



## **REGULAR BOARD MEETING** **Thursday, March 4, 2021 at 6:30 PM**

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

Pursuant to the provisions of Executive Order N-29-20 issued by Governor Gavin Newsom in response to the COVID-19 pandemic and in an effort to prevent the spread of the virus, Helendale CSD will hold its board meeting via teleconference. The Helendale CSD Board of Directors will meet in person at the District Office located at 26540 Vista Rd. Suite C. Helendale, CA 92342. This meeting is open to the public via virtual interface and can be accessed by clicking on the link below.

<https://attendee.gotowebinar.com/register/6066902165762179596>

(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 at the following link: <https://www.surveymonkey.com/r/HKGNLL8>. We request that all speaker's cards are filled out by 6:25 pm.*

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

- a. Approval of Minutes: February 18, 2021, Regular Board Meeting and Special Board Meeting Minutes of February 22, 2021.
- b. Bills paid report
- c. Directors Compensation and Expenses
- d. Covid-19 Pandemic Update

#### **4. Reports**

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

### **Regular Business:**

5. Discussion and Possible Action Regarding Water CIP
6. Discussion and Possible Action Regarding Consumer Price Index Inflationary Factors Related to Budget Development
7. Discussion and Possible Action Regarding Adoption of Resolution 2021-04: A Resolution of the Helendale Community Services District Board Of Directors, In Support Of Filing An Application With The Bureau Of Reclamation For A Grant Under The Water Smart: Small-Scale Efficiency Projects

**Other Business**

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

**Closed Session**

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

10. Report of Closed Session Items

11. Adjournment

*Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is sought in order to participate in the above agenda'd 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: March 4, 2021  
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: Regular Board Meeting of February 18 & 22, 2021
- b. Bills Paid Report
- c. Directors Expense Reports
- d. COVID Update



# Helendale Community Services District

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Date: March 4, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Cheryl Vermette  
SUBJECT: Agenda item #3a  
Minutes from Board meetings

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*Minutes of the Helendale Community Services District  
BOARD OF DIRECTORS MEETING  
February 18, 2020 at 6:30 PM  
26540 Vista Road, Suite C. Helendale, CA 92342*

Pursuant to the provisions of Executive Order N-29-20 issued by Governor Gavin Newsom in response to the COVID-19 pandemic and in an effort to prevent the spread of the virus, Public Participation in Helendale CSD's Board Meeting was held via teleconference.

**Board Members Roll Call:**

**Present:** President Tim Smith; Vice President Henry Spiller; Secretary, Sandy Haas; Director Craig Schneider; Director Ron Clark

**Staff Members Present:**

Kimberly Cox, General Manager  
Cheryl Vermette, Program Coordinator  
Alex Aviles, Wastewater Operations Manager  
Alex Creason, Wastewater Operator I

**Consultants:**

Steve Kennedy, Legal Counsel (telephone)

**Members of the Public:**

There were three members of the public present, one member attended via teleconference; Fire Chief Dan Munsey and Assistant Chief Dave Corbin were present at the meeting.

**Call to Order and Pledge of Allegiance**

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

**1. Approval of Agenda**

**Action:** A motion was made by Director Schneider to approve the agenda as presented. The motion was seconded by Director Haas.

**Vote:** The motion carried with a 5 – Yes / 0 – No vote

**2. Public Participation**

None

**3. Consent Items**

- a. Approval of Minutes: January 21, 2021, Regular Board Meeting
- b. Bills Paid Report
- c. Director's Compensation and Expenses
- d. COVID Update

**Action:** A motion was made by Director Haas to approve the consent items as presented. The motion was seconded by Director Spiller.

**Vote:** The motion carried by the following 5 – Yes / 0 – No vote: President Clark – Yes; Vice President Smith – Yes; Director Spiller – Yes; Director Schneider – Yes; Director Haas – Yes

**4. Reports**

- a. Director's Reports

Director Spiller reported that he helped at the Farmers Market booth and there was a steady crowd of people. He added that EBT has been doing very well and also noted that we may lose some vendors when the Apple Valley market starts back up in March. Director Spiller also commented on the new light that was installed in the parking lot saying it does a good job lighting the area.

Director Schneider reported that last Thursday he attended the Mojave Desert Recycling Authority meeting and gave a recap of the discussion on SB 1383 as well as other topics discussed during that meeting.

President Smith reported that he attended a meeting on the Bright Line Train at the Mojave Desert Air Quality Management District Office. Smith gave the Board a handout on the project and summarized what was discussed at the meeting.

b. General Managers Report

General Manager Cox reported that County has now scheduled a vaccine clinic at the CSD for Seniors 65+. The first dose will be administered on 2/23 and the second dose will be administered on 3/16. County will call seniors to schedule appointments. Staff is working with County on details. Looking for support for transportation of Seniors who need a ride. More details will be available in the next few days.

Wastewater Operations Manager introduced Wastewater Operator, Alex Creason, who received is Grade 1 Certification. Some operational scheduling changes will be made now that he has received this certification.

### Special Presentation

5. Presentation by San Bernardino County Fire Chief Dan Munsey

**Discussion:** San Bernardino County Fire Chief Dan Munsey discussed several items pertaining to the San Bernardino County Fire Department operations including FP-5, regional partnerships, the addition of nurses on 911 calls, the COVID response, wildfires, and community risk reduction. Assistant Chief Dave Corbin discussed funding, aid agreements, COVID response, and the new auto pulse device that will go to Station 4.

