



Helendale Community Services District

26540 Vista Road, Suite C, Helendale, CA 92342

REGULAR BOARD MEETING **Thursday, May 19, 2022 at 6:30 PM**

SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY

Pursuant to the provisions of Assembly Bill 361 which amended certain provisions of the Brown Act regarding teleconference meetings during periods of statewide emergencies, and as a precaution to our Board of Directors, District staff, and general public as a result of the ongoing COVID-19 pandemic, Helendale Community Services District will hold this meeting of its Board of Directors both in-person at the District Office located at 26540 Vista Road, Suite C, Helendale, California, and via teleconference. This meeting is open to the public in person or via virtual interface and can be accessed by clicking on the link below: www.zoom.com Meeting ID 463 173 8547 Passcode: HCSD
(Dial-in instructions will be provided after registering at the link above)

Call to Order - Pledge of Allegiance

1. Approval of Agenda

2. Public Participation

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

3. Consent Items

- a. Approval of Minutes: May 5 Regular Board Meeting
- b. Bills Paid Report
- c. Directors' Compensation and Expenses
- d. March Financials

4. Reports

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

Regular Business:

5. Discussion Only Regarding Proposed Solid Waste Rate Increase and Update on SB1383 Implementation
6. Discussion and Possible Action Regarding Scheduling Sexual Harassment Training in 2022
7. Discussion Only Regarding Review of Solid Waste Recycling Programs and Update on Completion of Grant
8. Discussion Only Regarding Progress on Well 13

Other Business

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

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



Helendale Community Services District

Date: May 19, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3
Consent Items

CONSENT ITEMS

- a. Approval of Minutes: Regular Board Meeting of May 5, 2022
- b. Bills Paid Report
- c. Directors Expenses
- d. March Financials



Helendale Community Services District

Date: May 19, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette
SUBJECT: Agenda item #3a
Approval of Minutes: May 5, 2022 Regular Board Meeting



*Minutes of the Helendale Community Services District
REGULAR BOARD OF DIRECTORS MEETING
May 5, 2022, at 6:30 PM
26540 Vista Road, Suite C, Helendale, CA 92342*

SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY

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

www.zoom.com Meeting ID 463 173 8547 Passcode: HCSD
(Dial-in instructions will be provided after registering at the link above)

Board Members Roll Call:

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

Staff Members Present:

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

Consultants:

Steve Kennedy, Legal Counsel (via Zoom), Paul Fuller, Allied Insurance

Members of the Public:

There were five members of the public present.

Call to Order and Pledge of Allegiance

The meeting was called to order at 6:34 pm by President Smith, after which the Pledge of Allegiance was recited.

1. Approval of Agenda

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

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

2. Public Participation

Battalion Chief Solis reported there were 181 calls for service, 6 fires, 19 vehicle fires, and 156 medic calls. He also reported that brush patrol 4 will be back in service on May 21st.

Christopher Porter gave an update on Operation Hammer Strike. Over 100 marijuana grows have been eradicated, 75% of those grows were in the High Desert. He also reported that the Board of Supervisors will meet and vote on the budget on Tuesday, May 10th. Porter also reported that voter guides have been mailed out.

3. Consent Items

- a. Approval of Minutes: April 21 Regular Board Meeting
- b. Bills Paid Report
- c. Directors Compensation and Expenses
- d. Resolution 2022-1F: A Resolution of the Helendale Community Services District Ratifying the

Proclamation of a

State of Emergency by Governor Newsom, Declaring the Existence of Local Emergency Conditions, and Authorizing Remote Teleconference Meetings of the Board of Directors and Its Standing Committee for the Period May 5, 2022, to June 2, 2022, Pursuant to Brown Act Provisions

Action: President Smith requested to pull item 3c. Director Schneider made a motion to approve the consent items excluding item 3c. Director Clark seconded the motion.

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

4. Reports

a. Directors Reports

Director Schneider reported that he visited the new wastewater maintenance building and looked at the progress being made.

Director Clark reported that he attended the Sunsetters Car show.

Director Spiller reported that he went to the HOA board meeting where they discussed the budget. He shared some of the cuts and other changes to the HOA budget.

b. General Managers Report

General Manager Cox reported that Staff submitted a grant from a new roof on the Community Center. The estimated cost of the new roof is \$197,000. The grant request was a maximum of \$50,000. There are currently three job openings with the District: a full-time park maintenance position, a part time thrift store warehouse, and part time thrift store general support.

Wastewater Operations Manager Aviles reported that Staff has been working on the shop completing the rough-in for both electrical and plumbing. Staff is continuing to grade the area around the shop. The fuel tank passed its annual MDAQMD pressure and vapor test. Staff performed an inspection on the grease trap that was installed at a new local business and repaired a plumbing issue at the office, jetting the line and freeing the blockage. Aviles presented photographs of the grease trap inspection as well as the maintenance building progress.

Regular Business

5. Discussion and Possible Action Regarding Approval of a Senior Nutrition Program

Discussion: San Bernardino County issues contracts for the senior nutrition programs (age 60+) throughout the County. The Barstow Senior program provides services for several high desert communities. Staff met with the manager to discuss providing service for Helendale. Meals on Wheels is currently serviced out of Barstow. Staff also met with the Senior Center Board of Directors. The Board unanimously approved requesting the Helendale CSD Board's consideration of this program. Members of the Senior Center were in attendance and spoke about how wonderful the program would be for the Senior Center. The program would provide lunch 5-days per week. Menus are approved by a nutritionist. Lunch is served from 11:30 – 12:30. Up to four workers would be hired from Helendale to work a 4 hour per day shift. A lunch donation of \$3 is recommended, a form must be filled out annually. The cost is for those under 60 or people who do not fill out the form is \$7.50. Seniors over the age of 60 are not turned away if they are unable to pay the donation. Staff visited the Barstow Senior Center for lunch. The food was excellent, there was a choice of soup or salad; milk, tea or lemonade were offered; leftovers can be

brought home (there is a \$0.25 charge for a to-go container). Our program would begin with disposable plates/silverware and would move to washable trays and silverware. There are no income requirements to qualify, any member of the community is welcome, participants don't have to be from Helendale, participants don't have to be 60 or over. The Senior Center will begin the program by taking reservations to help determine the amount of food needed. The vendor has funding for NSF equipment including a steam table, refrigerator, and freezer for our site. The District and Seniors can also use the refrigerator and freezer. Lunch service on Wednesday will end prior to the market vendors arriving and parking will be reserved for the senior lunch. The District began sponsoring quarterly luncheons this year. For the next luncheon, the vendor will provide the meal as an introduction to the Seniors. President Smith will be speaking and there will be a sing-along. The vendor will introduce the program and explain the paperwork that will be required for participants. The target opening is mid-July. The District and vendor will need a use agreement, county concurrence for the program, insurance documents, and notification to the public will be necessary. There are numerous benefits to this program including providing nutritious meals for our seniors, Meals on Wheels providers won't have to drive to Barstow to retrieve meals, the opportunity to expand participation in the Senior Center, ability to connect with community members who do not normally come to the Senior Center, food waste can be collected and disposed of at the Community Center to help meet state mandates. Staff will need to work with Legal Counsel on a use agreement.

Action: Director Clark made a motion to direct staff to work with Legal Counsel on a use agreement for a Senior Nutrition Program with Barstow Senior Nutrition. Director Schneider seconded the motion.

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

6. Discussion Only Regarding Review of Denial of Waiver Application for SB1383.

Discussion: The District's waiver application to be exempt from the requirements of SB1383 was denied. The denial was based on a technicality related to Census tract population. Silver Lakes was assigned its own Census tract designation. The density within Silver Lakes is greater than the maximum allowed of 75 people per square mile. General Manager Cox showed a map of the Census tracts within the District's boundaries. Richard Nino, Vice President of Burrtec was on the call. Cal Recycle's Chief of Local Assistance agreed that we could do a drop off program. This would avoid, for now, adding a new curbside route. Other areas are seeing an increase of up to \$7 to address SB1383 requirements. Staff will be meeting with Burrtec to determine the size of container(s), frequency of collection, placement of the collection receptacle. There will be a cost for the extra service. The current green waste program will help with the tonnage of diversion.

Action: There was no action on this item.

7. Discussion Only Regarding Review of Governor's Current Conservation Mandate

Discussion: On March 28, 2022, Governor Newsom issued Executive Order N-7-22 requiring water districts to move to Stage 2 drought contingency measures. Metropolitan Water District issued water use restrictions. Los Angeles news stations have reported on water cuts. We live in a perpetual state of drought in the High Desert, receiving less than 5 inches of rain annually. We are currently in year 10 of a drought cycle. Mojave Water Agency is seeing declines in monitoring wells throughout the region. District Staff monitors our production wells with transducers and have not seen a significant decline in the wells. Mojave Water Agency's technical Staff has a network of monitoring wells that are critical in managing the basins under the adjudication. The drought will not trigger a ramp down. The judge can mandate a ramp down. General Manger Cox presented a historical graphic of dry periods at the USGS Barstow surface water gage from 1931 to 2021. Our customers have called asking about our restrictions. Restrictions apply to District's with 3,000 or more connections. SB552 requires a Water Supply Contingency Plan for water districts. The District must develop and adopted by 7/1/2023. Large agencies are required to already have their plan in place. While we do not have restrictions in place, it is always

a good idea for our customers to conserve water. The District adopted a Conservation Ordinance in 2016 that outlines BMP's for water use. Section 3.1 of our Ordinance states that there can be no runoff from irrigation; hoses must have a shut-off nozzle; customers cannot wash down driveways or sidewalks with a hose; requires fountains to have a re-circulating water source; prohibits irrigation after rainfall; prohibits restaurants from serving water unless requested; restricts the use of ornamental turf; and requires recycled water to be used on turf when available. The District has not been required to enforce the Conservation Ordinance. General Manager Cox then showed a graph of the District's free production allowance vs. acre feet of water pumped from water year 2006/2007 to water year 2020/2021.

