
Regular and Special Board Meetings

Representation at a public hearing or public meeting of another government agency  
Mojave Water Agency  
Watermaster  
San Bernardino County  
LAFCO  
Various City Councils  
VWRA

Meeting with a representative from County, State, or Federal Government  
Elected officials or representatives

Ad hoc committees of the Board  
Park and Rec Committee  
Recycled Water Committee

Meeting with District Consultants  
Attorney, Engineer, Auditor, etc.

Meetings of County, Special District or LAFCO  
Tri-Communities Special District Luncheon  
Association of San Bernardino County Special Districts (ASBCSD)

Representation of the District on a non-profit Board  
Chamber of Commerce  
Homeowners Association

Training or education involving matters related to the functions and operations of the District  
Board member training through CSDA

Farmers Market

Mojave Water Agency Tours

Concerts-in-the-Park if carrying out a function or helping with the event



# Helendale Community Services District

Date: February 16, 2023  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #11  
Discussion and Possible Action Regarding Adoption of Ordinance 2023-01: An Ordinance of the Board of Directors of the Helendale Community Services District Establishing Guidelines for the Conduct of its Public Meetings and Activities

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## **STAFF RECOMMENDATION:**

This matter is at the discretion of the Board.

## **STAFF REPORT:**

This item was tabled at the Board meeting held on February 2, 2023.

The Sunshine Ordinance is one of the foundational documents adopted by the Board. The Ordinance was one of the first initial actions taken by the Board. The Ordinance has been modified from time to time and reviewed on a regular basis. It is scheduled for annual review. At the last Board meeting held 1/19/2023, as an introduction to various policies, Staff and Legal Counsel reviewed the Board's Sunshine Ordinance that was adopted on April 15, 2021.

With some of the changes in law that Counsel pointed out in the Brown Act, some modifications to the Ordinance were recommended. Counsel will provide a review of the changes included in the attachment. A red-line version of the changes was not available.

Suggested modifications include:

Section 2 (2.1) states that the Regular Board meetings are scheduled at **6:30** pm. If and when the Board determines that it wishes to change the meeting time, this Ordinance can be brought back for approval with the new time/date, etc.

Section 2.3.3 was added to respond to the requirement to have any materials that are handed out to the Board that are not included in the agenda be made available at the same time to the public.

Section 2.5 discusses remote participation as revised under current law to include options outlined in AB 2449.

**FISCAL IMPACT:** None

**POSSIBLE MOTION:** Motion to Adopt Ordinance 2023-01

**ATTACHMENTS:** Ordinance 2023-01 (Sunshine Ordinance)



## **ORDINANCE NO. 2023-01**

### **AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT ESTABLISHING GUIDELINES FOR THE CONDUCT OF ITS PUBLIC MEETINGS AND ACTIVITIES**

**WHEREAS**, the Board of Directors of the Helendale Community Services District finds as follows:

A. The Helendale Community Services District ("the District") is a community services district organized and operating pursuant to California Government Code Section 61000 et seq.

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

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

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

**THEREFORE, THE BOARD OF DIRECTORS** of the Helendale Community Services District does hereby adopt and ordain as follows:

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

All meetings of the Board and all committees thereof shall be conducted in compliance with all applicable requirements of the Brown Act.

Section 2. **ADDITIONAL REQUIREMENTS.**

2.1. **Regular Meetings.** Pursuant to Government Code Section 54954(a), all regular meetings of the Board shall be held at \_\_:0 p.m. on the first and third Thursdays of each month at the District Boardroom located at 26540 Vista Road, Suite B or C, Helendale, California.

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



Ordinance No.

2.3. **Agendas.**

2.3.1. **Descriptions.**

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

(b) *Closed Session.* Substantial compliance with the permissive provisions of Government Code Section 54954.5, as generally reflected in Exhibit A attached hereto and incorporated herein by this reference, is mandatory under this ordinance with respect to the description of any closed session items on any Board meeting agenda.

