



Helendale Community Services District

26540 Vista Road, Suite C, Helendale, CA 92342

REGULAR BOARD MEETING **Thursday, April 21, 2022 at 6:30 PM**

SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY

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

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

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

Call to Order - Pledge of Allegiance

1. Approval of Agenda

2. Public Participation

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

3. Consent Items

- a. Approval of Minutes: April 7 Regular Board Meeting and April 14 Special Board Meeting
- b. Bills Paid Report
- c. Directors Compensation and Expenses
- d. March Financials

4. Reports

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

Regular Business:

5. Discussion and Possible Action Regarding Adoption of Table of Organization for Fiscal Year 2023
6. Discussion and Possible Action Regarding Adoption of Resolution 2022-08: A Resolution of the Board of Directors of the Helendale Community Services District Initiating Procedures to Continue Collection of Water and Sewer Standby Charges for Fiscal Year 2023
7. Discussion and Possible Action Regarding Approval of a Workers Compensation Policy
8. Discussion And Possible Action Regarding National Night Out

9. Discussion and Possible Action Regarding Approval of a Professional Services Agreement with Kennedy Jenks Consultants for Grant Services

Other Business

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

11. Adjournment

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



Helendale Community Services District

Date: April 21, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3
Consent Items

CONSENT ITEMS

- a. Approval of Minutes: Regular Board Meeting of April 7 and Special Meeting of April 14, 2022
- b. Bills Paid Report
- c. Directors Expenses
- d. February Financial Statement



Helendale Community Services District

Date: April 21, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette
SUBJECT: Agenda item #3a
Minutes from Board meetings

Attached, please find the minutes from the Regular Board Meeting of 4/7/22 and the Special Board Meeting of 4/14/22.



Minutes of the Helendale Community Services District
REGULAR BOARD OF DIRECTORS MEETING
March 17, 2022, at 6:30 PM
26540 Vista Road, Suite C, Helendale, CA 92342

SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY

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

Board Members Roll Call:

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

Staff Members Present:

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

Consultants:

Steve Kennedy, Legal Counsel (via Zoom), Richard Nino, Burrtec Waste, Inc.

Members of the Public:

There were three members of the public present.

Call to Order and Pledge of Allegiance

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

Approval of Agenda

Public Participation

Christopher Porter, Field Representative for Supervisor Cook's office thanked the CSD for the invitation to the 15-Year Anniversary event. He also reported that the Board of Supervisors will be adopting the new county fee ordinance.

A resident of the public thanked the Board and Staff for the 15-Year Anniversary event.

Consent Items

- a. Approval of Minutes: March 17, 2022, Regular Board Meeting and March 31, 2022 Special Board Meeting
- b. Bills Paid Report
- c. Directors Compensation and Expenses
- d. Resolution 2022-1E: Re-authorizing Remote Teleconference Meetings for the Period April 17, 2022 to May 17, 2022

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

Vote: The motion carried by the following vote: 5 - Yes; 0 - No. President Smith- Yes; Vice

President Spiller-Yes; Director Clark -Yes; Director Schneider - Yes; Director Haas – Yes

Reports

A. Director's Reports

Director Schneider commented that everyone did an outstanding job on Saturday. He also attended the Clean Up event and said the parking lot worked great for the shred truck. He thanked the 15-Year anniversary committee for all their work.

Director Clark echoed Director Schneiders remarks about the 15-Year Anniversary event. President Smith thanked staff and presented a proclamation the District received from Senator Grove's office.

Vice President Spiller commented that he and President Smith attended the ASBCSD meeting, the topic of discussion was the Santa Ana River Watershed Program. He also expressed his thanks to the Staff for the 15-Year Anniversary event.

B. General Managers Report

General Manger Cox presented several photos from the 15-Year Anniversary celebration. She also showed photos of the progress on the framing at the wastewater building. Wastewater Operations Manager Aviles gave the wastewater report. Staff performed a confined space entry at the Smithson Lift Station to clean check valves. While isolating check vales the dry well flooded due to a valve not seating properly. Staff began building a berm at the secondary irrigation area to stop water from flowing under the fence on to the park. Aviles commented that Bill and Alex Creason did an excellent job preparing for the Open House and Tours while he was out on leave. Staff has been working with CalRural water to create SOP's for the Treatment Plant. Staff completed all quarterly and annual reports for 2021.

General Manager Cox presented the cash flow report. There were \$928,277 in deposits and \$467,432 in disbursements in March. The District has a total cash balance of \$5,151,150. The sewer fund has a balance of \$1,521,693; the water fund has a balance of \$3,097,360; the park fund has a balance of \$235,241; and the solid waste fund has a balance of \$190,231. The District currently has \$75,893.21 in DCB; \$2,468,143 in CBB; and \$3,015,371 in LAIF.

Regular Business

5. Public Hearing to Receive Comments and Possible Adoption of Ordinance 2022-01: An Ordinance of the Board of Directors of the Helendale Community Services District Establishing Mandatory Organic Waste Disposal Reductions

Discussion: General Manager Cox and Richard Nino, Vice President of Burrtec Waste gave a presentation on the proposed Ordinance. SB 1383 has required sweeping changes in solid waste management. Due to the District's solid waste powers, we are required to comply with the regulations. The solid waste industry has consistently lobbied for reasonable requirements. Onerous and costly provisions were part of the final rule making. The purpose of SB1383 is to reduce the short-lived climate pollutants. Additionally, it is intended to reduce food insecurity, reduce organics in the landfills, and reduce methane gas production in the landfills. When fully implemented, Staff anticipates one person will need to be dedicated to solid waste issues. Section 4 of the Ordinance outlines mandatory service requirements; section 10 implements fees to cover program costs (trickle down impact on customers); section 14 addresses mandatory commercial/multi-family recycling; section 16 addresses residential requirements including a 3-container system and new colored carts when current supply needs replacement (blue, brown, green and gray); section 17 addresses commercial businesses and multi-family including District enforcement and monitoring, information dissemination, and ensures proper sorting of waste; section 18 includes that the District can grant commercial waivers; section 19 addresses commercial edible food generators (tier 1 must comply by 1/1/22

– none identified, and tier 2 must comply by 1/1/24 – would include the School District); section 20 addresses food recovery – record keeping requirements; section 21 addresses franchise fees and self-haulers; section 22 covers California green building codes; section 23 covers the model water efficient landscape requirements; section 25 is on bulky waste; section 27 covers solid waste burning; section 30 states that customers cannot place trash in another person's container without permission; section 31 addresses spills while transporting trash; section 32 is on illegal dumping; section 33 states that solid waste facilities must satisfy the District/County requirements; section 34 is on inspections and investigations by the District, section 35 addresses enforcement; section 36 covers enforcement officer; section 37 covers liability for violation; Section 38 addresses penalties and fines; section 39 addresses appeals and hearings; section 44 covers the publication and posting of the ordinance; and section 45 states that the ordinance is effective 30 days after adoption.

Public Hearing: President Smith opened the public hearing at 7:30 pm. There were no written protests or public comments. President Smith closed the meeting at 7:37 pm.

Action: Director Schneider made the motion to adopt Ordinance 2022-01. Director Clark seconded the motion.

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

6. Public Hearing to Receive Comments and Possible Adoption of Ordinance 2022-02: An Ordinance of the Board of Directors of the Helendale Community Services District Setting Compensation for its Board of Directors

Discussion: On occasion the Board contemplates an increase in the stipend they receive. The last increase was in 2019. The Board is eligible for a 5% increase annually. If approved, the increase would take effect 7/1/2022. The Board selected a 5% increase, however they were eligible to select an amount greater than 5%. The proposed amount of the stipend is \$150 per meeting.

Public Hearing: President Smith opened the public hearing at 7:40 pm. Dave, a member of the public commented asking if the increases are for work the Board does for meetings, events, etc. He also asked where the money comes from. General Manager Cox responded that the Board stipend comes out of fund 10, which is supported primarily by the enterprise funds (water, wastewater, and solid waste). All Board expenses are paid out of fund 10. No written protests were received. Hearing no other comments, President Smith closed the public hearing at 7:46 pm.

Action: Vice President Spiller made the motion to adopt Ordinance 2022-02. Director Schneider seconded the motion.

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

7. Discussion and Possible Action Regarding Adoption of Resolution 2022-07: A Resolution of the Board of Directors of the Helendale Community Services District Awarding a Sole Source Contract to Insituform for Emergency Sewer Lining

Discussion: On 1/31 Staff was advised of a sewer blockage during tv'ing of the line on Rivers Edge. Staff jetted the line and pulled out debris and a piece of pipe. H&H, the District's contractor, provided quality camera footage of the area. Staff received a quote for replacement of one 10-foot section of pipe and a quote from Insituform for lining the pipe. Excavation, replacement, paving repair etc. was \$24,545. Lining a 334' length of pipe manhole to manhole was \$45,100. The lining was clearly a better value given the

distance it would cover. Lining will not diminish the pipe capacity appreciably. Work needs to be done as quickly as possible. Staff is requesting the award of a sole source emergency contract. Wastewater Operations Manager Aviles showed screen shots of the pipe.

Action: Director Clark made a motion to Adopt Resolution 2022-07 awarding an emergency sole source contract to Insituform for sewer line repairs in the amount of \$45,100. Director Schneider seconded the motion.

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

8. Discussion and Possible Action Regarding Approval of Professional Services Contract for Financial Support.

Discussion: The District has worked with Cindy Byerrum for three years. She was originally with Platinum Consulting, which was later bought out by Eide-Bailey. The relationship has been very beneficial as it provides financial oversight, monthly financials, trained staff, and expert guidance for the District. As Staff is building the FY23 budget, approval of certain agreements is an important part of the process. Eide-Bailey has proposed the same rate as FY 22 - \$50,000. If approved by the Board, management will prepare the PSA for the upcoming FY services.

Action: Vice President Spiller made a motion to approve a professional services agreement with Eide Bailey for \$50,000 for financial support services for FY 2023. Director Schneider seconded the motion.

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

9. Discussion and Possible Action Regarding Selection of LAFCO Special District Representatives

Discussion: Special Districts have two regular voting members and one alternate member on LAFCO. A regular voting member slot is up and the incumbent is not seeking reappointment. The alternative spot is also available as the current alternate member is seeking the regular position. The current alternate, Steven Farrel has been active on LAFCO for over five years. Regular member candidates include Steven Farrel from Crestline Village Water District and Kelly Gregg from the Hesperia Recreation and Park District. The alternative candidates include: Steven Farrel from Crestline Village Water District, Craig Dicht from Bighorn Desert View Water District; Kevin Kenley from Cucamonga Valley Water District; David Raley from SBVWCD, and James Roberts from Hesperia Recreation and Park District. The Board discussed the nominees and decided to support Steven Farrel and James Roberts.

Action: Director Schneider made a motion to select Steve Farrel for the regular member and James Roberts for the alternate member on LAFCO. Director Clark seconded the motion.

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

Other Business

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

President Smith called for a brief recess at 8:15 pm. Closed session was called to order at 8:24 pm.

President Smith adjourned the closed at 8:34 pm and returned to open session.

Closed Session

12. Conference with Legal Counsel - Anticipated Litigation

(Government Code Section 54956.8)

Property: 15302 Smithson

District Negotiator: Kimberly Cox

Negotiating Parties: Various

Under Negotiation: Price and Terms of Payment

13. Report of Closed Session Items

Legal Counsel Kennedy announced there were no reportable actions resulting from closed session items.

14. Adjournment

President Smith adjourned the meeting at 8:37 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.



*Minutes of the Helendale Community Services District
SPECIAL BOARD OF DIRECTORS MEETING*

April 14, 2022, at 2:00 PM

26540 Vista Road, Suite C. Helendale, CA 92342

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

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

Board Members Roll Call:

Present: President, Tim Smith; Vice President, Henry Spiller; Secretary, Sandy Haas; Director, Ron Clark; Director, Craig Schneider (arrived at 2:05 pm)

Staff Members Present:

Kimberly Cox, General Manager; Craig Carlson, Water Operations Manager; Wastewater Operations Manager, Alex Aviles; Cheryl Vermette, Parks, Recreation & Programs Supervisor; Jean Thomas Customer Service Supervisor, Sharon Kreinop, Senior Account Technician

Members of the Public:

There were no members of the public present.

Call to Order and Pledge of Allegiance

The meeting was called to order at 2:00 pm by President Smith, after which the Pledge of Allegiance was recited.

1. Approval of Agenda

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

Vote: The motion carried by the following vote: 4 - Yes; 0 – No; 1 - Absent. President Smith-Yes; Vice President Spiller-Yes; Director Clark -Yes; Director Schneider - Absent; Director Haas -Yes

2. Public Participation

None

Regular Business

3. Workshop to Review Draft Fiscal Year 2022-2023 Budget

Discussion: General Manager Cox reviewed the Draft 2022-23 Budget in detail. Each line item in the budget was reviewed. The Board requested to see anticipated budget changes at the second meeting in May.

7. Adjournment

President Smith adjourned the meeting at 3:36 pm

Submitted by:

Approved by:

Tim Smith, President

Sandy Haas, Secretary

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



Helendale Community Services District

Date: April 21, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop, Senior Account Specialist
SUBJECT: Agenda item #3 b
Consent Items: Updated Bills Paid and Presented for Approval

STAFF RECOMMENDATION:

Updated Report Only. Receive and File

STAFF REPORT:

Staff issued 58 checks and 13 EFT's totaling \$210,965.62

Total Cash Available:	<u>4/18/22</u>	<u>4/04/22</u>
Cash	\$5,468,395.48	\$5,559,408.24
Checks/EFT's Issued	\$ 210,965.62	\$ 284,194.18

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 March 2021. Interest earned March 2022 on CBB Sweep Account is \$184.46



Helendale CSD

Bills Paid and Presented for Approval

Transaction Detail

Issued Date Range: 04/05/2022 - 04/18/2022

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 251229590 - CBB Checking					
04/06/2022	25114	ABC Glass & Screens, Inc.	-620.00	Check	Accounts Payable
04/06/2022	25115	Amazon Capitol Services	-58.17	Check	Accounts Payable
04/06/2022	25116	AVCOM Services Inc.	-461.50	Check	Accounts Payable
04/06/2022	25117	Beck Oil Inc	-4,576.67	Check	Accounts Payable
04/06/2022	25118	Burrtec Waste Industries Inc	-429.44	Check	Accounts Payable
04/06/2022	25119	County of San Bernardino	-880.00	Check	Accounts Payable
04/06/2022	25120	DMV Renewal	-10.00	Check	Accounts Payable
04/06/2022	25121	Frontier Communications	-131.29	Check	Accounts Payable
04/06/2022	25122	Frontier Communications	-49.46	Check	Accounts Payable
04/06/2022	25123	Helendale Community Services District	-238.81	Check	Accounts Payable
04/06/2022	25124	Lakeside Heating and Air Conditioning	-1,148.00	Check	Accounts Payable
04/06/2022	25125	Online Information Services, Inc	-51.30	Check	Accounts Payable
04/06/2022	25126	O'Reilly Auto Parts	-1,332.15	Check	Accounts Payable
04/06/2022	25127	Parkhouse Tire, Inc.	-723.25	Check	Accounts Payable
04/06/2022	25128	Paul Harvey	-369.37	Check	Accounts Payable
04/06/2022	25129	Rebecca Gonzalez	-330.00	Check	Accounts Payable
04/06/2022	25130	USA of So. California	-219.55	Check	Accounts Payable
04/06/2022	25131	USPS	-232.00	Check	Accounts Payable
04/06/2022	25132	Sonic Systems, Inc	-1,489.70	Check	Accounts Payable
04/06/2022	25133	MWC Group, Inc	-9,200.00	Check	Accounts Payable
04/06/2022	25134	MWC Group, Inc	-54,489.00	Check	Accounts Payable
04/07/2022	25135	Business Card	-6,243.67	Check	Accounts Payable
04/07/2022	25136	Carpet Corral	-25.00	Check	Accounts Payable
04/07/2022	25136	Carpet Corral Reversal	25.00	Check Reversal	Accounts Payable
04/07/2022	25137	Imperial Sprinkler Supply, Inc.	-62.73	Check	Accounts Payable
04/07/2022	25138	Infosend, Inc	-1,878.72	Check	Accounts Payable
04/07/2022	25139	James Harvey	-406.25	Check	Accounts Payable
04/07/2022	25140	Lowe's Inc.	-405.35	Check	Accounts Payable
04/07/2022	25141	Silver Lakes Market	-834.43	Check	Accounts Payable
04/13/2022	25142	Fedak & Brown LLP	-1,221.00	Check	Accounts Payable
04/13/2022	25143	Alma Laura Esquivel	-247.50	Check	Accounts Payable
04/13/2022	25144	Amazon Capitol Services	-455.28	Check	Accounts Payable
04/13/2022	25145	American Water Works Assoc.	-473.00	Check	Accounts Payable
04/13/2022	25146	Aqua Metrics Sales Company	-2,836.34	Check	Accounts Payable
04/13/2022	25147	ASBCSD	-80.00	Check	Accounts Payable
04/13/2022	25148	Burrtec Waste Group, Inc	-48,483.57	Check	Accounts Payable
04/13/2022	25149	CAL FIRE	-1,361.64	Check	Accounts Payable
04/13/2022	25150	Carpet Corral	-55.00	Check	Accounts Payable
04/13/2022	25151	Choice Builder	-1,230.01	Check	Accounts Payable
04/13/2022	25152	Consolidated Electrical Distributors, Inc.	-1,136.99	Check	Accounts Payable
04/13/2022	25153	Daily Press	-773.59	Check	Accounts Payable
04/13/2022	25154	Geo-Monitor, Inc.	-208.00	Check	Accounts Payable
04/13/2022	25155	Paul Harvey	-2,500.00	Check	Accounts Payable
04/13/2022	25156	Print Mart	-107.75	Check	Accounts Payable
04/13/2022	25157	Tyler Technologies, Inc.	-3,136.30	Check	Accounts Payable
04/15/2022	25158	JOSHUA THOMAS	-36.00	Check	Utility Billing

