



## **REGULAR BOARD MEETING** **Thursday, March 18, 2021 at 6:30 PM**

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

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

<https://attendee.gotowebinar.com/register/4965288272065808139>

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

### **Call to Order - Pledge of Allegiance**

#### **1. Approval of Agenda**

#### **2. Public Participation**

*Anyone wishing to address any matter pertaining to District business listed on the agenda or not, may do so at this time. However, the Board of Directors may not take action on items that are not on the agenda. The public comment period may be limited to three (3) minutes per person. Any member wishing to make comments may do so by filling out the speaker's card at the following link: <https://www.surveymonkey.com/r/HKGNLL8>. We request that all speaker's cards are filled out by 6:25 pm.*

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

- a. Approval of Minutes: March 4, 2021, Regular Board
- b. Bills Paid Report.
- c. Directors Compensation and Expenses
- d. January Financials
- e. COVID Update

#### **4. Reports**

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

### **Regular Business:**

5. Discussion and Possible Action Regarding Adoption of Resolution 2021-05: A Resolution of the Board of Directors of the Helendale Community Services District Adopting a Mitigated Negative Declaration for the Well Field Expansion Project
6. Discussion and Possible Action Regarding Adoption of Resolution 2021-06: A Resolution of the Board of Directors of the Helendale Community Services District Adopting a Mitigated Negative Declaration for the Community Center Park Project
7. Discussion and Possible Action Regarding Park Capital Improvement Plan and Update on Development Impact Fees

8. Discussion and Possible Action Regarding an Increase in Accounting Support Services Contract for the Fiscal Year 2021 and Approval of a Contract Amount for Fiscal Year FY2022

**Other Business**

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

**Closed Session**

10. Conference with Real Property Negotiators  
(Government Code Section 54956.8)  
Property: 15302 Smithson Unit E.  
District Negotiator: Kimberly Cox  
Negotiating Parties: Bakers  
Under Negotiation: Price and Terms of Payment.

11. Report of Closed Session Items

12. Adjournment

*Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is sought in order to participate in the above agenda'd public meeting should be directed to the District's General Manager's office at (760) 951-0006 at least 24 hours prior to said meeting. The regular session of the Board meeting will be recorded. Recordings of the Board meetings are kept for the Clerk of the Board's convenience. These recordings are not the official minutes of the Board meetings.*



# Helendale Community Services District

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Date: March 18, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #3  
Consent Items

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## **CONSENT ITEMS**

- a. Approval of Minutes: Regular Board Meeting of March 4,
- b. Bills Paid Report
- c. Directors Expenses
- d. January Financials
- e. COVID Update



# Helendale Community Services District

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Date: March 18, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Cheryl Vermette  
SUBJECT: Agenda item #3a  
Minutes from Board meetings

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*Minutes of the Helendale Community Services District  
SPECIAL BOARD OF DIRECTORS MEETING  
March 4, 2021 at 6:30 PM  
26540 Vista Road, Suite C. Helendale, CA 92342*

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

**Board Members Roll Call:**

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

**Staff Members Present:**

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

**Consultants:**

Steve Kennedy, Legal Counsel

**Members of the Public:**

There was one member of the public present.

**Call to Order and Pledge of Allegiance**

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

**1. Approval of Agenda**

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

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

**2. Public Participation**

Christopher Porter, a Field Representative from Supervisor Paul Cook's office gave an update regarding COVID-19.

**3. Consent Items**

- A. Approval of Minutes: February 18, 2021, Regular Board Meeting and Special Board Meeting Minutes of February 22, 2021
- B. Bills Paid Report
- C. Directors Compensation and Expenses
- D. COVID-19 Pandemic Update

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

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

**4. Reports**

- A. Directors' Reports
- B. General Manager's Report

**Discussion:**

Vice President Spiller Reported that he assisted at the Farmers Market Booth. The weather affected attendance. He stated that vendors are appreciative of the low fees. He talked about the time change for the market coming up.

Director Schneider reported that he attended the farmers market a couple of weeks ago and there were a lot of people in attendance. He also noted that a lot of people were using EBT. He said he believed the new hours will help with attendance. Director Schneider also thanked Staff for including the expense reports in the agenda materials.

General Manager Cox reported that the County may transition to the Red Tier by March 22. She also reported that the wastewater rate evaluation is underway and will be completed in a few weeks. A public hearing for the park and well CEQA will be on the next agenda. The public notice will be published 3/4/21 and 3/11/21.

Water Operations Manager Carlson gave the water report. The monthly inspections and coliform report have been completed. Staff has begun the EAR for 2020. Staff replaced and reconfigured 4 meters at both Clubhouse and Fairway Courts. Staff is working with Edison for plans on the new well service. Staff repaired a 4" leak at the park and replaced a broken hydrant.

Program Coordinator Vermette gave the Solid Waste Report. Recycling for November was 71.99 tons; refuse collection for November was 386.24 tons; a total of 4,289 pounds of e-waste recycled from our last pickup in December with a reimbursement of \$879.36. The District has recycled a total of 146,172 pounds of e-waste since FY 2015/16. Metal recycling for January was 1.32 tons; green waste recycling was at 2.42 tons at a cost of \$337.91. Green waste costs for FY 2021 are \$5,956.20 to date. A total of 130 mattresses were recycled in January. There were no bulky item pickups for the month of January.

General Manager Cox gave the finance report. The total cash balance is \$5,629,528. The Water Department Fund has a balance of \$1,237,123; the Wastewater Department Fund has a balance of \$3,733,752; the Park Fund has a balance of \$245,493; the Solid Waste Fund has a balance of \$287,673. The District has \$3,007,043.10 in LAIF, \$2,695,580.34 in CBB and \$20,063.34 in DCB.

**New Business****5. Discussion and Possible Action Regarding Water CIP**

**Discussion:** General Manager Cox presented the CIP. The review of the Capital Improvement Plan is a critical part of the budget process. It lays out significant planned expenditures and provides a forward look at revenue demands. The CIP is a flexible document that represents Staff's best guess as to operational needs. The proposed CIP represents \$2,111,000 in projects. Some projects will be completed in-house; however, most will be completed by contractors. Water Operations Manager Carlson went over each of the line items in detail. General Manager Cox gave an example of the cash flow: current balance in the water reserve fund is \$1,237,000, the current capital is \$1,781,000 which will put the fund in a deficit of \$544,000; unscheduled revenue if \$678,500 will bring the fund back to a positive \$134,500 and after receipt of the \$750,000 grant for the well project the fund will be at \$884,500. Capital by year is projected at \$783,000 for 2021; \$1.03 million in 2022; \$55,000 in 2023; \$120,000 in 2024 and \$123,000 in 2025. General Manager Cox outlined the budget process and noted the upcoming Park CIP meeting at the Park and Rec Committee meeting on March 9<sup>th</sup>, the Park CIP and Burrtec's annual request on March 18, Staff level budget review in March/April, followed by the Board workshop on April 8<sup>th</sup>, a review of the Draft Budget on May 6<sup>th</sup> and final adoption on May 20<sup>th</sup>. The Board

requested a 20-to-25-foot pad of concrete or asphalt be poured around the building instead of road base. The Board also added the tire changer should be a purchase made sooner rather than later.

**Action:** There was no action on this item.

6. 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 COLA within the budget process. Staff is currently working on the Draft Budget for FY 22. Previously, the District has used Jan, Feb, or March LA index. Two years ago, we began using the January index for Riverside which includes fuel and food. The January 2021 Riverside, San Bernardino, Ontario CPI is 2.2%. The Bureau of Labor Statistics releases the index for Riverside – San Bernardino area every other month (January, March, May, etc.) approximately 7 weeks after the month-end. The January report is the most practical one to use for budget preparation. The March report will not be available until May. A COLA is not a windfall and is intended to keep the dollar constant. Ranges will be adjusted by the COLA. The COLA will become effective July 1, 2021 and will be incorporated into the new budget. It will also be used for staffing projections.

**Action:** A motion was made by Director Haas to approve a COLA of 2.5% based upon January Riverside/San Bernardino Consumer Price Index to be incorporated into the FY2022 budget. The motion was seconded by Vice President Spiller.

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

7. Discussion and Possible Action Regarding Adoption of Resolution 2021-04: A Resolution of the Helendale Community Services District Board of Directors, In Support of Filing an Application with the Bureau of Reclamation for a Grant Under the Water Smart: Small Scale Efficiency Projects

**Discussion:** The District will be submitting a grant to the Bureau of Reclamation under the Small-Scale Water Efficiency Projects for our AMI Meter Rotation Program. We are requesting funding for 800 meters and 425 radios. The total program cost will be \$199,936.52. The Bureau share will be \$75,000 the District share will be \$76,775 for meters and radios; \$20,560 for bushings and \$27,601.52 in employee costs. The District has 2,786 residential inch meters. After completion of Phase II of the Bureau Grant, which ends November 2021, we will have 1,566 meters installed. If awarded Phase III, the District will have 2,366 meters installed. The District will be applying for a Strategic Partners Grant through the Mojave Water Agency to fund an additional 110 meters. The District will also apply for another Bureau Grant in 2022 to install the remaining meters. At the completion of Phase III, the total District costs will be \$554,589.81; District Costs will have been \$275,173.16; Grant Reimbursements will have been \$279,416.65. These costs do not reflect the employee time, equipment cost or bushings.

**Action:** A motion was made by Vice President Spiller adopt Resolution 2021-04: A resolution of the Helendale Community Services District Board of Directors, in Support of Filing an Application with the Bureau of Reclamation for a Grant Under the Water Smart: Small-Scale Efficiency Projects. The motion was seconded by Director Clark.

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

**Other Business**

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

The Board requested to review the policy on meeting reimbursement and possible change in meeting time (Sunshine Ordinance).

President Smith called for a brief recess at 7:35 pm to be followed by closed session which began at 7:45 pm.

**Closed Session**

**9. Public Employee Performance Evaluation**

(Government Code Section 54957)

Title: General Manager

President Smith adjourned Closed Session at 7:59 pm and reconvened Open Session at 8:00 pm.

**10. Report of Closed Session Items**

**Discussion:** Legal Counsel Kennedy reported that the Board met in closed session and there was no reportable action resulting from closed session.

**11. Adjournment**

**Action:** President Smith adjourned the meeting at 8:01 pm

Submitted by:

Approved By:

\_\_\_\_\_  
Tim Smith, President

\_\_\_\_\_  
Sandy Haas, Secretary

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





# Helendale Community Services District

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Date: March 18, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Sharon Kreinop, Senior Account Specialist  
SUBJECT: Agenda item #3 b  
Consent Items: Updated Bills Paid and Presented for Approval

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**STAFF RECOMMENDATION:**

Updated Report Only. Receive and File

**STAFF REPORT:**

Staff issued 36 checks and 18 EFT's totaling \$142,694.84

Total Cash Available:	<u>03/15/21</u>	<u>03/01/21</u>
Cash	\$5,724,369.62	\$5,722,686.78
Checks/EFT's Issues	\$ 142,694.84	\$ 115,535.08

**Investment Report**

The Investment Report shows the status of the invested District funds. The current interest rate is 0.03% for LAIF and 0.10% for the CBB Sweep Account for February 2021. Interest earned February 2021 on CBB Sweep Account is \$181.54.



Helendale CSD

# Bills Paid and Presented for Approval Transaction Detail

Issued Date Range: 03/02/2021 - 03/15/2021

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
<b>Bank Account: 251229590 - CBB Checking</b>					
03/04/2021	<a href="#">23953</a>	California State Disbursement Unit	-230.76	Check	Accounts Payable
03/04/2021	<a href="#">23954</a>	Eide Bailly LLP	-6,034.10	Check	Accounts Payable
03/04/2021	<a href="#">23955</a>	Sonic Systems, Inc	-1,461.90	Check	Accounts Payable
03/04/2021	<a href="#">23956</a>	MWC Group, Inc	-26,608.75	Check	Accounts Payable
03/04/2021	<a href="#">23957</a>	MWC Group, Inc	-26,608.75	Check	Accounts Payable
03/04/2021	<a href="#">23958</a>	Rain for Rent	-1,440.57	Check	Accounts Payable
03/04/2021	<a href="#">23959</a>	Altec Land Planning	-8,400.00	Check	Accounts Payable
03/04/2021	<a href="#">23960</a>	AVCOM Services Inc.	-86.50	Check	Accounts Payable
03/04/2021	<a href="#">23961</a>	Burrtec Waste Industries Inc	-124.18	Check	Accounts Payable
03/04/2021	<a href="#">23962</a>	Burrtec Waste Industries Inc	-1,215.93	Check	Accounts Payable
03/04/2021	<a href="#">23963</a>	County of San Bernardino	-440.00	Check	Accounts Payable
03/04/2021	<a href="#">23964</a>	Desert Community Bank	-1,000.00	Check	Accounts Payable
03/04/2021	<a href="#">23965</a>	Ferguson Enterprises, LLC #1350	-182.64	Check	Accounts Payable
03/04/2021	<a href="#">23966</a>	Frontier Communications	-266.54	Check	Accounts Payable
03/04/2021	<a href="#">23967</a>	G.A. Osborne Pipe & Supply Inc.	-1,310.01	Check	Accounts Payable
03/04/2021	<a href="#">23968</a>	Geo-Monitor, Inc.	-303.00	Check	Accounts Payable
03/04/2021	<a href="#">23969</a>	Hartford Life	-513.77	Check	Accounts Payable
03/04/2021	<a href="#">23970</a>	Inland Water Works Supply Co.	-3,126.67	Check	Accounts Payable
03/04/2021	<a href="#">23971</a>	King of the Hill Floor Care	-125.00	Check	Accounts Payable
03/04/2021	<a href="#">23972</a>	Mobile Occupational Services, Inc.	-135.00	Check	Accounts Payable
03/04/2021	<a href="#">23973</a>	MWC Group, Inc	-2,094.08	Check	Accounts Payable
03/04/2021	<a href="#">23974</a>	Online Information Services, Inc	-31.35	Check	Accounts Payable
03/04/2021	<a href="#">23975</a>	Rebecca Gonzalez	-495.00	Check	Accounts Payable
03/04/2021	<a href="#">23976</a>	Synagro West, LLC	-769.84	Check	Accounts Payable
03/04/2021	<a href="#">23977</a>	Uline	-371.36	Check	Accounts Payable
03/04/2021	<a href="#">23978</a>	USA of So. California	-64.45	Check	Accounts Payable
03/10/2021	<a href="#">23979</a>	Beck Oil Inc	-2,832.35	Check	Accounts Payable
03/10/2021	<a href="#">23980</a>	County of San Bernardino, Environmental Health Services	-533.00	Check	Accounts Payable
03/10/2021	<a href="#">23981</a>	Frontier Communications	-49.46	Check	Accounts Payable
03/10/2021	<a href="#">23982</a>	Hattrix Incorporated	-395.44	Check	Accounts Payable
03/10/2021	<a href="#">23983</a>	Lowe's Inc.	-1,237.17	Check	Accounts Payable
03/10/2021	<a href="#">23984</a>	O'Reilly Auto Parts	-431.20	Check	Accounts Payable
03/10/2021	<a href="#">23985</a>	Robert Collison	-376.86	Check	Accounts Payable
03/10/2021	<a href="#">23986</a>	State of California Department of Justice	-49.00	Check	Accounts Payable
03/10/2021	<a href="#">23987</a>	The Woodall Group, Inc	-20.00	Check	Accounts Payable
03/10/2021	<a href="#">23988</a>	USA Blue Book	-182.51	Check	Accounts Payable
03/02/2021	<a href="#">EFT0003584</a>	SCE ACH WWTP & Wells 3,4 & 1 Acct 2-29-212-2157	-16,068.06	EFT	General Ledger
03/02/2021	<a href="#">EFT0003585</a>	SCE ACH Well 6,7,8,9 & 2 Acct 2-28-988-7853	-443.90	EFT	General Ledger
03/14/2021	<a href="#">EFT0003588</a>	SW Gas Community Center Acct 121-0319591-025	-569.62	EFT	General Ledger
03/14/2021	<a href="#">EFT0003589</a>	SW Gas ACH 4-Plex 121-1498049-003	-209.70	EFT	General Ledger
03/14/2021	<a href="#">EFT0003590</a>	SW Gas Water Shop Acct 121-1498762-002	-11.00	EFT	General Ledger
03/03/2021	<a href="#">EFT0003599</a>	CalPERS 457 Pmt PPE	-3,782.43	EFT	General Ledger
03/04/2021	<a href="#">EFT0003601</a>	To record CalPERS Health Premium	-17,428.28	EFT	General Ledger
03/02/2021	<a href="#">EFT0003602</a>	To record Global Merchant Fees Acct 4366 -	-386.70	EFT	General Ledger
03/03/2021	<a href="#">EFT0003603</a>	To record Global Merchant Fees Acct 4367 -	-1,624.72	EFT	General Ledger
03/02/2021	<a href="#">EFT0003605</a>	SB County Application Submittal Fe & New Address/Writte	-226.00	EFT	General Ledger