### Regular Business

6. Discussion and Possible Action Regarding COVID-19 Pandemic Update

**Discussion:** County has now scheduled a vaccine clinic at the CSD for seniors 65 and older. The first dose will be administered on 2/23 and the second dose will be administered on 3/16. County will call seniors to schedule appointments. Staff is working with County on details. Looking for support for transportation of Seniors who need a ride. More details will be available in the next few days. On 2/27 County will host a testing event at the CSD. COVID numbers continue to fall. The Governor's school roadmap is included in the agenda materials for information. Staff continues to stay engaged and monitoring all information from State and County sources. All Staff is well and at work.

7. Discussion and Possible Action Regarding Mid-Year Budget Review

**Discussion:** December marks the mid-way through the budget year. This agenda item provides an opportunity to review trends, expenditures, and revenues, and is very helpful as Staff begins working on next FY budget.

The Water Fund has revenues 5% above projection; total expenses are at 49% of budget; capital expenditures of over \$2M push the fund into the red which include expenses for the Well Test

Hole, AMI Meters, Water Rights, and Property acquisition. Additional capital will include new well and distribution line, building and related costs. Based upon foregoing, fund will most likely draw from reserves to complete capital projects.

The Wastewater Fund revenues are on target at 50%. Total expenses are at 47% of budget. Before capital, positive fund balance of \$80k. Capital expenditures of over \$95k push the fund slightly into the red, which included the secondary irrigation project and manhole cutter. Additional capital includes Jetter recently approved by Board, Building, Fire sprinkler. Based upon foregoing, and the need for a rate increase in this fund, reserves will continue to draw down reserves to complete capital projects.

The Recycling Center fund revenues are on target at 82%. Total expenses are at 38% of budget. The Thrift Store is closed on Sunday for now and opening 1 hour later. Staffing is light. The Current Fund balance of \$79,000 will be transferred to Park Fund.

The Property Rental fund revenues are on target at 50%. Total expenses are at 61% of budget, which included the purchase of two HVAC units for the condos at a cost of \$7k. This fund pays for the debt of the park property. The fund should end the year in the black.

Per Board direction last year, fund will begin building a reserve for repairs.

The Park & Rec fund revenues are significantly under target at 39%. Total expenses are at 42% of budget. After capital, there is a positive fund balance of \$24k. Capital expenditures of \$12k push the fund slightly into the red, these expenditures included signage for Community Center and RC Track Fencing. Additional capital expenditures are planned with grant revenue offset. Depending upon how reimbursements fall fund could end year in Red.

The Solid Waste fund revenues are on target at 49%. Total expenses are at 45% of budget.

Staff continues to monitor this fund closely as it finished last year in the red due primarily to cost of green waste program. No capital expenditures are planning in this fund.

**Action:** No action was required by the Board.

#### 8. Discussion and Possible Action Regarding Wastewater CIP and Rates

**Discussion:** Review of the Capital Improvement Plan (CIP) is a critical part of the budget process. The CIP lays out significant planned expenditures and provides a forward look at revenue demands. This is a flexible document and represents Staff's best guess as to operational needs. The proposed Wastewater CIP represents \$6,675,000 of projects. Some projects will be completed in-house and some must be completed by contractors. The CIP provided in the agenda materials were incomplete, Staff discovered that cells were hidden on the spreadsheet, this spreadsheet was included in the budget incorrectly but did not impact current budget, however it did not provide proper look-ahead. Staff has put steps in place to ensure complete 5-year CIP is included in future budget documents. Wastewater Operations Manager Aviles went over each of the 32 items in the CIP in great detail and also presented pictures of many of the items being discussed.

The Board requested staff include the estimated reserve funds as well as estimated annual costs to give a better idea of what may be going into the reserve fund annually. The Board requested Staff to remove the solar as well as complete a rate analysis for the sewer fund.

**Action:** There was no action on this item. The Board gave Staff direction to bring back more information regarding how much money will go into the reserve fund each year. The Board also directed Staff to do a wastewater rate analysis removing the solar option from the analysis.

Director Haas left the meeting at 9:07 pm. Director Schneider left the room at 9:07 pm.

**9. Discussion and Possible Action Regarding Revisions to Deposit Policy**

Staff has made modifications in the Deposit and Application Policy. The revisions include rearranged sections, added definitions, and expanded explanations. No significant changes were made. Changes addressed customer's questions and lack of clarity. Changes were made to: Section 2: Application for service which now reads New owner / tenant / agent; Section 3: Security Deposit - "f" – should be Section 3b(2), not Section 2. Took all references to a deposit and moved into this section; Section 4 – added last year for SB998 compliance; Nothing changed; Section 7 – added definitions for terms which help provide clarity; and Section 8 is last section, not "7." Staff will correct the date on the footer of the policy.

**Action:** A motion was made by Director Clark to approve the revised Deposit and Application Policy. The motion was seconded by Vice President Spiller.

**Vote:** The motion carried by the following 3 – Yes / 0 – No 2 - Absent roll call vote: President Smith – Yes; Vice President Spiller – Yes; Director Haas – Absent; Director Clark – Yes; Director Schneider – Absent

Director Schneider returned at 9:11 pm

**Other Business**

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

Discussion regarding Recycling Workshop

Discussion regarding our social media presence and how we will improve it.

**Closed Session**

The Board deferred this closed session item to the next Board Meeting.

**11. Public Employee Performance Evaluation**

(Government Code Section 54957)

Title: General Manager

**12. Report of Closed Session Items**

This closed session item was deferred to the next Board Meeting.

