



Helendale Community Services District

March 5, 2020 at 6:30 PM
26540 Vista Road, Suite C, Helendale, CA 92342

Call to Order - Pledge of Allegiance

1. Approval of Agenda

- 2. Public Participation** - *Anyone wishing to address any matter pertaining to District business listed on the agenda or not, may do so at this time. However, the Board of Directors may not take action on items that are not on the agenda. The public comment period may be limited to three (3) minutes per person. Any member may speak on any agenda item at the time the agenda item is discussed by the Board of Directors.*

3. Consent Items

- a. Approval of Minutes: February 20, 2019, Regular Board Meeting
- b. Bills Paid and Presented for Approval
- c. Directors Expenses
- d. Annual Update on Park Development Impact Fees

4. Reports

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

Regular Business:

5. Discussion Only Regarding Review of Water Capital Projects
6. Discussion Only Regarding Review of Wastewater Capital Projects
7. Discussion and Possible Action Regarding Approval of Revised Fee Package
8. Discussion and Possible Action Regarding Draft Resolution 2020-01: A Resolution of the Board of Directors of the Helendale Community Services District Establishing Policies For Its Compensation, Reimbursement, and Ethics Training

Other Business

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

Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is sought in order to participate in the above agendized 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 5, 2020
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop / Cheryl Vermette
SUBJECT: Agenda item #3
Consent Items

CONSENT ITEMS

- a. Approval of Minutes: February 6, 2020, Regular Board Meeting
- b. Bills Paid and Presented for Approval
- c. Directors Expenses
- d. Annual Update on Park Development Impact Fees



Minutes of the Helendale Community Services District

BOARD OF DIRECTORS MEETING

February 20, 2020 at 6:30 PM

26540 Vista Road, Suite C. Helendale, CA 92342

Board Members Present:

Ron Clark – President; Tim Smith - Vice President; Sandy Haas, Secretary; Craig Schneider – Director;
Henry Spiller – Director

Staff Members Present:

Kimberly Cox, General Manager
Cheryl Vermette, Program Coordinator
Alex Aviles, Wastewater Operations Manager
Shavon Aviles, Senior Customer Service Rep

Consultants:

Steve Kennedy, Legal Counsel

Members of the Public:

There were three (3) members of the public present.

Call to Order and Pledge of Allegiance

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

1. Approval of Agenda

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

Vote: Motion carried by the following vote: 5 Yes – 0 No – 0

2. Public Participation

None

3. Consent Items

- a. Approval of Minutes: February 6, 2020 Regular Board Meeting
- b. Bills Paid and Presented for Approval

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

Vote: Motion carried by the following vote: 5 Yes – 0 No

4. Reports

- a. Directors' Reports

Director Schneider reported that he attended the Mojave Water Agencies High Desert Water Summit on February 14, 2020.

b. General Manager's Report

GM Cox reported that Yeghoian Paving will begin the drive approaches on February 27th. The county encroachment permit was completed. The Carnival began today, the District is using the water truck to keep dust down and provided use of two light towers. The purpose of the carnival is to raise funds to send the ROTC kids to Washington DC. The CDAG meeting in Sacramento was cancelled. Spring Valley Lake CSD was given the green light at LAFCO.

GM Cox presented the Administration Report. There were 40 account transfers for January. The Thrift Store revenue through January was \$26,719.49. UIA payments through February was \$6774.14. The total cash balance as of January was \$4,910,524, with \$751,160 in the Water Fund; \$3,727,962 in the Wastewater Fund; \$192,037 in the Solid Waste Fund and \$370,703 in the Park Fund.

Public Hearing

5. Public Hearing Regarding the Possible Adoption of Proposed ordinance 2020-01: Ordinance of the Board of Directors of the Helendale Community Services District Establishing Policies on Discontinuation of Water Service for Non-Payment

Discussion: Seeing no new attendees in the audience the Board waived the presentation of the Ordinance and President Clark opened the Public Hearing at 6:48 pm. Seeing no requests for comment, and no written protests President Clark closed the hearing at 6:48 pm.

Action: Director Schneider made the motion to waive the full reading and adopt Ordinance 2020-01 and direct Staff to publish a summary of the Ordinance as required by law. Director Haas seconded the motion.

Vote: The motion was approved by the following roll call vote: 5 – Yes; 0 – No

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

Regular Business

6. Discussion Only Regarding Mid-Year Financial Budget Review for Fiscal Year 2020

Discussion: General Manager Cox presented the Mid-Year budget review for fiscal year 2020. The Board receives monthly financials in their agenda materials. December represented the mid-way point through the budget year. The expectation is that the budget is at the 50% mark. There are some minor variances. The mid-year budget provides a basis for creating the next FY budget. Cox noted that there is nothing remarkable to report. She noted that the water revenues are at 54% and expenditures are at 47%; wastewater is at 51% and the expenditures are at 46%; the recycling center is at 67% of revenue and 37% of expenditures; Parks is at 35% of revenue and 48% of expenses; Solid Waste is at 51% of revenue and 46% of expenditures; and Admin is at 55% of revenue and 75% of expenditures.

Action: There was no action on this item

7. Discussion and Possible Action Regarding Approval of the Budget Calendar for Development of the Budget for Fiscal Year 2020/2021

Discussion: Each year Staff presents a proposed budget calendar that provides a pathway for budget development. This calendar also informs the interested public of the budget process. Staff anticipates minimal changes in format. Staff will meet February through March. On March 5th, the Water and Wastewater CIP will be reviewed with the Board; on March 17th the Park CIP will be reviewed with the

Park Committee and reviewed on March 19th with the full Board. On April 2nd or April 9th, the Board will meet for a Budget workshop (4/9 would be a special meeting). The public meeting will be held on May 7th and the public hearing for budget adoption will be held on May 21st. March 5th and March 19th are extra meeting if necessary. The Board agreed the Special Meeting on April 9th at 3:00 pm would be beneficial to review the budget.

Action: Director Schneider made the motion to approve a Special Meeting on March 9th and Direct Staff to prepare for the Budget workshop. The Board had no other changes to the proposed budget calendar.