## Bank Transaction Report

Issued Date	Number	Description	Amount	Type	Module
03/02/2021	<a href="#">EFT0003607</a>	To record EVO Rec Desk CC Fees 22567	-21.75	EFT	General Ledger
03/02/2021	<a href="#">EFT0003607</a>	To record EVO Rec Desk CC Fees 22567	21.75	EFT Reversal	General Ledger
03/02/2021	<a href="#">EFT0003608</a>	To record EVO Thrift Store CC Fees 23099	347.62	EFT Reversal	General Ledger
03/02/2021	<a href="#">EFT0003608</a>	To record EVO Thrift Store CC Fees 23099	-347.62	EFT	General Ledger
03/09/2021	<a href="#">EFT0003609</a>	SCE ACH Community Center Acct 2-34-148-8526	-1,032.70	EFT	General Ledger
03/10/2021	<a href="#">EFT0003610</a>	SCE ACH Water Shop Acct 2-30-765-8245	-152.10	EFT	General Ledger
03/10/2021	<a href="#">EFT0003611</a>	SCE ACH 4-Plex Acct 2-35-118-6267	-262.35	EFT	General Ledger
03/11/2021	<a href="#">EFT0003612</a>	To record account analysis fees	-486.85	EFT	General Ledger
03/11/2021	<a href="#">EFT0003612</a>	To record account analysis fees	486.85	EFT Reversal	General Ledger
03/08/2021	<a href="#">EFT0003617</a>	To record Tasc Flex Claim Pmt - PPE 2/285/21	-533.33	EFT	General Ledger
03/08/2021	<a href="#">EFT0003618</a>	To record Tasc Flex Claim Pmt - 24PP Adj	-123.15	EFT	General Ledger
03/12/2021	<a href="#">EFT0003619</a>	CalPERS PEPRA Pmt PPE 2/14/21	-1,605.03	EFT	General Ledger
03/12/2021	<a href="#">EFT0003620</a>	CalPERS Classic Pmt PPE 2/14/21	-6,907.49	EFT	General Ledger
03/15/2021	<a href="#">EFT0003621</a>	To record Sales Tax Pmt - 1st Quarter 202 - 2nd Pmt	-1,781.14	EFT	General Ledger
<b>Bank Account 251229590 Total: (60)</b>					<b>-142,694.84</b>
<b>Report Total: (60)</b>					<b>-142,694.84</b>

**Summary**

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

<b>Count</b>	<b>Amount</b>
60	-142,694.84
<b>Report Total:</b>	<b>-142,694.84</b>

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

<b>Count</b>	<b>Amount</b>
60	-142,694.84
<b>Report Total:</b>	<b>-142,694.84</b>

Transaction Type	Count	Amount
Check	36	-89,547.14
EFT	21	-54,003.92
EFT Reversal	3	856.22
<b>Report Total:</b>	<b>60</b>	<b>-142,694.84</b>



# Helendale Community Services District

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Date: March 18, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #3c  
Directors' Expense Reports

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**Helendale Community Services District**

**Board Member Expense Voucher**

Pay Period Ending 3/14/21

Date	Event	Expense Description/Explanation	Meeting	Miles	Meals	Lodging	Other	Exp Category
2/2	Public Benefit	Meet with Kimberly	0					G
2/4	Public Benefit	Discuss Ad agenda Beg Board MTC	0					A
2/17	Public Benefit	Meet with Kimberly Cox Rowen Ad agenda Beg Board MTC	0					G
2/18	Public Benefit	Beg Board MTC	0					A
2/22	Public Benefit	Special MTC PARK Grant	0					A
			<b>Total Meetings</b>	<b>Total Miles</b>	<b>Total Meals</b>	<b>Total Lodging</b>	<b>Total Other</b>	<b>Total</b>
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Submitted by:



Signature

3/2/21

Date

**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 with GM /Senior Staff
- 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 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**

Pay Period Ending 3-1-21

Date	Event	Expense Description/Explanation	Meeting	Miles	Meals	Lodging	Other	Exp Category
2/16	Public Benefit	Meeting w/GM	0					G
2/17	Public Benefit	Agenda + other dist. Business meeting w/ Cheryl	0					G
2/18	Public Benefit	Re: Park Grants \$ amounts	0					A
2/22	Public Benefit	Special Meeting Re: Starts	0					A
2/23	Public Benefit	Meeting w/GM needed forms - results of 2 items on agenda	0					
			<b>Total Meetings</b>	<b>Total Miles</b>	<b>Total Meals</b>	<b>Total Lodging</b>	<b>Total Other</b>	<b>Total</b>
			\$ 687.50	\$ -	\$ -	\$ -	\$ -	\$ 687.50

Submitted by:

Sandy Naas  
Signature

2-23-21  
Date

**RECEIVED**  
FEB 23 2021

**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 with GM /Senior Staff
- 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 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

*[Handwritten Signature]*

Helendale Community Services District

Board Member Expense Voucher

Pay Period Ending 3-14-21

Date	Event / Public Benefit	Expense Description/Explanation	Meeting	Miles	Meals	Lodging	Other	Exp Category
3/2	Public Benefit	Meeting w/ GM so over agenda items. Voice update	0					G
3/3	Event / Public Benefit	Meeting w/ Programs Discussion on 2 grant projects. meters what paper work New Park grant when ready to send working draft	0					A
3/4	Event / Public Benefit	Regular Board Meeting						
3/9	Event / Public Benefit	Banker attending market research for some business CIP fees for farmers market / National Night new location	0					A
3/10	Event / Public Benefit	the Comm Lunch News from MVA Daggert, Newberry, Yermo interesting	0		24.29			C
			<b>Total Meetings</b>	<b>Total Miles</b>	<b>Total Meals</b>	<b>Total Lodging</b>	<b>Total Other</b>	<b>Total</b>
			\$ -	\$ -	\$ 24.29	\$ -	\$ 68.75	711.79

Submitted by:

*Sandra Neas*

Signature

3-11-21

Date

RECEIVED

MAR 11 2021

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 with GM /Senior Staff
- 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 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



Los Domingos  
1520 E Main St, Barstow, CA 92311  
(760) 256-1381

Ticket No: 59  
Ticket UID: 20210310DE5E-119  
Small Room->9

Employee: Alejandra  
Dine In  
Date: 3/10/2021  
Time: 12:54:19 PM

L-19 Buffalo Chicken Wrap \$8.95  
-- French Fries \$0.00  
L-11 Grilled Chicken Salad \$8.95  
-- Ranch \$0.00

Subtotal: \$17.90  
Tax: \$1.39  
Total: \$19.29

*xof 5*



Thank you come again!

**HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER**  
 Pay Period Ending 2/28/2021

Date		Expense Description/Explanation		Meeting	Miles	Meals	Lodging	Other	Exp Category
2/16/2021	Event	Meeting with GM		137.5					G: Meeting w/GM re District Operations
	Description of Public Benefit	Discuss BOD Agenda							
2/16/2021	Event	Regular BOD Meeting		137.5					A: Public Meeting governed by Brown Act
	Description of Public Benefit	HCSD Business							
2/22/2021	Event	Special BOD Meeting		137.5					A: Public Meeting governed by Brown Act
	Description of Public Benefit	Discuss Park Grant Application							
2/24/2021	Event	Helendale Farmers Market		137.5					C: Representation at Public Meeting/Event*
	Description of Public Benefit	Meet with Vendors and assist at HCSD information table							
2/25/2021	Event	Meeting with GM		137.5					G: Meeting w/GM re District Operations
	Description of Public Benefit	Discuss Park and Recreation 5 year CIP Plan							
	Event			0					A: Public Meeting governed by Brown Act
	Description of Public Benefit								
	Event			0					A: Public Meeting governed by Brown Act
	Description of Public Benefit								
	Event			0					A: Public Meeting governed by Brown Act
	Description of Public Benefit								
	Event			0					A: Public Meeting governed by Brown Act
	Description of Public Benefit								
				<b>Total Meetings</b>	<b>Total Miles</b>	<b>Total Meals</b>	<b>Total Lodging</b>	<b>Total Other</b>	<b>Total</b>
				\$ 687.50	\$ -	\$ -	\$ -	\$ -	\$ 687.50

Submitted by:

*Craig Schneider*  
 Signature

Feb. 25, 2021  
 Date

*AK*

**HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER**  
 Pay Period Ending 2/28/2021

Tim Smith										
Date	Event	Expense Description/Explanation	Meeting	Miles	Meals	Lodging	Other	Exp Category		
02/02/2021	Description of Public Benefit	mtg with general manager	137.5					G: Meeting w/GM re District Operations		
02/04/2021	Description of Public Benefit	regular board mtg	137.5					A: Public Meeting governed by Brown Act		
02/09/2021	Description of Public Benefit	park and rec	137.5					A: Public Meeting governed by Brown Act		
02/10/2021	Description of Public Benefit	mtg with general manager	137.5					G: Meeting w/GM re District Operations		
02/18/2021	Description of Public Benefit	regular board mtg	137.5					A: Public Meeting governed by Brown Act		
02/22/2021	Description of Public Benefit	special board mtg	137.5					A: Public Meeting governed by Brown Act		
	Description of Public Benefit		0					A: Public Meeting governed by Brown Act		
	Description of Public Benefit		0					A: Public Meeting governed by Brown Act		
	Description of Public Benefit		0					A: Public Meeting governed by Brown Act		
	Description of Public Benefit		0					A: Public Meeting governed by Brown Act		
	Description of Public Benefit		0					A: Public Meeting governed by Brown Act		
	Description of Public Benefit		0					A: Public Meeting governed by Brown Act		
			<b>Total Meetings</b>	<b>Total Miles</b>	<b>Total Meals</b>	<b>Total Lodging</b>	<b>Total Other</b>	<b>Total</b>		
			\$ 825.00	\$ -	\$ -	\$ -	\$ -	\$ 825.00		

Submitted by:

Tim Smith  
Signature

Date

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

Pay Period Ending 3/14/2021

											Tim Smith	
Date	Event	Expense Description/Explanation	Meeting	Miles	Meals	Lodging	Other	Exp Category				
03/02/2021	Description of Public Benefit	mtg with gm	137.5					G: Meeting w/GM re District Operations				
03/04/2021	Event	regular mtg	137.5					A: Public Meeting governed by Brown Act				
03/09/2021	Description of Public Benefit	park and rec	137.5					A: Public Meeting governed by Brown Act				
	Event		0									
	Description of Public Benefit											
	Event		0									
	Description of Public Benefit											
	Event		0									
	Description of Public Benefit											
	Event		0									
	Description of Public Benefit											
	Event		0									
	Description of Public Benefit											
	Event		0									
	Description of Public Benefit											
	Event		0									
	Description of Public Benefit											
										<b>Total Meetings</b>	412.50	\$
										<b>Total Miles</b>	-	\$
										<b>Total Meals</b>	-	\$
										<b>Total Lodging</b>	-	\$
										<b>Total Other</b>	-	\$
										<b>Total</b>	412.50	\$

Submitted by:

Tim Smith  
Signature

03/12/2021  
Date

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name: Henry Spitzer

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other	Exp Category
1/24	Farmers Market					
2/2	Rep @ public event servicing citizens using EBT Cards					
2/2	Pre Board Meeting					
2/3	Review of issues discussed at open board meeting					
2/3	Farmers Market					
2/4	Rep @ public event servicing citizens using EBT/Col Fresh					
2/4	CSD Board Meeting					
2/9	Public Meeting governed by the Brown Act					
2/9	Park Meeting					
2/9	Ad Hoc committee of the Board					
2/10	Farmers Market					
2/10	Rep @ public event servicing citizens using EBT/Col Fresh					
2/16	Pre Board Meeting with Kim					
2/16	Meeting with Sp. M. regarding district Ops.					
2/17	Farmers Market					
2/17	Rep @ public event servicing citizens using EBT/Col Fresh					
2/18	CSD Board Meeting					
2/18	Public Meeting governed by the Brown Act					
2/22	Special Park Meeting					
2/22	Ad Hoc committee of the Board					
Totals						

Notes/Comments:

Totals: Mileage \_\_\_\_\_ Meals \_\_\_\_\_ Lodging \_\_\_\_\_ Other \_\_\_\_\_ Grand Total \$1375.00

Submitted By: [Signature]

Appropriate Approval [Signature] Date 2-22-21

10

Expense Categories

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

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



# Helendale Community Services District

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Date: March 18, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #3d  
January Financials

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**STAFF REPORT:**

Attached for the Board's consideration is the Financial Report for the month of January.



