



Helendale Community Services District

26540 Vista Road, Suite C, Helendale, CA 92342

NOTE: New Time
REGULAR BOARD MEETING
Thursday, March 2, 2023, at 6:00 PM

SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY

This meeting of the Board of Directors of the Helendale Community Services District is Open to the public both in-person at the District Office located at 26540 Vista Road, Suite C, Helendale, California, and via teleconference by clicking the following link: www.zoom.com Meeting ID 463 173 8547 Passcode: HCSD. (Dial-in instructions will be provided after registering at the link)

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 16, 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 and Possible Action Regarding a Consumer Price Index Inflationary Increase Related to Staffing Budget Development
7. Discussion Only Regarding Water Capital Improvement Plan
8. Discussion and Possible Action Regarding the Authorization to Purchase Up to Three Service Trucks
9. Discussion and Possible Action Regarding Approval of Property and Liability Insurance Policies
10. Discussion and Possible Action Regarding Adoption of Resolution 2023-09: A Resolution of the Board of Directors of the Helendale Community Service District Authorizing the Grant Application, Acceptance, and Execution for the Well 13 Backup Power Supply

Other Business

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

Closed Session

12. Conference with Legal Counsel – Anticipated Litigation
Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2)
One Potential Case

13. Conference with Real Property Negotiator
(Government Code Section 54956.8)
Property: 26538 Lakeview Drive
District Negotiator: Kimberly Cox
Negotiating Parties: SBA Communications
Under Negotiation: Cell Tower Lease

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

15. Conference with Labor Negotiator
(Government Code Section 54957)
Designated representative: Steven M. Kennedy, General Counsel
Unrepresented Employee: General Manager

16. Report of Closed Session Items

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



Helendale Community Services District

Date: March 2, 2023
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3
Consent Items

CONSENT ITEMS

- a. Approval of Minutes: February 16, 2023 Regular Board Meeting
- b. Bills Paid Report



Helendale Community Services District

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



Minutes of the Helendale Community Services District
REGULAR BOARD OF DIRECTORS MEETING
February 16, 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 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; Director Annette Roper

Staff Members Present:

Kimberly Cox, General Manager; Craig Carlson, Water Operations Manager; Alex Aviles, Wastewater Operations Manager; Cheryl Vermette, Parks, Recreation & Programs Supervisor; Trini Martin, Program Assistant

Consultants/Guests:

Steve Kennedy, Legal Counsel

Members of the Public:

There were two 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 6:36 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 Cardenas.

Vote: The motion carried by the following roll call vote: 5 - Yes; 0 – No. President Spiller-Yes; Vice President Clark-Yes; Director Clark -Yes; Director Haas -Yes; Director Cardenas -Yes; Director Roper - Yes.

2. Public Participation

None

3. Consent Items

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

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: 5 - Yes; 0 – No. President Spiller-Yes; Vice President Clark-Yes; Director Clark-Yes; Director Haas-Yes; Director Cardenas-Yes; Director Roper-Yes.

4. Reports

- a. Directors' Report

None

- b. General Managers Report

Wastewater Operations Manager Aviles reported that the support cable for the trickling filter #1 broke and wrapped around the influent baffle causing it to stall the trickling filter drive. Wastewater Staff installed new cameras at the District office. Completed the quarter 4 2022 report, 2022 volumetric report, 2022 Nitrogen Removal Assessment report and uploaded all to the GeoTracker State Database. Staff pulled new wire to blower #2 and landed all wires to put back into service. Completed MDAQMD fuel throughput report. Wastewater staff has been working on the Dodge pickup fuel and starting issues. Staff purchased and installed a new starter, alternator, and battery for the Chevy boom truck. Staff purchased equipment from auction and went up to Sacramento to pick up the equipment. Staff installed new batteries in the effluent reuse flow meter. She presented a graph of how customers make their payments; the majority of customers make payment via the website.

General Manager Cox gave the administration update. There were 24 account transfers in January. The District has a total cash balance of \$6,027,338. The District has \$1,038,544.07 in LAIF; \$835,636.68 in CBB checking; \$112,773.22 in DCB checking; \$2,032,292.77 in CLASS; and \$2,008,090.95 in CBB Trust.

Regular Business

Item 5 was moved for discussion after item #10.

6. Discussion Only Regarding Mid-Year Budget Review

Discussion: General Manager Cox presented the Mid-Year Budget Review. The December financials provide a good overview of how close expenditures and revenues are tracking. The target metric is 50%. There are always unknowns when the budget is adopted, it represents staffs best guess. Supply cost increases have impacted all funds. State permits for water and wastewater have increased. Some expenditures are made at the beginning of the year (software, permits, etc). The water fund is slightly above revenue projection at 53%. Expenses are at 63%, which includes

expenses for permits (97%) and O&M (78%). Net income before capital is \$376,086. Capital expenditures include the Well 13 project (\$245,000); truck (\$66,400); electrical for Well 13 (\$11,700); water building \$1,000; purchase of water rights (\$10,199).

The wastewater revenue is at 48%. Expenses are at 52%, including permits (83%) and electrical (68%). Net revenue before capital is \$129,442. Capital includes the VFD for trickling filter feed pumps (\$12,100); wastewater trickling filter feed pump bypass (\$9,800) and new building (\$1,000).

Solid Waste fund revenue is at 51%. Expenses are at 45%. The net income is \$47,731 due to the timing of payments. Staff continues to monitor this fund. It is estimated this fund will have a deficit \$22,927. Timing of ESFR disposal fee impacts this fund. Green waste disposal fee has helped offset program costs.

The Park Fund is at 48%. Post-COVID we are seeing an increase in participation rates. Expenses are at 54%. Net income is \$66,032. A portion of a new full-time employee (.25%) has been charged to parks since the beginning of December which will impact the year-end balance. Capital costs include the purchase of a used turf renovator for \$5,500.

Recycling Center revenue is at 64%. The operation is still realizing strong sales. The total expenses are at 41%. The net income is at \$59,652. Only part-time staff costs and .25 full time employees are charged to this fund. All revenue offsets park operations. Property revenue is at 47%. Total expenses are 46% and the net income is at \$19,919. This fund pays for the debt service on the park property loan and covers maintenance on the property.

Action: None

7. Discussion Only Regarding Wastewater Capital Improvement Plan

Discussion: Individual CIP's are reviewed as part of the budget development process each year. The CIP is a fluid document. Not all items identified in a FY can be completed. Cost estimates are based upon Staff level "guesstimates." The CIP will be modified based upon Board input. Additional modifications may occur between now and budget adoption based upon additional information. Wastewater Operations Supervisor Aviles went over each capital improvement item.