2.3.2. **Public Comment.** The agenda for all meetings of the Board shall include an item for Public Comment so as to provide an express opportunity for members of the public to directly address the Board in accordance with the requirements of Government Code Section 54954.3(a) prior to the Board's consideration of the merits of any item placed on the agenda. In the event that a motion is made to reorder the agenda, or add an item to the agenda, or otherwise take any Board action prior to the Public Comment portion of the agenda, the President of the Board shall ask any members of the public in attendance at the meeting whether they wish to comment on the motion that is pending before the Board. During the Board's consideration of items discussed after the Public Comment portion of the agenda, the President of the Board should exercise best efforts to recognize any member of the public who wishes to speak on that issue prior to any action thereon that is taken by the Board. While testimony and input received from the public during Board meetings is a valuable part of the Board's decision-making process, the Board President is nevertheless authorized pursuant to Government Code Section 54954.3(b) to limit the total amount of time allocated for public testimony on particular issues to a reasonable length of time, to limit public testimony to three (3) minutes or less for each individual speaker (although individual speakers will be permitted on a reasonable basis to transfer their unused allotment of time to another speaker), and to prevent a person who is unduly repetitive from continuing to speak.

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

Ordinance No.

2.4. **Posting.** The agendas of all Board meetings and all committee meetings that are open to the public shall be posted in the following locations: (1) an exterior window or bulletin board located outside the location of the Board meeting which is accessible twenty-four (24) hours a day; (2) an exterior window or bulletin board located outside of the administration office; and (3) as soon as possible, the full agenda packet shall be posted on the District website: [www.helendalecsd.org](http://www.helendalecsd.org).

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

Section 3. **ANNUAL REVIEW.**

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

Section 4. **SEVERABILITY.**

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

Section 5. **EFFECTIVE DATE.**

The provisions of this ordinance shall supersede and rescind Ordinance No. 2021-01 adopted by the District's Board of Directors on April 15, 2021, and shall take effect immediately upon adoption.

Adopted this 16<sup>th</sup> day of February, 2023.

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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President, Board of Directors

Ordinance No.

ATTEST:

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Secretary, Board of Directors



Ordinance No.

**EXHIBIT A**

Under Government Code Section 54954.5, the following language has been provided by the State Legislature as sample language which will meet the mandate of the Brown Act for properly identifying closed session items on the Board's agenda:

# LICENSE/PERMIT DETERMINATION (Government Code Section 54956.7)

Applicant(s): (Specify number of applicants)

# CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8)

Property: (Specify street address; parcel number if no street address; or other unique reference of parcel under negotiation)

District Negotiator: (Specify names of negotiators attending closed session) (If the specified negotiator is to be absent, an agent or designee may participate provided the name of the agent or designee is announced publicly prior to the closed session.)

Negotiating parties: [Specify name of party (not agent)]

Under negotiation: (Specify whether instruction to negotiator will concern price, terms of payment, or both)

# CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION [Government Code Section 54956.9(d)(1)]

Name of case: (Specify by reference to claimant's name, name of parties, case or claim numbers)

or

Case name unspecified: (Specify whether disclosure would jeopardize service of process or existing settlement negotiations)

# CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2): (Specify number of potential cases)

# CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Initiation of litigation pursuant to Government Code Section 54956.9(d)(4): (Specify number of potential

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cases)

# LIABILITY CLAIMS (Government Code Section 54956.95)

Claimant: (Specify name unless unspecified pursuant to Section 54961)

Agency claimed against: (Specify name)

# THREAT TO PUBLIC SERVICES OR FACILITIES (Government Code Section 54957)

Consultation with: (Specify name of law enforcement agency and title of officer, or name of applicable District representative and title)

# PUBLIC EMPLOYEE APPOINTMENT (Government Code Section 54957)

Title: (Specify description of position to be filled)

# PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)

Title: (Specify position title of employee being reviewed)

# PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Government Code Section 54957)

(No additional information is required in connection with a closed session to consider discipline, dismissal, or release.)

# CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

District designated representatives: (Specify names of designated representatives attending the closed session) (If circumstances necessitate the absence of a specified representative, an agent or designee may participate in place of the absent representative so long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Employee organization: (Specify name of organization representing employee or employees in question)

or

Unrepresented employee: (Specify position title of unrepresented employee who is the subject of negotiations)

# CASE REVIEW/PLANNING (Government Code Section 54957.8)

(No additional information is required in connection with a closed session to consider case review or

Ordinance No.

planning.)



## EXHIBIT B

### Board Member Teleconferencing Policy

#### **Article I. Policy:**

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

#### **Article II. Definitions:**

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

Agency – shall refer to the Helendale Community Services District.

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

Legislative Body – shall have the same meaning as provided by Government Code Section 54952, including the Agency's governing board.

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

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

State – shall mean the State of California.