Action: There was no action on this item.

8. Discussion Only Regarding Review of Draft Budget

Discussion: Staff has been working to complete the budget document. Budget pages were included in the Staff report. Graphs have been completed. Narratives are nearing completion. CIP's have been added. There have been a few modifications to the budget since the last review. In the park fund \$2500 was added for the Senior Center. In the Thrift Store and Solid Waste funds the allocation for the Thrift Store Supervisor was split 30% to fund 03 and 70% to fund 06; this change will reduce the Thrift Store's contribution to the park. All funds balance except the Solid Waste fund. The reserve fund will be drafted for any overage. Capital projects are not programmed into expenses, this occurs when the Board approves individual projects. General Manager Cox reviewed the expense versus revenue of each fund. Staff has prepared a draft budget document for review. The budget adoption hearing will be held on June 2nd and will be noticed for two weeks before adoption. Please schedule a meeting if you have any questions on the budget.

Action: There was no action on this item.

Other Business

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

10. Adjournment

President Smith adjourned the meeting at 7:43 pm

Submitted by:

Approved by:

Tim Smith, President

Sandy Haas, Secretary

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



Helendale Community Services District

Date: May 19, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop
SUBJECT: Agenda item #3b
Bills Paid Report



Helendale Community Services District

Date: May 19, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop, Senior Account Specialist
SUBJECT: Agenda item #3 b
Consent Items: Updated Bills Paid and Presented for Approval

STAFF RECOMMENDATION:

Updated Report Only. Receive and File

STAFF REPORT:

Staff issued 48 checks and 13 EFT's totaling \$112,564.96

Total Cash Available:	<u>5/16/22</u>	<u>4/18/22</u>
Cash	\$5,531,620.91	\$5,484,526.25
Checks/EFT's Issued	\$ 112,564.96	\$ 276,784.21

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 2022 on CBB Sweep Account is \$177.47



Helendale CSD

Bills Paid and Presented for Approval

Transaction Detail

Issued Date Range: 05/03/2022 - 05/16/2022

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 251229590 - CBB Checking					
05/03/2022	25209	Void Check	0.00	Check	Accounts Payable
05/03/2022	25210	Void Check	0.00	Check	Accounts Payable
05/03/2022	25211	Carpet Corral	-630.00	Check	Accounts Payable
05/03/2022	25212	Jean Thomas	-2,000.00	Check	Accounts Payable
05/05/2022	25213	ACE High School	-200.00	Check	Accounts Payable
05/05/2022	25214	AVCOM Services Inc.	-70.00	Check	Accounts Payable
05/05/2022	25215	Burrtec Waste Industries Inc	-126.50	Check	Accounts Payable
05/05/2022	25216	CAL FIRE	-680.82	Check	Accounts Payable
05/05/2022	25217	County of San Bernardino	-320.00	Check	Accounts Payable
05/05/2022	25218	Def Dog Music	-1,900.00	Check	Accounts Payable
05/05/2022	25218	Def Dog Music Reversal	1,900.00	Check Reversal	Accounts Payable
05/05/2022	25219	Frontier Communications	-135.00	Check	Accounts Payable
05/05/2022	25220	Frontier Communications	-49.46	Check	Accounts Payable
05/05/2022	25221	G.A. Osborne Pipe & Supply Inc.	-1,783.13	Check	Accounts Payable
05/05/2022	25222	Hartford Life	-264.77	Check	Accounts Payable
05/05/2022	25223	High Desert Fire Protection Inc	-2,630.72	Check	Accounts Payable
05/05/2022	25224	Imperial Sprinkler Supply, Inc.	-112.23	Check	Accounts Payable
05/05/2022	25225	Konica Minolta	-1,120.25	Check	Accounts Payable
05/05/2022	25226	Lawson Products, Inc.	-225.62	Check	Accounts Payable
05/05/2022	25227	Mobile Occupational Services, Inc.	-45.00	Check	Accounts Payable
05/05/2022	25228	Online Information Services, Inc	-39.90	Check	Accounts Payable
05/05/2022	25229	Silver Lakes Hardware	-162.37	Check	Accounts Payable
05/05/2022	25230	Staples Credit Plan	-370.86	Check	Accounts Payable
05/05/2022	25231	Uline	-844.00	Check	Accounts Payable
05/05/2022	25232	USA Blue Book	-814.31	Check	Accounts Payable
05/05/2022	25233	USA of So. California	-123.85	Check	Accounts Payable
05/05/2022	25234	Zenith Insurance Company	-7,611.00	Check	Accounts Payable
05/05/2022	25235	Sonic Systems, Inc	-1,495.70	Check	Accounts Payable
05/05/2022	25236	Burrtec Waste Industries Inc	-474.24	Check	Accounts Payable
05/05/2022	25237	Burrtec Waste Industries Inc	-474.24	Check	Accounts Payable
05/12/2022	25238	Alma Laura Esquivel	-330.00	Check	Accounts Payable
05/12/2022	25239	Void Check	0.00	Check	Accounts Payable
05/12/2022	25240	Business Card	-6,578.65	Check	Accounts Payable
05/12/2022	25241	Choice Builder	-1,102.33	Check	Accounts Payable
05/12/2022	25242	Geo-Monitor, Inc.	-2,592.00	Check	Accounts Payable
05/12/2022	25243	Imperial Sprinkler Supply, Inc.	-125.81	Check	Accounts Payable
05/12/2022	25244	Infosend, Inc	-1,881.02	Check	Accounts Payable
05/12/2022	25245	Kimberly Cox	-500.00	Check	Accounts Payable
05/12/2022	25246	Lowe's Inc.	-5,793.96	Check	Accounts Payable
05/12/2022	25247	O'Reilly's Auto Parts Reversal	1,055.23	Check Reversal	Accounts Payable
05/12/2022	25247	O'Reilly's Auto Parts	-1,055.23	Check	Accounts Payable
05/12/2022	25248	R & C Compliance Management Services	-700.00	Check	Accounts Payable
05/12/2022	25249	Rebecca Gonzalez	-330.00	Check	Accounts Payable
05/12/2022	25250	Synagro West, LLC	-701.36	Check	Accounts Payable
05/12/2022	25251	Uline	-209.85	Check	Accounts Payable
05/12/2022	25252	Burrtec Waste Group, Inc	-13,163.99	Check	Accounts Payable

Bank Transaction Report

Issued Date	Number	Description	Amount	Type	Module
05/12/2022	25253	LAWYERS TITLE COMPANY	-199.36	Check	Utility Billing
05/12/2022	25254	SAMUEL LEE	-282.00	Check	Utility Billing
05/12/2022	25255	JENNIFER CHUNG	-3.71	Check	Utility Billing
05/12/2022	25256	O'Reilly Auto Parts	-1,055.23	Check	Accounts Payable
05/12/2022	25257	California State Disbursement Unit	-230.76	Check	Accounts Payable
05/12/2022	25258	State of California - Franchise Tax Board	-50.00	Check	Accounts Payable
05/03/2022	EFT0004112	SCE ACH Community Center 700218740906	-1,387.51	EFT	General Ledger
05/09/2022	EFT0004113	SCE ACH WWTP & Wells 3,4 & 1 Acct 700547354472	-17,917.90	EFT	General Ledger
05/11/2022	EFT0004115	SW Gas ACH 4-Plex Acct # 910000817466	-11.21	EFT	General Ledger
05/11/2022	EFT0004117	SW Gas Community Center 910000010177	-56.79	EFT	General Ledger
05/11/2022	EFT0004118	SW Gas Water Shop Acct # 910001037540	-11.00	EFT	General Ledger
05/11/2022	EFT0004119	SW Gas ACH WWTP 910000010195	-46.70	EFT	General Ledger
05/06/2022	EFT0004125	To record CalPERS Health Premium	-19,730.41	EFT	General Ledger
05/16/2022	EFT0004126	ACH Water Shop SCE Acct 700453074415	-107.33	EFT	General Ledger
05/16/2022	EFT0004127	SCE ACH 4-Plex Acct 700392338368	-282.78	EFT	General Ledger
05/09/2022	EFT0004134	CalPERS Classic Pmt PPE 4/10/22	-7,450.02	EFT	General Ledger
05/09/2022	EFT0004135	CalPERS PEPRA Pmt PPE	-1,510.18	EFT	General Ledger
05/11/2022	EFT0004138	CalPERS 457 Pmt PPE 5/8/22	-3,253.05	EFT	General Ledger
05/11/2022	EFT0004139	To record Sales Tax Pmt # 1 - 2nd Quarter	-2,166.08	EFT	General Ledger
			Bank Account 251229590 Total: (65)		-112,564.96
				Report Total: (65)	-112,564.96

