



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

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

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

[www.zoom.com](https://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 at the following link: <https://www.surveymonkey.com/r/HKGNLL8>. We request that all speaker's cards are filled out by 6:25 pm.*

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

- a. Approval of Minutes: April 15, 2021, Regular Board Meeting
- b. Bills Paid Report
- c. Directors Compensation and Expenses
- d. COVID Pandemic Update

#### **4. Reports**

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

#### **Special Presentation:**

5. Eagle Scout Project Presentations

#### **Regular Business:**

6. Discussion and Possible Action Regarding Request to Declare as Surplus Various District-Owned Equipment and Approve Changes to Policy
7. Discussion and Possible Action Regarding Adoption of Resolution 2021-08: A Resolution of the Board of Directors of the Helendale Community Services District Initiating Procedures to Continue Collection of Water and Sewer Standby Fees for Fiscal Year 2022

8. Discussion Only Regarding Review of Proposed Budget for Solid Waste Fund

9. Discussion and Possible Action Regarding the District's Public Outreach

**Other Business**

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

**Closed Session**

11. Conference with Legal Counsel - Existing Litigation:

Government Code Section 54956.9(d)(1)

City of Barstow, et al. v. City of Adelanto, et al.,

Riverside County Superior Court Case No. 208568

12. Report of Closed Session Items

13. Adjournment

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



# Helendale Community Services District

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Date: May 6, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #3  
Consent Items

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## **CONSENT ITEMS**

- a. Approval of Minutes: Regular Board Meeting of April 15, 2021
- b. Bills Paid Report
- c. Directors Compensation and Expenses
- d. COVID Pandemic Update



# Helendale Community Services District

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Date: May 6, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Cheryl Vermette  
SUBJECT: Agenda item #3a  
Approval of Minutes: April 15, 2021, Regular Board Meeting

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*Minutes of the Helendale Community Services District  
REGULAR BOARD OF DIRECTORS MEETING  
April 15, 2021 at 2:00 PM  
26540 Vista Road, Suite C. Helendale, CA 92342*

Pursuant to the provisions of Executive Order N-29-20 issued by Governor Gavin Newsom in response to the COVID-19 pandemic public participation in Helendale CSD's Board Meeting was held via teleconference.

**Board Members Roll Call:**

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

**Staff Members Present:**

Kimberly Cox, General Manager  
Cheryl Vermette, Program Coordinator

**Consultants:**

Steven Kennedy, Legal Counsel

**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 6:30 pm by President Tim Smith, after which the Pledge of Allegiance was recited.

**1. Approval of Agenda**

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

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

**2. Public Participation**

None

**3. Consent Items**

- a. Approval of Minutes: April 1, 2021 Regular Board Meeting and April 8, 2021 Special Board Meeting
- b. Bills Paid Report
- c. Directors Compensation and Expenses
- d. February Financials

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

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

**4. Reports**

a. Directors' Reports

Director Haas reported that she attended the Tri Communities luncheon and told the Board about the Silver Valley Fire Alliance comprised of Dagget, Yermo and Newberry Springs. She announced that they are looking for donations and stated that she would like the Helendale CSD to donate.

Vice President Spiller reported that he has been helping in the Thrift Store in the electronics department. He reported that the Farmers market lost a few vendors due to the wind. And there were less than 10 EBT transactions at the last market.

Director Schneider reported that he helped with traffic control and at the shredding truck on Clean up Day.

b. General Managers Report

A Special Board meeting will be held on April 22 via Zoom for the public. Sheriff John McMahon and the head of his cannabis enforcement unit will be here to make a presentation. The General Manager has a by invitation only meeting on Tuesday with interested parties regarding river grows. The District is concerned about the theft of water. The District may need to hire security, lock hydrants, or both. The General Manager is participating in a CSDA presentation with Senator Grove regarding COVID funding for Special Districts.

Program Coordinator Vermette shared pictures and tonnage information for the Clean Up Day event. She also shared pictures of the new park restroom that was recently delivered. The District bid on and won a wheel balancer for \$475 (plus processing fee and tax) as well as a tire changer for 850 (plus processing fee and tax).

General Manager Cox presented the Cash flow report. The District had \$483,269 in deposits and \$192,927 in disbursements. The total cash balance for the District is \$5,783,743. The water department has a balance of \$1,263,553; the wastewater department has a balance of \$3,698,269; the park fund has a balance of \$273,333; and the solid waste fund has a balance of \$307,464. The District has \$42,368.76 in DCB, \$3,000,000 in LAIF and \$2,734,330.66 in CBB. LAIF quarterly interest posted on 4/15/21 in the amount of \$2,302.49.

General Manager Cox gave the administration report. There was a total of 36 account transfers in March. She presented a graph showing monthly account transfers since 2015. There were 9 credit checks performed in March – 8 were approved and 1 was denied.

### Regular Business

5. Discussion Only Regarding COVID Update

**Discussion:** San Bernardino County Public Health held a second vaccination clinic on April 8<sup>th</sup>, 125 Johnson and Johnson vaccines were dispensed. Half the participants were over 60, the balance of the participants were between 40 and 60. County has transitioned into the Orange tier and anticipates a full reopening on June 15. The State is at a 1.8% positivity rate, the County is at 2%. The focus continues to be on the deployment of vaccinations. The Johnson & Johnson distribution has been halted due to medical issues. Staff continues to monitor cash flow. Currently there are \$55,798.33 in payments due to the District. We do not know when the Governor may rescind the emergency order allowing for disconnections. County will be distributing rent-relief funds.

6. Discussion and Possible Action Regarding Review of Ordinance 2021-01: An Ordinance of the Board of Directors of the Helendale Community Services District Establishing Guidelines for the Conduct of its Public Meetings and Activities

**Discussion:** This item is reviewed with the Board on a regular basis. Adopting the Ordinance with the current date will signify the annual review. This item was requested to be agendaized specifically related to meeting times. Counsel provided an overview of the Resolution. The Board discussed changing the meeting to an earlier time.

**Action:** Director Haas made the motion to change the regular meeting to 4:00 pm on the first and third Thursday of each month. Vice President Spiller seconded the motion.

**Vote:** The motion was voted down by the following 2 – Yes / 3 – No vote: President Smith – No; Vice President Spiller – Yes; Director Clark – No; Director Schneider – No; Director Haas – Yes

**Action:** Vice President Spiller made the motion to adopt Ordinance 2021-01 establishing guidelines for the conduct of its public meetings and activities. Director Schneider seconded the motion.

**Vote:** The motion passed by the following 4 – Yes / 1 – No vote: President Smith – Yes; Vice President Spiller – Yes; Director Clark – Yes; Director Schneider – Yes; Director Haas – No

7. Discussion and Possible Action Regarding Review of Resolution 2021-01: A Resolution of the Board of Directors of the Helendale Community Services District Establishing Policies for its Compensation, Reimbursement, and Ethics Training

**Discussion:** This resolution is scheduled for annual review and was previously discussed on 2/4/21. The Board may wish to make additional modifications at this time. The last review included a discussion of telephonic meetings and modifications to the expense report was made to provide greater clarification of meeting purpose and public

benefit. An electronic template was developed for Directors to fill out and transmit. The expense report approval process includes the General Managers initialing the expense report which authorizes Staff to process in payroll. The Board approves the expenses at each meeting. Oral reports are required for certain meetings. The purpose of the oral reports is to share knowledge with other Directors and provide information to the public regarding the benefit derived for the payment of a stipend. The Board governs itself related to expenses submitted. Stipends are not considered monthly salary but are compensation on a per event occurrence for the contribution of significant time spent for the public benefit.

**Action:** There were no changes made to the Resolution Establishing Policies for Compensation, Reimbursement and Ethics Training.

Director Haas left the meeting at 7:37 pm

8. Discussion and Possible Action Regarding the District's Public Outreach

**Discussion:** This item was tabled due to technical difficulties with the presentation.

**Other Business**

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

President Smith called for a brief recess at 8:00 pm. The Board reconvened at 8:04 and entered closed session.

**Closed Session**

10. Conference with Legal Counsel - Existing Litigation:

Government Code Section 54956.9(d)(1)

City of Barstow, et al. v. City of Adelanto, et al.,

Riverside County Superior Court Case No. 208568

President Smith adjourned the Closed Session at 8:38 pm and reconvened Open Session at 8:39 pm.

