



Helendale Community Services District

26540 Vista Road, Suite C, Helendale, CA 92342

REGULAR BOARD MEETING **Thursday, March 17, 2022 at 6:30 PM**

SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY

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

www.zoom.com Meeting ID 463 173 8547 Passcode: HCSD

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

Call to Order - Pledge of Allegiance

1. Approval of Agenda

2. Public Participation

Anyone wishing to address any matter pertaining to District business listed on the agenda or not, may do so at this time. However, the Board of Directors may not take action on items that are not on the agenda. The public comment period may be limited to three (3) minutes per person. Any member wishing to make comments may do so by filling out the speaker's card in person or using the "raise the hand" or "chat" feature. If viewing remotely a speaker's card may be filled out at the following link: <https://www.surveymonkey.com/r/HKGNLL8> or use the features referenced above. The District requests that all speaker cards be submitted at any time prior to the close of public participation.

3. Consent Items

- a. Approval of Minutes: March 3, 2022, Regular Board Meeting
- b. Bills Paid Report
- c. Directors Compensation and Expenses
- d. January Financials
- e. Resolution 2022-1D: A Resolution of the Helendale Community Services District Ratifying the Proclamation of a State of Emergency by Governor Newsom, Declaring the Existence of Local Emergency Conditions, and Authorizing Remote Teleconference Meetings of the Board of Directors and Its Standing Committee for the Period March 17, 2022, to April 17, 2022, Pursuant to Brown Act Provisions

4. Reports

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

Special Presentation

5. Chief Dan Munsey and Assistant Chief Dave Corbin will Discuss Fire Station Staffing, Budget and FP-5 Repeal Process

Regular Business:

6. Discussion Only Regarding Annual Review of Water Capital Improvement Plan
7. Discussion and Possible Action Regarding Request from Burrtec for Inflation-Based Increase for Solid Waste Services and Other Related Fee Increases Under the Franchise Agreement
8. Discussion and Possible Action Regarding Selection of Board Member for ASBCSD

9. Discussion and Possible Action Regarding Approval of Concert in the Park Dates
10. Discussion and Possible Action Regarding Award of Contract for Well 13 Equipping

Other Business

11. Requested items for next or future agendas (Directors and Staff only)
12. Closed Session
 - Conference with Legal Counsel – Anticipated Litigation
 - Initiation of Litigation Pursuant to Government Code Section 54956.9(d)(4):
 - One Potential Cases
13. Report of Closed Session Items
14. 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

Date: March 17, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3
Consent Items

CONSENT ITEMS

- a. Approval of Minutes: Regular Board Meeting of March 3, 2022
- b. Bills Paid Report
- c. Directors Expenses
- d. January Financials
- e. Resolution 2022-01D: A Resolution of the Helendale Community Services District Ratifying the Proclamation of the State of Emergency by Governor Newsom, Declaring the Existence of Local Emergency Conditions, and Authorizing Remote Teleconference Meetings of the Board of Directors and Its Standing Committee for the Period of March 17, 2022, to April 17, 2022, Pursuant to Brown Act Provisions



Helendale Community Services District

Date: March 17, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette
SUBJECT: Agenda item #3a
Minutes from Board meetings



*Minutes of the Helendale Community Services District
REGULAR BOARD OF DIRECTORS MEETING
March 3, 2022, at 6:30 PM
26540 Vista Road, Suite C, Helendale, CA 92342*

SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY

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

Board Members Roll Call:

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

Staff Members Present:

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

Consultants:

Steve Kennedy, Legal Counsel (via Zoom)

Members of the Public:

There were four members of the public present.

Call to Order and Pledge of Allegiance

The meeting was called to order at 6:30 pm by President 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 by the following vote: 5 - Yes; 0 - No. President Smith-Yes; Vice President Spiller-Yes; Director Clark -Yes; Director Schneider -Yes; Director Haas -Yes

2. Public Participation

Hayden Bartz, Field Representative for Congressman Jay Obernolte's office spoke about HR-6434.

3. Consent Items

- a. Approval of Minutes: February 17, 2022, Regular Board Meeting
- b. Bills Paid Report
- c. Directors Compensation and Expenses
- d. Resolution 2022-1C: A Resolution of the Helendale Community Services District Ratifying the Proclamation of a State of Emergency by Governor Newsom, Declaring the Existence of Local Emergency Conditions, and Authorizing Remote Teleconference Meetings of the Board of Directors and Its Standing Committee for the Period March 3, 2022, to April 2, 2022, Pursuant to Brown Act Provisions
- e. COVID-19 Update

Action: Director Clark made the motion to approve the consent items as presented. Vice President Spiller seconded the motion.

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

4. Reports

a. Director's Reports

President Smith reported that he attended the ASBCSD meeting this past Monday. The election for the ASBCSD's Board of Directors was also held, there was a tie between two of the candidates. President Smith requested to agendaize the ASBCSD vote at the next Board meeting to determine who the Helendale CSD Board would like to vote for.

Vice President Spiller talked about trash in the desert and how we could get volunteers to participate in a desert cleanup.

b. General Managers Report

General Manager Cox reported that San Bernardino County has ended the COVID emergency. Mask mandates are being discontinued for non-vaccinated individuals on 3/1 and school students on 3/11. Masks will still be required on public transit. The COVID report will no longer appear on the agenda.

Water Operations Manager Carlson gave the water report. Staff installed conduit from the power source to the new building. Staff is cleaning the operations yard. Staff repaired four leaks on the 4" lines at the park, replaced the backflow at the wastewater lift station, are painting pipes at well sites, completed all February monthly inspections, re-tapped stripped chlorine injector hole at well 1A, and are continuing the meter replacement program.

Regular Business

5. Discussion and Possible Action Regarding Annual Review of Park Development Impact Fee

Discussion: The Board adopted a Park Development Impact Fee (DIF) (Resolution 2018-02) on January 18, 2018. Each year this must be reviewed at a public meeting. The DIF was intended to collect a small portion of the cost to develop the park. This fee is only paid by new construction. The fee has not been changed since it was adopted. Legal Counsel Kennedy informed the Board of the process to change the fee. General Manager Cox showed a chart of fees collected since 2018. In 2018 - \$8,600 was collected; in 2019 - \$6,880 was collected; in 2020 - \$5,160 was collected; in 2021 - \$22,360 was collected; and in 2022 \$1,720 has been collected to date.

Action: There was no action on this item.

6. Discussion and Possible Action Regarding Review of Park Capital Improvement Plan

Discussion: The CIP is reviewed as part of the budget process. The CIP is a rolling 5-year plan. It is an important planning tool for both financial planning, manpower, allocation, and proposed project planning. The CIP represents Staff's best estimate of needs. Projects on the CIP are primarily funded from reserves. The Park CIP has been reviewed by the Park and Rec committee twice. Proposed expenditures for Fiscal Year 2023 are \$466,000. All projects may not be completed in a year. Some projects are grant funded. General Manager Cox reviewed the items on the CIP with the Board.

Discussion: Director Schneider commented that the roof replacement, the parking lot and the HVAC at the community center are critical projects. He asked that Staff start looking at costs. President Smith suggested looking at foam coating the roof.

Action: There was no action on this item.

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

Discussion: In 2013, Staff was directed to include the discussion of a cost-of-living adjustment (COLA) in the budget process. The Board uses the CPI to determine the annual COLA. The COLA is not meant to be windfall, it is intended to keep the dollar constant and retain employees. The COLA would be effective July 1, 2022 (FY 23). The selected number will be

incorporated into the new budget. Last January the CPI was 2.2 and the COLA was set at 2.2%. Since then, significant increases in the CPI have been realized. CPI was 3.6 in March; 5.9 in April; 6.5 in July; 6.8 in September and 7.9 in November. The January 2022 Riverside, San Bernardino, Ontario CPI is 8.6%, without food and energy factored in it was 6.3%. The average CPI increases since last January is 6.6%. The current payroll for full-time employees is \$974,750. General Manager Cox presented a chart showing the impact of the various COLA options and the effect it would have on the payroll budget.

Discussion: The Board discussed the various options and decided on 7%. The Board requested to review the CPI again in December.

Action: Director Schneider made a motion to approve a COLA of 7% based upon January Riverside/San Bernardino Consumer Price Index to be incorporated into the FY23 budget. Director Clark seconded the motion.

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

President Smith called for a brief recess at 7:40 pm.

Closed session was called to order at 7:50 pm

Other Business

8. Requested items for next or future agendas (Directors and Staff only)
ASBCSD vote
Discussion regarding desert cleanups

Closed Session

9. Conference with Legal Counsel – Anticipated Litigation
Initiation of Litigation Pursuant to Government Code Section 54956.9 (d)(4)
One Potential Case

10. Public Employee Performance Evaluation
Government Code Section 54957
Title: General Manager

President Smith adjourned the closed session at 8:09 pm.

11. Report of Closed Session Items
Legal Counsel Kennedy announced there were no reportable actions resulting from closed session items.

12. Adjournment

President Smith adjourned the meeting at 8:10 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

Date: March 17, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop
SUBJECT: Agenda item #3b
Bills Paid Report



Helendale Community Services District

Date: March 17, 2022
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

STAFF RECOMMENDATION:

Updated Report Only. Receive and File

STAFF REPORT:

Staff issued 43 checks and 9 EFT's totaling \$163,067.44

Total Cash Available:	<u>3/14/22</u>	<u>2/28/22</u>
Cash	\$5,669,187.02	\$5,091,118.89
Checks/EFT's Issues	\$ 163,067.44	\$ 75,434.43

Investment Report

The Investment Report shows the status of the invested District funds. The current interest rate is 0.02% for LAIF and 0.10% for the CBB Sweep Account for February 2021. Interest earned February January 2022 on CBB Sweep Account is \$133.78



Helendale CSD

Bills Paid and Presented for Approval

Transaction Detail

Issued Date Range: 03/01/2022 - 03/14/2022

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 251229590 - CBB Checking					
03/02/2022	25016	Airgas, Inc	-39.86	Check	Accounts Payable
03/02/2022	25017	Alma Laura Esquivel	-495.00	Check	Accounts Payable
03/02/2022	25018	County of San Bernardino	-180.00	Check	Accounts Payable
03/02/2022	25019	G.A. Osborne Pipe & Supply Inc.	-508.77	Check	Accounts Payable
03/02/2022	25020	Hartford Life	-274.77	Check	Accounts Payable
03/02/2022	25021	Print Mart	-86.20	Check	Accounts Payable
03/02/2022	25022	Sunsetter's Car Club	-100.00	Check	Accounts Payable
03/02/2022	25023	Troy Ebert	-550.00	Check	Accounts Payable
03/02/2022	25024	Tyler Technologies, Inc.	-112.00	Check	Accounts Payable
03/02/2022	25025	Uline	-364.58	Check	Accounts Payable
03/02/2022	25026	USA of So. California	-118.90	Check	Accounts Payable
03/02/2022	25027	Sonic Systems, Inc	-1,489.70	Check	Accounts Payable
03/04/2022	25028	California State Disbursement Unit	-230.76	Check	Accounts Payable
03/04/2022	25029	State of California - Franchise Tax Board	-50.00	Check	Accounts Payable
03/03/2022	25030	ACI Payments, Inc	-57.50	Check	Accounts Payable
03/03/2022	25031	Amazon Capitol Services	-28.00	Check	Accounts Payable
03/03/2022	25032	AVCOM Services Inc.	-81.00	Check	Accounts Payable
03/03/2022	25033	Beck Oil Inc	-2,525.58	Check	Accounts Payable
03/03/2022	25034	Boy Scout Troop 574	-755.00	Check	Accounts Payable
03/03/2022	25035	Burrtec Waste Industries Inc	-474.24	Check	Accounts Payable
03/03/2022	25036	Burrtec Waste Industries Inc	-126.50	Check	Accounts Payable
03/03/2022	25037	Business Card	-8,124.29	Check	Accounts Payable
03/03/2022	25038	Mojave Water Agency	-394.37	Check	Accounts Payable
03/03/2022	25039	Online Information Services, Inc	-31.35	Check	Accounts Payable
03/03/2022	25040	Rebecca Gonzalez	-330.00	Check	Accounts Payable
03/03/2022	25041	Ultimate Internet Access, Inc	-782.66	Check	Accounts Payable
03/10/2022	25042	BRECKENRIDGE PROPERTY FUND 2016 LLC	-84.64	Check	Utility Billing
03/10/2022	25043	MATTHEW ROOT	-364.76	Check	Utility Billing
03/10/2022	25044	Alma Laura Esquivel	-157.50	Check	Accounts Payable
03/10/2022	25045	American Water Works Assoc.	-302.00	Check	Accounts Payable
03/10/2022	25046	Burrtec Waste Group, Inc	-96,458.64	Check	Accounts Payable
03/10/2022	25047	Burrtec Waste Industries Inc	-517.35	Check	Accounts Payable
03/10/2022	25048	Burrtec Waste Industries Inc	-939.71	Check	Accounts Payable
03/10/2022	25049	Burrtec Waste Industries Inc	-412.92	Check	Accounts Payable
03/10/2022	25050	Burrtec Waste Industries Inc	-907.85	Check	Accounts Payable
03/10/2022	25051	Burrtec Waste Industries Inc	-506.73	Check	Accounts Payable
03/10/2022	25052	Choice Builder	-1,230.01	Check	Accounts Payable
03/10/2022	25053	County of San Bernardino, Environmental Health Services	-533.00	Check	Accounts Payable
03/10/2022	25054	Frontier Communications	-49.56	Check	Accounts Payable
03/10/2022	25055	Frontier Communications	-131.78	Check	Accounts Payable
03/10/2022	25056	Hi Desert Trophy & Awards, LLC	-609.54	Check	Accounts Payable
03/10/2022	25057	Infosend, Inc	-1,884.73	Check	Accounts Payable
03/10/2022	25058	O'Reilly Auto Parts	-2,086.41	Check	Accounts Payable
03/01/2022	EFT0004046	CalPERS Classic Pmt PPE 1/30/22	-7,323.46	EFT	General Ledger
03/01/2022	EFT0004047	CalPERS PEPPRA Pmt PPE 1/30/22	-1,663.19	EFT	General Ledger
03/04/2022	EFT0004051	CalPERS 457 Pmt PPE 2/27/22	-3,292.30	EFT	General Ledger

Bank Transaction Report

Issued Date	Number	Description	Amount	Type	Module
03/07/2022	EFT0004052	To record CalPERS Health Premium	-19,730.41	EFT	General Ledger
03/01/2022	EFT0004054	To record EVO Thrift Store CC Fees 23099	-391.35	EFT	General Ledger
03/01/2022	EFT0004055	To record Global Merchant Fees Acct 4366 -	-629.00	EFT	General Ledger
03/01/2022	EFT0004057	To record Global Merchant Fees Acct 4367 -	-1,983.77	EFT	General Ledger
03/08/2022	EFT0004058	To record Tasc Flex Claim Pmt PPE 2/27/22	-768.74	EFT	General Ledger
03/08/2022	EFT0004061	To record Sales Tax Pmt # 2 - 1st Quarter	-1,797.06	EFT	General Ledger
			Bank Account 251229590 Total: (52)		-163,067.44
			Report Total: (52)		-163,067.44