Summary

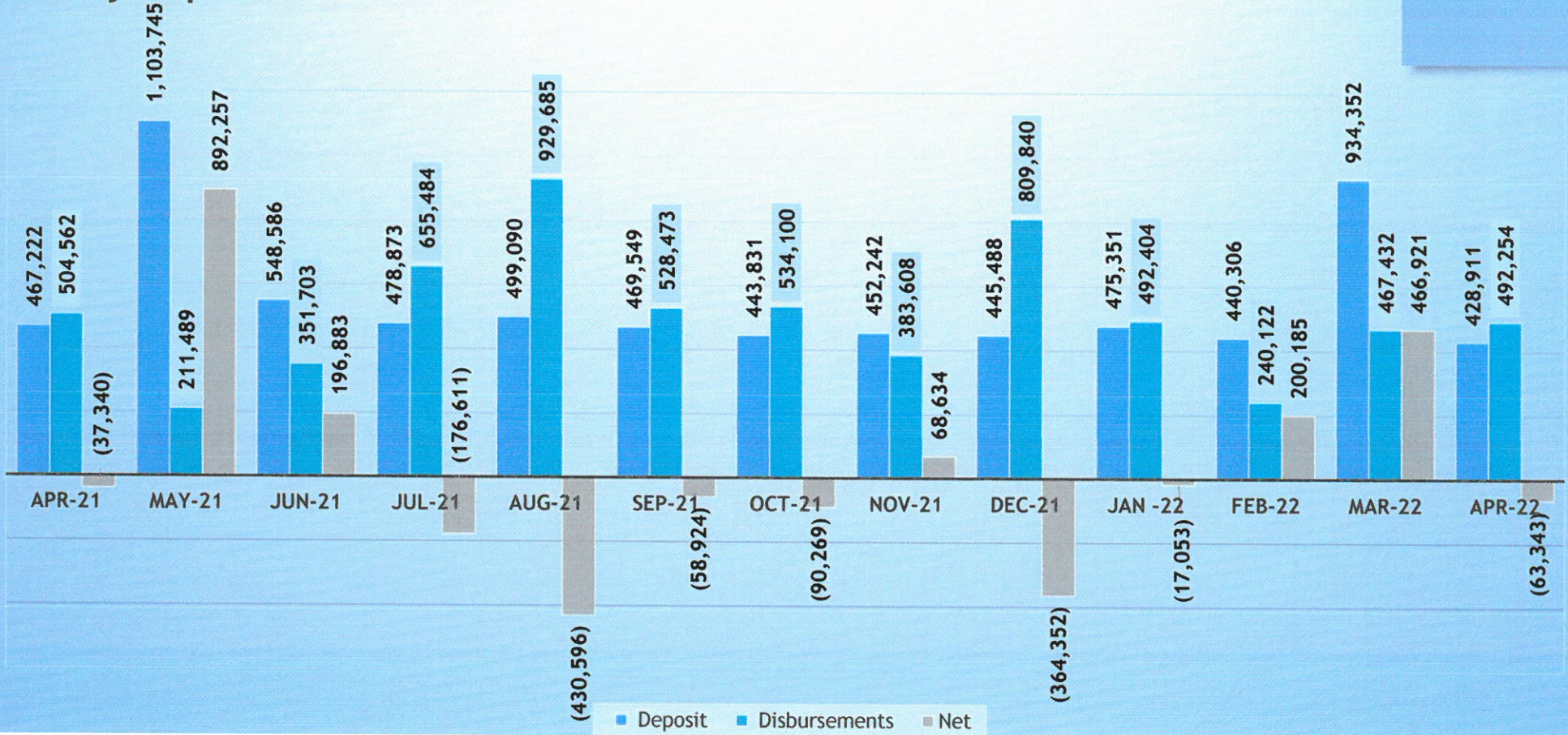
Bank Account	Count	Amount
251229590 CBB Checking	65	-112,564.96
Report Total:	65	-112,564.96

Cash Account	Count	Amount
No Cash Account	3	0.00
99 99-111000 Cash in CBB - Checking	62	-112,564.96
Report Total:	65	-112,564.96

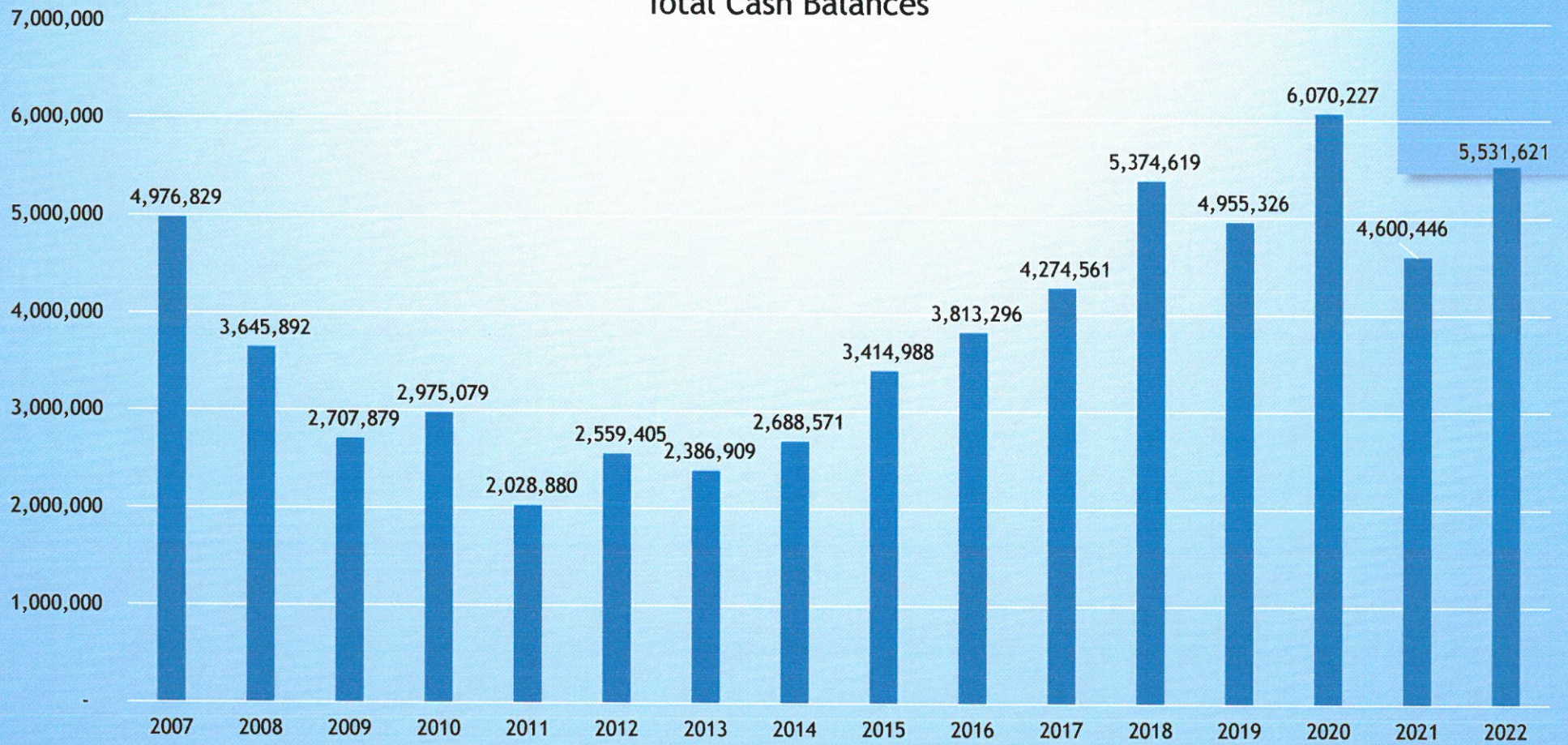
Transaction Type	Count	Amount
Check	50	-61,589.23
Check Reversal	2	2,955.23
EFT	13	-53,930.96
Report Total:	65	-112,564.96