**13. Adjournment**

**Action:** President Smith adjourned the meeting at 9:18 pm

Submitted by:

Approved By:

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Tim Smith, President

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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.*





*Minutes of the Helendale Community Services District  
SPECIAL BOARD OF DIRECTORS MEETING  
February 22, 2020 at 11:00 AM  
26540 Vista Road, Suite C. Helendale, CA 92342*

Pursuant to the provisions of Executive Order N-29-20 issued by Governor Gavin Newsom in response to the COVID-19 pandemic and in an effort to prevent the spread of the virus, Public Participation in Helendale CSD's Board Meeting was held via teleconference.

**Board Members Roll Call:**

**Present:** President Tim Smith; Vice President Henry Spiller; Secretary, Sandy Haas; Director Craig Schneider; Director Ron Clark (via teleconference)

**Staff Members Present:**

Kimberly Cox, General Manager  
Cheryl Vermette, Program Coordinator  
Craig Carlson, Operations Manager

**Consultants:**

**Members of the Public:**

There was one members of the public present.

**Call to Order and Pledge of Allegiance**

The meeting was called to order at 11:07 am by President Tim Smith, after which the Pledge of Allegiance was recited.

**1. Approval of Agenda**

**Action:** A motion was made by Director Schneider to approve the agenda as presented. The motion was seconded by Director Haas.

**Vote:** The motion carried with a 5 – Yes / 0 – No vote

**2. Public Participation**

Christopher Porter, a Field Representative from Supervisor Paul Cook's office gave an update regarding the COVID vaccine for Helendale.

**New Business**

**3. Discussion and Possible Action Regarding Resolution 2021-03 A Resolution of the Board of Directors of the Helendale Community Services District Board Approving the Application for Statewide Park Development and Community Revitalization Grant Funds**

**Discussion:** The Board discussed the projects to be included in the Statewide Parks grant and discussed how much money should be allocated to each project. After discussing each one of the projects the Board decided the application should include: Community Garden - \$10,000; Public Art - \$25,000; New walking paths - \$150,000; Picnic Areas - \$40,000; Fencing - \$85,000; Basketball Court - \$50,000; Open Space, irrigation, grading, landscaping - \$200,000; Lighting - \$150,000; ADA Playground - \$150,000; Mini Golf - \$150,000; Pump track - \$250,000; Splash Pad - \$500,000 and Community Center building - \$4,300,000 for a total grant request not to exceed \$6,060,000.00.

**Action:** A motion was made by Director Haas to the adopt Resolution 2021-03. The motion was seconded by Director Schneider.

**Vote:** The motion carried by the following 5 – Yes / 0 – No 2 roll call vote: President Smith – Yes; Vice President Spiller – Yes; Director Haas – Yes; Director Clark – Yes; Director Schneider – Yes

**Other Business**

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

**5. Adjournment**

**Action:** President Smith adjourned the meeting at 12:42 pm

Submitted by:

Approved By:

\_\_\_\_\_  
Tim Smith, 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: March 4, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Sharon Kreinop, Senior Account Specialist  
SUBJECT: Agenda item #3 b  
Consent Items: Updated Bills Paid and Presented for Approval

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**STAFF RECOMMENDATION:**

Updated Report Only. Receive and File

**STAFF REPORT:**

Staff issued 40 checks and 15 EFT's totaling \$115,535.08

Total Cash Available:	<u>03/01/21</u>	<u>02/11/21</u>
Cash	\$5,722,686.78	\$5,605,853.70
Checks/EFT's Issues	\$ 115,535.08	\$ 59,760.83

**Investment Report**

The Investment Report shows the status of the invested District funds. The current interest rate is 0.04% for LAIF and 0.10% for the CBB Sweep Account for February 2021. Interest earned February 2021 on CBB Sweep Account is \$181.54.



