



# Helendale Community Services District

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March 19, 2020 at 6:30 PM  
26540 Vista Road, Suite C, Helendale, CA 92342

## Call to Order - Pledge of Allegiance

### 1. Approval of Agenda

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

### 3. Consent Items

- a. Approval of Minutes: March 5, 2020, Regular Board Meeting
- b. Directors Compensation and Expenses
- c. Financials for January 2020

### 4. Reports

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

## Regular Business:

5. Discussion and Possible Action Regarding Conduct of Future Meetings and Other District Activities following Issuance of Executive Orders in Response to COVID-19
6. Discussion Only Regarding Review of Park Capital Projects
7. Discussion and Possible Action Regarding Request from Burrtec for Inflation-Based Increase for Solid Waste Services and Other Related Fee Increases under Franchise Agreement

## Other Business

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

## Closed Session

9. Conference with Legal Counsel – Anticipated Litigation  
Initiation of Litigation pursuant to Government Code Section 54956.9(d)(4)  
One potential case
10. Public Employee Performance Evaluation  
(Government Code Section 54957)  
Title: General Manager
11. Announcements from Closed Session
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 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 19, 2020  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Sharon Kreinop / Cheryl Vermette  
SUBJECT: Agenda item #3  
Consent Items

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## **CONSENT ITEMS**

- a. Approval of Minutes: March 5, 2020, Regular Board Meeting
- b. Directors Expenses
- c. Financials for January 2020



*Minutes of the Helendale Community Services District*

*BOARD OF DIRECTORS MEETING*

*March 5, 2020 at 6:30 PM*

*26540 Vista Road, Suite C. Helendale, CA 92342*

**Board Members Present:**

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

**Staff Members Present:**

Kimberly Cox, General Manager  
Cheryl Vermette, Program Coordinator  
Craig Carlson, Water Operations Manager  
Alex Aviles, Wastewater Operations Manager  
Jean Thomas, Customer Service Supervisor  
Andrea Chavis, Senior Customer Service Rep  
Shavon Aviles, Senior Customer Service Rep

**Consultants:**

Steve Kennedy, Legal Counsel (arrived at 6:40 pm)

**Members of the Public:**

There were seven (7) members of the public present.

**Call to Order and Pledge of Allegiance**

The meeting was called to order at 6:35 by President Ron Clark, after which the Pledge of Allegiance was recited.

**1. Approval of Agenda**

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

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

**2. Public Participation**

Chris Cerrone, a resident of Helendale commented on the Boards ethics training. She complimented the Board for participating in ethics training.

**3. Consent Items**

- a. Approval of Minutes: February 20, 2020 Regular Board Meeting
- b. Bills Paid and Presented for Approval

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

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

#### 4. Reports

##### a. Directors' Reports

Director Schneider reported that he took advantage of the car wash/detailing service that is available at the Farmers Market and he also took advantage of the veterinary clinic that is offered at the CSD. He was pleased with both services.

Director Haas thanked staff regarding the solutions for the social security issue.

Director Spiller thanked staff for the manhole information on the website.

##### b. General Manager's Report

GM Cox reported that curb approaches are being installed. The asphalt parking area will be bid in the next couple of months. The water department's test hole project will begin in April. Cox reminded the Board there is a Park and Recreation meeting next Tuesday. She also announced the RC Track grand opening will be held next Saturday, March 14<sup>th</sup> beginning at 9:00 am.

Water Operations Manager Carlson gave the water report. Staff completed flooded suction on the chlorine pump set up at well 1A. Staff also completed monthly well site inspections for the month of March and began the monthly coliform report. Carlson also reported that he began working on the EAR annual report that is due April 1<sup>st</sup>. The annual CARB report for all District off-road diesel equipment has been submitted. Staff has also been working with Aqua Metrics and Tyler to go live with our AMI meters very soon.

#### Regular Business

##### 5. Discussion Only Regarding Review of Water Capital Projects

**Discussion:** The Capital Improvement Plan (CIP) is a guiding document that outlines necessary and desired improvements as envisioned by staff. The CIP includes new projects (i.e. maintenance building), projects based upon operational necessity and projects driven by regulatory factors (i.e. carb limits). In both CIP presentations Staff will provide explanation of proposed projects for FY2021. Operations Manager Carlson went over the projects in more detail discussing the new corp yard, generator, well, Well 1A building improvements, new well pipeline, new turbine pumps at Well 4A & Well 4A rehab, new bobcat, and a new dump trailer. These projects totaled \$1,884,667. The engineering for the building was added to FY 20 for \$20,000, abandoning Well 6 was moved from FY 24 to FY25, the new turbine pump for Well 1A and rehab was increased \$90,000 and moved to FY20.0 The new turbine pumps for Well 4A and the rehab was moved to FY21. The ride on trencher was removed from the CIP. The Board did not have any recommended changes to the CIP.

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

##### 6. Discussion Only regarding Review of Wastewater Capital Projects

**Discussion:** Wastewater Operations Manager Aviles presented the wastewater CIP. Projects included the generator (reconfigure and/or remove); plant sludge line replacement; storage building/office/lab; secondary clarifier rehabilitation, the Schooner pump station coating & rebuild (moved from FY 20 to FY 21); the Parkway pump station coating and rebuild (moved from FY 20 to FY 21); the Smithsonian lift station manifold rebuild(moved from FY 20 to FY 21); the collection system lining (various areas) and the trickling filter for pump #2. The plant lift station and SCADA was moved from FY 21 to FY 22; the plant sludge line replacement was moved from FY 20 to FY 21; the Parshall flume grating, grit chamber, primary #1 and concrete repair and fine bar screen replacement were moved from FY 21 to FY 22; the

biofilter rebuild for trickling filter #1 and #2 was moved from FY 21 to FY 22; the collection system lining was moved from FY 20 to FY 21 and FY 22.

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

7. Discussion and Possible Action Regarding Approval of Revised Fee Package

**Discussion:** The new SB998 included fee limitations and affected some of the District's other policies. Staff took this opportunity to review fee package. Numerous changes were made to reflect current costs; simplify how fees are represented and provide greater clarity by arranging fees by subject. The changes related to SB998 include: the door hanger fee (#8, pg. 5) remains unchanged but modified to include the word "occupant"; the disconnect/reconnect fee of \$60 was split into two fees. SB998 limited reconnection during business hours to \$50 and after hours to \$150. SB998 Did not address disconnection. Staff analyzed actual costs and proposes the following: Disconnect Fee for non-payment (#13, pg. 6): \$50 and Reconnection Fee (#14a, pg. 6): \$20. The after-hours reconnection fee for non-payment (#14b, pg. 6): \$96. Added to package was the credit check fee (#12, pg. 6) to reflect Board approved fee of \$5; included graffiti to damages (#2, pg. 6); specifically addressed police report (#3, pg. 6). The balance of changes reflects staff's evaluation of current costs, most costs were able to be reduced due to automation and streamlining in our processes. Staff suggested eliminating the following fees based upon minimal time to perform tasks: Demand letter charge: \$15; Parcel inquiry Fee: \$15; and eliminating the following and include the function as normal customer service duties: Service Establishment Fee: \$25. The Board had no other requested changes.

**Action:** A motion was made by Vice President Smith to approve the revised Fee Package. Director Spiller seconded the motion.

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

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

8. Discussion and Possible Action Regarding Draft Resolution 2020-01: A Resolution of the Board of Directors of the Helendale Community Services District Establishing Policies for Its Compensation, Reimbursement and Ethics Training.

**Discussion:** District Counsel provided an overview of Resolution 2019-04 which was last discussed on February 6<sup>th</sup> at which time suggested modifications were discussed. The Board provided direction to Staff and Counsel reflecting how compensation is now paid and the process for approval of expenses. An example of the board's expense report was included in consent calendar. Exhibit A of the resolution provides examples of compensable meetings. Legal Counsel provided an overview of proposed changes.

**Action:** A motion was made by Director Schneider to adopt Resolution 2020-01. Director Haas seconded the motion.

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

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

**Other Business**

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

**10. Adjournment**

**Action:** President Ron Clark adjourned the meeting at 7:15 pm

Submitted by:

Approved By:

\_\_\_\_\_  
Ron Clark, President

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

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



# Helendale Community Services District

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Date: March 19, 2020  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Sharon Kreinop / Cheryl Vermette  
SUBJECT: Agenda item #3b  
Presentation of Directors' Expenses

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## **STAFF REPORT:**

Attached for the Board's consideration is a spreadsheet that outlines Director's expenses for the pay period from 3/2/2020 to 3/15/2020.

**Director's Expenses**  
**Pay Period Ending March 1, 2020**

<b>Name:</b>		<b>Sandy Haas</b>	
<b>Date</b>	<b>Activity</b>		<b>Rate</b>
1 2/19/2020	Meeting with General Manager - Udate on agenda & other District business		\$137.50
2 2/20/2020	Regular Board Meeting		\$137.50
3 2/26/2020	Request for information on Property - constituent watnted CSD to help with property for possible park.		\$137.50
	Miles		\$0.00
	Meals		\$0.00
	Lodging		\$0.00
	Other		\$0.00
Total this Pay Period			\$412.50

<b>Name:</b>		<b>Craig Schnieder</b>	
<b>Date</b>	<b>Activity</b>		<b>Rate</b>
1 2/19/2020	Meeting with General Manager		\$137.50
2 2/20/2020	Regular Board Meeting		\$137.50
	Miles		\$0.00
	Meals		\$0.00
	Lodging		\$0.00
	Other		\$0.00
Total this Pay Period			\$275.00

<b>Name:</b>		<b>Tim Smith</b>	
<b>Date</b>	<b>Activity</b>		<b>Rate</b>
1 2/18/2020	Meeting with General Manager		\$137.50
2 2/20/2020	Regular Board Meeting		\$137.50
3 2/24/2020	ASBCSD Meeting		\$137.50
	Miles		\$0.00
	Meals		\$0.00
	Lodging		\$0.00
	Other		\$0.00
Total this Pay Period			\$412.50