Bank Transaction Report

Issued Date Range: -

Summary

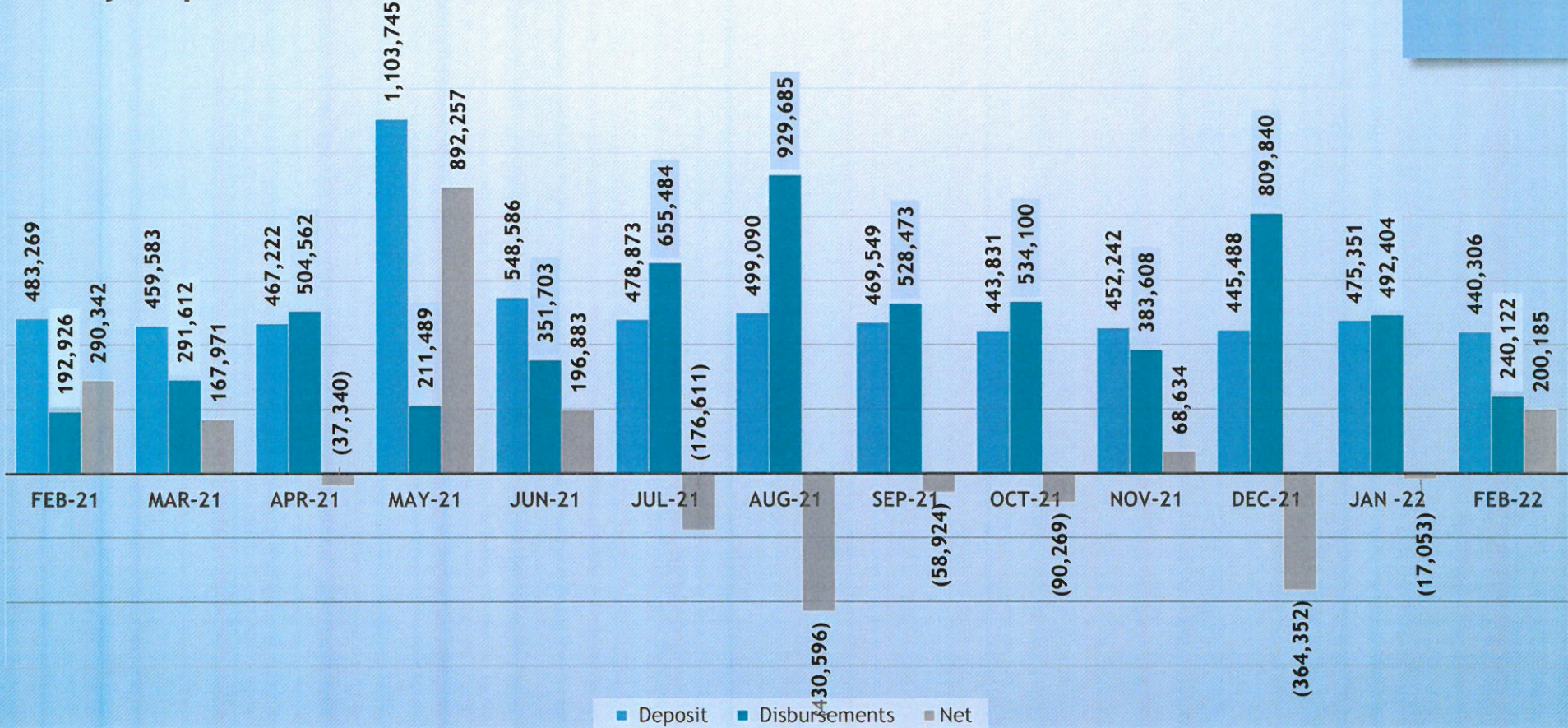
Bank Account	Count	Amount
251229590 CBB Checking	52	-163,067.44
Report Total:	52	-163,067.44

Cash Account	Count	Amount
99 99-111000 Cash in CBB - Checking	52	-163,067.44
Report Total:	53	-163,067.44

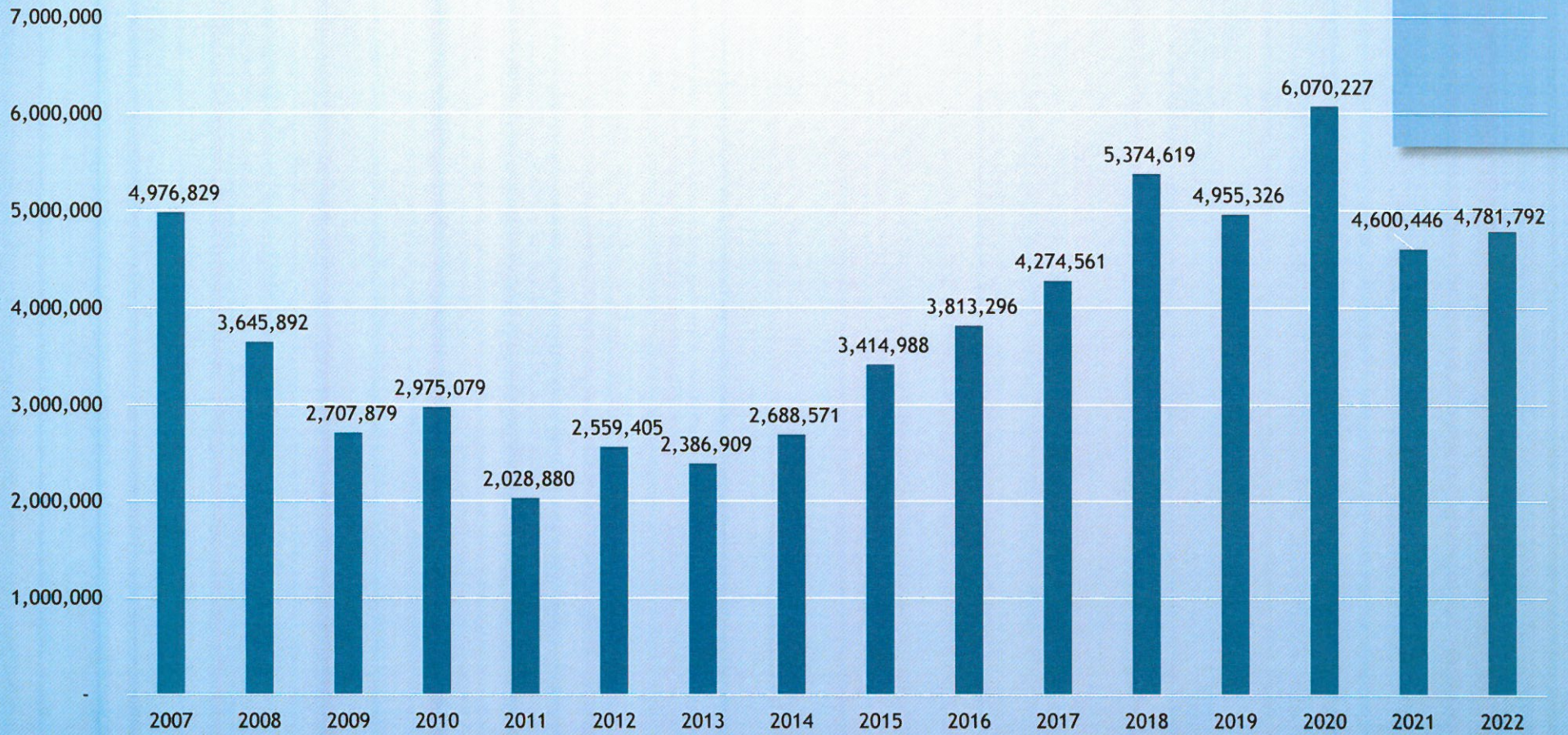
Transaction Type	Count	Amount
Check	43	-125,488.16
EFT	09	-37,59.28
Report Total:	52	-163,067.44

Cash Flow Report

Monthly Deposits & Disbursements

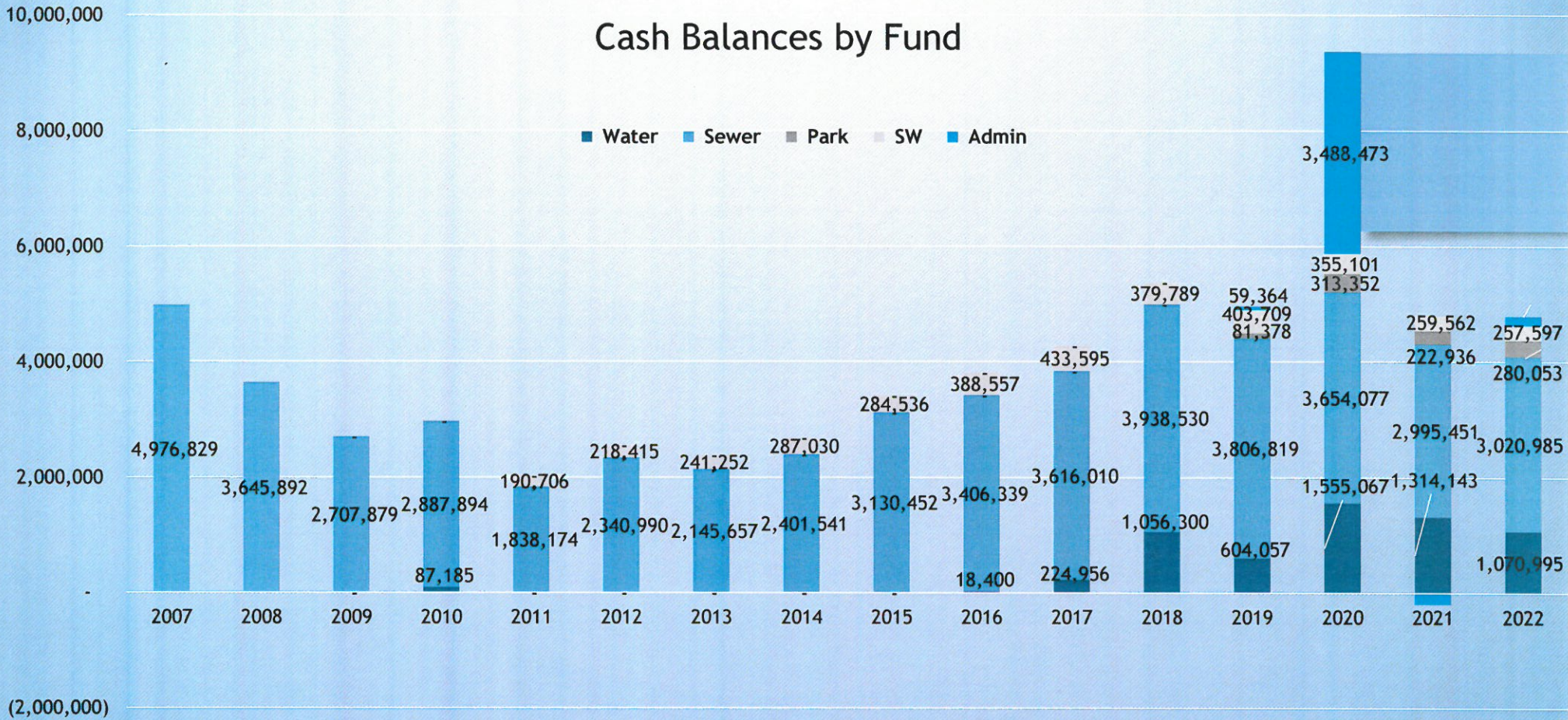


Total Cash Balances

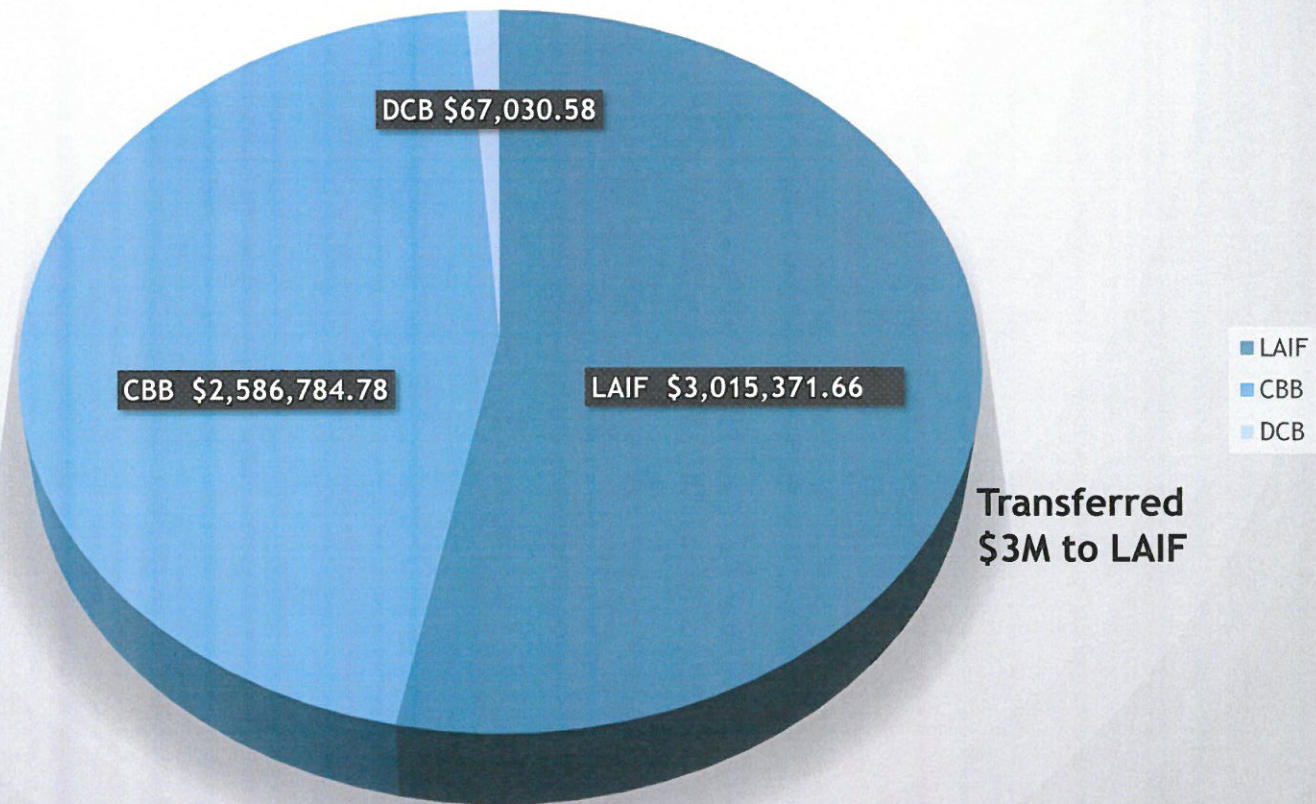


Cash Balances by Fund

■ Water ■ Sewer ■ Park ■ SW ■ Admin



FUNDS BY DEPOSITORY



Left \$2.5M in CBB for capital and operating expenses

Transferred \$3M to LAIF



Helendale Community Services District

Date: March 17, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette
SUBJECT: Agenda item #3c
Directors' Compensation and Expenses

STAFF REPORT:

Attached for the Board's consideration is a spreadsheet that outlines Director's expenses paid for the current pay period and/or since the last Board meeting.