8. Discussion and Possible Action Regarding the Consumer Price Index Inflationary Factors Related to Budget Development

Discussion: In 2013, Staff was directed to include the discussion of a COLA within the budget process. Staff is currently working on the FY21 draft budget. Previously, the District has used the January, February or March Los Angeles index. Last year the Board directed Staff to begin using the January date for the new Riverside index including fuel and food. The January Riverside CPI is 3%, the January Los Angeles CPI was 3.1%. The Bureau of Labor Statistics index for Riverside-San Bernardino area is released every other month (odd numbered months). The statistics are released 7 weeks after the month end. The January report was released on February 5th. The March report will not be available until late May. The District consultant recommended an annual COLA with a 5-year market review. The COLA is not meant to be a windfall, it is intended to keep the dollar constant. Ranges will be adjusted by the COLA and will become effective July 1, 2020. The COLA will be incorporated into the new budget.

Action: A motion was made by Director Schneider to a COLA of 3% based upon the January Riverside/San Bernardino Consumer Price Index to be incorporated into the FY2021 Budget. The motion was seconded by Vice President Smith.

Vote: The motion was approved by the following roll call vote: 5 – Yes; 0 – No
Director Schneider: Yes; Director Haas: Yes; President Clark: Absent; Vice President Smith: Yes; Director Spiller: Yes

Other Business

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

10. Adjournment

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

Submitted by:

Approved By:

Ron Clark, President

Sandy Haas, Secretary

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



Helendale Community Services District

Date: March 05, 2020
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop, Senior Account Specialist
SUBJECT: Agenda item # 3 b.
Consent Item: Bills Paid and Presented for Approval

STAFF RECOMMENDATION:

Report Only. Receive and File

STAFF REPORT:

Staff issued 60 checks and 20 EFT's totaling \$98,685.39

| | | |
|-----------------------|-----------------|-----------------|
| Total cash available: | <u>3/02/20</u> | <u>2/12/20</u> |
| Cash | \$ 5,254,479.51 | \$ 5,190,057.55 |
| Checks/EFT's Issued | \$ 98,685.39 | \$ 312,444.50 |

Investment Report

The Investment Report shows the status of invested District funds. The current interest rate is 1.73% for Cal TRUST Short-Term and 1.62% for Medium-Term Investments, 2.04% for LAIF, and 0.25% for the CBB Sweep Account for Feb 2020. Interest earned in Feb 2020 on the CalTRUST investments and the CBB Sweep Account is \$5,129.05.



Helendale CSD

Bills Paid and Presented for Approval

Transaction Detail

Issued Date Range: 02/13/2020 - 03/02/2020

Cleared Date Range: -

| Issued Date | Number | Description | Amount | Type | Module |
|---|-----------------------|--|-----------|-------|------------------|
| Bank Account: 251229590 - CBB Checking | | | | | |
| 02/19/2020 | 22832 | Univar Solutions USA Inc | -5,141.52 | Check | Accounts Payable |
| 02/20/2020 | 22861 | Alex Aviles | -185.59 | Check | Accounts Payable |
| 02/20/2020 | 22862 | Apple Valley Communications, Inc | -475.00 | Check | Accounts Payable |
| 02/20/2020 | 22863 | Brunick, McElhaney & Kennedy | -5,737.50 | Check | Accounts Payable |
| 02/20/2020 | 22864 | Cardmember Services | -1,301.44 | Check | Accounts Payable |
| 02/20/2020 | 22865 | County of San Bernardino, Solid Waste Mgmt. Div. | -863.28 | Check | Accounts Payable |
| 02/20/2020 | 22866 | CWEA/DAMS | -192.00 | Check | Accounts Payable |
| 02/20/2020 | 22867 | Daily Press | -388.81 | Check | Accounts Payable |
| 02/20/2020 | 22868 | Extreme Sports Imaging | -582.39 | Check | Accounts Payable |
| 02/20/2020 | 22869 | Frontier Communications | -60.60 | Check | Accounts Payable |
| 02/20/2020 | 22870 | Frontier Communications | -64.11 | Check | Accounts Payable |
| 02/20/2020 | 22871 | HDMWA | -80.00 | Check | Accounts Payable |
| 02/20/2020 | 22872 | Home Depot Credit Services | -661.90 | Check | Accounts Payable |
| 02/20/2020 | 22873 | James MW Radford | -245.00 | Check | Accounts Payable |
| 02/20/2020 | 22874 | Patton's Sales Corp | -344.48 | Check | Accounts Payable |
| 02/20/2020 | 22875 | Quinn Company | -199.27 | Check | Accounts Payable |
| 02/20/2020 | 22876 | SWRCB, DWOCP | -60.00 | Check | Accounts Payable |
| 02/20/2020 | 22877 | Uline | -136.40 | Check | Accounts Payable |
| 02/20/2020 | 22878 | Verizon Wireless | -700.98 | Check | Accounts Payable |
| 02/20/2020 | 22879 | Verizon Wireless | -96.90 | Check | Accounts Payable |
| 02/20/2020 | 22880 | Southern California Edison | -1,127.06 | Check | Accounts Payable |
| 02/20/2020 | 22881 | California State Disbursement Unit | -230.76 | Check | Accounts Payable |
| 02/20/2020 | 22882 | NATHAN J. HOFMANS | -13.37 | Check | Utility Billing |
| 02/20/2020 | 22883 | KARINA AVECHUCO | -110.42 | Check | Utility Billing |
| 02/20/2020 | 22884 | DIANNE LAMY | -56.41 | Check | Utility Billing |
| 02/20/2020 | 22885 | MICHELLE HERRERA | -4.55 | Check | Utility Billing |
| 02/13/2020 | 22886 | DORANNA BUXTON | -200.00 | Check | Utility Billing |
| 02/26/2020 | 22887 | Eide Bailly LLP | -9,920.02 | Check | Accounts Payable |
| 02/26/2020 | 22888 | Univar Solutions USA Inc | -2,227.21 | Check | Accounts Payable |
| 02/28/2020 | 22889 | Void Check | 0.00 | Check | Accounts Payable |
| 02/28/2020 | 22890 | Void Check | 0.00 | Check | Accounts Payable |
| 02/28/2020 | 22891 | Void Check | 0.00 | Check | Accounts Payable |
| 02/28/2020 | 22892 | Void Check | 0.00 | Check | Accounts Payable |
| 02/28/2020 | 22893 | Void Check | 0.00 | Check | Accounts Payable |
| 02/28/2020 | 22894 | Void Check | 0.00 | Check | Accounts Payable |
| 02/28/2020 | 22895 | Void Check | 0.00 | Check | Accounts Payable |
| 02/28/2020 | 22896 | Void Check | 0.00 | Check | Accounts Payable |
| 02/28/2020 | 22897 | Void Check | 0.00 | Check | Accounts Payable |
| 02/28/2020 | 22898 | Void Check | 0.00 | Check | Accounts Payable |
| 02/28/2020 | 22899 | Void Check | 0.00 | Check | Accounts Payable |
| 02/28/2020 | 22900 | Void Check | 0.00 | Check | Accounts Payable |
| 02/28/2020 | 22901 | Void Check | 0.00 | Check | Accounts Payable |
| 02/28/2020 | 22902 | Void Check | 0.00 | Check | Accounts Payable |
| 02/28/2020 | 22903 | Void Check | 0.00 | Check | Accounts Payable |
| 02/28/2020 | 22904 | ACI Payments, Inc | -58.30 | Check | Accounts Payable |
| 02/28/2020 | 22905 | Bank of America | -3,210.03 | Check | Accounts Payable |
| 02/28/2020 | 22906 | Desert Community Bank | -282.57 | Check | Accounts Payable |
| 02/28/2020 | 22907 | Diane Ona | -60.00 | Check | Accounts Payable |
| 02/28/2020 | 22908 | Frontier Communications | -87.38 | Check | Accounts Payable |
| 02/28/2020 | 22909 | Heather L. Starstman | -441.90 | Check | Accounts Payable |
| 02/28/2020 | 22910 | Inland Water Works Supply Co. | -348.47 | Check | Accounts Payable |
| 02/28/2020 | 22911 | Parkhouse Tire, Inc. | -296.80 | Check | Accounts Payable |