**Director's Expenses**  
**Pay Period Ending March 1, 2020**

<b>Name:</b>		<b>Henry Spiller</b>	
	<b>Date</b>	<b>Activity</b>	<b>Rate</b>
1	2/1/2020	Representative at public event	\$137.50
2	2/4/2020	Meeting with GM - Review issues discussed at public board meeting	\$137.50
3	2/5/2020	Farmers Market - Representative at public event	\$137.50
4	2/6/2020	Regular Board Meeting	\$137.50
5	2/8/2020	CSD Basketball event - Representative at District event	\$137.50
6	2/11/2020	Park and Rec public meeting	\$137.50
7	2/12/2020	Farmers Market - Representative at public event	\$137.50
8	2/17/2020	Meeting with GM - Review issues discussed at public board meeting	\$137.50
9	2/19/2020	Farmers Market - Representative at public event	\$137.50
10	2/22/2020	CSD Basketball event - Representative at District event	\$137.50
		Miles	\$0.00
		Meals	\$0.00
		Lodging	\$0.00
		Other	\$0.00
Total this Pay Period			\$1,375.00

<b>Name:</b>		<b>Ron Clark</b>	
	<b>Date</b>	<b>Activity</b>	<b>Rate</b>
1	2/4/2020	Meet with GM to review Agenda	\$137.50
2	2/6/2020	Regular Board Meeting	\$137.50
3	2/13/2020	Meeting with Staff regarding RC track at Park	\$137.50
4	2/18/2020	Meet with GM to review Agenda	\$137.50
5	2/20/2020	Regular Board Meeting	\$137.50
		Miles	\$0.00
		Meals	\$0.00
		Lodging	\$0.00
		Other	\$0.00
Total this Pay Period			\$687.50

**Director's Expenses**  
**Pay Period Ending March 15, 2020**

<b>Name:</b>	<b>Craig Schnieder</b>		
<b>Date</b>	<b>Activity</b>		<b>Rate</b>
1 3/4/2020	Meeting with General Manager		\$137.50
2 3/5/2020	Regular Board Meeting		\$137.50
3 3/10/2020	Park & Recreation Committee Meeting		\$137.50
4 3/14/2020	RC Track Grand Opening		\$137.50
	Miles		\$0.00
	Meals		\$0.00
	Lodging		\$0.00
	Other		\$0.00
Total this Pay Period			\$550.00

<b>Name:</b>	<b>Sandy Haas</b>		
<b>Date</b>	<b>Activity</b>		<b>Rate</b>
1 3/4/2020	Meeting with General Manager		\$137.50
2 3/5/2020	Regular Board Meeting		\$137.50
3 3/10/2020	Park & Recreation Committee Meeting		\$137.50
4 3/11/2020	Tri Communiites Luncheon/Meeting		\$137.50
5 3/14/2020	RC Track Grand Opening		\$137.50
	Miles		\$0.00
	Meals - Tri Communities Meeting		\$11.62
	Lodging		\$0.00
	Other		
Total this Pay Period			\$699.12



# Helendale Community Services District

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**Date:** March 19, 2020  
**TO:** Board of Directors  
**FROM:** Kimberly Cox, General Manager  
**BY:** Cindy Byerrum, Consultant  
**SUBJECT:** Agenda item #3c  
Financial Report for January 2020

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Attached for the Board's review is a copy of the Financial report for January 2020.

**Helendale CSD**  
**Statement of Revenues and Expenses - Water**  
**As of January 31, 2020**  
**(Unaudited)**

	Jan. 2020	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Meter Charges	\$ 126,757	\$ 875,164	\$ 1,495,518	59%	\$ 796,281
3 Water Sales	39,971	561,065	866,897	65%	574,625
4 Standby Charges	756	22,872	24,410	94%	12,809
5 Other Operating Revenue	8,390	64,110	88,100	73%	61,533
<b>6 Total Operating Revenues</b>	<b>175,873</b>	<b>1,523,210</b>	<b>2,474,924</b>	<b>62%</b>	<b>1,445,248</b>
<b>7 Non-Operating Revenues</b>					
8 Grant Revenue	-	76,255	75,000	102%	(473)
9 Miscellaneous Income (Expense)	-	-	3,000	0%	-
<b>10 Total Non-Operating Revenues</b>	<b>-</b>	<b>76,255</b>	<b>78,000</b>	<b>98%</b>	<b>(473)</b>
<b>11 Total Revenues</b>	<b>175,873</b>	<b>1,599,465</b>	<b>2,552,924</b>	<b>63%</b>	<b>1,444,776</b>
<b>12 Expenses</b>					
<b>13 Salaries &amp; Benefits</b>					
14 Salaries	20,168	175,575	339,707	52%	175,232
15 Benefits	5,537	77,539	118,201	66%	78,648
<b>16 Total Salaries &amp; Benefits</b>	<b>25,705</b>	<b>253,113</b>	<b>457,908</b>	<b>55%</b>	<b>253,880</b>
<b>17 Transmission &amp; Distribution</b>					
18 Contractual Services	8,435	20,755	30,150	69%	8,449
19 Power	6,327	73,612	113,730	65%	68,171
20 Operations & Maintenance	62,173	110,050	143,824	77%	36,358
21 Rent/Lease Expense	800	6,860	10,860	63%	6,860
22 Permits & Fees	-	18,053	22,740	79%	18,042
<b>23 Total T&amp;D</b>	<b>77,735</b>	<b>229,330</b>	<b>321,304</b>	<b>71%</b>	<b>137,880</b>
<b>24 General &amp; Administrative</b>					
25 Utilities	364	2,945	5,124	57%	3,028
26 Office & Other Expenses	190	652	2,235	29%	3,432
27 Admin Allocation	40,959	286,715	491,511	58%	266,924
<b>28 Total G&amp;A</b>	<b>41,513</b>	<b>290,312</b>	<b>498,870</b>	<b>58%</b>	<b>273,383</b>
29 Debt Service	69,918	264,285	388,734	68%	510,218
<b>30 Total Expenses</b>	<b>214,871</b>	<b>1,037,040</b>	<b>1,666,815</b>	<b>62%</b>	<b>1,175,360</b>
<b>31 Net Income (Loss) Before Capital</b>	<b>(38,998)</b>	<b>562,425</b>	<b>886,109</b>	<b>63%</b>	<b>269,415</b>
32 Capital Expenses	-	(250,568)	(2,230,667)	11%	279,245
<b>33 Net Income (Loss) After Capital</b>	<b>\$ (38,998)</b>	<b>\$ 311,857</b>	<b>\$ (1,344,558)</b>		<b>\$ 548,660</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 is trending near budget at 59%.

**Line 3 Water Sales:** Water Sales reflects water consumption and is trending at 65% of budget due to higher consumption in the summer months.

**Line 4 Standby Charges:** Standby Charges includes Special Assessment Standby charges for the current & prior years, and Delinquent Tax penalties. Year to Date (YTD) can trend over/under budget due to timing of assessment receipts and unbudgeted receipts of delinquent assessments, which is causing this category to trend over budget.

**Line 5 Other Operating Revenue:** Other Operating Revenue includes Permit & Inspection Charges, Connection Fees, Meter Installation Fees, Other Fees/Charges & Mechanic Service Reimbursements. Connection & Meter Installation fees are not budgeted due to the unexpected nature of these fees, is causing this category to trend over budget.

**Line 8 Grant Revenue:** YTD balance consists of a \$75K grant from the Bureau of Reclamation for installation of AMI smart meters. YTD is over budget due to receipts for the Scada Enernoc grant totaling \$1.5K.

**Line 9 Miscellaneous Income (Expense):** Miscellaneous Income includes Gain/Loss on Sale of Assets, the Enel X Demand Response Program & Other Miscellaneous income. No receipts year to date.

**Line 14 Salaries:** Amounts for Water Department employees and share of Mechanic's payroll. YTD is slightly under budget at 52%

**Line 15 Benefits:** Benefits includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education and trainings. YTD is over budget due the timing of the annual worker's compensation renewal paid in July. This renewal also was 14% higher than budgeted for FY 19/20.

**Line 16 Total Salaries & Benefits:** Salaries & Benefits include all salaries & benefits paid. YTD Total Salaries & Benefits is trending near target at 55%.

**Line 18 Contractual Services:** Contract Services includes Lab Testing, Engineering, GIS Support & Other Contract Services. YTD is trending at 69% due to payments for Prop 1 IRWM Implementation Grant totaling \$10.9K.

**Line 19 Power:** This account includes electricity used for Transmission & Distribution. YTD is trending at 65% due to increased volume of water pumped in the summer months.

**Line 20 Operations & Maintenance:** This line includes Operations & Maintenance expense, Vehicle Maintenance & Vehicle Fuel. YTD is trending at 77% of budget due to invoices from Layne Christensen for well maintenance totaling \$60K in January.

**Line 21 Rent/Lease Expense:** Rent/Lease Expense includes Rental Costs for the Water Shop & BLM Tank Sites. YTD is trending over budget due to annual receipt of BLM Tank Site rent in November.

**Line 22 Permits & Fees:** Includes all water permits, miscellaneous fees, and Watermaster fees. YTD is at 79% due to timing of Watermaster fees, which are paid in July for the entire year.

**Line 25 Utilities (G&A):** Utilities includes Gas & Telephone expenses. YTD is trending on budget at 57%.

**Line 26 Office & Other Expenses:** Office & Other includes Mileage/Travel Reimbursements, Office Supplies, Water Conservation Program, and Dues & Subscriptions. YTD will trend higher or lower than budget % due to timing of expenses.

**Line 27 Administrative Allocation:** This is the monthly distribution of the budgeted Fund 10 expenses, Admin Fund, to the enterprise funds.

**Line 29 Debt Service:** Debt Service includes Interest & Principal payments on outstanding debt. YTD is at 50% due to timing of payments.