1. Report of Closed Session Items

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

12. Adjournment

**Action:** President Smith adjourned the meeting at 8:56 pm

Submitted by:

Approved By:

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

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

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



# Helendale Community Services District

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Date: May 6, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Sharon Kreinop, Senior Account Specialist  
SUBJECT: Agenda item #3 b  
Consent Items: Updated Bills Paid and Presented for Approval

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**STAFF RECOMMENDATION:**

Updated Report Only. Receive and File

**STAFF REPORT:**

Staff issued 63 checks and 16 EFT's totaling \$423,601.68

Total Cash Available:	<u>5/03/21</u>	<u>4/12/21</u>
Cash	\$6,061,854.61	\$5,783,742.52
Checks/EFT's Issues	\$ 423,601.68	\$ 70,846.53

**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 April 2021. Interest earned April 2021 on CBB Sweep Account is \$214.70.





Helendale CSD

# Bills Paid and Presented for Approval

## Transaction Detail

Issued Date Range: 04/13/2021 - 05/03/2021

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
<b>Bank Account: 251229590 - CBB Checking</b>					
04/13/2021	<a href="#">24067</a>	GEORGE LEE	-144.66	Check	Utility Billing
04/13/2021	<a href="#">24068</a>	RICK AGUAYO	-136.66	Check	Utility Billing
04/13/2021	<a href="#">24069</a>	ALDEN MONTERROSO	-198.17	Check	Utility Billing
04/13/2021	<a href="#">24070</a>	SANTOS MORALES	-47.54	Check	Utility Billing
04/13/2021	<a href="#">24071</a>	YINCANG WEI	-380.26	Check	Utility Billing
04/13/2021	<a href="#">24072</a>	KERT WILSON	-174.63	Check	Utility Billing
04/13/2021	<a href="#">24073</a>	HEATHER BOLDRA	-218.17	Check	Utility Billing
04/14/2021	<a href="#">24074</a>	Eide Bailly LLP	-1,903.30	Check	Accounts Payable
04/14/2021	<a href="#">24075</a>	California State Disbursement Unit	-230.76	Check	Accounts Payable
04/15/2021	<a href="#">24076</a>	Amazon Capitol Services	-114.98	Check	Accounts Payable
04/15/2021	<a href="#">24077</a>	ASBCSD	-275.00	Check	Accounts Payable
04/15/2021	<a href="#">24078</a>	Burrtec Waste Industries Inc	-648.42	Check	Accounts Payable
04/15/2021	<a href="#">24079</a>	Choice Builder	-1,144.82	Check	Accounts Payable
04/15/2021	<a href="#">24080</a>	Geo-Monitor, Inc.	-3,137.50	Check	Accounts Payable
04/15/2021	<a href="#">24081</a>	Imperial Sprinkler Supply, Inc.	-140.00	Check	Accounts Payable
04/15/2021	<a href="#">24082</a>	Inland Water Works Supply Co.	-44.35	Check	Accounts Payable
04/15/2021	<a href="#">24083</a>	King of the Hill Floor Care	-600.00	Check	Accounts Payable
04/15/2021	<a href="#">24084</a>	Konica Minolta	-151.06	Check	Accounts Payable
04/15/2021	<a href="#">24085</a>	Rebecca Gonzalez	-500.00	Check	Accounts Payable
04/15/2021	<a href="#">24086</a>	Tyler Technologies, Inc.	-3,150.40	Check	Accounts Payable
04/15/2021	<a href="#">24087</a>	WaterMaster	-1,239.26	Check	Accounts Payable
04/15/2021	<a href="#">24088</a>	JOHN K. BOWERMAN	-98.80	Check	Utility Billing
04/15/2021	<a href="#">24089</a>	CITIGROUP MORTGAGE LOAN TRUST 2019-C	-323.19	Check	Utility Billing
04/15/2021	<a href="#">24090</a>	SB County Registrar of Voters	-3,402.00	Check	Accounts Payable
04/21/2021	<a href="#">24091</a>	A&G Instrument Service and Calibration, Inc.	-1,139.60	Check	Accounts Payable
04/21/2021	<a href="#">24092</a>	Brunick, McElhane & Kennedy	-8,680.25	Check	Accounts Payable
04/21/2021	<a href="#">24093</a>	Burrtec Waste Group, Inc	-58,951.48	Check	Accounts Payable
04/21/2021	<a href="#">24094</a>	Cardmember Services	-1,578.62	Check	Accounts Payable
04/21/2021	<a href="#">24095</a>	County of San Bernardino, Solid Waste Mgmt. Div.	-1,351.72	Check	Accounts Payable
04/21/2021	<a href="#">24096</a>	Frontier Communications	-65.80	Check	Accounts Payable
04/21/2021	<a href="#">24097</a>	Frontier Communications	-62.12	Check	Accounts Payable
04/21/2021	<a href="#">24098</a>	Harbor Freight Tools	-250.10	Check	Accounts Payable
04/21/2021	<a href="#">24099</a>	High Desert Fire Protection Inc	-2,248.18	Check	Accounts Payable
04/21/2021	<a href="#">24100</a>	Home Depot Credit Services	-989.40	Check	Accounts Payable
04/21/2021	<a href="#">24101</a>	Inland Water Works Supply Co.	-234.42	Check	Accounts Payable
04/21/2021	<a href="#">24102</a>	Lowe's Inc.	-969.80	Check	Accounts Payable
04/21/2021	<a href="#">24103</a>	Mojave Desert AQMD	-356.12	Check	Accounts Payable
04/21/2021	<a href="#">24104</a>	Uline	-1,382.06	Check	Accounts Payable
04/21/2021	<a href="#">24105</a>	USA Blue Book	-237.89	Check	Accounts Payable
04/21/2021	<a href="#">24106</a>	Valeria Brown	-200.00	Check	Accounts Payable
04/21/2021	<a href="#">24107</a>	Verizon Wireless	-744.89	Check	Accounts Payable
04/21/2021	<a href="#">24108</a>	Verizon Wireless	-138.63	Check	Accounts Payable
04/26/2021	<a href="#">24109</a>	JIN A. WANG	-82.69	Check	Utility Billing
04/26/2021	<a href="#">24110</a>	NYKITA RILEY	-173.10	Check	Utility Billing
04/28/2021	<a href="#">24111</a>	ACI Payments, Inc	-57.00	Check	Accounts Payable
04/28/2021	<a href="#">24112</a>	Airgas, Inc	-115.06	Check	Accounts Payable