**HELENDALE COMMUNITY SERVICES DISTRICT
BOARD MEMBER EXPENSE VOUCHER**

NAME: Ron Clark Date: _____

Date		Expense Description/Explanation	Mileage	Meals	Lodging	Other	Exp. Category
2/1/22	Event	Meet with Kimberly Cox					
	Public Benefit	Review Adagada					
2/3	Event	Reg Board MTC					
	Public Benefit						
2/15	Event	Meet with Kimberly Cox					
	Public Benefit	Review Adagada					
2/17	Event	Reg Board MTC					
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						

Notes/Comments: _____

Totals: Mileage _____
 Meals _____
 Lodging _____
 Grand Total 550.00

Ok to process for payroll _____
 Signature _____ Date _____

Board Member Signature: Ron Clark

- Expense Categories:
- A: Public Meeting governed by Brown Act
 - B: Public Event*
 - C: Representation at Public Meeting/Event*
 - D: Representation on 501C3 Board *
 - E: Conference/Seminar/Training program related to District*
 - F: Ad Hoc Committee of the Board

- 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 matter 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

Mileage calculated at \$0.56/mile effective 1/1/21

[Handwritten initials]

**HELENDALE COMMUNITY SERVICES DISTRICT
BOARD MEMBER EXPENSE VOUCHER**

NAME: Shirley Waas

Date: 2-22

REC'D MAR 01 2022

Date		Expense Description/Explanation	Mileage	Meals	Lodging	Other	Exp. Category
2/15	Event	Meeting w/GM					
	Public Benefit	agenda & other Dist. business					G
2/17	Event	Reg Meeting					A
	Public Benefit	on Zoom					
2/18	Event	Dance & Rec					C
	Public Benefit	on Budget & other events					
2/21	Event	Discussion w/Alex					E
	Public Benefit	regarding Property on Parkway / customer request					
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						

Notes/Comments:

Totals: Mileage _____
 Meals _____
 Lodging _____
 Grand Total 550

Ok to process for payroll

Signature _____ Date _____

Board Member Signature: Shirley Waas

Expense Categories:

- Expense Categories:
- A: Public Meeting governed by Brown Act
 - B: Public Event*
 - C: Representation at Public Meeting/Event*
 - D: Representation on 501C3 Board *
 - E: Conference/Seminar/Training program related to District*
 - F: Ad Hoc Committee of the Board
- *Written or verbal report required to be presented at the next Board meeting

- 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 matter involving functions or operations of the District
 - K: Meeting pre-approved by the Board of Directors
- Mileage calculated at \$0.56/mile effective 1/1/21

Handwritten initials

**HELENDALE COMMUNITY SERVICES DISTRICT
BOARD MEMBER EXPENSE VOUCHER**

NAME: Sandy Haas Date: 3-22

Date		Expense Description/Explanation	Mileage	Meals	Lodging	Other	Exp. Category
3/1	Event	Phone w/GM					
	Public Benefit	Dist. business & questions from Public					G
3/2	Event	Phone w/GM					G
	Public Benefit	agenda & other dist business					
3/3	Event	Regular Meeting					A
	Public Benefit						
3/7	Event	Phone w/ Cheryl					
	Public Benefit	Re brought & new buildings					
3/8	Event	Park & Rec					
	Public Benefit	discussed concerns in the Park / AC & new roof					
3/9	Event	Jci Communities Lunch		25 ⁰⁷			
	Public Benefit	lunch w/CSDS & rep from County					
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						

Notes/Comments:

Totals: Mileage _____
 Meals 25⁰⁷
 Lodging _____
 Grand Total 850⁰⁷

Ok to process for payroll

Signature _____ Date _____

Board Member Signature: Sandy Haas
 Expense Categories:

- Expense Categories:
- A: Public Meeting governed by Brown Act
 - B: Public Event*
 - C: Representation at Public Meeting/Event*
 - D: Representation on 501C3 Board *
 - E: Conference/Seminar/Training program related to District*
 - F: Ad Hoc Committee of the Board
- *Written or verbal report required to be presented at the next Board meeting

- 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 matter involving functions or operations of the District
 - K: Meeting pre-approved by the Board of Directors
- Mileage calculated at \$0.56/mile effective 1/1/21

Los Domingos
(760) 256-1381

Ticket No: 52
Ticket UID: 202203096E17-254
Small Room->(1) 10

Employee: Katelyn
To Go
Date: 3/9/2022
Time: 12:25:38 PM

L-18 Turkey Club Wrap	\$8.95
-- Salad	\$0.00
L-25 Crispy Chicken Wrap	\$8.95
-- Soup	\$0.00
Green Tea	\$2.95

Subtotal: \$20.85
Tax: \$1.82
Total: \$22.67
3.00

Suggested Tip
10% (Tip: \$2.27, Total: \$24.94)
15% (Tip: \$3.40, Total: \$26.07)
20% (Tip: \$4.53, Total: \$27.20)

25.67



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

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER
CRAIG SCHNEIDER 2/28/2022

Date	Event	Expense Description/Explanation	Meeting	Miles	Meals	Lodging	Other	Exp Category
2/15/2022	Event	Meeting with GM	137.50					G: Meeting w/GM re District Operations
	Description of Public Benefit	Discuss Agenda for 2/17/2022 HCSD						
2/17/2022	Event	Regular BOD Meeting	137.50					A: Public Meeting governed by Brown Act
	Description of Public Benefit	Helendale CSD Business						
2/18/2022	Event	Park and Recreation Meeting	137.50					A: Public Meeting governed by Brown Act
	Description of Public Benefit	Park Maintenance, CIP and Programs						
	Event							
	Description of Public Benefit							
	Event							
	Description of Public Benefit							
	Event							
	Description of Public Benefit							
	Event							
	Description of Public Benefit							
	Event							
	Description of Public Benefit							
	Event							
	Description of Public Benefit							
			Total Meetings	Total Miles	Total Meals	Total Lodging	Total Other	Total
			412.50		\$ -	\$ -	\$ -	

Submitted by:

CJS

Craig J. Schneider

Signature

2/28/2022

Date

RECEIVED

MAR 01 2022

BY: _____

LC

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER
CRAIG SCHNEIDER 3/14/2022

Date	Expense Description/Explanation	Meeting	Miles	Meals	Lodging	Other	Exp Category
3/1/2022	Event	Meeting with GM	137.50				G: Meeting w/GM re District Operations
	Description of Public Benefit	Discuss Agenda for 3/3/2022 HCSD BOD Meeting					
3/2/2022	Event	Farmers Market	137.50				C: Representation at Public Meeting/Event*
	Description of Public Benefit	Meet with Residents and Vendors					
3/3/2022	Event	Regular BOD Meeting	137.50				A: Public Meeting governed by Brown Act
	Description of Public Benefit	HCSD Business					
3/8/2022	Event	Park Recreation Meeting					A: Public Meeting governed by Brown Act
	Description of Public Benefit	Discuss Recreation Programs and Park Maintenance					
3/9/2022	Event	Farmers Market					C: Representation at Public Meeting/Event*
	Description of Public Benefit	Meet with Residents and Vendors					
	Event						
	Description of Public Benefit						
	Event						
	Description of Public Benefit						
	Event						
	Description of Public Benefit						
	Event						
	Description of Public Benefit						
	Event						
	Description of Public Benefit						
Submitted by:		Total Meetings	Total Miles	Total Meals	Total Lodging	Total Other	Total
		687.50		\$ -	\$ -	\$ -	

Craig J. Schneider  3/14/2022
 Signature Date



HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER						
Name: Tim Smith		February 27, 2022				
Date	Expense Description/Explanation	Miles	Meals	Lodging	Other	Exp Category
02/15/2022	Event	Mtg with Kim				G: Meeting w/GM re District Operations
	Public Benefit					
02/17/2022	Event	Regular board mtg				A: Public Meeting governed by Brown Act
	Public Benefit					
02/18/2022	Event	Park and rec				A: Public Meeting governed by Brown Act
	Public Benefit					
02/25/2022	Event	open house ads hoc mtg				F: Ad Hoc committee of the Board
	Public Benefit					
	Event					C: Representation at Public Meeting/Event*
	Public Benefit					
	Event					B: Public Event*
	Public Benefit					
	Event					A: Public Meeting governed by Brown Act
	Public Benefit					
	Event					
	Public Benefit					
	Event					
	Public Benefit					
	Event					
	Public Benefit					
Notes/Comments:		Totals	-	-	-	-
Appropriate Approval		Totals: Mileage - Meals - Lodging - Other - Grand Total 550.00				
Signature _____ Date _____		Submitted By: Tim Smith				

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

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 BOARD MEMBER EXPENSE VOUCHER

Name: **Tim Smith**

March 13 20

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other	Exp Category															
02/28/2022	Event	ASBCSD meeting				I: Meeting of Local, State or Federal body w. ▾															
	Public Benefit																				
03/02/2022	Event	Meeting with GM				G: Meeting w/GM re District Operations ▾															
	Public Benefit																				
03/03/2022	Event	Regular board mtg				A: Public Meeting governed by Brown Act ▾															
	Public Benefit																				
03/08/2022	Event	Park and rec				A: Public Meeting governed by Brown Act ▾															
	Public Benefit																				
	Event					C: Representation at Public Meeting/Event* ▾															
	Public Benefit																				
	Event					B: Public Event* ▾															
	Public Benefit																				
	Event	M				A: Public Meeting governed by Brown Act ▾															
	Public Benefit																				
	Event					▾															
	Public Benefit																				
	Event					▾															
	Public Benefit																				
	Event					▾															
	Public Benefit																				
Totals		-	-	-	-																
Notes/Comments:		<table border="0"> <tr> <td>Totals:</td> <td>Mileage</td> <td align="right">-</td> </tr> <tr> <td></td> <td>Meals</td> <td align="right">-</td> </tr> <tr> <td></td> <td>Lodging</td> <td align="right">-</td> </tr> <tr> <td></td> <td>Other</td> <td align="right">-</td> </tr> <tr> <td></td> <td>Grand Total</td> <td align="right">-</td> </tr> </table>					Totals:	Mileage	-		Meals	-		Lodging	-		Other	-		Grand Total	-
Totals:	Mileage	-																			
	Meals	-																			
	Lodging	-																			
	Other	-																			
	Grand Total	-																			
Appropriate Approval		Submitted By:																			
Signature _____	Date _____	Tim Smith																			

Expense Categories

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

- 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 BOARD MEMBER EXPENSE VOUCHER																						
Name: <u>HENRY SPILLER</u>																						
Date	Event	Expense Description/Explanation	Miles	Meals	Lodging	Other	Exp Category															
2/1/22	Event	Meeting with GM					G															
	Public Benefit	Meeting regarding district business																				
2/2/22	Event	Farmers Market					A/B															
	Public Benefit	Rep @ Public Event																				
2/3	Event	Open Board Meeting																				
	Public Benefit	Meeting regarding district business					A															
2/9	Event	Farmers Market																				
	Public Benefit	Rep @ Public Event					A/B															
2/15	Event	Meeting with GM																				
	Public Benefit	Meeting regarding district business					G															
2/16	Event	Farmers Market																				
	Public Benefit	Rep @ Public Event																				
2/18	Event	Park Meeting					A															
	Public Benefit	Meeting with public regarding district park business																				
2/17	Event	Open Board Meeting					A															
	Public Benefit	Meeting with public regarding the district																				
2/23	Event	Farmers Market					B															
	Public Benefit	Rep @ Public Event																				
2/24	Event	Meeting with GM					G															
	Public Benefit	Meeting regarding district business																				
Notes/Comments:			<table border="0"> <tr> <td>Totals:</td> <td>Mileage</td> <td>-</td> </tr> <tr> <td></td> <td>Meals</td> <td>-</td> </tr> <tr> <td></td> <td>Lodging</td> <td>-</td> </tr> <tr> <td></td> <td>Other</td> <td>-</td> </tr> <tr> <td></td> <td>Grand Total</td> <td>375.00</td> </tr> </table>					Totals:	Mileage	-		Meals	-		Lodging	-		Other	-		Grand Total	375.00
Totals:	Mileage	-																				
	Meals	-																				
	Lodging	-																				
	Other	-																				
	Grand Total	375.00																				
Appropriate Approval			Submitted By: <u>Henry Spiller</u>																			
Signature _____			Date _____																			

- A: Public Meeting governed by Brown Act
- B: Public Event*
- C: Representation at Public Meeting/Event*
- D: Representation on a 501C3 Board*
- E: Conference/seminar/Training Program related to District*
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Helendale Community Services District

Date: March 17, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3d
January Financials

STAFF REPORT:

Attached for the Board's consideration is the financial report for January.



Helendale CSD
Statement of Revenues and Expenses - Water
As of January 31, 2022
(Unaudited)

	Jan. 2022	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Meter Charges	\$ 133,814	\$ 937,341	\$ 1,593,041	59%	\$ 936,192
3 Water Sales	46,679	611,540	952,614	64%	618,516
4 Standby Charges	792	33,679	23,300	145%	10,814
5 Other Operating Revenue	17,082	79,678	104,300	76%	64,135
6 Total Operating Revenues	198,368	1,662,239	2,673,255	62%	1,629,658
7 Non-Operating Revenues					
8 Grant Revenue	-	-	305,000	0%	15,990
9 Miscellaneous Income (Expense)	-	5,361	-	0%	1,531
10 Total Non-Operating Revenues	-	5,361	305,000	2%	17,521
11 Total Revenues	198,368	1,667,600	2,978,255	56%	1,647,179
12 Expenses					
13 Salaries & Benefits					
14 Salaries	38,898	227,757	326,871	70%	186,322
15 Benefits	13,295	80,449	123,472	65%	67,203
16 Total Salaries & Benefits	52,193	308,206	450,343	68%	253,525
17 Transmission & Distribution					
18 Contractual Services	608	44,662	62,492	71%	39,476
19 Power	10,774	112,687	207,247	54%	76,704
20 Operations & Maintenance	5,228	95,962	136,950	70%	44,548
21 Rent/Lease Expense	800	7,490	10,860	69%	7,490
22 Permits & Fees	17,527	23,062	30,700	75%	20,668
23 Total T&D	34,937	283,863	448,249	63%	188,886
24 General & Administrative					
25 Utilities	373	2,304	6,500	35%	3,133
26 Office & Other Expenses	644	1,104	5,783	19%	8,119
27 Admin Allocation	48,066	336,465	576,797	58%	325,621
28 Total G&A	49,084	339,873	589,080	58%	336,873
29 Debt Service	334,447	507,602	531,309	96%	343,814
30 Total Expenses	470,661	1,439,544	2,018,982	71%	1,123,098
31 Net Income (Loss) Before Capital	(272,293)	228,056	959,274	24%	524,081
32 Sale or Lease of Water Rights	-	31,954	-	0%	-
33 Capital Expenses	(87,813)	(1,296,369)	(783,000)	166%	(1,579,536)
34 Net Income (Loss) After Capital	\$ (360,107)	\$ (1,036,359)	\$ 176,274		\$ (1,055,455)

Helendale CSD
Financial Statement Analysis
For the Month Ended January 31, 2022 – 58% of Fiscal Year

Fund 01-Water Revenues and Expenses

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

Line 3 Water Sales: Includes water consumption charges. YTD is currently at 64% of budget due to higher consumption in the first half of the fiscal year.