Bank Transaction Report

| Bank Account | Count | Amount |
|--|--------------|-------------------|
| 251229590 CBB Checking | 80 | -98,685.39 |
| Report Total: | 80 | -98,685.39 |

| Cash Account | Count | Amount |
|---|--------------|-------------------|
| **No Cash Account** | 15 | 0.00 |
| 99 99-111000 Cash in CBB - Checking | 65 | -98,685.39 |
| Report Total: | 80 | -98,685.39 |

| Transaction Type | Count | Amount |
|-------------------------|--------------|-------------------|
| Check | 60 | -39,543.33 |
| EFT | 20 | -59,142.06 |
| Report Total: | 80 | -98,685.39 |

Bank Transaction Report

Issued Date Range: -

| Issued Date | Number | Description | Amount | Type | Module |
|---|----------------------------|---|-------------------|-------|------------------|
| 02/28/2020 | 22912 | Rebecca Gonzalez | -165.00 | Check | Accounts Payable |
| 02/28/2020 | 22913 | Shred-it USA LLC | -80.55 | Check | Accounts Payable |
| 02/28/2020 | 22914 | Staples Office Supplies | -151.80 | Check | Accounts Payable |
| 02/28/2020 | 22915 | Tyler Technologies, Inc. | -137.00 | Check | Accounts Payable |
| 02/28/2020 | 22916 | UIA Ultimate Internet Access, Inc | -700.04 | Check | Accounts Payable |
| 02/28/2020 | 22917 | USA Blue Book | -930.96 | Check | Accounts Payable |
| 02/28/2020 | 22918 | Woodie and the Longboards | -200.00 | Check | Accounts Payable |
| 02/28/2020 | 22920 | Southwest Gas Company | -985.56 | Check | Accounts Payable |
| 02/19/2020 | EFT0003119 | To record CalPERS 457 Pmt - PPE 2/16/20 | -600.00 | EFT | General Ledger |
| 02/21/2020 | EFT0003120 | To record Tasc Flex Claim Pmt - PPE 2/16/20 | -777.07 | EFT | General Ledger |
| 02/19/2020 | EFT0003121 | EDD StatePayroll Tax PPE 2/16/20 | -2,043.16 | EFT | General Ledger |
| 02/19/2020 | EFT0003122 | Federal Payroll Tax - PPE 2/16/20 | -6,642.59 | EFT | General Ledger |
| 02/20/2020 | EFT0003123 | To record CalPERS PEPRA Pmt PPE 1/19/20 | -1,198.20 | EFT | General Ledger |
| 02/20/2020 | EFT0003126 | To record CalPERS Classic Pmt PPE 1/19/20 | -6,233.45 | EFT | General Ledger |
| 02/27/2020 | EFT0003127 | To record CalPERS PEPRA Pmt PPE 2/2/20 | -1,203.91 | EFT | General Ledger |
| 02/27/2020 | EFT0003128 | To record CalPERS Classic Pmt PPE 2/2/20 | -6,241.99 | EFT | General Ledger |
| 02/27/2020 | EFT0003129 | To record CalPERS Health Premium Mar 2020 | -15,858.35 | EFT | General Ledger |
| 02/28/2020 | EFT0003133 | CalPERS PEPRA Pmt PPE 2/16/20 | -1,212.71 | EFT | General Ledger |
| 02/27/2020 | EFT0003134 | To record CalPERS Classic Pmt PPE 2/16/20 DUE TO ADJ t: | -5,725.07 | EFT | General Ledger |
| 02/25/2020 | EFT0003135 | To record Bank Account Analysis Fees | -427.11 | EFT | General Ledger |
| 03/02/2020 | EFT0003136 | To record EVO Rec Desk CC Fees 22567 | -85.66 | EFT | General Ledger |
| 03/02/2020 | EFT0003137 | To record EVO Thrift Store CC Fees 23099 | -329.65 | EFT | General Ledger |
| 03/02/2020 | EFT0003138 | To record Global Pmt / Open Edge Fees - 4367 | -1,047.78 | EFT | General Ledger |
| 03/02/2020 | EFT0003139 | To record Global Pmt / Open Edge Fees - 4366 | -388.38 | EFT | General Ledger |
| 02/28/2020 | EFT0003141 | CalPERS Classic Pmt Pw/Adjustment PPE 2/16/20 | -5,725.07 | EFT | General Ledger |
| 03/02/2020 | EFT0003142 | To record Sales Tax Pmt - 2nd Pmt 1st Quarter 2020 | -2,024.84 | EFT | General Ledger |
| 03/02/2020 | EFT0003143 | To record CalPERS 457 Pmt - PPE | -600.00 | EFT | General Ledger |
| 03/02/2020 | EFT0003144 | To record Tasc Flex Claim Pmt - PPE | -777.07 | EFT | General Ledger |
| Bank Account 251229590 Total: (80) | | | -98,685.39 | | |
| Report Total: (80) | | | -98,685.39 | | |