Bank Transaction Report

Issued Date	Number	Description	Amount	Type	Module
04/15/2022	25159	TROY CASIAS	-232.14	Check	Utility Billing
04/15/2022	25160	RYAN M. LUGO	-200.00	Check	Utility Billing
04/15/2022	25161	MICHAEL T. GARCIA	-135.12	Check	Utility Billing
04/15/2022	25162	HOWARD POTTROFF	-136.57	Check	Utility Billing
04/15/2022	25163	Chicago Tilt Company	-146.68	Check	Utility Billing
04/15/2022	25164	California State Disbursement Unit	-230.76	Check	Accounts Payable
04/15/2022	25165	State of California - Franchise Tax Board	-50.00	Check	Accounts Payable
04/15/2022	25166	Cardmember Services	-1,529.86	Check	Accounts Payable
04/15/2022	25167	Consolidated Electrical Distributors, Inc.	-1,291.91	Check	Accounts Payable
04/15/2022	25168	Home Depot Credit Services	-1,929.26	Check	Accounts Payable
04/15/2022	25169	Imperial Sprinkler Supply, Inc.	-165.04	Check	Accounts Payable
04/15/2022	25170	Print Mart	-75.37	Check	Accounts Payable
04/15/2022	25171	Sheba Keilah Short	-250.20	Check	Accounts Payable
04/15/2022	25172	USPS	-863.44	Check	Accounts Payable
04/07/2022	EFT0004077	SCE ACH WWTP & Wells 3,4 & 1 Acct 700547354472	-15,856.83	EFT	General Ledger
04/07/2022	EFT0004085	To record CalPERS Health Premium Apr 2022	-19,730.41	EFT	General Ledger
04/12/2022	EFT0004088	SW Gas Community Center 910000010177	-687.94	EFT	General Ledger
04/12/2022	EFT0004089	SW Gas ACH 4-Plex Acct # 910000817466	-155.04	EFT	General Ledger
04/12/2022	EFT0004091	SW Gas ACH WWTP 910000010195	-142.99	EFT	General Ledger
04/12/2022	EFT0004092	SW Gas Water Shop Acct # 910001037540	-11.00	EFT	General Ledger
04/13/2022	EFT0004096	ACH Water Shop SCE Acct 700453074415	-114.81	EFT	General Ledger
04/13/2022	EFT0004097	SCE ACH 4-Plex Acct 700392338368	-301.78	EFT	General Ledger
04/14/2022	EFT0004106	To record Sales Tax 1st Quarter Return	-2,598.36	EFT	General Ledger
04/15/2022	EFT0004107	CalPERS 457 Pmt PPE 4/10/22	-3,292.30	EFT	General Ledger
04/18/2022	EFT0004108	To record Tasc Flex Claim Pmt PPE 3/27/22	-768.74	EFT	General Ledger
04/12/2022	EFT0004109	CalPERS Classic Pmt PPE 3/13/22	-7,358.98	EFT	General Ledger
04/12/2022	EFT0004110	CalPERS PEPRA Pmt PPE 3/13/22	-1,497.31	EFT	General Ledger
Bank Account 251229590 Total: (73)					-210,965.62
Report Total: (73)					-210,965.62

Summary

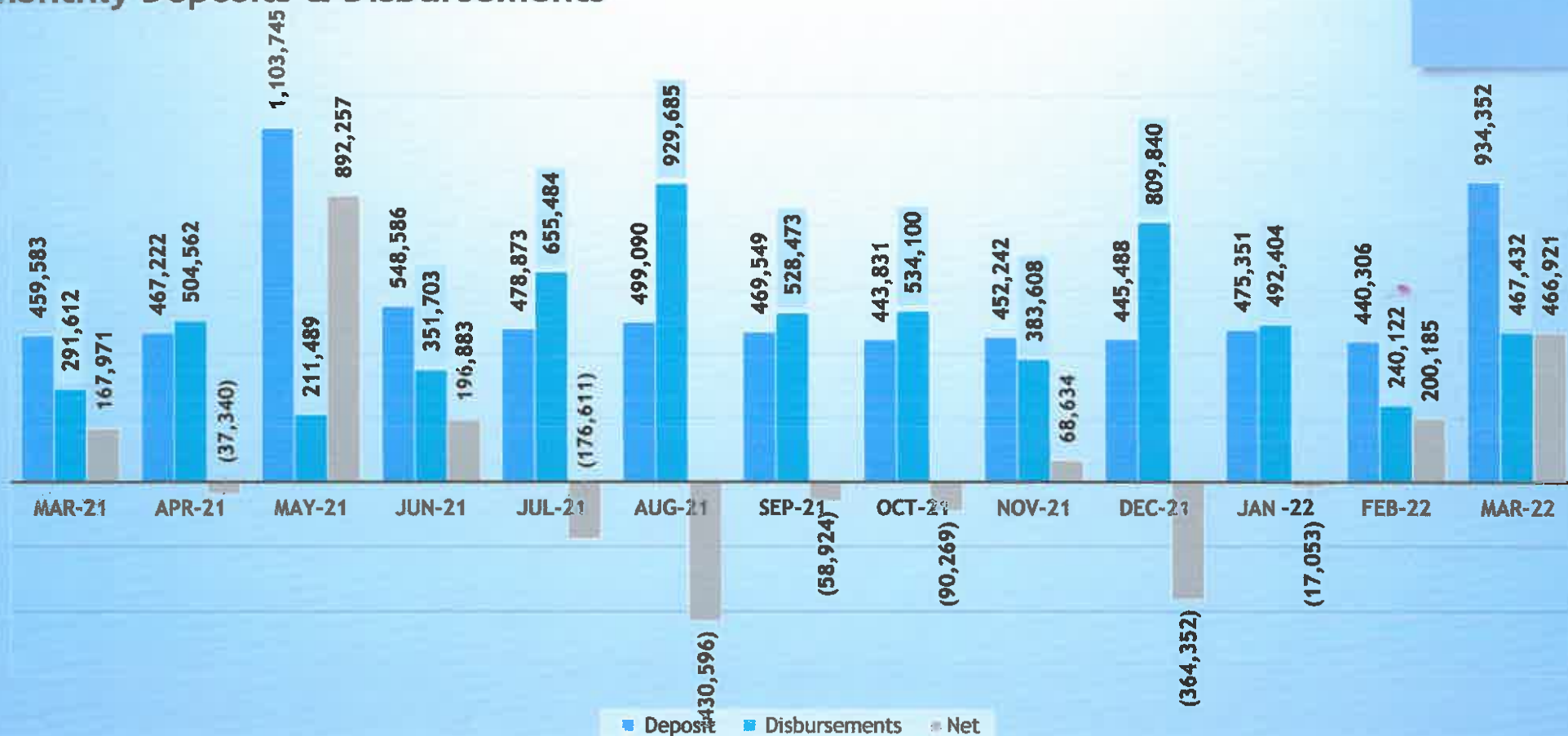
Bank Account	Count	Amount
251229590 CBB Checking	73	-210,965.62
Report Total:	73	-210,965.62

Cash Account	Count	Amount
99 99-111000 Cash in CBB - Checking	73	-210,965.62
Report Total:	73	-210,965.62

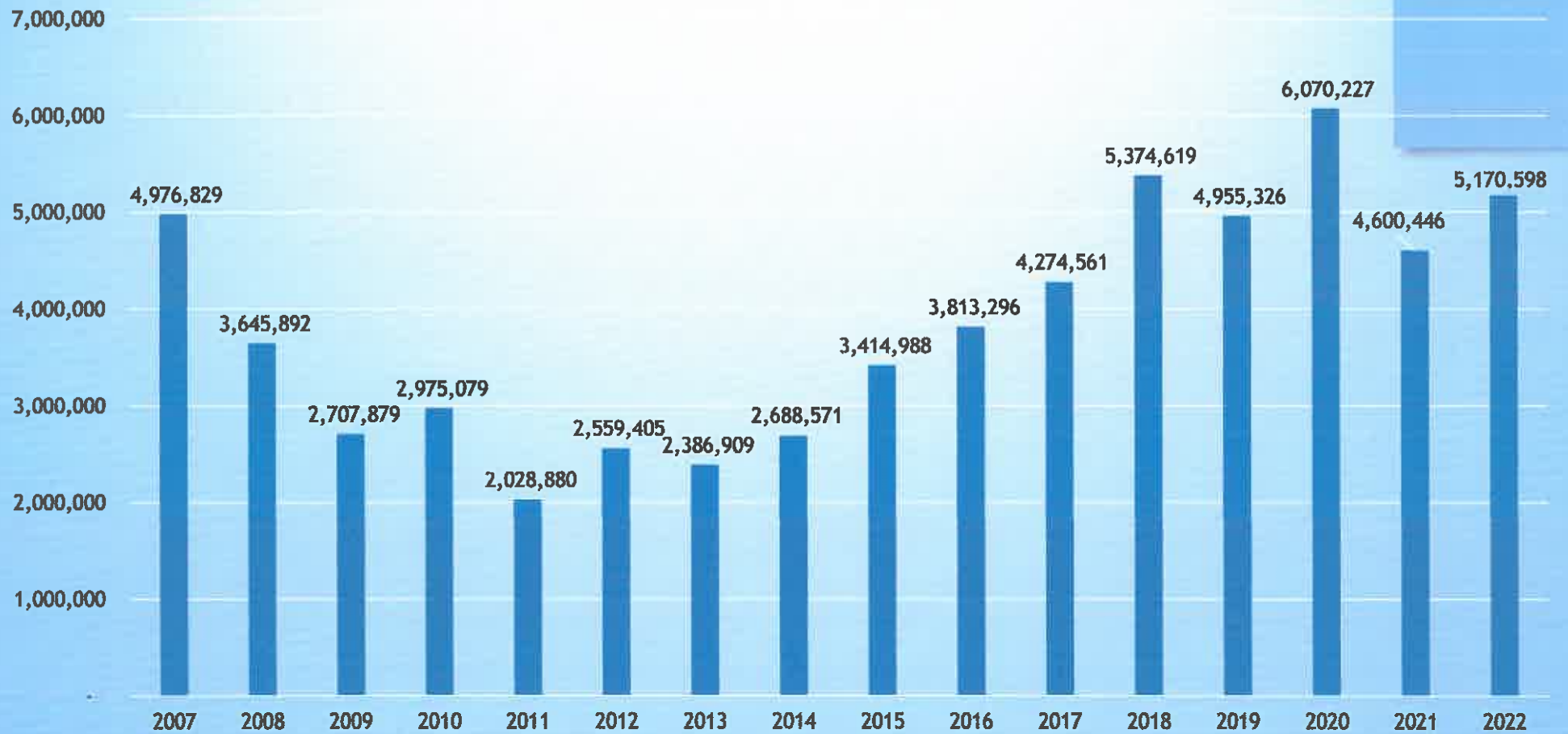
Transaction Type	Count	Amount
Check	59	-158,474.13
Check Reversal	1	25.00
EFT	13	-52,516.49
Report Total:	73	-210,965.62

Cash Flow Report

Monthly Deposits & Disbursements



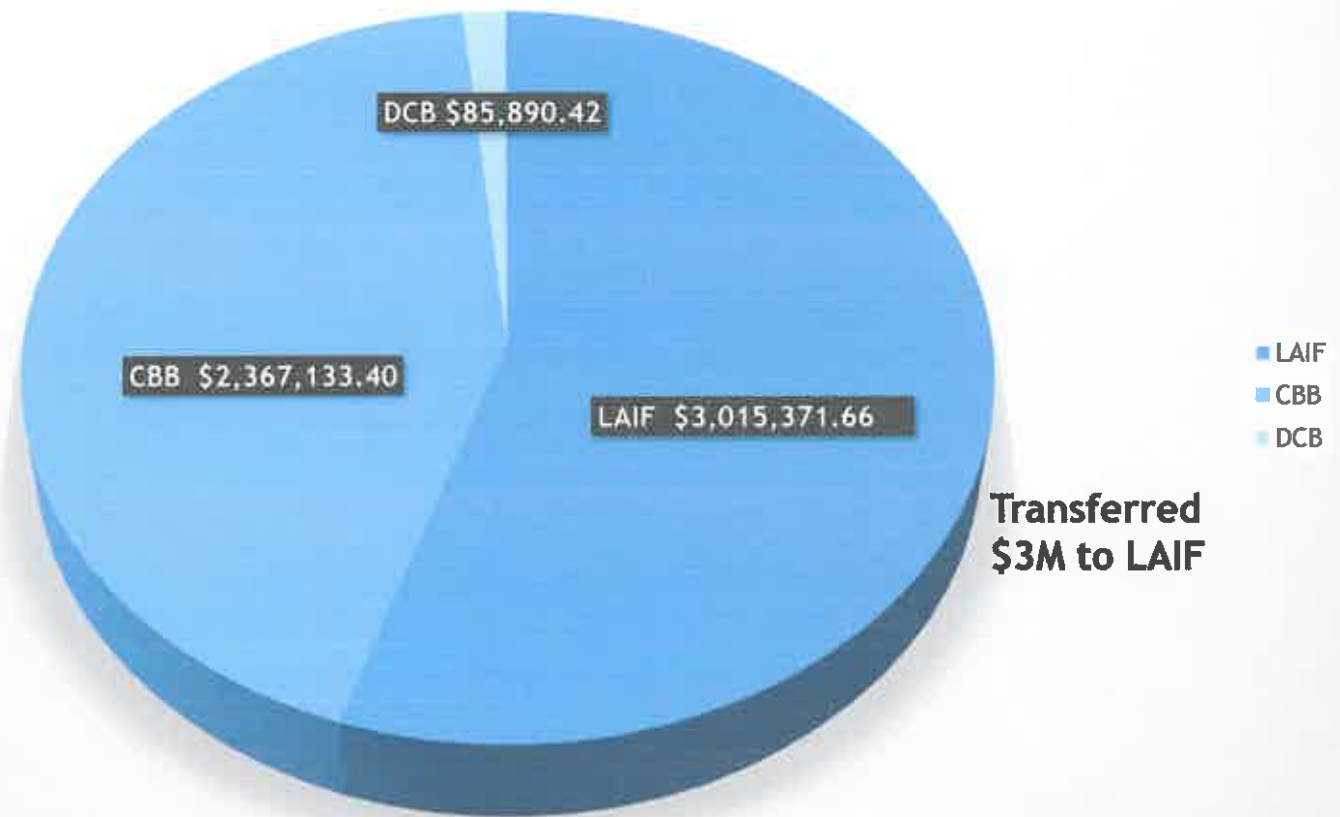
Total Cash Balances



Cash Balances by Fund



FUNDS BY DEPOSITORY



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

**Transferred
\$3M to LAIF**



Helendale Community Services District

Date: April 21, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette
SUBJECT: Agenda item #3c
Directors' Compensation and Expenses

STAFF REPORT:

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

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER
CRAIG SCHNEIDER 4/11/2022

Date	Event	Expense Description/Explanation	Meeting	Miles	Meals	Lodging	Other	Exp Category
3/31/2022	Event	Special BOD	137.50					A: Public Meeting governed by Brown Act
	Description of Public Benefit	SB 1383 and Recycling Programs						
4/2/2022	Event	Helendale CSD Spring Cleanup Event	137.50					C: Representation at Public Meeting/Event*
	Description of Public Benefit	Meet with Residents and assist with Paper Disposal						
4/5/2022	Event	Meeting with GM	137.50					G: Meeting w/GM re District Operations
	Description of Public Benefit	HCSD Agenda for BOD Meeting						
4/6/2022	Event	Farmers Market	137.50					C: Representation at Public Meeting/Event*
	Description of Public Benefit	Meet with Residents and Vendors						
4/7/2022	Event	Regular BOD	137.50					A: Public Meeting governed by Brown Act
	Description of Public Benefit	HCSD Agenda for BOD Meeting						
	Event							
	Description of Public Benefit							
	Event							
	Description of Public Benefit							
	Event							
	Description of Public Benefit							
	Event							
	Description of Public Benefit							
	Event							
	Description of Public Benefit							
	Event							
	Description of Public Benefit							
			Total Meetings	Total Miles	Total Meals	Total Lodging	Total Other	Total
			687.50		\$ -	\$ -	\$ -	