Line 4 Standby Charges: Includes special assessment standby charges for the current & prior years, and delinquent standby penalties. YTD is over budget due to more penalties on delinquent taxes than anticipated.

Line 5 Other Operating Revenue: Includes permit & inspection charges, connection fees, meter installation fees, other fees/charges and mechanic service reimbursements. Connection and meter installation fees are budgeted conservatively due to the unexpected nature of these fees. YTD is currently at 76% of budget due to timing of water supply fees received and more meter installation and connection fees than anticipated.

Line 8 Grant Revenue: Budget for this account consists of \$305,000 for grant reimbursement from the Bureau of Reclamation and the DWR. YTD has no activity.

Line 9 Miscellaneous Income (Expense): Includes gain or loss on sale of assets, the Enel X Demand Response Program and other miscellaneous income. YTD activity includes \$2.5K from sale of equipment and \$2.8K from the Enel X Demand Response Program.

Line 14 Salaries: Includes salaries for water employees and portion of mechanic's salary. YTD is currently at 70% of budget due to more mechanic labor than anticipated and timing of payroll.

Line 15 Benefits: Includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education and trainings. YTD is currently at 65% of budget due to the timing of the annual workers compensation payment.

Line 18 Contractual Services: Includes lab testing, engineering, GIS support & other contract services. YTD is currently at 71% of budget due to the \$28.5k annual software support fee paid in July.

Line 19 Power: Includes electricity used for transmission & distribution. YTD is currently at 54% of budget.

Line 20 Operations & Maintenance: Includes operations & maintenance expense, vehicle maintenance and vehicle fuel. YTD is currently at 70% of budget due to a \$22K purchase of single and dual Meter Transceiver ports in November.

Line 21 Rent/Lease Expense: Includes rental costs for the water shop and Bureau of Land Management tank sites. YTD is currently at 69% of budget due to timing of payments.

Line 22 Permits & Fees: Includes all water permits, miscellaneous fees, and Watermaster fees. YTD can trend over/under budget due to timing of permits and fee payments. YTD is currently at 75% of budget.

Line 25 Utilities (G&A): Includes gas and telephone expenses. YTD is currently at 35% of budget due lower than anticipated gas bills.

Line 26 Office & Other Expenses: Includes mileage/travel reimbursements, office supplies, water conservation program, and dues & subscriptions. These expenses are on an as needed basis and can trend over/under budget. YTD is currently at 19% of budget.

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

Line 29 Debt Service: Includes interest & principal payments on outstanding debt. YTD can trend over/ under budget due to timing of payments. Payments occur on a quarterly basis in July, October, January, and April. YTD is at 96% due to timing of note payable payment relating to water rights. The next loan payment in April will bring budget to 100%.

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

- \$484.2K - New Well
- \$358.5K - Corporate Yard Enclosure
- \$194K - New Well Pipeline
- \$61.2K - Well House for Well 13
- \$54.4K - AMI Meters
- \$39.9K - Concrete, fencing, camera, internet for Well 13
- \$31.9K - Service Truck
- \$25.3K - Water Maintenance Building Paving Project
- \$24.4K - Water Rights
- \$16.9K - Temporary Flush line for New Well
- \$5.2K - Electrical Well 13



Helendale CSD
Statement of Revenues and Expenses - Sewer
As of January 31, 2022
(Unaudited)

	Jan. 2022	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Sewer Charges	\$ 107,272	\$ 749,688	\$ 1,280,348	59%	\$ 747,865
3 Standby Charges	806	20,333	18,000	113%	8,771
4 Other Fees & Charges	1,373	21,015	29,320	72%	20,556
5 Other Income/(Expense)	-	-	1,000	0%	-
6 Total Revenues	109,452	791,036	1,328,668	60%	777,191
7 Expenses					
8 Salaries & Benefits					
9 Salaries	29,798	168,451	267,911	63%	155,408
10 Benefits	12,268	66,196	94,821	70%	56,701
11 Total Salaries & Benefits	42,065	234,647	362,732	65%	212,109
12 Sewer Operations					
13 Contractual Services	28,356	53,578	76,500	70%	19,479
14 Power	7,087	55,916	89,613	62%	40,439
15 Operations & Maintenance	3,743	50,301	58,930	85%	29,671
16 Permits & Fees	-	31,268	35,000	89%	27,186
17 Total Sewer Operations	39,186	191,063	260,043	73%	116,775
18 General & Administrative					
19 Utilities	231	4,149	5,916	70%	2,413
20 Office & Other Expenses	20	4,882	14,760	33%	6,346
21 Admin Allocation	47,105	329,736	565,261	58%	319,108
22 Total G&A	47,356	338,767	585,937	58%	327,868
23 Debt Service	-	51,061	72,377	71%	25,420
24 Total Expenses	128,607	815,538	1,281,089	64%	682,172
25 Net Income (Loss) Before Capital	(19,155)	(24,502)	47,579		95,020
26 Capital Expenses	(49,329)	(549,850)	(940,000)	58%	(94,866)
27 Net Income (Loss) After Capital	\$ (68,484)	\$ (574,352)	\$ (892,421)	64%	\$ 154

Fund 02 - Sewer Revenues and Expenses

Line 2 Sewer Charges: Includes the monthly charge for sewer services. YTD is currently at 59% of budget.

Line 3 Standby Charges: Includes special assessment standby charges for the current & prior years, and delinquent standby penalties. YTD is over budget because the District received higher than anticipated prior year delinquent standby charges.

Line 4 Other Fees & Charges: Includes permit & inspection charges, connection fees, other fees, and charges. YTD is currently at 72% of budget because of conservative budgeting on these accounts due to the unexpected nature of these fees and delinquent charges.

Line 5 Other Income/(Expense): Includes gain or loss on sale of assets and other miscellaneous income.

Line 9 Salaries: Includes salaries for all sewer employees. YTD is currently at 63% of budget due to timing of payroll, Covid Hazard pay done in December, and vacation buyout in September.

Line 10 Benefits: Includes employee insurance, PERS retirement, workers compensation, payroll taxes, and education & training. YTD is currently at 70% of budget due to the timing of the annual workers compensation payment.

Line 13 Contractual Services: Includes lab testing, engineering, GIS support & other contractual services. YTD is currently at 70% of budget due to services being performed on an as needed basis.

Line 14 Power: Includes electricity used for Sewer. YTD is currently at 62% of budget due higher than anticipated electricity usage.

Line 15 Operations & Maintenance: Includes compost disposal, vehicle maintenance, vehicle fuel, uniforms, small tools, and salaries for mechanics. YTD is currently at 85% of budget due to maintenance on backhoe loader and fence improvements at the wastewater treatment plant.

Line 16 Permits and Fees: Includes all annual permits and fees paid to the state. YTD can trend over/under budget due to timing of permits and fee payments. YTD is currently at 89% of budget due to the timing of SWRCB annual permit fees.

Line 19 Utilities (G&A): Includes gas, water, and telephone expenses. YTD is currently at 70% of budget due to higher than anticipated water usage for the wastewater treatment plant.

Line 20 Office & Other Expenses: Includes mileage/travel reimbursements, office supplies, water conservation program, and dues & subscriptions. These expenses are an as needed basis and can trend over/under budget. YTD is currently at 33% of budget.

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

Line 23 Debt Service: Includes interest & principal payments on outstanding debt. YTD can trend over/ under budget due to timing of payments. Payments occur bi-annually in December and June. YTD is currently at 71% of budget.

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

- \$450.2K – Storage Building/Office/Lab
- \$47K - Wastewater Maintenance Building Paving Project
- \$36K – Mini-Lift Station Project
- \$16.5K – Wastewater Operations Manager Vehicle



Helendale CSD
Statement of Revenues and Expenses - Recycling Center
As of January 31, 2022
(Unaudited)

	Jan. 2022	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Retail Sales	\$ 28,593	\$ 190,532	\$ 300,000	64%	\$ 171,677
3 Donations	-	-	-	0%	-
4 Board Discretionary Revenue	-	-	(126,740)	0%	-
5 Total Revenues	28,593	190,532	173,260	110%	171,677
6 Expenses					
7 Salaries & Benefits					
8 Salaries	14,257	83,072	126,472	66%	60,285
9 Benefits	2,136	11,468	18,266	63%	8,613
10 Total Salaries & Benefits	16,393	94,540	144,738	65%	68,898
11 Recycling Center Operations					
12 Contractual Services	-	-	2,500	0%	-
13 Operations & Maintenance	280	6,579	12,900	51%	5,704
14 Total Recycling Center Operations	280	6,579	15,400	43%	5,704
15 General & Administrative					
16 Utilities	596	5,373	8,622	62%	4,062
17 Office & Other Expenses	461	2,739	4,500	61%	2,080
18 Total G&A	1,057	8,112	13,122	62%	6,142
19 Total Expenses	17,730	109,232	173,260	63%	80,743
20 Net Income (Loss) Before Capital	10,863	81,300	-		90,934
21 Capital Expenses	-	-	-	0%	-
22 Net Income (Loss) After Capital	\$ 10,863	\$ 81,300	\$ -		\$ 90,934

03-Recycling Center Revenues and Expenses

Line 2 Retail Sales: Includes sales revenues from the Thrift Store. YTD is currently at 64% of budget.

Line 3 Donations: Donations are not budgeted for due to the unexpected nature of these revenues. YTD has no activity thus far.

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

Line 8 Salaries: Salaries for all recycling center employees, which are all part-time. YTD is currently at 66% of budget due to timing of payroll and Covid hazard pay done in December.

Line 9 Benefits: Includes employee insurance, workers compensation, payroll taxes, and education & training. YTD is currently at 63% of budget.

Line 12 Contractual Services: Includes software support and other contract services. Services are on an as needed basis, no activity through January.

Line 13 Operations & Maintenance: Includes vehicle maintenance, vehicle fuel, operating supplies, and uniforms. YTD is currently at 51% of budget.

Line 16 Utilities (G&A): Includes electric and telephone expenses. YTD is currently at 62% of budget due to higher electricity usage in the first half of the fiscal year.

Line 17 Office & Other Expenses: Includes advertising, bank charges and other miscellaneous expenses. YTD is currently at 61% of budget.

Line 20 Net Income: Net income in the Recycling Center is moved to Parks & Recreation fund (fund 5) at year end for the audit through Board Discretionary Revenue.



Helendale CSD
Statement of Revenues and Expenses - Property Rental
As of January 31, 2022
(Unaudited)

	Jan. 2022	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Property Rental Revenues	\$ 10,690	\$ 75,269	\$ 128,280	59%	\$ 73,912
3 Other Income	-	-	-	0%	645
4 Board Discretionary Revenue	-	-	-	0%	-
5 Total Revenues	10,690	75,269	128,280	59%	74,557
6 Expenses					
7 Contractual Services	-	-	5,000	0%	-
8 Utilities	1,094	6,162	13,795	45%	6,142
9 Operations & Maintenance	316	5,241	16,367	32%	8,972
10 Debt Service	-	26,544	82,833	32%	55,042
11 Total Expenses	1,410	37,946	117,995	32%	70,156
12 Net Income (Loss)	\$ 9,280	\$ 37,323	\$ 10,285	363%	\$ 4,401

04-Property Rental Revenues and Expenses

Line 2 Property Rental Revenues: Includes revenue for 15302 Smithson and 15425 Wild Road properties. YTD is currently at 59% of budget.

Line 3 Other Income: Includes penalties and other miscellaneous Income; due to the unexpected nature of these revenues these accounts are budgeted conservatively. YTD has no activity.

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

Line 7 Contractual Services: Includes contractor and handyman expenses for installation of appliances, drywall repair, roofing, or plumbing repairs. No services have been needed through January.

Line 8 Utilities: Includes electric & gas expense for the rental properties. YTD is currently at 45% due to the timing of utility bills.

Line 9 Operations & Maintenance: Includes maintenance and other costs relating to the rental properties. YTD is currently at 32% of budget.

Line 10 Debt Service: Includes interest and principal payments on outstanding debt. YTD can trend over/ under budget due to timing of payments. Payments occur bi-annually in December and June. YTD is currently at 32% of budget.

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



Helendale CSD
Statement of Revenues and Expenses - Parks & Recreation
As of January 31, 2022
(Unaudited)

	Jan. 2022	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Program Fees	\$ 5,801	\$ 36,220	\$ 22,600	160%	\$ 6,361
3 Property Taxes	1,844	12,993	18,000	72%	11,025
4 Donations & Sponsorships	5,500	5,600	5,500	102%	12,563
5 Rental Income	1,452	17,606	26,075	68%	9,100
6 Developer Impact Fees	1,720	6,880	6,880	100%	5,160
7 Grants	-	-	-	0%	370
8 Interfund Transfer Out/(In)	(3,508)	(24,558)	(42,100)	58%	(24,558)
9 Board Discretionary Revenue	46,501	221,673	461,446	48%	217,903
10 Total Revenues	59,309	276,414	498,401	55%	237,923
11 Expenses					
12 Salaries & Benefits					
13 Salaries	8,714	48,787	78,878	62%	51,351
14 Benefits	4,948	22,307	42,974	52%	21,072
15 Total Salaries & Benefits	13,662	71,093	121,852	58%	72,423
16 Program Expense	3,909	38,506	64,725	59%	21,942
17 Contractual Services	2,785	9,308	9,560	97%	10,282
18 Utilities	4,209	33,865	64,387	53%	27,967
19 Operations & Maintenance	2,060	18,977	22,926	83%	18,172
20 Permits & Fees	-	437	1,863	23%	-
21 Grant Expense	-	-	-	0%	-
22 Other Expenses	555	711	1,955	36%	8,462
23 Debt Service	-	-	-	0%	20,340
24 Total Expenses	27,180	172,898	287,268	60%	179,588
25 Net Income (Loss) Before Capital	32,129	103,516	211,133	49%	58,334
26 Capital Expenses	-	(281,582)	(272,500)	103%	(15,440)
27 Net Income (Loss) After Capital	\$ 32,129	\$ (178,065)	\$ (61,367)	290%	\$ 42,895

05-Parks & Recreation Revenues and Expenses

Line 2 Program Fees: Includes recreation program fees, basketball league fees, youth soccer league fees and farmers market revenue. YTD is over budget due to more recreation program and youth soccer league fees than anticipated.