Cash Flow Report

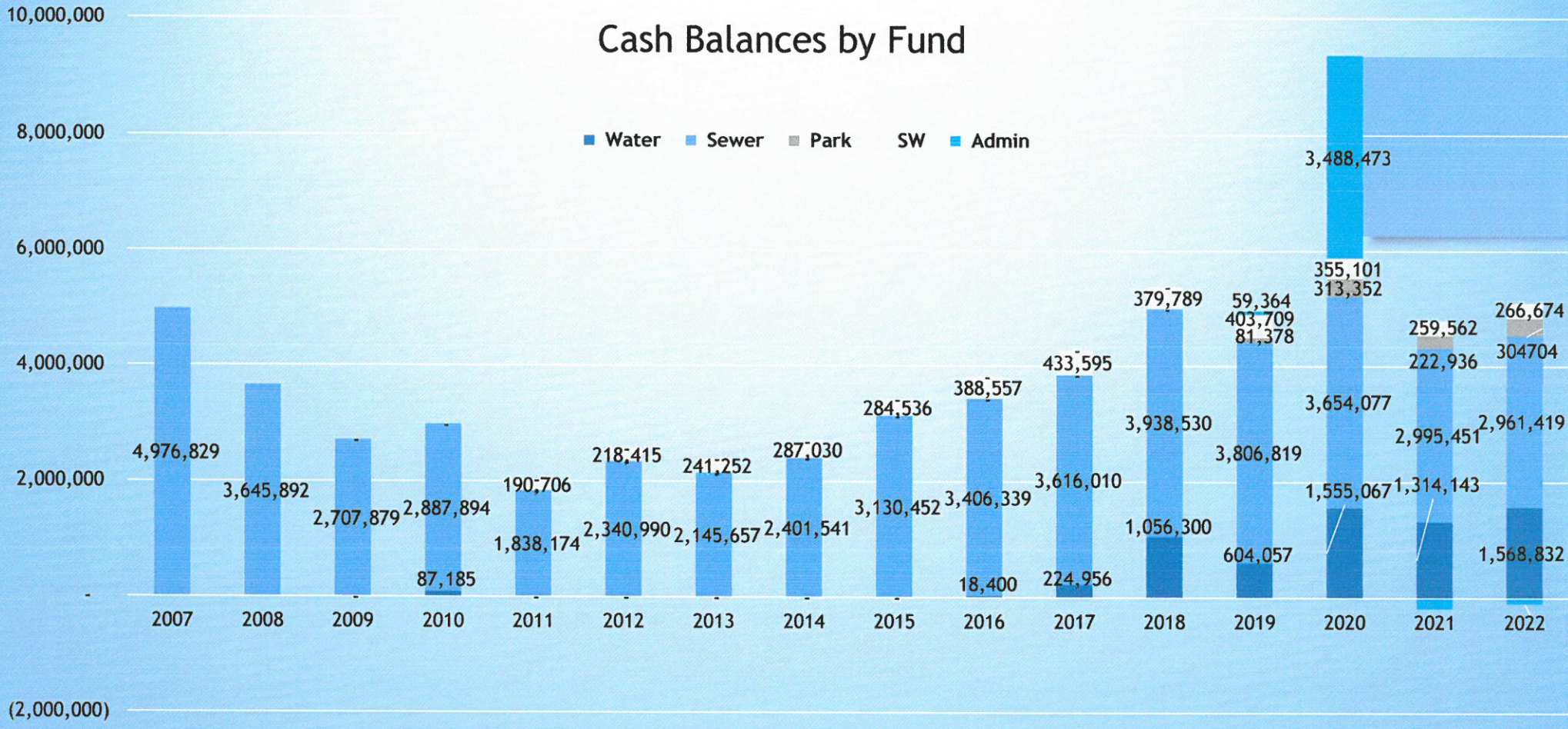
Monthly Deposits & Disbursements



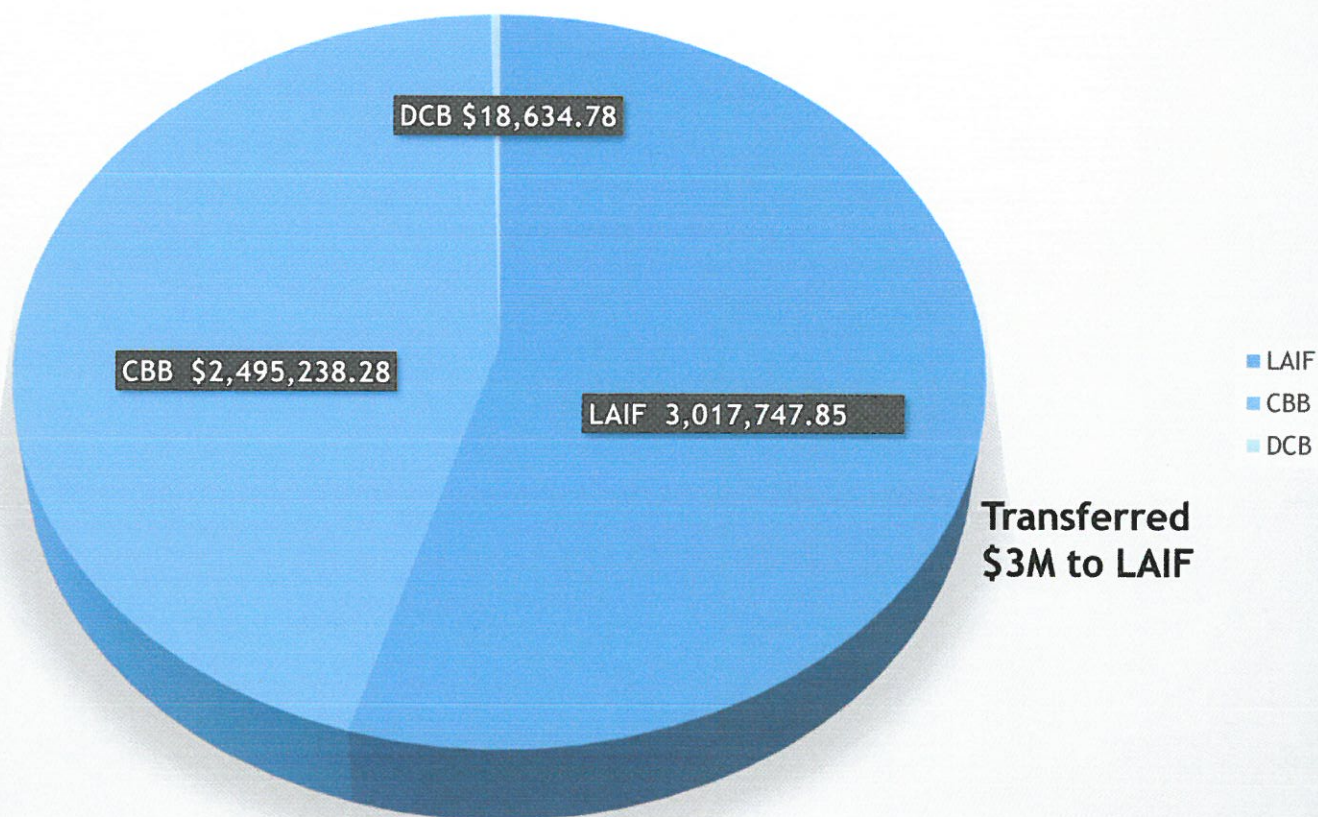
Total Cash Balances



Cash Balances by Fund



FUNDS BY DEPOSITORY



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

Transferred \$3M to LAIF



Helendale Community Services District

Date: May 19, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette
SUBJECT: Agenda item #3c
Directors' Compensation and Expenses

STAFF REPORT:

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

**HELENDALE COMMUNITY SERVICES DISTRICT
EXPENSE VOUCHER**

Name: Ron Clark

Date: 5/5/22

Expense	Expense Description/Explanation	Date	Miles	Mileage	Meals	Lodging	Other
4/5	Meet with Kimberly Cox			Reimbursed @ 0.485			
	Review Agenda						
4/7	Boys Board MTE						
4/20	Meet with K.C.						
4/21	Boys Board MTE						
4/23	Cat Show Judge						
Totals							

Totals: Mileage _____
 Meals _____
 Lodging _____
 Other _____
Grand Total _____

I certify the expenses listed above are related to my authorized Board related expenses.

APPROVALS

Appropriate Approval

 Signature Date

Submitted By: *Ron Clark*

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

NAME: Arndy Naas Date: 5-9-22

Date		Expense Description/Explanation	Mileage	Meals	Lodging	Other	Exp. Category
5/2	Event	Discuss w/GM					B
	Public Benefit	rejection of waiver & other business					
5/3	Event	Talked to Alex					
	Public Benefit	follow-up inspection of new building					
5/4	Event	Meeting w/GM					B
	Public Benefit	agenda and other dist. business					
5-5	Event	General Meeting					A
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						

Notes/Comments:

Totals: Mileage _____
 Meals _____
 Lodging _____
 Grand Total 550

Ok to process for payroll

Signature _____ Date _____

Board Member Signature: Arndy Naas

Expense Categories:

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

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

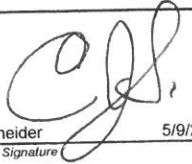
Mileage calculated at \$0.56/mile effective 1/1/21

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER
CRAIG SCHNEIDER 5/9/2022

Date	Event	Expense Description/Explanation	Meeting	Miles	Meals	Lodging	Other	Exp Category
5/3/2022	Event	Meeting with GM	137.50					G: Meeting w/GM re District Operations
	Description of Public Benefit	Review agenda for BOD meeting						
5/4/2022	Event	Farmers Market	137.50					C: Representation at Public Meeting/Event*
	Description of Public Benefit	Meet with Residents and Vendors						
5/5/2022	Event	BOD Meeting	137.50					A: Public Meeting governed by Brown Act
	Description of Public Benefit	HCSD Agenda for BOD Meeting						
	Event							
	Description of Public Benefit							
	Event							
	Description of Public Benefit							
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	Description of Public Benefit							
	Event							
	Description of Public Benefit							

Total Meetings	Total Miles	Total Meals	Total Lodging	Total Other	Total
412.50		\$ -	\$ -	\$ -	

Submitted by:



Craig J. Schneider

5/9/2022

Signature

Date

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name: **Tim Smith**

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other	Exp Category
05/03/2022	Event	mtg with general manager				G: Meeting w/GM re District Operations
	Public Benefit					
05/04/2022	Event	Ad Hoc committee mtg				F: Ad Hoc committee of the Board
	Public Benefit					
05/05/2022	Event	regular board mtg				A: Public Meeting governed by Brown Act
	Public Benefit					
	Event					I: Meeting of Local, State or Federal body w/
	Public Benefit					
	Event					C: Representation at Public Meeting/Event*
	Public Benefit					
	Event					B: Public Event*
	Public Benefit					
	Event					A: Public Meeting governed by Brown Act
	Public Benefit					
	Event					
	Public Benefit					
	Event					
	Public Benefit					
	Event					
	Public Benefit					
Notes/Comments:		Totals	-	-	-	-
Appropriate Approval						
Signature	Date	Totals: Mileage - Meals - Lodging - Other - Grand Total -				Submitted By: Tim Smith
						05/08/2022

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

Expense Categories

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

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



Helendale Community Services District

Date: May 19, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3d
March Financials

STAFF REPORT:

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



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

	Mar. 2022	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Meter Charges	\$ 135,251	\$ 1,207,861	\$ 1,593,041	76%	\$ 1,206,016
3 Water Sales	49,407	706,986	952,614	74%	718,202
4 Standby Charges	1,819	31,444	23,300	135%	14,837
5 Other Operating Revenue	16,060	103,699	104,300	99%	112,945
6 Total Operating Revenues	202,538	2,049,988	2,673,255	77%	2,052,000
7 Non-Operating Revenues					
8 Grant Revenue	472,631	472,631	305,000	155%	15,990
9 Miscellaneous Income (Expense)	-	91,387	-	0%	(676)
10 Total Non-Operating Revenues	472,631	564,018	305,000	185%	15,314
11 Total Revenues	675,169	2,614,006	2,978,255	88%	2,067,315
12 Expenses					
13 Salaries & Benefits					
14 Salaries	26,070	279,612	326,871	86%	237,335
15 Benefits	8,961	98,566	123,472	80%	84,522
16 Total Salaries & Benefits	35,031	378,178	450,343	84%	321,858
17 Transmission & Distribution					
18 Contractual Services	1,491	56,915	62,492	91%	49,265
19 Power	9,261	130,878	207,247	63%	100,777
20 Operations & Maintenance	5,887	108,096	136,950	79%	65,780
21 Rent/Lease Expense	800	9,090	10,860	84%	9,090
22 Permits & Fees	1,394	24,456	30,700	80%	20,866
23 Total T&D	18,833	329,435	448,249	73%	245,778
24 General & Administrative					
25 Utilities	413	3,109	6,500	48%	3,873
26 Office & Other Expenses	23	1,954	5,783	34%	8,292
27 Admin Allocation	48,066	432,598	576,797	75%	418,655
28 Total G&A	48,502	437,660	589,080	74%	430,820
29 Debt Service	-	507,602	531,309	96%	343,814
30 Total Expenses	102,366	1,652,875	2,018,982	82%	1,342,270
31 Net Income (Loss) Before Capital	572,803	961,132	959,274	100%	725,044
32 Sale or Lease of Water Rights	-	31,954	-	0%	-
33 Capital Expenses	(222,160)	(1,593,003)	(783,000)	203%	(1,625,792)
34 Net Income (Loss) After Capital	\$ 350,643	\$ (599,917)	\$ 176,274		\$ (900,747)

Helendale CSD
Financial Statement Analysis
For the Month Ended March 31, 2022 – 75% of Fiscal Year

Fund 01-Water Revenues and Expenses

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

Line 3 Water Sales: Includes water consumption charges. YTD is in line with budget.

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

Line 5 Other Operating Revenue: Includes permit & inspection charges, connection fees, meter installation fees, other fees/charges and mechanic service reimbursements. Connection and meter installation fees are budgeted conservatively due to the unexpected nature of these fees. YTD is at 99% of budget due to more water supply fees and delinquent fees and penalties received than anticipated.

Line 8 Grant Revenue: Budget for this account consists of \$305,000 for grant reimbursement from the Bureau of Reclamation and the DWR. YTD is over budget due to higher than anticipated DWR Well 13 grant funds received.

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

Line 14 Salaries: Includes salaries for water employees and portion of mechanic's salary. YTD is at 86% of budget due to more mechanic labor than anticipated and timing of payroll.

Line 15 Benefits: Includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education and trainings. YTD is at 80% of budget due to higher than anticipated annual workers compensation payment.

Line 18 Contractual Services: Includes lab testing, engineering, GIS support & other contract services. YTD is at 91% of budget due to the annual Aqua Metrics renewal that came in \$5.5K higher than anticipated, as-needed engineering support from Water Systems Consulting and preliminary title work relating to various sites from Commonwealth Tittle for \$4.7K.

Line 19 Power: Includes electricity used for transmission & distribution. YTD is at 63% of budget.

Line 20 Operations & Maintenance: Includes operations & maintenance expense, vehicle maintenance and vehicle fuel. YTD is at 79% of budget.

Line 21 Rent/Lease Expense: Includes rental costs for the water shop and Bureau of Land Management tank sites. YTD is at 84% of budget due to timing of payments.

Line 22 Permits & Fees: Includes all water permits, miscellaneous fees, and Watermaster fees. YTD can trend over/under budget due to timing of permits and fee payments. YTD is at 80% of budget.

Line 25 Utilities (G&A): Includes gas and telephone expenses. YTD is at 48% of budget due lower than anticipated gas bills.

Line 26 Office & Other Expenses: Includes mileage/travel reimbursements, office supplies, water conservation program, and dues & subscriptions. These expenses are an as needed basis and can trend over/under budget. YTD is at 34% of budget.

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

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

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

- \$484.3K - New Well
- \$397.3K - Corporate Yard Enclosure
- \$214.6K - New Well Pipeline
- \$61.2K - Well House for Well 13
- \$145.3K - AMI Meters
- \$54K - Old Shop Maintenance and Insulation
- \$39.9K - Concrete, fencing, camera, internet for Well 13
- \$31.9K - Service Truck
- \$25.4K - Water Maintenance Building Paving Project
- \$24.5K - Water Rights
- \$16.9K - Temporary Flush line for New Well
- \$5.3K - Electrical Well 13
- \$70.6K - Complete Interior of Water Ops Building
- \$22K - Vactor Truck



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

	Mar. 2022	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Sewer Charges	\$ 122,228	\$ 994,024	\$ 1,280,348	78%	\$ 961,266
3 Standby Charges	1,669	26,917	18,000	150%	10,978
4 Other Fees & Charges	1,534	27,705	29,320	94%	37,582
5 Other Income/(Expense)	-	23,474	1,000	2347%	-
6 Total Revenues	125,430	1,072,121	1,328,668	81%	1,009,826
7 Expenses					
8 Salaries & Benefits					
9 Salaries	21,922	210,231	267,911	78%	189,735
10 Benefits	7,710	82,131	94,821	87%	71,375
11 Total Salaries & Benefits	29,632	292,362	362,732	81%	261,110
12 Sewer Operations					
13 Contractual Services	2,405	43,014	76,500	56%	40,134
14 Power	7,055	70,180	89,613	78%	52,654
15 Operations & Maintenance	6,792	60,652	58,930	103%	37,444
16 Permits & Fees	-	31,268	35,000	89%	30,044
17 Total Sewer Operations	16,252	205,114	260,043	79%	160,276
18 General & Administrative					
19 Utilities	1,127	6,727	5,916	114%	3,219
20 Office & Other Expenses	97	5,033	14,760	34%	8,485
21 Admin Allocation	47,105	423,946	565,261	75%	410,282
22 Total G&A	48,329	435,706	585,937	74%	421,986
23 Debt Service	-	51,061	72,377	71%	25,420
24 Total Expenses	94,213	984,243	1,281,089	77%	868,792
25 Net Income (Loss) Before Capital	31,218	87,877	47,579	185%	141,034
26 Capital Expenses	(62,435)	(638,161)	(940,000)	68%	(122,522)
27 Net Income (Loss) After Capital	\$ (31,217)	\$ (550,284)	\$ (892,421)	62%	\$ 18,512

Fund 02 - Sewer Revenues and Expenses

Line 2 Sewer Charges: Includes the monthly charge for sewer services. YTD is in line with budget at 78%.

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

Line 4 Other Fees & Charges: Includes permit & inspection charges, connection fees, other fees, and charges. YTD is at 94% of budget because of conservative budgeting on these accounts due to the unexpected nature of these fees and delinquent charges.

Line 5 Miscellaneous Income/(Expense): Includes gain or loss on sale of assets and other miscellaneous income. YTD activity includes \$23.4K from COVID relief funds from the American Rescue Plan Act (ARPA) through San Bernardino County

Line 9 Salaries: Includes salaries for all sewer employees. YTD is at 78% of budget.

Line 10 Benefits: Includes employee insurance, PERS retirement, workers compensation, payroll taxes, and education & training. YTD is at 87% of budget due to the timing of the annual workers compensation payment.