Submitted by:

Craig J. Schneider

Signature

4/7/2022

Date

RECEIVED

APR 11 2022

BY: _____

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

NAME:

Brown Clark

Date:

4/1/22

Date		Expense Description/Explanation	Mileage	Meals	Lodging	Other	Exp. Category
<i>3/1/22</i>	Event	<i>Meet with Kimberly Cox</i>					
	Public Benefit	<i>Bellevue Adjudicator</i>					
<i>3/3</i>	Event	<i>Reg Board mtg</i>					
	Public Benefit						
<i>3/16</i>	Event	<i>Meet with K.C.</i>					
	Public Benefit	<i>Bellevue Adjudicator</i>					
<i>3/17</i>	Event	<i>Reg Board mtg</i>					
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						

Notes/Comments:

Ok to process for payroll

Signature

Date

Expense Categories:

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

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

Totals:

Mileage

Meals

Lodging

Grand Total

Board Member Signature:

Expense Categories:

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

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

Handwritten initials

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name: HENRY SPILLER

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other	Exp Category
3/2	Event Meeting with GM					G
	Public Benefit Meeting with GM re: District Operations					
3/3	Event CSD Board Meeting					A
	Public Benefit Public Board Meeting					
3/16	Event Farmers Market					C
	Public Benefit Rep at public event					
3/17	Event CSD Board Meeting					A
	Public Benefit Public Board Meeting					
3/21	Event Meeting of Site (Special Districts)					E
	Public Benefit Seminar/meeting related to the district					
3/23	Event Farmers Market					C
	Public Benefit Rep at public event					
3/29	Event Meeting with GM re: District Operations					G
	Public Benefit Meeting with GM					
3/30	Event Farmers Market					C
	Public Benefit Rep @ public event					
3/31	Event Special Board Mtg					A
	Public Benefit Public Board Meeting					
	Event					
	Public Benefit					
Notes/Comments:		<p>Totals: - - - - -</p> <p>Totals: Mileage -</p> <p>Meals -</p> <p>Lodging -</p> <p>Other -</p> <p>Grand Total -</p>				
Appropriates Approval		Submitted By: <u>Henry Spiller</u>				
Signature _____ Date _____						

A: Public Meeting governed by Brown Act

B: Public Event*

C: Representation at Public Meeting/Event*

D: Representation on a 501C3 Board*

E: Conference/seminar/Training Program related to District*

F: Ad Hoc committee of the Board

Expense Categories

G: Meeting w/GM re District Operations

H: Meeting w/auditors, attorney or consultant retained by District

I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD

J: Meeting w/organization with interests in matters involving functions or operations of the District

K: Meeting pre-approved by the Board of Directors

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

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

NAME:

Sandy Nolas

Date:

4-5-22

Date		Expense Description/Explanation	Mileage	Meals	Lodging	Other	Exp. Category
3/31	Event	Spec. Meeting					H
	Public Benefit						
4/2	Event	Celebration 1.5 yrs.					
	Public Benefit	ribbon cutting - awards - talk to people re: dist					C
4/5	Event	Meeting w/GM					
	Public Benefit	re. agenda & other dist business					G
4/7	Event	Reg. Meeting Zoom					A
	Public Benefit						
4/06	Event	Discussion w/Chad					
	Public Benefit	what we will have to do for May					
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						

Notes/Comments:

Totals:

Mileage

Meals

Lodging

Grand Total

681.50

Ok to process for payroll

Board Member Signature:

Sandy Nolas

Expense Categories:

A: Public Meeting governed by Brown Act

B: Public Event*

C: Representation at Public Meeting/Event*

D: Representation on 501C3 Board *

E: Conference/Seminar/Training program related to District

F: Ad Hoc Committee of the Board

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

G: Meeting w/GM re: District Operations

H: Meeting w/auditors, attorney or consultant retained by District

I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD

J: Meeting w/organization with interests in matter involving functions or operations of the District

K: Meeting pre-approved by the Board of Directors

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

HELENDAL COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER																						
Name: Tim Smith		04/10/2022																				
Date	Expense Description/Explanation	Miles	Meals	Lodging	Other	Exp Category																
03/29/2022	Event mtg with general manager					G: Meeting w/GM re District Operations																
	Public Benefit																					
03/30/2022	Event park planning meeting N/A (coverage)					F: Ad Hoc committee of the Board																
	Public Benefit																					
03/31/2022	Event Special regular board mtg					A: Public Meeting governed by Brown Act																
	Public Benefit																					
04/03/2022	Event CSDA leadership academy	165	10.54			E: Conference/seminar/Training Program re																
	Public Benefit																					
04-Apr	Event CSDA leadership academy		51.10			E: Conference/seminar/Training Program re																
	Public Benefit																					
05-Apr	Event CSDA leadership academy		46.30			E: Conference/seminar/Training Program re																
	Public Benefit																					
06-Apr	Event CSDA leadership academy	165.0	8.61			E: Conference/seminar/Training Program re																
	Public Benefit																					
07-Apr	Event CSD board mtg					A: Public Meeting governed by Brown Act																
	Public Benefit																					
04/02/2022	Event park party					B: Public Event*																
	Public Benefit																					
	Event																					
	Public Benefit																					
Totals		330.0	116.6	-	-																	
Notes/Comments: a		<table> <tr> <td>Totals:</td> <td>Mileage</td> <td>191.40</td> </tr> <tr> <td></td> <td>Meals</td> <td>116.55</td> </tr> <tr> <td></td> <td>Lodging</td> <td>-</td> </tr> <tr> <td></td> <td>Other</td> <td>-</td> </tr> <tr> <td></td> <td>Grand Total</td> <td>307.95</td> </tr> </table> <p>8 x 137.50 = \$1100 mtg's</p>						Totals:	Mileage	191.40		Meals	116.55		Lodging	-		Other	-		Grand Total	307.95
Totals:	Mileage	191.40																				
	Meals	116.55																				
	Lodging	-																				
	Other	-																				
	Grand Total	307.95																				
Appropriate Approval		Submitted By: Tim Smith																				
Signature _____ 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 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

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

116.55

CHEESE & WINE SHOPPE
at Tom's Farms
 23900 Temescal Canyon Rd
 Corona, CA 92883
 (951) 277-9463

Claim Jumper
 Steakhouse & Bar
 1355 N Harbor Dr
 San Diego, CA 92101
 (619) 531-7994

1 Rye 7.99
 MMO
 Ham
 P&P
 Sub/Ttl 7.99
 Tax 0.62
Total 8.61
 Visa 8.61

4/06/22 1:57pm
 Deli Ryan
 Terminal 09 Check 90026
Order Number 13

WINNER - BEST PIZZA
IN THE INLAND EMPIRE

STORE HOURS 8am-8pm
PIZZA/DELI 8am-7:30p

Order# 1486895
 Eat In Order
 Table: 55
 Server: Yoselin G
 Date: 4/5/22, 5:25 PM

Transaction Type: Pre Auth
 Entry Method: Contactless
 Mode: Issuer
 AID: A0000000031010
 TVR: 0000000000
 IAD: 06011203A00000
 ARC: 00
 Paid With: VISA DEBIT XXXX1600
 Total: \$38.30

Tip: \$ 8.00
 Total: \$ 46.30

APPROVED
 (012021)
 I agree to pay the above total amount
 according to card issuer agreement

We cater events! Call to book
 your party order today!

Customer Copy

The Brigantine Portside Pier
 1360 North Harbor Drive
 San Diego, CA 92101

Server: Maya
 06:28 PM
 Table 102/1
 DOB: 04/04/2022
 04/04/2022
 121/1210008

SALE

VISA 1048611
 Card #XXXXXXXXXXXX1600
 Magnetic card present: SMITH TIMOTHY
 Card Entry Method: S

Approval: 092821

Amount: \$43.10
 + Tip: 8.00
 = Total: 51.10

I agree to pay the above
 total amount according to the
 card issuer agreement.

Suggested Gratuity
 18% = 7.20
 20% = 8.00
 22% = 8.80

Guest Copy

JFE



in the box[®]

JIB# 90

CARRY OUT Order# 403

Tel(619) 232-7316

4/3/2022

8:14:44 PM

Emp Magdalena

Seat 1

1 50/50 Pop Big Box
Pls Good Good Sze
Medium French Fry
Medium Drink

8.19

Seat 1 total:

[8.83]

Seat 2

1 (2) Tacos

1.59

Seat 2 total:

[1.71]

Total Items: 5

BUY JUMBO JACK OR SUPREME CROISSANT,
GET SAME FREE!

WHEN YOU TAKE OUR SURVEY.

1) Within 3 days...

visit www.JackListeners.com
or call 1-858-876-0461.

2) Enter...

14 digit code: 230 497 000 700 80

Date of Service: 4/3/2022

Time of Service: 20:14

3) Write provided validation code here:

Coupon Code: 525

4) Bring this receipt on your next visit.
One coupon per guest visit. Not valid with
with other offers. BOGO on same product.
Offer is valid 7 days after survey
completion.

Disponible en español

SubTotal 9.78

Tax 0.76

Total 10.54

CASH 20.00

Change 9.46

Thank you for your visit

477003



Helendale Community Services District

Date: April 21, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3d
February Financial Report



Helendale CSD
Statement of Revenues and Expenses - Water
As of February 28, 2022
(Unaudited)

	Feb. 2022	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Meter Charges	\$ 135,268	\$ 1,072,609	\$ 1,593,041	67%	\$ 1,071,088
3 Water Sales	46,038	657,578	952,614	69%	666,519
4 Standby Charges	-	33,679	23,300	145%	11,371
5 Other Operating Revenue	7,960	87,638	104,300	84%	85,952
6 Total Operating Revenues	189,266	1,851,505	2,673,255	69%	1,834,930
7 Non-Operating Revenues					
8 Grant Revenue	-	-	305,000	0%	15,990
9 Miscellaneous Income (Expense)	77,208	91,387	-	0%	(1,327)
10 Total Non-Operating Revenues	77,208	91,387	305,000	30%	14,663
11 Total Revenues	266,474	1,942,892	2,978,255	65%	1,849,593
12 Expenses					
13 Salaries & Benefits					
14 Salaries	25,785	253,542	326,871	78%	211,926
15 Benefits	8,832	89,605	123,472	73%	75,981
16 Total Salaries & Benefits	34,617	343,147	450,343	76%	287,907
17 Transmission & Distribution					
18 Contractual Services	5,139	55,424	62,492	89%	43,957
19 Power	8,930	121,617	207,247	59%	89,248
20 Operations & Maintenance	6,247	102,209	136,950	75%	52,398
21 Rent/Lease Expense	800	8,290	10,860	76%	8,290
22 Permits & Fees	-	23,062	30,700	75%	20,668
23 Total T&D	21,116	310,602	448,249	69%	214,561
24 General & Administrative					
25 Utilities	392	2,696	6,500	41%	3,503
26 Office & Other Expenses	525	1,931	5,783	33%	8,185
27 Admin Allocation	48,066	384,531	576,797	67%	372,138
28 Total G&A	48,983	389,158	589,080	66%	383,826
29 Debt Service	-	507,602	531,309	96%	343,814
30 Total Expenses	104,716	1,550,509	2,018,982	77%	1,230,108
31 Net Income (Loss) Before Capital	161,758	392,383	959,274	41%	619,485
32 Sale or Lease of Water Rights	-	31,954	-	0%	-
33 Capital Expenses	(20,485)	(1,370,844)	(783,000)	175%	(1,607,192)
34 Net Income (Loss) After Capital	\$ 141,274	\$ (946,506)	\$ 176,274		\$ (987,707)

Helendale CSD
Financial Statement Analysis
For the Month Ended February 28, 2022 – 67% of Fiscal Year

Fund 01-Water Revenues and Expenses

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

Line 3 Water Sales: Includes water consumption charges. YTD is currently at 69% of budget.

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

Line 5 Other Operating Revenue: Includes permit & inspection charges, connection fees, meter installation fees, other fees/charges and mechanic service reimbursements. Connection and meter installation fees are budgeted conservatively due to the unexpected nature of these fees. YTD is currently at 84% of budget due to timing of water supply fees received and more meter installation and connection fees than anticipated.

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

Line 9 Miscellaneous Income (Expense): Includes gain or loss on sale of assets, the Enel X Demand Response Program and other miscellaneous income. YTD activity includes \$73.5K from COVID relief funds, \$12.5K from water meter recycling, \$2.5K from sale of equipment and \$2.8K from the Enel X Demand Response Program.

Line 14 Salaries: Includes salaries for water employees and portion of mechanic's salary. YTD is currently at 78% of budget due to more mechanic labor than anticipated and timing of payroll.

Line 15 Benefits: Includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education and trainings. YTD is currently at 73% of budget due to the timing of the annual workers compensation payment.

Line 18 Contractual Services: Includes lab testing, engineering, GIS support & other contract services. YTD is currently at 89% of budget due to the \$28.5k annual software support fee paid in July.

Line 19 Power: Includes electricity used for transmission & distribution. YTD is currently at 59% of budget.

Line 20 Operations & Maintenance: Includes operations & maintenance expense, vehicle maintenance and vehicle fuel. YTD is currently at 75% of budget due to a \$22K purchase of single and dual meter transceiver ports in November.

Line 21 Rent/Lease Expense: Includes rental costs for the water shop and Bureau of Land Management tank sites. YTD is currently at 76% of budget due to timing of payments.

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

Line 25 Utilities (G&A): Includes gas and telephone expenses. YTD is currently at 41% of budget due lower than anticipated gas bills.

Line 26 Office & Other Expenses: Includes mileage/travel reimbursements, office supplies, water conservation program, and dues & subscriptions. These expenses are an as needed basis and can trend over/under budget. YTD is currently at 33% of budget.

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

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

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

- \$484.2K - New Well
- \$358.5K - Corporate Yard Enclosure
- \$214.5K - New Well Pipeline
- \$61.2K - Well House for Well 13
- \$54.4K - AMI Meters
- \$53.9K - Old Shop Maintenance and Insulation
- \$39.9K - Concrete, fencing, camera, internet for Well 13
- \$31.9K - Service Truck
- \$25.3K - Water Maintenance Building Paving Project
- \$24.4K - Water Rights
- \$16.9K - Temporary Flush line for New Well
- \$5.2K - Electrical Well 13



Helendale CSD
Statement of Revenues and Expenses - Sewer
As of February 28, 2022
(Unaudited)

	Feb. 2022	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Sewer Charges	\$ 122,108	\$ 871,796	\$ 1,280,348	68%	\$ 854,608
3 Standby Charges	-	20,333	18,000	113%	9,327
4 Other Fees & Charges	5,156	26,171	29,320	89%	29,070
5 Other Income/(Expense)	23,474	23,474	1,000	2347%	-
6 Total Revenues	150,739	941,775	1,328,668	71%	893,005
7 Expenses					
8 Salaries & Benefits					
9 Salaries	19,857	188,309	267,911	70%	172,629
10 Benefits	8,007	74,421	94,821	78%	64,210
11 Total Salaries & Benefits	27,864	262,730	362,732	72%	236,839
12 Sewer Operations					
13 Contractual Services	4,300	63,500	76,500	83%	32,824
14 Power	7,209	63,125	89,613	70%	46,576
15 Operations & Maintenance	3,559	53,860	58,930	91%	33,312
16 Permits & Fees	-	31,268	35,000	89%	27,186
17 Total Sewer Operations	15,068	211,754	260,043	81%	139,898
18 General & Administrative					
19 Utilities	1,451	5,600	5,916	95%	2,913
20 Office & Other Expenses	54	4,936	14,760	33%	8,043
21 Admin Allocation	47,105	376,841	565,261	67%	364,695
22 Total G&A	48,610	387,377	585,937	66%	375,651
23 Debt Service	-	51,061	72,377	71%	25,420
24 Total Expenses	91,543	912,922	1,281,089	71%	777,808
25 Net Income (Loss) Before Capital	59,196	28,853	47,579		115,197
26 Capital Expenses	(1,085)	(550,935)	(940,000)	59%	(122,522)
27 Net Income (Loss) After Capital	\$ 58,111	\$ (522,082)	\$ (892,421)	59%	\$ (7,325)

Fund 02 - Sewer Revenues and Expenses

Line 2 Sewer Charges: Includes the monthly charge for sewer services. YTD is currently at 68% of budget.

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

Line 4 Other Fees & Charges: Includes permit & inspection charges, connection fees, other fees, and charges. YTD is currently at 89% of budget because of conservative budgeting on these accounts due to the unexpected nature of these fees and delinquent charges.

Line 5 Miscellaneous Income/(Expense): Includes gain or loss on sale of assets and other miscellaneous income. YTD activity includes \$23.4K from COVID relief funds.