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

- \$250.5K Water Rights Purchase

**Helendale CSD**  
**Statement of Revenues and Expenses - Sewer**  
**As of January 31, 2020**  
**(Unaudited)**

	Jan. 2020	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Sewer Charges	\$ 106,708	\$ 746,242	\$ 1,279,029	58%	\$ 745,996
3 Standby Charges	591	21,499	21,350	101%	10,942
4 Other Fees & Charges	1,588	14,225	18,000	79%	16,622
5 Other Income/(Expense)	-	-	-	0%	7,407
<b>6 Total Revenues</b>	<b>108,886</b>	<b>781,966</b>	<b>1,318,379</b>	<b>59%</b>	<b>780,967</b>
<b>7 Expenses</b>					
<b>8 Salaries &amp; Benefits</b>					
9 Salaries	19,077	137,291	246,229	56%	125,485
10 Benefits	6,031	65,053	98,728	66%	69,389
<b>11 Total Salaries &amp; Benefits</b>	<b>25,108</b>	<b>202,344</b>	<b>344,957</b>	<b>59%</b>	<b>194,874</b>
<b>12 Sewer Operations</b>					
13 Contractual Services	660	22,789	77,082	30%	41,855
14 Power	5,291	45,611	68,955	66%	39,852
15 Operations & Maintenance	3,777	32,020	70,138	46%	19,453
16 Permits & Fees	-	22,851	26,000	88%	24,900
<b>17 Total Sewer Operations</b>	<b>9,729</b>	<b>123,271</b>	<b>242,175</b>	<b>51%</b>	<b>126,060</b>
<b>18 General &amp; Administrative</b>					
19 Utilities	334	2,816	5,616	50%	2,532
20 Office & Other Expenses	509	2,561	11,393	22%	3,846
21 Admin Allocation	40,140	280,980	481,681	58%	261,585
<b>22 Total G&amp;A</b>	<b>40,983</b>	<b>286,357</b>	<b>498,690</b>	<b>57%</b>	<b>267,964</b>
23 Debt Service	-	37,517	75,042	50%	50,030
<b>24 Total Expenses</b>	<b>75,819</b>	<b>649,490</b>	<b>1,160,864</b>	<b>56%</b>	<b>638,928</b>
<b>25 Net Income (Loss) Before Capital</b>	<b>33,066</b>	<b>132,477</b>	<b>157,516</b>	<b>84%</b>	<b>142,039</b>
26 Capital Expenses	-	(48,421)	(1,237,000)	4%	218,234
<b>27 Net Income (Loss) After Capital</b>	<b>\$ 33,066</b>	<b>\$ 84,055</b>	<b>\$ (1,079,484)</b>		<b>\$ (76,195)</b>

*Fund 02 - Sewer Revenues and Expenses*

**Line 2 Sewer Charges:** 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 Tax penalties. YTD can trend over/under budget due to timing of receipts.

**Line 4 Other Fees & Charges:** Other Fees & Charges includes Permit & Inspection Charges, Connection Fees, Other Fees/Charges & Delinquent Charges on Fees. Connection & Permit fees are not budgeted due to the unexpected nature of these fees. YTD is at 79% due to higher than expected delinquent fees penalties.

**Line 5 Other Income/(Expense):** Other Income includes Gain/Loss on Sale of Assets & Other Misc. Income.

**Line 9 Salaries:** Salaries for sewer employments, trending slightly under budget. Salaries for the mechanic are budgeted and accounted for in Line 15, Vehicle Maintenance.

**Line 10 Benefits:** Benefits include employee insurance, PERS retirement, workers compensation, payroll taxes, and education and training. YTD is at 66% due to the annual worker's compensation expenses being paid in July. This renewal also came in 14% higher than budgeted.

**Line 13 Contractual Services:** Contract Services include Lab Testing, Engineering, GIS Support & Other Contractual Services. YTD is trending at 30% due to the timing of engineering fees.

**Line 14 Power:** YTD is trending above budget at 66% due to electricity at the park for the Recycled Water Project (\$3.7K).

**Line 15 Operations & Maintenance:** This account includes Compost Disposal, Vehicle Maintenance, Vehicle Fuel, Uniforms & Small Tools. Year to date is trending at 46% due to lower than planned maintenance through 12/31.

**Line 16 Permits and Fees:** This accounts for all annual permitting and fees paid to the state. YTD is at 88% of budget due to timing of annual payments.

**Line 19 Utilities (G&A):** Utilities includes Gas & Telephone expenses. YTD is trending under budget at 50%.

**Line 20 Office & Other Expenses:** Office & Other includes Mileage/Travel Reimbursements, Operating Supplies, Public Outreach, and Dues & Subscriptions. Will trend under or over budget depending upon time of year expenses are incurred.

**Line 21 Administrative Allocation:** This is the monthly distribution of the budgeted Fund 10 expenses, Admin Fund, to the enterprise funds.

**Line 23 Debt Service:** Debt Service includes Interest & Principal payments on outstanding debt. Payments are made twice a year in June & December.

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

- \$2.8K Monitoring Wells
- \$45.6K Grit Removal System Replacement



**Helendale CSD**  
**Statement of Revenues and Expenses - Recycling Center**  
**As of January 31, 2020**  
**(Unaudited)**

	Jan. 2020	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Retail Sales	\$ 22,592	\$ 168,847	\$ 294,000	57%	\$ 182,664
3 Donations	-	-	-	0%	186
4 Board Discretionary Revenue	-	-	(74,940)	0%	-
<b>5 Total Revenues</b>	<b>22,592</b>	<b>168,847</b>	<b>219,060</b>	<b>77%</b>	<b>182,850</b>
<b>6 Expenses</b>					
<b>7 Salaries &amp; Benefits</b>					
8 Salaries	9,528	73,070	152,959	48%	67,644
9 Benefits	729	11,295	21,103	54%	14,638
<b>10 Total Salaries &amp; Benefits</b>	<b>10,257</b>	<b>84,366</b>	<b>174,062</b>	<b>48%</b>	<b>82,282</b>
<b>11 Recycling Center Operations</b>					
12 Contractual Services	-	-	5,300	0%	60
13 Operations & Maintenance	1,509	8,033	12,000	67%	7,142
<b>14 Total Recycling Center Operations</b>	<b>1,509</b>	<b>8,033</b>	<b>17,300</b>	<b>46%</b>	<b>7,202</b>
<b>15 General &amp; Administrative</b>					
16 Utilities	530	6,094	19,098	32%	7,897
17 Office & Other Expenses	728	6,139	8,600	71%	2,610
<b>18 Total G&amp;A</b>	<b>1,258</b>	<b>12,233</b>	<b>27,698</b>	<b>44%</b>	<b>10,507</b>
<b>19 Total Expenses</b>	<b>13,024</b>	<b>104,632</b>	<b>219,060</b>	<b>48%</b>	<b>99,990</b>
<b>20 Net Income (Loss) Before Capital</b>	<b>9,568</b>	<b>64,215</b>	<b>-</b>		<b>82,859</b>
21 Capital Expenses	-	10,736	-	0%	-
<b>22 Net Income (Loss) After Capital</b>	<b>\$ 9,568</b>	<b>\$ 53,479</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 82,859</b>

*03-Recycling Center Revenues and Expenses*

**Line 2 Retail Sales:** YTD is trending near budget at 57%.

**Line 3 Donations:** Donations is not budgeted 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 to Parks & Rec. This transfer is done at year end so will be zero throughout the fiscal year until June 2020.

**Line 8 Salaries:** Salaries for part-time recycling center employees. YTD is trending below budget at 48%.

**Line 9 Benefits:** Benefits include employee insurance, workers compensation, payroll taxes, and education and training. YTD is at 54% due to the annual worker's compensation expenses being paid in July. This renewal came in 14% higher than budgeted.

**Line 10 Total Salaries & Benefits:** Salaries & benefits include all salaries paid, health insurance, worker's compensation insurance, payroll taxes, and employee education and training. YTD is trending below budget at 43%.

**Line 12 Contractual Services:** Contract Services includes software support & other contract services. Will trend under or over budget depending upon time of year expenses are incurred.

**Line 13 Operations & Maintenance:** Operations & Maintenance includes vehicle maintenance, vehicle fuel, operating supplies & uniforms. YTD is trending over budget at 67% due to timing of operating supplies purchases.

**Line 16 Utilities (G&A):** Utilities includes electric & telephone expenses. YTD is at 32% of budget due to lower than expected expenses.

**Line 17 Office & Other Expenses:** This line includes advertising, bank charges and other miscellaneous expenses. Office & other includes advertising, bank charges, & other misc. expenses. YTD is trending at 71% due to higher than anticipated bank charges.

**Line 20 Net Income:** Net income in the Recycling Center is moved to Fund 05 Parks & Recreation at year end through Board Discretionary Revenue.

**Line 21 Capital Expenses:** YTD balance consists of a \$10.7K purchase of a Dock Lift for Thrift Store Mattress Recycling.

**Helendale CSD**  
**Statement of Revenues and Expenses - Property Rental**  
**As of January 31, 2020**  
**(Unaudited)**

	<b>Jan. 2020</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>% Budget</b>	<b>PYTD</b>
<b>1 Operating Revenues</b>					
2 Property Rental Revenues	\$ 10,103	\$ 73,675	\$ 132,408	56%	\$ 75,182
3 Other Income	115	265	-	0%	245
4 Board Discretionary Revenue	-	-	(22,310)	0%	-
<b>5 Total Revenues</b>	<b>10,218</b>	<b>73,940</b>	<b>110,098</b>	<b>67%</b>	<b>75,427</b>
<b>6 Expenses</b>					
7 Contractual Services	-	200	10,000	2%	408
8 Utilities	380	3,121	6,216	50%	13,041
9 Operations & Maintenance	-	5,565	8,000	70%	3,873
10 Debt Service	42,944	42,944	85,882	50%	67,493
<b>11 Total Expenses</b>	<b>43,325</b>	<b>51,829</b>	<b>110,098</b>	<b>47%</b>	<b>84,815</b>
<b>12 Net Income (Loss)</b>	<b>\$ (33,106)</b>	<b>\$ 22,111</b>	<b>\$ -</b>		<b>\$ (9,389)</b>

*04-Property Rental Revenues and Expenses*

**Line 2 Property Rental Revenues:** Property Rentals includes revenues from 15302 Smithson & 15425 Wild Road. YTD is trending near budget at 56%.

**Line 3 Other Income:** Other Income includes delinquent penalties & other misc. income. Due to the unexpected nature of these revenues, these accounts are not budgeted.

**Line 4 Board Discretionary Revenue:** This line shows the transfer of net cash from the Property Rental Fund to Parks & Rec. This entry will be done at year-end in June 2020.

**Line 7 Contractual Services:** Contract services includes contractor/handyman expense for installation of appliances, drywall repair, roofing or plumbing repairs. YTD is below budget due to timing of services needed.

**Line 8 Utilities:** Utilities includes Electric & Gas expense for the rental properties. YTD is trending under target at 50%.

**Line 9 Operations & Maintenance:** O&M includes maintenance & other costs relating to the rental properties. YTD is trending at 70% due to timing of maintenance expenses.

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

**Line 12 Net Income:** Net income in the Property Rental fund is moved to Fund 05 through Board discretionary revenue at year end in June 2020.