**Helendale CSD**  
**Statement of Revenues and Expenses - Water**  
**As of January 31, 2021**  
**(Unaudited)**

	Jan. 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Meter Charges	\$ 133,992	\$ 935,474	\$ 1,578,873	59%	\$ 875,164
3 Water Sales	45,579	613,982	862,015	71%	561,065
4 Standby Charges	801	10,814	24,400	44%	22,872
5 Other Operating Revenue	23,508	64,142	86,232	74%	64,095
<b>6 Total Operating Revenues</b>	<b>203,880</b>	<b>1,624,412</b>	<b>2,551,520</b>	<b>64%</b>	<b>1,523,195</b>
<b>7 Non-Operating Revenues</b>					
8 Grant Revenue	-	15,990	37,500	43%	74,723
9 Miscellaneous Income (Expense)	1,531	1,531	1,000	153%	-
<b>10 Total Non-Operating Revenues</b>	<b>1,531</b>	<b>17,521</b>	<b>38,500</b>	<b>46%</b>	<b>74,723</b>
<b>11 Total Revenues</b>	<b>205,411</b>	<b>1,641,933</b>	<b>2,590,020</b>	<b>63%</b>	<b>1,597,918</b>
<b>12 Expenses</b>					
<b>13 Salaries &amp; Benefits</b>					
14 Salaries	36,866	186,322	330,774	56%	175,575
15 Benefits	13,008	72,695	123,793	59%	79,591
<b>16 Total Salaries &amp; Benefits</b>	<b>49,875</b>	<b>259,017</b>	<b>454,567</b>	<b>57%</b>	<b>255,166</b>
<b>17 Transmission &amp; Distribution</b>					
18 Contractual Services	6,001	39,711	39,050	102%	23,124
19 Power	6,144	76,704	124,106	62%	73,612
20 Operations & Maintenance	4,662	43,548	131,682	33%	107,790
21 Rent/Lease Expense	800	7,490	10,860	69%	6,860
22 Permits & Fees	13,630	20,668	25,600	81%	18,053
<b>23 Total T&amp;D</b>	<b>31,237</b>	<b>188,121</b>	<b>331,298</b>	<b>57%</b>	<b>229,439</b>
<b>24 General &amp; Administrative</b>					
25 Utilities	523	2,882	5,436	53%	2,945
26 Office & Other Expenses	104	8,119	3,015	269%	652
27 Admin Allocation	46,517	325,621	558,207	58%	286,715
<b>28 Total G&amp;A</b>	<b>47,144</b>	<b>336,622</b>	<b>566,658</b>	<b>59%</b>	<b>290,312</b>
29 Debt Service	149,447	343,814	388,734	88%	264,285
<b>30 Total Expenses</b>	<b>277,703</b>	<b>1,127,574</b>	<b>1,741,257</b>	<b>65%</b>	<b>1,039,202</b>
<b>31 Net Income (Loss) Before Capital</b>	<b>(72,292)</b>	<b>514,359</b>	<b>848,763</b>	<b>61%</b>	<b>558,717</b>
32 Capital Expenses	(185,000)	(641,908)	(2,023,667)	32%	(250,568)
<b>33 Net Income (Loss) After Capital</b>	<b>\$ (257,292)</b>	<b>\$ (127,549)</b>	<b>\$ (1,174,904)</b>	<b>11%</b>	<b>\$ 308,148</b>

**Helendale CSD**  
*Financial Statement Analysis*  
For the Month Ended January 31, 2020 – 58% of Fiscal Year

**Fund 01-Water Revenues and Expenses**

**Line 2 Meter Charges:** Meter Charges are the fixed monthly charge for water service. Year to date (YTD) meter charges are trending on budget.

**Line 3 Water Sales:** Water Sales reflects water consumption and is trending above budget due to higher consumption than anticipated.

**Line 4 Standby Charges:** Standby Charges includes special assessment standby charges for the current & prior years, and delinquent standby penalties. YTD can trend over/under budget due to timing of assessment receipts and unbudgeted receipts of delinquent assessments. The majority of these fees are collected in December and April.

**Line 5 Other Operating Revenue:** Other Operating Revenue includes permit & inspection charges, connection fees, meter installation fees, other fees/charges and mechanic service reimbursements. Connection and meter installation fees are budgeted conservatively due to the unexpected nature of these fees. YTD is trending over budget at 74% due to high volume of connection fees collected in January.

**Line 8 Grant Revenue:** YTD balance consists of a \$16.0K award for MWA Meter Replacement Program. Budget for this account consists of the remaining \$37.5K grant from the Bureau of Reclamation for installation of AMI smart meters.

**Line 9 Miscellaneous Income (Expense):** Miscellaneous Income includes gain or loss on sale of assets, the Enel X Demand Response Program and other miscellaneous income. YTD can trend over/under budget due to timing of receipts. YTD is over budget due to timing of Enel X Demand Response program receipt in January, which came in higher than budgeted.

**Line 14 Salaries:** Salaries for water employees and portion of mechanic's salary. YTD is trending slightly below budget due to less mechanic time needed.

**Line 15 Benefits:** Benefits includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education and trainings. YTD is trending slightly below budget.

**Line 18 Contractual Services:** Contract Services includes lab testing, engineering, GIS support & other contract services. YTD is over budget at due to \$9.1K invoice from Tyler Technologies for meter data sync.

**Line 19 Power:** This account includes electricity used for transmission & distribution. YTD is trending over budget at 62% due to increased demand from higher water consumption.

**Line 20 Operations & Maintenance:** This line includes operations & maintenance expense, vehicle maintenance and vehicle fuel. YTD can trend over/under budget due to timing of work performed.

**Line 21 Rent/Lease Expense:** Rent/Lease Expense includes rental costs for the water shop and Bureau of Land Management LM tank sites. YTD is trending over budget at 69% due to timing of annual payment.

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

**Line 25 Utilities (G&A):** Utilities includes gas and telephone expenses. YTD is trending under budget at 53%.



**Line 26 Office & Other Expenses:** Office & Other Expenses includes mileage/travel reimbursements, office supplies, water conservation program, and dues & subscriptions. YTD can trend over/under budget due to timing of payments. YTD is over budget due to pay-off penalties for the CNB Loan #11-007 (\$6.7K).

**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:** Debt Service includes interest & principal payments on outstanding debt. Payments are made quarterly in September, December, March and June. YTD is at 88% due to timing of loan payments.

**Line 32 Capital Expenses:** YTD balance in capital expenses includes the following:

- \$2.4K - Well Exploration Test Holes
- \$29.9K - AMI Meters
- \$50.0K – Water Rights Purchase
- \$559.5K – Real property Acquisition



**Helendale CSD**  
**Statement of Revenues and Expenses - Sewer**  
**As of January 31, 2021**  
**(Unaudited)**

	Jan. 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Sewer Charges	\$ 106,627	\$ 746,766	\$ 1,279,029	58%	\$ 746,242
3 Standby Charges	651	8,771	21,350	41%	21,499
4 Other Fees & Charges	8,775	20,559	15,438	133%	14,225
5 Other Income/(Expense)	-	-	-	0%	-
<b>6 Total Revenues</b>	<b>116,053</b>	<b>776,096</b>	<b>1,315,817</b>	<b>59%</b>	<b>781,966</b>
<b>7 Expenses</b>					
<b>8 Salaries &amp; Benefits</b>					
9 Salaries	31,184	155,408	258,397	60%	137,291
10 Benefits	11,303	61,482	97,812	63%	64,692
<b>11 Total Salaries &amp; Benefits</b>	<b>42,487</b>	<b>216,890</b>	<b>356,209</b>	<b>61%</b>	<b>201,983</b>
<b>12 Sewer Operations</b>					
13 Contractual Services	401	17,624	77,400	23%	24,202
14 Power	6,170	40,439	79,750	51%	45,611
15 Operations & Maintenance	8,744	29,087	63,363	46%	32,349
16 Permits & Fees	-	27,186	27,617	98%	22,851
<b>17 Total Sewer Operations</b>	<b>15,315</b>	<b>114,336</b>	<b>248,130</b>	<b>46%</b>	<b>125,013</b>
<b>18 General &amp; Administrative</b>					
19 Utilities	393	2,351	5,616	42%	2,816
20 Office & Other Expenses	699	6,346	7,393	86%	2,561
21 Admin Allocation	45,587	319,108	547,043	58%	280,980
<b>22 Total G&amp;A</b>	<b>46,678</b>	<b>327,805</b>	<b>560,052</b>	<b>59%</b>	<b>286,357</b>
23 Debt Service	-	25,420	75,042	34%	37,517
<b>24 Total Expenses</b>	<b>104,481</b>	<b>684,451</b>	<b>1,239,433</b>	<b>55%</b>	<b>650,870</b>
<b>25 Net Income (Loss) Before Capital</b>	<b>11,572</b>	<b>91,645</b>	<b>76,384</b>	<b>120%</b>	<b>131,096</b>
26 Capital Expenses	-	(94,866)	(1,367,000)	7%	(94,616)
<b>27 Net Income (Loss) After Capital</b>	<b>\$ 11,572</b>	<b>\$ (3,222)</b>	<b>\$ (1,290,616)</b>	<b>0.2%</b>	<b>\$ 36,480</b>

## **Fund 02 - Sewer Revenues and Expenses**

**Line 2 Sewer Charges:** This account includes the monthly charge for sewer services. YTD is trending on budget at 58%.

**Line 3 Standby Charges:** Standby Charges includes special assessment standby charges for the current & prior years, and delinquent standby penalties. YTD can trend over/under budget due to timing of assessment and unbudgeted receipts of delinquent assessments. The majority of these fees are collected in December and April.

**Line 4 Other Fees & Charges:** Other Fees & Charges includes permit & inspection charges, connection fees, other fees and charges and delinquent charges on fees. Connection and permit fees are budgeted conservatively due to the unexpected nature of these fees. YTD is over budget due to high volume of connection fees not anticipated in the budget.

**Line 5 Other Income/(Expense):** Other Income includes gain or loss on sale of assets and other miscellaneous income. There is no activity for the year.

**Line 9 Salaries:** Salaries is for all sewer employees. YTD is trending slightly over budget at 60% due to timing of payrolls (3 processed in January).

**Line 10 Benefits:** Benefits include employee insurance, PERS retirement, workers compensation, payroll taxes, and education & training. YTD is trending slightly over budget at 63% due to timing of payrolls (3 processed in January).

**Line 13 Contractual Services:** Contract Services include lab testing, engineering, GIS support & other contractual services. YTD can trend over/under budget due to timing of payments.

**Line 14 Power:** YTD is trending under budget at 51%.

**Line 15 Operations & Maintenance:** This account includes compost disposal, vehicle maintenance, vehicle fuel, uniforms, small tools and salaries for mechanics. This category will trend under/ over budget depending on timing of purchases and work performed. YTD is under budget at 46%

**Line 16 Permits and Fees:** This line accounts for all annual permits and fees paid to the state. YTD can trend over/under budget due to timing of payments. YTD is trending over budget at 98%.

**Line 19 Utilities (G&A):** Utilities includes gas and telephone expenses. YTD is trending under budget at 42%.

**Line 20 Office & Other Expenses:** Office & Other Expenses includes mileage/travel reimbursements, office supplies, water conservation program, and dues & subscriptions. YTD can trend over/under budget due to timing of payments. YTD is currently over budget at 86% due to the timing of operating supply purchases.

**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:** Debt Service includes interest & principal payments on outstanding debt. Payments are made twice a year in December and June.

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

- \$76.3K Secondary Irrigation Pump Project
- \$18.6K Manhole Cutter Purchase



**Helendale CSD**  
**Statement of Revenues and Expenses - Recycling Center**  
**As of January 31, 2021**  
**(Unaudited)**

	Jan. 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Retail Sales	\$ 24,742	\$ 171,677	\$ 264,000	65%	\$ 168,843
3 Donations	-	-	-	0%	-
4 Board Discretionary Revenue	-	-	(84,380)	0%	-
<b>5 Total Revenues</b>	<b>24,742</b>	<b>171,677</b>	<b>179,620</b>	<b>96%</b>	<b>168,843</b>
<b>6 Expenses</b>					
<b>7 Salaries &amp; Benefits</b>					
8 Salaries	11,329	60,285	136,326	44%	73,070
9 Benefits	867	8,900	16,070	55%	11,295
<b>10 Total Salaries &amp; Benefits</b>	<b>12,196</b>	<b>69,185</b>	<b>152,396</b>	<b>45%</b>	<b>84,366</b>
<b>11 Recycling Center Operations</b>					
12 Contractual Services	-	-	4,300	0%	-
13 Operations & Maintenance	451	6,314	11,300	56%	8,033
<b>14 Total Recycling Center Operations</b>	<b>451</b>	<b>6,314</b>	<b>15,600</b>	<b>40%</b>	<b>8,033</b>
<b>15 General &amp; Administrative</b>					
16 Utilities	681	3,934	8,124	48%	6,094
17 Office & Other Expenses	269	2,080	3,500	59%	6,139
<b>18 Total G&amp;A</b>	<b>951</b>	<b>6,014</b>	<b>11,624</b>	<b>52%</b>	<b>12,233</b>
<b>19 Total Expenses</b>	<b>13,597</b>	<b>81,513</b>	<b>179,620</b>	<b>45%</b>	<b>104,632</b>
<b>20 Net Income (Loss) Before Capital</b>	<b>11,145</b>	<b>90,164</b>	<b>-</b>		<b>64,211</b>
21 Capital Expenses	-	-	-	0%	10,736
<b>22 Net Income (Loss) After Capital</b>	<b>\$ 11,145</b>	<b>\$ 90,164</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 53,475</b>

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

**Line 2 Retail Sales:** Retail sales include sales revenues from the Thrift Store. YTD is trending over budget at 65%.

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

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

**Line 8 Salaries:** Salaries for all recycling center employees, which are all part-time. YTD is trending below budget at 44% due to thrift store shutdown in the early part of the year due to COVID-19.

**Line 9 Benefits:** Benefits include employee insurance, workers compensation, payroll taxes, and education & training. YTD is at 55%.

**Line 12 Contractual Services:** Contractual Services includes software support and other contract services. YTD can trend over/under budget due to timing of payments.

**Line 13 Operations & Maintenance:** Operations & Maintenance includes vehicle maintenance, vehicle fuel, operating supplies and uniforms. YTD trending near budget at 56% but can trend over/under budget due to timing of work performed and payments.

**Line 16 Utilities (G&A):** Utilities includes electric and telephone expenses. YTD is trending under budget at 48%.

**Line 17 Office & Other Expenses:** Office & Other Expenses includes advertising, bank charges and other miscellaneous expenses. YTD is on budget but can trend over/under budget due to timing of payments.

**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, 2021**  
**(Unaudited)**

	Jan. 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Property Rental Revenues	\$ 10,190	\$ 73,912	\$ 128,280	58%	\$ 73,675
3 Other Income	70	645	200	323%	265
4 Board Discretionary Revenue	-	-	-	0%	-
<b>5 Total Revenues</b>	<b>10,260</b>	<b>74,557</b>	<b>128,480</b>	<b>58%</b>	<b>73,940</b>
<b>6 Expenses</b>					
7 Contractual Services	-	-	5,000	0%	325
8 Utilities	450	2,720	10,111	27%	3,463
9 Operations & Maintenance	497	8,972	6,000	150%	5,565
10 Debt Service	-	55,042	85,882	64%	-
<b>11 Total Expenses</b>	<b>948</b>	<b>66,734</b>	<b>106,993</b>	<b>62%</b>	<b>9,352</b>
<b>12 Net Income (Loss)</b>	<b>\$ 9,312</b>	<b>\$ 7,823</b>	<b>\$ 21,487</b>	<b>36%</b>	<b>\$ 64,588</b>

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

**Line 2 Property Rental Revenues:** Property Rentals is revenue from 15302 Smithson and 15425 Wild Road properties. YTD is trending on budget.

**Line 3 Other Income:** Other Income includes penalties and other miscellaneous Income; due to the unexpected nature of these revenues these accounts are budgeted conservatively. YTD is over budget due to penalties charged in September, November and December.