## Bank Transaction Report

Issued Date	Number	Description	Amount	Type	Module
04/28/2021	<a href="#">24113</a>	Allied Public Risk LLC Reversal	29,551.00	Check Reversal	Accounts Payable
04/28/2021	<a href="#">24113</a>	Allied Public Risk LLC	-29,551.00	Check	Accounts Payable
04/28/2021	<a href="#">24114</a>	Bank of America	-2,232.20	Check	Accounts Payable
04/28/2021	<a href="#">24115</a>	Bartle Wells Associates	-3,920.00	Check	Accounts Payable
04/28/2021	<a href="#">24116</a>	Cashier, CDFA- Certified Farmer's Market Program 90303	-882.00	Check	Accounts Payable
04/28/2021	<a href="#">24117</a>	Frontier Communications	-88.96	Check	Accounts Payable
04/28/2021	<a href="#">24118</a>	Konica Minolta	-153.21	Check	Accounts Payable
04/28/2021	<a href="#">24119</a>	Print Mart	-1,127.13	Check	Accounts Payable
04/28/2021	<a href="#">24120</a>	Shred-it USA LLC	-84.57	Check	Accounts Payable
04/28/2021	<a href="#">24121</a>	Sierra Analytical Labs, Inc	-2,450.00	Check	Accounts Payable
04/28/2021	<a href="#">24122</a>	Staples Credit Plan	-209.96	Check	Accounts Payable
04/28/2021	<a href="#">24123</a>	Tyler Technologies, Inc.	-1,214.50	Check	Accounts Payable
04/28/2021	<a href="#">24124</a>	Ultimate Internet Access, Inc	-821.35	Check	Accounts Payable
04/28/2021	<a href="#">24125</a>	Zenith Insurance Company	-21,114.00	Check	Accounts Payable
04/28/2021	<a href="#">24126</a>	Allied Public Risk LLC	-29,551.00	Check	Accounts Payable
04/28/2021	<a href="#">24127</a>	MWC Group, Inc	-113,250.00	Check	Accounts Payable
04/28/2021	<a href="#">24128</a>	MWC Group, Inc	-113,250.00	Check	Accounts Payable
04/28/2021	<a href="#">24129</a>	California State Disbursement Unit	-230.76	Check	Accounts Payable
04/28/2021	<a href="#">24130</a>	USPS	-775.76	Check	Accounts Payable
04/14/2021	<a href="#">EFT0003648</a>	SCE ACH Street Lighting Acct 2-29-286-3263	-1,844.76	EFT	General Ledger
04/14/2021	<a href="#">EFT0003657</a>	CalPERS Classic Pmt PPE 3/14/21	-6,591.97	EFT	General Ledger
04/14/2021	<a href="#">EFT0003658</a>	CalPERS PEPRA Pmt PPE 3/14/21	-1,630.01	EFT	General Ledger
04/14/2021	<a href="#">EFT0003659</a>	CalPERS 457 Pmt PPE	-3,756.41	EFT	General Ledger
04/21/2021	<a href="#">EFT0003662</a>	To record 1st Quarter 2021 Sales Tax Retrun	-2,174.28	EFT	General Ledger
04/26/2021	<a href="#">EFT0003663</a>	SCE ACH Park Wellheads Acct 700448234519	-101.81	EFT	General Ledger
05/02/2021	<a href="#">EFT0003665</a>	SCE ACH Sod Farm Acct 700255337588	-1,019.28	EFT	General Ledger
05/02/2021	<a href="#">EFT0003667</a>	SCE ACH Well 6,7,8,9 & 2 Acct 700620711734	-849.66	EFT	General Ledger
04/22/2021	<a href="#">EFT0003670</a>	SCE ACH WWTP & Wells 3,4 & 1 Acct 700547354472	-497.30	EFT	General Ledger
04/28/2021	<a href="#">EFT0003672</a>	CalPERS Classic Pmt PPE 3/28/21	-7,014.92	EFT	General Ledger
04/29/2021	<a href="#">EFT0003680</a>	CalPERS 457 Pmt PPE	-3,756.41	EFT	General Ledger
04/28/2021	<a href="#">EFT0003681</a>	CalPERS PEPRA Pmt PPE 3/28/21	-1,635.23	EFT	General Ledger
04/20/2021	<a href="#">EFT0003684</a>	To record Tasc Flex Claim Pmt - PPE 4/11/21	-533.33	EFT	General Ledger
05/01/2021	<a href="#">EFT0003685</a>	To record EVO Thrift Store CC Fees 23099	-373.16	EFT	General Ledger
05/01/2021	<a href="#">EFT0003686</a>	To record Global Merchant Fees Acct 4366 -	-454.99	EFT	General Ledger
05/01/2021	<a href="#">EFT0003687</a>	To record Global Merchant Fees Acct 4367 -	-1,599.90	EFT	General Ledger
<b>Bank Account 251229590 Total: (81)</b>					<b>-423,601.68</b>
<b>Report Total: (81)</b>					<b>-423,601.68</b>

**Summary**

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

Count	81	Amount	-423,601.68
<b>Report Total:</b>	<b>81</b>	<b>Amount</b>	<b>-423,601.68</b>

**Cash Account**  
[99.99-111000 Cash in CBB - Checking](#)

Count	81	Amount	-423,601.68
<b>Report Total:</b>	<b>81</b>	<b>Amount</b>	<b>-423,601.68</b>

Transaction Type	Count	Amount
Check	64	-419,319.26
Check Reversal	1	29,551.00
EFT	16	-33,833.42
<b>Report Total:</b>	<b>81</b>	<b>-423,601.68</b>



# Helendale Community Services District

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Date: April 15, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Cheryl Vermette, Program Coordinator  
SUBJECT: Agenda item #3c  
Directors' Expense Reports

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*Compensation and expenses*



HELENDALE COMMUNITY SERVICES DISTRICT  
BOARD MEMBER EXPENSE VOUCHER

NAME: *HENRY SPILLER* Date: \_\_\_\_\_

Date	Event	Expense Description/Explanation	Mileage	Meals	Lodging	Other	Exp. Category
3/30	Public Benefit	Pre Board Meeting					G
3/31	Event	Review of issues discussed at open board meeting					B/C
4/1	Public Benefit	Farmer Market					A
4/7	Event	Rep@ public event					B
4/7	Public Benefit	Board Meeting					J
4/7	Event	Public Meeting Governed by the Brown Act					B
4/7	Public Benefit	Farmer Market					G
4/8	Event	Rep@ public event					A
4/8	Public Benefit	Special Board Meeting					B
4/10	Event	Meeting regarding operation of the district					G
4/10	Public Benefit	CSD Club up day					A
4/13	Event	Public event					J
4/13	Public Benefit	Pre Board Meeting					B
4/14	Event	Review of issues discussed at open board meeting					G
4/14	Public Benefit	Board Meeting					A
4/21	Event	Public Meeting governed by the Brown Act					J
4/21	Public Benefit	Farmer Market					B
4/21	Event	Rep@ public event					G
4/21	Public Benefit						A

Notes/Comments: \_\_\_\_\_

Ok to process for payroll \_\_\_\_\_

Signature: *[Signature]* Date: \_\_\_\_\_

Board Member Signature: *[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





CUSTOMER COPY

Los Domingos

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

4/14/2021 1:04:40 PM  
Terminal SN: 3A504352  
EVO UID: 2021041477A0-171  
EVO ID: 8571  
EVO Payment UID: 2021041464F5  
Small Room->8

Employee: Alejandra

Transaction #: 31  
Account: 8041  
Name On Card: HAAS/SANDRA L  
Entry: Chip  
**Amount: \$18.15**

**Tip: \$\_\_\_\_\_**

**Total: \$\_\_\_\_\_**

Auth Code: 020436  
Response: OK

TC: FAC41F937FCAAE36  
TVR: 8080008000  
AID: A0000000031010  
TSI: 6800  
ATC: 002B  
APPLAB: VISA DEBIT

I AGREE TO PAY ABOVE TOTAL  
AMOUNT ACCORDING TO CARD ISSUER  
AGREEMENT (MERCHANT AGREEMENT  
IF CREDIT VOUCHER)

X.....  
SIGNATURE





# Helendale Community Services District

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Date: May 6, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #3d  
COVID Pandemic Update

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**STAFF RECOMMENDATION:**

Receive and file.

**STAFF REPORT:**

As of April 7, San Bernardino County has transitioned to the Orange stage.

As of April 27, these latest update, the state-wide positivity rate is 1.5% over the prior seven days. San Bernardino County's positivity rate is 2.0%. Helendale shows a total of 524 cases with 13 death.

The County continues to distribute vaccinations and is currently at 241,844 and the state has over 8.4 individuals who are vaccinated. The new cases of Covid is reducing and currently, the State positivity rate is 1.8 and the County's positivity rate remains at 2%.

The recent stimulus package, the American Rescue Plan, explicitly provides the authority for States to transfer money to special districts. Prior stimulus packages did not contain such provisions. Special Districts have lobbied Washington for equal access to these funds but were only granted the acknowledge that states should include special districts in the distribution. To date, the General Manager has participated with CSDA on a call to Senator Grove's office and with Assemblyman Smith requesting that they earmark funds for special districts. With the state's coffers in surplus, our position is that there is no reason why special districts should not receive some of this prolific funding. CSDA has also organized numerous other calls with legislators and districts within their home districts. We are collectively optimistic that this will have positive results. Staff will continue to stay engaged in the process and plead our case for some funding. To date, the District has paid over \$76,000 in COVID related leave and experiences a loss of over \$320,000 in anticipated revenues from the cancellation of events, uses, activities, programs and Thrift Store revenue that impacts the park fund.