Line 9 Salaries: Includes salaries for all sewer employees. YTD is currently at 70% of budget due to timing of payroll.

Line 10 Benefits: Includes employee insurance, PERS retirement, workers compensation, payroll taxes, and education & training. YTD is currently at 78% of budget due to the timing of the annual workers compensation payment.

Line 13 Contractual Services: Includes lab testing, engineering, GIS support & other contractual services. YTD is currently at 83% of budget due to more services being performed than anticipated.

Line 14 Power: Includes electricity used for Sewer. YTD is currently at 70% of budget.

Line 15 Operations & Maintenance: Includes compost disposal, vehicle maintenance, vehicle fuel, uniforms, small tools, and salaries for mechanics. YTD is currently at 91% of budget due to maintenance on backhoe loader and fence improvements at the wastewater treatment plant.

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

Line 19 Utilities (G&A): Includes gas, water, and telephone expenses. YTD is currently at 95% of budget due to higher than anticipated water usage for the wastewater treatment plant.

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

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

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

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

- \$451.3K – Storage Building/Office/Lab
- \$47K - Wastewater Maintenance Building Paving Project
- \$36K – Mini-Lift Station Project
- \$16.5K – Wastewater Operations Manager Vehicle



Helendale CSD
Statement of Revenues and Expenses - Recycling Center
As of February 28, 2022
(Unaudited)

	Feb. 2022	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Retail Sales	\$ 24,985	\$ 215,517	\$ 300,000	72%	\$ 196,441
3 Donations	-	-	-	0%	-
4 Board Discretionary Revenue	-	-	(126,740)	0%	-
5 Miscellaneous Income (Expense)	7,623	7,623	-	0%	-
6 Total Revenues	32,608	223,140	173,260	129%	196,441
7 Expenses					
8 Salaries & Benefits					
9 Salaries	10,176	93,248	126,472	74%	67,707
10 Benefits	1,628	13,097	18,266	72%	10,805
11 Total Salaries & Benefits	11,805	106,345	144,738	73%	78,512
12 Recycling Center Operations					
13 Contractual Services	-	-	2,500	0%	-
14 Operations & Maintenance	2,136	8,715	12,900	68%	7,519
15 Total Recycling Center Operations	2,136	8,715	15,400	57%	7,519
16 General & Administrative					
17 Utilities	576	5,949	8,622	69%	4,434
18 Office & Other Expenses	402	3,141	4,500	70%	2,452
19 Total G&A	978	9,090	13,122	69%	6,886
20 Total Expenses	14,919	124,151	173,260	72%	92,917
21 Net Income (Loss) Before Capital	17,689	98,989	-		103,524
22 Capital Expenses	-	-	-	0%	-
23 Net Income (Loss) After Capital	\$ 17,689	\$ 98,989	\$ -		\$ 103,524

03-Recycling Center Revenues and Expenses

Line 2 Retail Sales: Includes sales revenues from the Thrift Store. YTD is currently at 72% of budget.

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

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 5 Miscellaneous Income/(Expense): Includes gain or loss on sale of assets and other miscellaneous income. YTD activity includes \$7.6K from COVID relief funds.

Line 9 Salaries: Salaries for all recycling center employees, which are all part-time. YTD is currently at 74% of budget due to timing of payroll and Covid hazard pay done in December.

Line 10 Benefits: Includes employee insurance, workers compensation, payroll taxes, and education & training. YTD is currently at 72% of budget.

Line 13 Contractual Services: Includes software support and other contract services. Services are on an as needed basis, no activity through February.

Line 14 Operations & Maintenance: Includes vehicle maintenance, vehicle fuel, operating supplies, and uniforms. YTD is currently at 68% of budget.

Line 17 Utilities (G&A): Includes electric and telephone expenses. YTD is currently at 69% of budget.

Line 18 Office & Other Expenses: Includes advertising, bank charges and other miscellaneous expenses. YTD is currently at 70% of budget.

Line 21 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 February 28, 2022
(Unaudited)

	Feb. 2022	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Property Rental Revenues	\$ 9,390	\$ 84,659	\$ 128,280	66%	\$ 84,602
3 Other Income	-	-	-	0%	815
4 Board Discretionary Revenue	-	-	-	0%	-
5 Total Revenues	9,390	84,659	128,280	66%	85,417
6 Expenses					
7 Contractual Services	-	-	5,000	0%	-
8 Utilities	1,245	7,407	13,795	54%	6,699
9 Operations & Maintenance	41	5,282	16,367	32%	9,165
10 Debt Service	-	26,544	82,833	32%	55,042
11 Total Expenses	1,287	39,233	117,995	33%	70,906
12 Net Income (Loss)	\$ 8,103	\$ 45,426	\$ 10,285	442%	\$ 14,511

04-Property Rental Revenues and Expenses

Line 2 Property Rental Revenues: Includes revenue for 15302 Smithson and 15425 Wild Road properties. YTD is currently at 66% of budget.

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

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

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

Line 8 Utilities: Includes electric & gas expense for the rental properties. YTD is currently at 54% due to the timing of utility bills.

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

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

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



Helendale CSD
Statement of Revenues and Expenses - Parks & Recreation
As of February 28, 2022
(Unaudited)

	Feb. 2022	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Program Fees	\$ 2,685	\$ 38,774	\$ 22,600	172%	\$ 9,820
3 Property Taxes	1,910	14,903	18,000	83%	12,630
4 Donations & Sponsorships	-	5,600	5,500	102%	12,563
5 Rental Income	1,850	19,456	26,075	75%	10,400
6 Developer Impact Fees	-	6,880	6,880	100%	8,600
7 Grants	-	-	-	0%	370
8 Interfund Transfer Out/(In)	(3,508)	(28,067)	(42,100)	67%	(28,067)
9 Board Discretionary Revenue	20,238	241,911	461,446	52%	239,463
10 Miscellaneous Income (Expense)	3,064	3,064	-	0%	-
11 Total Revenues	26,239	302,523	498,401	61%	265,779
12 Expenses					
13 Salaries & Benefits					
14 Salaries	5,835	53,257	77,378	69%	54,124
15 Benefits	3,108	26,066	42,974	61%	24,209
16 Total Salaries & Benefits	8,943	79,323	120,352	66%	78,334
17 Program Expense	10,057	48,863	64,725	75%	23,764
18 Contractual Services	-	35,008	9,560	366%	14,482
19 Utilities	4,623	38,489	64,387	60%	30,747
20 Operations & Maintenance	955	19,932	22,926	87%	21,280
21 Permits & Fees	880	1,317	1,863	71%	880
22 Grant Expense	-	-	-	0%	-
23 Other Expenses	-	711	1,955	36%	8,349
24 Debt Service	-	-	-	0%	20,340
25 Total Expenses	25,457	223,642	285,768	78%	198,177
26 Net Income (Loss) Before Capital	782	78,881	212,633	37%	67,602
27 Capital Expenses	-	(281,582)	(272,500)	103%	(30,918)
28 Net Income (Loss) After Capital	\$ 782	\$ (202,701)	\$ (59,867)	339%	\$ 36,684

05-Parks & Recreation Revenues and Expenses

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

Line 3 Property Taxes: Includes the transfer of property taxes for streetlight utility expenses. YTD is currently at 83% of budget due to timing of property tax receipts.

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

Line 5 Rental Income: Includes rental income from the water shop, storage for the recycling center, community center room rental, church rental, and gymnastics rental. YTD can trend over/under budget depending on needs of rentals. YTD is currently at 75% of budget.

Line 6 Developer Impact Fees: Includes developer Impact Fees. YTD is currently at 100% of budget and is expected to remain as such.

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

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

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

- Radio Tower Site Rent – \$12,076
- Solid Waste Franchise Fees - \$10,072
- Transfer Property Tax Revenue for Street Light Utilities – \$(1,910)

Line 10 Miscellaneous Income/(Expense): Includes gain or loss on sale of assets and other miscellaneous income. YTD activity includes \$3K from COVID relief funds.

Line 14 Salaries: Includes full and part-time Parks and Recreation employees. YTD is currently at 69% of budget.

Line 15 Benefits: Includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education & trainings. YTD is currently at 61% of budget due to workers compensation coming in lower than anticipated.

Line 17 Program Expense: Includes supplies and expenses for the youth soccer league, park, community center, farmers market and other programs. YTD is currently at 75% of budget.

Line 18 Contractual Services: Includes software support and other contract services. YTD is over budget due to security guard services required at the Community Center not budgeted and engineering services performed in January.

Line 19 Utilities: Includes gas and electric for parks and the community center, along with telephone & electricity for street lighting. YTD is currently at 60% of budget.

Line 20 Operations & Maintenance: Includes vehicle maintenance, small tools, vehicle fuel and building repair for the park and community center. YTD is currently at 87% of budget due to \$2.8k sports annual insurance in July, \$2.3k down payment for repair work in unit D in August; and \$848 floor paint work in community center suite D in September.

Line 21 Permits & Fees: Includes permit and inspection fees, along with San Bernardino county fees. YTD can trend over/under budget due to timing of permits and fee payments. YTD is currently at 71% of budget.

Line 23 Other Expenses: Includes uniforms, printing costs, dues & subscriptions, and bank charges. YTD is currently at 36% of budget due to timing of expenses.

Line 24 Debt Service: Includes interest & principal payments on outstanding debt. No debt is budgeted for FY 21/22.

Line 27 Capital Expenses: YTD balance in capital expenses includes the following:

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



Helendale CSD
Statement of Revenues and Expenses - Solid Waste Disposal
As of February 28, 2022
(Unaudited)

	Feb. 2022	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Charges for Services	\$ 48,773	\$ 383,562	\$ 578,519	66%	\$ 365,925
3 Assessments & Fees	408	134,424	236,954	57%	133,569
4 Other Charges	1,700	17,558	16,360	107%	6,212
5 Board Discretionary Revenue	-	-	20,000	0%	-
6 Miscellaneous Income (Expense)	4,768	4,768	-	0%	-
7 Total Revenues	55,650	540,313	852,833	63%	505,706
8 Expenses					
9 Salaries & Benefits					
10 Salaries	6,659	63,818	85,426	75%	56,220
11 Benefits	3,178	28,641	41,861	68%	24,678
12 Total Salaries & Benefits	9,837	92,459	127,287	73%	80,898
13 Contractual Services	-	286,751	565,926	51%	322,574
14 Disposal Fees	16,742	123,214	158,052	78%	116,026
15 Operations & Maintenance	668	4,441	4,531	98%	2,672
16 Other Operating Expenses	7,997	10,577	3,997	265%	5,331
17 Admin Allocation	961	7,691	11,536	67%	7,443
18 Total Expenses	36,206	525,133	871,330	60%	534,944
19 Net Income (Loss)	\$ 19,445	\$ 15,180	\$ (18,497)		\$ (29,238)

06-Solid Waste Disposal Revenues and Expenses

Line 2 Charges for Services – Solid Waste: Includes regular pick up of solid waste. YTD is currently at 66% of budget.

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

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

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

Line 6 Miscellaneous Income/(Expense): Includes gain or loss on sale of assets and other miscellaneous income. YTD activity includes \$4.7K from COVID relief funds.

Line 10 Salaries: Includes salaries for solid waste employees. YTD is currently at 75% of budget due to the timing of payroll and Covid hazard pay done in December.

Line 11 Benefits: Includes employee insurance, CalPERS retirement, workers compensation, payroll taxes, and education & training. YTD is currently at 68% of budget.

Line 13 Contractual Services: Includes Burrtec fees and other miscellaneous contract services. YTD can trend over/under budget due to need and timing of services and fees. YTD is currently at 51% of budget.

Line 14 Disposal Fees: Includes San Bernardino County disposal fees and green waste disposal fees. YTD can trend over/under budget due to need and timing of fees. YTD is currently at 78% of budget.

Line 15 Operations & Maintenance: Includes vehicle maintenance, vehicle fuel, operating supplies, and uniforms. YTD is currently at 98% of budget due to increased fuel costs.

Line 16 Other Operating Expenses: Includes rent for park storage, telephone, postage, event expenses, public outreach, printing, small tools, and bad debt expenses. YTD is over budget due to \$2.4K tax lien write offs in September that were not anticipated on budget and \$7.8K mattress recycling fees in February.

Line 17 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 February 28, 2022
(Unaudited)

	Feb. 2022	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Tower Rent	\$ 12,076	\$ 123,795	\$ 158,511	78%	\$ 119,315
3 Property Taxes	-	71,242	107,345	66%	69,637
4 Solid Waste Billing & Fees	15,964	108,524	162,151	67%	107,611
5 Fees & Charges	2,214	17,644	17,000	104%	15,089
6 Investments	6	5,050	30,000	17%	5,260
7 Other Income	(112,478)	16,476	200	8238%	4,695
8 Board Discretionary Revenue	(22,149)	(256,815)	(354,706)	72%	(252,093)
9 Total Revenues	(104,366)	85,916	120,501	71%	69,515
10 Expenses					
11 Salaries & Benefits					
12 Salaries	41,070	382,129	534,599	71%	343,212
13 Benefits	4,104	191,632	238,381	80%	146,566
14 Directors' Fees	4,735	49,158	89,000	55%	38,730
15 Total Salaries & Benefits	49,909	622,919	861,980	72%	530,268
16 Contractual Services	14,206	169,109	220,836	77%	160,500
17 Insurance	-	63,358	92,924	68%	64,791
18 Utilities	1,305	12,736	21,504	59%	12,014
19 Operations & Maintenance	335	1,139	3,516	32%	639
20 Permits & Fees	-	14,990	16,700	90%	14,747
21 Office & Other Expenses	5,319	52,052	56,635	92%	43,696
22 Election Expense	-	-	-	0%	-
23 Admin Allocation	(96,133)	(769,063)	(1,153,594)	67%	(744,276)
24 Total Expenses	(25,058)	167,240	120,501	139%	82,378
25 Net Income (Loss)	\$ (79,308)	\$ (81,324)	\$ -		\$ (12,863)

10-Administrative Revenues and Expenses

Line 2 Tower Rent: Includes radio tower site rental fees. YTD is currently at 78% of budget.

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

Line 4 Solid Waste Billing & Fees: Includes franchise fees and billing for solid waste. YTD is currently at 67% of budget.

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

Line 6 Investments: Includes investment income and unrealized gain or loss on investments. YTD is currently at 16% of budget due to a decline in interest rates and timing of receipts.

Line 7 Other Income: Other Income includes recycling revenues and other miscellaneous income. YTD activity includes \$14.4K from COVID relief funds and \$2K mattress recycling proceeds.

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

- Radio Tower Site Rent – \$12,076
- Solid Waste Franchise Fees – \$10,073

Line 12 Salaries: Includes full time, part time & overtime for administrative employees. YTD is currently at 71% of budget due to the timing of payroll and Covid hazard pay done in December.

Line 13 Benefits: Includes employee insurance, CalPERS retirement, workers compensation, payroll taxes, employee benefit & morale and education & training. YTD is currently at 80% of budget due to higher than anticipated workers compensation annual premium and annual payment of PERS Unfunded liability.

Line 14 Directors' Fees: Includes directors fees as well as directors training, seminars, and mileage expense. YTD is currently at 55% of budget.

Line 16 Contractual Services: Includes software support, legal services, and auditing & accounting services. YTD is currently at 77% of budget due to more software support services performed in October and December.

Line 17 Insurance: Includes both general liability and vehicle insurance expenses. YTD is currently at 68% of budget.

Line 18 Utilities: Includes telephone and electricity expenses. YTD is currently at 59% of budget.

Line 19 Operations & Maintenance: Includes vehicle maintenance, vehicle fuel, mileage & travel reimbursement, uniforms, and equipment maintenance. YTD is currently at 32% of budget due to timing of maintenance.

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

Line 21 Office & Other Expense: Includes board meeting supplies, public relations, community promotion, bank charges, office supplies, postage, and dues & subscription. YTD is currently at 92% of budget due to higher volume of public notices than anticipated and annual dues and subscriptions paid at the beginning of the fiscal year.

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

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



Helendale Community Services District

DATE: April 21, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #5
Discussion and Possible Action Regarding Adoption of Table of Organization for Fiscal Year 2023

STAFF RECOMMENDATION:

Staff requests approval

STAFF REPORT:

Statutory and regulatory requirements from CalPERS outline that the pay schedules for District Staff be publicly available and adopted in a separate action duly noticed according to the Brown Act. Attached for the Board's consideration are the current ranges and series that meet the specific requirements. The "Table of Organization" includes all ranges, starting pay and top pay for each position, the number of Full-Time Equivalents (FTE's) for each title and the range for each position. The adopted Table of Organization and Organization Chart are incorporated into the budget document and will also be posted on the District's website. The District endeavors to have complete transparency related to salaries and related staffing.

The Table of Organization for FY2023 reflects a 7% cost of living adjustment (COLA) approved by the Board at the March 3, 2022, regular board meeting that will become effective on July 1, 2022. The cost of living adjustment is intended to keep staff salaries in line with inflationary factors included in the Consumer Price Index for the new Riverside-San Bernardino market area. Prior to 2019, the District used the Los Angeles, Orange County index until this new, more applicable index was created.