**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 entry will be done at year-end for the audit.

**Line 7 Contractual Services:** Contractual Services includes contractor and handyman expenses for installation of appliances, drywall repair, roofing or plumbing repairs. YTD can trend over/under budget due to timing of payments.

**Line 8 Utilities:** Utilities includes electric & gas expense for the rental properties. YTD is under budget at 27%.

**Line 9 Operations & Maintenance:** Operations & Maintenance includes maintenance and other costs relating to the rental properties. YTD can trend over/under budget due to timing of payments. YTD is over budget due to \$3K in A/C maintenance for Unit A in July and \$4.7K A/C system install for Unit B in October.

**Line 10 Debt Service:** Debt Service includes interest and principal payments on outstanding debt, paid in December and June.

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



**Helendale CSD**  
**Statement of Revenues and Expenses - Parks & Recreation**  
**As of January 31, 2021**  
**(Unaudited)**

	Jan. 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Program Fees	\$ 1,630	\$ 6,361	\$ 27,800	23%	\$ 21,761
3 Property Taxes	1,608	11,025	17,160	64%	7,366
4 Donations & Sponsorships	5,645	12,563	10,790	116%	5,538
5 Rental Income	1,300	10,713	40,100	27%	21,926
6 Developer Impact Fees	3,440	5,160	-	0%	1,720
7 Grants	-	370	-	0%	-
8 Interfund Transfer Out/(In)	(3,508)	(24,558)	(42,100)	58%	-
9 Board Discretionary Revenue	47,788	217,903	417,004	52%	205,273
<b>10 Total Revenues</b>	<b>57,903</b>	<b>239,536</b>	<b>470,754</b>	<b>51%</b>	<b>263,583</b>
<b>11 Expenses</b>					
<b>12 Salaries &amp; Benefits</b>					
13 Salaries	9,506	51,351	87,564	59%	34,041
14 Benefits	4,831	23,616	43,903	54%	20,588
<b>15 Total Salaries &amp; Benefits</b>	<b>14,337</b>	<b>74,967</b>	<b>131,467</b>	<b>57%</b>	<b>54,629</b>
16 Program Expense	6,114	22,525	71,439	32%	40,062
17 Contractual Services	130	7,502	12,560	60%	11,956
18 Utilities	2,875	18,890	56,301	34%	17,175
19 Operations & Maintenance	1,116	18,172	24,216	75%	24,470
20 Permits & Fees	-	-	5,338	0%	2,625
21 Grant Expense	-	-	-	0%	-
22 Other Expenses	586	8,324	3,105	268%	1,505
23 Debt Service	-	20,340	40,679	50%	63,284
<b>24 Total Expenses</b>	<b>25,159</b>	<b>170,720</b>	<b>345,106</b>	<b>49%</b>	<b>215,706</b>
<b>25 Net Income (Loss) Before Capital</b>	<b>32,744</b>	<b>68,816</b>	<b>125,648</b>	<b>55%</b>	<b>47,877</b>
26 Capital Expenses	(3,663)	(15,440)	(135,000)	11%	(32,140)
<b>27 Net Income (Loss) After Capital</b>	<b>\$ 29,081</b>	<b>\$ 53,376</b>	<b>\$ (9,352)</b>		<b>\$ 15,737</b>



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

**Line 2 Program Fees:** Program Fees include recreation program fees, basketball league fees, youth soccer league fees and farmers market revenue. YTD is trending under budget at 23% due to lower than planned activity due to Covid-19 restrictions.

**Line 3 Property Taxes:** Property taxes accounts for the transfer of property taxes for streetlight utility expenses. YTD is trending over budget at 64%.

**Line 4 Donations & Sponsorships:** This account includes concert in the park sponsorships, event sponsorships and other donations/sponsorships. YTD can trend over/under budget due to timing and nature of donations & sponsorships received. YTD is over budget due to increased sponsorships.

**Line 5 Rental Income:** 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 and timing of rentals.

**Line 6 Developer Impact Fees:** Developer Impact Fees are not budgeted 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 balance consists of Farmer's Market EBT program activity.

**Line 8 Interfund Transfer Out/(In):** This line shows the transfer of cash balance from the Recycling Center (fund 03) and Property Rental (fund 04) to the Parks & Recreation fund (fund 05). This entry will be done at year-end for the audit, when it is known exactly how much net income is available to transfer.

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

- Radio Tower Site Rent – \$38,621
- Property Taxes - \$3,128
- Solid Waste Franchise Fees - \$7,647
- Transfer Property Tax Revenue for Street Light Utilities – \$(1,608)

**Line 13 Salaries:** Amounts for full and part-time Parks and Recreation employees. YTD is trending on budget at 59%.

**Line 14 Benefits:** Benefits includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education & trainings. YTD is trending under budget at 54% due to less education and training than expected and lower than expected medical insurance.

**Line 16 Program Expense:** Program Expense includes supplies and expenses for the youth soccer league, park, community center, farmers market and other programs. YTD is currently under budget at 32% due to less program activity.

**Line 17 Contractual Services:** Contractual Services includes software support and other contract services. YTD is over budget at 60% due to services from ALTEC Engineering for CEQA study for new park facilities (\$5.0K).

**Line 18 Utilities:** Utilities includes gas and electric for parks and the community center, along with telephone & electricity for street lighting. YTD is trending under budget at 34%.

**Line 19 Operations & Maintenance:** Operations & Maintenance includes vehicle maintenance, small tools, vehicle fuel and building repair for the park and community center. YTD is trending over budget at 75% due to painting services for the community center in December (\$5.0K).

**Line 20 Permits & fees:** This account includes permit and inspection fees, along with San Bernardino county fees. YTD can trend over/under budget due to timing of payments.

**Line 22 Other Expenses:** Other expenses includes uniforms, printing costs, dues & subscriptions and bank charges. YTD is over budget due to pay-off penalties for the CNB Loan #11-007 (\$6.7K).

**Line 23 Debt Service:** Debt Service includes interest & principal payments on outstanding debt. Debt Service payments are made quarterly in September, December, March and June.

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

- \$7.2K Park Signage
- \$8.3K Park Fencing



**Helendale CSD**  
**Statement of Revenues and Expenses - Solid Waste Disposal**  
**As of January 31, 2021**  
**(Unaudited)**

	Jan. 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Charges for Services	\$ 46,955	\$ 321,232	\$ 582,089	55%	\$ 293,396
3 Assessments & Fees	5,724	129,503	235,847	55%	128,079
4 Other Charges	724	5,541	11,000	50%	7,759
5 Board Discretionary Revenue	-	-	-	0%	-
<b>6 Total Revenues</b>	<b>53,403</b>	<b>456,275</b>	<b>828,937</b>	<b>55%</b>	<b>439,233</b>
<b>7 Expenses</b>					
<b>8 Salaries &amp; Benefits</b>					
9 Salaries	9,013	49,962	79,269	63%	40,063
10 Benefits	4,642	22,702	39,654	57%	21,080
<b>11 Total Salaries &amp; Benefits</b>	<b>13,655</b>	<b>72,664</b>	<b>118,923</b>	<b>61%</b>	<b>61,143</b>
12 Contractual Services	46,633	275,851	540,117	51%	250,648
13 Disposal Fees	13,420	88,314	141,956	62%	85,929
14 Operations & Maintenance	228	2,488	4,215	59%	1,889
15 Other Operating Expenses	526	5,313	9,997	53%	3,713
16 Admin Allocation	930	6,512	11,164	58%	5,734
<b>17 Total Expenses</b>	<b>75,392</b>	<b>451,142</b>	<b>826,373</b>	<b>55%</b>	<b>409,056</b>
<b>18 Net Income (Loss)</b>	<b>\$ (21,989)</b>	<b>\$ 5,134</b>	<b>\$ 2,564</b>		<b>\$ 30,177</b>

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

**Line 2 Charges for Services – Solid Waste:** This is for regular pick up of solid waste. YTD trending near budget at 55%.

**Line 3 Assessment & Fees:** This account includes special assessments for refuse land use fees for current & prior years. YTD will trend under/over budget depending on timing of property tax receipts. The majority of these fees are collected in December and April.

**Line 4 Other Charges:** Other charges includes delinquent fees and penalties on delinquent taxes. YTD is under budget at 50% but can trend under/over budget depending upon timing of receipts.

**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. There was no deficit budgeted for current fiscal year.

**Line 9 Salaries:** This is the salaries for solid waste employees. YTD trending slightly higher than budget at 63%.

**Line 10 Benefits:** Benefits include employee insurance, CalPERS retirement, workers compensation, payroll taxes, and education & training. YTD is trending under budget at 57%.

**Line 12 Contractual Services:** Contractual Services include Burrtec fees and other miscellaneous contract services. YTD is trending under budget at 51% due to timing of Burrtec fees.

**Line 13 Disposal Fees:** Disposal Fees include San Bernardino County disposal fees and green waste disposal fees. YTD is at 62% but can trend under/over budget depending upon time of year expenses are incurred.

**Line 14 Operations & Maintenance:** Operations & Maintenance includes vehicle maintenance, vehicle fuel, operating supplies and uniforms. YTD is trending under budget at 59% but can trend under/over budget depending upon time of year expenses are incurred.

**Line 15 Other Operating Expenses:** Other Operating Expenses include rent for park storage, telephone, postage, event expenses, public outreach, printing, small tools and bad debt expenses. YTD is currently near budget at 53% but can trend under/over budget depending upon time of year expenses are incurred.

**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, 2021**  
**(Unaudited)**

	Jan. 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Tower Rent	\$ 38,621	\$ 107,784	\$ 150,420	72%	\$ 99,106
3 Property Taxes	3,128	65,487	103,844	63%	67,500
4 Solid Waste Billing & Fees	13,249	93,508	149,129	63%	85,986
5 Fees & Charges	2,296	12,713	14,000	91%	12,120
6 Investments	414	5,077	45,000	11%	51,750
7 Other Income	576	3,328	6,800	49%	4,876
8 Board Discretionary Revenue	(49,396)	(228,928)	(332,624)	69%	(212,639)
<b>9 Total Revenues</b>	<b>8,888</b>	<b>58,969</b>	<b>136,570</b>	<b>43%</b>	<b>108,700</b>
<b>10 Expenses</b>					
<b>11 Salaries &amp; Benefits</b>					
12 Salaries	57,578	304,384	511,463	60%	272,165
13 Benefits	22,542	103,922	200,548	52%	89,437
14 Directors' Fees	4,400	33,446	89,000	38%	27,060
<b>15 Total Salaries &amp; Benefits</b>	<b>84,519</b>	<b>441,752</b>	<b>801,011</b>	<b>55%</b>	<b>389,926</b>
16 Contractual Services	13,908	149,607	217,210	69%	179,524
17 Insurance	-	64,791	84,673	77%	54,678
18 Utilities	1,158	10,549	25,732	41%	11,696
19 Operations & Maintenance	119	623	5,216	12%	630
20 Permits & Fees	8	13,659	14,685	93%	7,652
21 Office & Other Expenses	3,651	39,401	54,122	73%	42,049
22 Election Expense	-	-	20,000	0%	-
23 Admin Allocation	(93,035)	(651,242)	(1,116,414)	58%	(573,429)
<b>24 Total Expenses</b>	<b>10,329</b>	<b>69,139</b>	<b>106,235</b>	<b>65%</b>	<b>112,724</b>
<b>25 Net Income (Loss)</b>	<b>\$ (1,441)</b>	<b>\$ (10,170)</b>	<b>\$ 30,335</b>		<b>\$ (4,025)</b>

## **10-Administrative Revenues and Expenses**

**Line 2 Tower Rent:** Tower Rent includes radio tower site rental fees. YTD is trending over budget at 72% due to timing of tower receipts.

**Line 3 Property Taxes:** This account includes current & prior property tax and penalties. YTD will trend under/over budget depending on timing of property tax receipts. The majority of receipts are received in December and April.

**Line 4 Solid Waste Billing & Fees:** This includes franchise fees and billing for solid waste. YTD is trending over budget at 63%.

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

**Line 6 Investments:** This account includes investment income and unrealized gain or loss on investments. YTD is under budget at 11% due to a sharp decline in interest rates.

**Line 7 Other Income:** Other Income includes recycling revenues and other miscellaneous income. YTD is trending under budget at 49%. This account can trend over/under budget due to timing of receipts.

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

- Radio Tower Site Rent – \$38,621 (line 2)
- Property Taxes – \$3,128 (line 3)
- Solid Waste Franchise Fees – \$7,647 (part of line 4)

**Line 12 Salaries:** Salaries includes full time, part time & overtime for administrative employees. YTD is trending near budget.

**Line 13 Benefits:** Benefits include employee insurance, CalPERS retirement, workers compensation, payroll taxes, employee benefit & morale and education & training. YTD is trending below budget at 52% due to timing of employee morale & training expenses.

**Line 14 Directors' Fees:** This category includes directors fees as well as directors training, seminars and mileage expense. YTD is trending under budget at 38% due to less activity.

**Line 16 Contractual Services:** Contractual Services include software support, legal services, and auditing & accounting services. YTD is over budget at 69% due to higher than anticipated legal costs and timing of annual audit expenses.

**Line 17 Insurance:** This account includes both general and vehicle insurance expenses. YTD is over budget at 77% due to policy renewals occurring in July.

**Line 18 Utilities:** Utilities includes telephone and electricity expenses. YTD is trending under budget at 41%.

**Line 19 Operations & Maintenance:** Operations & Maintenance includes vehicle maintenance, vehicle fuel, mileage & travel reimbursement, uniforms, and equipment maintenance. This account can trend under/over budget depending upon time of year expenses are incurred.

**Line 20 Permits & Fees:** This category includes the annual LAFCO fees, the GFOA application fee for the budget award, and San Bernardino County fees. YTD is over budget at 93% due to July payment of the annual LAFCO fees.

**Line 21 Office & Other Expense:** Office & Other Expenses include board meeting supplies, public relations, community promotion, bank charges, office supplies, postage and dues & subscription. YTD is over budget at 73% due to timing of public notices fees occurring in July.

**Line 22 Election Expense:** Costs relating to board member election.

**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 18, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #3(e)  
Discussion Only Regarding COVID-19 Pandemic Update

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**STAFF RECOMMENDATION:**

Receive and file.

**STAFF REPORT:**

San Bernardino County has finally transitioned to the Red category due to meeting certain State dictated criteria including the declining positivity rate of cases of COVID and efforts towards getting the vaccinations dispensed. With the transition to the Red tier, more functions have opened up including indoor dining, movie theaters and gyms.

As of March 15, the state-wide positivity rate is 1.9% over the last seven days. San Bernardino County's positivity rate is 2.8% with 26.7% capacity in the ICU's.

Staff continues to monitor the cash flow and the unpaid accounts. As warranted, Staff has been filing liens to secure the payments against the property. Following is the current outstanding balances as of 3/15/21:

+ 1 Month	+2 Months	+ 3 Months	+ 4 Months	TOTAL DUE
\$ 25,632.07	\$ 8,351.23	\$ 5,278.38	\$ 16,461.90	\$55,723.58

**FISCAL IMPACT:** As outlined above.





# Helendale Community Services District

DATE: March 18, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #5  
PUBLIC HEARING  
Discussion and Possible Action Regarding Adoption of Resolution 2021-05: A  
Resolution of the Board of Directors of the Helendale Community Services District  
Adopting a Mitigated Negative Declaration for the Well Field Expansion Project

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## **STAFF RECOMMENDATION:**

Staff recommends adoption of the Resolution by the Board of Directors as California Environmental Quality Act (CEQA) Lead Agency for the project.