Helendale Community Services District

Date: March 5, 2020
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop / Cheryl Vermette
SUBJECT: Agenda item #3c
Presentation of Directors' Expenses

STAFF REPORT:

Attached for the Board's consideration is a spreadsheet that outlines Director's expenses for the pay period from 2/3/2020 to 2/16/2020. The expenses are represented consistent with the conversation at the 2/20/20 Board meeting of which the redline modifications to the applicable resolution are included in agenda item 8. If approved as presented in item 8 this will be the presentation henceforth unless otherwise modified.

Director's Expenses
Pay Period Ending February 14, 2020

Name: Sandy Haas

| Date | Activity | Rate |
|-----------------------|---|-------------|
| 2/4/2020 | Meeting with General Manager | 137.5 |
| 2/6/2020 | Regular Board Meeting | 137.5 |
| 2/11/2020 | Park and Recreation Committee Meeting | 137.5 |
| 2/12/2020 | Tri-Communities Special Districts Meeting | 137.5 |
| 2/13/2020 | Meeting with staff to discuss new park amenity (RC Track) | 137.5 |
| | Miles | |
| | Meals - Tri Communities Meeting | \$15.93 |
| | Lodging | |
| | Other | |
| Total this Pay Period | | 703.43 |

Name: Craig Schnieder

| Date | Activity | Rate |
|-----------------------|---------------------------------------|-------------|
| 2/5/2020 | Meeting with General Manager | 137.5 |
| 2/6/2020 | Regular Board Meeting | 137.5 |
| 2/11/2020 | Park and Recreation Committee Meeting | 137.5 |
| 2/14/2020 | High Desert Water Summit | 137.5 |
| | Miles | 25.3 |
| | Meals - Tri Communities Meeting | |
| | Lodging | |
| | Other | |
| Total this Pay Period | | 575.3 |

Name: Tim Smith

| Date | Activity | Rate |
|-----------------------|---------------------------------------|-------------|
| 2/4/2020 | Meeting with General Manager | 137.5 |
| 2/6/2020 | Regular Board Meeting | 137.5 |
| 2/11/2020 | Park and Recreation Committee Meeting | 137.5 |
| | Miles | |
| | Meals - Tri Communities Meeting | |
| | Lodging | |
| | Other | |
| Total this Pay Period | | 412.5 |



Helendale Community Services District

Date: March 5, 2020
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop / Cheryl Vermette
SUBJECT: Agenda item #3d
Annual Update on Park Development Impact Fees

STAFF REPORT:

In 2018, the Board approved a development impact fee for new construction that would help with the capital improvement at the Helendale Community Park. Between adoption of the ordinance in February 2018 through December 2018 there were \$3440 collected in fees. Staff endeavors to inform the Board annually of the park development fees received.

There has been an increase in building this past year hopefully signifying that the local economy is moving in a positive direction. Below is a list of the fees that have been paid between January 2019-2020:

| PARK DEVELOPMENT IMPACT FEES COLLECTED JANUARY 2019 - JANUARY 2020 | | |
|--|-----------------------------------|---------------|
| Post Date | Description | Amount |
| 03/22/2019 | 14915 RIVERS EDGE | \$ (1,720.00) |
| 04/01/2019 | 14899 RIVERS EDGE | \$ (1,720.00) |
| 05/07/2019 | 26548 MAINSAIL | \$ (1,720.00) |
| 10/18/2019 | 26218 FLEET LN | \$ (1,720.00) |
| | | \$ (6,880.00) |



Helendale Community Services District

Date: March 5, 2020
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #5
Discussion Only Regarding Review of the Five-Year Capital Improvement Projects for Water

STAFF RECOMMENDATION:

Staff seeks input from the Board regarding the five-year Water CIP.

STAFF REPORT:

Each year the Board reviews the Water Capital Improvement Plan (CIP) which is an important part of the budget document. The Capital Improvement Program is included in the budget to provide insight regarding major capital expenditures over a five-year planning horizon. This can include new infrastructure such as a new well, however, the CIP also include repair and replacement of existing water facilities. The District's rate structure includes revenue laden improvements and repairs which are ostensibly supported by the water rates which is the most ideal scenario. However, if cost of capital projects exceeds the operating budget, then reserve funds are drafted to complete critical projects. The water fund has struggled over the year with building adequate reserve funds. Currently there is approximately \$750,000.

Attached is a draft copy of the CIP that will be revised by Staff over the next few months. Total estimated capital expenditures for next fiscal year is \$1,738,667.

Staff will provide a presentation at the board meeting that includes the five-year capital improvement plan for water.

FISCAL IMPACT: Most proposed capital projects exceed the General Manager's authority and as such will require approval by the Board consistent with the District's purchasing policy