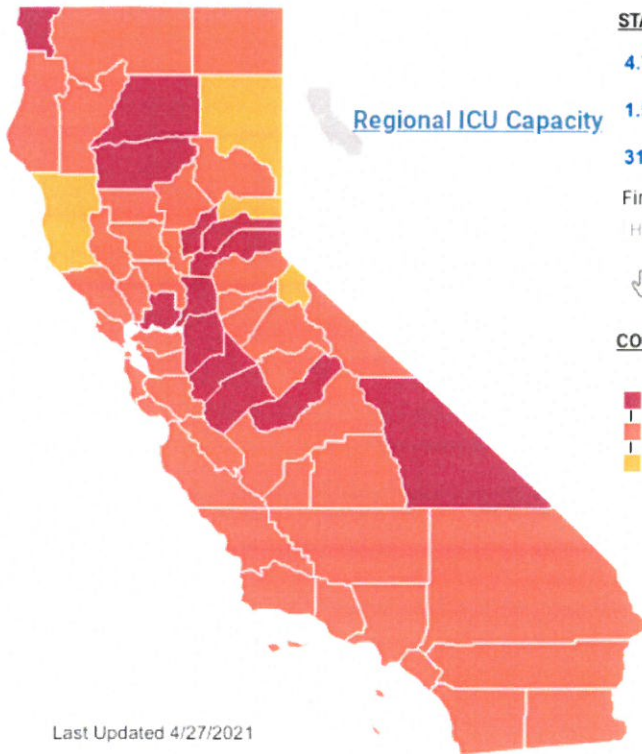


**FISCAL IMPACT:** NA

**ATTACHMENTS:** State Risk Levels (Below)  
CSDA Legislative talking points  
CSDA Infographic

### California's county risk levels

<b>WIDESPREAD</b>	<b>SUBSTANTIAL</b>	<b>MODERATE</b>	<b>MINIMAL</b>
Many non-essential indoor business operations are closed	Some non-essential indoor business operations are closed	Some indoor business operations are open with modifications	Most indoor business operations are open with modifications



#### STATEWIDE METRICS

4.7 New COVID-19 positive cases per day per 100K

1.5% Positivity rate (7-day average)

31.3% ICU availability

Find a county

Highlight County

Click on the map for updated metrics

#### COUNTY RISK LEVELS

	Counties	Population	
Substantial	13	4,672,842	11.6%
Moderate	41	35,333,582	88.0%
Minimal	4	122,736	0.3%



## Talking Points

- California's special districts, like their local government counterparts, are reeling from the effects of the pandemic.
  - 33% of special districts have had staff cutbacks
  - 42% have had to significantly reduce services to their respective communities
  - Many special district funding streams have been dramatically compromised due to pandemic response operations and, for some districts expenses have skyrocketed to pay for mandated health and safety protocols for their frontline workers and the public they serve.
  - Revenue losses are most substantial among fire protection, healthcare/emergency services, recreation and park, port and harbor/transit, and utility districts
  
- Special districts, which provide vital services that many cities and counties cannot, such as fire protection and access to reliable water and electricity, are struggling under the burden of a \$1.92 billion in unmet need with that number growing every day.
  
- Special districts have not received access to COVID-19 relief federal funding programs, unlike other government entities: the state, schools, cities and counties.
  - Federal and state governments funding for local government has been directed solely to the city and county levels, and yet as Special districts are public entities they also have not benefitted from the COVID relief programs for businesses and non-profits, such as PPP, tax credits, or grants.
  
- California's revenues are enough to share.
  - Congress has approved a total of \$57.955 billion in relief funds to aid California and its local governments.
  - Of this the State will have received a total \$36.14 billion in discretionary dollars to address COVID-19 impacts.
  - Cities and counties will have received \$21.8 billion in direct allocations from the federal government.
  
- Through the American Rescue Plan Act (ARPA), **Congress has provided a flexible solution by explicitly empowering states with authority to transfer Coronavirus State Fiscal Recovery monies to special districts.** We urge California to use this authority to its fullest extent and distribute a portion of to California's special districts for the benefit of the millions of Californians we serve statewide.
  
- Dedicating a fair share of these unanticipated one-time funds to address unmet COVID-19 response impacts on special districts and the communities they serve is an appropriate use, consistent with the near \$1.8 billion California distributed to cities and counties from its Coronavirus Relief Funds.
  
- **There is precedent that supports this request and your ability to grant it.**
  - **Last year, the states of Colorado and Oregon included special districts in distributions of Coronavirus Relief Fund monies to local governments and Colorado has already indicated they plan to also share their Rescue Act funds.**

# SPECIAL DISTRICTS COVID19 IMPACTS

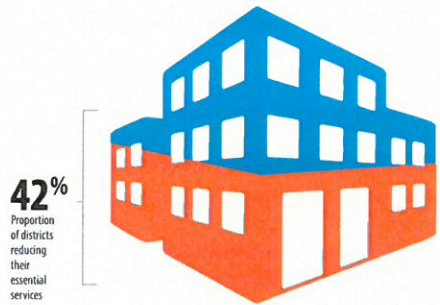
More than 2,000 independent special districts continue providing critical infrastructure and essential services to millions of Californians. Unlike cities, counties, businesses, and non-profits, these local governments have not received direct federal or state Coronavirus relief funding.

**Total Fiscal Impact**



Approximately 86 percent of the overall impacts are reported as revenue losses.

**Community Impacts: Reduced Essential Services**

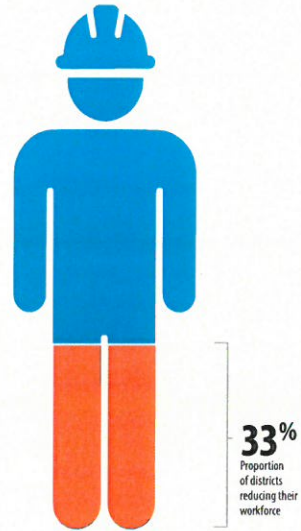


**Community Impact: Economic Development**

**120,000+**  
 Special districts employ over 120,000 front-line workers statewide.

**58%**  
 Special districts reporting COVID-19 fiscal impacts provide services to a disadvantaged community.

**Community Impacts: Reduced Workforce**

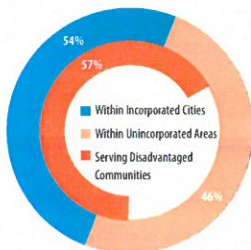


**SPECIAL DISTRICTS OPERATE CRITICAL FACILITIES AND INFRASTRUCTURE AND PROVIDE LOCAL SERVICES ESSENTIAL TO THE PUBLIC'S HEALTH AND SAFETY**  
 Airport, Harbor/Port, Flood Control/Levee, Healthcare, Fire Protection, Sanitation, Utility/Energy, Water, Transit

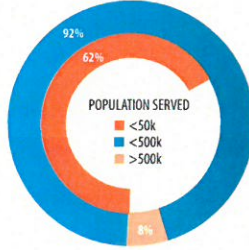


**SPECIAL DISTRICTS MEET THE NEEDS OF CALIFORNIA'S DIVERSE COMMUNITIES**

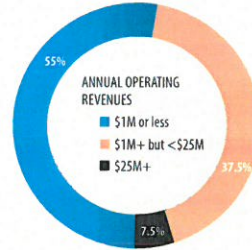
**SPECIAL DISTRICTS SERVE VARIED COMMUNITIES**



**SPECIAL DISTRICTS SERVE COMMUNITIES LARGE AND SMALL**



**SPECIAL DISTRICTS HAVE A SPECTRUM OF FINANCIAL RESOURCES**



Without special district access to COVID-19 funding relief, communities statewide will continue to experience reductions in essential services, cuts to front-line workforces, and deferrals of critical infrastructure projects.

**WE CALL ON THE STATE TO ENSURE SPECIAL DISTRICT ACCESS TO COVID-19 FUNDING RELIEF.**

\*Data and assumptions: The California Special Districts Association conducted a statewide survey January 13 through February 5, 2021 open to all independent special districts across California regardless of membership status. Data captured for this survey represents individual responses from 223 special districts.





# Helendale Community Services District

DATE: May 6, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #6  
Discussion and Possible Action Regarding Request to Declare as Surplus Various District-Owned Equipment and Approve Changes to Policy

---

## **STAFF RECOMMENDATION:**

Staff seeks approval of this request.

## **STAFF REPORT:**

In 2008 the Board approved a policy for the disposal of District-owned assets which outlines the process to be followed when equipment and vehicles have exceeded their useful life or are no longer needed by the District. Typically, the District uses equipment until the asset's repair costs exceeds its usability and then parks it for surplus. The Equipment Salvage Policy is attached for the Board's review. When there are several items to be surpluses, the matter is then agendized for Board consideration. The last time items were surplusd was 9/6/2018 through an auction house in Orange County.

Upon review of the policy, Staff has highlighted some recommended modifications related, primarily to the Real property. A separate policy was approved by the Board on 3/24/08 related to the disposal of land. In addition, "auction" was added to Section 2 as an included option. "Auction" was listed as an option in section C(1), but not Section 2. This helps to provide clarity for both sections. Attached for your review is a copy of the Surplus Property and Salvage Policy and Procedures with suggested modifications.

A spreadsheet is included in this staff report that outlines all pertinent data on the vehicle including license, VIN, current value, etc. If approved by the Board, Staff will seek to liquidate the items in a manner to garner the highest value to the District as outlined in Section 4A(3) of the policy. This may include utilizing an auction service, social marketing site such as Craigs List, or salvaging.