## **STAFF REPORT:**

The District's environmental consultant, Randy Coleman, will present to answer any technical questions that the Board may have regarding this item. Navigating the CEQA process is an area of specialization which requires a consultant with specific expertise. Previous well projects (1A and 4A) have been completed on existing well sites and only required a negative declaration. The proposed project site required a significantly more complicated environmental process.

Last year the District drilled a test hole to determine if the site would yield suitable water quality for a new potable drinking water well. The results were optimistic, and the District purchased the property for the new well. Based upon the size and potential water quality for the location, the District's environmental consultant completed the environmental evaluation for the entire 40-acre site in anticipation that additional wells will be added in the future on that parcel.

Presented for the Board's consideration is Resolution 2021-05 adopting the Mitigated Negative Declaration for the site attesting that any environmental impacts can be mitigated. Prior to this public hearing, the District's environmental consultants prepared an initial study that was posted on the State's environmental Clearinghouse site for all interested parties to review and provide comment on. This posting did not yield any comments.

This public hearing has been advertised in the paper of general circulation two times prior to the public hearing to illicit any additional input related to the project. Included in the agenda material under separate cover due to size and available at this hearing is the complete environmental evaluation for project site.

By adoption of the proposed resolution, the District is adopting the Mitigated Negative Declaration for the Project and adopts the program for reporting on or monitoring the Project's mitigation measures. Upon adoption of the Resolution, a posting will be made at the Clerk of the Board of Supervisors for a 30-day period.

It is anticipated that the posting will occur on 3/22/21 and run through 4/22/21 after which time the District anticipates awarding the notice to proceed for the well project.

**FISCAL IMPACT:** NA

**POSSIBLE MOTION:** Adopt Resolution 2021-05

**ATTACHMENTS:**

- Resolution 2021-05
- Mitigated Declaration (Final)
- Notice of Public Hearing
- Final Initial Study and Mitigated Declaration for Expansion of a Well Field -  
At Helendale Road and Shadow Mountain Road, Helendale CA  
(Under separate cover due to size)

**RESOLUTION NO. 2021-05**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE HELENDALE COMMUNITY SERVICES DISTRICT  
ADOPTING A MITIGATED NEGATIVE DECLARATION  
FOR THE WELL FIELD EXPANSION PROJECT**

WHEREAS, the Helendale Community Services District (“District”) is a Community Services District located in the County of San Bernardino and organized and operating pursuant to California Government Code Section 61000 et seq.;

WHEREAS, in implementing the statutory functions of a Community Services District, the District seeks to improve its water service obligations, including the production and management of local groundwater resources within the boundaries of the District;

WHEREAS, in furtherance of said goals, the District has considered the construction and operation of multiple groundwater production wells located at Helendale Road and Shadow Mountain Road in Helendale, California, as described in the Initial Study attached hereto and incorporated herein (“the Project”);

WHEREAS, the District is subject to the requirements of the California Environmental Quality Act (“CEQA”), Public Resources Code (“PRC”) Section 21000 et seq., and the state Guidelines promulgated thereunder, California Code of Regulations (“CCR”) Section 15000 et seq., since the District qualifies as a “local agency” within the meaning of PRC Section 21062 and CCR Section 15368;

WHEREAS, the Project is a “project” within the purview of CEQA and its Guidelines pursuant to PRC Section 21065 and CCR Section 15378;

WHEREAS, the District is the appropriate “lead agency” under PRC Section 21067 and CCR Section 15367 for making determinations under CEQA and the Guidelines with respect to the potential impact, if any, of the Project on the environment;

WHEREAS, the District caused the preparation of the attached Initial Study for the Project pursuant to CCR Section 15063 which determined that a Mitigated Negative Declaration within the meaning of PRC Sections 21064.5 and 21080(c)(2) and CCR Sections 15369.5 and 15070(b) would adequately address any potential effects of the Project on the environment;

WHEREAS, the District provided public notice and a public review period of not less than thirty (30) days for the Initial Study and the proposed Mitigated Negative Declaration in accordance with CCR Sections 15072 and 15073, and held a public hearing on the proposed Mitigated Negative Declaration on March 18, 2021; and

WHEREAS, the District’s Board of Directors has considered the Initial Study, the proposed Mitigated Negative Declaration, all written comments thereto received during the public review process, all written and oral comments thereto received during the public hearing process, and all written and oral responses to said comments.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Helendale Community Services District of San Bernardino County that, pursuant to PRC Section 21080(c) and CCR Section 15074(b), on the basis of the whole of the record before the District’s Board of Directors (including the Initial Study and any comments received), there is no substantial evidence that the Project will have a significant effect on the environment if the mitigation measures contained in the Mitigated Negative Declaration attached hereto and incorporated herein are incorporated into the Project, and said Mitigated Negative Declaration reflects the District’s independent judgment and analysis.

BE IT FURTHER RESOLVED that the District’s Board of Directors hereby adopts the attached Mitigated Negative Declaration for the Project, and adopts the program for reporting on or monitoring the Project’s mitigation measures contained therein as required by CCR Section 15074(d), and hereby approves the Project.

BE IT FURTHER RESOLVED that the District's General Manager is hereby authorized and directed to file with the County Clerk of San Bernardino a Notice of Determination pursuant to PRC Section 21152(a) and CCR Section 15075 consistent with this Resolution within five working days after the adoption of this Resolution.

BE IT FURTHER RESOLVED that the custodian of the documents or other materials which constitute the record of proceedings upon which the District's decision is based shall be the District's General Manager, and the location of said records shall be the District's headquarters located at 26540 Vista Road, Helendale, California.

**ADOPTED** this 18<sup>th</sup> day of March, 2021.

AYES:

NOES:

ABSTAIN:

ABSENT:

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Tim Smith, President  
Board of Directors

ATTEST:

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Sandy Haas, Secretary  
Board of Directors

HELENDALE COMMUNITY SERVICES DISTRICT  
26540 Vista Road, Helendale CA 92342  
(760) 951-0006

DRAFT MITIGATED NEGATIVE DECLARATION  
Preparation Date: February 18, 2021

**Name or Title of Project:** Helendale CSD Well Field Expansion

**Location:** Helendale Road & Shadow Mountain Road  
Helendale CA 92342

**Entity or Person Undertaking Project:** Helendale Community Services District  
Dr. Kimberly Cox, General Manager  
[kcox@helendalecsd.org](mailto:kcox@helendalecsd.org)

**Description of Project:** To allow for the expansion of an existing well field to include the construction of multiple new wells (replacement and new) and appurtenant facilities for the community within the boundary of the Helendale Community Services District (HCSD – Exhibit 6.1.3), located on approximately 43.08+/- acres.

**Statement of Findings:** The Helendale CSD Board of Directors has reviewed the Initial Study for this proposed project and has found that there are no adverse environmental impacts to either the man-made or physical environmental setting if the following mitigation measures are implemented in conformance with the Mitigation Monitoring Policy and does hereby direct staff to file a Notice of Determination, pursuant to the California Environmental Quality Act (CEQA).

A copy of the Initial Study and other applicable documents used to support the proposed Negative Declaration is available for review at the Helendale Community Services District.

## Mitigation Measures:

### AIR QUALITY:

- AIR 1. Prepare and submit to the Mojave Desert Air Quality Management District (MDAQMD) a dust control plan that describes all applicable dust control measures that will be implemented at the project, prior to commencing earth-moving activity.
- AIR 2. The following signage shall be erected not later than the commencement of construction: A minimum 48 inch high by 96 inch wide sign containing the following shall be located within 50-feet of each project site entrance, meeting the specified minimum text height, black text on white background, on one inch A/C laminated plywood board, with the lower edge between six and seven feet above grade, with the contact name of a responsible official for the site and a local or toll-free number that is accessible 24 hours per day:
- "[Site Name] {four-inch text}  
[Project Name/Project Number] {four-inch text}  
IF YOU SEE DUST COMING FROM {four-inch text} THIS PROJECT CALL:  
{four-inch text}  
[Contact Name], PHONE NUMBER XXX-XXXX {six-inch text} If you do not receive a response, Please Call {three-inch text} The MDAQMD at 1-800-635-4617 {three-inch text}
- AIR 3. Use a water truck to maintain moist disturbed surfaces and actively spread water during visible dusting episodes to minimize visible fugitive dust emissions. For projects with exposed sand or fines deposits (and for projects that expose such soils through earthmoving), chemical stabilization or covering with a stabilizing layer of gravel will be required to eliminate visible dust/sand from sand/fines deposits.
- AIR 4. If applicable, all perimeter fencing shall be wind fencing or the equivalent, a minimum of four feet and a maximum of eight feet in height. The owner/operator shall maintain the wind fencing as needed to keep it intact and remove windblown dropout. This wind fencing requirement may be superseded by local ordinance, rule or project specific biological mitigation prohibiting wind fencing.
- AIR 5. All maintenance and access vehicular roads and parking areas shall be stabilized with gravel or asphaltic pavement sufficient to eliminate visible fugitive dust from vehicular travel and wind erosion. Take actions to prevent project-related track-out onto paved surfaces and clean any project-related track-out within 24 hours. All other earthen surfaces within the project area shall be stabilized by natural or irrigated vegetation, compaction, chemical or other means sufficient to prohibit visible fugitive dust from wind erosion.

**BIOLOGICAL RESOURCES:**

BIO 1. The well(s) shall be located no closer than fifty feet (50') from any riparian tree along the edge of the Mojave River. Further, no appurtenant facilities, construction activities, construction vehicles or equipment, or passenger vehicles or trucks shall be located or parked closer than fifty feet (50') from any riparian trees.

BIO 2. A preconstruction survey shall be conducted by the Project Wildlife Biologist (Certified Wildlife Biologist is considered to be a qualified biologist) for the presence of American badger and Desert kit fox dens within 14 days prior to commencement of construction activities. The survey shall be conducted in areas of suitable habitat for American badger and Desert kit fox, which includes desert scrub and Joshua tree habitats. If potential dens are observed and avoidance is feasible, the following buffer distances shall be established prior to construction activities:

- o Desert kit fox or American badger potential den: 50 feet
- o Desert kit fox or American badger active den: 100 feet
- o Desert kit fox or American badger natal den: 500 feet

If avoidance of the potential dens is not feasible, the following measures are recommended to avoid adverse effects to the American badger and desert kit fox:

- o If a qualified biologist determines that potential dens are inactive, the biologist shall excavate these dens by hand with a shovel and collapse them to prevent American badgers or desert kit foxes from re-using them during construction.
- o If the qualified biologist determines that potential dens may be active, an onsite passive relocation program shall be implemented. This program shall consist of excluding American badgers or desert kit foxes from occupied burrows by installation of one-way doors at burrow entrances and monitoring of the burrow for seven days to confirm usage has been discontinued, and excavation and collapse of the burrow to prevent reoccupation. After the qualified biologist determines that American badgers and desert kit foxes have stopped using active dens within the project boundary, the dens shall be hand-excavated with a shovel and collapsed to prevent re-use during construction.
- o During fencing and grading activities daily monitoring reports shall be prepared by the monitoring biologists. The biologist shall prepare a summary monitoring report documenting the effectiveness and practicality of the protection measures that are in place and making recommendations for modifying the measures to enhance species protection, as needed. The report shall also provide information on the overall activities conducted related to biological resources, including the Environmental Awareness

Training and Education Program, clearance/pre-activity surveys, monitoring activities, and any observed special -status species, including injuries and fatalities. These monitoring reports shall be submitted to HCSD and relevant resource agencies as applicable on a monthly basis along with copies of all survey reports.

- BIO 3. A Certified Wildlife Biologist shall conduct a preconstruction survey of the impact areas to confirm presence/absence of burrowing owl individuals no more than 30 days prior to construction. The survey methodology will be consistent with the methods outlined in the CDFW Staff Report on Burrowing Owl Mitigation (2012). If no active breeding or wintering owls are identified, no further mitigation is required.

If burrowing owls are detected onsite, the following mitigation measures shall be implemented in accordance with the CDFW Staff Report on Burrowing Owl Mitigation (2012):

- o A Certified Wildlife Biologist shall be onsite during initial ground -disturbing activities in potential burrowing owl habitat.
- o No ground-disturbing activities shall be permitted within a buffer no less than 200 meters (656 feet) from an active burrow, depending on the level of disturbance, unless otherwise authorized by CDFW. Occupied burrows will not be disturbed during the nesting season (February 1 to August 31), unless a qualified biologist verifies through noninvasive methods that either: (1) the birds have not begun egg-laying and incubation; or (2) juveniles from the occupied burrows are foraging independently and are capable of independent survival.
- o During the nonbreeding (winter) season (September 1 to January 31), ground-disturbing work can proceed near active burrows as long as the work occurs no closer than 50 meters (165 feet) from the burrow, depending on the level of disturbance, and the site is not directly affected by the project activity. A smaller buffer may be established in consultation with CDFW. If active winter burrows are found that would be directly affected by ground-disturbing activities, owls can be excluded from winter burrows according to recommendations made in the Staff Report on Burrowing Owl Mitigation (2012).
- o Burrowing owls shall not be excluded from burrows unless or until a Burrowing Owl Exclusion Plan is developed based on the recommendations made in the Staff Report on Burrowing Owl Mitigation (2012). The plan shall include, at a minimum:
  - o Confirmation by site surveillance that the burrow(s) is empty of burrowing owls and other species
  - o Type of scope to be used and appropriate timing of scoping
  - o Occupancy factors to look for and what shall guide determination of vacancy and excavation timing
  - o Methods for burrow excavation
  - o Removal of other potential owl burrow surrogates or refugia onsite



- o Methods for photographic documentation of the excavation and closure of the burrow,
  - o Monitoring of the site to evaluate success and, if needed, to implement remedial measures to prevent subsequent owl use to avoid take
  - o Methods for assuring the impacted site shall continually be made inhospitable to burrowing owls and fossorial mammals
  - o Compensatory mitigation for lost breeding and/or wintering habitat shall be implemented onsite or off-site through implementation of a Mitigation Land Management Plan based on the Staff Report on Burrowing Owl Mitigation (CDFW 2012) guidance. The plan shall include the following components, at a minimum:
    - o Temporarily disturbed habitat on the project site shall be restored, if feasible, to pre-project conditions, including de-compacting soil and revegetation;
    - o Permanent impacts to nesting, occupied and satellite burrows and/or burrowing owl habitat shall be mitigated such that the habitat acreage, number of burrows and burrowing owl impacted are replaced based on a site-specific analysis which includes conservation of similar vegetation communities comparable to or better than that of the impact area, and with sufficiently large acreage, and presence of fossorial mammals;
    - o Mitigation land acreage shall not exceed the size of the project site;
    - o Permanently protect mitigation land through a conservation easement deeded to a nonprofit conservation organization or public agency with a conservation mission. If the project is located within the service area of a CDFW approved burrowing owl conservation bank, the project operator may purchase available burrowing owl conservation bank credits.
    - o Fund the maintenance and management of mitigation land through the establishment of a long-term funding mechanism such as an endowment.
    - o Mitigation lands shall be on, adjacent or proximate to the impact site where possible and where habitat is sufficient to support burrowing owls present.
- BIO 4. If project activities must occur during the avian nesting season (February to September), a survey for active nests must be conducted by a qualified biologist, one to two weeks prior to the activities. If active nests are identified and present onsite, clearing and construction within 50-250 feet of the nest, depending on the species involved (50 feet for common urban-adapted native birds and up to 250 feet for raptors), shall be postponed until the nest is vacated and juveniles have fledged, and there is no evidence of a second attempt at nesting. Limits of construction to avoid a nest site shall be established in the field by a qualified biologist with flagging and stakes or construction fencing. Construction personnel shall be instructed regarding the ecological sensitivity of the fenced area. If construction must occur within this buffer, it shall be conducted at the discretion of a qualified biological monitor to assure that indirect impacts to nesting birds are avoided.
- BIO 5. If sensitive wildlife species such as the Desert Tortoise or the Mohave Ground Squirrel, Desert Kit Fox, or nesting birds are detected on the project site during

future surveys or assessments or construction, all work on-site shall stop immediately and mitigation measures shall be required to reduce impact to a level of less than significant. Any proposed mitigation measures shall be determined by a Certified Wildlife Biologist and be approved by HCSD and the California Department of Fish and Wildlife as applicable in accordance with typical best practices.