POSSIBLE MOTION: None required

ATTACHMENTS: Draft Five-Year Water CIP and current CIP

Capital Budget FY 2021 - FY2025

Water Fund

| | FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 | FY 2025 | |
|---|------------|---------|---------|---------|---------|---------|---------------|
| Corporate Yard - 60x120 Metal Building / Enclosure Engineering for Building | \$ 300,000 | \$ - | \$ - | - | - | - | NEW |
| Generator | 20,000 | 90,000 | - | - | - | - | Moved earlier |
| New Well (Location TBD) | 90,000 | 851,000 | - | - | - | - | Move Later |
| Well 1A Building Improvements | 854,000 | 40,000 | - | - | - | - | |
| Abandon Wells 5 & 6 | - | - | - | - | 30,000 | 30,000 | |
| New Well Pipeline (connect to Distribution System) | 240,000 | 210,000 | 210,000 | - | - | - | |
| North & South Tank - Interior Re-Coating | 250,000 | - | 250,000 | - | - | - | |
| North & South Tank - Valves & Manifold | 80,000 | - | 80,000 | - | - | - | |
| New Well Testing (Test drills) | - | - | - | - | - | - | |
| New Turbine Pump Well 1A and Rehab | 90,000 | 85,000 | 85,000 | - | - | - | |
| New Turbine Pumps Well 4A & Rehab | - | 85,000 | 85,000 | - | - | - | |
| Well Rehabilitation 4A | - | - | 110,000 | - | - | - | |
| Well Rehabilitation 1A | See above | - | - | - | - | - | |
| Water Truck | 7,000 | - | - | - | - | - | |
| Ride-On Trencher | 162,667 | 162,667 | 162,667 | 185,137 | 185,166 | - | |
| AMI Meters | 170,000 | - | - | - | - | - | |
| Well Exploration Test Holes - April 2020 | - | 162,667 | 162,667 | - | - | - | |
| Service Truck | - | - | 20,000 | - | - | - | |
| Bobcat | 45,000 | - | - | - | - | - | |
| Dump Trailer | 16,000 | - | - | - | - | - | |



Helendale Community Services District

Date: March 5, 2020
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
Discussion Only Regarding Review of the Five-Year Capital Improvement Projects for Wastewater

STAFF RECOMMENDATION:

Staff seeks input from the Board regarding the five-year Wastewater CIP.

STAFF REPORT:

Each year the Board reviews the Wastewater Capital Improvement Plan (CIP) which is an important part of the budget document. The Capital Improvement Program is included in the budget to provide insight regarding major capital expenditures over a five-year planning horizon. This can include new infrastructure such as the pipeline and pump for the new irrigation area, however, the CIP also includes repair and replacement of existing wastewater facilities including the Smithson lift station or the headworks grit classifier system that were completed this year. The District's rate structure includes revenue laden improvements and repairs which are ostensibly supported by the wastewater rates which is the most ideal scenario. However, if cost of capital projects exceeds the operating budget, then reserve funds are drafted to complete critical projects. The wastewater rates have not increased in the 14 years the District has operated the plant even though significant capital projects have been completed. In the near future, Staff would recommend that the Board take a close look at the sewer rates. Currently there is approximately \$3.7 million in wastewater reserves which is down from \$3.9 million in 2018.

Attached is a draft copy of the CIP that will be revised by Staff over the next few months. Total estimated capital expenditures for next fiscal year is \$990,000.

Staff will provide a presentation at the board meeting that includes the five-year capital improvement plan for wastewater.

FISCAL IMPACT: Most proposed capital projects exceed the General Manager's authority and as such will require approval by the Board consistent with the District's purchasing policy

POSSIBLE MOTION: None required

ATTACHMENTS: Draft Five-Year Wastewater CIP and current CIP

####

| | FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 | FY 2025 | |
|--|------------|------------|------------|------------|-----------|------------|--|
| | FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 | FY 2025 | |
| Wastewater Fund | | | | | | | |
| Rehab Digester | | \$ 100,000 | \$ 175,000 | \$ 100,000 | | | |
| Generator (reconfigure and/or remove) | | | | | | | |
| Monitoring Wells | \$ 120,000 | | | | | | |
| Plant & Lift Station #1 SCADA | | \$ 40,000 | \$ 40,000 | | | | |
| Plant Sludge Lines (Replacement) | \$ 320,000 | \$ 320,000 | | | | | |
| Grit Removal System (Replacement) | \$ 120,000 | | | | | | |
| Secondary Irrigation Pump Project | \$ 50,000 | | | | | | |
| Storage Building/Office/Lab | \$ 300,000 | \$ 300,000 | | | | | |
| Engineering for new building | \$ 20,000 | | | | | | |
| Secondary Clarifier Rehabilitation | \$ 120,000 | \$ 120,000 | | | | | |
| Schooner Pump Station Coating & rebuild | \$ 40,000 | \$ 40,000 | | | | | |
| Parkway Pump Station Coating & rebuild | \$ 40,000 | \$ 40,000 | | | | | |
| Smithson Lift Station Rebuild | \$ 116,000 | | | | | | |
| Parshall Flume Grating, grit chamber, Primary #1 and Concrete Repair & Fine Bar Screen Replacement | | \$ 35,000 | \$ 240,000 | | | | |
| BioFilter Rebuild TF#1 & TF#2 | | \$ 50,000 | \$ 50,000 | | | | |
| Valve Replacement in Drying Beds | \$ 7,000 | \$ 7,000 | | | | | |
| Manifold for secondary irrigation & new lines (park) | \$ 40,000 | \$ 40,000 | | | | | |
| Smithson Lift Station Manifold Rebuild | | \$ 45,000 | | | | | |
| New Edison Service for Secondary irrigation | \$ 11,000 | | | | | | |
| Collection System Lining - Various areas | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 130,000 | | | |
| Fine Bar Screen | | | | \$ 60,000 | | | |
| Trickling Filter Pump Rebuilds | | | | \$ 10,000 | | | |
| Pump Room Valve Replacements | | | | | \$ 20,000 | | |
| Lift Station Sump Pumps | | | | | | | |
| Trailer Mounted Jetter | | | | | | | |
| Loader | | | \$ 50,000 | | | | |
| Tricking Filter Pump #2 | | \$ 45,000 | | | | \$ 150,000 | |
| New Pumps for Schooner & Parkway Stations | | | | | \$ 50,000 | | |
| Sump Pumps | | | | | \$ 85,000 | | |
| Service Truck | | | | | | \$ 30,000 | |

| |
|---------------|
| NEW |
| Moved earlier |
| Move Later |



Helendale Community Services District

Date: March 5, 2020
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
Discussion and Possible Action Regarding Approval of Revised Fee Package

STAFF RECOMMENDATION:

Staff requests approval of this item.

STAFF REPORT:

Due primarily to the changes required by SB998, District Staff has taken the opportunity to review and revise the fee package that outlines charges for services. Staff will provide a detailed presentation at the Board meeting.