Following are details regarding each item requested for surplus:

### **1989 Chevy C70 Panel Truck (Thrift Store)**

No longer pass smog. Mechanical difficulties. Not worth repairing.

**2003 Dodge 4x4 (203)**

Not worth repairing.

**1991 International Dump Truck**

Carb issues. Not worth repairing.

**1984 International Water Truck**

Carb issues. Not worth repairing.

**1999 Ford 4x4 (307)**

Mechanical issues

**2005 Ford Explorer (312) (160,000 miles)**

Continual Mechanical issues – Will not surplus until new vehicle is acquired.

**2006 Kubota Tractor (3001)**

Replaced by John Deer. Rear Axle locks up. Hydraulic issues.

**2005 Sreco Rodder (3007)**

Needs new motor. Not worth repairing.

**Olympian Generator (3011)**

No longer needed. No permit.

**Ditch Witch**

Carb compliance. Not worth repairing.

**1998 Laymor Power Broom**

Carb compliance. Not worth repairing.

**FISCAL IMPACT:** Sell of surplus items would result in minimal revenue.

**POSSIBLE MOTION:**

A motion to approve proposed changes to policy and to declare as surplus certain District-Owned equipment as outlined in the staff report and direct Staff to dispose of in accordance with policy.

**ATTACHMENTS:** Surplus Property and Salvage Policy and Procedures  
Spreadsheet of Equipment to Salvage

**HELENDALE COMMUNITY SERVICES DISTRICT**  
**Surplus Equipment and Salvage Policy and Procedures**

**Section 1. Purpose.**

The purposes of this policy are to standardize the procedures for the disposal of surplus equipment, vehicles and salvage items of the Helendale Community Services District; and to set forth the duties and responsibilities of the General Manager and District staff in connection therewith.

**Section 2. Definitions.**

**A) Inventorial Equipment** – means District-owned free-standing equipment and vehicles with a useful life of more than two years and a purchase price of \$5,000 or more. Furnishings, computer equipment, portable radios and other electronics costing \$200 or more are inventoried for purposes of security and control and included in this category.

**B) Inventorial Property** – means any District-owned building, office, garage, facility, well, free-standing structure, water system, sewer system or exempt Surplus Land with recorded title, proof of purchase and ownership, letter of contribution, letter of transfer, or proof of self-construction and cost exceeding \$1.

**C) Surplus Inventory** – means any Inventorial Equipment that the District’s Board of Directors has determined to be no longer necessary or useful to the District.

**D) Salvage** – means any District reclaimed or discarded equipment, material, furniture or supply which only has residual value as scrap.

**Section 3. Applicability.**

This policy shall apply to the disposal of Surplus Inventory and Salvage by the District.

**Section 4. Disposal of Surplus Inventory.**

**A) Determination**

1. The District Board of Directors shall, upon presentation of documentation from the General Manager, determine if Inventorial Equipment ~~or Inventorial Property~~ is Surplus Inventory. The documentation presented by the General Manager shall list the Inventorial Equipment ~~or Inventorial Property~~ sought to be declared Surplus Inventory and shall include license, VIN number or other identifying serial number or property identification number, address or physical location, assessor parcel number, estimated book or trade-in value and property description.



**HELENDALE COMMUNITY SERVICES DISTRICT**  
**Surplus Property and Salvage Policy and Procedures**

---

**B) Disposal of Inventorial Equipment**

1. **Trade-in.** When the Surplus Inventory involves a vehicle or equipment to be used as trade-in for a newer vehicle or piece of equipment, the ~~property~~-title shall be signed by the General Manager at the time of transfer or after and remanded to the buyer. The trade-in value of the vehicle or equipment shall be recorded and the sold equipment record kept for five years. Only the District Board of Directors shall have the authority to determine if Inventorial Equipment determined to be Surplus Inventory may be used as trade-in.

2. **Disposal or Sale.** The sale of Inventorial Equipment determined to be Surplus Inventory shall be by the means determined to garner the greatest monetary value. This could include competitive bid, auction, E-Bay sale or advertisement in the local newspaper miscellaneous advertisements. If sold by competitive bid, the sale date, sale location, list of vehicles or equipment to be sold shall be advertised in a local paper and/or trade publication and posted at the District offices and facilities at least ten days before the sale date. Employees, their immediate family or relatives, members of the Board of Directors, and hired consultants are prohibited from bidding during this first process. Inventorial Equipment determined to be Surplus Inventory may be sold on E-bay after a minimum reserve amount has been established. In all circumstances, the bidder with the highest bid price shall be deemed the successful bidder.

a. If the advertised sale of Inventorial Equipment determined to be Surplus Inventory fails to generate a competitive bid, District employees may at this time submit sealed bids for any such items. The employee with the highest bid price shall be deemed the successful bidder.

b. If the offer of sale to employees fails to generate any bids, the Inventorial Equipment determined to be Surplus Inventory shall be sold for scrap or disposed of in a legal manner.

c. All sold or disposed Inventorial Equipment determined to be Surplus Inventory shall be removed from District property within 48 hours of the sale and title transfer unless otherwise agreed by the General Manager and successful bidder.

d. Proceeds of the sale of Inventorial Equipment determined to be Surplus Inventory shall be posted to the Vehicle and Equipment Replacement Fund.

3. **Salvage.** If any Inventorial Equipment determined to be Surplus Inventory is not sold after a reasonable time using the methods set forth above, or if it is determined that such property has no reasonable resale value, the General Manager may consider such property Salvage and proceed with the disposal thereof pursuant to Section 6 below.

4. **Donation.** If any Inventorial Equipment determined to be Surplus Inventory is not sold after a reasonable time using the methods set forth above, or if it is determined that such property is obsolete with no reasonable resale or Salvage value, the General Manager may, upon prior approval of the District's Board of Directors, donate such property to another governmental agency or to a certified local non-profit organization that is eligible to receive such items from the District and which provides benefits to the constituents within the District's service area.

**C). Disposal of Inventorial Property.**

1. The District Board of Directors shall upon presentation of documentation from the General Manager determine if any Inventorial Property is Surplus Inventory. The Board

**HELENDALE COMMUNITY SERVICES DISTRICT**  
**Surplus Property and Salvage Policy and Procedures**

---

shall provide guidance to the General Manager as to how to dispose of the property, whether by competitive bid, auction, demolition, scrap or trade or other such method as determined by the Board and General Manager.

2. The District's Board of Directors may authorize the General Manager to hire property consultants, real estate agents, appraisers, or other professional service providers, as necessary, to assist with the sale or disposal of Inventorial Property determined to be Surplus Inventory.

3. Proceeds from the sale of Inventorial Property determined to be Surplus Inventory shall be posted to the Property Replacement Fund unless otherwise directed by the District Board of Directors.

**Section 5. Disposal of Salvage.**

A) Unless otherwise prohibited by law, the General Manager, from time to time, may authorize the sale of Salvage items. Salvage items determined to be surplus, may be sold to recycle centers, other agencies, private businesses, public or private organizations, or non-profit organizations.

B) Proceeds from the sale of Salvage items shall go to the employee benefit and morale fund to offset costs of employee morale and incentive programs to a maximum of \$1,000.00 per quarter or \$4,000.00 per fiscal year.

C) Funds received from the sale of Salvage items shall be posted to the Salvage and Scrap Sales account in the General Fund. Employee expenses paid shall be posted to the Employee Benefit and Morale Expense account. The balance remaining shall be kept in a separate spreadsheet and the balance and account activity reported to the General Manager on a monthly basis.

**Section 6. Extent of Authorization.**

A) The District Board of Directors and the General Manager, to the limited extent expressly set forth herein, are the only parties authorized to sell Surplus Inventory and Salvage. No other District employee shall sell or donate any District vehicles, equipment, furniture or material without the express written authorization of the Board of Directors.

B) Unauthorized removal, disposal, or expropriation of any District-owned Inventorial Equipment, regardless of estimated value, constitutes a breach of District policy and could be construed as misappropriation of public funds.