- BIO 6. Should grading or construction commence after February 1st, 2021, a new biological survey shall be filed with the HCSD as a Biological Clearance Letter to determine the presence or absence of endangered species on the site. Said survey shall be filed with HCSD or designee prior to issuance of a required permit(s). The survey shall be valid for a period of one year or as specifically delineated above for various bird species.

#### **CULTURAL RESOURCES:**

- CUL 1. In the event that cultural resources are discovered during project activities, all work in the immediate vicinity of the find (within a 60-foot buffer) shall cease, and a qualified archaeologist meeting Secretary of Interior standards shall be hired to assess the find. Work on the other portions of the project outside of the buffered area may continue during this assessment period. Additionally, the San Manuel Band of Mission Indians Cultural Resources Department (SMBMI) shall be contacted, as detailed within TCR-1, regarding any pre-contact and/or post-contact finds and be provided information after the archaeologist makes his/her initial assessment of the nature of the find, so as to provide Tribal input with regards to significance and treatment.
- CUL 2. If significant pre-contact and/or post-contact cultural resources, as defined by CEQA (as amended, 2015), are discovered, and avoidance cannot be ensured, the archaeologist shall develop a Monitoring and Treatment Plan, the drafts of which shall be provided to SMBMI for review and comment, as detailed within TCR-1. The archaeologist shall monitor the remainder of the project and implement the plan accordingly.
- CUL 3. If human remains or funerary objects are encountered during any activities associated with the project, work in the immediate vicinity (within a 100-foot buffer of the find) shall cease, and the County Coroner shall be contacted pursuant to State Health and Safety Code §7050.5 and that code enforced for the duration of the project.

#### **GEOLOGICAL & SOILS:**

- GE0 1. Stored backfill material shall be covered with water resistant material during periods of heavy precipitation to reduce the potential for rainfall erosion of the material. If covering is not feasible, then measures such as the use of straw

- bales or gravel bags shall be used to capture and hold eroded material on the project site for future cleanup.
- GE0 2. Excavated areas shall be properly backfilled and compacted. Paved areas disturbed by this project will be repaved in such a manner that pipeline connections within adjacent roadways and other disturbed areas are returned to as near the pre-project condition as is feasible.
- GE0 3. All exposed, disturbed soil (trenches, stored backfill, etc.) will be sprayed with water or soil binders twice a day or more frequently if fugitive dust is observed migrating from either of the well sites within which the water facilities are being installed.
- GE0 4. The length of trench which can be left open at any given time will be limited to that needed to reasonably perform construction activities. This will serve to reduce the amount of backfill stored onsite at any given time.
- GE0 5. The HCSD shall identify any additional BMPs to ensure that the discharge of surface water does not cause erosion downstream of the discharge point. This shall be accomplished by reducing the energy of any site discharge through an artificial energy dissipater or equivalent device. If any substantial erosion or sedimentation occurs, any erosion or sedimentation damage shall be restored to pre-discharge conditions.
- GE0 6. In the event that fossils are discovered during the project development/construction, all work in the immediate vicinity of the find shall cease and a qualified paleontologist shall be hired to assess the find. Work on the overall project may continue during this assessment period.

## **HAZARDS AND HAZARDOUS MATERIALS**

- HAZ 1. All spills or leakage of petroleum products during construction activities will be remediated in compliance with applicable state and local regulations regarding cleanup and disposal of the contaminant released. The contaminated waste will be collected and disposed of at an appropriately licensed disposal or treatment facility.

## **HYDROLOGY AND WATER QUALITY**

- HYD 1. HCSD shall test the groundwater produced from the well prior to discharge. Prior to or during discharge any contaminants shall be blended below the pertinent MCL or treated prior to discharge, including sediment or other material.
- HYD 2. HCSD shall prepare a Drilling Plan that describes the drilling method and construction contingencies to be employed. That plan shall describe waste

management control and disposal methods for cuttings, mud, and development water discharges. The Drilling Plan should identify, and illustrate on appropriate scale maps, the Best Management Practices (BMPs) that will be employed to ensure there are no adverse effects on ground or surface water quality. HCSD shall indicate how they will implement and monitoring the effectiveness of installed BMPs, and make necessary adjustments in the field, if necessary, to modify those BMPs and protect water quality. The Drilling Plan shall be made available to the Lahontan Regional Water Quality Control Board for their records according to rules and regulations.

HYD 3. The County shall require of HCSD that the construction contractor prepare and implement a Storm Water Pollution Prevention Plan (SWPPP) which specifies Best Management Practices (BMPs) that will prevent all construction pollutants from contacting stormwater and with the intent of keeping all products of erosion from moving offsite into receiving waters. The SWPPP shall include a Spill Prevention and Cleanup Plan that identifies the methods of containing, cleanup, transport and proper disposal of hazardous chemicals or materials released during construction activities that are compatible with applicable laws and regulations. BMPs to be implemented in the SWPPP may include but not be limited to:

- The use of silt fences;
- The use of temporary stormwater desilting or retention basins; The use of water bars to reduce the velocity of stormwater runoff;
- The use of wheel washers on construction equipment leaving the site;
- The washing of silt from public roads at the access point to the site to prevent the tracking of silt and other pollutants from the site onto public roads;
- The storage of excavated material shall be kept to the minimum necessary to efficiently perform the construction activities required. Excavated or stockpiled material shall not be stored in water courses or other areas subject to the flow of surface water; and
- Where feasible, stockpiled material shall be covered with waterproof material during rain events to control erosion of soil from the stockpiles.

HYD 4. HCSD shall conduct a pump test of the new well and determine whether any other wells are located within the cone of depression once the well reaches equilibrium. If any private wells are adversely impacted by future groundwater extractions from the proposed well, HCSD shall offset this impact through provision of water service; or adjusting the flow rates or hours of operation to mitigate adverse impacts.

HYD 5. HCSD and construction contractor shall select best management practices applicable to the project site and activities on the site to achieve a reduction in pollutants to the maximum extent practicable, both during and following development of the proposed municipal-supply water well and associated

pipeline, and to control urban runoff after the Project is constructed and the well (if approved for operation post well testing) is in operation.

## **NOISE**

- NOI 1 Noise measures shall be implemented to reduce noise levels to the greatest extent feasible (at or below 65 dBA). Measures may include portable noise barriers, scheduling specific construction activities to avoid conflict with adjacent sensitive receptors, or any other means by which to accomplish this noise minimization.
- NOI 2 All construction equipment be operated with mandated noise control equipment (mufflers or silencers). Enforcement will be accomplished by random field inspections by Applicant personnel during construction activities.
- NOI 3 HCSD will establish a noise complaint/response program and will respond to any noise complaints received for this project by measuring noise levels at the affected receptor. If the noise level exceeds 60 dBA exterior or 45 dBA interior between the hours of 7 PM and 7 AM on any day except Sunday or a Federal holiday, or between the hours of 8 PM and 9 AM on Sunday or a Federal holiday at the receptor, the Applicant will implement adequate measures to reduce noise levels to the greatest extent feasible, including portable noise barriers at the project site or at affected residences, offer temporary relocation to affected residences, or scheduling specific construction activities to avoid conflict with adjacent sensitive receptors.
- NOI 4 Construction staging areas shall be located as far from adjacent sensitive receptor locations as possible, for example on the north- or south- west corners of the project site.
- NOI 5 Well pump noise levels to be limited to 50 dB(A) or below at the exterior of the nearest sensitive noise receptor. A manner in which this may be accomplished is by installing surface well housing, housed in concrete block structure that attenuates noise to meet this performance standard. Alternative design criteria may be accomplished to reduce noise impacts. The aforementioned or other noise reducing measures shall be implemented should HCSD be unable to demonstrate that noise levels are limited to 50 dBA at the nearest sensitive receptor.

## **TRANSPORTATION**

- TRAN 1 The construction contractor will provide adequate traffic management resources, as determined by the HCSD. If needed, HCSD shall require a construction traffic management plan for work in public roads that complies with the Work Area Traffic Control Handbook, or other applicable standard, to provide adequate traffic control and safety during excavation activities. The

traffic management plan shall be prepared and approved by the HCSD prior to initiation of excavation or pipeline construction. At a minimum this plan shall include how to minimize the amount of time spent on construction activities; how to minimize disruption of vehicle and alternative modes of transport traffic at all times, but particularly during periods of high traffic volumes; how to maintain safe traffic flow on local streets affected by construction at all times, including through the use of adequate signage, protective devices, flag persons or police assistance to ensure that traffic can flow adequately during construction; the identification of alternative routes that can meet the traffic flow requirements of a specific area, including communication (signs, webpages, etc.) with drivers and neighborhoods where construction activities will occur; and at the end of each construction day roadways shall be prepared for continued utilization without any significant roadway hazards remaining.

TRAN 2 HCSD shall require all disturbances to public roadways be repaired in a manner that complies with the Standard Specifications for Public Works Construction (green book) or other applicable Local Agency standard design requirements.

### **TRIBAL CULTURAL RESOURCES**

- TRI 1. The San Manuel Band of Mission Indians Cultural Resources Department (SMBMI) shall be contacted, as detailed in CR-1, of any pre-contact and/or post-contact cultural resources discovered during project implementation, and be provided information regarding the nature of the find so as to provide Tribal input with regards to significance and treatment. Should the discovery be deemed significant, as defined by CEQA (as amended, 2015), a cultural resources Monitoring and Treatment Plan shall be created by the archaeologist, in coordination with SMBMI, and, all subsequent finds shall be subject to this Plan. This Plan shall allow for a monitor to represent SMBMI for the remainder of the project, should SMBMI elect to place a monitor on-site.
- TRI 2. Any and all archaeological/cultural documents created as a part of the project (isolate records, site records, survey reports, testing reports, etc.) shall be supplied to the applicant and Lead Agency for dissemination to SMBMI. The Lead Agency and/or applicant shall, in good faith, consult with SMBMI throughout the life of the project.

**Public Review Period:** November 6 through December 7, 2020.

**Public Hearing Date:** March 18, 2021

**Adopted by the Board of Directors:** \_\_\_\_\_, \_\_\_\_\_

## NOTICE OF PUBLIC HEARING

THE HELENDALE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS WILL MEET  
THURSDAY, MARCH 18, 2021 AT 6:30 P.M.

26540 Vista Road  
Helendale, CA 92342

A PUBLIC HEARING HAS BEEN SCHEDULED BEFORE THE HELENDALE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS FOR THE FOLLOWING:

Case: Proposed Well Field Expansion

Applicant: Helendale Community Services District

Proposal: To allow for the expansion of an existing well field to include the construction of multiple new wells (replacement and new) and appurtenant facilities for the community within the boundary of the Helendale Community Services District (HCSD – Exhibit 6.1.3), located on approximately 43.08+/- acres.

Location: Helendale Road & Shadow Mountain Road

Any interested party may present any information that may be of assistance to the Helendale Community Services District on this proposal and the environmental findings.

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

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

<https://attendee.gotowebinar.com/register/7369634328433229840>  
(Dial-in instructions will be provided after registering at the link above)

The proposed project documents and environmental finding(s) may be viewed at the Helendale Community Services District's office located at 26540 Vista Road, Helendale, CA Monday through Friday 8:00 a.m. and 5:30 p.m. Should you have any questions concerning this project, please contact \_\_\_\_\_ at (760) 951-0006 or email \_\_\_\_\_.

The Board of Directors, in its deliberation, may approve, modify or deny the proposed project.

IF YOU CHALLENGE IN COURT ANY ACTION TAKEN CONCERNING A PUBLIC HEARING ITEM, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED AT THE PUBLIC HEARING DESCRIBED IN THIS NOTICE, OR IN WRITTEN CORRESPONDENCE DELIVERED TO THE DISTRICT AT, OR PRIOR TO, THE PUBLIC HEARING.



# Helendale Community Services District

DATE: March 18, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #6  
PUBLIC HEARING  
Discussion and Possible Action Regarding Adoption of Resolution 2021-06: A  
Resolution of the Board of Directors of the Helendale Community Services District  
Adopting a Mitigated Negative Declaration for the Community Center Park Project

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## **STAFF RECOMMENDATION:**

Staff recommends adoption of the Resolution by the Board of Directors as California Environmental Quality Act (CEQA) Lead Agency for the project.

## **STAFF REPORT:**

The District's environmental consultant, Randy Coleman, will present to answer any technical questions that the Board may have regarding this item. Navigating the CEQA process is an area of specialization which requires a consultant with specific expertise. The proposed project site as an undisturbed/undeveloped site, required a significantly more complicated environmental process.

As the Board is aware, the District has been working on an application for a significant park grant for close to a year. Two components of the grant application included the status of CEQA and the readiness to proceed with the project. The application was submitted last week attesting to the fact that CEQA would be completed in April, 2021. While we are optimistic that we are well positioned for a grant award, the adoption of the environmental determination will still be applicable in the event the grant is not awarded.

Presented for the Board's consideration is Resolution 2021-06 adopting the Mitigated Negative Declaration for the site attesting that any environmental impacts can be mitigated. Prior to this public hearing, the District's environmental consultants prepared an initial study that was posted on the State's environmental Clearinghouse site for all interested parties to review and provide comment on. This posting did not yield any comments.

This public hearing has been advertised in the paper of general circulation two times prior to the public hearing to illicit any additional input related to the project. Included in the agenda material under separate cover due to size and available at this hearing is the complete environmental evaluation for project site.



By adoption of the proposed resolution, the District is adopting the Mitigated Negative Declaration for the Project and adopts the program for reporting on or monitoring the Project's mitigation measures. Upon adoption of the Resolution, a posting will be made at the Clerk of the Board of Supervisors for a 30-day period.