MODIFICATIONS:

The proposed Table of Organization and Organizational Chart show some modifications in FTE's related to anticipated promotions during the course of the year related to job performance and achievement of certification levels. Due in part to COVID, two of our water staff were delayed in taking certification tests that would allow them to move to the next title within the organizational structure. It is anticipated this year that the Water Maintenance Worker will be able to advance to a Water System Operator I and that the current Water System Operator I will be able to advance to level II. According to the Water Operations Manager, both staff members are ready for this advancement based upon skill, however, they must first take and successfully pass the State certification examination. Further, it is anticipated that the Wastewater Treatment Plant Operator

I will successfully pass the Grade II requirement and advance to the next level in that series. The Maintenance Worker I in Water will move to a Maintenance Worker II position on July 1 pending the opportunity to take his Water I exam. Lastly, Staff is requesting that the range for the Water and Wastewater Managers be moved from Range 50 to Range 55 to allow for step advances. Currently the Wastewater Manager has been at the top of the range for the past year. Moving the range would allow for an annual Merit Increase April 31, 2023 during the annual evaluation. With this modification the Water Manager would be laterally placed in Step 1 and the Wastewater Manager would move laterally to Step 5. This change would give both managers room for merit increases within Range 55.

BACKGROUND:

Failure to follow the CalPERS requirements could (and has had) a negative impact to retirement pay calculations of employees in the PERS system. It is required for employers to follow the specific criteria outlined in California Code of Regulations, section 570.5. These requirements were reiterated in CalPERS Circular Letter 200-003-20 (attached). There are eight requirements that must be met to satisfy the criteria.

- Approved and adopted by the Board in a duly agendized meeting
- Identify position title for every employee
- Show payrate as a single amount or multiple amounts for each position
- Indicate the time base (i.e. hourly, etc.)
- Make it available for the public via posting in office, website or make available upon request
- Must include an effective date
- Retain for five years and have available for public review for that duration.
- Does not reference another document (i.e. contract) instead of disclosing the payrate

If these requirements are not met then the CalPERS "Board in its sole discretion, may determine an amount that will be considered to be payrate" for the perspective retiree.

FISCAL IMPACT: As outlined in the Budget

REQUESTED ACTION: Adopt the Employee Pay Schedule for FY 2023

ATTACHMENTS: Proposed Table of Organization FY 2023
Proposed Organizational Chart for FY2023
CalPERS Circular Letter 200-003-20

DRAFT

Helendale Community Services District
Table of Organization FY 2023
Pay Schedule for FY2023
Effective 7/1/2022 through 6/30/2023

Title	Range	Annually		Monthly		Per Pay Period		Hourly		
Parks		Min	Max	Min	Max	Min	Max	Min	Max	FTE
Rec Leader	10							\$ 15.82	\$ 19.76	0.08
MWI	16	\$ 38,160	\$ 47,656	\$ 3,180	\$ 3,971	\$ 1,467.68	\$ 1,832.93	\$ 18.35	\$ 22.91	1.5
MWII	19	\$ 41,094	\$ 51,321	\$ 3,424	\$ 4,277	\$ 1,580.53	\$ 1,973.87	\$ 19.76	\$ 24.67	0.5**

Water	Range	Min	Max	Min	Max	Min	Max	Min	Max	FTE
MWII	19	\$ 43,970	\$ 54,913	\$ 3,664	\$ 4,576	\$ 1,691.17	\$ 2,112.04	\$ 21.14	\$ 26.40	0.5**
WSO I*	28	\$ 54,913	\$ 68,579	\$ 4,576	\$ 5,715	\$ 2,112.04	\$ 2,637.37	\$ 26.40	\$ 32.97	0.5**
WSO II*	32	\$ 60,614	\$ 75,698	\$ 5,051	\$ 6,308	\$ 2,331.29	\$ 2,911.47	\$ 29.14	\$ 36.39	0.5**
WSOIII*	36	\$ 66,906	\$ 83,557	\$ 5,576	\$ 6,963	\$ 2,573.31	\$ 3,213.72	\$ 32.17	\$ 40.17	1
WOM*	55	\$ 106,960	\$ 133,578	\$ 8,913	\$ 11,131	\$ 4,113.83	\$ 5,137.61	\$ 51.42	\$ 64.22	1
Mechanic-PT	40							\$ 33.18	\$ 41.44	0.48

Wastewater	Range	Min	Max	Min	Max	Min	Max	Min	Max	FTE
TPO II*	32	\$ 60,614	\$ 75,698	\$ 5,051	\$ 6,308	\$ 2,331.29	\$ 2,911.47	\$ 29.14	\$ 36.39	1
TPO III*	36	\$ 66,906	\$ 83,557	\$ 5,576	\$ 6,963	\$ 2,573.31	\$ 3,213.72	\$ 32.17	\$ 40.17	1
WWOM*	55	\$ 106,960	\$ 133,578	\$ 8,913	\$ 11,131	\$ 4,113.83	\$ 5,137.61	\$ 51.42	\$ 64.22	1

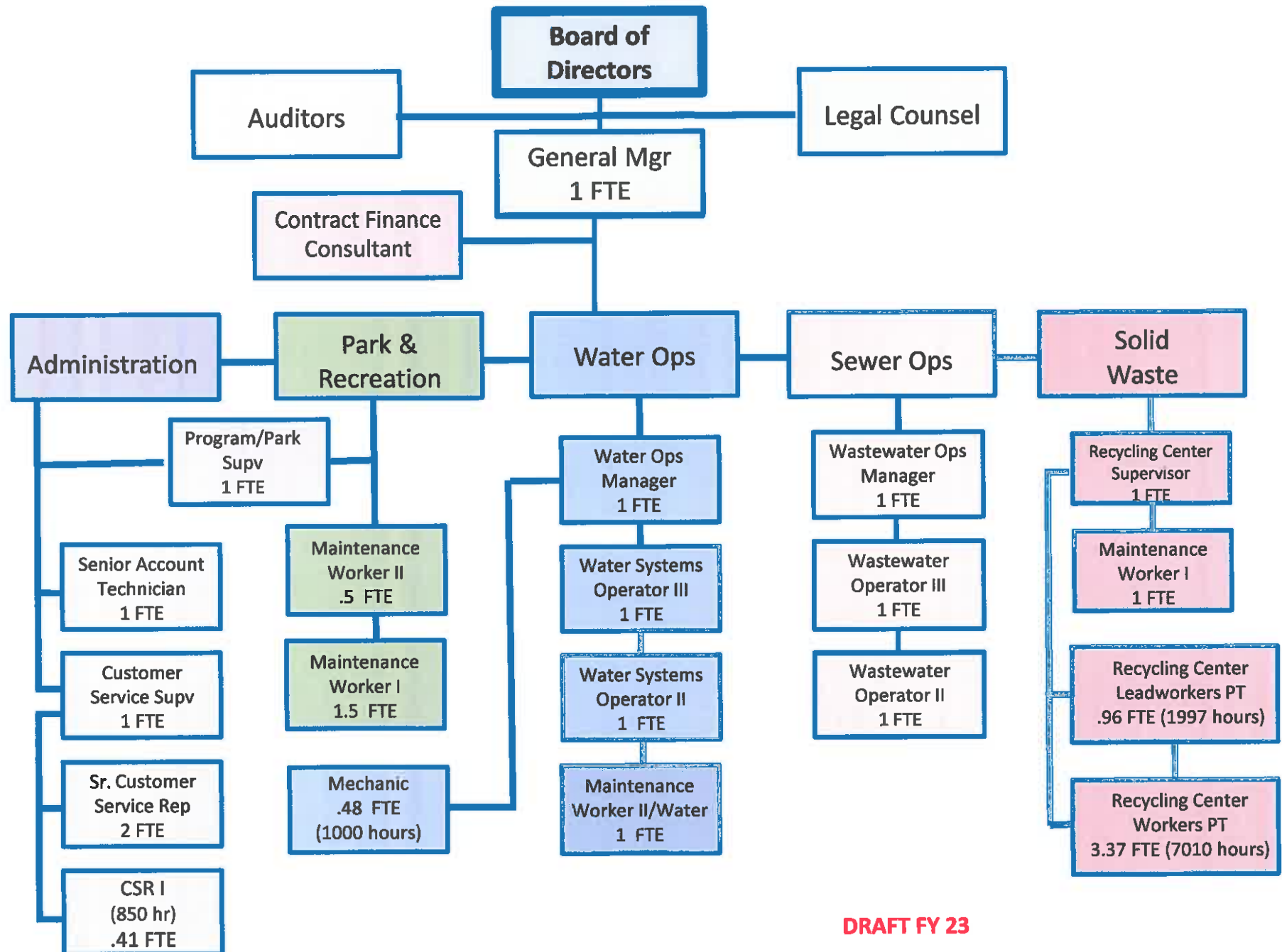
Solid Waste/Recy Cntr	Range	Min	Max	Min	Max	Min	Max	Min	Max	FTE
Recycling Center Worker-PT	5							\$ 15.00	\$ 18.68	3.37
Recycling Center Lead-PT	10							\$ 16.93	\$ 21.14	0.96
MW I	16	\$ 40,831	\$ 50,992	\$ 3,403	\$ 4,249	\$ 1,570.42	\$ 1,961.24	\$ 19.63	\$ 24.52	1
Recycling Center Supv	18	\$ 42,898	\$ 53,574	\$ 3,575	\$ 4,464	\$ 1,649.92	\$ 2,060.52	\$ 20.62	\$ 25.76	1

Administration	Range	Min	Max	Min	Max	Min	Max	Min	Max	FTE
CSR I	15							\$ 16.95	\$ 23.92	0.41
Sr. CSR	23	\$ 48,535	\$ 60,614	\$ 4,045	\$ 5,051	\$ 1,866.73	\$ 2,331.29	\$ 23.33	\$ 29.14	2
Sr. Acct Tech	29	\$ 56,286	\$ 70,293	\$ 4,690	\$ 5,858	\$ 2,164.84	\$ 2,703.59	\$ 27.60	\$ 33.79	1
CSR Supv	41	\$ 75,695	\$ 94,537	\$ 6,308	\$ 7,878	\$ 2,911.47	\$ 3,636.02	\$ 36.39	\$ 45.45	1
Program/ Park Supv*	41	\$ 75,695	\$ 94,537	\$ 6,308	\$ 7,878	\$ 2,911.47	\$ 3,636.02	\$ 36.39	\$ 45.45	1
General Manager*	80	\$ 198,297	\$ 247,646	\$ 16,525	\$ 220,637	\$ 7,626.81	\$ 9,525.84	\$ 95.34	\$ 119.06	1

21.8

**Anticipate moving employee up a grade during the year (Minimum certification/education levels required by some.

Helendale Community Services District



DRAFT FY 23



California Public Employees' Retirement System
P.O. Box 942715 | Sacramento, CA 94229-2715
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442
www.calpers.ca.gov

Payroll

Circular Letter

January 8, 2020

Circular Letter: 200-003-20

Distribution: IV, VI, X, XII, XVI

To: All CalPERS Contracted Agencies (Public Agency, Schools, and State)
Subject: Statutory and Regulatory Requirements for Publicly Available Pay Schedules

Purpose

The purpose of this Circular Letter is to inform all CalPERS Contracted Agencies of the requirements for providing CalPERS with a Publicly Available Pay Schedule in compliance with the Public Employees' Retirement Law (PERL), Public Employees' Pension Reform Act of 2013 (PEPRA), and Title 2 of the California Code of Regulations (CCR).

Purpose of Publicly Available Pay Schedules

Under the PERL and PEPRA, compensation earnable and pensionable compensation are determined in accordance with amounts identified on publicly available pay schedules.

Compensation Earnable

Under Government (Gov.) Code sections 20636 and 20636.1, compensation earnable means the pay rate and special compensation of the member, as further defined by those statutes.

Pay rate for contracting agency and school members is deemed the normal monthly rate of pay or base pay of the member paid in cash to similarly situated members of the same group or class of employment for services rendered on a full-time basis during normal working hours, pursuant to publicly available pay schedules. Pay rate for contracting agency and school members who are not in a group or class is deemed the monthly rate of pay or base pay of the member, paid in cash and pursuant to publicly available pay schedules, for services rendered on a full-time basis during normal working hours, subject to specified limitations.

Pay rate for state members is deemed the average monthly remuneration paid in cash out of funds paid by the employer to similarly situated members of the same group or class of employment, in payment for the member's services or for time during which the member is excused from work, as further specified by subdivision (g) of Gov. Code 20636, pursuant to publicly available pay schedules.

Pensionable Compensation

Pursuant to Gov. Code section 7522.34, pensionable compensation of a new member of any public retirement system means the normal monthly rate of pay or base pay of the member paid in cash to similarly situated members of the same group or class of employment for services rendered on a full-time basis during normal working hours, pursuant to publicly available pay schedules, subject to specified limitations.

Requirements of Publicly Available Pay Schedules

Subdivision (a) of CCR section 570.5 defines the requirements for a publicly available pay schedule used to determine pay rates.

Pay rates shall be limited to the amount listed on a pay schedule that must meet all the following eight (8) requirements:

1. Be duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws
2. Identify the position title for every employee position
3. Show the pay rate as a single amount or multiple amounts within a range for each identified position
4. Indicate the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually
5. Be posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's website
6. Indicate an effective date and date of any revisions
7. Is retained by the employer and available for public inspection for not less than five years
8. Does not reference another document in lieu of disclosing the pay rate

Here is an example of a compliant pay schedule, to the extent it has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws, it is posted on the employer's website, and it is retained by the employer and available for public inspection for not less than five years:

City of CalPERS Salary Schedule for Fiscal Year 17-18 Effective as of 07/01/2017						
Classification	Rate Type	Step 1	Step 2	Step 3	Step 4	Step 5
City Manager	Monthly	\$10,500	\$11,000	\$11,500	\$12,000	\$12,500
City Counsel	Monthly	\$10,000	\$10,500	\$11,000	\$11,500	\$12,000
City Clerk	Monthly	\$5,500	\$6,000	\$6,500	\$7,000	\$7,500
Call Center Representative	Monthly	\$5,000	\$5,500	\$6,000	\$6,500	\$7,000
Analyst	Monthly	\$5,000	\$5,500	\$6,000	\$6,500	\$7,000
Assistant	Monthly	\$4,500	\$5,000	\$5,500	\$6,000	\$6,500
Revised as of 09/01/2017 and adopted by the Board as of 09/15/2017						

Special Compensation

Pursuant to CCR section 571 for classic members, and CCR section 571.1 for new members under PEPRA, special compensation items are defined under an exclusive list. Each special compensation item shall be reported separately from pay rate, in accordance with the criteria described in those regulations. Therefore, a publicly available pay schedule in which the special compensation items are reflected in the pay rates does not comply with CCR section 570.5.

Absence of Publicly Available Pay Schedule

If an employer fails to meet the requirements of subdivision (a) of CCR section 570.5, under subdivision (b), the board may determine in its sole discretion an amount that will be considered as pay rate, taking into consideration all information it deems relevant including, but not limited to, the following:

- Documents approved by the employer's governing body in accordance with requirements of public meeting laws and maintained by the employer
- Last pay rate listed on a pay schedule that conforms to the requirements of subdivision (a) with the same employer for the position at issue
- Last pay rate for the member that is listed on a pay schedule that conforms with the requirements of subdivision (a) with the same employer for a different position
- Last pay rate for the member in a position that was held by the member and that is listed on a pay schedule that conforms to the requirements of subdivision (a) of a former CalPERS employer.

Importance of Publicly Available Pay Schedule

Publicly available pay schedules are required by CalPERS and are a critical component to verify all members' pay rates when calculating members' retirement benefits. Maintaining a compliant publicly available pay schedule will support transparency and expedite CalPERS' review process.

Failure to provide CalPERS with a compliant publicly available pay schedule may result in a retirement benefit being delayed.

Questions

It is the employer's responsibility to comply with all terms and conditions set forth in the employer's contract with CalPERS and to ensure all reportable information is compliant with the PERL, PEPRA, and the CCR.

If you have any questions or concerns, contact the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**), or email MOU_Review@calpers.ca.gov.

Renee Ostrander, Chief
Employer Account Management Division



Helendale Community Services District

DATE: April 21, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
Discussion and Possible Action Regarding Adoption of Resolution 2022-08: A Resolution of the Board of Directors of the Helendale Community Services District Initiating Procedures to Continue Collection of Water and Sewer Standby Charges for Fiscal Year 2023

STAFF RECOMMENDATION:

Staff seeks approval for this item.

STAFF REPORT:

This is a procedural item that comes before the Board on an annual basis. The Collection of Standby Fees is a two-part process which includes the initiation of the process and then in July culminates in a public hearing and possible adoption of second resolution approving the continuation of collection of the standby fees. Once approved by the Board Staff prepares and submit the final list to the County Tax Collector by August 10th.