**Helendale CSD**  
**Statement of Revenues and Expenses - Parks & Recreation**  
**As of January 31, 2020**  
**(Unaudited)**

	Jan. 2020	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Program Fees	\$ 1,762	\$ 21,389	\$ 26,700	80%	\$ 18,257
3 Property Taxes	-	7,366	16,600	44%	-
4 Donations & Sponsorships	-	7,224	14,440	50%	23,775
5 Rental Income	2,219	18,426	35,100	52%	-
6 Developer Impact Fees	-	1,720	-	0%	1,720
7 Grants	-	-	130,000	0%	-
8 Interfund Transfer Out/(In)	-	-	(42,100)	0%	(210,764)
9 Board Discretionary Revenue	46,678	205,273	420,668	49%	192,178
<b>10 Total Revenues</b>	<b>50,658</b>	<b>261,397</b>	<b>601,408</b>	<b>43%</b>	<b>25,165</b>
<b>11 Expenses</b>					
<b>12 Salaries &amp; Benefits</b>					
13 Salaries	6,326	34,041	103,129	33%	24,375
14 Benefits	2,119	20,618	38,599	53%	9,260
<b>15 Total Salaries &amp; Benefits</b>	<b>8,444</b>	<b>54,659</b>	<b>141,727</b>	<b>39%</b>	<b>33,635</b>
16 Program Expense	4,838	38,234	61,862	62%	31,598
17 Contractual Services	130	11,771	11,800	100%	3,407
18 Utilities	2,436	17,296	40,180	43%	11,140
19 Operations & Maintenance	964	24,745	21,440	115%	10,735
20 Permits & Fees	-	2,625	1,848	142%	1,615
21 Grant Expense	-	-	-	0%	-
22 Other Expenses	119	1,530	2,955	52%	1,047
23 Debt Service	(42,944)	20,340	40,679	50%	-
<b>24 Total Expenses</b>	<b>(26,013)</b>	<b>171,200</b>	<b>322,492</b>	<b>53%</b>	<b>93,177</b>
<b>25 Net Income (Loss) Before Capital</b>	<b>76,671</b>	<b>90,197</b>	<b>278,917</b>	<b>32%</b>	<b>(68,012)</b>
26 Capital Expenses	-	(32,140)	(225,000)	14%	(175,372)
<b>27 Net Income (Loss) After Capital</b>	<b>\$ 76,671</b>	<b>\$ 58,057</b>	<b>\$ 53,917</b>		<b>\$ (243,384)</b>

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

**Line 2 Program Fees:** Program Fees include Recreation Program Fees, Basketball League Fees, Youth Soccer League Fees & Farmers Market Revenue. YTD is trending at 80% due to timing of soccer & basketball league fees.

**Line 3 Property Taxes:** Property taxes accounts for the transfer of property taxes for streetlight utility expenses. YTD is trending a slightly under budget at 44%

**Line 4 Donations & Sponsorships:** This account includes Concert in Park Sponsorships, Event Sponsorship and Other Donations/Sponsorships.

**Line 5 Rental Income:** Rental Income Includes Rent/Lease income from the Water Shop, Storage for the Recycling Center, Unit C Room Rental, Unit D Church Rental, and Unit D Gymnastics. YTD is trending at 52%.

**Line 6 Developer Impact Fees:** Developer Impact Fees are not budgeted due to the unexpected nature of these revenues.

**Line 7 Grant Revenue:** YTD is at 0% due to timing of grant revenue receipts. The budget in grant revenue anticipates \$130K in grant revenues from the Land and Wildlife Conservation Fund.

**Line 8 Interfund Transfer Out/(In):** This line shows the transfer of cash balance from the Recycling Center & Property Rental to the Parks & Rec Fund. This entry will be done at year-end in June 2020 when it is known exactly how much net income is available to transfer.

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

- Radio Tower Site Rent – \$36,660
- Property Taxes - \$3,057
- Solid Waste Franchise Fees - \$6,960

**Line 13 Salaries:** Amounts for full & part-time Parks Department employees. YTD is under budget at 33%.

**Line 14 Benefits:** Benefits includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education and trainings. YTD is trending at 53% due to the annual worker's compensation expenses being paid in July. This renewal came in 14% higher than budgeted.

**Line 16 Program Expense:** Program expense includes supplies/expenses for the Youth Soccer League, Park, Community Center, Farmers Market, & other programs. YTD is at 62% due to timing of concert in the park & soccer league expenses.

**Line 18 Utilities:** Utilities includes Gas, Electric for Park/Community Center, Telephone & Electricity for Street Lighting. YTD is trending at 43%.

**Line 19 Operations & Maintenance:** O&M includes Maintenance costs for the Park & Community Center, Vehicle Maintenance, Small Tools, Vehicle Fuel and building repair. YTD is trending over budget due to a \$2.3K purchase of grass seed for the park in September & increased maintenance costs including: \$3.6K air conditioner installation, \$500 Gym Repairs, and \$2.8K in Building/warehouse maintenance & a \$2.3K purchase of grass seed for the park in September.

**Line 20 Permits & fees:** This account includes Permit/Inspection Fees & San Bernardino County Fees. YTD is over budget due to higher annual fees than anticipated.

**Line 22 Other Expenses:** Other expenses includes Uniforms, Printing Costs, Dues & Subscriptions & Bank Charges.

**Line 23 Debt Service:** Debt Service includes Interest & Principal payments on outstanding debt. YTD is at 50% due to timing of Debt Service payments. Debt Service payments are made quarterly in June, September, December & March.

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

- \$24.8K Additional Restroom Building/Snack Shop
- \$7.3K Parking Lighting

**Helendale CSD**  
**Statement of Revenues and Expenses - Solid Waste Disposal**  
**As of January 31, 2020**  
**(Unaudited)**

	Jan. 2020	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Charges for Services	\$ 42,407	\$ 293,396	\$ 508,402	58%	\$ 278,467
3 Assessments & Fees	5,564	128,079	241,778	53%	129,216
4 Other Charges	661	7,759	9,800	79%	4,551
5 Grant Revenue	-	10,000	-	0%	-
6 Board Discretionary Revenue	-	-	-	0%	11,824
<b>7 Total Revenues</b>	<b>48,632</b>	<b>439,233</b>	<b>759,980</b>	<b>58%</b>	<b>424,058</b>
<b>8 Expenses</b>					
<b>9 Salaries &amp; Benefits</b>					
10 Salaries	5,506	40,063	73,320	55%	35,369
11 Benefits	2,208	21,081	33,713	63%	28,149
<b>12 Total Salaries &amp; Benefits</b>	<b>7,714</b>	<b>61,144</b>	<b>107,033</b>	<b>57%</b>	<b>63,519</b>
13 Contractual Services	42,077	250,648	470,317	53%	238,647
14 Disposal Fees	16,055	85,929	138,072	62%	54,172
15 Operations & Maintenance	154	1,889	6,574	29%	1,043
16 Other Operating Expenses	26	298	4,372	7%	3,810
17 Admin Allocation	819	5,734	9,830	58%	5,338
<b>18 Total Expenses</b>	<b>66,845</b>	<b>405,642</b>	<b>736,198</b>	<b>55%</b>	<b>366,529</b>
<b>19 Net Income (Loss)</b>	<b>\$ (18,213)</b>	<b>\$ 33,591</b>	<b>\$ 23,782</b>		<b>\$ 57,529</b>



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

**Line 2 Charges for Services – Solid Waste:** This is the charge or regular pick up of solid waste. YTD is trending on budget at 58%.

**Line 3 Assessment & Fees:** This account includes Special Assessments for Refuse Land Use Fees for current & prior years. The majority of these fees are collected in December & April.

**Line 4 Other Charges:** Other charges includes Delinquent Fees & Penalties & Penalties on Delinquent Taxes. YTD is at 79% of budget due to higher penalties on delinquent taxes than anticipated.

**Line 5 Grant Revenue:** YTD balance consists of a \$10K grant receipt for Mattress Recycling.

**Line 6 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 is no deficit planned for FY 19/20.

**Line 10 Salaries:** This is the salaries for Solid Waste workers. YTD is trending a little under budget at 55%.

**Line 11 Benefits:** Benefits include employee insurance, CalPERS retirement, workers compensation, payroll taxes, and education and training. YTD is trending at 63% due to the annual worker's compensation expenses being paid in July. This renewal came in 14% higher than budgeted.

**Line 13 Contractual Services:** Contract Services include Burrtec Fees & Other Misc. Contract Services. YTD is at 53% due to timing of Burrtec Fees.

**Line 14 Disposal Fees:** Fees include SB County Disposal Fees & Green Waste Disposal Fees. YTD is trending near budget at 62%.

**Line 15 Operations & Maintenance:** O&M includes Vehicle Maintenance, Vehicle Fuel, Operating Supplies & Uniforms. YTD is trending under budget due to timing of maintenance.

**Line 16 Other Operating Expenses:** Other Operating Expenses include Rent for Park Storage, Telephone, Postage, Event Expense, Public Outreach, Printing, Small Tools & Bad Debt Expense. Will trend under or over budget depending upon time of year expenses are incurred.

**Line 18 Admin Allocation:** Admin Allocation shows the monthly transfer allocation of admin expenses to the Solid Waste Fund.

**Line 18 Total Expenses:** YTD total expenses is at 55% due to lower than lower than anticipated salary & benefits expenses as well as lower operations & maintenance costs.