Action: None

8. Discussion and Possible Action Regarding the Authorization to Seek Bids for Three New Service Trucks

Discussion: The District has functioned for over a decade with used vehicles. Based upon market conditions, this approach previously made sense. Current market conditions has inflated the cost for used vehicles. In October 2022, the Board approved the acquisition of a new water truck using COVID funds and scrap brass funds. As the District's used fleet ages, the need for new rolling stock becomes more apparent. The District is strong financially, water has over \$2.4 million, and wastewater has over \$3 million. Wastewater has one new service truck budgeted for the current fiscal year that was included in the CIP. Based upon market conditions and productivity, Staff feels this request would have a positive benefit to District operations and efficiency. The current cost for a service truck is approximately \$60,000. The Board asked staff to investigate new and used (no more than 2-3 years old) options.

Action: Director Roper made the motion direct Staff to secure quotes for three new/used service trucks. Director Haas seconded the motion.

Vote: The motion carried by the following roll call vote: 5 - Yes; 0 – No. President Spiller-Yes; Vice President Clark-Yes; Director Clark -Yes; Director Haas -Yes; Director Cardenas -Yes; Director Roper - Yes.

9. Discussion and Possible Action Regarding Adoption of Revised Fee Package

Discussion: The fee package is reviewed periodically as Staff becomes aware of cost increases. The fee package was last updated in June 2022. The purpose of the modification to the fee package is to ensure the District is collecting sufficient fees to cover the cost of optional services offered by the District. The fee package also includes the approved water, sewer and trash rates. Suggested modifications include removal of old rates from tables on page 1-2; removal of the option for bench calibration on page 4, the District has never used this fee and with the new AMI meters this option is obsolete; increased the returned check fee from \$25 to \$35 to cover increased bank charges; and an increase in credit card convenience fees from \$2.50 to \$3 to cover the cost incurred by the District.

Action: Director Haas made a motion to approve modifications to the fee package. Director Roper seconded the motion.

Vote: The motion carried by the following roll call vote: 5 - Yes; 0 – No. President Spiller-Yes; Vice President Clark-Yes; Director Clark -Yes; Director Haas -Yes; Director Cardenas -Yes; Director Roper - Yes.

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

Discussion: This is one of the governing resolutions that provide guidance for Board compensation and affirms the commitment for biennial ethics training. This policy is reviewed annually, typically in February. The policy was last reviewed in February 2022 with the formation of an ad hoc committee to recommend changes. The ad hoc committee consisted of former President Smith and Director Clark. The committee's recommendations were brought back to the Board for consideration. The committee's recommendations included a modification to what constitutes a day of service (1.2.1(d)); the requirement to provide an oral report which outlined the public benefit of the meeting (1.2.1(h)). Exhibit A provides examples of types of meetings that meet the criteria. The resolution was adopted again in June with those modifications. Legal Counsel provided an overview of the document. The Board discussed the resolution and did not recommend any changes.

Action: Director Cardenas made a motion to adopt Resolution 2023-08 establishing policies for its compensation reimbursement and ethics training.

Vote: The motion carried by the following roll call vote: 4 - Yes; 1 – No. President Spiller-Yes; Vice President Clark-Yes; Director Clark -Yes; Director Haas -No; Director Cardenas -Yes; Director Roper - Yes.

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

Discussion: This ordinance was reviewed at the January 16, 2023, meeting, the item was on the agenda for discussion and tabled at the February 2, 2023 meeting. Changes were

recommended based upon new requirements. The Board discussed modifications of the meeting time. Exhibit B is a new addition. Counsel reviewed other modifications. The Board discussed the meeting time and settled on keeping the same day (the first and third Thursday) but changing the time to 6:00 pm. The Board also wanted to continue allowing remote participation for the public.

Action: Vice President Clark made a motion to adopt Ordinance 2023-01 with modifications. President Spiller seconded the motion.

Vote: The motion carried by the following roll call vote: 4 - Yes; 1 – No. President Spiller-Yes; Vice President Clark-Yes; Director Clark -Yes; Director Haas -No; Director Cardenas -Yes; Director Roper - Yes.

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

Discussion: The Board discussed several items on Director Haas' expense report asking for clarifying questions. President Spiller requested that expenses category is filled in.

Action: Vice President Clark made a motion to approve the Director's expense reports. President Spiller seconded the motion.

Vote: The motion carried by the following roll call vote: 4 - Yes; 1 – No. President Spiller-Yes; Vice President Clark-Yes; Director Clark -Yes; Director Haas -No; Director Cardenas -Yes; Director Roper - Yes.

Other Business

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

Sliding scale for board compensation

Policy/Procedure for Board member special projects

President Spiller called for a brief recess at 9:25 pm to be followed by closed session.

Closed Session began at 9:35 pm

Closed Session

13. Conference with Legal Counsel

Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2)

One Potential Case

14. Conference with Real Property Negotiators

(Government Code Section 54956.8)

Property: 26538 Lakeview Drive

District Negotiator: Kimberly Cox

Negotiating Parties: Jamie Sullivan, CENREV Lease Optimization Consultant for Verizon

Under Negotiation: Price and Terms of Payment for Cell Tower Lease Renegotiation

15. Public Employee Performance Evaluation

(Government Code Section 54957)

Title: General Manager

16. Conference with Labor Negotiator
(Government Code Section 54957)

Designated Representative: Steven M. Kennedy, General Counsel

Closed session was adjourned at 10:01 pm

17. Report of Closed Session Items

Legal Counsel Kennedy reported that the Board met in Closed Session and there was no reportable action resulting from closed session items.

18. Adjournment

President Spiller adjourned the meeting at 10:02 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

Date: March 2, 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

STAFF RECOMMENDATION:

Updated Report Only. Receive and File

STAFF REPORT:

Staff issued 42 checks and 10 EFT's totaling \$197,007.51.