# Helendale Community Services District

## Vehicle and Equipment Inventory

Year	Make	Description		(New Equipment in BOLD)			Value Purchase	Life (Years)	Vendor
		Model	License #	GVWR	Serial Number				
<b>2003 Dodge</b>	<b>2500 4X4 Utility Service Truck</b>		<b>1153797</b>	<b>6,391</b>	<b>3D6WU28W33G823096</b>	<b>16,289.00</b>	<b>10</b>	<b>CSA</b>	
1991 International	Dump Truck 2-axle Class JT	1159628		14,740	1HTSDZ7N8MH323788	6,000.00	10	AUCTION	
1984 International	Water Tank Truck	1295637		12,930	1HSLRVGNXEHA21801	5,000.00			
1999 Ford	F350 Service Truck	1008880		5604	1FTSX3168XEB65774	3,345.00	7	CSA	
2005 ford	Explorer 4X4 Sport Utility Vehicle	1209409			1fmeu72e46ua15576	19,163.00	10	CSA	
1989 Chevrolet	C-70 Panel Truck	1259948		21200	1GBG7D1B6KV11-2068	1,500.00	10	AUCTION	
1998 Laymor	Powerbroom				25994-001	9,643.63	10		
Olympian	Generator - OLY00000KNPF00341				119772/13	12,201.75	15	AUCTION	
2006 KUBOTA	TRACTOR LOADER W/ IMPLEMENTS	SE545705			518337Y50269	34,000.00	10	STOTZ EQUIPMENT	
2005 SRECO	Trailer Mounted Rodding Machine	1209321		2000	4H5HB16143L042565	19,721.00	10	CSA	
1999 DitchWitch	Ride on 4x4 Trencher				3S0540	3,000.00	10	AUCTION	



# Helendale Community Services District

DATE: April 15, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #7  
Discussion and Possible Action Regarding Adoption of Resolution 2021-08: A Resolution of the Board of Directors of the Helendale Community Services District Initiating Procedures to Continue Collection of Water and Sewer Standby Fees for Fiscal Year 2022

---

## **STAFF RECOMMENDATION:**

Staff seeks approval of 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 a second resolution approving the continuation of collection of the standby fees. Once approved by the Board, Staff prepares and submits the final list to the County Tax Collector prior to August 10<sup>th</sup>.

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 nominal fee 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 to as of 4/20/2021 for fiscal year 2021 is \$13,182 for Water and \$10,674 for Wastewater including penalties and interest. Staff will continue to refine this list prior to the submittal to the County by the deadline of August 10, 2021.

A public protest hearing is scheduled for July 15, 2021 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 \$42,600.

**REQUESTED ACTION:** Adopt Resolution 2021-05 Initiating the Standby Fee Process

**ATTACHMENTS:** Resolution 2021-05  
Engineer's Report for Water and Sewer Standby Charges (FY2015)





## **RESOLUTION NO. 2021-08**

### **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 2021**

**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 10<sup>th</sup> 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 15, 2020, 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 6th day of May, 2021, by the following vote:**

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

By: \_\_\_\_\_  
Tim Smith, President

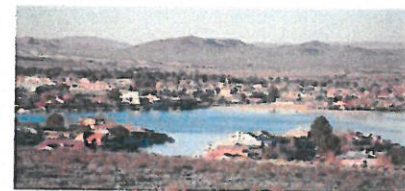
Attest: \_\_\_\_\_  
Sandy Haas, Secretary



# 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**

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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

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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 XIIC and XIID. 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 XIID 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 XIID 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 exiting 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

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## DESCRIPTION OF CSD

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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 728<sup>1</sup> undeveloped water parcels and 720<sup>1</sup> 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 756<sup>2</sup> new water and 737<sup>2</sup> 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.

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

<sup>2</sup> New water and sewer connections estimated by the ratio of current connections to current built properties

## **METHOD OF APPORTIONMENT**

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### **BENEFIT ANALYSIS**

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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 XIID 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**

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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 XIID 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 x 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**

<b>Operating Expenses</b>	<b>Water</b>	<b>Sewer</b>
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
<b>Sub-Total</b>	<b>892,884</b>	<b>605,862</b>
<b>Non-Operating Expenses</b>		
Debt	395,252	54,374
Administration, taxes, etc.	265,582	324,601
<b>Sub-Total</b>	<b>660,834</b>	<b>378,975</b>
<b>Depreciation Expenses</b>		
Depreciation/Amortization	247,677	382,924
<b>TOTAL</b>	<b>\$1,801,395</b>	<b>1,367,761</b>

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 CSD<sup>3</sup>, 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.

<sup>3</sup> 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 ( $\$377,169 / 1016.67 \text{ EBUs}^3 = \$370.98$  per EBU) and ( $\$285,777 / 800 \text{ EBUs}^3 = \$357.22$  per EBU). However, the current rate of \$30 per EBU may not be increased without a majority protest ballot proceeding pursuant to Article XIIIID 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**

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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**

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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: May 6, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #8  
Discussion Only Regarding Review of Proposed Budget for Solid Waste Fund

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## **STAFF RECOMMENDATION:**

None.

## **STAFF REPORT:**

This item was requested by a member of the Board. In response to that request, attached for the Board's review is the current Budget to Actual Report for the fund as well as the proposed budget for Fiscal Year 2022.

Of note, with only two months left in the Fiscal Year 2021, revenues are at 84.25% and expenses are 82.06% resulting in a slight surplus of \$20,285. The budget will lag in revenues and expenses with the April bill going out this week as we bill in arrears for solid waste services.

The new budget reflects the proposed increases based upon the CPI-related increase for curb-side pickup and other related charges. In addition, a slight charge for green waste disposal was requested. If approved, the increase will help offset hauling costs for the community's green waste disposal. Staff is also actively looking for a less costly alternative to help reduce the costs of this service. At SB1383 implementation nears, it is hopeful that the District's robust green waste program will substantially meet the program requirements that have implementation requirements 1/1/22. If targets are not met, then the District would be required by 1/1/24 to impose residential penalties for non-participation in organics reduction.

Currently, for FY 21, the fund has approximately \$20,000 in net revenue, however, the FY22 draft budget is not balanced for this fund with an estimated deficit of -\$38,499. In FY20, the Board committed some discretionary revenue to this fund to help balance it if needed at the end of the year. The Board may wish to consider that again for FY22. If revenues come in higher than projected and/or expenses are lower then the support for the fund may not be necessary. However, based upon Staff's best estimate at this time, it does appear that this fund will end in the deficit. There is approximately \$307,000 in Solid Waste reserves.

Below are changes for Fund 06 from FY21 to FY 22:

### **Revenue**

- Penalties revenue was reduced from \$4,000 to \$2000
- Recycling revenue of \$7,160 was added to the fund to help bolster revenues
- Grant Revenue of \$1000 was included

### **Expenses**

- Salaries increased by \$6,000 due to merit and COLA increases
- Workers Comp costs decreased slightly to \$3,455 over current FY
- PEPR Retirement increased slightly from \$5,537 to \$5967
- Burrtec Services increased from \$540,117 to 565,926
- County disposal was increased by \$20,000 over FY budget to \$147,600
- Greenwaste fees were reduced from \$14,000 to \$10,000
- Vehicle maintenance increase from \$1457 to \$2281 due to \$1000 increase for parts
- Vehicle fuel increased by \$500
- Uniforms reduced from \$439 to \$250