Line 3 Property Taxes: Includes the transfer of property taxes for streetlight utility expenses. YTD is currently at 72% of budget due to timing of property tax receipts.

Line 4 Donations & Sponsorships: Includes concert in the park sponsorships, event sponsorships and other donations/sponsorships. YTD activity includes a \$5,500 park sponsorship from Burrtec in January and a \$100 donation for candy in October.

Line 5 Rental Income: Includes rental income from the water shop, storage for the recycling center, community center room rental, church rental, and gymnastics rental. YTD can trend over/under budget depending on needs of rentals. YTD is currently at 68% of budget.

Line 6 Developer Impact Fees: Includes developer Impact Fees. YTD is currently at 100% of budget due to this account being budgeted conservatively due to the unexpected nature of these revenues.

Line 7 Grants: This accounts for grants and is not budgeted for until a grant is awarded. YTD has no activity thus far.

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

Line 9 Board Discretionary: Board Discretionary Revenue in October includes the following:

- Radio Tower Site Rent – \$39,964
- Property Taxes - \$2,418
- Solid Waste Franchise Fees - \$5,963
- Transfer Property Tax Revenue for Street Light Utilities – \$(1,844)

Line 13 Salaries: Includes full and part-time Parks and Recreation employees. YTD is currently at 62% of budget due to timing of payroll and Covid hazard pay done in December.

Line 14 Benefits: Includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education & trainings. YTD is currently at 52% of budget due to workers compensation coming in lower than anticipated.

Line 16 Program Expense: Includes supplies and expenses for the youth soccer league, park, community center, farmers market and other programs. YTD is currently at 59% of budget.

Line 17 Contractual Services: Includes software support and other contract services. YTD is currently at 97% of budget due to security guard services required at the Community Center not budgeted for and roof repairs performed in January.

Line 18 Utilities: Includes gas and electric for parks and the community center, along with telephone & electricity for street lighting. YTD is currently at 53% of budget.

Line 19 Operations & Maintenance: Includes vehicle maintenance, small tools, vehicle fuel and building repair for the park and community center. YTD is currently at 83% of budget due to \$2.8k sports annual insurance in July, \$2.3k down payment for repair work in unit D in August; and \$848 floor paint work in community center suite D in September.

Line 20 Permits & Fees: Includes permit and inspection fees, along with San Bernardino county fees. YTD can trend over/under budget due to timing of permits and fee payments. YTD is currently at 23% of budget.

Line 22 Other Expenses: Includes uniforms, printing costs, dues & subscriptions, and bank charges. YTD is currently at 36% of budget due to timing of expenses.

Line 23 Debt Service: Includes interest & principal payments on outstanding debt. No debt is budgeted for FY 21/22.

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

- \$241.6K - Additional Asphalt Parking Area - Community Center
- \$29.9K - Community Center Fencing
- \$5.3K - Lighting for Baseball and Sports field
- \$2.5K - Nature Play
- \$2.1K - Community Center Parking Lot Lights (New area)



Helendale CSD
Statement of Revenues and Expenses - Solid Waste Disposal
As of January 31, 2022
(Unaudited)

	Jan. 2022	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Charges for Services	\$ 48,272	\$ 334,789	\$ 578,519	58%	\$ 319,338
3 Assessments & Fees	5,065	134,015	236,954	57%	130,657
4 Other Charges	2,002	15,858	16,360	97%	5,539
5 Board Discretionary Revenue	-	-	20,000	0%	-
6 Total Revenues	55,340	484,662	852,833	57%	455,534
7 Expenses					
8 Salaries & Benefits					
9 Salaries	9,705	57,159	85,426	67%	49,962
10 Benefits	4,741	25,113	41,861	60%	21,515
11 Total Salaries & Benefits	14,446	82,272	127,287	65%	71,477
12 Contractual Services	-	286,751	565,926	51%	275,851
13 Disposal Fees	12,104	104,095	158,052	66%	102,945
14 Operations & Maintenance	875	3,773	4,531	83%	2,488
15 Other Operating Expenses	22	2,579	3,997	65%	4,805
16 Admin Allocation	961	6,729	11,536	58%	6,512
17 Total Expenses	28,408	486,200	871,330	56%	464,078
18 Net Income (Loss)	\$ 26,932	\$ (1,537)	\$ (18,497)		\$ (8,544)

06-Solid Waste Disposal Revenues and Expenses

Line 2 Charges for Services – Solid Waste: Includes regular pick up of solid waste. YTD is currently at 58% of budget.

Line 3 Assessment & Fees: Includes special assessments for refuse land use fees for current & prior years. YTD can trend over/under budget due to timing of receipts which are usually received in April and December. YTD is currently at 57% of budget.

Line 4 Other Charges: Includes delinquent fees and penalties on delinquent taxes. YTD is currently at 97% of budget due to receipt of green waste hauling fees not budgeted for and increased penalties on delinquent taxes.

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

Line 9 Salaries: Includes salaries for solid waste employees. YTD is currently at 67% of budget due to the timing of payroll and Covid hazard pay done in December.

Line 10 Benefits: Includes employee insurance, CalPERS retirement, workers compensation, payroll taxes, and education & training. YTD is currently at 60% of budget.

Line 12 Contractual Services: Includes Burrtec fees and other miscellaneous contract services. YTD can trend over/under budget due to need and timing of services and fees. YTD is currently at 51% of budget.

Line 13 Disposal Fees: Includes San Bernardino County disposal fees and green waste disposal fees. YTD can trend over/under budget due to need and timing of fees. YTD is currently at 66% of budget.

Line 14 Operations & Maintenance: Includes vehicle maintenance, vehicle fuel, operating supplies, and uniforms. YTD is currently at 83% of budget due to increased fuel costs.

Line 15 Other Operating Expenses: Includes rent for park storage, telephone, postage, event expenses, public outreach, printing, small tools, and bad debt expenses. YTD is currently at 65% of budget due to \$2.4K tax lien write offs in September that were not anticipated on budget.

Line 16 Admin Allocation: This is the monthly distribution of the budgeted Administration fund (Fund 10) expenses to the enterprise funds.



Helendale CSD
Statement of Revenues and Expenses - Administration
As of January 31, 2022
(Unaudited)

	Jan. 2022	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Tower Rent	\$ 39,964	\$ 111,719	\$ 158,511	70%	\$ 107,784
3 Property Taxes	2,418	71,242	107,345	66%	65,487
4 Solid Waste Billing & Fees	11,830	92,559	162,151	57%	94,247
5 Fees & Charges	2,178	15,430	17,000	91%	12,713
6 Investments	-	1,318	30,000	4%	5,077
7 Other Income	-	518	200	259%	3,328
8 Board Discretionary Revenue	(48,345)	(234,666)	(354,706)	66%	(228,928)
9 Total Revenues	8,045	58,120	120,501	48%	59,709
10 Expenses					
11 Salaries & Benefits					
12 Salaries	63,473	343,289	534,599	64%	304,384
13 Benefits	21,023	174,663	238,381	73%	130,950
14 Directors' Fees	4,723	44,423	89,000	50%	33,446
15 Total Salaries & Benefits	89,218	562,375	861,980	65%	470,265
16 Contractual Services	12,892	154,903	220,836	70%	150,189
17 Insurance	21,038	63,358	92,924	68%	64,791
18 Utilities	562	11,430	21,504	53%	10,699
19 Operations & Maintenance	-	804	3,516	23%	623
20 Permits & Fees	606	14,990	16,700	90%	14,119
21 Office & Other Expenses	3,620	46,216	56,635	82%	39,863
22 Election Expense	-	-	-	0%	-
23 Admin Allocation	(96,133)	(672,930)	(1,153,594)	58%	(651,242)
24 Total Expenses	31,804	181,145	120,501	150%	99,306
25 Net Income (Loss)	\$ (23,759)	\$ (123,026)	\$ -		\$ (39,597)

10-Administrative Revenues and Expenses

Line 2 Tower Rent: Includes radio tower site rental fees. YTD is currently at 70% of budget.

Line 3 Property Taxes: Includes current & prior property tax and penalties. YTD can trend over/under budget due to timing of property tax collections, with a majority being received in December and April. YTD is currently at 66% of budget.

Line 4 Solid Waste Billing & Fees: Includes franchise fees and billing for solid waste. YTD is currently at 57% of budget.

Line 5 Fees & Charges: Includes credit card processing fees and other miscellaneous fees. YTD is currently at 91% of budget due to the large volume of credit card processing fees.

Line 6 Investments: Includes investment income and unrealized gain or loss on investments. YTD is currently at 4% of budget due to a decline in interest rates and timing of receipts.

Line 7 Other Income: Other Income includes recycling revenues and other miscellaneous income. YTD is over budget due mattress recycling proceeds in September that were not budgeted for.

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

- Radio Tower Site Rent – \$39,964
- Property Taxes - \$2,418
- Solid Waste Franchise Fees – \$5,963

Line 12 Salaries: Includes full time, part time & overtime for administrative employees. YTD is currently at 64% of budget due to the timing of payroll and Covid hazard pay done in December.

Line 13 Benefits: Includes employee insurance, CalPERS retirement, workers compensation, payroll taxes, employee benefit & morale and education & training. YTD is currently at 73% of budget due to higher than anticipated workers compensation annual premium and annual payment of PERS Unfunded liability.

Line 14 Directors' Fees: Includes directors fees as well as directors training, seminars, and mileage expense. YTD is currently at 50% of budget.

Line 16 Contractual Services: Includes software support, legal services, and auditing & accounting services. YTD is currently at 70% of budget due to annual software maintenance and audit services being paid at the beginning of the fiscal year.

Line 17 Insurance: Includes both general liability and vehicle insurance expenses. YTD is currently at 68% of budget due to the timing of the quarterly premium payment.

Line 18 Utilities: Includes telephone and electricity expenses. YTD is currently at 53% of budget.

Line 19 Operations & Maintenance: Includes vehicle maintenance, vehicle fuel, mileage & travel reimbursement, uniforms, and equipment maintenance. YTD is currently at 23% of budget due to timing of maintenance.

Line 20 Permits & Fees: Includes the annual LAFCO fees, the GFOA application fee for the budget award, and San Bernardino County fees. YTD is currently at 90% of budget due to annual fees being paid at the beginning of the fiscal year.

Line 21 Office & Other Expense: Includes board meeting supplies, public relations, community promotion, bank charges, office supplies, postage, and dues & subscription. YTD is currently at 82% of budget due to higher volume of public notices than anticipated and annual dues and subscriptions paid at the beginning of the fiscal year.

Line 22 Election Expense: Includes costs relating to board member election. YTD has no activity thus far.

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



Helendale Community Services District

DATE: March 17, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3e
Resolution 2022-1D: A Resolution of the Helendale Community Services District Ratifying the Proclamation of a State of Emergency by Governor Newsom, Declaring the Existence of Local Emergency Conditions, and Authorizing Remote Teleconference Meetings of the Board of Directors and Its Standing Committee for the Period March 17, 2022, to April 17, 2022, Pursuant to Brown Act Provisions

Resolution is attached.

RESOLUTION NO. 2022- 01D

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE
COMMUNITY SERVICES DISTRICT RE-RATIFYING THE PROCLAMATION OF A
STATE OF EMERGENCY BY GOVERNOR NEWSOM, DECLARING THAT LOCAL
EMERGENCY CONDITIONS PERSIST, AND RE-AUTHORIZING REMOTE
TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS AND ITS
STANDING COMMITTEES FOR THE PERIOD MARCH 17, 2022, TO APRIL 17, 2022,
PURSUANT TO BROWN ACT PROVISIONS**

WHEREAS, the Helendale Community Services District (the “District”) is committed to preserving and nurturing public access and participation in meetings of its Board of Directors; and

WHEREAS, all meetings of the District’s Board of Directors (the “Board”) and its standing committees are open and public, as required by the Ralph M. Brown Act (California Government Code Sections 54950-54963), so that any member of the public may attend, participate, and watch those bodies conduct their business; and

WHEREAS, the Brown Act, in Government Code Section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code Section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition for application of Government Code Section 54953(e) is that a state of emergency is declared by the Governor pursuant to Government Code Section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the State caused by conditions as described in Government Code Section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, on March 4, 2020, Governor Gavin Newsom proclaimed a state of emergency to exist in California as a result of the threat of COVID-19, and such proclamation has not yet been lifted; and

WHEREAS, it is further required under Government Code Section 54953(e) that state or local officials have imposed or recommended measures to promote social distancing or that the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board previously adopted Resolution No. 2022-01C on March 2, 2022, finding that the requisite conditions exist for the Board and its standing committees to conduct remote teleconference meetings without compliance with Government Code Section 54953(b)(3); and

WHEREAS, as a condition of extending the use of the provisions set forth in Government Code Section 54953(e), the Board must reconsider the circumstances of the state of emergency that exists within the District, and the Board has done so; and

WHEREAS, emergency conditions persist within the District, specifically COVID-19 and its Delta variant, remain highly contagious and, therefore, a threat to the health, safety, and well-being of the District's employees, directors, vendors, contractors, customers, visitors, and residents; and

WHEREAS, directions from the San Bernardino County Department of Public Health and regulations from the State of California impose various social distancing restrictions and provide guidance on best practices with respect to actions to reduce the spread of COVID-19; and

WHEREAS, the Board does hereby find that a state of emergency continues to exist within the District's service area as a result of the continuing presence of COVID-19, which has caused, and will continue to cause, conditions of imminent risk to attendees of Board meetings, and has resulted in local, State, and federal social distancing orders and related guidance, and which has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and the Board desires to re-affirm that a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency persisting, the Board does hereby find that the Board and all standing committees thereof shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code Section 54953, as authorized by subdivision (e) of Government Code Section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of Government Code Section 54953; and

WHEREAS, the District will continue to provide proper notice to the public regarding all Board and standing committee meetings in accordance with Government Code Section 54953(e)(2) and shall continue to provide notice to the public of how they may access any such meeting via call-in number and/or internet link.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board hereby considers the conditions of the state of emergency within the District and proclaims that a local emergency persists throughout the District as a result of the continuing presence of COVID-19, which continues to cause conditions of imminent risk to attendees of the District's Board and standing committee meetings, and which have resulted in local, State, and federal social distancing orders

and guidance, and that continuing to conduct the District's Board and standing committee meetings virtually will minimize the possible spread COVID-19 and any variant thereof.