State of Emergency – shall mean a state of emergency proclaimed by the California Governor or such others as may be empowered pursuant to Section 8625 of the California Emergency Services Act, as set forth in Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2 the California Government Code.

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

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

### **Article III. Global Teleconferencing Policies:**

At the discretion of the Legislative Body and/or the General Manager, and employee, consultant, vendor, or individual presenting or attending a Meeting of a Legislative Body, other than a Member of the Legislative Body, shall be permitted to attend via teleconference or videoconference without compliance with the rules or conditions set forth herein. Members of a Legislative Body, inclusive of the governing board members and committee or bodies required to comply with the Brown Act, may only participate via teleconference or videoconference as permitted by the foregoing Policy.

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

A Member not in compliance with any such procedures, as applicable, shall not be permitted to attend a Meeting via Teleconference or Videoconference for any purpose, whether to participate in or listen to such meeting.

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

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

### **Article IV. Standard Teleconferencing Procedures:**

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

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

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

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

1. At least a quorum of the Members of the Legislative Body participate in-person from a single physical location accessible to the public, which is within the boundaries of the Agency and clearly identified in the posted agenda;
2. The public is permitted to attend the Meeting either by teleconference or videoconference in a manner such that the public can remotely attend and offer real-time comment during the Meeting;

3. Notice of the means by which the public can remotely attend the Meeting via teleconference or videoconference and offer comment during the Meeting is included within the posted agenda;
4. The Member(s) attending remotely have either "just cause" or an "emergency circumstance" that justifies their attendance via videoconference.
  - a. A Member shall only have "just cause" for remote attendance if such participation is for one of the following reasons:
    - i. To provide childcare or caregiving need to a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner, with such terms having the same meaning as those terms are defined in Government Code Section 12945.2;
    - ii. Due to a contagious illness that prevents the Member from attending in-person;
    - iii. Due to a need related to a physical or mental disability as defined in Government Code Sections 12926 and 12926.1 not otherwise accommodated; and
    - iv. Due to travel while on official business of the Legislative Body or another state or local agency;
  - b. A Member shall have an "emergency circumstance" if such participation is due to a physical or family medical emergency that prevents the Member from attending in person.
5. The Member(s) have not attended a meeting remotely on the basis of "just cause" for more than two meetings in the current year; and
6. The Member(s) have not attended a meeting remotely on the basis of "just cause" or "emergency circumstance" for than three consecutive months or more than four in a calendar year.
7. The Legislative Body has, and has implemented, a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and resolving any doubt in favor of accessibility. In each instance in which notice of the time of the Meeting is otherwise given or the agenda for the Meeting is otherwise posted, the Legislative Body shall also give notice of the procedure for receiving and resolving requests for accommodation.

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

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



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

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

**Article VI. Emergency Teleconferencing Procedures (Effective Thru January 1, 2024):**

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

1. The Legislative Body holds a Meeting during a proclaimed State of Emergency and State or local officials have imposed or recommended measures to promote social distancing;
2. The Legislative Body holds a Meeting during a proclaimed State of Emergency for the purpose of determining, by a majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or
3. The Legislative Body holds a Meeting during a proclaimed State of Emergency and the Legislative Body had determined, by majority vote, that as a result of the emergency, meeting in person would present imminent risks to the health and safety of attendees.

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

1. Give notice in the agenda for such Meeting of the means by which members of the public may access the Meeting and offer public comment via a Teleconferencing or Videoconferencing option, which shall include an opportunity for public comment in real-time;
2. In the event of a disruption that prevents the broadcast of the Meeting to members of the public, or in the event of a disruption within the Agency’s control that prevents members of the public from offering public comment using the Teleconferencing or Videoconferencing options, take no further action during a Meeting until such access is restored; and
3. Not close the public comment period, or the opportunity to register to comment, until the times general public comment period has elapsed.

The Legislative Body may continue use of the Emergency Teleconferencing Procedures for as long as the State of Emergency remains active, provided that, not later than 30 days after Teleconferencing for the first time, and every 30 days thereafter, the Legislative Body finds by majority vote that:

1. The Legislative Body has reconsidered the circumstances of the State of Emergency; and
2. Any of the following circumstances exist:
  - a. The State of Emergency continues to directly impact the ability of the Members to meet safely in person; or

- b. State or local officials continue to impose or recommend measures to promote social distancing.

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

**Article VII. Miscellaneous Provisions:**

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