**FISCAL IMPACT:** As noted.

**REQUESTED ACTION:** None

**ATTACHMENTS:** Budget to Actual Report for Fund 06  
Proposed FY 22 Budget for Fund 06



Helendale CSD

# My Budget vs Actual Report

## Account Summary

For Fiscal: FY 2020-2021 Period Ending: 05/31/2021

		Current Total Budget	Period Activity	YTD Activity	Percent Remaining
<b>Fund: 06 - Solid Waste Disposal</b>					
<b>Revenue</b>					
<a href="#">06-410000-00-0</a>	Charges for Services - Solid Waste	582,089.44	0.00	459,407.05	21.08 %
<b>Budget Detail</b>					
<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>	
218 Recovery \$0.07 x 12 months = \$0.84		2,348.00	-0.84	-1,972.32	
Condo \$18.26 x 12 months = \$219.12 (w/ESFR)		43.00	-219.12	-9,422.16	
Duplex \$36.52 x 12 months = \$438.24		1.00	-438.24	-438.24	
Extra Recycling Barrel \$1.44 x 12 months = \$17.28		10.00	-17.28	-172.80	
Extra Trash Barrel \$7.34 x 12 = \$88.08		177.00	-88.08	-15,590.16	
Miscellaneous Solid Waste Revenue		1.00	-40,000.00	-40,000.00	
Recycling Service \$1.77 x 12 months = \$21.24		2,348.00	-21.24	-49,871.52	
Trash Service \$16.49 x 12 months = \$197.88		2,348.00	-197.88	-464,622.24	
<a href="#">06-419000-00-0</a>	Other Fees & Services	0.00	0.00	267.50	0.00 %
<a href="#">06-419500-00-0</a>	Delinquent Fees & Penalties	7,000.00	515.08	6,633.87	5.23 %
<a href="#">06-705000-00-0</a>	Special Assmts - ESFR	232,347.06	0.00	224,831.86	3.23 %
<b>Budget Detail</b>					
<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>	
Condo ESFR \$7.095 x 12 months = \$85.14		43.00	-85.14	-3,661.02	
Single Family ESFR \$85.14 per year (\$85.14/12=\$7.		2,686.00	-85.14	-228,686.04	
<a href="#">06-705500-00-0</a>	Special Assmts - Pr Yr Refuse Land	3,500.00	0.00	5,223.54	149.24 %
<a href="#">06-706000-00-0</a>	Penalties on Delinquent Taxes	4,000.00	0.00	2,027.46	49.31 %
<b>Revenue Total:</b>		<b>828,936.50</b>	<b>515.08</b>	<b>698,391.28</b>	<b>15.75 %</b>
<b>Expense</b>					
<a href="#">06-500001-00-0</a>	Salaries - Full Time	79,269.00	0.00	68,735.04	13.29 %
<a href="#">06-510000-00-0</a>	PERS Retirement	0.00	0.00	211.11	0.00 %
<a href="#">06-510001-00-0</a>	Benefit Plan	31,200.00	0.00	18,260.28	41.47 %
<a href="#">06-510002-00-0</a>	Workers Compensation	1,768.00	0.00	3,475.27	-96.57 %
<a href="#">06-510003-00-0</a>	Payroll Taxes - FICA/Medicare	1,149.40	0.00	898.72	21.81 %
<a href="#">06-510005-00-0</a>	Vision / Dental Expense	0.00	0.00	1,031.03	0.00 %
<a href="#">06-510007-00-0</a>	Retirement Expense 457	0.00	0.00	3,825.59	0.00 %
<a href="#">06-510009-00-0</a>	PEPRA Retirement	5,537.00	0.00	4,579.67	17.29 %
<a href="#">06-521510-00-0</a>	Contract Service - Burrtec Fees	540,117.12	0.00	416,641.75	22.86 %
<b>Budget Detail</b>					
<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>	
Condo \$18.26 x months = \$219.12		43.00	219.12	9,422.16	
Duplex \$36.52 x 12 months = \$438.24		1.00	438.24	438.24	
Extra Recycling Barrel \$1.44 x 12 months = \$17.28		10.00	17.28	172.80	
Extra Trash Barrel \$7.34 x 12 months = \$88.08		177.00	88.08	15,590.16	
Recycling Service \$1.77 x 12 months = \$21.24		2,348.00	21.24	49,871.52	
Trash Service \$16.49 x 12 months = \$197.88		2,348.00	197.88	464,622.24	
<a href="#">06-523500-00-0</a>	SB County Disposal Fees	127,956.00	0.00	133,113.53	-4.03 %
<b>Budget Detail</b>					
<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>	
Residential Disposal fee		12.00	9,938.00	119,256.00	
SB County Dump Pass Fee		12.00	725.00	8,700.00	
<a href="#">06-523550-00-0</a>	Green Waste Disposal	14,000.00	0.00	7,964.51	43.11 %



My Budget vs Actual Report

For Fiscal: FY 2020-2021 Period Ending: 05/31/2021

	Current Total Budget	Period Activity	YTD Activity	Percent Remaining	
<b>Budget Detail</b>					
<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>		
Hauling	45.00	192.00	8,640.00		
Tipping Fee	45.00	119.11	5,360.00		
<a href="#">06-527500-00-0</a>	Rents - Storage at Park	6,000.00	0.00	4,500.00	25.00 %
<a href="#">06-532500-00-0</a>	Telephone	312.00	0.00	258.84	17.04 %
<b>Budget Detail</b>					
<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>		
Verizon Wireless - Tablet & Data Plan	12.00	26.00	312.00		
<a href="#">06-541000-00-0</a>	Operations and Maintenance	0.00	0.00	18.41	0.00 %
<a href="#">06-545000-00-0</a>	Vehicle Maintenance	1,276.32	0.00	1,457.11	-14.16 %
<b>Budget Detail</b>					
<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>		
Mechanic Labor Reimbursement	0.02	38,816.00	776.32		
Parts & Services	1.00	500.00	500.00		
<a href="#">06-545001-00-0</a>	Vehicle Fuel	2,500.00	0.00	1,331.51	46.74 %
<a href="#">06-552700-00-0</a>	Mileage and Travel Reimbursement	0.00	0.00	103.50	0.00 %
<a href="#">06-553000-00-0</a>	Operating Supplies	0.00	0.00	264.14	0.00 %
<a href="#">06-553200-00-0</a>	Postage & Delivery	650.00	0.00	775.76	-19.35 %
<a href="#">06-553555-00-0</a>	Public Outreach	1,735.00	0.00	73.76	95.75 %
<b>Budget Detail</b>					
<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>		
Clean Up Day - Bags & Gloves	2.00	80.00	160.00		
Clean Up Day - Banner	1.00	100.00	100.00		
Clean Up Day - Foods	2.00	100.00	200.00		
Earth Day - Foods	1.00	400.00	400.00		
Earth day - Supplies	1.00	325.00	325.00		
Misc	1.00	100.00	100.00		
Recycled Art Contest	1.00	250.00	250.00		
Workshop - Composting	1.00	200.00	200.00		
<a href="#">06-553600-00-0</a>	Uniforms	439.01	0.00	152.92	65.17 %
<b>Budget Detail</b>					
<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>		
Boot	1.00	250.00	250.00		
Cold Gear	1.00	0.01	0.01		
Pants	5.00	20.00	100.00		
Shirts	4.00	16.00	64.00		
Sweatshirts	1.00	25.00	25.00		
<a href="#">06-553700-00-0</a>	Printing Costs	1,300.00	0.00	1,062.53	18.27 %
<a href="#">06-590100-00-0</a>	Bad Debt Expense	0.00	0.00	997.43	0.00 %
<a href="#">06-999100-00-0</a>	Admin Allocation	11,164.14	0.00	8,373.15	25.00 %
<b>Budget Detail</b>					
<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>		
1% of Admin allocation	0.01	1,116,414.4	11,164.14		
<b>Expense Total:</b>	<b>826,372.99</b>	<b>0.00</b>	<b>678,105.56</b>	<b>17.94 %</b>	
<b>Fund: 06 - Solid Waste Disposal Surplus (Deficit):</b>	<b>2,563.51</b>	<b>515.08</b>	<b>20,285.72</b>	<b>-691.33 %</b>	
<b>Report Surplus (Deficit):</b>	<b>2,563.51</b>	<b>515.08</b>	<b>20,285.72</b>	<b>-691.33 %</b>	



**Group Summary**

Account Type	Current Total Budget	Period Activity	YTD Activity	Percent Remaining
<b>Fund: 06 - Solid Waste Disposal</b>				
Revenue	828,936.50	515.08	698,391.28	15.75 %
Expense	826,372.99	0.00	678,105.56	17.94 %
<b>Fund: 06 - Solid Waste Disposal Surplus (Deficit):</b>	<b>2,563.51</b>	<b>515.08</b>	<b>20,285.72</b>	<b>-691.33 %</b>
<b>Report Surplus (Deficit):</b>	<b>2,563.51</b>	<b>515.08</b>	<b>20,285.72</b>	<b>-691.33 %</b>