The document has been arranged by topic, including development, water, wastewater, damage, park, etc. In addition, fees have been modified based upon Staff's analysis of actual time and cost related with specific service provision. Some fees are recommended to increase while others are suggested to decrease. There are also several fees that have been determined, due to automation, are negligible in cost and should be removed from the fee package thereby providing greater value for our customers. The Board has the final determination regarding the cost of fees or deletion of fees.

As the Board recall, SB998 specifically limited disconnection fees during business hours to \$50.00 and after business hours to \$150. The District currently has one fee that covers disconnection and reconnection due to non-payment of \$60. If an after-hours reconnection is requested the \$70 currently being charged does not cover the actual cost of a two-hour call out at overtime rates plus mileage. The proposed rate for disconnection due to nonpayment is \$50.00 and the proposed rate for an after-hours reconnection is \$96.00. In the event a property was disconnected due to non-payment and call after hours to have service restored, the total fee charged would be \$146.00. Currently in that scenario the total fee would be \$130.00.

A draft document is attached for the Board's review and will be discussed in detail at the Board meeting.

FISCAL IMPACT: Varies based upon customer activity.

ATTACHMENTS: Draft Fee Package



Helendale Community Services District

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

**HELENDALE COMMUNITY SERVICES DISTRICT
 FEE PACKAGE
 As amended March 5, 2020**

FIXED MONTHLY RATES:

WATER FACILITIES SERVICE CHARGE*

| Meter Size | Monthly Charge | Monthly Charge as of 7-1-20 |
|-------------|-------------------|-----------------------------|
| ¾" & 1" | \$31.25 \$43.86 | \$46.05 |
| 2" | \$82.89 \$92.10 | \$96.71 |
| 3" | \$246.88 \$346.49 | \$363.81 |
| 4" | \$312.50 \$438.59 | \$460.52 |
| 6" (SLA-RV) | \$312.50 \$438.59 | \$460.52 |
| 6" | \$468.75 \$657.89 | \$690.79 |

MONTHLY CONSUMPTION CHARGES (per HCF)

| |
|---------------|
| RATE |
| \$1.50 |

*HCF = 748 Gallons

SEWER SERVICE USER CHARGE*

\$36.64 per edu (Equivalent Dwelling Unit)

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

MONTHLY SOLID WASTE (TRASH/RECYCLING) SERVICE CHARGE - RESIDENTIAL

| SERVICE TYPE | Monthly charge as of 7/1/19 | Proposed Monthly charge as of 7/1/20 |
|---|-----------------------------|--------------------------------------|
| Residential with Solid Waste Fee on Property Tax | \$20.24 \$21.70 | ? |
| Residential without Solid Waste Fee on Property Tax | \$27.50 \$28.96 | ? |
| Extra 95-gallon trash barrel | \$7.41 \$7.89 | ? |

| | | |
|--------------------------------|--------|---|
| Extra 65-gallon recycle barrel | 1.46 | ? |
| | \$1.56 | |

DEVELOPMENT FEES:

1. Water Availability Letter/Update of Water Availability Letter
\$35.00 per letter

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

3. Water System Connection Fee (based on residential)
\$2,251.65
 Commercial evaluated on a case by case basis.

4. Water Supply Fee (based on residential – See Resolution 2015-01 & Exhibit A)
 For the purchase of water to serve property the fee is:
\$5,000.00 – effective 1/15/15
 Commercial evaluated on a case by case basis.

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

| Meter Size | Charge |
|-------------------|-------------------|
| ¾ & 1" | \$600.00 |
| 1 ½" | \$600.00 |
| 2" | Cost + 15% |
| 3" | Cost + 15% |
| 4" | Cost + 15% |
| 6" | Cost + 15% |
| 8" | Cost + 15% |

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

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

-Construction Inspection Fee

Inspection of proposed facility to ensure that construction is in compliance with HCS D water and sewer standards.
\$340.00 plus \$68.00/hour over five (5) hours

7. Sewer System Connection Fee (based on residential)
\$3,360.95
 Commercial evaluated on a case by case basis.

8. Processing fee to determine EDU count
\$45.00 per sewer connection for plan check

9. Inspection Fees - Sewer

| Service | Fee |
|------------------------|--------------------------|
| Permit & 3 inspections | \$219.00 |
| Additional inspections | \$53.00 per visit over 3 |
| Fixture Units Over 20 | \$25.00 per fixture unit |
| Main cut-in | \$100.00 |

10. Park Development Impact Fee

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

Single Family \$ 1,720.00

Multi-Family \$ 1,274.00

11. Field Inspection for verification of utilities

This would include any pre-construction verification including pot-holing for utilities. \$75 per location plus 15%

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

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

Fee will be determined by the District Engineer and charged at cost plus 50%

Administration fee.

WATER RELATED FEES:

1. Backflow Maintenance Fee

Customers with back-flow devices are notified annually to conduct an inspection of the device. The inspection is performed by a licensed inspector who submits the inspection report to HCSD. The HCSD is required to process such notices and keep records of the inspections.

\$35.00 per device per year

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

2. Meter and Backflow Testing

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

3. Fire Flow Test

\$225.00 plus 5 HCF of water consumption for each test. Changed from 15 HCF to 5 HCF.

4. Private Fire Protection Service

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

Water used for any purpose other than fire protection shall be charged double the monthly facilities charge **plus the cost of water consumed at a 20% surcharge. Removed "shall be charged at the highest tier"**

5. Replacement of Customer's Courtesy Valve

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

6. Bench Calibration

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

7. Hydrant Meter Rental **Changed to 3" size and removed 1" and 4"**

| Meter Size | Monthly Charge | Usage per HCF | Monthly charge as of 7/1/20 | Usage per HCF as of 7/1/20 | Deposit |
|------------|----------------|---------------|-----------------------------|----------------------------|------------|
| 3" | \$519.74 | \$3.84 | \$545.72 | \$3.99 | \$1,500.00 |

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

LABOR AND EQUIPMENT FEES:

1. Equipment Rates are billed at the hourly rate plus 15%. **Change from listing each piece of equipment and added hourly rate plus 15%.**

2. Administration/Supervision

The total labor/equipment cost to include the costs of administration and other overhead charges including accounting, purchasing, building leases, etc.
50% of labor/equipment cost

3. Labor Rate

Miscellaneous work performed by operator or maintenance worker.
 Will be charged at the appropriate hourly rate. After hours, weekend and holiday rates will be charged as appropriate and are subject to a minimum two (2) hour call out.