As a public agency and consistent with LAFCO 2996, the District is allowed to utilize the County property tax process for collection of various forms of debt and fees as the County had historically done. This would include the annual collection of sewer and water standby fees. A standby fee could best be described as a fee for the availability of service. The fee is appropriate to offset the capacity in the system that is reserved for a specific parcel and cannot be allocated to another user. Most of these parcels have water and sewer services stubbed out at the property line and the service is available for connection upon development of the parcel.

In 2014, the District completed an engineering report that provided appropriate substantiation for the Standby Fees. In fact, the engineer's report acknowledged that the appropriate amount for the standby fees should be over \$300 each year. However, the Honorable Board of Directors elected to continue the Standby Fee as a minimum of \$30 for up to a one-acre parcel and increased by \$30 for every additional acre.

The total amount of standby fees the District has received as of 4/18/2022, for fiscal year 2022 is \$17,633.40 for Water and \$15,530.55 for Wastewater including penalties and interest.

The amount for FY23 is \$22,670.10 for water (604 properties) and \$19,080 for wastewater (595 properties). Staff will continue to refine this list prior to the submittal to the County by the deadline of August 10, 2022.

A public protest hearing is scheduled for July 21, 2022, at 6:30 p.m. regarding the imposition of the Water and Sewer Standby Fees. At the hearing, the Board will hear and consider any and all objections or protests to the proposed charges.

FISCAL IMPACT: Potential revenue of approximately \$41,750.

REQUESTED ACTION: Adopt Resolution 2022-08

ATTACHMENTS: Resolution 2022-08
Engineer's Report for Water and Sewer Standby Charges (FY2015)



RESOLUTION NO. 2022-08

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT INITIATING PROCEDURES TO CONTINUE COLLECTION OF WATER AND SEWER STANDBY CHARGES FOR FISCAL YEAR 2023

WHEREAS, the Helendale Community Services District ("the District") is a Community Services District organized and operating pursuant to Government Code 61000 et seq.

WHEREAS, the District is authorized by Government Code Section 61124(a) to impose standby charges for water services pursuant to the Uniform Standby Charge Procedures Act, Government Code Section 54984 et seq. ("the Act").

WHEREAS, under the Act, the District is authorized to fix before August 10th of any given year a water standby charge on land within its jurisdiction to which water service is made available for any purpose by the District, whether the water services are actually used or not.

WHEREAS, under the Act, the District's Board of Directors ("the Board") may establish schedules varying the charge according to land uses, benefit derived or to be derived from the use, availability of facilities to provide water service, the degree of availability or quantity of the use of the water to the affected lands, and may restrict the assessment to one or more improvement districts or zones of benefit established within the jurisdiction of the District, and may impose the charge on an area, frontage, or parcel basis, or a combination thereof.

WHEREAS, pursuant to Resolution No. 2951 of the Local Agency Formation Commission of the County of San Bernardino ("LAFCO"), the District is the successor agency to County Service Area 70, Improvement Zones B and C ("CSA 70 B&C").

WHEREAS, Condition No. 10 of LAFCO Resolution No. 2951 expressly states that "[a]ll previously authorized charges, fees, assessments, and/or taxes of [CSA 70 B&C] currently in effect shall be continued and assumed by the [District] as the successor agency in the same manner as provided in the original authorization pursuant to the provisions of Government Code Section 56886(t);"

WHEREAS, Government Code Section 56886(t) provides that LAFCO Resolution No. 2951 contains the exclusive terms and conditions for the change of organization from CSA 70 B&C to the District is it relates to the "extension or continuation of any previously authorized charge, fee, assessment, or tax by [the District as the] successor local agency in the affected territory."

WHEREAS, prior to the adoption of LAFCO Resolution No. 2951, the territory within the CSA 70 B&C was subject to water and sewer standby and availability charges that had been fixed, levied, and imposed upon such lands.

WHEREAS, the Board wishes to continue, extend, and assume all previously authorized water and sewer standby and availability charges that had been fixed, levied, and imposed upon lands within CSA 70 B&C.

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

1. The public interest and necessity requires the Board to adopt this Resolution initiating proceedings to fix, levy, and collect water standby and availability charges on all properties within the District's jurisdictional boundaries where water service is available pursuant to applicable law, including but not limited to the pertinent provisions of the Act, Condition No. 10 of LAFCO Resolution No. 2951, and/or Government Code Section 56886(t).

2. The public interest and necessity requires the Board to adopt this Resolution initiating proceedings to fix, levy, and collect sewer standby and availability charges on all properties within the District's jurisdictional boundaries where sewer service is available pursuant to applicable law, including but not limited to the pertinent provisions of the Act, Condition No. 10 of LAFCO Resolution No. 2951, and/or Government Code Section 56886(t).

3. The standby charges proposed to be adopted by the Board are based upon the report of a qualified engineer, Bartle Wells Associates, which is attached hereto and incorporated herein by this reference. The content of said report includes, but is not limited to, any and all statements and determinations specifically relating to each of the following:

- a. A description of the charge and the method by which it is proposed to be imposed;
- b. A compilation of the amount of the charge proposed for each parcel subject to the charge;
- c. A statement of the methodology and rationale followed in determining the degree of benefit conferred by the service for which the proposed charge is made;
- d. The District's legal ability to fix and adjust a standby charge, the amount of the proposed charge, and the properties affected thereby;
- e. A description of the lands upon which the charge is proposed to be imposed; and
- f. The amount of the proposed charge for each of the lands so described.

4. On July 14, 2022, at 6:30 p.m., at the District offices located at 26540 Vista Road, Suite C,

Helendale, California, the Board will hold a public protest hearing regarding the imposition of the charge, which hearing shall be conducted in the manner set forth in the Act. At the hearing, the Board may also consider whether to provide that if any charge so adopted becomes delinquent, the amount of the delinquency, together with any interest and penalties thereon, should constitute a lien on the affected property upon the filing of a certificate in the Office of the County Recorder, which lien may have the same force, effect, and priority as a judgment lien. At the hearing, the Board will hear and consider any and all objections or protests to the proposed charges pursuant to the requirements of the Act.

5. The District's General Manager is hereby authorized and directed to cause notice of the date, time, and place of the public hearing on the proposed charges to be duly published prior thereto as may be required by the Act.

APPROVED AND ADOPTED this 21st day of April, 2022, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

By: _____
Tim Smith, President

Attest: _____
Sandy Haas, Secretary



HELENDALE COMMUNITY SERVICES DISTRICT

**ENGINEER'S REPORT
FOR FISCAL YEAR 2014-15
STANDBY CHARGE**

FINAL DRAFT: OCTOBER 2014



BARTLE WELLS ASSOCIATES



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AFFIDAVIT FOR THE ENGINEER'S REPORT: HELENDALE COMMUNITY SERVICES DISTRICT WATER STANDBY CHARGE

This Report describes the annual Standby Charge of the Helendale Community Services District (the CSD), which was initially formed by the County of San Bernardino as County Service Areas 70 B & C and assumed by the CSD as part of the reorganization pursuant to Condition 10 of LAFCO Resolution No. 2996, adopted June 21, 2006. This Report outlines the assessment methodology, affected parcels, and assessments to be levied for Fiscal Year 2014-2015. Reference is hereby made to the San Bernardino County Assessor's Maps for a detailed description of the lines and dimensions of parcels that are subject to the Standby Charge. The undersigned respectfully submits the enclosed Report as directed by the District's Board of Directors.

Dated this _____ day of _____, 2014.

By: _____
Kimberly Cox, General Manager

By: _____
Douglas Dove, PE, CIPFA
President/Principal

OVERVIEW

Pursuant to the provisions the Uniform Standby Charge Procedures Act (Gov. Code, §§ 54984-54984.9; "Act"), public agencies may set a water and/or sewer standby charge each year for making infrastructure available to property whether the services are used or not. (§ 54984.2.) On November 5, 1996, the electorate adopted an initiative measure ("Proposition 218"), amending the California Constitution by adding articles XIII C and XIII D. Under article XIII D, new limitations and procedural requirements for assessments on real property were established and Section 6.b.4 of Article XIII D specifically states:

"Standby Charges, whether characterized as charges or assessments, shall be classified as assessments and shall not be imposed without compliance with Section 4."

However, notwithstanding the following, any assessment/standby charge that was in effect prior to the effective date of Proposition 218 that was imposed exclusively to finance the capital costs or maintenance and operation expenses for sidewalks, streets, sewer, water, flood control, drainage systems or vector control shall be exempt from the procedures and approval process set forth in Section 4. Therefore, the CSD's existing standby charge is not required to re-notice and undergo a Proposition 218 Majority Protest Balloting, unless the CSD wishes to increase the standby charge above its current rate.

Accordingly, the CSD is authorized by law to provide water and sewer service, and may fix, before August 10 of any given year, a water and/or sewer standby charge, on land within the jurisdiction of the CSD to which water and/or sewer services are made available for any purpose by the CSD, whether the water or sewer service is actually used or not.

Upon approval and adoption of the annual standby charge by the CSD Board of Directors, the standby charges for Fiscal Year 2014-2015 shall be submitted to the San Bernardino County Auditor/Controller for inclusion on the property tax roll for each parcel.

For the purposes of this Report, the word "parcel" refers to an individual property assigned its own Assessor Parcel Number by the San Bernardino County Assessor's Office.

HISTORICAL BACKGROUND AND CURRENT LEGISLATION

In November 1996, California voters approved Proposition 218 that established specific requirements for the ongoing imposition of taxes, assessments and fees. The provisions of the Proposition are now contained in the California Constitutional Articles XIII C and XIII D. All assessments described in this Report and approved by the District Board of Directors are prepared in accordance with Uniform Standby Charge Procedures Act (the "Act"), LAFCO Resolution No. 2996 and in compliance with the provisions of the Constitution.

Pursuant to the Article XIII D Section 5 of the Constitution, certain existing assessments and, in this case, standby charges, were exempt from the substantive and procedural requirements of the Article XIII D Section 4. Therefore, a property owner balloting is not required until such time that a new or increased standby charge is proposed. At this time, the CSD does not intend to increase the existing standby charge and this Engineer's Report is in connection with the continued collection of the current standby charge for Fiscal Year 2014-2015.

The standby charge of the CSD may be used for any purpose pursuant to the Act, commencing with Government Code Section 54984.2, whether the water and/or sewer service is actually used or not. The standby charge may also vary according to land uses, benefit derived or to be derived from the use or availability of facilities to provide water, or the degree of availability or quantity of the use of the water to the affected lands. The charge may be imposed on an area, frontage, or parcel basis, or a combination thereof.

The existing standby charge methodology is employed throughout the CSD service area and is only levied against undeveloped parcels to provide equity between existing ratepayers and future customers that are not currently connected to the system by charging a portion of the cost to maintain the water and sewer system to undeveloped parcels that have the potential to develop in the future.

Based on the FY2014-15 budget the existing standby charge for water is estimated to generate \$30,500 annually in comparison to an annual budget for the Water Enterprise Fund in excess of \$1.8 Million. The existing standby charge for wastewater generates \$24,000 annually in comparison to an annual budget for the Wastewater Enterprise Fund in excess of \$1.3 Million.

WATER AND SEWER SERVICES

DESCRIPTION OF CSD

The CSD is located in the High Desert area of San Bernardino County between Barstow and Victorville and has an estimated population of 6,000. The CSD's existing water and sewer service area is approximately five square miles while the District's boundary encompasses more than 100 square miles. The CSD provides water and sewer service to over 2,800 service connections. Over 90 percent of water and sewer connections service single-family residences. The CSD has not experienced much growth in recent years; however, the area has a potential for growth as there are approximately 728¹ undeveloped water parcels and 720¹ undeveloped sewer parcels that may be developed in the future in addition there is significant developer interest in the area as evidenced by the draft Specific Plan that was completed by San Bernardino County Land Use Services in January 2011. This potential development at build-out could generate up to 756² new water and 737² new sewer connections.

In general, the CSD provides for the continued delivery of water and wastewater service to its service area, including the operation, maintenance, servicing, repair and rehabilitation, and expansion of water and sewer facilities. These services are required and provide a special benefit to parcels that are not currently developed and connected to the water and sewer systems as facilities must be available for the orderly development of such properties. Therefore, many public agencies impose a water and sewer standby charge against undeveloped parcels until such time that the property is developed and connected to the existing infrastructure as a ratepayer. Standby charges provide a means to charge undeveloped parcels a proportional share of the cost of the utility that provides a special benefit to undeveloped parcels, including, but not limited to, water and sewer service, repair and replacement of existing facilities, new capital improvements, and operations.

¹ Undeveloped water and sewer parcel information provided in e-mail from Kimberly Cox, 10/2/2014

² New water and sewer connections estimated by the ratio of current connections to current built properties

METHOD OF APPORTIONMENT

BENEFIT ANALYSIS

Similar to many other public water and sewer entities in the State, standby charges provide a means to charge undeveloped parcels a proportional share of the cost of the water utility as a means to spread water and sewer service costs between existing ratepayers and undeveloped parcels, which will generate future customers as parcels are developed. Water and sewer services not only provide a direct benefit to existing customers, but it also provides a special benefit to undeveloped parcels as the CSD continues to provide service now and into the future through the ongoing operations of sewer collection and treatment, water resource management, water production, water quality, and the repair, replacement and expansion of related capital improvements. Most importantly, a standby charge reserves capacity in the existing system for the perspective development.

As previously referenced under the earlier Section of the Engineer's Report entitled "Overview," a standby charge is considered an assessment under the provisions of Article XIII D of the State Constitution. Therefore, all parcels which will have a special benefit conferred upon them and upon which the standby charge will be imposed must be identified (the Assessment Roll). The proportionate special benefit derived by each identified parcel shall be determined in relationship to the entirety of the costs of the capital water improvement, the maintenance and operation expenses of such improvement, and the cost of the property-related service being provided. In addition, no standby charge shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel. In addition to the elements identified above, the standby charge of the CSD may also be used for any purpose pursuant to the Act, commencing with Government Code Section 54984.2. Therefore, the CSD may use standby charge revenue to fund any portion of its annual water and sewer budget. However, as the standby charge is only levied against undeveloped property and has not been increased since the original formation, the CSD's annual expenses for water and sewer services far exceeds revenue generated by the Standby Charge.

ASSESSMENT METHODOLOGY

The current standby charge was originally established by the County of San Bernardino and transferred to the CSD through the LAFCO proceedings that created the CSD. More specifically, Condition 10 of LAFCO Resolution No. 2996 specifically states: "All previously authorized charges, fees, assessments, and/or taxes in effect shall be continued and assumed by the Helendale Community Services District as the successor agency in the same manner as provided in the original authorization pursuant to the provisions of Government Code Section 56886(t)." The CSD does not intend to change the assessment methodology nor increase the existing standby charge; therefore, the continued collection of the current standby charge is in compliance with the Act and Article XIII D of the State

Constitution.

The benefit formula used for apportioning cost over affected parcels reflects the composition of the parcels and the water and sewer services provided. Therefore, as undeveloped parcels are the only parcels subject to the existing standby charge, the most appropriate allocation basis to use to fairly apportion the costs based on the special benefits to each assessable parcel is by assigning Equivalent Benefit Units (EBU's) to each parcel based on the lot size of such parcel. Only undeveloped parcels with water and sewer service readily available to the parcel are assessed. In determining access, the original criterion established for determining development potential is property within 660 feet of a water main. In addition, billable acreage excludes territory of a parcel that cannot access water or sewer services due to unique circumstances, such as, railroad or road impediments, pressure breaks, and drainage easements or other types of easements that restrict the parcel's access to water and sewer services.

EQUIVALENT BENEFIT UNITS

To assess benefits equitably it is necessary to relate each property's proportional special benefits to the special benefits of all other properties that are subject to the Standby Charge. The method of apportionment most commonly used for assessments/standby charges is based on a weighted method of apportionment known as an Equivalent Benefit Unit (EBU) methodology. This proportional weighting may be based on several factors that may include, but are not limited to: the type and status of development (land use), size of the property, location of the property, parcel frontage, or other property related factors. In the case of the Helendale Community Services District, 1 EBU is equal to one acre and the standby charge is assessed only against unimproved property.

The assessable land area of a parcel reflects the development potential of a parcel and the special benefit that the parcel would receive from the water and sewer services. The total number of EBUs assigned to each parcel equals 1 EBU per lot up to one acre in size plus 0.5 EBUs per acre for each fraction of an acre, with a minimum assignment of 1 EBU to assessable parcel.

The following formulas are used to calculate each parcel's EBUs and the total EBUs that are assessed the standby charge:

Parcel's EBUs = 1 EBU minimum up to one Billable Acre and 0.5 EBUs x fractional Billable Acreage

EXAMPLE:

5.6 Acres = 5 EBUs for the first five acres + 0.5 times the remaining fractional acreage of
 $0.6 = (0.5 \times 0.6) = 0.3$ EBUs Total EBUs = 5.3 EBUs

The total number of EBUs equals the sum of all EBUs assigned to Undeveloped Parcels. The existing Standby Charge, equal to \$30 per EBU, is then applied to each parcel's individual EBUs to determine the parcel's proportionate benefit and total obligation. The following formulas are used to calculate each parcel's annual Levy Amount.