Line 13 Contractual Services: Includes lab testing, engineering, GIS support & other contractual services. YTD is at 89% of budget due to more services being performed than anticipated.

Line 14 Power: Includes electricity used for Sewer. YTD is at 78% of budget.

Line 15 Operations & Maintenance: Includes compost disposal, vehicle maintenance, vehicle fuel, uniforms, small tools, and salaries for mechanics. YTD is overbudget due to maintenance and repair on backhoe loader not anticipated in budget.

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

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

Line 20 Office & Other Expenses: Includes mileage/travel reimbursements, office supplies, water conservation program, and dues & subscriptions. These expenses are on an as needed basis and can trend over/under budget. YTD is at 34% of budget.

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

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

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

- \$412.6K – Storage Building/Office/Lab
- \$47K - Wastewater Maintenance Building Paving Project
- \$101.1K- Interior Completion of Maintenance Building
- \$36K – Mini-Lift Station Project
- \$16.5K – Wastewater Operations Manager Vehicle



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

	Mar. 2022	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Retail Sales	\$ 29,680	\$ 245,197	\$ 300,000	82%	\$ 226,678
3 Donations	-	-	-	0%	-
4 Board Discretionary Revenue	-	-	(126,740)	0%	-
5 Miscellaneous Income (Expense)	-	7,623	-	0%	-
6 Total Revenues	29,680	252,819	173,260	146%	226,678
7 Expenses					
8 Salaries & Benefits					
9 Salaries	9,672	102,920	126,472	81%	76,169
10 Benefits	1,305	14,402	18,266	79%	12,038
11 Total Salaries & Benefits	10,977	117,322	144,738	81%	88,207
12 Recycling Center Operations					
13 Contractual Services	-	-	2,500	0%	-
14 Operations & Maintenance	582	9,297	12,900	72%	8,135
15 Total Recycling Center Operations	582	9,297	15,400	60%	8,135
16 General & Administrative					
17 Utilities	577	6,526	8,622	76%	4,940
18 Office & Other Expenses	391	3,532	4,500	78%	2,774
19 Total G&A	968	10,058	13,122	77%	7,715
20 Total Expenses	12,527	136,678	173,260	79%	104,057
21 Net Income (Loss) Before Capital	17,152	116,142	-		122,621
22 Capital Expenses	-	-	-	-	-
23 Net Income (Loss) After Capital	\$ 17,152	\$ 116,142	\$ -		\$ 122,621

03-Recycling Center Revenues and Expenses

Line 2 Retail Sales: Includes sales revenues from the Thrift Store. YTD is at 82% of budget.

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

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

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

Line 9 Salaries: Salaries for all recycling center employees, which are all part-time. YTD is at 81% of budget due to timing of payroll and Covid hazard pay in December.

Line 10 Benefits: Includes employee insurance, workers compensation, payroll taxes, and education & training. YTD is at 79% of budget.

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

Line 14 Operations & Maintenance: Includes vehicle maintenance, vehicle fuel, operating supplies, and uniforms. YTD is in line with budget at 72%.

Line 17 Utilities (G&A): Includes electric and telephone expenses. YTD is in line with budget at 76%.

Line 18 Office & Other Expenses: Includes advertising, bank charges and other miscellaneous expenses. YTD is at 78% of budget.

Line 21 Net Income: Net income in the Recycling Center is moved to Parks & Recreation fund (fund 5) at year end for the audit through Board Discretionary Revenue.



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

	Mar. 2022	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Property Rental Revenues	\$ 9,390	\$ 94,049	\$ 128,280	73%	\$ 95,292
3 Other Income	-	-	-	0%	815
4 Board Discretionary Revenue	-	-	-	0%	-
5 Total Revenues	9,390	94,049	128,280	73%	96,107
6 Expenses					
7 Contractual Services	-	-	5,000	0%	-
8 Utilities	1,102	8,509	13,795	62%	7,171
9 Operations & Maintenance	181	5,463	16,367	33%	9,632
10 Debt Service	-	26,544	82,833	32%	55,042
11 Total Expenses	1,282	40,515	117,995	34%	71,845
12 Net Income (Loss)	\$ 8,108	\$ 53,534	\$ 10,285	520%	\$ 24,261

04-Property Rental Revenues and Expenses

Line 2 Property Rental Revenues: Includes revenue for 15302 Smithson and 15425 Wild Road properties. YTD is at 73% of budget.

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

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

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

Line 8 Utilities: Includes electric & gas expense for the rental properties. YTD is at 62% due to the timing of utility bills.

Line 9 Operations & Maintenance: Includes maintenance and other costs relating to the rental properties. YTD is at 37% of budget.

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

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



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

	Mar. 2022	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Program Fees	\$ 5,620	\$ 44,472	\$ 22,600	197%	\$ 11,396
3 Property Taxes	1,904	16,807	18,000	93%	14,475
4 Donations & Sponsorships	3,550	9,150	5,500	166%	12,563
5 Rental Income	1,472	20,928	26,075	80%	13,701
6 Developer Impact Fees	-	6,880	6,880	100%	12,040
7 Grants	-	-	-	0%	370
8 Interfund Transfer Out/(In)	(3,508)	(31,575)	(42,100)	75%	(31,575)
9 Board Discretionary Revenue	27,299	273,465	461,446	59%	266,309
10 Miscellaneous Income (Expense)	-	3,064	-	0%	-
11 Total Revenues	36,336	343,191	498,401	69%	299,279
12 Expenses					
13 Salaries & Benefits					
14 Salaries	5,810	59,067	77,378	76%	59,996
15 Benefits	3,150	29,216	42,974	68%	27,008
16 Total Salaries & Benefits	8,960	88,282	120,352	73%	87,004
17 Program Expense	10,697	59,559	64,725	92%	29,725
18 Contractual Services	5,878	40,886	9,560	428%	14,482
19 Utilities	4,743	43,232	64,387	67%	33,805
20 Operations & Maintenance	1,906	21,837	22,926	95%	23,251
21 Permits & Fees	-	1,317	1,863	71%	1,491
22 Grant Expense	-	-	-	0%	-
23 Other Expenses	34	746	1,955	38%	8,425
24 Debt Service	-	-	-	0%	20,340
25 Total Expenses	32,218	255,859	285,768	90%	218,523
26 Net Income (Loss) Before Capital	4,119	87,332	212,633	41%	80,757
27 Capital Expenses	(10,247)	(291,829)	(272,500)	107%	(46,678)
28 Net Income (Loss) After Capital	\$ (6,129)	\$ (204,496)	\$ (59,867)	342%	\$ 34,078

05-Parks & Recreation Revenues and Expenses

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

Line 3 Property Taxes: Includes the transfer of property taxes for streetlight utility expenses. YTD is at 93% of budget due to timing of property tax receipts.

Line 4 Donations & Sponsorships: Includes concert in the park sponsorships, event sponsorships and other donations/sponsorships. YTD activity includes a \$5,500 park sponsorship from Burrtec in January and a \$2,450 in concert sponsorships.

Line 5 Rental Income: Includes rental income from the water shop, storage for the recycling center, community center room rental, church rental, and gymnastics rental. YTD can trend over/under budget depending on needs of rentals. YTD is at 84% of budget.

Line 6 Developer Impact Fees: Includes developer Impact Fees. YTD is at 100% of budget.

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

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

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

- Radio Tower Site Rent – \$11,833
- Property Taxes – \$7544 Solid Waste Franchise Fees - \$9,826
- Transfer Property Tax Revenue for Street Light Utilities – \$(1,904)

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

Line 14 Salaries: Includes full and part-time Parks and Recreation employees. YTD is at 76% of budget.

Line 15 Benefits: Includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education & trainings. YTD is at 68% of budget due to workers compensation coming in lower than anticipated.

Line 17 Program Expense: Includes supplies and expenses for the youth soccer league, park, community center, farmers market and other programs. YTD is at 93% of budget due to higher than expected program expenses

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

Line 19 Utilities: Includes gas and electric for parks and the community center, along with telephone & electricity for street lighting. YTD is at 67% of budget.

Line 20 Operations & Maintenance: Includes vehicle maintenance, small tools, vehicle fuel and building repair for the park and community center. YTD is at 95% of budget due to increased vehicle fuel cost, higher than anticipated small tools purchases and ESP softball insurance not considered in budget.

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

Line 23 Other Expenses: Includes uniforms, printing costs, dues & subscriptions, and bank charges. YTD is at 38% of budget due to timing of expenses.