**Helendale CSD**  
**Statement of Revenues and Expenses - Administration**  
**As of January 31, 2020**  
**(Unaudited)**

	Jan. 2020	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Tower Rent	\$ 36,660	\$ 99,106	\$ 144,838	68%	\$ 94,799
3 Property Taxes	3,057	67,499	99,458	68%	62,884
4 Solid Waste Billing & Fees	12,405	85,986	144,552	59%	81,903
5 Fees & Charges	1,815	12,120	13,400	90%	9,741
6 Investments	-	39,993	77,000	52%	66,482
7 Other Income	-	4,876	6,800	72%	4,481
8 Board Discretionary Revenue	(46,678)	(212,639)	(323,418)	66%	(204,001)
<b>9 Total Revenues</b>	<b>7,260</b>	<b>96,941</b>	<b>162,630</b>	<b>60%</b>	<b>116,288</b>
<b>10 Expenses</b>					
<b>11 Salaries &amp; Benefits</b>					
12 Salaries	36,644	272,165	480,383	57%	229,983
13 Benefits	11,251	92,611	153,085	60%	82,518
14 Directors' Fees	254	27,060	90,500	30%	27,615
<b>15 Total Salaries &amp; Benefits</b>	<b>48,388</b>	<b>393,100</b>	<b>723,968</b>	<b>54%</b>	<b>340,116</b>
16 Contractual Services	22,998	178,881	252,360	71%	158,613
17 Insurance	-	68,903	74,000	93%	60,805
18 Utilities	2,062	11,696	26,316	44%	6,206
19 Operations & Maintenance	88	630	5,200	12%	4,537
20 Permits & Fees	151	7,652	9,685	79%	9,492
21 Office & Other Expenses	3,857	38,330	54,122	71%	34,738
22 Admin Allocation	(81,918)	(573,429)	(983,022)	58%	(533,847)
<b>23 Total Expenses</b>	<b>(4,374)</b>	<b>125,761</b>	<b>162,630</b>	<b>77%</b>	<b>80,659</b>
<b>24 Net Income (Loss)</b>	<b>\$ 11,634</b>	<b>\$ (28,820)</b>	<b>\$ -</b>		<b>\$ 35,629</b>

*10-Administrative Revenues and Expenses*

**Line 2 Tower Rent:** Tower Rent includes Radio Tower Site Rent. YTD is trending under budget at 68% due to timing of receipts.

**Line 3 Property Taxes:** This account includes Current & Prior Property Tax & Penalties. Timing of these receipts may cause this account to trend over/under budget.

**Line 4 Solid Waste Billing & Fees:** This includes Franchise Fees & Billing for Solid Waste. YTD is trending on budget at 59%.

**Line 5 Fees & Charges:** Fees & charges consists of Credit Card Processing Fees & Other Misc. Fees. YTD is trending at 90% of budget due to more Credit Card processing fee collections than anticipated.

**Line 6 Investments:** This account includes Investment Income & Unrealized Gain/Loss on investments.

**Line 7 Other Income:** Other Income includes Recycling Revenues & Other Misc. Income. YTD is at 72% due to increased recycling revenues.

**Line 8 Board Discretionary Income:** Board Discretionary Revenue includes the transfer of the following for Fund 05:

- Radio Tower Site Rent – \$36,660 (line 2)
  - Property Taxes - \$30,57 (line 3)
  - Solid Waste Franchise Fees - \$6,960 (part of line 4)
- Total: \$46,677

**Line 12 Salaries:** Salaries Expense includes Full Time, Part Time & Overtime labor. YTD is trending near budget at 57%.

**Line 13 Benefits:** Expense in this category include: Employee Group Insurance, Workers Compensation, Payroll Taxes, Employment Expense, Education & Training, and Employee Benefit & Morale. YTD is at 60% due to the timing of the worker's compensation policy renewal in July.

**Line 14 Directors' Fees:** This category includes Directors Fees as well as Directors Training, Seminars & Mileage expense. YTD is trending lower than budget due to timing of conferences.

**Line 16 Contractual Services:** Contract Services include Software Support, Legal Services, & Auditing/Accounting Services. YTD is at 71% due to \$27.8K in software support in July, timing of annual audit expenses, and higher than planned accounting services.

**Line 17 Insurance:** This account includes both General & Vehicle insurance expenses. YTD is at 93% due to policy renewals occurring in July.

**Line 18 Utilities:** Utilities includes telephone expenses & electricity. YTD is under budget due to lower than anticipated electric costs for Community Center Units B & C.

**Line 19 Operations & Maintenance:** O&M includes Vehicle Maintenance, Vehicle Fuel, Mileage & Travel Reimbursement, Uniforms, & Equipment Maintenance. Will trend under or over budget depending upon time of year expenses are incurred.

**Line 20 Permits & Fees:** YTD is at 79% due to timing of LAFCO Fees paid in July.



# Helendale Community Services District

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Date: March 19, 2020  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #5  
Discussion and Possible Action Regarding Conduct of Future Meetings and Other District Activities Following Issuance of Executive Orders in Response to COVID-19

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**STAFF RECOMMENDATION:**

Staff seeks input from the Board regarding this matter

**STAFF REPORT:**

Attached for the Board's review and consideration is the Executive Order issued by California Governor Newsom on March 4, 2020. Recital 11 of the Order authorized agencies who operate under the Brown Act leniency to conduct public meetings via teleconference. Social distancing is encouraged for those who choose to attend in person.

As the regular updates are announced, direction to the public seems to be in constant flux as to the assembly limitations and other suggested modifications in behavioral patterns. In an effort to continue our service to the community, the District has taken precautions to protect staff. Rubber glove and hand sanitizer are available for those wishing to use them.

The District may wish to consider a fee waiver for all those paying their bill on-line rather than in-person.

**FISCAL IMPACT:** None at this time.

**POSSIBLE MOTION:**

**ATTACHMENTS:** Executive Order

EXECUTIVE DEPARTMENT  
STATE OF CALIFORNIA

EXECUTIVE ORDER N-25-20

**WHEREAS** on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

**WHEREAS** despite sustained efforts, the virus remains a threat, and further efforts to control the spread of the virus to reduce and minimize the risk of infection are needed; and

**WHEREAS** state and local public health officials may, as they deem necessary in the interest of public health, issue guidance limiting or recommending limitations upon attendance at public assemblies, conferences, or other mass events, which could cause the cancellation of such gatherings through no fault or responsibility of the parties involved, thereby constituting a force majeure; and

**WHEREAS** the Department of Public Health is maintaining up-to-date guidance relating to COVID-19, available to the public at <http://cdph.ca.gov/covid19>; and

**WHEREAS** the State of California and local governments, in collaboration with the Federal government, continue sustained efforts to minimize the spread and mitigate the effects of COVID-19; and

**WHEREAS** there is a need to secure numerous facilities to accommodate quarantine, isolation, or medical treatment of individuals testing positive for or exposed to COVID-19; and

**WHEREAS**, many individuals who have developmental disabilities and receive services through regional centers funded by the Department of Developmental Services also have chronic medical conditions that make them more susceptible to serious symptoms of COVID-19, and it is critical that they continue to receive their services while also protecting their own health and the general public health; and

**WHEREAS** individuals exposed to COVID-19 may be temporarily unable to report to work due to illness caused by COVID-19 or quarantines related to COVID-19 and individuals directly affected by COVID-19 may experience potential loss of income, health care and medical coverage, and ability to pay for housing and basic needs, thereby placing increased demands on already strained regional and local health and safety resources such as shelters and food banks; and

**WHEREAS** in the interest of public health and safety, it is necessary to exercise my authority under the Emergency Services Act, specifically Government Code section 8572, to ensure adequate facilities exist to address the impacts of COVID-19; and

**WHEREAS** under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19 pandemic.

**NOW, THEREFORE, I, GAVIN NEWSOM**, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567, 8571 and 8572, do hereby issue the following order to become effective immediately:

**IT IS HEREBY ORDERED THAT:**

1. All residents are to heed any orders and guidance of state and local public health officials, including but not limited to the imposition of social distancing measures, to control the spread of COVID-19.
2. For the period that began January 24, 2020 through the duration of this emergency, the Employment Development Department shall have the discretion to waive the one-week waiting period in Unemployment Insurance Code section 2627(b)(1) for disability insurance applicants who are unemployed and disabled as a result of the COVID-19, and who are otherwise eligible for disability insurance benefits.
3. For the period that began January 24, 2020 through the duration of this emergency, the Employment Development Department shall have the discretion to waive the one-week waiting period in Unemployment Insurance Code section 1253(d) for unemployment insurance applicants who are unemployed as a result of the COVID-19, and who are otherwise eligible for unemployment insurance benefits.
4. Notwithstanding Health and Safety Code section 1797.172(b), during the course of this emergency, the Director of the Emergency Medical Services Authority shall have the authority to implement additions to local optional scopes of practice without first consulting with a committee of local EMS medical directors named by the EMS Medical Directors Association of California.
5. In order to quickly provide relief from interest and penalties, the provisions of the Revenue and Taxation Code that apply to the taxes and fees administered by the Department of Tax and Fee Administration, requiring the filing of a statement under penalty of perjury setting forth the facts for a claim for relief, are suspended for a period of 60 days after the date of this Order for any individuals or businesses who are unable to file a timely tax return or make a timely payment as a result of complying with a state or local public health official's imposition or recommendation of social distancing measures related to COVID-19.
6. The Franchise Tax Board, the Board of Equalization, the Department of Tax and Fee Administration, and the Office of Tax Appeals shall use their administrative powers where appropriate to provide those individuals and businesses impacted by complying with a state or local public health official's imposition or recommendation of social

distancing measures related to COVID-19 with the extensions for filing, payment, audits, billing, notices, assessments, claims for refund, and relief from subsequent penalties and interest.

7. The Governor's Office of Emergency Services shall ensure adequate state staffing during this emergency. Consistent with applicable federal law, work hour limitations for retired annuitants, permanent and intermittent personnel, and state management and senior supervisors, are suspended. Furthermore, reinstatement and work hour limitations in Government Code sections 21220, 21224(a), and 7522.56(b), (d), (f), and (g), and the time limitations in Government Code section 19888.1 and California Code of Regulations, title 2, sections 300-303 are suspended. The Director of the California Department of Human Resources must be notified of any individual employed pursuant to these waivers.
8. The California Health and Human Services Agency and the Office of Emergency Services shall identify, and shall otherwise be prepared to make available—including through the execution of any necessary contracts or other agreements and, if necessary, through the exercise of the State's power to commandeer property – hotels and other places of temporary residence, medical facilities, and other facilities that are suitable for use as places of temporary residence or medical facilities as necessary for quarantining, isolating, or treating individuals who test positive for COVID-19 or who have had a high-risk exposure and are thought to be in the incubation period.
9. The certification and licensure requirements of California Code of Regulations, Title 17, section 1079 and Business and Professions Code section 1206.5 are suspended as to all persons who meet the requirements under the Clinical Laboratory Improvement Amendments of section 353 of the Public Health Service Act for high complexity testing and who are performing analysis of samples to test for SARS-CoV-2, the virus that causes COVID-19, in any certified public health laboratory or licensed clinical laboratory.
10. To ensure that individuals with developmental disabilities continue to receive the services and supports mandated by their individual program plans threatened by disruptions caused by COVID-19, the Director of the Department of Developmental Services may issue directives waiving any provision or requirement of the Lanterman Developmental Disabilities Services Act, the California Early Intervention Services Act, and the accompanying regulations of Title 17, Division 2 of the California Code of Regulations. A directive may delegate to the regional centers any authority granted to the Department by law where the Director believes such delegation is necessary to ensure services to individuals with developmental disabilities. The Director shall describe the need justifying the waiver granted in each directive and articulate how the waiver is necessary to protect the public health or safety from the threat of COVID-19 or necessary to ensure that services to individuals with developmental disabilities are not disrupted. Any waiver granted by a directive shall expire 30 days from the date of its issuance. The Director may grant one or more 30-day extensions if the waiver continues to be necessary

to protect health or safety or to ensure delivery of services. The Director shall rescind a waiver once it is no longer necessary to protect public health or safety or ensure delivery of services. Any waivers and extensions granted pursuant to this paragraph shall be posted on the Department's website.