Helendale CSD

# Bills Paid and Presented for Approval Transaction Detail

Issued Date Range: 02/12/2021 - 03/01/2021

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
<b>Bank Account: 251229590 - CBB Checking</b>					
02/18/2021	<a href="#">23912</a>	Beck Oil Inc	-1,624.38	Check	Accounts Payable
02/18/2021	<a href="#">23913</a>	Brunick, McElhaney & Kennedy Reversal	5,668.75	Check Reversal	Accounts Payable
02/18/2021	<a href="#">23913</a>	Brunick, McElhaney & Kennedy	-5,668.75	Check	Accounts Payable
02/18/2021	<a href="#">23914</a>	Cardmember Services	-1,177.57	Check	Accounts Payable
02/18/2021	<a href="#">23915</a>	County of San Bernardino, Environmental Health Services	-880.00	Check	Accounts Payable
02/18/2021	<a href="#">23916</a>	County of San Bernardino, Solid Waste Mgmt. Div.	-1,099.86	Check	Accounts Payable
02/18/2021	<a href="#">23917</a>	Frontier Communications	-65.57	Check	Accounts Payable
02/18/2021	<a href="#">23918</a>	Geo-Monitor, Inc.	-2,483.00	Check	Accounts Payable
02/18/2021	<a href="#">23919</a>	Home Depot Credit Services	-724.25	Check	Accounts Payable
02/18/2021	<a href="#">23920</a>	Infosend, Inc	-123.89	Check	Accounts Payable
02/18/2021	<a href="#">23921</a>	Inland Water Works Supply Co.	-1,737.79	Check	Accounts Payable
02/18/2021	<a href="#">23922</a>	Jean Thomas	-1,500.00	Check	Accounts Payable
02/18/2021	<a href="#">23923</a>	Prudential Overall Supply, Inc	-538.75	Check	Accounts Payable
02/18/2021	<a href="#">23924</a>	Ryan Herco Flow Solutions	-100.95	Check	Accounts Payable
02/18/2021	<a href="#">23925</a>	Synagro West, LLC	-763.25	Check	Accounts Payable
02/18/2021	<a href="#">23926</a>	Tyler Technologies, Inc.	-112.00	Check	Accounts Payable
02/18/2021	<a href="#">23927</a>	California State Disbursement Unit	-230.76	Check	Accounts Payable
02/23/2021	<a href="#">23928</a>	AMBER BELL	-1,137.47	Check	Utility Billing
02/23/2021	<a href="#">23929</a>	RICHARD DECKER	-337.38	Check	Utility Billing
02/23/2021	<a href="#">23930</a>	SANTIAGO SAGASTUME	-94.77	Check	Utility Billing
02/23/2021	<a href="#">23931</a>	ROBERT CABLE	-34.87	Check	Utility Billing
02/23/2021	<a href="#">23932</a>	DANA B FADLER-SPILIOS	-109.24	Check	Utility Billing
02/24/2021	<a href="#">23933</a>	ACI Payments, Inc	-57.40	Check	Accounts Payable
02/24/2021	<a href="#">23934</a>	Bank of America	-3,164.39	Check	Accounts Payable
02/24/2021	<a href="#">23935</a>	Boot Barn Inc.	-430.98	Check	Accounts Payable
02/24/2021	<a href="#">23936</a>	Brunick, McElhaney & Kennedy	-5,668.75	Check	Accounts Payable
02/24/2021	<a href="#">23937</a>	Burrtec Waste Group, Inc	-57,489.04	Check	Accounts Payable
02/24/2021	<a href="#">23938</a>	County of San Bernardino	-460.00	Check	Accounts Payable
02/24/2021	<a href="#">23939</a>	Frontier Communications	-88.62	Check	Accounts Payable
02/24/2021	<a href="#">23940</a>	Frontier Communications	-61.92	Check	Accounts Payable
02/24/2021	<a href="#">23941</a>	Global Industrial Equipment	-37.73	Check	Accounts Payable
02/24/2021	<a href="#">23942</a>	Inland Water Works Supply Co.	-385.42	Check	Accounts Payable
02/24/2021	<a href="#">23943</a>	Print Mart	-64.60	Check	Accounts Payable
02/24/2021	<a href="#">23944</a>	Shred-it USA LLC	-84.57	Check	Accounts Payable
02/24/2021	<a href="#">23945</a>	Stantec Consulting Services Inc	-1,522.25	Check	Accounts Payable
02/24/2021	<a href="#">23946</a>	Staples Credit Plan	-228.99	Check	Accounts Payable
02/24/2021	<a href="#">23947</a>	Tyler Technologies, Inc.	-750.00	Check	Accounts Payable
02/24/2021	<a href="#">23948</a>	Ultimate Internet Access, Inc	-813.19	Check	Accounts Payable
02/24/2021	<a href="#">23949</a>	USA of So. California	-344.97	Check	Accounts Payable
02/24/2021	<a href="#">23950</a>	Verizon Wireless	-660.09	Check	Accounts Payable
02/24/2021	<a href="#">23951</a>	Verizon Wireless	-106.92	Check	Accounts Payable
02/25/2021	<a href="#">23952</a>	Water Systems Consulting, Inc	-3,457.50	Check	Accounts Payable
02/20/2021	<a href="#">EFT0003570</a>	SCE ACH Street Lighting Acct 2-29-286-3263	-1,605.60	EFT	General Ledger
02/15/2021	<a href="#">EFT0003571</a>	SCE ACH Water Shop Acct 2-30-765-8245	-280.13	EFT	General Ledger
02/15/2021	<a href="#">EFT0003572</a>	SCE ACH 4-Plex Acct 2-35-118-6267	-265.28	EFT	General Ledger
02/15/2021	<a href="#">EFT0003573</a>	SCE ACH Smithson Condo Unit C Acct 2-40-174-2978	-15.43	EFT	General Ledger

**Bank Transaction Report**

Issued Date	Number	Description	Amount	Type	Module
02/12/2021	<a href="#">EFT0003577</a>	CalPERS Classic Pmt PPE 1/17/21	-6,939.87	EFT	General Ledger
02/12/2021	<a href="#">EFT0003578</a>	CalPERS PEPRA Pmt PPE 1/17/21	-1,551.91	EFT	General Ledger
02/22/2021	<a href="#">EFT0003582</a>	SCE ACH Park Wellheads Acct 2-30-765-635	-93.69	EFT	General Ledger
02/28/2021	<a href="#">EFT0003583</a>	SCE ACH Sod Farm Acct 2-29-474-8751	-796.38	EFT	General Ledger
02/18/2021	<a href="#">EFT0003586</a>	CalPERS 457 Pmt PPE 2/14/21	-3,737.43	EFT	General Ledger
02/23/2021	<a href="#">EFT0003587</a>	SW Gas ACH WWTP 121-0319765-023	-86.66	EFT	General Ledger
02/23/2021	<a href="#">EFT0003591</a>	To record Tasc Flex Claim Pmt - PPE 2/14/21	-539.17	EFT	General Ledger
02/26/2021	<a href="#">EFT0003592</a>	CalPERS Classic Pmt PPE 1/31/21	-6,949.17	EFT	General Ledger
02/26/2021	<a href="#">EFT0003593</a>	CalPERS PEPRA Pmt PPE 1/31/21	-1,551.91	EFT	General Ledger
03/01/2021	<a href="#">EFT0003597</a>	To record EVO Thrift Store CC Fees 23099	-347.62	EFT	General Ledger
03/01/2021	<a href="#">EFT0003598</a>	To record EVO Rec Desk CC Fees 22567	-21.75	EFT	General Ledger
			<b>Bank Account 251229590 Total: (57)</b>		<b>-115,535.08</b>
				<b>Report Total: (57)</b>	<b>-115,535.08</b>