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

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

- \$241.6K - Additional Asphalt Parking Area - Community Center
- \$30K - Community Center Fencing
- \$5.3K - Lighting for Baseball and Sports field
- \$2.5K - Nature Playground
- \$2.2K - Community Center Parking Lot Lights (New area)
- \$10.2k- Park Sound System



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

	Mar. 2022	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Charges for Services	\$ 48,687	\$ 432,249	\$ 578,519	75%	\$ 412,605
3 Assessments & Fees	13,012	149,187	236,954	63%	152,549
4 Other Charges	1,695	19,253	16,360	118%	7,480
5 Board Discretionary Revenue	-	-	20,000	0%	-
6 Miscellaneous Income (Expense)	-	4,768	-	0%	-
7 Total Revenues	63,394	605,458	852,833	71%	572,634
8 Expenses					
9 Salaries & Benefits					
10 Salaries	4,223	68,041	85,426	80%	62,477
11 Benefits	3,013	31,654	41,861	76%	27,777
12 Total Salaries & Benefits	7,236	99,696	127,287	78%	90,255
13 Contractual Services	96,459	383,210	565,926	68%	369,542
14 Disposal Fees	11,434	134,648	158,052	85%	127,874
15 Operations & Maintenance	832	5,273	4,531	116%	3,224
16 Other Operating Expenses	551	11,128	3,997	278%	5,856
17 Admin Allocation	961	8,652	11,536	75%	8,373
18 Total Expenses	117,473	642,606	871,330	74%	605,125
19 Net Income (Loss)	\$ (54,079)	\$ (37,148)	\$ (18,497)	201%	\$ (32,491)

06-Solid Waste Disposal Revenues and Expenses

Line 2 Charges for Services – Solid Waste: Includes regular pick up of solid waste. YTD is at 75% of budget.

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

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

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

Line 6 Miscellaneous Income/(Expense): Includes gain or loss on sale of assets and other miscellaneous income. YTD activity includes \$4.7K in COVID relief funds from the American Rescue Plan Act (ARPA) through San Bernardino County.

Line 10 Salaries: Includes salaries for solid waste employees. YTD is at 80% of budget due to the timing of payroll and Covid hazard pay in December.

Line 11 Benefits: Includes employee insurance, CalPERS retirement, workers compensation, payroll taxes, and education & training. YTD is at 75% of budget.

Line 13 Contractual Services: Includes Burrtec fees and other miscellaneous contract services. YTD can trend over/under budget due to need and timing of services and fees. YTD is at 68% of budget.

Line 14 Disposal Fees: Includes San Bernardino County disposal fees and green waste disposal fees. YTD can trend over/under budget due to need and timing of fees. YTD is at 85% of budget.

Line 15 Operations & Maintenance: Includes vehicle maintenance, vehicle fuel, operating supplies, and uniforms. YTD is over budget due to increased fuel costs.

Line 16 Other Operating Expenses: Includes rent for park storage, telephone, postage, event expenses, public outreach, printing, small tools, and bad debt expenses. YTD is over budget due to \$2.4K tax lien write offs in September and \$8.4K mattress recycling fees that were not considered on budget.

Line 17 Admin Allocation: This is the monthly distribution of the budgeted Administration fund (Fund 10) expenses to the enterprise funds.



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

	Mar. 2022	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Tower Rent	\$ 11,833	\$ 135,628	\$ 158,511	86%	\$ 130,870
3 Property Taxes	7,544	83,040	107,345	77%	79,142
4 Solid Waste Billing & Fees	15,751	124,275	162,151	77%	121,010
5 Fees & Charges	2,351	19,995	17,000	118%	17,346
6 Investments	9	5,058	30,000	17%	5,486
7 Other Income	11,000	27,476	200	13738%	4,695
8 Board Discretionary Revenue	(29,202)	(290,272)	(354,706)	82%	(280,785)
9 Total Revenues	19,285	105,201	120,501	87%	77,764
10 Expenses					
11 Salaries & Benefits					
12 Salaries	41,385	423,514	534,599	79%	382,045
13 Benefits	15,034	206,666	238,381	87%	161,372
14 Directors' Fees	4,492	53,650	89,000	60%	43,723
15 Total Salaries & Benefits	60,912	683,830	861,980	79%	588,962
16 Contractual Services	17,768	186,876	220,836	85%	180,656
17 Insurance	31,637	94,995	92,924	102%	64,791
18 Utilities	1,737	14,473	21,504	67%	12,607
19 Operations & Maintenance	168	1,307	3,516	37%	773
20 Permits & Fees	1,612	16,605	16,700	99%	14,930
21 Office & Other Expenses	4,690	56,134	56,635	99%	49,234
22 Election Expense	-	-	-	0%	-
23 Admin Allocation	(96,133)	(865,195)	(1,153,594)	75%	(837,311)
24 Total Expenses	22,390	189,024	120,501	157%	74,640
25 Net Income (Loss)	\$ (3,105)	\$ (83,823)	\$ -		\$ 3,124

10-Administrative Revenues and Expenses

Line 2 Tower Rent: Includes radio tower site rental fees. YTD is at 86% of budget.

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

Line 4 Solid Waste Billing & Fees: Includes franchise fees and billing for solid waste. YTD is at 77% of budget.

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

Line 6 Investments: Includes investment income and unrealized gain or loss on investments. YTD is at 17% of budget due to a decline in interest rates and timing of receipts.

Line 7 Other Income: Other Income includes recycling revenues and other miscellaneous income. YTD activity includes \$14.4K in COVID relief funds from the American Rescue Plan Act (ARPA), \$2K mattress recycling proceeds and \$11k receipt from Herca Telecomm services for SCE easement.

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

- Radio Tower Site Rent – \$11,833
- Property Taxes – \$7544
- Solid Waste Franchise Fees – \$9,826

Line 12 Salaries: Includes full time, part time & overtime for administrative employees. YTD is at 79% of budget due to the timing of payroll and Covid hazard pay in December.

Line 13 Benefits: Includes employee insurance, CalPERS retirement, workers compensation, payroll taxes, employee benefit & morale and education & training. YTD is at 87% of budget due to higher than anticipated workers compensation premiums and the annual payment of PERS Unfunded liability.

Line 14 Directors' Fees: Includes directors fees as well as directors training, seminars, and mileage expense. YTD is at 60% of budget.

Line 16 Contractual Services: Includes software support, legal services, and auditing & accounting services. YTD is at 85% of budget due higher than anticipated software support services needed.

Line 17 Insurance: Includes both general liability and vehicle insurance expenses. YTD is at 102% of budget due to last quarterly payment made in March and premium coming in slightly higher than anticipated.

Line 18 Utilities: Includes telephone and electricity expenses. YTD is at 67% of budget.

Line 19 Operations & Maintenance: Includes vehicle maintenance, vehicle fuel, mileage & travel reimbursement, uniforms, and equipment maintenance. YTD is at 37% of budget due to timing of maintenance.

Line 20 Permits & Fees: Includes the annual LAFCO fees, the GFOA application fee for the budget award, and San Bernardino County fees. YTD is at 99% of budget due to annual fees being paid at the beginning of the fiscal year.

Line 21 Office & Other Expense: Includes board meeting supplies, public relations, community promotion, bank charges, office supplies, postage, and dues & subscription. YTD is at 99% of budget due to higher volume of public notices than anticipated and annual dues and subscriptions paid at the beginning of the fiscal year.

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

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



Helendale Community Services District

DATE: May 19, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #5
Discussion Only Regarding Proposed Solid Waste Rate Increase and Update on SB1383 Implementation

STAFF RECOMMENDATION:

Per the contract with Burrtec the Board accepted the rate request in March and provided direction to Staff to prepare and mail the Proposition 218 notification to all customer (residential and commercial).

STAFF REPORT:

The rate notice included a public meeting during which the District will provide a presentation and members of the public will be allowed to ask questions related to the proposed increase. On June 2, the Board will hold the public hearing. At the public hearing, the board will again received inquiry from the public and upon the conclusion will render the decision as to whether or not a majority protest exists regarding the propose rate increase for Solid Waste services.

The Burrtec contract is very specific regarding this process and states that Burrtec will present a request for an increase related to the annual average of the Consumer Price Index over the course of the preceding 12-month period (Jan-Dec).

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

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

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

The rate request submitted by Burrtec noted that CPI was 5.76% for the annual average. As a comparison, the CPI increase effective 7/1/20 was 3.07%; the CPI increase effective 7/1/21 was 1.87%. Recycling costs decreased for this year by \$0.64 cents per month to \$1.20. Last year's recycling fee was a \$1.84. This reflects modest improvement in the recycled material markets.

This is the first time that the Consumer Price Index has been over 4% since the contract was implemented attesting to the extraordinary times we are in. The Board elected to grant the 5.76% CPI based adjustment in an effort to forestall a potential increase for extraordinary expenses.

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

Total CPI related increase of 5.76%

Fee	Current	Proposed	Difference
Cart service w/ESFR	16.80	17.77	0.97
Recycling Fee	1.84	1.20	-0.64
Admin Billing Fee	2.40	2.54	0.14
218 Fee	0.07	0.07	0
Franchise Fee	2.33	2.39	0.06
			\$0.53

FISCAL IMPACT: NA

REQUESTED ACTION: This is a public meeting. No action required.

ATTACHMENTS: Rate Increase Notification

NOTICE OF PUBLIC HEARING REGARDING HELENDALE COMMUNITY SERVICES DISTRICT REFUSE COLLECTION SERVICE CHARGES

The HELENDALE CSD Board of Directors will be considering an \$0.53 cent per month increase in residential curbside trash service. Commercial rate increase will also be considered based upon level of service.