11. Notwithstanding any other provision of state or local law, including the Bagley-Keene Act or the Brown Act, a local legislative body or state body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to attend and to address the local legislative body or state body, during the period in which state or local public officials impose or recommend measures to promote social distancing, including but not limited to limitations on public events. All requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived.

In particular, any otherwise-applicable requirements that

- (i) state and local bodies notice each teleconference location from which a member will be participating in a public meeting;
- (ii) each teleconference location be accessible to the public;
- (iii) members of the public may address the body at each teleconference conference location;
- (iv) state and local bodies post agendas at all teleconference locations;
- (v) at least one member of the state body be physically present at the location specified in the notice of the meeting; and
- (vi) during teleconference meetings, at least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction

are hereby suspended, on the conditions that:

- (i) each state or local body must give advance notice of each public meeting, according to the timeframe otherwise prescribed by the Bagley-Keene Act or the Brown Act, and using the means otherwise prescribed by the Bagley-Keene Act or the Brown Act, as applicable; and
- (ii) consistent with the notice requirement in paragraph (i), each state or local body must notice at least one publicly accessible location from which members of the public shall have the right to observe and offer public comment at the public meeting, consistent with the public's rights of access and public comment otherwise provided for by the Bagley-Keene Act and the Brown Act, as applicable (including, but not limited to, the requirement that such rights of access and public comment be made available in a manner consistent with the Americans with Disabilities Act).

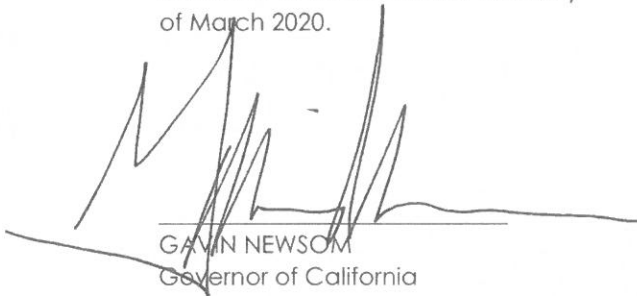


In addition to the mandatory conditions set forth above, all state and local bodies are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the provisions of the Bagley-Keene Act and the Brown Act, and other applicable local laws regulating the conduct of public meetings, in order to maximize transparency and provide the public access to their meetings.

**IT IS FURTHER ORDERED** that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

**IN WITNESS WHEREOF** I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 12th day of March 2020.



\_\_\_\_\_  
GAVIN NEWSOM  
Governor of California

**ATTEST:**

\_\_\_\_\_  
ALEX PADILLA  
Secretary of State



# Helendale Community Services District

Date: March 19, 2020  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #6  
Discussion Only Regarding Review of Park Capital Improvement Plan

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**STAFF RECOMMENDATION:**

Staff seeks input from the Board regarding this.

**STAFF REPORT:**

The Board recently participated in the grand opening

As part of the Budget development process Staff presents a review of the various Capital Improvement Plans which provides a roadmap for capital improvements and projects as the Community Park. The CIP projects out five years through 2025 and serves as a guidance for prioritizing projects as approve by the Board.

Included in the updated Park CIP are the elements envisioned in the recent grant application. Staff seeks input on a list of items that will be constructed only when grant funds are available. The Board may wish to reprioritize projects based upon the perception of need within the community. CIP under the General Manager's signing authority is always approved by the Board prior to proceeding.

Staff will provide a detailed presentation of each of the items.

**FISCAL IMPACT:** Varies by year, funding and prioritization

**ATTACHMENTS:** Draft Park 5-Year CIP

Description	Estimated Cost	2020	2021	2022	2023	2024	2025
Community Center Roof Repairs	10,000	X					
RC Track Fencing	7,000	X					
	<b>17,000.00</b>						
Restroom Near Baseball	90,000.00		X				
NEW Sportsfield lighting for baseball, soccer, and football fields	100,000.00		X				
NEW Dog Park	25,000.00		X				
Additional Playground Features	20,000.00		X				
Community Center Parking Lot Resurfacing	75,000.00		X				
Electronic Gates	45,000.00		X				
Asphalt Parking Lot Community Center	35,000.00		X				
Fencing	16,000.00		X				
	<b>406,000.00</b>						
Asphalt Parking Lot Community Center	167,000.00			X			
NEW Jogging/Walking Loop	15,000.00			X			
	<b>182,000.00</b>						
NEW Outdoor Basketball Courts	100,000.00				X		
Additional Community Center Parking Lot	80,000.00				X		
	<b>180,000.00</b>						
NEW Splashpad with shade cover	800,000.00					X	
	<b>800,000.00</b>						
NEW Community Center with Senior Center	4,580,000.00						
New Senior Center w/kitchen and restroom	500,000.00						X
New Indoor Basketball Courts with locker room/restrooms	2,000,000.00						X
New Classrooms/Offices/Banquet/ Indoor Theater	2,000,000.00						X
Community Garden	5,000.00						X
Outdoor Patio Space	75,000.00						X
Two New Batting Cages	40,000						X
	<b>4,620,000.00</b>						

<b>Description</b>	<b>Estimated Cost</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>Grant Only</b>
NEW Pump Track	300,000.00							X
NEW Outdoor Amphitheater	300,000.00							X
NEW Parking lot	250,000.00							X
NEW ADA Playground features with poured in place surfacing and renovation of existing surfacing	250,000.00							X
New Shade cover over playground/fitness area	250,000.00							X
Restroom Near Splash Pad	65,000.00							X
NEW Open Space/Demonstration Garden	50,000.00							X
NEW Public Art	50,000.00							X
Two NEW Gazebos	50,000							X
NEW handball courts	40,000.00							X
NEW Picnic/Barbeque Areas	25,000.00							X
								<b>1,630,000.00</b>



# Helendale Community Services District

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Date: March 19, 2020  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #7  
Discussion and Possible Action Regarding Request from Burrtec for Inflation-Based Increase for Solid Waste Services and Other Related Fee Increases Under Franchise Agreement

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## **STAFF RECOMMENDATION:**

Per the contract with Burrtec the District is to accept the request and provide direction to Staff related to the Proposition 218 notification process.

## **STAFF REPORT:**

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

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

The request is to be submitted each year no later than April 1 to allow time for the public noticing process to occur.

Attached for the Board's information is the letter requesting the CPI increase and all related attachments. The noted CPI is 3.07% which is below the maximum increase allowed by the contract of 4%. The CPI increase last Fiscal Year was 3.81%. Recycling costs continue to increase based upon challenging recycled commodity markets. Current recycling fee for residential services is \$1.18 with the proposed fee of \$1.77 for a \$0.59 increase. The CPI increase and related adjustments result in a total increase of \$1.77 over current year's rates. The breakdown is as follows:

Fee	Current	Proposed	Difference
Cart service	16.00	16.49	0.49
Recycling Fee	1.18	1.77	0.59
Admin Billing Fee	2.29	2.36	0.07
218 Fee	0.07	0.07	0
Franchise Fee	2.16	2.29	0.13

\$1.28

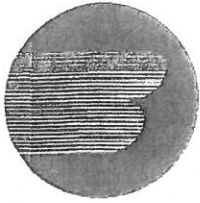
In addition to the residential rate increase that the Board evaluates each year, Burrtec added new fees for Barrel and Bin exchange as outlined on Exhibit A.

Upon Board direction, Staff will prepare public notices and schedule the public hearings regarding the matter. This may be influenced by the COVID-10 situation as the District may be required to postpone public hearings related to rate increase during this timeframe.

**FISCAL IMPACT:** None at this time.

**REQUESTED ACTION:** Provide direction to Staff regarding the solid waste rate increase.

**ATTACHMENTS:** Burrtec Letter and rate increase information.



**BURRTEC**

**WASTE INDUSTRIES, INC.**

*"We'll Take Care Of It"*

March 11, 2020

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

RE: 2020 Rate Review Report

Dear Ms. Cox:

Pursuant to the Agreement for Solid Waste Handling and Recycling Services, Burrtec respectfully requests a 2020 rate adjustment and submits the following rate review information.

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

- A collection service adjustment based on the average 2019 Consumer Price Index at 3.07%.
- Anticipated no change in the per ton disposal fee as charged by San Bernardino County.
- A residential recycling service cost factor based on 2019 recyclable commodity values and material processing costs resulting in a fee of \$1.77 per month.
- A reduction in the green waste drop off program service charge.
- New green waste and food waste recycling programs rate structure to comply with the state mandatory commercial organics recycling requirements under AB 1826.

Enclosed please find the detailed rate review work sheets.

Thank you for the consideration.