Standby Charge per EBU x Parcel's EBUs = Parcel's Levy

EXAMPLE:

5.6 Acres = \$30 x 5.3EBUs = \$159

.5 Acres = \$30 x 1EBU = \$30

1 Acre = \$30 x 1EBU = \$30

DISTRICT BUDGET FISCAL YEAR 2014-2015

The following provides the preliminary proposed budget of the Water and Sewer Enterprise Fund for Fiscal Year 2014-2015. The budget includes the District's estimate of anticipated expenditures associated with the water utility. Pursuant to Section 54984.2 of the Act, the Standby Charge may fund any expenditure type of the proposed budget.

Table 1
Helendale Community Services District
Preliminary Fiscal Year 2014-2015 Budget

Operating Expenses	Water	Sewer
Water Purchases	70,000	NA
Salaries & Benefits	414,984	286,612
Board Compensation	0	0
Professional Fees	33,500	72,500
Service and Supplies	221,900	142,250
Utilities	152,500	104,500
Sub-Total	892,884	605,862
Non-Operating Expenses		
Debt	395,252	54,374
Administration, taxes, etc.	265,582	324,601
Sub-Total	660,834	378,975
Depreciation Expenses		
Depreciation/Amortization	247,677	382,924
TOTAL	\$1,801,395	1,367,761

In determining the portion of the budget that may be funded by the standby charge, Bartle Wells Associates reviewed the CSD's Capital Improvement Program and the CSD's 2012 Water and Sewer Fee Study. Based on the total growth potential of the CSD³, it is projected that the CSD will add approximately 756 new water connections (1017 New EBUs) and 737 new sewer connections (800 New EBUs) through buildout. This growth potential will represent 20.94% (756 new water connections/3612 total water connections) of the CSD's total water service demand and 20.89% (737 new sewer connections/ 3529 total sewer connections) of the CSD's sewer service demand. Therefore, the portion of the CSD's budget that is authorized to be funded by the Standby Charge and represents the special benefit conferred on undeveloped water property and sewer property is \$377,169 (20.94% x \$1,801,395) and \$285,777 (20.89% x \$1,367,761) the special benefit conferred by undeveloped sewer property. The 20.94% of total water demand and 20.89% of total sewer demand at buildout that is expected to be generated from future customers shall be updated at least every five years or at the same time that the CSD's Connection Fee Study is updated.

³ Future Connections estimated by Helendale Community Services District. Estimated EBUs are based on annual assessment tax revenues divided by annual assessments (\$30 per water EBU and \$30 per sewer EBU).

Based on the allocated expenses for the water and sewer enterprise funds of \$377,169 and \$285,777 respectively, the maximum standby charge per water and sewer EBU would be equal to \$370.98 and \$357.22 for Fiscal Year 2014-2015 ($\$377,169 / 1016.67 \text{ EBU}^3 = \370.98 per EBU) and ($\$285,777 / 800 \text{ EBU}^3 = \357.22 per EBU). However, the current rate of \$30 per EBU may not be increased without a majority protest ballot proceeding pursuant to Article XIID Section 4(d) of the State Constitution. The CSD does not intend to increase the existing standby charge at this time and will continue to levy and collect the current standby charge for Fiscal Year 2013-2014.

DISTRICT BOUNDARY DIAGRAMS

The boundaries subject to the standby charge are equivalent to the existing water and sewer service area of the CSD and, by reference are hereby made part of this Engineer's Report. However, only undeveloped parcels within 66 feet of existing water and sewer infrastructure are subject to the Standby Charge. For more detailed specifications on the CSD's service area, diagrams are available for inspection at the administration office during normal business hours.

2014-2015 ASSESSMENT ROLL

Parcel identification, for each lot or parcel subject to the standby charge, shall be the parcel as shown on the San Bernardino County Assessor Parcel Maps and/or the San Bernardino County Secured Tax Roll for the year in which this Report is prepared. The proposed standby charge for each parcel has been prepared in accordance with the original rate established as part of the original formation and the method of apportionment described in this report and has been presented to the Board of Directors.

The standby charge information for each parcel as outlined in this Engineer's Report and confirmed by the District Board, shall be submitted to the County Auditor/Controller, and included on the property tax roll for Fiscal Year 2014-2015. If the parcels referenced by this Engineer's Report are renumbered, reapportioned or changed by the County Assessor's Office after approval of the Report, the new parcel(s) with the appropriate standby charge amount will be submitted to the County Auditor/Controller.

The Assessment roll includes parcels for the water standby fee and parcels for the sewer standby fee. The Assessment Roll has been provided to the Board under separate cover and is on file at the District Office and is made part of this Engineer's Report by reference.



Helendale Community Services District

DATE: April 21, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
Discussion and Possible Action Regarding Approval of Workers Compensation Policy

STAFF RECOMMENDATION:

Staff recommends approval of this item.

STAFF REPORT:

In 2020 the Board approved the transition from SDRMA to Cal Mutual insurance carrier that represented a substantial savings for the District at that time. The Worker's Compensation (WC) insurance came in below the General Managers signing authority and was approved at the Staff level.

Zenith, the new worker's comp carrier is regulated by the Workers Compensation Insurance Bureau (WCIB) and as such is required to perform audits of its clients. The driver for WC costs are District payroll and employee classification. When the District initially secured Zenith as its new WC carrier, the premium was based upon what SDRMA had used with the various classification codes per employee job function. SDRMA is not a regulated insurance provider since it is a JPA. As Zenith audited the District's staff it was determining that several positions had not been assigned to the correct classification code. As some classifications are inherently more dangerous than others this modification was made during the audit. In addition, the policy did not take into account the annual cost of living adjustment (COLA) that occurs every July. The COLA increased the payroll which in turn increased the WC premium. When the audit was completed, it resulted in an additional payment of \$7818 that was billed in July of 2021.

The premium for 5/1/20 – 4/30/21 was \$24,356 after the audit amount was added to the initial premium. For the period of 5/1/21 – 4/30/22 the premium was \$32,294. The proposal received for 5/1/22 – 4/30/23 is \$30,446. Staff believes that we have worked through all of the issues related to payroll and account classifications.

Due to the issues, we have initially with the workers comp carrier and related cost increases, the Board directed Staff to secure a quote from SDRMA. We are awaiting that estimate but anticipate having it for the board meeting.

FISCAL IMPACT: Amount not to exceed \$30,446 for the year of coverage

FISCAL IMPACT: Amount not to exceed \$30,446 for the year of coverage

POSSIBLE MOTION: Approve the amount of \$30,446 for Worker's Compensation costs from May 1, 2022, through April 30, 2023.

ATTACHMENTS: None



Helendale Community Services District

Date: April 21, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette, Park, Recreation and Programs Supervisor
SUBJECT: Agenda item #8
Discussion and Possible Action Regarding National Night Out

STAFF RECOMMENDATION:

Staff requests direction from the Board regarding this matter.

STAFF REPORT:

Helendale CSD has partnered with the Silver Lakes Association and Silver Lakes Market to hold Helendale's National Night Out event since 2016. The event has been held at North Beach and the Silver Lakes Market shopping center. The North Beach location was selected due to the close proximity to neighborhoods, high traffic and easy walking distance for many residents. The location has served the event well, however the layout can be challenging since many of the activities and displays take place in the parking lot. Last year, the Silver Lakes Market shopping center was used for the event. The idea behind this location was to highlight the local businesses as we were just coming out of COVID lockdowns, and it was a good opportunity to support local businesses.

The event is scheduled for Tuesday, August 2, 2022.

Staff recommends that the Board appoint an ad hoc committee for National Night Out.

ATTACHMENTS: None



Helendale Community Services District

DATE: April 21, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #9
Discussion and Possible Action Regarding Approval of a Professional Services Agreement with Kennedy Jenks Consultants for Grant Services

STAFF RECOMMENDATION:

Staff requests input on this item.

STAFF REPORT:

There is an impressive amount of infrastructure funding working its way to the various granting agencies. Mojave Water Agency has work with Kennedy Jenks (KJ) for years with great success. KJ is familiar with the District as they assisted with the Mojave Prop 1 application that secured \$750,000 for Well 13.

Staff believes that there is no better time than now to seek funding for water and wastewater improvements. The skill and relationships that KJ brings to the table along with their familiarity with the high desert and our District uniquely qualifies them to work with the District. The professional services contract would be for 14 months from approval through June 30, 2023.

While the proposal is below the General Manager's signing authority, Management prefers having this discussion with the Board as it may entail additional funding if the District elected to apply for potential grants utilizing KJ's expertise. The proposed amount is for monitoring services only.

If approved by the Board, Staff will prepare the professional services agreement for grant monitoring services.

FISCAL IMPACT: \$23,348

POSSIBLE MOTION: Approve a professional services agreement with Kennedy Jenks for an amount not to exceed \$23,348

ATTACHMENTS: Proposal from Kennedy Jenks



18 April 2022

Kimberly Cox
General Manager
Helendale Community Services District
26540 Vista Road
Helendale, CA 92342

Subject: Proposal for Professional Services, Assistance with Funding Strategy and Grant Application Development, and Grant Management

Dear Kimberly:

Helendale Community Water District (District) has a desire to serve its rate payers through the provision of high-quality municipal, industrial, and agricultural services in the most cost-effective manner. To this end, the District is seeking alternative funding and grant consulting services that will assist the District in tracking, researching, applying for, and managing grants and loans to support delivery of its water/wastewater system improvement projects. Kennedy/Jenks Consultants, Inc. (Kennedy Jenks) has a proven track record providing alternative funding pursuit and grant writing assistance for various State, Federal, private grant programs, and lending institutions. Our team can leverage this knowledge and funding expertise to identify opportunities for funding that would reduce the amount of ratepayer's dollars needed to fund services and projects undertaken by the District. This proposal also includes services to assist with applying for grants and management of grants that are awarded.

Project Overview

Kennedy Jenks will create and manage a grant program, which includes reviewing potential projects and identifying funding opportunities, ongoing monitoring for funding opportunities, and grant preparation and implementation. Kennedy Jenks is aware the highest priority project for the District is the upgrades needed for its wastewater treatment plant. Additional projects related to the District's drinking water system may also be needed.

Scope of Work

Task 1. Review of Potential Projects and Project Memo

In order to identify funding opportunities that may be suitable for the District's projects, Kennedy Jenks will hold quarterly webcasts with District staff to discuss water system projects, and review status, benefits, costs and scope of each project. If applicable, Kennedy Jenks will propose ways to phase and package projects to maximize funding potential.

Based on identified District priorities, Kennedy Jenks will monitor local, state, and federal grant programs in order to identify potential grant opportunities that fit with the District's priorities. Administering agencies to be tracked include:



Kennedy Jenks

- California Department of Water Resources (DWR)
- California State Water Resources Control Board (SWRCB) including Division of Drinking Water
- California Energy Commission
- California Coastal Conservancy
- California Office of Emergency Services
- Governor's Office of Homeland Security
- U.S. Bureau of Reclamation
- U.S. Environmental Protection Agency
- Federal Emergency Management Agency
- National Science Foundation

Kennedy Jenks will prepare a memo to summarize available funding opportunities with details on the requirements applicable to each program, the process and level of effort to apply, and level of funding possible. The memo will conclude with a matrix matching the agreed upon water system projects to potential funding programs. Kennedy Jenks will submit a draft memo for review by District staff and a conference call will be conducted to discuss the information and solicit comments prior to submitting a final memo. The updated funding opportunities will be updated monthly by e-mail in Task 1b.

Task 1a Deliverables:

- Notes from kick-off meeting and up to six conference calls with District staff
- Draft and final memo summarizing available funding opportunities

Task 1b – Ongoing Monitoring of Funding Opportunities

Kennedy Jenks will match the District's projects with available funding opportunities. Kennedy Jenks will monitor existing and new grant and loan programs on a monthly basis for the length of the contract (assumed to be 12 months). Kennedy Jenks will provide the District with monthly email updates on the funding opportunities related to their priorities/projects, in the form of a simple matrix organizing grant opportunities by topic (Drinking Water, Non-Potable Water, Groundwater, Municipal and Industrial Systems, Other). This task includes up to six (6) conference calls to discuss identified opportunities.

Task 1b Deliverables:

- Monthly email updates on the funding opportunities related to their priorities/projects, in the form of a simple matrix organizing grant opportunities by topic

Task 2a – As-Needed Grant Application and Management

Kennedy Jenks will support the preparation of grant applications on an "as-needed" basis, as directed and authorized by the District. Costs for specific grant applications will vary based on the amount of information already developed for the project seeking funding and the grant program. Once a grant program is identified and a District project is deemed eligible, Kennedy Jenks will provide a scope and level of effort for the development of the grant application. If the proposal is accepted, work will move to preparation of a grant application, which may consist of the following activities:

1. Coordination between Kennedy Jenks and District staff to collect project information and applicable agency details relevant to the application.
2. Communication with funding program contacts prior to application preparation and submittal

3. Development of draft application sections, which are anticipated to include project background and need, scope of work, budget including construction and project cost estimates, schedule, and how the project addresses program-specific objectives.
4. Review of draft application sections by District staff. Upon incorporation of comments and any necessary revisions, Kennedy Jenks will finalize the application for submittal to the appropriate funding agency.
5. Final submittal will be responsibility of the District.

Based on experience in preparing applications, we estimate costs for preparing single-agency grant applications between \$10,000 to \$30,000. In addition to the complexity of a grant application, grant application costs are highly dependent on the status of development of a project to be proposed and the level of information available. If a grant application involves a multi-agency effort with extensive review and input occurring by multiple stakeholders, the cost would increase in accordance with the increased level of effort.

Because the scope and costs of these applications are not known at this time, we are not proposing costs as part of this proposal. When a good fit grant is identified for the District's project, Kennedy Jenks will submit an amendment request with the anticipated grant application preparation fee, if requested.

Task 2a Deliverables:

- To be determined based on future authorization.

Task 2a Assumptions:

- Specific scope and budget for this task to be determined as grant opportunities identified.

Task 2b – Grant Administration Services

Kennedy Jenks will provide administration services on an "as-needed" basis, as directed by the District. In general, Kennedy Jenks will take the lead in managing and overseeing implementation of the funding agreements, as described below. This task would include the following activities:

1. Setting up a MS Teams site specific to District grants to facilitate exchange and storage of relevant grant and project files.
2. Assisting with development of final materials to execute the funding agreement, such as revising the work plan, schedule, or budget, as necessary.
3. Performing ongoing management to ensure that all grant agreement requirements are met, including compliance with required submittal of deliverables, compliance with standard conditions, and maintenance of eligibility requirements.
4. Soliciting needed materials from the District project manager, compiling and submitting reimbursement claim and performance report materials, in accordance with the timelines set

forth in the grant agreements. It is anticipated that submittals may be required monthly, quarterly, or semi-annually (every 6 months) depending on the program, and Kennedy Jenks will develop a schedule for review and submission activities for each grant administration assignment requested.

5. Preparing invoice and report templates to be used for the regular submittals, if not provided by the funding agency. Approximately 3 weeks before deliverables are due, Kennedy Jenks will send reminder emails requesting required invoice and report materials. Upon receipt of materials from the District, Kennedy Jenks will review materials for completeness and cost eligibility. As necessary, Kennedy Jenks will request additional information or clarification from the District on the materials submitted. Kennedy Jenks will then submit final materials to the funding agency, ensuring submittal within timelines outlined in the grant agreement or otherwise discussed with the funding program manager. This thorough review process upfront will help reduce the amount of time to receive final approval and reimbursement payments from the funding agency.
6. Maintaining regular communication with grant program managers and will, as necessary, preparing and coordinating grant agreement amendments and/or extensions.
7. Providing analysis to the District on opportunities to fully utilize existing grant funds, in the case that project expenses come in under budget.
8. Upon project completion, Kennedy Jenks will work with the District to prepare and submit draft and final completion reports and retention invoices, as applicable to the program, and will facilitate final grant closeout work with the District to prepare and submit draft and final completion reports and retention invoices, as applicable to the program, and will facilitate final grant close-out.

Costs for management of grants will vary based on the specific agreement requirements, and progress submittals may be required on a semi-annual, quarterly or monthly basis. Based on our experience, we estimate costs for managing a single grant can range from \$8,000 to \$16,000 per year. Because the scope and costs of these applications are not known at this time, we are not proposing costs as part of this proposal.

Task 2b Deliverables:

To be determined based on future authorization, but could include:

- MS Teams site between Kennedy Jenks and District
- Revised grant application materials to fulfill the funding agreement as required by the District
- Materials from District such as reimbursement claim and performance report materials, submitted with timelines outlined in grant agreements
- Preparing invoice and report templates to be used for the regular submittals,
 - a. Reminder emails requesting required invoice and report materials approximately 3 weeks before due date



Kennedy Jenks

Kimberly Cox

Helendale Community Services District

18 April 2022

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Task 3. Project Management

Kennedy Jenks will perform project management and quality control to provide a project that meets the standard of care and the project budget and schedule requirements. Project management activities include internal project setup, monthly progress reports and invoices for work completed, oversight of project teamwork, and overall coordination with the District.