Section 3. Re-Ratification of Governor's Proclamation of a State of Emergency. The Board hereby re-ratifies the Governor of the State of California's Proclamation of State of Emergency regarding COVID-19, dated March 4, 2020.

Section 4. Remote Teleconference Meetings. The District's General Manager, or his or her delegee, and the Board and standing committees of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution, including but not limited to continuing to conduct open and public meetings in accordance with Government Code Section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) the expiration of thirty (30) days from the date this Resolution was adopted, as set forth below, or (ii) such time as the Board adopts a subsequent resolution in accordance with Government Code Section 54953(e)(3) to extend the time during which the Board and standing committees of the District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of Government Code Section 54953.

PASSED AND ADOPTED by the Board of Directors of the Helendale Community Services District this 17th day of March, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tim Smith, President, Board of Directors

ATTEST:

Sandy Haas, Secretary, Board of Directors



Helendale Community Services District

DATE: March 17, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
Discussion Only Regarding Review of Water Capital Improvement Plan

STAFF RECOMMENDATION:

Staff seeks input from the Board regarding the Water Capital Improvement Plan (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. The CIP assists the District with forward planning in considering potential capital labor intensive projects.

The proposed list has been reviewed and modified by Staff and is presented for Board input. Staff can provide a description of the projects for the Board information. The format is similar to the other CIP's reviewed with the Board with notations indicating proposed changes. The Water CIP is funded Water revenues including some grant revenue for Well 13 and AMI meters.

Staff seeks input and direction from the Board regarding the proposed Water CIP. The final version of this document will be included in the FY23 budget.

FISCAL IMPACT: As outlined in the CIP.

POSSIBLE MOTION: None needed

ATTACHMENTS: Proposed FY23 Water CIP

Water Fund		FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
		\$	\$				
1	Corporate Yard - 60x120 Metal Building / Enclosure	-	-				
2	Automated Gate	15,000	15,000				Done Moved
3	Camera System	15,000					
4	Interior of Building	100,000					Done
5	Road Base around new building	50,000					Remove
6	Old Shop Maintenance and Insulation	54,000					Done
7	Material Storage Bays		35,000				
8	New Well (Location TBD)	-	-				Done
9	New Well Pipeline (connect to Distribution System)	-	-				Done
10	Well House Well 13	40,000					Done
11	Electrical Well 13	30,000					Will be done this FY
12	Concrete, fencing, camera, internet Well 13	60,000					Increased
13	Generator	90,000	90,000				Move
14	Well 13 Rehab					90,000	Move
15	Well 1A Building Improvements	-	40,000	40,000			Move
16	Well Rehabilitation 1A				90,000		Move
17	Abandon Wells 5 & 6					30,000	Move
18	North & South Tank - Interior Re-Coating		250,000				
19	North & South Tank - Valves & Manifold		80,000				
20	New Turbine Pumps Well 4A & Rehab	85,000					Move
21	AMI Meters	125,000	55,000	90,000			Grant \$50k for FY23
22	Service Truck	50,000	50,000		50,000		Move FY22. Increase FY25
23	Bobcat Attachments	5,000		5,000			
24	Air Compressor	5,000					Done
25	Tire Changer	8,000					
26	Arc Welder					3,000	
27	Valves (4)	20,000					Move
28	SCADA Software Upgrade	25,000					
29	River Crossing Permitting	50,000		50,000			Moved
30	River Crossing Water Pipeline		500,000		500,000		Moved
31	Portable Lift	20,000					Done this FY



Helendale Community Services District

DATE: March 17, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
Discussion and Possible Action Regarding Request from Burrtec for Inflation-based Increase for Solid Waste Services and Other Related Fee Increases Under the Franchise Agreement

STAFF RECOMMENDATION:

Per the contract with Burrtec the Board is to accept the request and provide direction to Staff related to the Proposition 218 notification process. The Board may accept a 4% increase based upon the contract or consider a 5.76% increase.

STAFF REPORT:

Section 10.05 of the contract outlines the annual formula-based compensation adjustment as follows:

"The maximum rates set forth in Attachment D, Residential Bin and Commercial Services may be adjusted annually effective each July 1st by an amount equal to the calendar year annual twelve-month mean average change in the Consumer Price Index for All Urban Consumers for the Los Angeles-Riverside Orange Counties as published by the United States Department of Labor, Bureau of Labor Statistics for the previous calendar year annual twelve-months period (CPI)"...It is understood by both parties that the maximum annual CPI increase shall be no greater than four percent (4%) in any given adjustment period."

With the creation of the Riverside, San Bernardino, Ontario market index, the CPI has been changed to the more applicable market and memorialized in a contract amendment dated June 17, 2021.

The rate request is to be submitted by Burrtec each year no later than April 1 to allow time for the public noticing process to occur. Attached for the Board's information is the letter requesting the CPI increase and all related attachments. The noted CPI is 5.76% which is above the maximum increase allowed by the contract of 4%. The CPI increase last Fiscal Year was 1.87%. Recycling costs decreased for this year by \$0.64 cents per month to \$1.20. Last year's recycling fee was a \$1.84.

This is the first time that the Consumer Price Index has been over 4% in Staff's recollection. Per contract terms, Burrtec is willing to honor the cap, however, there is also the allowance for Burrtec to claim extraordinary expenses which they have not done to date. The Board may wish to grant

the 5.76% CPI based adjustment or stick with the 4% contract rate and anticipate the potential for extraordinary expenses to be claimed in a future year.

The breakdown for the residential CPI and other related increases are represented on the chart below. Commercial rates vary significantly and are represented in the attachments to this staff report.

Contract cap of 4% increase

Fee	Current	Proposed	Difference
Cart service w/ESFR	16.80	17.47	0.67
Recycling Fee	1.84	1.20	-0.64
Admin Billing Fee	2.40	2.50	0.10
218 Fee	0.07	0.07	0
Franchise Fee	2.33	2.35	0.02

\$0.15

Total CPI related increase of 5.76%

Fee	Current	Proposed	Difference
Cart service w/ESFR	16.8	17.77	0.97
Recycling Fee	1.84	1.20	-0.64
Admin Billing Fee	2.40	2.50	0.10
218 Fee	0.07	0.07	0
Franchise Fee	2.33	2.35	0.02

\$0.45

Upon Board direction, Staff will prepare public notices and schedule the public hearings regarding the matter.

FISCAL IMPACT: None at this time.

REQUESTED ACTION: Provide direction to Staff regarding the CPI increase for solid waste and direct Staff to prepare and circulate the Prop 218 notification

ATTACHMENTS: Burrtec Letter and rate increase information.



BURRTEC

WASTE INDUSTRIES, INC.

"We'll Take Care Of It"

March 2, 2022

Ms. Kimberly Cox
Helendale Community Services District
26540 Vista Rd, Suite B
P.O. Box 359
Helendale, CA 92342

RE: 2022 Rate Review Report

Dear Ms. Cox:

Pursuant to the Agreement for Solid Waste Handling and Recycling Services, Burrtec respectfully requests a 2022 rate adjustment and submits the following rate review information.

This year's rate adjustment is comprised of the following factors:

- A collection service adjustment based on the Riverside-San Bernardino-Ontario 2021 average Consumer Price Index for All Urban Consumers at 5.76%. The annual service rate adjustment is capped at 4% with the shortfall balance listed as a carryover for consideration in 2023.
- Trash disposal with estimated at a 5% increase in the per ton disposal fee as charged by San Bernardino County for \$50.34 per ton. The final trash tip fee will be adjusted prior to final rates implementation as approved by the Board.
- A residential recycling processing cost factor based on 2021 recyclable commodity values and material processing costs resulting in a decrease of \$0.64 per month attributed to improved commodity market values.
- Updated green waste and food waste recycling programs rates to reflect adjusted tipping fees for commercial organics recycling requirements under AB 1826, Mandatory Organics Recycling (MORe).

Enclosed please find the detailed rate review work sheets.

Thank you for the consideration.

Sincerely,

Richard Niño
Vice President

Cc: Bob Coon, Burrtec Waste Industries, Chief Financial Officer

EXHIBIT A
HELENDALE CSD PROPOSED 2022 RATE INCREASE

Service Type	Current 2021 Rate	Proposed 2022 Rate	Service Type	Current 2021 Rate	Proposed 2022 Rate
<u>Residential Service</u>			<u>Commercial Trash Service</u>		
95-gallon barrel w/paid disposal costs	\$23.44	\$23.59	Size	Freq	
95-gallon barrel w/o paid disposal costs	\$30.70	\$30.85	1.5	1	\$91.68
Extra 95-gallon trash barrel	\$8.31	\$8.64	1.5	2	\$173.87
65/95-gallon recy. 1st extra	N/C	N/C	1.5	3	\$256.16
65/95-gallon recy. extra	\$1.63	\$1.70	2	1	\$119.03
Extra pick-up on non-service day (barrels)	\$24.70	\$25.69	2	2	\$228.70
Extra pick-up on service day (barrels)	\$8.31	\$8.64	2	3	\$338.35
			3	1	\$164.51
Barrel Exchange (one exchange per year at no charge, does not apply to graffiti or damaged barrels)	\$16.92	\$17.60	3	2	\$328.97
			3	3	\$493.51
			3	4	\$657.99
			3	5	\$822.47
			3	6	\$986.97
					\$1,028.07
<u>Commercial Barrel Service</u>			<u>Recycling Bin Service</u>		
95-gallon barrel -1x	\$18.71	\$19.50	1.5	1	\$83.30
95-gallon barrel -2x	\$47.02	\$49.00	1.5	2	\$166.56
95-gallon barrel -3x	\$69.11	\$72.04	1.5	3	\$249.84
			2	1	\$107.88
Automated Recy 65g - 1x	\$8.78	\$8.42	2	2	\$215.75
			2	3	\$323.62
Barrel Exchange (one exchange per year at no charge, does not apply to graffiti or damaged barrels)	\$16.92	\$17.60	3	1	\$147.78
			3	2	\$295.57
Barrel Replacement (lost or stolen)	\$72.89	\$75.80	3	3	\$443.36
			3	4	\$591.14
			3	5	\$738.91
			3	6	\$886.70
					\$819.62
<u>Commercial Bins Service</u>			<u>Green Waste Bins & Barrels</u>		
Bin Exchange (one exchange per year at no charge, does not apply to graffiti or damaged bins)	\$84.61	\$88.00	1.5	1	\$102.80
			1.5	2	\$196.13
Bin Replacement + actual cost of bin commi-lost or stolen	\$93.72	\$97.47	1.5	3	\$289.52
			3	1	\$186.76
			3	2	\$373.47
			3	3	\$560.26
			3	4	\$746.99
			3	5	\$933.71
			3	6	\$1,120.46
			35g	1	n/a
			35g	2	n/a
			35g	3	n/a
			35g	4	n/a
			35g	5	n/a
			35g	6	n/a
			65g	1	n/a
			65g	2	n/a
			65g	3	n/a
			65g	4	n/a
			65g	5	n/a
			65g	6	n/a
			95g	1	\$56.25
					\$1,164.74
<u>Residential Bin Service</u>					\$50.35
Size	Freq				\$80.81
1.5	1	\$72.66			\$111.27
1.5	2	\$145.28			\$141.70
1.5	3	\$217.92			\$172.16
2	1	\$93.70			\$202.60
2	2	\$187.39			\$54.83
2	3	\$281.08			\$89.67
3	1	\$126.50			\$124.53
3	2	\$253.01			\$159.36
3	3	\$379.52			\$194.20
					\$229.03
					\$394.70
					\$58.48

**EXHIBIT A
HELENDALE CSD PROPOSED 2022 RATE INCREASE**

Service Type	Current 2021 Rate	Proposed 2022 Rate	Service Type	Current 2021 Rate	Proposed 2022 Rate
<u>Residential Bin Service</u>			<u>Food Waste Bins & Barrels</u>		
Bin Exchange (one exchange per year at no charge, does not apply to graffiti or damaged bins)	\$84.61	\$88.00	Size	Freq	
Bin Replacement + actual cost of bin lost or stolen	\$93.72	\$97.47	2	1	\$246.00
<u>Permanent (Trash) + Disposal/Processing</u>			2	2	\$480.29
40 yard	\$221.18	\$229.90	2	3	\$714.58
20 yard	\$221.18	\$229.90	2	4	\$948.86
10 yard	\$221.18	\$229.90	2	5	\$1,183.14
40 yard compactor	\$221.18	\$229.90	2	6	\$1,417.42
Dry Run /Relocate	\$78.49	\$81.63	35g	1	\$0.00
Rental Fee (per day)	\$26.57	\$27.63	35g	2	\$0.00
Disposal (per ton)	\$59.94	\$62.34	35g	3	\$0.00
<u>Temporary Roll-Offs (Trash)</u>			35g	4	\$0.00
40 yard	\$580.82	\$603.92	35g	5	\$0.00
20 yard	\$820.58	\$853.27	35g	6	\$0.00
10 yard	\$820.58	\$853.27	65g	1	\$85.82
Dry Run /Relocate	\$78.49	\$81.63	65g	2	\$152.72
Disposal (per ton)	\$59.94	\$62.34	65g	3	\$219.64
<u>Roll-Offs (Recycling) + Disposal/Processing</u>			65g	4	\$286.53
40 yard	\$218.12	\$226.84	65g	5	\$353.44
20 yard	\$218.12	\$226.84	65g	6	\$420.34
10 yard	\$218.12	\$226.84			
40 yard compactor	\$218.12	\$226.84	<u>Temporary Bins</u>		
40 yard g/w	\$218.12	\$226.84	Temporary Bins	\$117.99	\$122.71
Liner for Roll-Off	\$113.19	\$117.71	<u>Miscellaneous Bin Charges</u>		
Roll-Off drop-off Program for g/w (per box)	\$156.31	\$162.56	Locking container	\$8.31	\$ 8.64
			Container steam clean	\$41.11	\$ 42.76
			Pull-out service	\$41.11	\$ 42.76
			Extra pick-up	\$49.42	\$ 51.40
			Recy contamination bins	\$48.18	\$ 50.10
			Recy contamination barrel:	\$36.50	\$ 37.96
			<u>Concrete Washout</u>		
			Delivery	\$573.41	\$596.34
			Pump	\$422.50	\$439.40
			Pump Service	\$573.41	\$596.34
			Relocate	\$144.87	\$150.67
			Rental Fee (per day)	\$11.70	\$12.17
			<u>Certificate of Destruction</u>		
			Taken to San Bernardino		
			County Landfill (per ton)	\$117.92	\$ 122.64

Helendale CSD
 Rate Components
 Residential Service
 Admin Fee & 218 Adjustment

Service Level	Current Components - July 2021						Proposed Components - July 2022						Total rate increase \$	Total rate increase %
	2020 CPI 1.87%	Trash Service	Recycling Service	Admin Fee (incl CPI)	218 Recovery	10% Fran. Fee	Total	2021 CPI 5.76%	Trash Service	Recycling Service	Admin Fee (incl CPI)	218 Recovery		
95 gallon (and recy)	16.80	1.84	2.40	0.07	2.33	23.44	17.77	1.20	2.50	0.07	2.35	23.59	0.15	0.64%
95 gallon trash extra	7.48	-	-	-	0.83	8.31	7.91	(0.30)	-	-	0.86	8.64	0.33	3.97%
65/85 gallon recy. 1st extra	1.47	-	-	-	0.16	1.63	1.55	(0.13)	-	-	No Charge	No Charge	0.07	4.29%
65/95 gallon recy. extra								(0.02)			0.17	1.70		

4% CPI Cap in the contract.