# Summary

**Bank Account**

[251229590 CBB Checking](#)

Count	Amount
57	-115,535.08
<b>Report Total:</b>	<b>-115,535.08</b>

**Cash Account**

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

Count	Amount
57	-115,535.08
<b>Report Total:</b>	<b>-115,535.08</b>

Transaction Type	Count	Amount
Check	41	-96,421.83
Check Reversal	1	5,668.75
EFT	15	-24,782.00
<b>Report Total:</b>	<b>57</b>	<b>-115,535.08</b>



# Helendale Community Services District

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Date: March 4, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Cheryl Vermette  
SUBJECT: Agenda item #3c  
Presentation of Directors' Expenses

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## **STAFF REPORT:**

Attached for the Board's consideration are Directors' expense reports submitted since the last Board meeting.





HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

2021 Name: Craig Schneider Period end 2/15/24

Date	Event	Expense Description/Explanation	Miles	Meals	Lodging	Other	Exp Category
1/19	Public Benefit	Meeting w/GM				137.50	G
	Event	Agenda for 1/24					
1/21	Public Benefit	Regular BOB				137.50	A
	Event	HCSO BOARD ROOM					
2/2	Public Benefit	Meeting w/GM				137.50	G
	Event	Agenda for 2/4					
2/4	Public Benefit	Regular BOB				137.50	A
	Event	HCSO BOARD ROOM					
2/9	Public Benefit	PARK + RECREATION				137.50	A
	Event	HCSO BOARD ROOM					
2/10	Public Benefit	Helendale Farmers Market				137.50	C
	Event	HCSO BOARD ROOM					
2/11	Public Benefit	High Desert maintain JPA Board Meeting				137.50	F
	Event	Zoom Meeting					
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						

Notes/Comments:

Totals: Mileage - Meals - Lodging - Other - Grand Total \$962.50

Submitted By: Craig Schneider

Appropriate Approval: \_\_\_\_\_ Date: 2-17-24

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



# Helendale Community Services District

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DATE: March 4, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #3d  
Discussion Only Regarding COVID-19 Pandemic Update

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**STAFF RECOMMENDATION:**

Receive and file.

**STAFF REPORT:**

As the nation mourned the 500,000 cases last week, in California, we have seen the cases steadily dropping. The County has a cumulative total of actual confirmed cases at 286,755 since the beginning of the Pandemic. That number is up approximately 6,000 since the last board meeting. Currently 240,599 first doses of vaccine have been issued which is nearly double the number two weeks ago. ICU capacity is at 20.9% as of 2/26/21; down from 14.6% as of 1/28/21. Current positivity rate for the County is 6.1%; down from 10.06% as of 2/12/21; down from 24.4% as of 1/16/21. Helendale is showing 495 cases and nine COVID related deaths updated on 3/1/21.

Helendale CSD will be the site for a vaccine distribution at which 96 vaccine were administered. On Saturday 2/27, the County held a mobile testing event at the CSD in Unit D. As the numbers continue to drop, talk of school reopening is circulating. The state issues guidelines in February for the schools. Last week it was announced that contact sports could resume. It is with anticipation that we are on the other side of this pandemic that we look forward to a semblance of normalcy with our programming.

We continue to monitor the receivables and currently have \$34,639 in outstanding payments. Of the amount, \$13,000 is greater than four months past due; \$4,000 is three months past due; \$6,000 is two months past due and \$11,000 is more than 30 days overdue. This is a vast improvement from where we were a few months ago.

**Attachment:** None



# Helendale Community Services District

DATE: March 4, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #5  
Discussion and Possible Action Regarding Water CIP

---

**STAFF RECOMMENDATION:**

Staff requests that the Board provide input regarding the CIP.

**STAFF REPORT:**

As part of the annual budget preparation, the Capital Improvement Plan is reviewed and modified to best provide an estimate of the needs of the district looking out five years. This is a customer planning horizon and assist the District with forward planning. Many infrastructure related projects are cost intensive and the parts have a long lead time.

As with the Wastewater CIP, the Water Manager has taking time to provide a look ahead at capital infrastructure and equipment needs into the next five years. You will notice that some projects have been added to the list while others have been moved to different years. Staff attempted to capture these changes as noted in the attached Proposed FY2022 Water CIP.

Staff will provide a detailed presentation on each of these items at the Board meeting and seeks input and direction from the Board.

What is next: For the meeting of 3/18, the Park CIP will be reviewed. This CIP will be reviewed for the second time by the Park and Rec committee on 3/9/21 at the committee's standing monthly meeting.