MISCELLANEOUS FEES:

1. Delinquent Water & Sewer Fees

The amount to charge for accounts that remain unpaid after the due date:
10% of the current balance plus 1% of the unpaid previous balance.

2. Returned Check

The fee charged when a check is returned unpaid by the bank for any reason.
\$25.00 changed from \$24 + Bank Fee as a pass through. Due to reduction in Admin time it takes to process a returned check. Tyler system update now makes it easier to process returned checks.

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

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

\$40.00

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

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

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

\$40.00 - 1 day turn on/off

change from \$30 first occurrence, \$20 each occurrence thereafter to match the Turn off/turn on fee at Customer's request.

5. After-Hours Call Out Fee

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

\$96.00 Change from \$70 due to staff costs + mileage.

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

6. Variance

Management and Legal Counsel are required to review an application for a variance.

\$200.00

7. Copying Fees

Fee for providing reproduction services; per page charge.

\$0.25 per page

8. Door Hanger Charge

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

\$15.00 Added the word occupant

9. Check Processing Fee

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

--Request to issue refund check to a customer (credit balance on active account),

--Request to issue a deposit refund to multiple recipients

--Request a refund check outside of the normal billing/closing bill process.

-- Request for a check to be made out to in individual rather than a trust. (In cases when the account is in the name of a trust)

\$15.00 per check issued or to re-issue a check

10. Stop Payment Fee

When the District needs to place a stop payment on a District issued check (due to lost, damaged, etc.).

\$30.00 per check (\$30 fee will be deducted from original check amount issued)

Added wording:

The cost to re-issue a new check at the customer or vendor request is \$15.00. See Item 9.

11. Credit Card Convenience Charge

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

12. Credit Check Fee Added this item # to fee package.

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

13. Disconnect Fee

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

\$50.00 Changed from \$60

14. Reconnect Fee Added this item # to fee package

The fee to turn water service on after service has been turned off for non-payment. When performed during normal working hours the reconnect fee is:

\$20.00

15. Lien Fees

The fee to ensure payment for unpaid water and sewer related charges against the property.

The fee for preparation and recordation of the Lien and the subsequent Release of Lien are as follows:

\$109.00 + lien release cost as a pass-through (as of 1/1/2020 the County fee is \$20). Changed from \$106 + lien filing and release costs as pass through to better capture staff costs.

DAMAGE and ILLEGAL USE FEES: Changed the fee package to include section on Damages and Illegal Use Fees.

1. Damaging sewer infrastructure during tie-in

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

2. Damages to District Facilities added graffiti on District property, combined Intentional Damage and Misdemeanor charges to this Item # and including Damages to Park Facilities to this Item #.

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

Intentional Damage Charge

Charges for intentional damage to HCSD's equipment, facilities or infrastructure shall be charged:

\$35.00 per incident + costs of parts and labor + 15% administration fee.

Misdemeanor Charge

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

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

Damages to Park Facilities

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

Costs of parts and labor + 15% administration fee.

3. Police Report Added this Item #

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

Cost + 15%

4. Cessation of Sewer service due to illegal usage

In the event of illegal/unauthorized usage of the sewer system a property can be blocked from usage.
Cost plus 15%.

5. Flow Restrictor Installation/Removal **Changed wording to include implementation of conservation mandates, and/or other circumstances under which the District Deems necessary. Changed fee from \$90 to Cost + 15%. We do not have a current cost for a flow restrictor.**

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

Cost + 15%

6. Broken Utility Lock

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

Cost + Labor + 15% **changed from \$45 for lock + \$45 labor**

7. Broken Angle Meter Stop (A-Stop) **changed from \$90 if A-stop is repairable, removed police report due to adding a new item # for police report**

Any combination of the following charges may apply:

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

-If the A-Stop cannot be repaired and a new service line will need to be pulled the charge is: Cost + 15%

-If existing service line can be compressed in order to make necessary repair the charge is: 50% of the cost of new service installation + 15% (This process compromises the service line and can only be done twice before line needs to be replaced.)

8. Meter Pull/Meter Reset **changed wording to include + Cost + 15%, added reset meter charge as a separate fee.**

In the event the meter is pulled (due to tampering, to check meters performance per customer request, etc.) the fee is:

\$100.00 + Cost + 15%

To reset the meter the charge is:

\$100.00 + Cost + 15%

9. Unauthorized Water Usage/Theft of Water

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

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

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

\$150.00 per instance

\$150.00 + cost of repairs and water usage. (If usage amount cannot be verified then a water cost equivalent to an average of the last **twelve** months **changed from 3 months** will be charged.

10. Obstruction Charge

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

\$35.00 per billing cycle plus monthly average of water usage based upon the previous **twelve months**
Changed from 3 months and added the words: until the meter is unobstructed.
Once meter read is obtained, usage amount will be modified accordingly.

11. Unauthorized Move of Temporary Construction Meter

Fee for movement of a temporary construction meter without authorization.

\$90.00

Staff Suggestions:

Remove the following Items from Fee Package. Determined fees were no longer necessary due to Tyler system update making it easier to process such Items.

Deposit Items 1 & 2: Remove deposit information from Fee Package due to Deposits are addressed in Deposit Policy

Demand Letter fee – was \$15

Transfer of Billing (Service Establishment Fee) (new accounts) was \$25

Parcel Inquiries – was \$15

DRAFT



Helendale Community Services District

Date: March 5, 2020
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #8
Discussion and Possible Action Regarding Approval of Resolution 2020-01: A
Resolution of the Board of Directors of the Helendale Community Services District
Establishing Policies for its Compensation, Reimbursement, and Ethics Training

STAFF RECOMMENDATION:

Staff approval of this item.

STAFF REPORT:

The resolution was reviewed with the Board on February 6 with direction given to Staff and District General Counsel to make certain changes consistent with the transition in Board compensation from 1099's to payroll. At that time the Board reviewed the resolution, specifically section 1.3 and 2.6 as it relates to procedures for monthly compensation.

It was also recommended that the Board review Exhibit A and provide input as to any additional meetings that should be enumerated in the exhibit. To date, Staff has not received any additional items, however, this can also occur at the Board meeting.