**FISCAL IMPACT:** NA

**POSSIBLE MOTION:** Adopt Resolution 2021-05

**ATTACHMENTS:**

- Resolution 2021-06
- Mitigated Negative Declaration (Final)
- Notice of Public Hearing
- Final Initial Study and Mitigated Declaration for A New Community Park at 26540 Vista Road, Helendale, CA  
(Under separate cover due to size)

**RESOLUTION NO. 2021-06**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE HELENDALE COMMUNITY SERVICES DISTRICT  
ADOPTING A MITIGATED NEGATIVE DECLARATION  
FOR THE COMMUNITY PARK PROJECT**

WHEREAS, the Helendale Community Services District (“District”) is a Community Services District located in the County of San Bernardino and organized and operating pursuant to California Government Code Section 61000 et seq.;

WHEREAS, in implementing the statutory functions of a Community Services District, the District seeks to improve its parks and recreation service obligations, including the development of new community park facilities within the boundaries of the District;

WHEREAS, in furtherance of said goals, the District has considered the construction and operation of new community park facilities located at 26540 Vista Road in Helendale, California, as described in the Initial Study attached hereto and incorporated herein (“the Project”);

WHEREAS, the District is subject to the requirements of the California Environmental Quality Act (“CEQA”), Public Resources Code (“PRC”) Section 21000 et seq., and the state Guidelines promulgated thereunder, California Code of Regulations (“CCR”) Section 15000 et seq., since the District qualifies as a “local agency” within the meaning of PRC Section 21062 and CCR Section 15368;

WHEREAS, the Project is a “project” within the purview of CEQA and its Guidelines pursuant to PRC Section 21065 and CCR Section 15378;

WHEREAS, the District is the appropriate “lead agency” under PRC Section 21067 and CCR Section 15367 for making determinations under CEQA and the Guidelines with respect to the potential impact, if any, of the Project on the environment;

WHEREAS, the District caused the preparation of the attached Initial Study for the Project pursuant to CCR Section 15063 which determined that a Mitigated Negative Declaration within the meaning of PRC Sections 21064.5 and 21080(c)(2) and CCR Sections 15369.5 and 15070(b) would adequately address any potential effects of the Project on the environment;

WHEREAS, the District provided public notice and a public review period of not less than thirty (30) days for the Initial Study and the proposed Mitigated Negative Declaration in accordance with CCR Sections 15072 and 15073, and held a public hearing on the proposed Mitigated Negative Declaration on March 18, 2021; and

WHEREAS, the District’s Board of Directors has considered the Initial Study, the proposed Mitigated Negative Declaration, all written comments thereto received during the public review process, all written and oral comments thereto received during the public hearing process, and all written and oral responses to said comments.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Helendale Community Services District of San Bernardino County that, pursuant to PRC Section 21080(c) and CCR Section 15074(b), on the basis of the whole of the record before the District’s Board of Directors (including the Initial Study and any comments received), there is no substantial evidence that the Project will have a significant effect on the environment if the mitigation measures contained in the Mitigated Negative Declaration attached hereto and incorporated herein are incorporated into the Project, and said Mitigated Negative Declaration reflects the District’s independent judgment and analysis.

BE IT FURTHER RESOLVED that the District’s Board of Directors hereby adopts the attached Mitigated Negative Declaration for the Project, and adopts the program for reporting on or monitoring the Project’s mitigation measures contained therein as required by CCR Section 15074(d), and hereby approves the Project.

BE IT FURTHER RESOLVED that the District's General Manager is hereby authorized and directed to file with the County Clerk of San Bernardino a Notice of Determination pursuant to PRC Section 21152(a) and CCR Section 15075 consistent with this Resolution within five working days after the adoption of this Resolution.

BE IT FURTHER RESOLVED that the custodian of the documents or other materials which constitute the record of proceedings upon which the District's decision is based shall be the District's General Manager, and the location of said records shall be the District's headquarters located at 26540 Vista Road, Helendale, California.

**ADOPTED** this 18<sup>th</sup> day of March, 2021.

AYES:

NOES:

ABSTAIN:

ABSENT:

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Tim Smith, President  
Board of Directors

ATTEST:

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Sandy Haas, Secretary  
Board of Directors

HELENDALE COMMUNITY SERVICES DISTRICT  
26540 Vista Road, Helendale CA 92342  
(760) 951-0006

DRAFT MITIGATED NEGATIVE DECLARATION  
Preparation Date: August 23, 2020

Name or Title of Project: Helendale CSD Community Park

Location: 26540 Vista Road  
Helendale CA 92342

Entity or Person Undertaking Project: Helendale Community Services District  
Dr. Kimberly Cox, General Manager  
[kcox@helendalecsd.org](mailto:kcox@helendalecsd.org)

**Description of Project:** To allow for the development of a New Community Park facility in a designated disadvantaged and severely disadvantaged community to include an approximately 35,000+/- square foot community center building with a Gymnasium/Multi-purpose area with raised stage, Senior Center with small Central Kitchen, restroom with interior and exterior access capability, HCSD Park Offices, and exterior uses for potential amenities such as an amphitheater area with raised stage, "Splash Pad", small basic dirt BMX Track, exterior workout area, grass play and picnic areas, small skate park, and/or miniature golf on a portion of the 10.5+/- acre.

**Statement of Findings:** The Helendale CSD Board of Directors has reviewed the Initial Study for this proposed project and has found that there are no adverse environmental impacts to either the man-made or physical environmental setting if the following mitigation measures are implemented in conformance with the Mitigation Monitoring Policy, and does hereby direct staff to file a Notice of Determination, pursuant to the California Environmental Quality Act (CEQA).

A copy of the Initial Study and other applicable documents used to support the proposed Negative Declaration is available for review at the Helendale Community Services District.

## Mitigation Measures:

### AIR QUALITY:

- AIR 1. Prepare and submit to the Mojave Desert Air Quality Management District (MDAQMD) a dust control plan that describes all applicable dust control measures that will be implemented at the project, prior to commencing earth-moving activity.
- AIR 2. The following signage shall be erected not later than the commencement of construction: A minimum 48 inch high by 96 inch wide sign containing the following shall be located within 50 feet of each project site entrance, meeting the specified minimum text height, black text on white background, on one inch A/C laminated plywood board, with the lower edge between six and seven feet above grade, with the contact name of a responsible official for the site and a local or toll-free number that is accessible 24 hours per day:
- "[Site Name] {four-inch text}  
[Project Name/Project Number] {four inch text}  
IF YOU SEE DUST COMING FROM {four-inch text} THIS PROJECT CALL:  
{four-inch text}  
[Contact Name], PHONE NUMBER XXX-XXXX {six-inch text} If you do not receive a response, Please Call {three-inch text} The MDAQMD at 1-800-635-4617 {three-inch text}
- AIR 3. Use a water truck to maintain moist disturbed surfaces and actively spread water during visible dusting episodes to minimize visible fugitive dust emissions. For projects with exposed sand or fines deposits (and for projects that expose such soils through earthmoving), chemical stabilization or covering with a stabilizing layer of gravel will be required to eliminate visible dust/sand from sand/fines deposits.
- AIR 4. All perimeter fencing shall be wind fencing or the equivalent, to a minimum of four feet of height or the top of all perimeter fencing. The owner/operator shall maintain the wind fencing as needed to keep it intact and remove windblown dropout. This wind fencing requirement may be superseded by local ordinance, rule or project specific biological mitigation prohibiting wind fencing.
- AIR 5. All maintenance and access vehicular roads and parking areas shall be stabilized with chemical, gravel or asphaltic pavement sufficient to eliminate visible fugitive dust from vehicular use or wind erosion. Take actions to prevent project-related track-out onto paved surfaces and clean any project-related track-out within 24 hours. All other earthen surfaces within the project shall be stabilized by natural, irrigated vegetation, chemical, compaction, or other means sufficient to prohibit visible fugitive dust from wind erosion.

**BIOLOGICAL RESOURCES:**

BIO 1. A preconstruction survey shall be conducted by a qualified biologist for the presence of American badger and Desert kit fox dens within 14 days prior to commencement of construction activities. The survey shall be conducted in areas of suitable habitat for American badger and Desert kit fox, which includes desert scrub and Joshua tree habitats. If potential dens are observed and avoidance is feasible, the following buffer distances shall be established prior to construction activities:

- o Desert kit fox or American badger potential den: 50 feet
- o Desert kit fox or American badger active den: 100 feet
- o Desert kit fox or American badger natal den: 500 feet

If avoidance of the potential dens is not feasible, the following measures are recommended to avoid potential adverse effects to the American badger and desert kit fox:

- o If a qualified biologist determines that potential dens are inactive, the biologist shall excavate these dens by hand with a shovel and collapse them to prevent American badgers or desert kit foxes from re-using them during construction.
- o If the qualified biologist determines that potential dens may be active, an onsite passive relocation program shall be implemented. This program shall consist of excluding American badgers or desert kit foxes from occupied burrows by installation of one-way doors at burrow entrances and monitoring of the burrow for seven days to confirm usage has been discontinued, and excavation and collapse of the burrow to prevent reoccupation. After the qualified biologist determines that American badgers and desert kit foxes have stopped using active dens within the project boundary, the dens shall be hand-excavated with a shovel and collapsed to prevent re-use during construction.
- o During fencing and grading activities daily monitoring reports shall be prepared by the monitoring biologists. The biologist shall prepare a summary monitoring report documenting the effectiveness and practicality of the protection measures that are in place and making recommendations for modifying the measures to enhance species protection, as needed. The report shall also provide information on the overall activities conducted related to biological resources, including the Environmental Awareness

Training and Education Program, clearance/pre-activity surveys, monitoring activities, and any observed special -status species, including injuries and fatalities. These monitoring reports shall be submitted to HCSD and relevant resource agencies as applicable on a monthly basis along with copies of all survey reports.

BIO 2. The Project Wildlife Biologist shall conduct a preconstruction survey of the impact areas to confirm presence/absence of burrowing owls no more than 30 days prior to construction. The survey methodology will be consistent with the methods outlined in the CDFW Staff Report on Burrowing Owl Mitigation (2012). If no active breeding or wintering owls are identified, no further mitigation is required.

If burrowing owls are detected onsite, the following mitigation measures shall be implemented in accordance with the CDFW Staff Report on Burrowing Owl Mitigation (2012):

- o A Certified Wildlife Biologist shall be onsite during initial ground - disturbing activities in potential burrowing owl habitat.
- o No ground-disturbing activities shall be permitted within a buffer no less than 200 meters (656 feet) from an active burrow, depending on the level of disturbance, unless otherwise authorized by CDFW. Occupied burrows will not be disturbed during the nesting season (February 1 to August 31), unless a qualified biologist verifies through noninvasive methods that either: (1) the birds have not begun egg-laying and incubation; or (2) juveniles from the occupied burrows are foraging independently and are capable of independent survival.
- o During the nonbreeding (winter) season (September 1 to January 31), ground- disturbing work can proceed near active burrows as long as the work occurs no closer than 50 meters (165 feet) from the burrow, depending on the level of disturbance, and the site is not directly affected by the project activity. A smaller buffer may be established in consultation with CDFW. If active winter burrows are found that would be directly affected by ground-disturbing activities, owls can be excluded from winter burrows according to recommendations made in the Staff Report on Burrowing Owl Mitigation (2012).
- o Burrowing owls shall not be excluded from burrows unless or until a Burrowing Owl Exclusion Plan is developed based on the recommendations made in the Staff Report on Burrowing Owl Mitigation (2012). The plan shall include, at a minimum:
  - o Confirmation by site surveillance that the burrow(s) is empty of burrowing owls and other species
  - o Type of scope to be used and appropriate timing of scoping
  - o Occupancy factors to look for and what shall guide determination of vacancy and excavation timing
  - o Methods for burrow excavation
  - o Removal of other potential owl burrow surrogates or refugia onsite
  - o Methods for photographic documentation of the excavation and closure of the burrow,
  - o Monitoring of the site to evaluate success and, if needed, to implement remedial measures to prevent subsequent owl use to avoid take

- o Methods for assuring the impacted site shall continually be made inhospitable to burrowing owls and fossorial mammals
  - o Compensatory mitigation for lost breeding and/or wintering habitat shall be implemented onsite or off-site through implementation of a Mitigation Land Management Plan based on the Staff Report on Burrowing Owl Mitigation (CDFW 2012) guidance. The plan shall include the following components, at a minimum:
    - o Temporarily disturbed habitat on the project site shall be restored, if feasible, to pre-project conditions, including de-compacting soil and revegetation;
    - o Permanent impacts to nesting, occupied and satellite burrows and/or burrowing owl habitat shall be mitigated such that the habitat acreage, number of burrows and burrowing owl impacted are replaced based on a site-specific analysis which includes conservation of similar vegetation communities comparable to or better than that of the impact area, and with sufficiently large acreage, and presence of fossorial mammals;
    - o Mitigation land acreage shall not exceed the size of the project site;
    - o Permanently protect mitigation land through a conservation easement deeded to a nonprofit conservation organization or public agency with a conservation mission. If the project is located within the service area of a CDFW approved burrowing owl conservation bank, the project operator may purchase available burrowing owl conservation bank credits.
    - o Fund the maintenance and management of mitigation land through the establishment of a long-term funding mechanism such as an endowment.
    - o Mitigation lands shall be on, adjacent or proximate to the impact site where possible and where habitat is sufficient to support burrowing owls present.
- BIO 3. If project activities must occur during the avian nesting season (February to September), a survey for active nests must be conducted by a qualified biologist, one to two weeks prior to the activities. If active nests are identified and present onsite, clearing and construction within 50-250 feet of the nest, depending on the species involved (50 feet for common urban-adapted native birds and up to 250 feet for raptors), shall be postponed until the nest is vacated and juveniles have fledged, and there is no evidence of a second attempt at nesting. Limits of construction to avoid a nest site shall be established in the field by a qualified biologist with flagging and stakes or construction fencing. Construction personnel shall be instructed regarding the ecological sensitivity of the fenced area. If construction must occur within this buffer, it shall be conducted at the discretion of a qualified biological monitor to assure that indirect impacts to nesting birds are avoided.
- BIO 4. If sensitive wildlife species such as the Desert Tortoise or the Mohave Ground Squirrel, Desert Kit Fox, or nesting birds are detected on the project site during future surveys or assessments or construction, all work on-site shall stop immediately and mitigation measures shall be required to reduce impact to a



level of less than significant. Any proposed mitigation measures shall be determined by a Certified Wildlife Biologist and be approved by HCSD and the California Department of Fish and Wildlife as applicable in accordance with typical best practices.

- BIO 5. Should grading or construction commence after February 1st, 2021, a new biological survey shall be filed with the HCSD as a Biological Clearance Letter to determine the presence or absence of endangered species on the site. Said survey shall be filed with HCSD or designee prior to issuance of a grading permit. The survey shall be valid for a period of one year or as specifically delineated above.