**FISCAL IMPACT:** As outlined.

**POSSIBLE MOTION:** Receive and File the Mid-Year Budget Review

**ATTACHMENTS:** Proposed FY22 CIP  
CIP document as approved for FY21



Water Fund		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Done	Corporate Yard - 60x120 Metal Building / Enclosure	\$ 540,000	\$ -	\$ -			
Combined	Engineering for Building if not Design Build	\$ 40,000					
Moved	Generator	90,000	90,000	-			
Done	New Well (Location TBD)	851,000	-	-			
Moved	Well 1A Building Improvements	40,000	-	40,000			
Moved	Abandon Wells 5 & 6	-	-	-		30,000	
Modified	New Well Pipeline (connect to Distribution System)	300,000	210,000	-			
Moved	North & South Tank - Interior Re-Coating	-	250,000	250,000			
Moved	North & South Tank - Valves & Manifold	-	80,000	80,000			
Moved	New Turbine Pumps Well 4A & Rehab	85,000	85,000	-			
New	Well Rehabilitation 1A	-	-	-		90,000	
Modified	AMI Meters	162,667	125,000	125,000	50,000		
1 new added in FY22	Service Truck	-	50,000			30,000	
Done	Bebcat	45,000					
New	Automated Gate		15,000				
New	Camera System		15,000				
New	Bobcat Attachments		5,000		5,000		
New	Air Compressor		5,000				
New	Tire Changer		8,000				
New	Arc Welder					3,000	
New	Interior of Building		100,000				
New	Well House Well 13		40,000				
New	Electrical Well 13		10,000				
New	Concrete, fencing, camera, internet Well 13		60,000				
New	Well 13 Rehab						90,000
New	Valves (4)		20,000				
New	SCADA Software Upgrade		25,000				
New	River Crossing Permitting		50,000				
New	River Crossing Water Pipeline			500,000			
New	Portable Lift		20,000				
New	Road Base around new building		50,000				
New	Old Shop Maintenance and Insulation		10,000				
New	Material Storage Bays			35,000			
<b>Total Water Capital Projects</b>			<b>\$ 783,000</b>	<b>\$ 1,030,000</b>	<b>\$ 55,000</b>	<b>\$ 120,000</b>	<b>\$ 123,000</b>
							<b>\$ 2,111,000</b>

*Proposed FY22*



# Helendale Community Services District

DATE: March 4, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #6  
Discussion and Possible Action Regarding Consumer Price Index Inflationary Factors  
Related to Budget

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**STAFF RECOMMENDATION:**

Staff seeks input from the Board regarding this item.

**STAFF REPORT:**

Cost of Living Adjustments (COLA's) are granted at the discretion of the Board. Staff seeks direction from the Board regarding a Cost of Living Adjustment (COLA) for Fiscal Year 2022 based upon the Consumer Price Index. The attached schedules from the Bureau of Labor Statistics (BLS) show the various expenditure categories and indices related to items that drive the cost of living increase.

In an effort to keep the District's salaries on par with the market a COLA adjustment is considered each year. The CPI for the Riverside Area Data, (which includes Riverside, San Bernardino and Ontario areas) indicates an increase of 2.2% January 2021 over January 2020. Previously the District has used the Los Angeles-Riverside-Orange County area index however, the new Riverside index now has annualized data available for use. This new index is more applicable than the former benchmark index.

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 from one year to the next is somewhat neutralized against the affects of inflation.

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. In 2019, a new market index was created for Riverside, San Bernardino, Ontario area. 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. Attached for the Board review and information is the January 2021 CPI data.

**FISCAL IMPACT:** Undetermined at this time.

**REQUESTED ACTION:** Provide Staff direction regarding Cost Of Living Adjustment (COLA) for FY2022

**ATTACHMENTS:** News Release from Bureau of Labor Statistics with CPI for Riverside area market for January 2021.



**For Release: Wednesday, February 10, 2021**

**21-241-SAN**

WESTERN INFORMATION OFFICE: San Francisco, Calif.

Technical information: (415) 625-2270 BLSinfoSF@bls.gov www.bls.gov/regions/west

Media contact: (415) 625-2270

## **Consumer Price Index, Riverside Area – January 2021**

**Area prices were up 0.9 percent over the past two months, up 2.2 percent from a year ago**

Prices in the Riverside area, as measured by the Consumer Price Index for All Urban Consumers (CPI-U), advanced 0.9 percent for the two months ending in January 2021, the U.S. Bureau of Labor Statistics reported today. Assistant Commissioner for Regional Operations Richard Holden noted that the January increase was influenced by higher prices for household furnishings and operations, gasoline, and apparel. (Data in this report are not seasonally adjusted. Accordingly, bi-monthly changes may reflect seasonal influences.)

Over the last 12 months, the CPI-U rose 2.2 percent. The index for all items less food and energy rose 2.0 percent over the year. Food prices increased 6.0 percent. Energy prices declined 1.1 percent, largely the result of a decrease in the price of gasoline. (See [table 1.](#))

### **Food**

Food prices advanced 1.1 percent for the two months ending in January. (See [table 1.](#)) Prices for food at home increased 1.1 percent, led by higher prices for dairy and related products (6.3 percent) and cereals and bakery products (6.2 percent). Prices for food away from home rose 1.1 percent for the same period.

Over the year, food prices increased 6.0 percent. Prices for food at home increased 9.0 percent since a year ago, led by fruits and vegetables (14.8 percent). Prices for food away from home increased 2.7 percent.

### **Energy**

The energy index rose 2.6 percent for the two months ending in January. The increase was mainly due to higher prices for gasoline (4.4 percent). Prices for natural gas service rose 3.7 percent, while prices for electricity were unchanged for the same period.

Energy prices declined 1.1 percent over the year, largely due to lower prices for gasoline (-8.3 percent). Prices paid for electricity jumped 11.2 percent, and prices for natural gas service rose 6.8 percent during the past year.

### **All items less food and energy**

The index for all items less food and energy increased 0.6 percent in the latest two-month period. Higher prices for apparel (6.9 percent) and household furnishings and operations (5.8 percent) were partially offset by lower prices for recreation (-2.1 percent) and education and communication (-1.0 percent).

Over the year, the index for all items less food and energy rose 2.0 percent. Components contributing to the increase included apparel (8.7 percent), medical care (3.9 percent), and shelter (1.5 percent).