Total Cash Available:	<u>02/27/23</u>	<u>02/13/23</u>
Cash	\$6,069,689.04	\$6,027,338.69
Drafts /Checks/EFT's Issued	\$ 197,007.51	\$ 177,884.59

INVESTMENT REPORT:

The Investment Report shows the status of the invested District funds. The interest rate is 2.425% for LAIF and 4.5990% for CA Class for February 2023. Interest earned thru February 2023 on CA Class account is \$7,763.12



Helendale CSD

Bills Paid and Presented for Approval

Transaction Detail

Issued Date Range: 02/14/2023 - 02/27/2023

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 251229590 - CBB Checking					
02/15/2023	26058	Bakersfield Well & Pump Co.	-38,414.83	Check	Accounts Payable
02/15/2023	26059	Sonic Systems, Inc	-1,610.18	Check	Accounts Payable
02/15/2023	26060	ISAC CHAVEZ	-252.97	Check	Utility Billing
02/17/2023	26061	California State Disbursement Unit	-230.76	Check	Accounts Payable
02/17/2023	26062	State of California - Franchise Tax Board	-50.00	Check	Accounts Payable
02/16/2023	26063	Amazon Capitol Services	-449.59	Check	Accounts Payable
02/16/2023	26064	Burrtec Waste Group, Inc	-12,570.11	Check	Accounts Payable
02/16/2023	26065	Burrtec Waste Industries Inc	-1,140.56	Check	Accounts Payable
02/16/2023	26066	Cal Fire	-2,950.22	Check	Accounts Payable
02/16/2023	26067	Cheryl Vermette	-800.00	Check	Accounts Payable
02/16/2023	26068	Choice Builder	-1,037.76	Check	Accounts Payable
02/16/2023	26069	County of San Bernardino, Environmental Health Services	-1,082.00	Check	Accounts Payable
02/16/2023	26070	Craig Carlson	-303.34	Check	Accounts Payable
02/16/2023	26071	Frontier Communications	-83.30	Check	Accounts Payable
02/16/2023	26072	Frontier Communications	-50.84	Check	Accounts Payable
02/16/2023	26073	Frontier Communications	-62.24	Check	Accounts Payable
02/16/2023	26074	Frontier Communications	-162.15	Check	Accounts Payable
02/16/2023	26075	Geo-Monitor, Inc.	-2,790.00	Check	Accounts Payable
02/16/2023	26076	Infosend, Inc	-1,938.72	Check	Accounts Payable
02/16/2023	26077	Lakeside Heating and Air Conditioning	-294.00	Check	Accounts Payable
02/16/2023	26078	Lowe's Inc.	-549.50	Check	Accounts Payable
02/16/2023	26079	Sierra Analytical Labs, Inc	-180.00	Check	Accounts Payable
02/16/2023	26080	Surplus Office Sales	-10,892.39	Check	Accounts Payable
02/16/2023	26081	SWRCB, DWOCP	-60.00	Check	Accounts Payable
02/16/2023	26082	Uline, Inc	-1,830.89	Check	Accounts Payable
02/16/2023	26083	WaterMaster	-24.77	Check	Accounts Payable
02/16/2023	26084	Eide Bailly LLP	-4,772.35	Check	Accounts Payable
02/22/2023	26085	Inland Water Works Supply Co.	-252.84	Check	Accounts Payable
02/23/2023	26086	ASBCSD	-72.00	Check	Accounts Payable
02/23/2023	26087	Cardmember Services	-1,112.78	Check	Accounts Payable
02/23/2023	26088	County of San Bernardino, Solid Waste Mgmt. Div.	-322.26	Check	Accounts Payable
02/23/2023	26089	Frontier Communications	-94.02	Check	Accounts Payable
02/23/2023	26090	Imperial Sprinkler Supply, Inc.	-743.48	Check	Accounts Payable
02/23/2023	26091	Staples Credit Plan	-425.22	Check	Accounts Payable
02/23/2023	26092	Stericycle, Inc	-93.24	Check	Accounts Payable
02/23/2023	26093	SWRCB, DWOCP	-60.00	Check	Accounts Payable
02/23/2023	26094	United Rentals, Inc.	-2,076.16	Check	Accounts Payable
02/23/2023	26095	Verizon California	-995.70	Check	Accounts Payable
02/23/2023	26096	JUNG EOM	-187.11	Check	Utility Billing
02/23/2023	26097	TMS Equipment Services	-5,217.37	Check	Accounts Payable
02/24/2023	26098	Delinda C. Chafa	-69,000.00	Check	Accounts Payable
02/24/2023	26099	Home Depot Credit Services	-2,949.13	Check	Accounts Payable
02/21/2023	EFT0004480	SCE Street Lighting Acct # 700013030275	-1,688.95	EFT	General Ledger
02/21/2023	EFT0004481	SCE ACH Park Wellheads Acct 700448234519	-422.43	EFT	General Ledger
02/21/2023	EFT0004483	SW Gas Water Shop Acct # 910001037540	-72.63	EFT	General Ledger
02/27/2023	EFT0004496	SCE ACH Sod Farm Acct 700255337588	-1,246.44	EFT	General Ledger

Bank Transaction Report

Issued Date	Number	Description	Amount	Type	Module
02/15/2023	EFT0004503	CalPERS Classic Pmt PPE 1/15/23	-7,936.14	EFT	General Ledger
02/15/2023	EFT0004504	CalPERS PEPRA Pmt PPE 1/15/23	-2,089.83	EFT	General Ledger
02/17/2023	EFT0004506	CalPERS 457 Pmt PPE 2/12/23	-4,544.79	EFT	General Ledger
02/20/2023	EFT0004508	To record Tasc Flex Claim Pmt PPE 2/12/23	-770.81	EFT	General Ledger
02/27/2023	EFT0004509	CalPERS Classic Pmt PPE 1/29/23	-7,946.90	EFT	General Ledger
02/27/2023	EFT0004510	CalPERS PEPRA Pmt PPE 1/29/23	-2,103.81	EFT	General Ledger
Bank Account 251229590 Total: (52)					-197,007.51
Report Total: (52)					-197,007.51

Summary

Bank Account

[251229590 CBB Checking](#)

Count	Amount
52	-197,007.51
Report Total:	-197,007.51

Cash Account

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

Count	Amount
52	-197,007.51
Report Total:	-197,007.51

Transaction Type	Count	Amount
Check	42	-168,184.78
EFT	10	-28,822.73
Report Total:	52	-197,007.51



Helendale Community Services District

DATE: March 2, 2023
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #5
Discussion and Possible Action Regarding Approval of Directors' Expense Reports

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: Shirley Adams Pay Period Ending: 2-14-2023 2-12-23