FISCAL IMPACT: None

POSSIBLE MOTION: Motion to approve Resolution 2020-04

ATTACHMENTS: Resolution 2020-04



RESOLUTION NO. 201920-1014

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

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

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

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

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

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

Section 1. **COMPENSATION.**

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

1.2. **Day of Service.**

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

- (a) Attendance at a meeting of the Board;
- (b) Participation at a meeting of a standing committee of the Board;
- (c) Attendance at a meeting of an ad hoc committee of the Board;
- (d) Attendance at a meeting with the District’s General Manager involving the operations of the District;
- (e) Attendance at a meeting with the District’s auditors, attorneys, or other consultants involving matters for which the consultants have been retained by the District;
- (f) Attendance at a meeting of a local, state, or federal body with subject matter jurisdiction affecting the operations of the District;
- (g) Attendance at a meeting with a local, state, or federal representative concerning matters involving the operations of the District;
- (h) Participation in the following activities, provided that the Board member delivers a written or oral report to the Board regarding the member’s participation at the next Board meeting following the event:
 - (1) A conference, seminar, or organized educational or training

activity involving matters related to the functions and operations of the District; and

(2) A meeting of organizations or community members with interests in matters involving the function and operations of the District;

(i) Representation of the District at the following events, provided that the Board member delivers a written or oral report to the Board regarding the member's representation at the next Board meeting following the event:

(1) A public meeting or a public hearing conducted by another public agency;

(2) A public benefit nonprofit corporation on whose board the District has membership;

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

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

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

1.3. Procedure. To receive compensation for ~~attendance or participation at approved meetings~~ a day of service within the scope of this Resolution, a Board member shall submit a payment request to the District's General Manager ~~a payment request for the calendar month by the first regular Board meeting of the following month~~. Thereafter, the District's General

Manager will issue a checkpayment to the Board member consistent in the amount of the payment request to the extent consistent with this Resolution with the District's regular payroll cycle and will include the payment request. ~~The check number, name of the Board member, and amount of the check shall be included~~ in the agenda materials for the next public meeting. ~~If a Board member fails to timely submit his or her compensation request in the manner set forth above, payment thereof will only be made to the Board member upon formal approval by the Board taken in the exercise of its discretion within the same fiscal year in which the day of service was provided.~~ At that meeting, the Board will review and approve or deny the payment request. Payments made by District staff prior to Board consideration of compensation requests are expressly subject to reconciliation following Board action thereon.

Section 2. **REIMBURSEMENT.**

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

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

2.2. **Eligible Expenses.** Expenses eligible for reimbursement shall be limited to (1) registration or tuition costs, or other charges for participation at the meeting; (2) transportation to and from the meeting, including airfare, car rental, or mileage for use of a Board member's own automobile, and other miscellaneous transportation costs (shuttle, taxi, parking, etc.); (3)

lodging at the single-room rate; and (4) costs of meals as set forth in Section 2.3.4.

2.3. **Rates.**

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

2.3.2. **Transportation.**

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

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

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

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

the actual amount incurred, not to exceed the rate for comparable lodging.

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

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

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

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

2.6. Expense Forms. The District shall provide expense report forms to be filed by the members of the Board for reimbursement for actual and necessary [eligible](#) expenses incurred on behalf of the District in the performance of official duties. The expense reports shall document that [said](#) expenses meet the policy reflected in this Resolution for expenditure of public resources. Board members shall submit [such expense reports](#) to the District's General Manager

~~expense reports for the calendar month by the first regular Board meeting of the following month, and the reports shall be accompanied by the receipts documenting each expense. Thereafter, the District's General Manager will issue a checkpayment to the Board member in the amount requested in the expense report to the extent consistent with this Resolutionthe District's regular payroll cycle and will include the reimbursement request. The check number, name of the Board member, and amount of the check shall be included in the agenda materials for the next public meeting. If a Board member fails to timely submit his or her expense report in the manner set forth above, payment thereof will only be made to the Board member upon formal approval by the Board taken in the exercise of its discretion within the same fiscal year in which the day of service was provided. At that meeting, the Board will review and approve or deny the reimbursement request. Payments made by District staff prior to Board consideration of expense reimbursement requests are expressly subject to reconciliation following Board action thereon.~~ All documents related to reimbursable District expenditures are public records subject to disclosure under the California Public Records Act.

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

Section 3. **ETHICS TRAINING.**

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

3.2. **Application.**

3.2.1. **Local Agency Official.** As used in Section 3.1 of this Resolution, the term

“local agency official” means all of the following:

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

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

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

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

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

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

3.3. District Responsibilities.

3.3.1. Records. The District shall maintain records indicating (a) the dates that local agency officials satisfied the requirements of Section 3 of this Resolution and (b) the entity that provided the training. The District shall maintain these records for at least five years after

local agency officials receive the training. These records are public records subject to disclosure under the California Public Records Act.

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

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

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

Section 5. **SEVERABILITY.**

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

Section 6. **EFFECTIVE DATE.**

This Resolution supersedes Resolution No. 20189-1904 adopted by the Board on ~~October 4~~ May 2, 20189, and shall take effect immediately upon its adoption.

ADOPTED this 2~~nd~~nd 0th day of ~~Ma~~February, 201920

AYES:
NOES:
ABSTAIN:
ABSENT:

Ron Clark, Vice President

ATTEST:

Sandy Haas, Secretary

Exhibit "A"

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

Brown Act Meetings

Regular and Special Board Meetings

Representation at a public hearing or public meeting of another government agency

Mojave Water Agency

Watermaster

San Bernardino County

LAFCO

Various City Councils

VVWRA

Meeting with a representative from County, State, or Federal Government

Elected officials or representatives

Ad hoc committees of the Board

Park and Rec Committee

Recycled Water Committee

Meeting with District Consultants

Attorney, Engineer, Auditor, etc.

Meetings of County, Special District or LAFCO

Tri-Communities Special District Luncheon

Association of San Bernardino County Special Districts (ASBCSD)

Representation of the District on a non-profit Board

Chamber of Commerce

Homeowners Association

Training or education involving matters related to the functions and operations of the District

Board member training through CSDA

ABC's of Water seminars (Mojave Water Agency)

Mojave Water Agency Tours