**The March 2021 Consumer Price Index for the Riverside area is scheduled to be released on April 13, 2021.**

### **Coronavirus (COVID-19) Pandemic Impact on January 2021 Consumer Price Index Data**

Data collection by personal visit for the Consumer Price Index (CPI) program has been suspended since March 16, 2020. When possible, data normally collected by personal visit were collected either online or by phone. Additionally, data collection in January was affected by the temporary closing or limited operations of certain types of establishments. These factors resulted in an increase in the number of prices considered temporarily unavailable and imputed.

While the CPI program attempted to collect as much data as possible, many indexes are based on smaller amounts of collected prices than usual, and a small number of indexes that are normally published were not published this month. Additional information is available at <https://www.bls.gov/covid19/effects-of-covid-19-pandemic-on-consumer-price-index.htm>.

### **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](http://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/](http://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-		
	Nov. 2020	Dec. 2020	Jan. 2021	Jan. 2020	Nov. 2020	Dec. 2020
<b>Expenditure category</b>						
All items .....	108.626	-	109.550	2.2	0.9	-
Food and beverages .....	111.702	-	112.682	5.8	0.9	-
Food .....	112.011	-	113.231	6.0	1.1	-
Food at home .....	110.756	110.914	111.921	9.0	1.1	0.9
Cereals and bakery products .....	111.660	-	118.631	13.1	6.2	-
Meats, poultry, fish, and eggs .....	108.492	-	107.611	6.3	-0.8	-
Dairy and related products .....	106.197	-	112.929	6.8	6.3	-
Fruits and vegetables .....	119.733	-	119.763	14.8	0.0	-
Nonalcoholic beverages and beverage materials .....	111.989	-	112.955	4.6	0.9	-
Other food at home .....	107.674	-	106.640	8.6	-1.0	-
Food away from home .....	112.942	-	114.220	2.7	1.1	-
Alcoholic beverages .....	106.567	-	102.904	3.1	-3.4	-
Housing .....	111.284	-	112.236	2.1	0.9	-
Shelter .....	111.167	111.311	111.547	1.5	0.3	0.2
Rent of primary residence .....	111.942	112.367	112.558	2.3	0.6	0.2
Owners' equiv. rent of residences .....	111.476	111.809	112.058	1.6	0.5	0.2
Owners' equiv. rent of primary residence .....	111.476	111.809	112.058	1.6	0.5	0.2
Fuels and utilities .....	120.042	-	121.191	7.5	1.0	-
Household energy .....	121.251	121.632	121.681	9.8	0.4	0.0
Energy services .....	121.575	121.870	122.426	10.3	0.7	0.5
Electricity .....	120.854	120.854	120.826	11.2	0.0	0.0
Utility (piped) gas service .....	123.532	125.058	128.050	6.8	3.7	2.4
Household furnishings and operations .....	100.924	-	106.755	1.6	5.8	-
Apparel .....	95.030	-	101.618	8.7	6.9	-
Transportation .....	101.899	-	103.615	-2.9	1.7	-
Private transportation .....	102.962	-	105.221	-1.3	2.2	-
New and used motor vehicles .....	99.440	-	100.281	1.8	0.8	-
New vehicles .....	103.167	-	103.404	1.5	0.2	-
Used cars and trucks .....	110.233	-	108.366	9.1	-1.7	-
Motor fuel .....	101.159	101.623	105.705	-8.4	4.5	4.0
Gasoline (all types) .....	101.343	101.669	105.773	-8.3	4.4	4.0
Gasoline, unleaded regular(1) .....	101.159	101.504	105.676	-8.4	4.5	4.1
Gasoline, unleaded midgrade(1) .....	104.612	104.400	107.680	-7.2	2.9	3.1
Gasoline, unleaded premium(1) .....	101.678	101.991	105.872	-8.1	4.1	3.8
Motor vehicle insurance .....	116.013	-	121.221	6.7	4.5	-
Medical care .....	109.482	-	109.847	3.9	0.3	-
Recreation .....	105.481	-	103.310	4.0	-2.1	-
Education and communication .....	108.483	-	107.433	2.6	-1.0	-
Tuition, other school fees, and child care .....	119.282	-	118.503	2.0	-0.7	-
Other goods and services .....	109.019	-	110.704	2.8	1.5	-
<b>Commodity and service group</b>						
All items .....	108.626	-	109.550	2.2	0.9	-
Commodities .....	105.460	-	107.516	3.0	1.9	-
Commodities less food & beverages .....	101.765	-	104.452	1.2	2.6	-
Nondurables less food & beverages .....	98.740	-	102.445	-1.6	3.8	-
Durables .....	104.478	-	106.067	4.3	1.5	-
Services .....	110.576	-	110.837	1.8	0.2	-
<b>Special aggregate indexes</b>						

Note: See footnotes at end of table.

**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) - Continued**

Item and Group	Indexes			Percent change from-		
	Nov. 2020	Dec. 2020	Jan. 2021	Jan. 2020	Nov. 2020	Dec. 2020
All items less medical care .....	108.568	-	109.530	2.1	0.9	-
All items less shelter.....	107.224	-	108.468	2.7	1.2	-
Commodities less food .....	101.862	-	104.370	1.3	2.5	-
Nondurables .....	105.624	-	107.882	2.4	2.1	-
Nondurables less food.....	99.112	-	102.428	-1.4	3.3	-
Services less rent of shelter .....	109.723	-	109.816	2.4	0.1	-
Services less medical care services.....	110.376	-	110.648	1.6	0.2	-
Energy .....	109.916	110.349	112.794	-1.1	2.6	2.2
All items less energy .....	108.490	-	109.243	2.6	0.7	-
All items less food and energy .....	107.950	-	108.628	2.0	0.6	-

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.