Kennedy Jenks will also provide internal quality assurance/quality control (QA/QC) of all deliverables, including the draft and final deliverables prior to submittal to the District.

Task 3 Deliverables:

- Twelve (12) monthly invoices and progress reports (electronic: MS Word and Adobe PDF).

Task 3 Assumptions:

- Project duration is twelve (12) months.

Estimated Schedule

The proposed budget is based on a fourteen (14) month schedule to coincide with the 2022/2023 Fiscal Year.

Budget

We propose that compensation for the services described above be on a time and expense reimbursement basis in accordance with our attached January 1, 2022 Schedule of Charges. Payments shall be made monthly based on invoices which describe services and list actual costs and expenses. The total budget for On-Call Services for Grant Application and Administration, not including costs of future Task 2 activities, is estimated to be \$23,348 as summarized below. A detailed breakdown of estimated hours is attached. The budget will not be exceeded without prior approval from the District. Depending on the scope of Task 2 activities, additional amendments may be required.

Our Standard Conditions August 1, 2021 are also provided.

Thank you for considering us for this work. Please contact Lauren Everett Smith at 805-973-5723 if you have any questions. We look forward to assisting the District in obtaining grant funding.



Kennedy Jenks

Kimberly Cox

Helendale Community Services District

18 April 2022

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Very truly yours,

KENNEDY/JENKS CONSULTANTS, INC.

Lauren Everett Smith
Project Manager

Enclosures

Very truly yours,

KENNEDY/JENKS CONSULTANTS, INC.

Edward C. Yang, PE
Vice President

Proposal Fee Estimate (Assoc. Proj. Costs or Comm Charges as ODC)

Dwg Sht Row	Jan 3	Water	Client Name: Helendale Community Services District	<input type="checkbox"/> Reason: RBJ/obj
PROJECT Description: Assistance with Funding Strategy and Grant Application Development			Proposal/Job Number: _____ Date: 4/16/2022	

January 1, 2022 Rates	Reg-J-6	Reg-J-7	Reg-J-8	Reg-J-9	Reg-J-10	Reg-J-11	Reg-J-12	Project Assistant	Admin. Assist.	Total	KJ Labor	KJ Materials 6% + Comm Charge 1%	Total Labor	Total Labor + Sales + Expenses
Classification:										Hours	Per	4%		Per
Hourly Rate:	\$225	\$275	\$280	\$235	\$190	\$170	\$135	\$115						
Task 1 - As-Needed Grant Program Research and Monitoring														
Task 1a - Review of Potential Projects and Project Memo		2	10		12					24	\$5,330	\$212	\$5,543	\$5,643
Task 1b - Ongoing Monitoring of Funding Opportunities (monthly e-mail and 6 calls)		4	18		24					46	\$10,180	\$408	\$10,588	\$10,588
Task 1 - Subtotal				0	36	0				70	\$15,480	\$620	\$16,110	\$16,110
Task 2 - Grant Application Preparation														
2a. As-Needed Grant Application and Management (costs to be provided when an application is required)										0	\$0	\$0	\$0	\$0
2b. Grant Administration Services (costs to be provided as necessary)										1	\$0	\$0	\$0	\$0
Task 2 - Subtotal										0	\$0	\$0	\$0	\$0
Task 3 - Project Management														
Project Management			10				2	0		24	\$4,890	\$196	\$5,158	\$5,158
QA/QC			8							8	\$2,000	\$80	\$2,080	\$2,080
Task 3 - Subtotal			24				2			32	\$3,000	\$120	\$3,238	\$3,238
All Tasks Total			62		38		2			102	\$22,480	\$906	\$23,340	\$23,340

Client/Address: ClientName
 StreetAddress1
 StreetAddress2
 CityStateZip

Contract/Proposal Date: ContractProposalDate

Schedule of Charges

January 1, 2022

PERSONNEL COMPENSATION

Classification	Hourly Rate
Engineer-Scientist-Specialist 1	\$140
Engineer-Scientist-Specialist 2	\$170
Engineer-Scientist-Specialist 3	\$190
Engineer-Scientist-Specialist 4	\$205
Engineer-Scientist-Specialist 5	\$225
Engineer-Scientist-Specialist 6	\$250
Engineer-Scientist-Specialist 7	\$275
Engineer-Scientist-Specialist 8	\$295
Engineer-Scientist-Specialist 9	\$310
CAD-Technician	\$130
Senior CAD-Technician	\$145
CAD-Designer	\$160
Senior CAD-Designer	\$175
Project Assistant	\$135
Administrative Assistant	\$115
Aide	\$90

In addition to the above Hourly Rates, a four percent Communications Charge will be added to Personnel Compensation for normal and incidental copies, communications and postage.

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work, will be at cost plus ten percent for items such as:

- Maps, photographs, 3rd party reproductions, 3rd party printing, equipment rental, and special supplies related to the work.
- Consultants, soils engineers, surveyors, contractors, and other outside services.
- Rented vehicles, local public transportation and taxis, travel and subsistence.
- Project specific telecommunications and delivery charges.
- Special fees, insurance, permits, and licenses applicable to the work.
- Outside computer processing, computation, and proprietary programs purchased for the work.

Reimbursement for vehicles used in connection with the work will be at the federally approved mileage rates or at a negotiated monthly rate.

If prevailing wage rates apply, the above billing rates will be adjusted as appropriate.

Overtime for non-exempt employees will be billed at one and a half times the Hourly Rates specified above.

Rates for professional staff for legal proceedings or as expert witnesses will be at rates one and one-half times the Hourly Rates specified above.

Excise and gross receipts taxes, if any, will be added as a direct expense.

The foregoing Schedule of Charges is incorporated into the agreement for the services provided, effective January 1, 2022 through December 31, 2022. After December 31, 2022, invoices will reflect the Schedule of Charges currently in effect.

Client: Helendale Community Services 

Contract/Proposal Date: April 15, 2022

Standard Conditions

1 August 2021

CLIENT and KENNEDY/JENKS CONSULTANTS, INC. ("CONSULTANT") agree that the following provisions shall be a part of their agreement.

1. **TERMS OF PAYMENT.** CLIENT will be invoiced at the end of the first billing period following commencement of work and at the end of each billing period thereafter. Payment in full of an invoice must be received by CONSULTANT within thirty (30) days of the date of such invoice.
2. **EFFECT OF INVOICE.** The work performed shall be deemed approved and accepted by CLIENT as and when invoiced unless CLIENT objects within fifteen (15) days of invoice date by written notice specifically stating the details in which CLIENT believes such work is incomplete or defective, and the invoice amount(s) in dispute. CLIENT shall pay undisputed amounts as provided for in the preceding paragraph.
3. **INTEREST; SUSPENSION OF WORK.** Failure of CLIENT to make full payment of an invoice so that it is received by CONSULTANT within said sixty (60) days of the date thereof subjects the amount overdue to a delinquent account charge of one percent (1%) of the invoice amount per month, compounded monthly, but not to exceed the maximum rate permitted by law. Failure of CLIENT to submit full payment of an invoice within sixty (60) days of the date thereof subjects this agreement and the work herein contemplated to suspension or termination at CONSULTANT's discretion.
4. **ADVANCE PAYMENT: WITHHOLDING OF WORK PRODUCT.** CONSULTANT reserves the right to require payment in advance for work it estimates will be done during a given billing period. CONSULTANT, without any liability to CLIENT, reserves the right to withhold any services and work products herein contemplated pending payment of CLIENT's outstanding indebtedness or advance payment as required by CONSULTANT. Where work is performed on a reimbursable basis, budget may be increased by amendment to complete the scope of work. CONSULTANT is not obligated to provide services in excess of the authorized budget.
5. **STANDARD OF CARE.** CONSULTANT's services performed under this agreement will be performed in a manner consistent with the care and skill ordinarily exercised by members of the profession practicing under similar conditions at the same time and in the same or similar locality. When the findings and recommendations of CONSULTANT are based on information supplied by CLIENT and others, such findings and recommendations are correct to the best of CONSULTANT's knowledge and belief. No warranty, express or implied, is made or intended by this agreement, or by the foregoing statement of the applicable standard of care, or by providing consulting services or by furnishing oral or written reports of findings made. No entity other than CLIENT or CONSULTANT shall be construed as a beneficiary to this Agreement.
6. **INSURANCE COVERAGE.** CONSULTANT is protected by Worker's Compensation insurance as required by applicable state laws and will maintain employer's liability coverage of \$1,000,000 each accident for bodily injury, \$1,000,000 each employee and \$1,000,000 policy limit for bodily injury by disease. During the performance of this agreement CONSULTANT will maintain professional liability insurance with a limit of \$1,000,000 on a claims made, annual aggregate basis, and commercial general liability and automobile liability insurance each with a limit of not less than \$1,000,000 million on an occurrence basis.
7. **ALLOCATION OF RISK.** CLIENT and CONSULTANT have discussed the risks associated with this project and the extent to which those risks should be shared by CLIENT and by CONSULTANT, and have agreed:
(a) To the fullest extent permitted by law, CLIENT agrees to limit the liability of CONSULTANT, its officers, employees, and subconsultants to CLIENT, all landowners, contractors, subcontractors, lenders, suppliers, manufacturers, third parties, and their employees such that the total aggregate liability, including all attorneys fees and costs shall not exceed \$50,000.00 or the total fees paid for CONSULTANT's services on this project, whichever is greater. (b) All damages such as loss of use, profits, anticipated profits, and the like losses are consequential damages for which CONSULTANT is not liable. (c) CLIENT shall give written notice to CONSULTANT of any claim of negligent act, error or omission within one (1) year after the completion of the work performed by CONSULTANT. Failure to give notice herein required shall constitute a waiver of said claim by CLIENT.
8. **SERVICES DURING CONSTRUCTION.** Any construction inspection or testing provided by CONSULTANT is for the purpose of determining compliance by contractors with the functional provisions of project documents only. CLIENT agrees that CONSULTANT will have no inspection responsibilities at the jobsite except to the extent specifically provided for in the agreed upon scope of work. CONSULTANT shall not be held in any way to guarantee any contractor's work, nor to assume responsibility for means, methods or appliances used by any contractor nor to assume responsibility for a contractor's compliance with laws and regulations or for contractor's errors, omissions, or defective work. CLIENT agrees that in accordance with generally accepted construction practices, the construction contractor will be required to assume sole and complete responsibility for jobsite conditions during the course of construction of the project, including safety of all persons and property and that this responsibility shall be continuous and not be limited to normal working hours. CLIENT agrees to require in all construction contracts for the project, provisions that CLIENT and CONSULTANT shall be defended and indemnified by the contractor and its subcontractors and named additional insureds on contractor's and subcontractor's insurance. Any Opinion of Probable Construction Cost furnished by CONSULTANT are based on professional opinions and judgment, and CONSULTANT will not be responsible for fluctuations in construction costs.
9. **SERVICES BY CLIENT.** CLIENT will provide access to site of work, obtain all permits, provide all legal services in connection with the project, and provide environmental impact reports and energy assessments unless specifically included in the scope of work. CLIENT shall pay the costs of checking and inspection fees, zoning application fees, soils engineering fees, testing fees, surveying fees, and all other fees, permits, bond premiums, and all other charges not specifically covered by the scope of work. CLIENT shall designate to CONSULTANT the location of all subsurface utility lines and other subsurface man-made objects (in this agreement collectively called "buried utilities") within the boundaries of the jobsite. CONSULTANT will conduct at CLIENT's expense such additional research as in CONSULTANT's professional opinion is appropriate to attempt to verify the location of buried utilities at the jobsite, but CLIENT shall remain responsible for the accurate designation of their location and, shall indemnify, defend, and hold CONSULTANT harmless from any claims or loss arising from the failure to accurately locate buried utilities.
10. **COMPLIANCE WITH LAWS.** CLIENT and CONSULTANT shall each use reasonable care in its efforts to comply with laws, codes, ordinances and regulations in force at the time of the performance by each under this agreement, insofar as such laws are applicable to a party's performance. Unless otherwise provided for in the scope of work of this agreement or by law, the responsibility for making any disclosures or reports to any third party, for notifying all governmental authorities of the discovery of hazardous materials on the jobsite, and for taking corrective, remedial, or mitigative action shall be solely that of CLIENT. It is CONSULTANT's belief that the work is not subject to California or any applicable state Prevailing Wage Law, unless expressly identified as such within the scope of work. Should it be alleged or determined that some or all of the work is subject to California's or any applicable state Prevailing Wage Law, then CLIENT shall reimburse CONSULTANT for the additional costs associated with CONSULTANT complying with those laws.

Standard Conditions (Page 2)**1 August 2021**

11. **USE OF DOCUMENTS.** Drawings, reports, writings and other original documents (documents) furnished by CONSULTANT are for the exclusive use of CLIENT and CONSULTANT retains all intellectual property rights including copyrights. Documents are furnished to CLIENT upon CLIENT's specific agreement that it assumes all liability resulting from the further distribution of such documents, or any portion of them, and that CLIENT will indemnify CONSULTANT and hold it harmless against any claims associated with the unauthorized use of such documents. In no event will CLIENT or any person acting on its behalf edit, abridge, or modify any document prepared by CONSULTANT without CONSULTANT's express written consent.
12. **ELECTRONIC DATA.** Documents provided by CONSULTANT in electronic formats are provided under the following conditions unless detailed otherwise in the scope of work or by a written amendment. Documents are provided in CONSULTANT's standard software formats. CLIENT recognizes that electronic data and its transmission can be easily damaged, may not be compatible with CLIENT'S software formats and systems, may develop inaccuracies during conversion or use, and may contain viruses or other destructive programs, and that software and hardware operating systems may become obsolete. As a condition of delivery of electronic data, CLIENT agrees to defend indemnify and hold CONSULTANT, its subconsultants, agents and employees harmless from and against all claims, loss, damages, expense and liability arising from or connected with its use, reuse, misuse, modification or misinterpretation. In no event shall CONSULTANT be liable for any loss of use, profit or any other damage.
13. **TERMINATION.** This agreement may be terminated by either party by written notice should the other party fail substantially to perform its obligations under this agreement and continue such default after the expiration of a seven (7) day notice period. Either party may terminate this agreement without necessity of cause upon the expiration of a thirty (30) day notice period. If this agreement is terminated by CLIENT in the absence of default by CONSULTANT, CONSULTANT shall be paid for services performed and costs incurred by it prior to its receipt of notice of termination from CLIENT, including reimbursement for direct expenses due, plus an additional amount, not to exceed ten percent (10%) of charges incurred to the termination notice date, to cover services to orderly close the work and prepare project files and documentation, plus any additional direct expenses incurred by CONSULTANT including but not limited to cancellation fees or charges. CONSULTANT will use reasonable efforts to minimize such additional charges.
14. **PRECEDENCE OF CONDITIONS.** Should any conflict exist between the terms herein and the terms of any purchase order or confirmation issued by CLIENT, the terms of these Standard Conditions shall prevail in the absence of CONSULTANT's express written agreement to the contrary.
15. **ASSIGNMENT: SUBCONTRACTING.** Neither CLIENT nor CONSULTANT shall assign any of its rights including a right to sue, or delegate its duties under this agreement without the written consent of the other.
16. **FORCE MAJEURE.** Any delay or default in the performance of any obligation of CONSULTANT under this agreement resulting from any cause(s) beyond CONSULTANT's reasonable control shall not be deemed a breach of this agreement. The occurrence of any such event shall suspend the obligations of CONSULTANT as long as performance is delayed or prevented thereby, and the fees due hereunder shall be equitably adjusted.
17. **MERGER: WAIVER: SURVIVAL.** This agreement constitutes the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations and/or agreements, written or oral. One or more waiver of any term, condition or other provision of this agreement by either party shall not be construed as a waiver of a subsequent breach of the same or any other provision. Any provision hereof which is legally deemed void or unenforceable shall not void this entire agreement and all other provisions shall survive and be enforceable.
18. **APPLICABLE LAW.** This agreement shall be interpreted and enforced according to the laws of the State of California. In the case of invalidity or unenforceability of any provision or portion thereof, the provision shall be rewritten and enforced to the maximum extent permitted by laws to accomplish as near as possible the intent of the original provision. Nothing herein shall be construed to provide for indemnification against damages arising from a party's gross negligence or willful misconduct.
19. **COUNTERPARTS; SIGNATURES.** This Agreement may be executed simultaneously in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The parties agree that electronic (including without limitation .pdf), email or facsimile signatures of this Agreement shall have the same force and effect as original signatures. Each undersigned representative of the parties to this Agreement certifies that he or she is fully authorized to enter into the terms and conditions of this Agreement and to execute and legally bind such party to this Agreement.