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category										
2/1	Meeting w/GM		\$		\$		X											
	Description of Public Benefit																	
2/6	Agenda & other Board Business		\$		\$		X											
	Description of Public Benefit																	
2/7	update on regular Meeting		\$		\$													
	Description of Public Benefit																	
2/8	update calendar Parker Sec, Well, Buildings		\$		\$													
	Description of Public Benefit																	
2/9	Tri Comm Tech		\$ 27.50		\$													
	Description of Public Benefit																	
2/12	Other CSD events, information w/ county agencies		\$		\$		X											
	Description of Public Benefit																	
Only time available: check the minutes & check receipts																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Total Miles</td> <td style="width: 20%;">Total Meals</td> <td style="width: 20%;">Total Lodging</td> <td style="width: 20%;">Total Other Expense</td> <td style="width: 20%;">Total Compensable Meetings</td> </tr> <tr> <td></td> <td>27.50</td> <td></td> <td></td> <td>750</td> </tr> </table>		Total Miles	Total Meals	Total Lodging	Total Other Expense	Total Compensable Meetings		27.50			750							
Total Miles	Total Meals	Total Lodging	Total Other Expense	Total Compensable Meetings														
	27.50			750														

Signature: Shirley Adams Date: 2-12-23

- 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

X

Los Domingos
(760) 256-1381

Ticket No: 49
Ticket UID: 2023020886E3-24
Small Room->6

Employee: Brittney
Dine In
Date: 2/8/2023
Time: 11:54:43 AM

L-21 Guacamole Bacon Burger	\$10.95
L-25 Crispy Chicken Wrap	\$10.95

Subtotal:	\$21.90
Tax:	\$1.92
Total:	\$23.82

Suggested Tip

10% (Tip: \$2.38, Total: \$26.20)
15% (Tip: \$3.57, Total: \$27.39)
20% (Tip: \$4.76, Total: \$28.58)

Handwritten: 3.57
3.57



Thank you come again!
Please leave us a review on Yelp, Google or Facebook

Helendale Community Services District

26540 Vista Rd. Helendale, CA 92342

Sandy Haas

PO Box 359 Helendale, CA 92342

Board Member

(760) 951-0006

I am writing this to clarify the confusion of the interest in buying property.

Clearly our new director was not available when the sunshine act was modified in June. The president Jim Smith made it clear at the meeting telephone calls needed to just be explained.

As far as the property in question from the very beginning Kimberly was directing and every step of the way. Any decision made was discussed with her.

I hope this clears the way for working together and making good decisions.

Sandy



Helendale Community Services District

Date: March 2, 2023
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
Discussion and Possible Action Regarding a Consumer Price Index Inflationary Increase Related to Staffing Budget Development

STAFF RECOMMENDATION:

Consideration of a Cost-Of-Living Adjustment is at the sole discretion of the Board.

STAFF REPORT:

Staff seeks direction from the Board regarding a Cost-of-Living Adjustment (COLA) for Fiscal Year 2024 based upon the Consumer Price Index. The attached schedules from the Bureau of Labor Statistics (BLS) January 2023, show the various expenditure categories and increases related to items that drive the Consumer Price Index increase. The Board selected the January index as the appropriate index to review for the purpose of determining the annual Cost-Of-Living for all Staff excluding the General Manager.

In an effort to keep the District's salaries on par with the labor market a COLA adjustment is considered each year. The Board can approve a COLA of any amount and Staff will incorporate that into the budget accordingly. There is no requirement that the Board grant the entire CPI increase as a COLA. However, it is important to note that the CPI represents inflationary factors that impacts the value of employee compensation. The annual consideration of a Cost-Of-Living increase is intended to mitigate the lost buying power of the dollar from one year to the next. It is not a windfall for employees but rather provides a mechanism whereby an employee's salary is somewhat neutralized against the effects of price inflation. Further, in an effort to maintain competitive wages and retain staff, a COLA is one mechanism to help ensure that wages at least stay up with the cost of living.

In prior years, the economy has not seen such a precipitous increase in the consumer price indices as has been realized in the last two years. Last year the CPI increase was 8.6% and the Board granted a 7% Cost-of-Living increase with the hope that the economy would stabilize. This year the CPI is 7.3% higher than January 2022. There are several individual drivers listed in the CPI data (attached) that can have a larger impact on the dollar. For example, the Cost of housing increased 10.4% since last January; Gas utility increased 135%; Electricity increased 15.5%; Car fuel decreased slightly by -4% January over January and has been volatile throughout this past year.

OPTIONS:

The Board has absolute discretion as to the selection of a Cost-of-Living Increase. For discussion purposes, options can include any or none of the following:

- Select a COLA increase different than the CPI.
- Offer the full CPI increase as a COLA at 7.3%.
- Add the 1.6% not included last year to this years' CPI for an 8.9% increase.
- Provide Staff with direction for additional information or alternatives to review regarding a COLA.

BACKGROUND ON MARKET INDEX:

Beginning with the 2014 budget, the Board directed that all future Cost of Living Adjustments (COLA) be brought to the Board during the budget process for inclusion in the new budget year.

Previously the District had used the Los Angeles-Riverside-Orange County area index however, the new Riverside index that was developed in 2019 is more applicable than the former benchmark index. The District has used the new market index since 2020.

Because of changes in how the Bureau of Labor Relations releases information, the CPI is not released until seven weeks after the period ends. In 2019, to facilitate budget development, the Board directed Staff to begin using the January CPI data for the new local market area.

FISCAL IMPACT: To Be Determined

REQUESTED ACTION: Provide Staff direction regarding a Cost-of-Living Adjustment (COLA) for FY2024

ATTACHMENTS: Bureau of Labor Statistics Consumer Price Index (CPI) for Riverside-San Bernardino-Ontario market for January 2023.