Helendale CSD

*Proposed*

# Budget Report Account Summary

For Fiscal: FY 2021-2022 Period Ending: 05/31/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 06 - Solid Waste Disposal</b>							
<b>Revenue</b>							
<a href="#">06-410000-00-0</a>	Charges for Services - Solid Waste	578,519.28	578,519.28	0.00	0.00	-578,519.28	100.00 %
<b>Budget Detail</b>							
<b>Description</b>							
		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
	218 Recovery \$0.07 x 12 months = \$0.84	2,385.00	-0.84	-2,003.40			
	Condo \$18.64 x 12 months = \$223.68 (w/ESFR)	54.00	-223.68	-12,078.72			
	Duplex \$37.28 x 12 months = \$447.36	1.00	-447.36	-447.36			
	Extra Recycling Barrel \$1.47 x 12 months = \$17.64	10.00	-17.64	-176.40			
	Extra Trash Barrel \$7.48 x 12 = \$89.76	220.00	-89.76	-19,747.20			
	Green Waste Hauling = \$0.37 x 12 = \$4.44	2,385.00	-4.44	-10,589.40			
	Recycling Service \$1.84 x 12 months = \$22.08	2,385.00	-22.08	-52,660.80			
	Trash Service \$16.80 x 12 months = \$201.60	2,385.00	-201.60	-480,816.00			
<a href="#">06-419500-00-0</a>	Delinquent Fees & Penalties	7,200.00	7,200.00	0.00	0.00	-7,200.00	100.00 %
<b>Budget Detail</b>							
<b>Description</b>							
	Penalties	12.00	-600.00	-7,200.00			
<a href="#">06-705000-00-0</a>	Special Assmts - ESFR	233,453.88	233,453.88	0.00	0.00	-233,453.88	100.00 %
<b>Budget Detail</b>							
<b>Description</b>							
	Condo ESFR \$85.14	54.00	-85.14	-4,597.56			
	Single Family ESFR \$85.14	2,688.00	-85.14	-228,856.32			
<a href="#">06-705500-00-0</a>	Special Assmts - Pr Yr Refuse Land	3,500.00	3,500.00	0.00	0.00	-3,500.00	100.00 %
<a href="#">06-706000-00-0</a>	Penalties on Delinquent Taxes	2,000.00	2,000.00	0.00	0.00	-2,000.00	100.00 %
<a href="#">06-712100-00-0</a>	Recycling Revenue	7,160.00	7,160.00	0.00	0.00	-7,160.00	100.00 %
<b>Budget Detail</b>							
<b>Description</b>							
	E-Waste Recycling	5.00	-1,200.00	-6,000.00			
	Mattress Recycling	4.00	-290.00	-1,160.00			
<a href="#">06-740000-00-0</a>	Grant Revenue	1,000.00	1,000.00	0.00	0.00	-1,000.00	100.00 %
	<b>Revenue Total:</b>	<b>832,833.16</b>	<b>832,833.16</b>	<b>0.00</b>	<b>0.00</b>	<b>-832,833.16</b>	<b>100.00 %</b>
<b>Expense</b>							
<a href="#">06-500001-00-0</a>	Salaries - Full Time	85,425.60	85,425.60	0.00	0.00	85,425.60	100.00 %
<a href="#">06-510001-00-0</a>	Benefit Plan	31,200.00	31,200.00	0.00	0.00	31,200.00	100.00 %
<a href="#">06-510002-00-0</a>	Workers Compensation	3,455.55	3,455.55	0.00	0.00	3,455.55	100.00 %
<a href="#">06-510003-00-0</a>	Payroll Taxes - FICA/Medicare	1,238.67	1,238.67	0.00	0.00	1,238.67	100.00 %
<a href="#">06-510009-00-0</a>	PEPRA Retirement	5,966.98	5,966.98	0.00	0.00	5,966.98	100.00 %
<a href="#">06-521510-00-0</a>	Contract Service - Burrtec Fees	565,926.48	565,926.48	0.00	0.00	565,926.48	100.00 %
<b>Budget Detail</b>							
<b>Description</b>							
	Condo \$18.64 x 12 months = \$223.68	54.00	223.68	12,078.72			
	Duplex \$37.28 x 12 months = \$447.36	1.00	447.36	447.36			
	Extra Recycling Barrel \$1.47 x 12 months = \$17.64	10.00	17.64	176.40			
	Extra Trash Barrel \$7.48 x 12 months = \$89.76	220.00	89.76	19,747.20			
	Recycling Service \$1.84 x 12 months = \$22.08	2,385.00	22.08	52,660.80			
	Trash Service \$16.80 x 12 months = \$201.60	2,385.00	201.60	480,816.00			
<a href="#">06-523500-00-0</a>	SB County Disposal Fees	147,600.00	147,600.00	0.00	0.00	147,600.00	100.00 %

Budget Report

For Fiscal: FY 2021-2022 Period Ending: 05/31/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Budget Detail</b>							
<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
Residential Disposal fee		12.00	11,500.00	138,000.00			
SB County Dump Pass Fee		12.00	800.00	9,600.00			
<a href="#">06-523550-00-0</a>	Green Waste Disposal	10,452.40	10,452.40	0.00	0.00	10,452.40	100.00 %
<b>Budget Detail</b>							
<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
Hauling		40.00	156.31	6,252.40			
Tipping Fee		70.00	60.00	4,200.00			
<a href="#">06-532500-00-0</a>	Telephone	312.00	312.00	0.00	0.00	312.00	100.00 %
<b>Budget Detail</b>							
<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
Verizon Wireless - Tablet & Data Plan		12.00	26.00	312.00			
<a href="#">06-545000-00-0</a>	Vehicle Maintenance	2,281.34	2,281.34	0.00	0.00	2,281.34	100.00 %
<b>Budget Detail</b>							
<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
Mechanic Labor Reimbursement		0.02	39,066.87	781.34			
Parts & Services		1.00	1,500.00	1,500.00			
<a href="#">06-545001-00-0</a>	Vehicle Fuel	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<a href="#">06-553200-00-0</a>	Postage & Delivery	650.00	650.00	0.00	0.00	650.00	100.00 %
<a href="#">06-553555-00-0</a>	Public Outreach	1,735.00	1,735.00	0.00	0.00	1,735.00	100.00 %
<b>Budget Detail</b>							
<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
Clean Up Day - Bags & Gloves		2.00	80.00	160.00			
Clean Up Day - Banner		1.00	100.00	100.00			
Clean Up Day - Foods		2.00	100.00	200.00			
Earth Day - Foods		1.00	400.00	400.00			
Earth day - Supplies		1.00	325.00	325.00			
Misc		1.00	100.00	100.00			
Recycled Art Contest		1.00	250.00	250.00			
Workshop - Composting		1.00	200.00	200.00			
<a href="#">06-553600-00-0</a>	Uniforms	250.00	250.00	0.00	0.00	250.00	100.00 %
<a href="#">06-553700-00-0</a>	Printing Costs	1,300.00	1,300.00	0.00	0.00	1,300.00	100.00 %
<a href="#">06-999100-00-0</a>	Admin Allocation	11,538.39	11,538.39	0.00	0.00	11,538.39	100.00 %
<b>Budget Detail</b>							
<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
1% of Admin allocation		0.01	1,153,838.8	11,538.39			
<b>Expense Total:</b>		<b>871,332.41</b>	<b>871,332.41</b>	<b>0.00</b>	<b>0.00</b>	<b>871,332.41</b>	<b>100.00 %</b>
<b>Fund: 06 - Solid Waste Disposal Surplus (Deficit):</b>		<b>-38,499.25</b>	<b>-38,499.25</b>	<b>0.00</b>	<b>0.00</b>	<b>38,499.25</b>	<b>100.00 %</b>
<b>Report Surplus (Deficit):</b>		<b>-38,499.25</b>	<b>-38,499.25</b>	<b>0.00</b>	<b>0.00</b>	<b>38,499.25</b>	<b>100.00 %</b>





# Helendale Community Services District

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Date: May 6, 2021  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Cheryl Vermette, Program Coordinator  
SUBJECT: Agenda item #9 Discussion and Possible Action Regarding the District's Public Outreach

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## **STAFF RECOMMENDATION:**

Receive and file.

## **STAFF REPORT:**

This item is being discussed at the request of the Board to discuss the District's current public outreach and ways to enhance it. It is essential that the District have effective means of communicating news and events to the residents of Helendale. The District utilizes social media platforms as well as communication through our monthly newsletter, Ledger article, website, electronic sign, electronic messaging in the front office and the Thrift Store, and our on-hold telephone message to inform customers of events and other important District news. Currently the District runs a Facebook and Instagram page for the Helendale CSD as well as a page for the Helendale Certified Farmers Market. The District also has a Facebook page for the Helendale Thrift Store. Staff recently created the Helendale Park Planning Group for the public to give feedback on the Statewide Parks Grant.

## **Facebook:**

Helendale CSD - 1,249 followers

Helendale Certified Farmers Market - 2,242 followers  
Helendale Park Planning Group - 392 Members

## **Instagram**

Helendale CSD - 402 Followers

Helendale Farmers Market - 733 Followers

When an event is coming up, information is always posted to the Facebook page, either directly on the Helendale CSD page or on Life in Helendale. The newsletter and Ledger articles also have information on current events. The electronic message board and phone message is updated as events come up.