218 Recovery .07 - Per Kimberly Cox email to R. Nino 2/22/21.
 Sept. 2017 Customer count = 2,372; Cost of 218 = \$1,541.34 + 506.80

218 Recovery .07 - Per Kimberly Cox email to R. Nino 2/22/21.
 Sept. 2017 Customer count = 2,372; Cost of 218 = \$1,541.34 + 506.80

Helendale CSD
 Rate Components
 Residential Service with ESFR Disposal
 Admin Fee & 218 Adjustment

Service Level	Current Components - July 2021							Proposed Components - July 2022							Total rate increase \$	Total rate increase %	
	2020 CPI 1.87%	Trash Service	Recycling Service	ESFR Disposal	Admin Fee (incl CPI)	218 Recovery	10% Fran. Fee	Total	2021 CPI 5.76%	Trash Service	CPI 4% Service Cap Shortfall	Recycling Service	ESFR Disposal	Admin Fee (incl CPI)			218 Recovery
95 gallon (and recy)	16.80	1.84	7.26	2.40	0.07	2.33	\$ 30.70	17.77	(0.30)	1.20	7.26	2.50	0.07	2.35	\$ 30.85	\$ 0.15	0.49%
95 gallon trash extra	7.48					0.83	\$ 8.31	7.91	(0.13)						8.64	\$ 0.33	3.97%
65/95 gallon recy. 1st extra							No Charge								No Charge		
65/95 gallon recy. extra	1.47					0.16	\$ 1.63	1.55	(0.02)					0.17	\$ 1.70	\$ 0.07	4.29%

ESFR = \$87.14/12

ESFR = \$87.14/12

4% CPI Cap in the contract.

ESFR disposal to remain at \$7.26 per Kimberly Cox email to R. Nino 2/22/21
 218 Recovery .07 - Per Kimberly Cox email to R. Nino 2/22/21.
 Sept. Customer count = 2,372; Cost of 218 = \$1,541.34 + 506.80.

ESFR disposal to remain at \$7.26 per Kimberly Cox email to R. Nino 2/22/21
 218 Recovery .07 - Per Kimberly Cox email to R. Nino 2/22/21.
 Sept. Customer count = 2,372; Cost of 218 = \$1,541.34 + 506.80.

Helendale CSD
Rate Components
Commercial Barrels

Refuse Service Level	Current Components - July 2021				Proposed Components - July 2022				Total rate increase \$	Total rate increase %	
	2020 CPI 1.87%	Fee per Barrel \$ 0.46	Compliance \$ 47.94	10% Disposal Fran. Fee	2021 CPI 5.76%	Fee per Barrel \$ 0.46	CPI 4% Service Cap Shortfall	10% Disposal Fran. Fee			
95 gallon - 1x	10.77	0.46	6.23	1.25	11.39	0.46	(0.19)	6.54	1.30	\$ 0.79	4.22%
95 gallon - 2x	30.64	0.46	12.46	3.46	32.41	0.46	(0.54)	13.08	3.59	\$ 1.98	4.21%
95 gallon - 3x	44.92	0.46	18.69	5.04	47.51	0.46	(0.79)	19.62	5.24	\$ 2.93	4.24%
Recycling Service Level	Current Components - July 2021				Proposed Components - July 2022				Total rate increase \$	Total rate increase %	
	2020 CPI 1.87%	Recycling Service	10% Recycling Fran. Fee	Total	2021 CPI 5.76%	CPI 4% Service Cap Shortfall	10% Recycling Fran. Fee	Total			
Automated Recy 65g - 1x	6.25	1.84	0.69	\$ 8.78	6.61	(0.11)	1.20	\$ 8.42	\$ (0.36)	-4.10%	

4% CPI Cap in the contract.

Note: SB Co. refuse gate rate is based on current gate rate.
The rate will be adjusted if it is increased on July 1st, 2021.

Barrel lbs used

Note: SB Co. refuse gate rate is based on current gate rate.
The rate will be adjusted if it is increased on July 1st, 2022.

Barrel lbs used

Helendale CSD
Rate Components
Commercial Refuse Bin Service

		Current Components - July 2021						Proposed Components - July 2022					
Bin Size	Freq	CPI		Fee per Yard		10.00% Franchise Fee	Total Rate	CPI		Fee per Yard		10.00% Franchise Fee	Total Rate
		Trash Service	1.87%	Compliance Fee	\$ 47.94 Disposal			Trash Service	5.76%	Compliance Fee	\$ 50.34 Disposal		
1.5	1	65.40		0.98	17.92	7.38	\$91.68	69.17		0.98	18.81	7.67	\$95.48
1.5	2	122.28		1.95	35.84	13.80	\$173.87	129.32		1.95	37.62	14.35	\$181.09
1.5	3	179.23		2.93	53.76	20.24	\$256.16	189.56		2.93	56.43	21.04	\$266.80
2	1	84.33		1.30	23.89	9.51	\$119.03	89.19		1.30	25.08	9.89	\$123.97
2	2	160.23		2.60	47.78	18.09	\$228.70	169.46		2.60	50.16	18.80	\$238.20
2	3	236.11		3.90	71.67	26.67	\$338.35	249.71		3.90	75.24	27.72	\$352.41
3	1	113.85		1.95	35.84	12.87	\$164.51	120.41		1.95	37.63	13.37	\$171.35
3	2	227.66		3.90	71.68	25.73	\$328.97	240.78		3.90	75.26	26.74	\$342.67
3	3	341.54		5.85	107.52	38.60	\$493.51	361.22		5.85	112.89	40.12	\$514.06
3	4	455.37		7.80	143.36	51.46	\$657.99	481.60		7.80	150.52	53.49	\$685.39
3	5	569.19		9.75	179.20	64.33	\$822.47	601.98		9.75	188.15	66.86	\$856.72
3	6	683.04		11.70	215.04	77.19	\$986.97	722.39		11.70	225.78	80.23	\$1,028.07
T. Bin 3 yd					-	11.80	\$117.99	112.31			-	12.27	\$122.71

Note: SB Co. refuse gate rate is based on current gate rate.
The rate will be adjusted if it is increased on July 1st, 2021.

Lbs/Yrd	115.00
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Note: SB Co. refuse gate rate is based on current gate rate.
The rate will be adjusted if it is increased on July 1st, 2022.

4% CPI Cap in the contract.

Lbs/Yrd	115.00
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Helendale CSD
 Rate Components
 Residential Refuse Bin Service

		Current Components - July 2021				Proposed Components - July 2022			
Bin Size	Freq	CPI 1.87%	10.00%	Total Rate	CPI 5.76%	10.00%	Total Rate	Total rate increase \$	Total rate increase %
		Trash Service	Franchise Fee		Trash Service	Franchise Fee			
1.5	1	65.39	7.27	\$72.66	69.16	7.56	\$75.57	\$2.91	4.00%
1.5	2	130.75	14.53	\$145.28	138.28	15.11	\$151.09	\$5.81	4.00%
1.5	3	196.13	21.79	\$217.92	207.43	22.66	\$226.64	\$8.72	4.00%
2	1	84.33	9.37	\$93.70	89.19	9.74	\$97.44	\$3.74	3.99%
2	2	168.65	18.74	\$187.39	178.37	19.49	\$194.89	\$7.50	4.00%
2	3	252.97	28.11	\$281.08	267.54	29.23	\$292.32	\$11.24	4.00%
3	1	113.85	12.65	\$126.50	120.41	13.16	\$131.56	\$5.06	4.00%
3	2	227.71	25.30	\$253.01	240.83	26.31	\$263.13	\$10.12	4.00%
3	3	341.57	37.95	\$379.52	361.25	39.47	\$394.70	\$15.18	4.00%
T. Bin 3 yd		106.19	11.80	\$117.99	112.31	12.27	\$122.71	\$4.72	4.00%

4% CPI Cap in the contract.

Helendale CSD
Rate Components
Recycling Bin Service

		Current Components - July 2021					Proposed Components - July 2022						
Bin Size	Freq	CPI 1.87%		10.00%		Total Rate	CPI 5.76%		10.00%		Total Rate	Total rate increase \$	Total rate increase %
		Trash Service	\$ Recycling	Franchise Fee	Franchise Fee		Trash Service	\$ Recycling	Franchise Fee	Franchise Fee			
1.5	1	65.39	10.64	7.27	7.27	\$83.30	69.16	12.92	2.52	7.56	\$78.09	(\$5.21)	-6.25%
1.5	2	130.75	21.28	14.53	14.53	\$166.56	138.28	5.04	5.04	15.11	\$156.13	(\$10.43)	-6.26%
1.5	3	196.13	31.92	21.79	21.79	\$249.84	207.43	7.56	7.56	22.66	\$234.20	(\$15.64)	-6.26%
2	1	84.33	14.18	9.37	9.37	\$107.88	89.19	3.36	3.36	9.74	\$100.80	(\$7.08)	-6.56%
2	2	168.65	28.36	18.74	18.74	\$215.75	178.37	6.72	6.72	19.49	\$201.61	(\$14.14)	-6.55%
2	3	252.97	42.54	28.11	28.11	\$323.62	267.54	10.08	10.08	29.23	\$302.40	(\$21.22)	-6.56%
3	1	113.85	21.28	12.65	12.65	\$147.78	120.41	5.04	5.04	13.16	\$136.60	(\$11.18)	-7.57%
3	2	227.71	42.56	25.30	25.30	\$295.57	240.83	10.08	10.08	26.31	\$273.21	(\$22.36)	-7.57%
3	3	341.57	63.84	37.95	37.95	\$443.36	361.25	15.12	15.12	39.47	\$409.82	(\$33.54)	-7.56%
3	4	455.42	85.12	50.60	50.60	\$591.14	481.66	20.16	20.16	52.63	\$546.43	(\$44.71)	-7.56%
3	5	569.26	106.40	63.25	63.25	\$738.91	602.06	25.20	25.20	65.78	\$683.01	(\$55.90)	-7.57%
3	6	683.12	127.68	75.90	75.90	\$886.70	722.47	30.24	30.24	78.94	\$819.62	(\$67.08)	-7.57%

4% CPI Cap in the contract.

Lbs/Yrd	60.00
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Lbs/Yrd	60.00
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Helendale CSD
Rate Components
Roll Off Service

Size	Current Components - July 2021						Proposed Components - July 2022						
	CPI %	Fee per Load	Disposal	Franchise	Rate	Trash Service	CPI %	Fee per Load	Disposal	Franchise	Rate	Total rate increase \$	Total rate increase %
	1.87%	\$2.75	\$ 59.94	10.00%			5.76%	\$2.75	\$ 62.34	10.00%			
Permanent													
40 Yard	196.31	2.75	Actual	22.12	\$221.18	207.62	2.75	Actual	22.99	\$229.90	\$8.72	3.94%	
20 Yard	196.31	2.75	Actual	22.12	\$221.18	207.62	2.75	Actual	22.99	\$229.90	\$8.72	3.94%	
10 Yard	196.31	2.75	Actual	22.12	\$221.18	207.62	2.75	Actual	22.99	\$229.90	\$8.72	3.94%	
40 Yard (compactor)	196.31	2.75	Actual	22.12	\$221.18	207.62	2.75	Actual	22.99	\$229.90	\$8.72	3.94%	
Dry Run/Relocate Rental Fee (per day)	70.64			7.85	\$78.49	74.71			8.16	\$81.63	\$3.14	4.00%	
	23.91			2.66	\$26.57	25.29			2.76	\$27.63	\$1.06	3.99%	
Temporary													
40 Yard - 6 ton	196.31	2.75	359.64	22.12	\$580.82	207.62	2.75	374.02	22.99	\$603.92	\$23.10	3.98%	
20 Yard - 10 ton	196.31	2.75	599.40	22.12	\$820.58	207.62	2.75	623.37	22.99	\$853.27	\$32.69	3.98%	
10 Yard - 10 ton	196.31	2.75	599.40	22.12	\$820.58	207.62	2.75	623.37	22.99	\$853.27	\$32.69	3.98%	
Excess Disposal			59.94		\$59.94			62.34		\$62.34	\$2.40	4.00%	
Recycling													
40 Yard	196.31		Actual	21.81	\$218.12	207.62		Actual	22.68	\$226.84	\$8.72	4.00%	
20 Yard	196.31		Actual	21.81	\$218.12	207.62		Actual	22.68	\$226.84	\$8.72	4.00%	
10 Yard	196.31		Actual	21.81	\$218.12	207.62		Actual	22.68	\$226.84	\$8.72	4.00%	
40 Yard (compactor)	196.31		Actual	21.81	\$218.12	207.62		Actual	22.68	\$226.84	\$8.72	4.00%	
40 Yard Green Waste	196.31		Actual	21.81	\$218.12	207.62		Actual	22.68	\$226.84	\$8.72	4.00%	
Concrete Washout													
Concrete wash-out box (delivery)	516.07		57.34		\$573.41	545.80		(9.09)	59.63	\$596.34	\$22.93	4.00%	
Concrete wash-out box (pump)	380.25		42.25		\$422.50	402.16		(6.70)	43.94	\$439.40	\$16.90	4.00%	
Pump service	516.07		57.34		\$573.41	545.80		(9.09)	59.63	\$596.34	\$22.93	4.00%	
Relocate	130.38		14.49		\$144.87	137.89		(2.29)	15.07	\$150.67	\$5.80	4.00%	
Rental Fee (per day)	10.53		1.17		\$11.70	11.14		(0.19)	1.22	\$12.17	\$0.47	4.02%	
Liner Roll Off	101.87		11.32		\$113.19	107.74		(1.80)	11.77	\$117.71	\$4.52	3.99%	

4% CPI Cap in the contract.