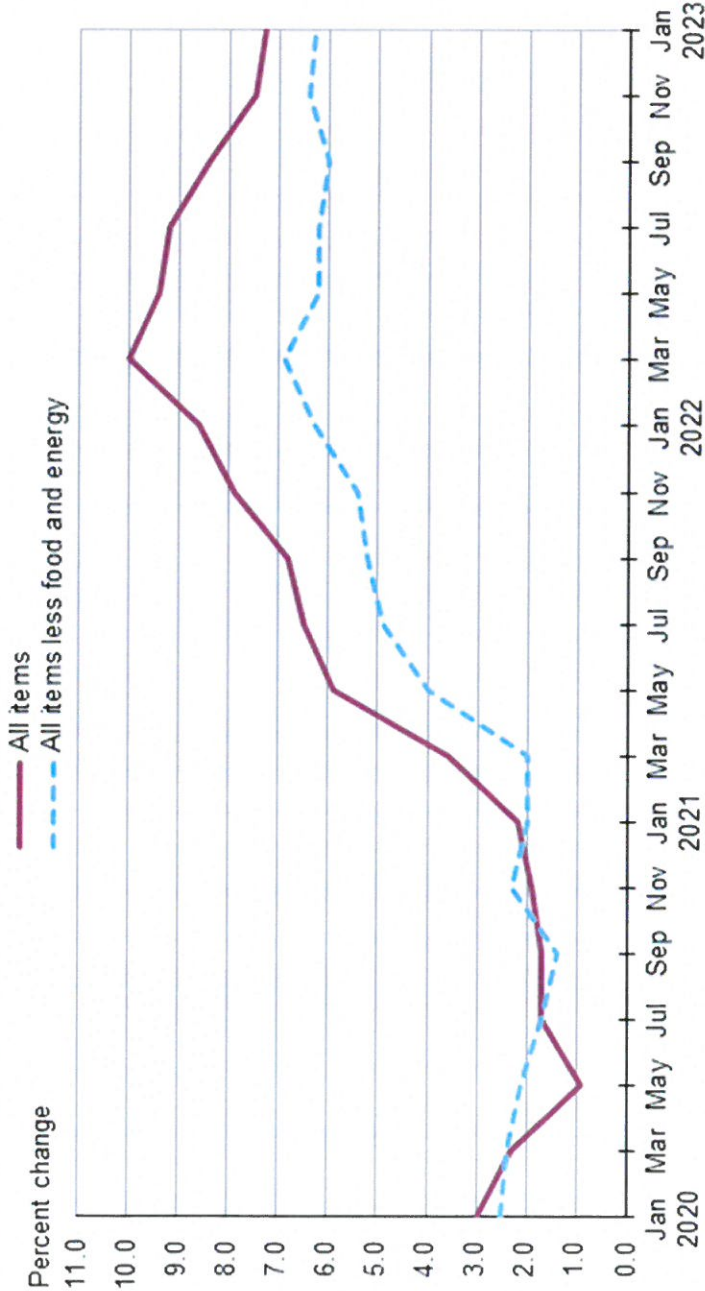
Consumer Price Index, Riverside Area — January 2023

Area prices were up 1.3 percent over the past two months, up 7.3 percent from a year ago

Prices in the Riverside area, as measured by the Consumer Price Index for All Urban Consumers (CPI-U), advanced 1.3 percent for the two months ending in January 2023, the U.S. Bureau of Labor Statistics reported today. (See [table A.](#)) Regional Commissioner Chris Rosenlund noted that the January increase was influenced by higher prices for natural gas service. (Data in this report are not seasonally adjusted. Accordingly, bi-monthly changes may reflect seasonal influences.)

Over the last 12 months, the CPI-U advanced 7.3 percent. (See [chart 1](#) and [table A.](#)) Food prices advanced 9.8 percent. Energy prices increased 15.3 percent, largely the result of an increase in the price of natural gas service. The index for all items less food and energy rose 6.3 percent over the year. (See [table 1.](#))

Chart 1. Over-the-year percent change in CPI-U, Riverside-San Bernardino-Ontario, CA, January 2020–January 2023



Source: U.S. Bureau of Labor Statistics.

[View Chart Data](#)

Food

Food prices increased 1.2 percent for the two months ending in January. (See [table 1.](#)) Prices for food at home rose 1.0 percent, with higher prices in five of the six grocery categories. Prices for food away from home rose 1.9 percent for the same period. Over the year, food prices increased 9.8 percent. Prices for food at home rose 8.9 percent since a year ago. Price increases across food at home expenditure categories ranged from 6.5 percent for other food at home to 15.7 percent for cereals and bakery products. Prices for food away from home advanced 11.6 percent.

Energy

The energy index increased 5.1 percent for the two months ending in January. The increase was mainly due to higher prices for natural gas service (161.0 percent). Prices for electricity rose 8.4 percent, but prices for gasoline decreased 16.3 percent for the same period.

Energy prices increased 15.3 percent over the year, largely due to higher prices for natural gas service (135.7 percent). Prices paid for electricity advanced 15.5 percent, but prices for gasoline declined 4.6 percent during the past year.

All items less food and energy

The index for all items less food and energy increased 1.3 percent in the latest two-month period. Higher prices for apparel (6.5 percent), household furnishing and operations (3.0 percent), new vehicles (2.0 percent), and shelter (1.0 percent) were partially offset by lower prices for used cars and trucks (-3.7 percent) and education and communication (-0.7 percent).

Over the year, the index for all items less food and energy rose 6.3 percent. Components contributing to the increase included shelter (8.3 percent) and medical care (6.2 percent). Partly offsetting the increases was a price decrease in used cars and trucks (-10.0 percent).

Table A. Riverside-San Bernardino-Ontario, CA, CPI-U 2-month and 12-month percent changes, all items index, not seasonally adjusted

Month	2019		2020		2021		2022		2023	
	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month
January	0.4	3.0	0.5	3.0	0.9	2.2	1.5	8.6	1.3	7.3
March	0.7	2.8	0.0	2.3	1.3	3.6	2.7	10.0		
May	1.2	2.9	-0.2	0.9	2.0	5.9	1.4	9.4		
July	-0.1	2.6	0.7	1.7	1.3	6.5	1.1	9.2		
September	0.6	3.1	0.5	1.7	0.8	6.8	0.0	8.4		

Table A. Riverside-San Bernardino-Ontario, CA, CPI-U 2-month and 12-month percent changes, all items index, not seasonally adjusted

Month	2019		2020		2021		2022		2023	
	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month
November	0.2	2.9	0.4	1.9	1.4	7.9	0.6	7.5		

The March 2023 Consumer Price Index for the Riverside area is scheduled to be released on April 12, 2023.

Technical Note

The Consumer Price Index (CPI) is a measure of the average change in prices over time in a fixed market basket of goods and services. The Bureau of Labor Statistics publishes CPIs for two population groups: (1) a CPI for All Urban Consumers (CPI-U) which covers approximately 93 percent of the total U.S. population and (2) a CPI for Urban Wage Earners and Clerical Workers (CPI-W) which covers approximately 29 percent of the total U.S. population. The CPI-U includes, in addition to wage earners and clerical workers, groups such as professional, managerial, and technical workers, the self-employed, short-term workers, the unemployed, and retirees and others not in the labor force.

The CPI is based on prices of food, clothing, shelter, and fuels, transportation fares, charges for doctors' and dentists' services, drugs, and the other goods and services that people buy for day-to-day living. Each month, prices are collected in 75 urban areas across the country from about 6,000 housing units and approximately 22,000 retail establishments—department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments. All taxes directly associated with the purchase and use of items are included in the index.