**CULTURAL RESOURCES:**

- CUL 1. In the event that cultural resources are discovered during project activities, all work in the immediate vicinity of the find (within a 60-foot buffer) shall cease, and a qualified archaeologist meeting Secretary of Interior standards shall be hired to assess the find. Work on the other portions of the project outside of the buffered area may continue during this assessment period. Additionally, the San Manuel Band of Mission Indians Cultural Resources Department (SMBMI) shall be contacted, as detailed within TCR-1, regarding any pre-contact and/or post-contact finds and be provided information after the archaeologist makes his/her initial assessment of the nature of the find, so as to provide Tribal input with regards to significance and treatment.
- CUL 2. If significant pre-contact and/or post-contact cultural resources, as defined by CEQA (as amended, 2015), are discovered, and avoidance cannot be ensured, the archaeologist shall develop a Monitoring and Treatment Plan, the drafts of which shall be provided to SMBMI for review and comment, as detailed within TCR-1. The archaeologist shall monitor the remainder of the project and implement the plan accordingly.
- CUL 3. If human remains or funerary objects are encountered during any activities associated with the project, work in the immediate vicinity (within a 100-foot buffer of the find) shall cease, and the County Coroner shall be contacted pursuant to State Health and Safety Code §7050.5 and that code enforced for the duration of the project.

**GEOLOGICAL & SOILS:**

- GEO 1. In the event that fossils are discovered during the project development/construction, all work in the immediate vicinity of the find shall cease and a qualified paleontologist shall be hired to assess the find. Work on the overall project may continue during this assessment period.

## HYDROLOGY AND WATER QUALITY

HYD 1. Prior to issuance of a grading permit the applicant shall obtain coverage under the statewide general NPDES permit for control of construction and post-construction related storm water in accordance with the requirements of the Small MS4 General Permit. In addition, the applicant shall:

- Prepare a project specific Storm Water Pollution Prevention Plan (SWPPP) as required in the NPDES permit and shall identify site-specific erosion and sediment control best management practices that will be implemented;
- The SWPPP shall be applicable to all areas of the project site including construction areas, access roads to and through the site, and staging and stockpile areas; and
- Temporary best management practices for all components of the project must be implemented until such time as permanent post-construction best management practices are in place and functioning.

## TRIBAL CULTURAL RESOURCES

TRI 1. The San Manuel Band of Mission Indians Cultural Resources Department (SMBMI) shall be contacted, as detailed in CR-1, of any pre-contact and/or post-contact cultural resources discovered during project implementation, and be provided information regarding the nature of the find so as to provide Tribal input with regards to significance and treatment. Should the discovery be deemed significant, as defined by CEQA (as amended, 2015), a cultural resources Monitoring and Treatment Plan shall be created by the archaeologist, in coordination with SMBMI, and, all subsequent finds shall be subject to this Plan. This Plan shall allow for a monitor to represent SMBMI for the remainder of the project, should SMBMI elect to place a monitor on-site.

TRI 2. Any and all archaeological/cultural documents created as a part of the project (isolate records, site records, survey reports, testing reports, etc.) shall be supplied to the applicant and Lead Agency for dissemination to SMBMI. The Lead Agency and/or applicant shall, in good faith, consult with SMBMI throughout the life of the project.

**Public Review Period:** September 8 through October 8, 2020.

**Tentative Public Hearing Date:** March 18, 2021

**Adopted by the Board of Directors:** \_\_\_\_\_, \_\_\_\_\_

## NOTICE OF PUBLIC HEARING

### THE HELENDALE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS WILL MEET THURSDAY, MARCH 18, 2021 AT 6:30 P.M.

26540 Vista Road  
Helendale, CA 92342

A PUBLIC HEARING HAS BEEN SCHEDULED BEFORE THE HELENDALE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS FOR THE FOLLOWING:

Case: Proposed Community Park

Applicant: Helendale Community Services District

Proposal: To allow for the development of a New Community Park facility in a designated disadvantaged and severely disadvantaged community to include an approximately 35,000+/- square foot community center building with a Gymnasium/Multi-purpose area with raised stage, Senior Center with small Central Kitchen, restroom with interior and exterior access capability, HCSD Park Offices, and exterior uses for potential amenities such as an amphitheater area with raised stage, "Splash Pad", small basic dirt BMX Track, exterior workout area, grass play and picnic areas, small skate park, and/or miniature golf on a portion of the 10.5+/- acre.

Location: 26540 Vista Road, Helendale, CA

Any interested party may present any information that may be of assistance to the Helendale Community Services District on this proposal and the environmental findings.

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

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

<https://attendee.gotowebinar.com/register/7369634328433229840>  
(Dial-in instructions will be provided after registering at the link above)

The proposed project documents and environmental finding(s) may be viewed at the Helendale Community Services District's office located at 26540 Vista Road, Helendale, CA Monday through Friday 8:00 a.m. and 5:30 p.m. Should you have any questions concerning this project, please contact \_\_\_\_\_ at (760) 951-0006 or email \_\_\_\_\_.

The Board of Directors, in its deliberation, may approve, modify or deny the proposed project.

IF YOU CHALLENGE IN COURT ANY ACTION TAKEN CONCERNING A PUBLIC HEARING ITEM, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED AT THE PUBLIC HEARING DESCRIBED IN THIS NOTICE, OR IN WRITTEN CORRESPONDENCE DELIVERED TO THE DISTRICT AT, OR PRIOR TO, THE PUBLIC HEARING.

Published Date : \_\_\_\_\_



# Helendale Community Services District

DATE: January 21, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #7  
Discussion and Possible Action Regarding Park Capital Improvement Plan and Update on Development Impact Fees

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## **STAFF RECOMMENDATION:**

Staff seeks input from the Board regarding the Park 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. This planning horizon assists the District with forward planning.

The proposed list has been reviewed with the Park and Recreation Committee twice and has been refined based upon the input received. The format is similar to the other CIP's reviewed with the Board with notations based upon any changes that are proposed noted accordingly on the CIP.

On January 18, 2018, the District adopted a Park Development Impact Fee (DIF) which was intended to have new development pay a small portion of the costs of the park. The initial study was completed in April 2017, and the amount of development impact fees collected is reviewed on an annual basis with the Board in a public meeting. To date, as noted on the attached spreadsheet, the District has collected \$22,360 in development fees for the Wild Road Park as noted in the chart on the next page.

At a later date, the Board may contemplate updated the DIF to include the proposed Community Center Park as well. This would require a new DIF study, public hearing and consideration by the Board.

Staff will provide a detailed presentation on the CIP at the Board meeting and seeks input and direction from the Board.

**FISCAL IMPACT:** As outlined in the CIP.

**POSSIBLE MOTION:** None needed

**ATTACHMENTS:** Park Development Impact Fee payments  
Proposed FY22 Park CIP  
CIP document as approved for FY21

## PARK DEVELOPMENT IMPACT FEES PAID

Month	FY 17/18	FY 18/19	FY 19/20	FY 20/21	
July		\$ 1,720.00			
Aug				\$ 1,720.00	
Sept					
Oct			\$ 1,720.00		
Nov					
Dec					
Jan				\$ 3,440.00	
Feb			\$ 1,720.00	\$ 3,440.00	
Mar		\$ 1,720.00			
Apr		\$ 1,720.00			
May		\$ 1,720.00	\$ 1,720.00		
June	\$ 1,720.00				
	<b>\$ 1,720.00</b>	<b>\$ 6,880.00</b>	<b>\$ 5,160.00</b>	<b>\$ 8,600.00</b>	<b>\$ 22,360.00</b>

### Capital Budget FY 2022 - FY2026

All CIP Projects above GM signing authority require Board approval before commencing.

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Grant Only
<b>Parks and Recreation Fund</b>							
As discussed Community Center Parking Lot Lights (New area)	\$ 2,000.00						
DONE Additional Restroom near baseball	\$ 90,000.00						
	\$30,957.50						
As discussed Nature Play		\$ 1,500.00					
As discussed Disc Golf	\$2,475.00						
MOVED Electronic Gates (2)	45,000	\$ 45,000.00	-				
INCREASED Lighting for Baseball		\$ 100,000.00					
and sports fields		\$ 180,000.00					
NEW Lighting for Baseball Field East				\$ 90,000.00			
INCREASED & Additional Asphalt Parking Lot Community Center		\$ 98,000.00	\$ 98,000.00	\$ 98,000.00	\$ 98,000.00		
CONDENSED		\$ 500,000.00					
MOVED Community Center Parking Lot Resurfacing		\$ 75,000.00			\$ 75,000.00		
Park Lighting (Wild Road)		\$ 70,000.00					
REDUCED Using LED		\$ 20,000.00					
Moved Safety Fencing at Park		\$ 16,000.00	-	\$ 16,000.00			
Moved Drop Ceiling in Community Center		\$ 15,000.00			\$ 15,000.00		
Modified Improvements to Unit D		\$ 75,000.00					
		\$ 10,000.00			\$ 65,000.00		
NEW Roof Replacement - Community Center		\$ 150,000.00					
DONE RC Track Safety Fencing	\$ 8,277.00	\$ 7,000.00					
Modified DG Walking Paths - So. Field		\$ 15,000.00		\$ 15,000.00	\$ 25,000.00		
Modified DG Walking Path Memorial Grove		\$ 15,000.00					
Additional Playground Features				\$ 20,000.00			
Moved Batting Cages					\$ 40,000.00	\$ 40,000.00	
Modified Renovate Wild Rd playground add surfacing /additional features						\$ 250,000.00	\$ 65,000.00
						\$ 250,000.00	\$ 250,000.00
						\$ 40,000.00	\$ 40,000.00
Modified New Dog Park (Galleon or Community Center)						\$ 25,000.00	\$ 25,000.00
As Modified 2/22 Community Center park							
Splash Pad						\$ 500,000.00	
Building w/ amphitheater						\$ 4,300,000.00	
Pump Track						\$ 250,000.00	
Public Art (Veteran Memorial)						\$ 25,000.00	
Park Shelters						\$ 40,000.00	
Playground						\$ 150,000.00	\$ 150,000.00
Community Garden						\$ 10,000.00	\$ 10,000.00
Walking Paths						\$ 150,000.00	\$ 150,000.00
Outdoor Basketball						\$ 50,000.00	\$ 50,000.00
Fencing						\$ 85,000.00	\$ 85,000.00
Open space, trees irrigation, grading						\$ 200,000.00	\$ 200,000.00
Safety lighting						\$ 150,000.00	\$ 150,000.00
Mini Golf						\$ 150,000.00	\$ 150,000.00
NEW Drivers Box for RC Track			1,000				
NEW Dirt bicycle track for kids at Wild Road Park around Nature Play		\$ 1,000.00					
Total Capital Projects		\$ 271,000	\$ 150,000	\$ 126,000	\$ 180,000	\$ 40,000	\$ 6,440,000



FY2021 PARK CIP

Parks and Recreation Fund	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Grant Only
Additional Restroom near baseball	90,000					
Electronic Gates (3)	45,000					
Lighting for Baseball		100,000	-			
Additional Asphalt Parking Lot Community Center		98,000	98,000	98,000		
Community Center Parking Lot Resurfacing		75,000				
Park Lighting		70,000				
Safety Fencing at Park		16,000				
Drop Ceiling in Community Center		15,000				
RC Track Safety Fencing		7,000				
Basketball courts			100,000			
DG Walking Paths (So. Field & Memorial Grove)			15,000			
Additional Playground Features				20,000	40,000	
Batting Cages						
Splash Pad						800,000
Outdoor Amphitheater						300,000
Pump Track						300,000
Renovate existing playground add surfacing / additional features						250,000
Parking Lot at Community Park						250,000
Restroom Near Splash Pad						65,000
Public Art						50,000
Two New Gazebos						50,000
Handball Courts						40,000
Additional Picnic Areas						25,000
New Dog Park						25,000
Community Center for park						4,000,000
<b>Total Capital Projects</b>	<b>\$ 135,000</b>	<b>\$ 381,000</b>	<b>\$ 213,000</b>	<b>\$ 118,000</b>	<b>\$ 40,000</b>	<b>\$ 6,155,000</b>



# Helendale Community Services District

DATE: March 18, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #8  
Discussion and Possible Action Regarding an Increase in Accounting Support Services Contract for FY2021 and Approval of a Contract Amount for FY2022

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**STAFF RECOMMENDATION:**

Staff recommends approval of this item.

**STAFF REPORT:**

In May 2020, the Board approved a contract with Eide-Bailly, LLP for Fiscal year 2021 in an amount not to exceed \$50,000. The district has utilized more time from the contract than originally anticipated. Staff is requesting an increase in the contract amount of \$8,394 to complete the tasks required for the balance of the fiscal year. This would bring the total contract to \$58,394 for FY2021.

Staff appreciates the Board's flexibility in considering an increase in this contract. When the budget is prepared with new contracts there are some needs that cannot be accurately estimated. Rather than have a bloated contract amount, Staff prefers to keep the number low and request increases as needed.

Eide-Bailly staff has been a valuable asset to the District's ability to manage its finances. They have provided significant support related to the audit, payroll, Pers compliance and other accounting procedures. In addition, Management has requested that they complete 10-year projects for the funds based upon information requested by the Board.

Additionally, for the upcoming fiscal year, the Consultants have submitted a contract amount of \$44,000 for the year based upon projected work. This is a reduction from last year's contract amount of \$50,000. Of note, some of the hourly rates have increased from \$5 to \$10 per hour.

If the Board approved the contract amount for FY22, Staff will prepare the contract template for signature by the Board President.

**FISCAL IMPACT:** Increase of \$8,394 for FY2021; Contract for FY22 in the amount of \$44,000.

**POSSIBLE MOTION:** Approve an increase of \$8,394 to the current Eide Bailley Contract for FY2021 and Approve an Accounting Support Services Contract for FY2022 in an amount not to exceed \$44,000

**ATTACHMENTS:** Spreadsheet analysis of Accounting budget for FY2021 & FY2022

Helendale Community Services District  
February-June 2020 & FY21-22 Projection

	FY20-21 Remaining						Total FY 20/21	FY 21/22 Budget	
	Feb 2020	March 2020	April 2020	May 2020	June 2020	Feb - June 2020			
1 Budget Projections & Budget review/assistance	\$ 653		\$ 1,495			\$ 2,148	\$ 5,000		
2 Monthly Closing Assistance	\$ 1,375	\$ 1,040	\$ 1,040	\$ 1,040	\$ 1,040	\$ 5,535	\$ 15,000		
3 Year End Close	\$ -					\$ -	\$ 18,000		
4 District Training & Other Support	\$ -					\$ -	\$ 1,000		
5 Miscellaneous Consulting	\$ -				\$ 2,625	\$ 2,625	\$ 1,000		
7 Payroll support	\$ 46					\$ 46	\$ 1,000		
8 Quarterly Payroll Reporting	\$ 48		\$ 345			\$ 393	\$ 1,000		
9 W-2s and 1099s	\$ 1,071					\$ 1,071	\$ 1,000		
10 State Comp Report	\$ 144					\$ 144	\$ 1,000		
<b>Year to Date Costs through 1/31/21</b>	<b>\$ 46,432</b>	<b>\$ 3,337</b>	<b>\$ 1,040</b>	<b>\$ 2,880</b>	<b>\$ 1,040</b>	<b>\$ 3,665</b>	<b>\$ 11,962</b>	<b>\$ 58,394</b>	<b>\$ 44,000</b>

**FY 21/22 Rates**

Staff Associate	\$ 110.00
Senior Associate	\$ 125.00
Manager	\$ 145.00
Senior Manager	\$ 170.00
Partner	\$ 190.00