# Helendale Community Services District

Date: March 4, 2021  
 TO: Board of Directors  
 FROM: Kimberly Cox, General Manager  
 BY: Cheryl Vermette, Program Coordinator  
 SUBJECT: Agenda item #7  
 Discussion and Possible Adoption of Resolution 2021-04: A Resolution of the of the Helendale Community Services District Board of Directors in Support of Filing an Application with the Bureau of Reclamation for a Grant Under the Water-Smart Grants: Small Scale Water Efficiency Projects

**STAFF RECOMMENDATION:**

Approve Resolution.

**STAFF REPORT:**

The District was previously awarded a Bureau of Reclamation Small-Scale Grant in 2017 for \$75,000 and again in 2019 for \$75,000. The first phase of the grant allowed the District to purchase and install 400 AMI Meters and Radios as well as the tower that transmits the data from the meters to the cloud making the data available to staff in real time. The second phase of the grant allowed the District to purchase 800 meters and 425 radios.

Staff is preparing a grant for Phase III of the AMI Meter Replacement project that will allow the District to purchase and install 800 meters and 425 dual port radios. Upon completion of Phase II, we will have installed 1566 of the approximately 2800 meters in the District.

Meters Installed from beginning of Meter Rotation Program through the end of Bureau of Reclamation Phase II.

	<b>Grant Amount</b>	<b>Meters Installed</b>	<b>Radios Installed</b>
Strategic Partners Pilot	\$23,747.55	112	81
Strategic Partners Phase I	\$12,500.00	109	54
Strategic Partners Radio	\$5,000.00	48	54
Strategic Partners Phase II	\$15,990.10	80	40
BOR Phase I	\$74,723.00	417	378
BOR Phase II	73,796.00	800	400
District Funding (Match, and meters 1" and larger)	\$187,523.10	14	14
Totals Grant Funding	\$205,756.64		
<b>Total</b>	<b>\$393,279.74</b>	<b>1566</b>	<b>1021</b>

Once Phase III is complete, 2,366 of the ¾" meters will be installed.

Funding for this project will come out of the Water Department's meter maintenance budget and will span two fiscal years. The total cost for Phase III of the AMI Meter Replacement Project will be \$199,936.52, of which approximately \$75,000 will be reimbursed through the grant. Staff time, equipment costs and meter parts are included in this proposal, however, will be used as a match above the 50%. The reimbursable costs will be used to purchase meters and radios.

It is anticipated that 40-60 projects will be funded through this opportunity. The application deadline is Tuesday, March 18, 2021; anticipated award will be announced in Summer 2021.

Staff is also preparing a \$25,000 grant through Mojave Water Agency's Strategic Partners Program that will allow us to purchase and install 125 additional meters and 70 dual port radios.

**FISCAL IMPACT:**

\$199,936.52	Initial Cost	
- \$75,000	Reimbursement	
<b>\$124,936.52</b>	<b>Total Cost to District</b>	
	<b>Breakdown of District Costs:</b>	
\$15,605.52	Employee Costs	
\$11,996.00	Equipment Costs	
\$32,375.00	Meters	} \$97,335.00
\$44,400.00	Radios	
<u>\$20,560.00</u>	Bushings	
\$124,936.52	Total	

**ATTACHMENTS:**

Budget Item Description  
Resolution



**RESOLUTION NO. 2021 – 04**

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

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

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

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

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

**ADOPTED** this 4th day of March, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Tim Smith, President

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Sandy Haas, Secretary

BUDGET ITEM DESCRIPTION	COMPUTATION		
	Total Cost	Reclamation	Recipient
<b>Salaries</b>			
Water Operator III	6,474.00		\$ 6,474.00
Maintenance Worker I	3,580.00		\$ 3,580.00
Customer Service	536.40		\$ 536.40
<b>Total</b>	<b>10,590.40</b>		<b>\$ 10,590.40</b>
<b>FRINGE BENEFITS</b>			
Water Operator III	2,618.00		\$ 2,618.00
Maintenance Worker I	2,124.00		\$ 2,124.00
Customer Service	273.12		\$ 273.12
<b>Total</b>	<b>5,015.12</b>	\$	<b>\$ 5,015.12</b>
<b>EQUIPMENT</b>			
Truck 216	6,724.00		\$ 6,724.00
Vactor Truck 213	5,272.00		\$ 5,272.00
Miscellaneous			
<b>Total</b>	<b>11,996.00</b>	\$	<b>\$ 11,996.00</b>
<b>SUPPLIES/MATERIALS</b>			
AMI Radios	\$57,375.00	\$ 25,000.00	\$ 32,375.00
Brass Meters	\$94,400.00	\$ 50,000.00	\$ 44,400.00
Bushings and Gaskets	\$20,560.00		\$ 20,560.00
	\$ 172,335.00	\$ 75,000.00	\$ 97,335.00
<b>CONTRACTUAL/ CONSTRUCTION</b>			
		\$	\$ -
<b>Subtotal</b>		\$	\$ -
<b>OTHER</b>			
<b>Subtotal</b>		\$	\$ -
<b>TOTAL DIRECT COSTS:</b>	<b>\$ 199,936.52</b>	<b>\$ 75,000.00</b>	<b>\$ 124,936.52</b>
<b>INDIRECT COSTS -</b>			
		\$	\$ -
<b>TOTAL ESTIMATED PROJECT/ACTIVITY COSTS:</b>		\$	