The index measures price changes from a designated reference date; for most of the CPI-U the reference base is 1982-84 equals 100. An increase of 7 percent from the reference base, for example, is shown as 107.000. Alternatively, that relationship can also be expressed as the price of a base period market basket of goods and services rising from \$100 to \$107. For further details see the CPI home page on the Internet at www.bls.gov/cpi and the CPI section of the BLS Handbook of Methods available on the internet at www.bls.gov/opub/hom/cpi/.

In calculating the index, price changes for the various items in each location are averaged together with weights that represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. Because the sample size of a local area is smaller, the local area index is subject to substantially more sampling and other measurement error than the national index. In addition, local indexes are not adjusted for seasonal influences. As a result, local area indexes show greater volatility than the national index, although their long-term trends are quite similar. **NOTE: Area indexes do not measure differences in the level of prices between cities; they only measure the average change in prices for each area since the base period.**

The Riverside-San Bernardino-Ontario, CA metropolitan area includes Riverside and San Bernardino Counties in California.

Information in this release will be made available to sensory impaired individuals upon request. Voice phone: (202) 691-5200; Federal Relay Service: (800) 877-8339.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods

Riverside-San Bernardino-Ontario (December 2017=100 unless otherwise noted)

Item and Group	Indexes				Percent change from-	
	Historical data	Nov. 2022	Dec. 2022	Jan. 2023	Jan. 2022	Nov. 2022
Rent of primary residence	✓	131.056	131.647	133.075	11.5	1.5
Owners' equiv. rent of residences	✓	124.985	125.391	126.470	7.7	1.2
Owners' equiv. rent of primary residence	✓	124.985	125.391	126.470	7.7	1.2
Fuels and utilities	✓	147.677	-	191.979	30.7	30.0
Household energy	✓	157.291	166.439	226.821	47.4	44.2
Energy services	✓	158.319	167.538	229.534	48.3	45.0
Electricity	✓	160.027	162.521	173.544	15.5	8.4
Utility (piped) gas service	✓	151.841	182.269	396.247	135.7	161.0
Household furnishings and operations	✓	121.642	-	125.352	5.4	3.0
Apparel	✓	107.108	-	114.114	10.3	6.5
Transportation	✓	135.501	-	129.931	1.1	-4.1
Private transportation	✓	138.066	-	132.230	0.6	-4.2
New and used motor vehicles	✓	117.932	-	118.696	0.5	0.6
New vehicles	✓	114.313	-	116.572	3.2	2.0
Used cars and trucks	✓	140.418	-	135.154	-10.0	-3.7

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods

Riverside-San Bernardino-Ontario (December 2017=100 unless otherwise noted)

Item and Group	Indexes				Percent change from-		
	Historical data	Nov. 2022	Dec. 2022	Jan. 2023	Jan. 2022	Nov. 2022	Dec. 2022
Motor fuel	✓	172.425	145.605	144.532	-4.2	-16.2	-0.7
Gasoline (all types)	✓	172.197	145.219	144.153	-4.6	-16.3	-0.7
Gasoline, unleaded regular ⁽¹⁾	✓	173.020	145.510	144.495	-4.8	-16.5	-0.7
Gasoline, unleaded midgrade ⁽¹⁾	✓	172.488	146.446	144.917	-4.3	-16.0	-1.0
Gasoline, unleaded premium ⁽¹⁾	✓	168.045	143.350	142.125	-3.7	-15.4	-0.9
Medical care	✓	120.732	-	121.020	6.2	0.2	-
Recreation	✓	107.934	-	109.273	6.9	1.2	-
Education and communication	✓	112.090	-	111.360	3.3	-0.7	-
Tuition, other school fees, and child care	✓	125.658	-	125.658	4.5	0.0	-
Other goods and services	✓	121.104	-	121.185	3.3	0.1	-
Commodity and service group							
All items	✓	125.983	-	127.683	7.3	1.3	-
Commodities	✓	126.693	-	124.776	3.7	-1.5	-
Commodities less food & beverages	✓	125.446	-	121.681	0.7	-3.0	-

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods

Riverside-San Bernardino-Ontario (December 2017=100 unless otherwise noted)

Item and Group	Indexes				Percent change from-	
	Historical data	Nov. 2022	Dec. 2022	Jan. 2023	Jan. 2022	Nov. 2022
Nondurables less food & beverages	✓	133.701	-	124.947	1.9	-6.5
Durables	✓	116.842	-	117.815	-0.4	0.8
Services	✓	125.707	-	129.842	9.8	3.3
Special aggregate indexes						
All items less medical care	✓	126.347	-	128.151	7.4	1.4
All items less shelter	✓	125.970	-	127.872	6.8	1.5
Commodities less food	✓	125.015	-	121.347	0.7	-2.9
Nondurables	✓	131.226	-	127.855	5.8	-2.6
Nondurables less food	✓	132.494	-	124.190	1.9	-6.3
Services less rent of shelter	✓	124.857	-	132.962	11.7	6.5
Services less medical care services	✓	125.764	-	130.380	10.1	3.7
Energy	✓	167.386	153.994	175.886	15.3	5.1
All items less energy	✓	122.322	-	123.884	6.8	1.3
All items less food and energy	✓	121.105	-	122.657	6.3	1.3

**Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods
Riverside-San Bernardino-Ontario (December 2017=100 unless otherwise noted)**

Item and Group	Indexes			Percent change from-			
	Historical data	Nov. 2022	Dec. 2022	Jan. 2023	Jan. 2022	Nov. 2022	Dec. 2022
Footnotes							
(1) Special index based on a substantially smaller sample.							
- Data not available							
NOTE: Index applies to a month as a whole, not to any specific date.							

Last Modified Date: Tuesday, February 14, 2023



Helendale Community Services District

Date: March 2, 2023
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Craig Carlson, Water Operations Manager
SUBJECT: Agenda item #7
Discussion Only Regarding Water Capital Improvement Plan

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 is brought to the Board for approval prior to completion.