Note: SB Co. refuse gate rate is based on current gate rate. The rate will be adjusted if it is increased on July 1st, 2021.
 Note: SB Co. refuse gate rate is based on current gate rate. The rate will be adjusted if it is increased on July 1st, 2022.

RENTAL CHARGES:

Permanent Boxes

A minimum of four (4) loads per month is needed for boxes to be serviced on a permanent basis.

Note:

Roll off disposal rate = 7/1/22 SB Co Gate of \$50.34 per ton + CDSDP of \$12.00 per ton.

Helendale CSD
Rate Components
Special Services

Service	Current Components - July 2021				Proposed Components - July 2022				Total rate increase \$	Total rate increase %	
	CPI	10%			CPI	10%					
	1.87%	Trash Service	Fran. Fee	Total	5.76%	Trash Service	Service Cap Shortfall	Fran. Fee			Total
Locking bin		7.48	0.83	8.31		7.91	(0.13)	0.86	8.64	\$ 0.33	3.97%
Container steam cleaning		37.00	4.11	41.11		39.13	(0.65)	4.28	42.76	\$ 1.65	4.01%
Pull-out service (bins)		37.00	4.11	41.11		39.13	(0.65)	4.28	42.76	\$ 1.65	4.01%
Extra pick-up on non-service day (barrels)		22.23	2.47	24.70		23.51	(0.39)	2.57	25.69	\$ 0.99	4.01%
Extra pick-up on service day (trash barrels)		7.48	0.83	8.31		7.91	(0.13)	0.86	8.64	\$ 0.33	3.97%
Extra pick-up (bins)		44.48	4.94	49.42		47.04	(0.78)	5.14	51.40	\$ 1.98	4.01%
Recycling contamination fee Bins		43.36	4.82	48.18		45.86	(0.77)	5.01	50.10	\$ 1.92	3.99%
Recycling contamination fee Barrels		32.85	3.65	36.50		34.74	(0.58)	3.80	37.96	\$ 1.46	4.00%
Barrel Exchange (one exchange per year at no charge, does not apply to graffiti or damaged barrels)		15.23	1.69	16.92		16.11	(0.27)	1.76	17.60	\$ 0.68	4.02%
Barrel Replacement resd-customer damaged comml-lost or stolen		65.60	7.29	72.89		69.38	(1.16)	7.58	75.80	\$ 2.91	3.99%
Bin Exchange (one exchange per year at no charge, does not apply to graffiti or damaged bins)		76.15	8.46	84.61		80.54	(1.34)	8.80	88.00	\$ 3.39	4.01%
Bin Replacement + actual cost of bin comml-lost or stolen		84.35	9.37	93.72		89.21	(1.49)	9.75	97.47	\$ 3.75	4.00%
Certificate of Destruction Taken to San Bernardino County Landfill (per ton)		106.13	11.79	117.92		112.24	(1.86)	12.26	122.64	\$ 4.72	4.00%

4% CPI Cap in the contract.

Helendale CSD
Rate Components
Green Waste Bin & Barrel Service-Original

		Current Components - July 2021						Proposed Components - July 2022							
Bin Size	Freq	CPI 1.87% GW Service	Lbs/Yrd		10.00% Franchise Fee	Total Rate	CPI 5.76% GW Service	CPI 4% Service Cap Shortfall	Lbs/Yrd		10.00% Franchise Fee	Total Rate	Total rate increase \$	Total rate increase %	
			\$	Processing					\$	Processing					
1.5	1	65.40	30.13	150.00	7.27	\$102.80	69.17	(1.15)	31.29	150.00	7.56	\$106.87	\$4.07	3.96%	
1.5	2	122.28	60.26	150.00	13.59	\$196.13	129.32	(2.15)	62.58	150.00	14.13	\$203.88	\$7.75	3.95%	
1.5	3	179.23	90.38	150.00	19.91	\$289.52	189.56	(3.16)	93.86	150.00	20.71	\$300.97	\$11.45	3.95%	
3	1	113.85	60.26	150.00	12.65	\$186.76	120.41	(2.01)	62.58	150.00	13.16	\$194.14	\$7.38	3.95%	
3	2	227.66	120.51	150.00	25.30	\$373.47	240.78	(4.01)	125.15	150.00	26.31	\$388.23	\$14.76	3.95%	
3	3	341.54	180.77	150.00	37.95	\$560.26	361.22	(6.02)	187.73	150.00	39.47	\$582.40	\$22.14	3.95%	
3	4	455.37	241.02	150.00	50.60	\$746.99	481.60	(8.02)	250.30	150.00	52.62	\$776.50	\$29.51	3.95%	
3	5	569.19	301.28	150.00	63.24	\$933.71	601.98	(10.02)	312.88	150.00	65.77	\$970.61	\$36.90	3.95%	
3	6	683.04	361.53	150.00	75.89	\$1,120.46	722.39	(12.03)	375.45	150.00	78.93	\$1,164.74	\$44.28	3.95%	
				Lbs/Barrel 100						Lbs/Barrel 100					
Barrel	1	n/a	n/a	n/a	n/a	n/a	40.71		5.12	100	4.52	\$50.35	n/a	n/a	
	2	n/a	n/a	n/a	n/a	n/a	63.50		10.25	100	7.06	\$80.81	n/a	n/a	
	3	n/a	n/a	n/a	n/a	n/a	86.31		15.37	100	9.59	\$111.27	n/a	n/a	
	4	n/a	n/a	n/a	n/a	n/a	109.09		20.49	100	12.12	\$141.70	n/a	n/a	
	5	n/a	n/a	n/a	n/a	n/a	131.89		25.62	100	14.65	\$172.16	n/a	n/a	
	6	n/a	n/a	n/a	n/a	n/a	154.67		30.74	100	17.19	\$202.60	n/a	n/a	
65G	1	n/a	n/a	n/a	n/a	n/a	40.79		9.51	100	4.53	\$54.83	n/a	n/a	
65G	2	n/a	n/a	n/a	n/a	n/a	63.58		19.03	100	7.06	\$89.67	n/a	n/a	
65G	3	n/a	n/a	n/a	n/a	n/a	86.39		28.54	100	9.60	\$124.53	n/a	n/a	
65G	4	n/a	n/a	n/a	n/a	n/a	109.17		38.06	100	12.13	\$159.36	n/a	n/a	
65G	5	n/a	n/a	n/a	n/a	n/a	131.97		47.57	100	14.66	\$194.20	n/a	n/a	
65G	6	n/a	n/a	n/a	n/a	n/a	154.75		57.09	100	17.19	\$229.03	n/a	n/a	
95G	1	38.57	13.39	150.00	4.29	\$56.25	40.79	(0.68)	13.91	150.00	4.46	\$58.48	\$2.23	3.96%	

4% CPI Cap in the contract.

Note: Assumed 5% increase on prior year VVCF gw disposal rate. The rate to be adjusted once finalized.

Helendale CSD
Rate Components
Food Waste Bin & Barrel Service

		Current Components - July 2021						Proposed Components - July 2022							
Bin Size	Freq	CPI		Lbs/Yrd		10.00% Franchise Fee	Total Rate	CPI		Lbs/Yrd		10.00% Franchise Fee	Total Rate	Total rate increase \$	Total rate increase %
		1.87%	F/W Service	\$	Processing			5.76% F/W Service	Service Cap Shortfall	\$	Processing				
2	1	105.41	128.88	11.71	\$246.00	(1.85)	133.84	111.48	(1.85)	133.84	12.18	\$255.65	\$9.65	3.92%	
2	2	200.28	257.76	22.25	\$480.29	(3.53)	267.67	211.82	(3.53)	267.67	23.14	\$499.10	\$18.81	3.92%	
2	3	295.14	386.65	32.79	\$714.58	(5.19)	401.51	312.14	(5.19)	401.51	34.11	\$742.57	\$27.99	3.92%	
2	4	390.00	515.53	43.33	\$948.86	(6.87)	535.34	412.47	(6.87)	535.34	45.07	\$986.01	\$37.15	3.92%	
2	5	484.86	644.41	53.87	\$1,183.14	(8.54)	669.18	512.79	(8.54)	669.18	56.03	\$1,229.46	\$46.32	3.92%	
2	6	579.72	773.29	64.41	\$1,417.42	(10.21)	803.01	613.12	(10.21)	803.01	66.99	\$1,472.91	\$55.49	3.91%	
		Lbs/Barrel 200													
35G	1							40.71		22.31	4.52	\$67.54	n/a	n/a	
35G	2							63.50		44.61	7.06	\$115.17	n/a	n/a	
35G	3							86.31		66.92	9.59	\$162.82	n/a	n/a	
35G	4							109.09		89.22	12.12	\$210.43	n/a	n/a	
35G	5							131.89		111.53	14.65	\$258.07	n/a	n/a	
35G	6							154.67		133.84	17.19	\$305.70	n/a	n/a	
65G	1	38.57	42.96	4.29	\$85.82	(0.68)	44.61	40.79	(0.68)	44.61	4.46	\$89.18	\$3.36	3.92%	
65G	2	60.12	85.92	6.68	\$152.72	(1.06)	89.22	63.58	(1.06)	89.22	6.95	\$158.69	\$5.97	3.91%	
65G	3	81.68	128.88	9.08	\$219.64	(1.44)	133.84	86.39	(1.44)	133.84	9.44	\$228.23	\$8.59	3.91%	
65G	4	103.22	171.84	11.47	\$286.53	(1.82)	178.45	109.17	(1.82)	178.45	11.93	\$297.73	\$11.20	3.91%	
65G	5	124.78	214.80	13.86	\$353.44	(2.20)	223.06	131.97	(2.20)	223.06	14.42	\$367.25	\$13.81	3.91%	
65G	6	146.32	257.76	16.26	\$420.34	(2.58)	267.67	154.75	(2.58)	267.67	16.91	\$436.75	\$16.41	3.90%	

4% CPI Cap in the contract.

Note: Assumed 5% increase on prior year VVCF f/w disposal rate.
The rate to be adjusted once finalized.

Helendale CSD
 Rate Components
 Green Waste R/O Drop off Program

Service	Current Components - July 2021			Proposed Components - July 2022			Total rate increase \$	Total rate increase %	
	CPI 1.87% Per Box	Disposal	Total	CPI 5.76% Per Box	CPI 4% Service Cap Shortfall	Disposal			Total
Green Waste R/O drop off program	156.31	Actual \$	156.31	165.32	(2.76)	Actual \$	162.56	\$ 6.25	4.00%

4% CPI Cap in the contract.

CPI-All Urban Consumers (Current Series)
Original Data Value

CPI for All Urban Consumers (CPI-U)

Series Id: CUURS49CSA0
 Not Seasonally Adjusted
 Series Title: All items in Riverside-San Bernardino-Ontario, CA, all urban consumers, not seasonally adjusted
 Area: Riverside-San Bernardino-Ontario, CA
 Item: All items
 Base Period: DECEMBER 2017=100
 Years: 2020 to 2021

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2	Annual Change
2020	107.143	107.162	107.162	106.899	106.899	107.640	107.640	108.201	108.201	108.201	108.626	108.626	107.672	107.068	108.275	1.87%
2021	109.550	110.981	110.981	113.222	113.222	114.682	114.682	115.557	115.557	115.557	117.206	117.206	113.875	113.875	113.875	5.76%



Helendale Community Services District

DATE: March 17, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #8
Discussion and Possible Action Regarding Selection of Board Member for ASBCSD.

STAFF RECOMMENDATION:

This matter is at the discretion of the Board.

STAFF REPORT:

At the February Association of San Bernardino County Special Districts, the Board elections were held. There was a consistent tie between two high desert elected officials. President Smith was in attendance at the meeting and was the voting delegate for the District. He has requested input from the Board as to whom the Board would like for him to cast the vote.

FISCAL IMPACT: None

POSSIBLE MOTION: Selected a Candidate for ASBCSD

ATTACHMENTS: NA



Helendale Community Services District

DATE: March 18, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #9
Discussion and Possible Action Regarding Approval of the Concert-in-the-Park Dates

STAFF RECOMMENDATION:

This matter is at the discretion of the Board.

STAFF REPORT:

This matter was discussed by the Park & Rec Committee who agreed to keep the Concerts on the second Saturday of the months of May, June, July, August & September. Staff is requesting concurrence or other direction from the Board of Directors.

The Park and Rec Committee also discussed the Sunsetter's Car Club's request to hold a "Hot August Nights" car show at the August 13th concert as well as a September 11th tribute and end of the series fireworks show at the September 10th concert.

Concert Dates will be as follows:

May 14

June 11

July 9

August 13

September 10

FISCAL IMPACT: None

POSSIBLE MOTION: Approve the Concerts-in-the-Park Series as proposed

ATTACHMENTS: NA



Helendale Community Services District

DATE: March 17, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #10
Discussion and Possible Action Regarding Award of Contract for Well 13 Equipping

STAFF RECOMMENDATION:

Staff recommends approval of this item.

STAFF REPORT:

Staff circulated the request for proposals for well equipping services to complete the construction of well 13. The notice was published in the newspaper as well as direct solicitation to approximate 13 entities on our list of potential interested parties. Additionally, phone calls were placed to three entities with whom the District has used for similar services in the past.

The District received one quote from Southwest Pump and Drilling in the amount of \$245,000. While the bid came in higher than Staff expected, a follow up call to a pump manufacturer revealed that pump and motor prices have increase drastically since the District completed Well 4A in 2011 and that the price quoted was in line with current costs.

Based upon that verification, Staff recommends that the Board award the bid to Southwest. The District had an excellent experience with the company during the well drilling process and found them very reasonable to work with on change orders.

While the Board can throw out the bid and direct staff to rebid, the lead time on the equipment would put completion past the summer months. If the bid is awarded, there is a possibility that the well would be completed by June.

FISCAL IMPACT: \$245,000.00

POSSIBLE MOTION: Award contract to Southwest for well equipping in the amount of \$245,000.

ATTACHMENTS: Bid



**HELENDALE COMMUNITY SERVICES DISTRICT
WELL 13 EQUIPPING
VERTICAL TURBINE PUMP AND MOTOR ASSEMBLY**

Description	Quantity	Units	Unit Price	Bid Price
Mobilization and Demobilization	3%Max	LS	\$ 7,350.00	\$ 7,350.00
Vertical Turbine Pump & Motor	1	LS	\$ 166,575.00	\$ 166,575.00
Pedestal	1	LS	\$ 30,000.00	\$ 30,000.00
10-inch Column Pipe	155	LF	\$ 265.00	\$ 41,075.00

TOTAL BID PRICE (IN NUMBERS) \$ 245,000.00

TOTAL BID PRICE IN WORDS:

 Two Hundred Forty Five Thousand dollars and Zero cents.

Submitted by: (Company and Address)

South West Pump & Drilling, Inc.

53381 Highway 111

Coachella, CA 92236

Authorized signature:

Curtis McCalla, President
Name and Title

Signature

03/08/2022

Date