Sincerely,

Richard Niño  
Vice President

**EXHIBIT A**  
**HELENDALE CSD PROPOSED 2020 RATE INCREASE**

Service Type		Current 2019 Rate	Proposed 2020 Rate	Service Type		Current 2019 Rate	Proposed 2020 Rate
<b>Residential Service</b>				<b>Commercial Trash Service</b>			
95-gallon barrel w/paid disposal costs		\$21.70	\$22.98	Size	Freq		
95-gallon barrel w/o paid disposal costs		\$28.96	\$30.24	1.5	1	\$87.75	\$90.34
Extra 95-gallon trash barrel		\$7.91	\$8.16	1.5	2	\$166.48	\$171.38
65/95-gallon recy. 1st extra		N/C	N/C	1.5	3	\$245.28	\$252.50
65/95-gallon recy. extra		\$1.56	\$1.60	2	1	\$113.96	\$117.31
Extra pick-up on non-service day (barrels)		\$23.52	\$24.24	2	2	\$219.00	\$225.44
Extra pick-up on service day (barrels)		\$7.91	\$8.16	2	3	\$324.02	\$333.54
Barrel Exchange (first exchange free) charge does not apply to graffiti or damaged barrels		n/a	\$16.61	3	1	\$157.56	\$162.18
Barrel Replacement customer damaged		n/a	\$71.56	3	2	\$315.06	\$324.32
				3	3	\$472.66	\$486.55
				3	4	\$630.19	\$648.72
				3	5	\$787.70	\$810.87
				3	6	\$945.26	\$973.05
				<b>Recycling Bin Service</b>			
				1.5	1	\$79.19	\$84.82
				1.5	2	\$158.35	\$169.61
				1.5	3	\$237.53	\$254.42
				2	1	\$102.56	\$109.98
				2	2	\$205.13	\$219.96
				2	3	\$307.67	\$329.92
				3	1	\$140.46	\$151.17
				3	2	\$280.92	\$302.35
				3	3	\$421.39	\$453.53
				3	4	\$561.85	\$604.70
				3	5	\$702.29	\$755.86
				3	6	\$842.76	\$907.04
				<b>Green Waste Bins &amp; Barrel</b>			
				1.5	1	n/a	\$100.97
				1.5	2	n/a	\$192.67
				1.5	3	n/a	\$284.42
				3	1	n/a	\$183.47
				3	2	n/a	\$366.89
				3	3	n/a	\$550.40
				3	4	n/a	\$733.85
				3	5	n/a	\$917.28
				3	6	n/a	\$1,100.75
				95g	1	n/a	\$55.25
				<b>Food Waste Bins &amp; Barrel</b>			
				Size	Freq		
				2	1	n/a	\$208.78
				2	2	n/a	\$406.05
				2	3	n/a	\$603.31
				2	4	n/a	\$800.57
				2	5	n/a	\$997.84
				2	6	n/a	\$1,195.09
				65g	1	n/a	\$73.34
				65g	2	n/a	\$128.11
				65g	3	n/a	\$182.89
				65g	4	n/a	\$237.65
				65g	5	n/a	\$292.43
				65g	6	n/a	\$347.19
<b>Commercial Barrel Service</b>							
95-gallon barrel -1x		\$18.14	\$18.49				
95-gallon barrel -2x		\$45.40	\$46.39				
95-gallon barrel -3x		\$66.75	\$68.20				
Automated Recy 65g - 1x		\$7.80	\$8.59				
Barrel Exchange (first exchange free) charge does not apply to graffiti or damaged barrels		n/a	\$16.61				
Barrel Replacement lost or stolen		n/a	\$71.56				
<b>Commercial Bins Service</b>							
Bin Exchange (first exchange fee) charge does not apply to graffiti or damaged bins		n/a	\$83.06				
Bin Replacement + actual cost of bin commi-lost or stolen		n/a	\$92.00				
<b>Residential Bin Service</b>							
	Size	Freq					
	1.5	1	\$69.20				
	1.5	2	\$138.37				
	1.5	3	\$207.56				
	2	1	\$89.24				
	2	2	\$178.49				
	2	3	\$267.71				
	3	1	\$120.49				
	3	2	\$240.98				
	3	3	\$361.48				



**EXHIBIT A**  
**HELENDALE CSD PROPOSED 2020 RATE INCREASE**

Service Type	Current 2019 Rate	Proposed 2020 Rate	Service Type	Current 2019 Rate	Proposed 2020 Rate
<b><u>Residential Bin Service</u></b>			<b><u>Temporary Bins</u></b>		
Bin Exchange (first exchange fee) charge does not apply to graffiti or damaged bins	n/a	\$83.06	Temporary Bins	\$112.38	\$115.82
<b><u>Bin Replacement + actual cost of bin lost or stolen</u></b>			<b><u>Miscellaneous Bin Charges</u></b>		
Bin Replacement + actual cost of bin lost or stolen	n/a	\$92.00	Locking container	\$7.91	\$8.16
<b><u>Permanent (Trash) + Disposal/Processing</u></b>			Container steam clean	\$39.16	\$40.36
40 yard	\$210.81	\$217.18	Pull-out service	\$39.16	\$40.36
20 yard	\$210.81	\$217.18	Extra pick-up	\$47.07	\$48.51
10 yard	\$210.81	\$217.18	Recy contamination bins	\$45.88	\$47.29
40 yard compactor	\$210.81	\$217.18	Recy contamination barrels	\$34.77	\$35.83
Dry Run /Relocate	\$74.76	\$77.04	<b><u>Concrete Washout</u></b>		
Rental Fee (per day)	\$25.30	\$26.08	Delivery	\$546.14	\$562.89
Disposal (per ton)	\$59.94	\$59.94	Pump	\$402.42	\$414.76
<b><u>Temporary Roll-Offs (Trash)</u></b>			Pump Service	\$546.14	\$562.89
40 yard	\$570.45	\$576.82	Relocate	\$137.98	\$142.21
20 yard	\$810.21	\$816.58	Rental Fee (per day)	\$11.49	\$11.84
10 yard	\$810.21	\$816.58	<b><u>Certificate of Destruction</u></b>		
Dry Run /Relocate	\$74.76	\$77.04	Taken to San Bernardino		
Disposal (per ton)	\$59.94	\$59.94	County Landfill (per ton)	n/a	\$ 115.76
<b><u>Roll-Offs (Recycling) + Disposal/Processing</u></b>					
40 yard	\$207.76	\$214.12			
20 yard	\$207.76	\$214.12			
10 yard	\$207.76	\$214.12			
40 yard compactor	\$207.76	\$214.12			
40 yard g/w	\$260.56	\$268.54			
Liner for Roll-Off	n/a	\$111.11			
Roll-Off drop-off Program for g/w (per box)	\$ 260.55	\$ 192.71			

Helendale CSD  
 Rate Components  
 Residential Service  
 Admin Fee & 218 Adjustment

Service Level	Current Components - July 2019					Proposed Components - July 2020							
	2018 CPI 3.81%	Trash Service	Recycling Service	Admin Fee (incl CPI)	218 Recovery	10% Fran. Fee	Total	2019 CPI 3.07%	Trash Service	Recycling Service	Admin Fee (incl CPI)	218 Recovery	10% Fran. Fee
95 gallon (and recy)	16.00	16.00	1.18	2.29	0.07	2.16	\$ 21.70	16.49	1.77	2.36	0.07	2.29	\$ 22.98
95 gallon trash extra	7.12	7.12	-	-	0.79	0.79	\$ 7.91	7.34	-	-	-	0.82	\$ 8.16
65/95 gallon recy. 1st extra	1.40	1.40	-	-	0.16	0.16	No Charge	1.44	-	-	-	0.16	No Charge
65/95 gallon recy. extra							1.56						\$ 1.60

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

Service Level	Current Components - July 2019							Proposed Components - July 2020							
	2018 CPI 3.81%	Trash Service	Recycling Service	ESFR Disposal	Admin Fee (incl CPI)	218 Recovery	10% Fran. Fee	Total	2019 CPI 3.07%	Trash Service	Recycling Service	ESFR Disposal	Admin Fee (incl CPI)	218 Recovery	10% Fran. Fee
95 gallon (and recy)	16.00	7.12	1.18	7.26	2.29	0.07	2.16	28.96	16.49	1.77	7.26	2.36	0.07	2.29	30.24
95 gallon trash extra					-		0.79	7.91	7.34			-		0.82	8.16
65/95 gallon recy, 1st extra								No Charge							No Charge
65/95 gallon recy, extra		1.40					0.16	1.56	1.44					0.16	1.60

Helendale CSD  
Rate Components  
Commercial Barrels

Refuse  Service Level	Current Components - July 2019				Proposed Components - July 2020				
	2018 CPI 3.81%	Fee per Barrel \$ 0.46	Est'd \$ 47.94	10% Fran. Fee	2019 CPI 3.07%	Fee per Barrel \$ 0.46	Est'd \$ 47.94	10% Fran. Fee	Total
	Trash Service	Compliance Fee	Disposal		Trash Service	Compliance Fee	Disposal		
95 gallon - 1x	10.26	0.46	6.23	1.19	10.57	0.46	6.23	1.23	\$ 18.49
95 gallon - 2x	29.19	0.46	12.46	3.29	30.08	0.46	12.46	3.39	\$ 46.39
95 gallon - 3x	42.79	0.46	18.69	4.81	44.10	0.46	18.69	4.95	\$ 68.20

Recycling  Service Level	Current Components - July 2019				Proposed Components - July 2020				
	2018 CPI 3.81%	Trash Service	Recycling	10% Fran. Fee	2019 CPI 3.07%	Trash Service	Recycling	10% Fran. Fee	Total
	5.96	5.96	1.18	0.66	6.14	6.14	1.77	0.68	\$ 8.59
Automated Recy 65g - 1x	5.96	5.96	1.18	0.66	6.14	6.14	1.77	0.68	\$ 8.59

Barrel lbs

Barrel lbs

Helendale CSD  
Rate Components  
Commercial Refuse Bin Service

		Current Components - July 2019						Proposed Components - July 2020					
Bin Size	Freq	CPI	Fee per Yard	Estd	10.00% Franchise Fee	Total Rate	CPI	Fee per Yard	Estd	10.00% Franchise Fee	Total Rate		
		3.81%	\$0.15				\$ 47.94	3.07%				\$0.15	\$ 47.94
		Trash Service	Compliance Fee to Burrtec	Disposal			Trash Service	Compliance Fee to Burrtec	Disposal				
1.5	1	62.29	0.98	17.45	7.03	\$87.75	64.20	0.98	17.92	7.24	\$90.34		
1.5	2	116.47	1.95	34.90	13.16	\$166.48	120.04	1.95	35.84	13.55	\$171.38		
1.5	3	170.71	2.93	52.35	19.29	\$245.28	175.94	2.93	53.76	19.87	\$252.50		
2	1	80.32	1.30	23.27	9.07	\$113.96	82.78	1.30	23.89	9.34	\$117.31		
2	2	152.61	2.60	46.54	17.25	\$219.00	157.29	2.60	47.78	17.77	\$225.44		
2	3	224.89	3.90	69.81	25.42	\$324.02	231.78	3.90	71.67	26.19	\$333.54		
3	1	108.44	1.95	34.90	12.27	\$157.56	111.76	1.95	35.84	12.63	\$162.18		
3	2	216.83	3.90	69.80	24.53	\$315.06	223.48	3.90	71.68	25.26	\$324.32		
3	3	325.31	5.85	104.70	36.80	\$472.66	335.28	5.85	107.52	37.90	\$486.55		
3	4	433.73	7.80	139.60	49.06	\$630.19	447.02	7.80	143.36	50.54	\$648.72		
3	5	542.13	9.75	174.50	61.32	\$787.70	558.75	9.75	179.20	63.17	\$810.87		
3	6	650.57	11.70	209.40	73.59	\$945.26	670.51	11.70	215.04	75.80	\$973.05		
T. Bin 3 yd		101.14		-	11.24	\$112.38	104.24		-	11.58	\$115.82		