Attached for the Board's review is the draft FY2024 Capital Improvement Plan for Water 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 water 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 Water CIP

DRAFT Water CIP FY24

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Former Cost Estimate	Additional Information
1 Camera System	15,000							
2 Automated Gate	16,000	25,000					15,000	Moved to upcoming FY
3 Material Storage Bays	35,000	35,000						Moved to upcoming FY
4 New Well (Community Center)		100,000						
5 Generator Well 13	90,000	110,000					90,000	Cost increased due to market cost Due to delay getting Well 13 online
6 Well 13 Rehab					90,000			Moved to upcoming FY
7 Well 1A Building Improvements		40,000	40,000					Moved due to emergency replacement completed this FY
8 Well Rehabilitation 1A			90,000				90,000	Placeholder
9 Abandon Wells 5 & 6					30,000			Engineering needed for valve/manifold installation
10 Engineering for Tank isolation valving		35,000						Added
11 North & South Tank - Interior Re-Coating	250,000	250,000						Moved to upcoming FY
12 North & South Tank - Valves & Manifold	80,000	80,000						Moved to upcoming FY
13 New Turbine Pumps Well 4A & Rehab	85,000							Added additional amount in FY 25 to complete project
14 AMI Meters	55,000	90,000	60,000					Purchased truck in Oct 22.
15 Service Truck	65,000		60,000				50,000	increased amount for 2 trucks. Would prefer purchasing in current FY
16 Service Truck		65,000	50,000					Will purchase at auction this FY
17 Bobcat Attachments		5,000						
18 Air Compressor				5,000				Added Mig Welder increase cost Moved to next FY
19 Arc Welder/Mig Welder							3,000	
20 Valves (4)	20,000	20,000						
21 SCADA Software Upgrade	25,000							Moved to FY28 as placeholder
22 River Crossing Permitting		50,000				50,000		Moved to FY28 as placeholder
23 River Crossing Water Pipeline			1,000,000			1,000,000		Moved to upcoming FY
24 Portable Lift	20,000	20,000						Added
25 20' Equipment Trailer with Wench		12,000						Added
26 Chlorine Truck			10,000					Added
27 Air Compressor					25,000			Added
28 Concrete Well 13		50,000						Added
Total Water Capital Projects	\$ 250,000	\$ 1,792,000	\$ 110,000	\$ 5,000	\$ 25,000	\$ 1,260,000		

Moved
 Completed
 Cost Modified
 New



Helendale Community Services District

Date: March 2, 2023
 TO: Board of Directors
 FROM: Kimberly Cox, General Manager
 BY: Craig Carlson, WOM / Alex Aviles, WWOM
 SUBJECT: Agenda item #8
 Discussion and Possible Action Regarding the Authorization to Purchase Up to Three Service Trucks

STAFF RECOMMENDATION:

Staff requests approval from the Board.

STAFF REPORT:

Per Board direction, Staff has secured quotes for new and used service vehicles. A summary is present below for your consideration:

Used	Year	Mileage	Cost	Warranty	Fuel Type	Description	Location
1	2021	17,719	\$ 59,995	1 yr BB & 18,281k PT	Gas	Chevy 2500 w/8' Utility Bed	Chowchilla
2	2021	36,522	\$ 54,950	No BB & 1 yr 23,478 PT	Gas	Chevy 2500 w/8' Utility Bed	Norwalk
3	2021	20,462	\$ 64,995	1 yr BB & 15,538 PT	Diesel	Dodge 3500 crew cab w/ 10' Utility Bed	Pacific Auto sales Fontana
New	Year		Cost	Warranty	Fuel Type	Description	Location
1	2023	0	\$ 64,142	3 yr 36k BB & 5 yr 100k PT	Gas	Chevy 2500 w/ 8' Harbor Utility Bed	Victorville Chevrolet
2	2023	0	\$ 66,334	3 yr 36k BB & 5 yr 100k PT	Gas	Chevy 2500 Double Cab w/8' Roll Top Utility Bed	Sierra of Monrovia
3	2023	0	\$ 64,137	3 yr 36k BB & 5 yr 100k PT	Gas	Chevy 2500 Double Cab w/ 8' Utility Bed	Sierra of Monrovia

BACKGROUND:

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 has a new vehicle scheduled for the upcoming Fiscal Year which begins in July and would like to move that purchase up to the current Fiscal Year and purchase two new service vehicles. This would service the needs of the Water Operations for the foreseeable future. The Water Department had a new vehicle in the current CIP and purchased its first new vehicle in October, 2022 for \$62,000 (not including tax, license, etc.). Due to multiple factors which include the economy, availability of good used vehicles and increased repairs, District Management feels that the years in which the District could purchase suitable used vehicles to meet the operational needs may be behind us. 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 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: Approve the purchase of three new vehicles.

ATTACHMENTS: None.



Helendale Community Services District

Date: March 2, 2023
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #9
Discussion and Possible Action Regarding Approval of Property and Liability Insurance Policies

STAFF RECOMMENDATION:

Staff recommends approval of this item.

STAFF REPORT:

Sufficient insurance is a necessity for the District. Staff recommended a change a few years ago based upon the extraordinary losses that SDRMA paid out. These losses caused a precipitous increase in insurance coverage. Since that time, the District has requested a cost comparison but SDRMA opted not to respond because they felt they couldn't compete with the current coverage the District was receiving from JPRIMA.

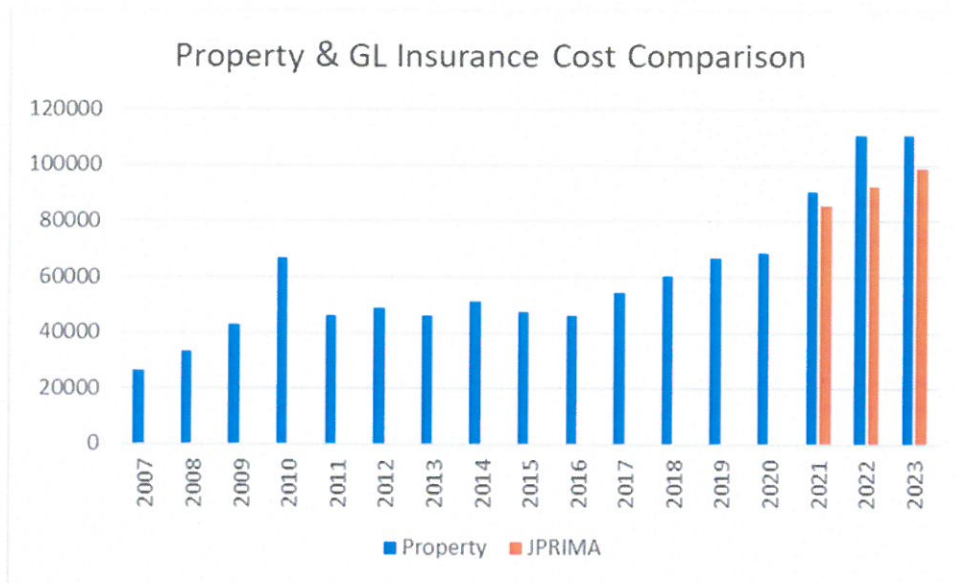
Three years ago the District changed from SDRMA for insurance coverage to JPRIMA, a similar JPA for California Mutual water districts. As shown on the graph below, SDRMA's charges had increased significantly since FY 21. District staff received a quote from JPRIMA that showed substantial savings over SDRMA. The Board concurred with the cost savings and the District departed a long-standing relationship with SDRMA.

The graph below shows the prior comparison with SDRMA (assuming they had no increase in FY23) and JPRIMA for the last renewal cycle. JPRIMA continued to be significantly lower than SDRMA.

The forecast for FY 25 for SDRMA realizes a Property Insurance rate increase estimated at 15-20% and Liability Insurance rate increase estimated at 10-15%.

The insurance from JRPIMA increased by 8% in last renewal period (\$99,211) and 8% (\$107,145) for this renewal period which begins April 1, 2023 through March 30, 2024. The drivers in the cost increase include inflationary factors, litigation costs for claims and the reinsurance.

Staff will update the chart as new rate information becomes available from SDRMA.



FISCAL IMPACT: \$107,145

POSSIBLE MOTION: Approve Insurance Coverage for Property and Liability coverage

ATTACHMENTS: Premium Summary



PREMIUM SUMMARY

NOTE: This proposal is prepared from information supplied to us on the application submitted by you or insurance broker. It may or may not contain all terms requested on the application. Coverage is provided by the JPRIMA Memorandum of Coverage (MOC) and subject to its terms, exclusions, conditions and limitations. A specimen MOC is available for your review, as is the JPRIMA Member Agreement. Enrollment in the JPRIMA requires execution of the JPRIMA Member Agreement as well as membership in the California Association of Mutual Water Companies (Cal Mutuals).

PAGE	COVERAGE SECTION		PREMIUM
3-7	SECTION 1. PROPERTY (Property, Equipment Breakdown & Mobile Equipment, if offered in the section)	\$	16,919.00
8	SECTION 2. COMMERCIAL CRIME	\$	1,168.00
9-10	SECTION 3. COMMERCIAL GENERAL LIABILITY	\$	36,441.00
11	SECTION 4. PUBLIC OFFICIALS & MANAGEMENT LIABILITY (Wrongful Acts, Employment Practices & Employee Benefits, Privacy and Network Risk, if offered in the section)	\$	7,373.00
12	SECTION 5. BUSINESS AUTO	\$	17,616.00
13	SECTION 6. COMMERCIAL EXCESS LIABILITY	\$	17,796.00
		MEMBER CONTRIBUTION	\$ 97,313.00
		JPRIMA ADMINISTRATION FEES	\$ 9,832.00
		TOTAL AMOUNT DUE*	\$ 107,145.00

*Payment is due within thirty (30) days of binding.

NOTES:

The JPRIMA MOC has a common anniversary date of April 1, 2023.
Terrorism coverage is automatically included for Property and General Liability.
An Athletic or Sports Participants Exclusion and Amusement Devices Exclusion will be attached to MOC.



Helendale Community Services District

DATE: March 2, 2023
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette, Program Supervisor and Craig Carlson, Water Operations Manager
SUBJECT: Agenda item #10
Discussion and Possible Action Regarding Approval of Resolution 2023-09: A Resolution of The Board of Directors Of The Helendale Community Services District Authorizing The Grant Application, Acceptance, And Execution For The Well 13 Backup Power Supply

STAFF RECOMMENDATION

Approve Resolution 2023-09

STAFF REPORT

As part of the Well 13 project, Staff sees the necessity for a backup generator due to frequent power outages. The backup generator will ensure there is no interruption of service in the event of a power outage or prolonged interruption of service to the well. Currently the District has no source of onsite backup power at any of the primary wells. If the District were to experience an interruption in power supply, we would be required to rent a portable generator and contract with an electrician to connect.

The Department of Water Resources Small Community Drought Relief Program offers funding for projects to implement resiliency measures and infrastructure improvements for small water suppliers and rural communities. The specific objectives are to implement projects that provide reliable water supply sources, improve water system storage, replace aging and leaking pipelines, and provide alternative power sources for operation (emergency generators).

Staff estimates the Well 13 backup generator will cost approximately \$110,000. Staff will continue to research pricing. A match for this grant is not required but is encouraged. Staff believes a 50% match would increase our ability to secure the grant. This is a reimbursable grant, meaning the District will expend the funds and request reimbursement from the grantor upon completion of the project.

This project is in the Water CIP for FY2024.

FISCAL IMPACT: \$55,000 grant to offset 50% of the estimated cost for the generator.

POSSIBLE MOTION: Adopt Resolution 2023-09 authorizing Staff to apply for the Small Community Drought Relief Grant

ATTACHMENTS: Resolution 2023-09



RESOLUTION NO. 2023-09

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT AUTHORIZING THE GRANT APPLICATION, ACCEPTANCE, AND EXECUTION FOR THE WELL 13 BACKUP POWER SUPPLY

WHEREAS, The Helendale Community Services District proposes to implement the Well 13 Backup Power Supply Project;

WHEREAS, the Well 13 Backup Power Supply Project is being implemented in response to a drought scenario, as defined by Water Code section 13198(a) and is intended to: (1) address immediate impacts on human health and safety; (2) address immediate impacts on fish and wildlife resources; or, (3) provide water to persons or communities that lose or are threatened with the loss or contamination of water supplies;

WHEREAS, Helendale Community Services District has the legal authority and is authorized to enter into a funding agreement with the State of California; and

WHEREAS, the Helendale Community Services District intends to apply for grant funding from the California Department of Water Resources for the Well 13 Backup Power Supply Project;

THEREFORE, BE IT RESOLVED by the Board of Directors of the Helendale Community Services District as follows: 1. That pursuant and subject to all of the terms and provisions of Budget Act of 2021, as amended (Stats. 2022, ch. 44, § 25), the Helendale Community Services District's General Manager, or designee is hereby authorized and directed to prepare and file an application for funding with the Department of Water Resources and take such other actions as necessary or appropriate to obtain grant funding.

AYES:
NOES:
ABSTAIN:
ABSENT:

Henry Spiller, President

ATTEST:

Sandy Haas, Secretary