Helendale CSD  
Rate Components  
Residential Refuse Bin Service

		Current Components - July 2019			Proposed Components - July 2020		
Bin Size	Freq	CPI	10.00% Franchise Fee	Total Rate	CPI	10.00% Franchise Fee	Total Rate
		3.81%			3.07%		
		Trash Service			Trash Service		
1.5	1	62.28	6.92	\$69.20	64.19	7.13	\$71.32
1.5	2	124.53	13.84	\$138.37	128.35	14.26	\$142.61
1.5	3	186.80	20.76	\$207.56	192.53	21.39	\$213.92
2	1	80.32	8.92	\$89.24	82.78	9.20	\$91.98
2	2	160.64	17.85	\$178.49	165.56	18.40	\$183.96
2	3	240.94	26.77	\$267.71	248.33	27.59	\$275.92
3	1	108.44	12.05	\$120.49	111.76	12.42	\$124.18
3	2	216.88	24.10	\$240.98	223.53	24.84	\$248.37
3	3	325.33	36.15	\$361.48	335.30	37.26	\$372.56
T. Bin 3 yd		101.14	11.24	\$112.38	104.24	11.58	\$115.82

Helendale CSD  
Rate Components  
Recycling Bin Service

		Proposed Components - July 2019					Proposed Components - July 2020				
Bin Size	Freq	CPI	10.00%			Total Rate	CPI	10.00%			Total Rate
		3.81%	Trash Service	\$ Recycling	Franchise Fee		3.07%	Trash Service	\$ Recycling	Franchise Fee	
1.5	1	62.28	9.99	6.92	\$79.19	64.19	13.50	7.13	\$84.82		
1.5	2	124.53	19.98	13.84	\$158.35	128.35	27.00	14.26	\$169.61		
1.5	3	186.80	29.97	20.76	\$237.53	192.53	40.50	21.39	\$254.42		
2	1	80.32	13.32	8.92	\$102.56	82.78	18.00	9.20	\$109.98		
2	2	160.64	26.64	17.85	\$205.13	165.56	36.00	18.40	\$219.96		
2	3	240.94	39.96	26.77	\$307.67	248.33	54.00	27.59	\$329.92		
3	1	108.44	19.97	12.05	\$140.46	111.76	26.99	12.42	\$151.17		
3	2	216.88	39.94	24.10	\$280.92	223.53	53.98	24.84	\$302.35		
3	3	325.33	59.91	36.15	\$421.39	335.30	80.97	37.26	\$453.53		
3	4	433.77	79.88	48.20	\$561.85	447.07	107.96	49.67	\$604.70		
3	5	542.20	99.85	60.24	\$702.29	558.82	134.95	62.09	\$755.86		
3	6	650.65	119.82	72.29	\$842.76	670.59	161.94	74.51	\$907.04		

Helendale CSD  
Rate Components  
Roll Off Service

Size	Current Components - July 2019					Proposed Components - July 2020				
	CPI %	Fee per Load	Estid	Franchise	Rate	CPI %	Fee per Load	Estid	Franchise	Rate
	3.81%	\$2.75	\$ 59.94	(See Note)	10.00%	3.07%	\$2.75	\$ 59.94	(See Note)	10.00%
	Trash Service	Compliance Fee to Burrtec	Disposal	Fee	Rate	Trash Service	Compliance Fee to Burrtec	Disposal	Fee	Rate
<b>Permanent</b>										
40 Yard	186.98	2.75	Actual	21.08	\$210.81	192.71	2.75	Actual	21.72	\$217.18
20 Yard	186.98	2.75	Actual	21.08	\$210.81	192.71	2.75	Actual	21.72	\$217.18
10 Yard	186.98	2.75	Actual	21.08	\$210.81	192.71	2.75	Actual	21.72	\$217.18
40 Yard (compactor)	186.98	2.75	Actual	21.08	\$210.81	192.71	2.75	Actual	21.72	\$217.18
Dry Run/Relocate Rental Fee (per day)	67.28 22.77			7.48 2.53	\$74.76 \$25.30	69.34 23.47			7.70 2.61	\$77.04 \$26.08
<b>Temporary</b>										
40 Yard - 6 ton	186.98	2.75	359.64	21.08	\$570.45	192.71	2.75	359.64	21.72	\$576.82
20 Yard - 10 ton	186.98	2.75	599.40	21.08	\$810.21	192.71	2.75	599.40	21.72	\$816.58
10 Yard - 10 ton	186.98	2.75	599.40	21.08	\$810.21	192.71	2.75	599.40	21.72	\$816.58
Excess Disposal			59.94	0.00	\$59.94			59.94	0.00	\$59.94
<b>Recycling</b>										
40 Yard	186.98		Actual	20.78	\$207.76	192.71		Actual	21.41	\$214.12
20 Yard	186.98		Actual	20.78	\$207.76	192.71		Actual	21.41	\$214.12
10 Yard	186.98		Actual	20.78	\$207.76	192.71		Actual	21.41	\$214.12
40 Yard (compactor)	186.98		Actual	20.78	\$207.76	192.71		Actual	21.41	\$214.12
40 Yard Green Waste	234.50		Actual	26.06	\$260.56	241.69		Actual	26.85	\$268.54
<b>Concrete Washout</b>										
Concrete wash-out box (delivery)	491.53			54.61	\$546.14	506.60			56.29	\$562.89
Concrete wash-out box (pump)	362.18			40.24	\$402.42	373.28			41.48	\$414.76
Pump service	491.53			54.61	\$546.14	506.60			56.29	\$562.89
Relocate	124.18			13.80	\$137.98	127.99			14.22	\$142.21
Rental Fee (per day)	10.34			1.15	\$11.49	10.66			1.18	\$11.84
Liner Roll Off						100.00				\$111.11

**RENTAL CHARGES:**

Permanent Boxes

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

Note:

Roll off disposal rate = SB Co Gate of \$47.94 per ton + CDSDP of \$12.00 per ton.

2020 Helendale 2-14-20\_City File



Helendale CSD  
 Rate Components  
 Special Services

Service	Current Components - July 2019				Proposed Components - July 2020			
	CPI	Trash Service	10% Fran. Fee	Total	CPI	Trash Service	10% Fran. Fee	Total
	3.81%				3.07%			
Locking bin		7.12	0.79 \$	7.91		7.34	0.82 \$	8.16
Container steam cleaning		35.24	3.92 \$	39.16		36.32	4.04 \$	40.36
Pull-out service (bins)		35.24	3.92 \$	39.16		36.32	4.04 \$	40.36
Extra pick-up on non-service day (barrels)		21.17	2.35 \$	23.52		21.82	2.42 \$	24.24
Extra pick-up on service day (trash barrels)		7.12	0.79 \$	7.91		7.34	0.82 \$	8.16
Extra pick-up (bins)		42.36	4.71 \$	47.07		43.66	4.85 \$	48.51
Recycling contamination fee Bins		41.29	4.59 \$	45.88		42.56	4.73 \$	47.29
Recycling contamination fee Barrels		31.29	3.48 \$	34.77		32.25	3.58 \$	35.83
Barrel Exchange (first exchange free) charge does not apply to graffiti or damaged barrels				n/a		\$14.95	\$1.66	\$16.61
Barrel Replacement resdl-customer damaged comml-lost or stolen				n/a		\$64.40	\$7.16	\$71.56
Bin Exchange (first exchange fee) charge does not apply to graffiti or damaged bins				n/a		\$74.75	\$8.31	\$83.06
Bin Replacement + actual cost of bin comml-lost or stolen				n/a		\$82.80	\$9.20	\$92.00
<u>Certificate of Destruction</u> Taken to San Bernardino County Landfill (per ton)				n/a		104.18	11.58 \$	115.76

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

Service	Current Components - July 2019			Proposed Components - July 2020		
	CPI 3.81%	Per Box	Total	CPI 3.07%	Per Box	Total
Green Waste R/O drop off program	260.55	Actual	\$ 260.55	192.71	Actual	\$ 192.71

Helendale CSD  
 Rate Components  
 Green Waste Bin & Barrel Service

Proposed Components - July 2020						
Bin Size	Freq	Service	Lbs/Yrd		10.00% Franchise Fee	Total Rate
			\$	Processing		
1.5	1	64.20	29.64	7.13	\$100.97	
1.5	2	120.04	59.29	13.34	\$192.67	
1.5	3	175.94	88.93	19.55	\$284.42	
3	1	111.76	59.29	12.42	\$183.47	
3	2	223.48	118.58	24.83	\$366.89	
3	3	335.28	177.87	37.25	\$550.40	
3	4	447.02	237.16	49.67	\$733.85	
3	5	558.75	296.45	62.08	\$917.28	
3	6	670.51	355.74	74.50	\$1,100.75	
Barrel	95G	1	37.86	13.18	4.21	\$55.25

Lbs/Barrel  
100

Helendale CSD  
 Rate Components  
 Food Waste Bin & Barrel Service

Proposed Components - July 2020						
Bin Size	Freq	Trash Service	Lbs/Yrd	10.00% Franchise Fee	Total Rate	
			\$ Processing			
2	1	103.48	93.80	11.50	\$208.78	
2	2	196.61	187.59	21.85	\$406.05	
2	3	289.73	281.39	32.19	\$603.31	
2	4	382.85	375.18	42.54	\$800.57	
2	5	475.97	468.98	52.89	\$997.84	
2	6	569.09	562.77	63.23	\$1,195.09	
Lbs/Barrel 200						
Barrel						
65G	1	37.86	31.27	4.21	\$73.34	
65G	2	59.02	62.53	6.56	\$128.11	
65G	3	80.18	93.80	8.91	\$182.89	
65G	4	101.33	125.06	11.26	\$237.65	
65G	5	122.49	156.33	13.61	\$292.43	
65G	6	143.64	187.59	15.96	\$347.19	