Article XIID of the California Constitution requires the Helendale Community Services District (HCSD) to send notification of a proposed rate increase to all owners and tenants of real property within HCSD's service area who would be directly liable to pay for refuse collection services to the property at least 45 days prior to a public hearing at which adoption of the proposed rate increases will be considered. In accordance with those requirements, please be advised that HCSD is proposing an increase in its refuse collection service charges. This Notice identifies the amount of the proposed rate increases; the basis upon which the proposed increases were calculated; the reason for the proposed rate increases; the date, time, and location of a public hearing on the proposed rate increases; and the manner in which all persons opposed to the proposed increases may object and/or file a written protest thereto. Consequently, please be advised that this document shall serve as formal notification to you that HCSD's Board of Directors will hold a Public Meeting on **May 19, 2022**, and a Public Hearing on **June 2, 2022**, on the proposed rate increases described herein, at 6:30 p.m., in the HCSD Board Room located at 26540 Vista Road, Suite C, Helendale, California and will also be available via teleconference at www.zoom.com Meeting ID: 463 173 8457 Passcode: HCSD.

INFORMATION ABOUT THE CHARGES

- A. Basis upon which the charges were calculated.** The HCSD Board of Directors has previously determined that the collection and disposal of refuse in its service area shall be performed by Burrtec Waste Industries, Inc. ("Burrtec"), under the terms of an exclusive franchise agreement. The monthly **residential** curbside collection charge is comprised of six components: (1) an amount for the administration and operation of automated curbside refuse collection service, which includes the provision of collection carts - a 95 gallon refuse cart and up to two 65-gallon recycling carts - with weekly pick-up service; (2) the cost of recycling; (3) an amount to compensate HCSD for its administrative costs in connection with billing, customer service and noticing requirements; (4) an amount to compensate HCSD for franchise service provision as assumed from the County of San Bernardino; (5) the cost of residential disposal at the landfill; and (6) the cost of hauling green waste. Typically, residential disposal costs are paid out of a disposal fee listed on the property tax bill. If this fee is not paid on the tax bill, then the disposal costs are added to the monthly bill for those accounts receiving curbside service. The **commercial** charges are comprised of three components: (1) An amount for the administration and operation of commercial bin refuse and recycling collection service; (2) the tipping/disposal fee; and (3) an amount to compensate HCSD for franchise service provision as assumed from the County of San Bernardino.
- B. Reason for the proposed increases.** The total proposed increase of \$0.53 per month is based on the following factors: a \$0.97 per month **increase** for collection service based on the Riverside-San Bernardino-Ontario 2021 average Consumer Price Index (CPI) for All Urban Consumers; a \$0.14 **increase** per month in the administration fee to reflect the CPI increase; a \$0.06 **increase** per month in the franchise fee to reflect the CPI increase; a \$0.64 **decrease** per month in the cost of recycling. Commercial rates vary by frequency and type of service. See Exhibit A for more information related to commercial services.
- C. Charge per parcel.** HCSD proposes to adopt rate increases for residential and commercial refuse collection service charges as described in Exhibit A on the reverse side of this Notice. If you need assistance determining the charge for your property or parcel for residential service, you may contact HCSD by calling (760) 951-0006, by mail to PO BOX 359, Helendale, CA 92342, or in person at 26540 Vista Road, Suite B, Helendale, California. For questions about commercial refuse service, you may contact Burrtec by calling (760) 245-8607.
- D. Written report.** A written report has been prepared and filed with HCSD's General Manager regarding the proposed new commercial and residential refuse collection service charges. As required by California Government Code Section 66016, the written report also provides data indicating the amount of cost, or estimated cost, to provide refuse collection service and the revenue sources anticipated to provide the service. A copy of the written report is available at HCSD's offices located at 26540 Vista Road, Suite B, Helendale, California.

HOW TO PARTICIPATE

If you have any questions or comments about the proposed rates or wish to protest you may:

Write – Formal written protests may be mailed to the Helendale Community Services District, Attention: Clerk of the Board, P.O. Box 359, Helendale, CA 92342; or hand delivered to the administration office at 26540 Vista Road, Suite B, Helendale, California. Written protests must specify the rate or charge being protested and must include: Your name, parcel number and/or service address, and your signature. E-mailed protests will not be accepted.

Attend the Public Hearing – Written protests may also be submitted at the Public Hearing on **June 2, 2022**, at 6:30 p.m., in HCSD's Board Room located at 26540 Vista Road, Suite C, Helendale, California. All written protests must be received before the Public Hearing. You may address the Board; however, oral comments do not qualify as a formal protest unless accompanied by a written protest. You may attend the Public Hearing on **June 2, 2022**, at 6:30 p.m. either in-person in HCSD's Board Room located at 26540 Vista Road, Suite C, Helendale, California, or via teleconference at www.zoom.com Meeting ID: 463 173 8457 Passcode: HCSD.

Information available to you – Copies of the written report, the proposed Resolution, HCSD's exclusive franchise agreement with Burrtec, and further details concerning the reasons for the proposed rate increases and the basis upon which they were calculated, are available for review at the HCSD office located at 26540 Vista Road, Suite B, Helendale, California.

Public Hearing process – At the time of the Public Hearing, the Board of Directors will hear and consider all protests and objections. After the Public Hearing, if a majority of the property owners and tenants of real property directly liable for paying refuse collection service bills for the affected parcels file written protests in opposition to the proposed rate increases, the increases will not be imposed. However, if a majority protest is not received, HCSD's Board of Directors may increase the refuse collection service rates after public input and deliberation in the manner described in this Notice. If adopted, the proposed rates would become effective **July 1, 2022**.

EXHIBIT A HELENDALE CSD PROPOSED 2022 RATE INCREASE

Service Type (Size)	Current 2021 Rate	Proposed 2022 Rate	Service Type (Size)	Frequency	Current 2021 Rate	Proposed 2022 Rate	Service Type (Size)	Frequency	Current 2021 Rate	Proposed 2022 Rate
Residential Service			Commercial Trash Service			Food Waste Bins & Barrels				
95-gallon barrel w/paid disposal costs	\$23.44	\$23.97	1.5	1	\$91.68	\$95.86		1	\$246.00	\$257.71
95-gallon barrel w/o paid disposal costs	\$30.70	\$31.23	1.5	2	\$173.87	\$181.70	2	2	\$480.29	\$503.03
Extra 95-gallon trash barrel	\$8.31	\$8.79	1.5	3	\$256.16	\$267.64	2	3	\$714.58	\$748.33
65/95-gallon recy. 1st extra	N/C	N/C	2	1	\$119.03	\$124.43	2	4	\$948.86	\$993.64
65/95-gallon recy. extra	\$1.63	\$1.72	2	2	\$228.70	\$238.96	2	5	\$1,183.14	\$1,238.95
Extra pick-up on non-service day (barrels)	\$24.70	\$26.12	2	3	\$338.35	\$353.46	2	6	\$1,417.42	\$1,484.25
Extra pick-up on service day (barrels only)	\$8.31	\$8.79	3	1	\$164.51	\$171.80	35g	1	n/a	\$67.54
Barrel Exchange **	\$16.92	\$17.90	3	2	\$328.97	\$343.55	35g	2	n/a	\$115.17
Green Waste Disposal Fee	\$0.37	\$0.37	3	3	\$493.51	\$515.38	35g	3	n/a	\$162.82
Commercial Barrel Service			3	4	\$657.99	\$687.14	35g	4	n/a	\$210.43
95-gallon barrel -1x	\$18.71	\$19.40	3	5	\$822.47	\$858.90	35g	5	n/a	\$258.07
95-gallon barrel -2x	\$47.02	\$48.98	3	6	\$986.97	\$1,030.70	35g	6	n/a	\$305.70
95-gallon barrel -3x	\$69.11	\$71.99	Recycling Bin Service			65g	1	\$85.82	\$89.93	
Automated Recy 65g - 1x	\$8.78	\$8.54	1.5	1	\$83.30	\$79.36	65g	2	\$152.72	\$159.86
Barrel Exchange	\$16.92	\$17.90	1.5	2	\$166.56	\$158.68	65g	3	\$219.64	\$229.83
Barrel Replacement (lost or stolen)	\$72.89	\$77.09	1.5	3	\$249.84	\$238.04	65g	4	\$286.53	\$299.75
Commercial Bins Service			2	1	\$107.88	\$102.46	65g	5	\$353.44	\$369.69
Bin Exchange **	\$84.61	\$89.49	2	2	\$215.75	\$204.91	65g	6	\$420.34	\$439.61
Bin Replacement + actual cost of bin	\$93.72	\$99.12	2	3	\$323.62	\$307.35	Roll-Offs (Recycling) + Disposal/Processing			
Residential Bin Service			3	1	\$147.78	\$138.83	40 yard		\$218.12	\$230.69
1.5	\$72.66	\$76.84	3	2	\$295.57	\$277.67	20 yard		\$218.12	\$230.69
1.5	\$145.28	\$153.64	3	3	\$443.36	\$416.51	10 yard		\$218.12	\$230.69
1.5	\$217.92	\$230.48	3	4	\$591.14	\$555.34	40 yard compactor		\$218.12	\$230.69
2	\$93.70	\$99.10	3	5	\$738.91	\$694.16	40 yard green waste		\$218.12	\$230.69
2	\$187.39	\$198.19	3	6	\$886.70	\$832.98	Liner for Roll-Off		\$113.19	\$119.71
2	\$281.08	\$297.27	Green Waste Bins & Barrels			Roll-Off drop-off Program green waste (per box)		\$156.31	\$165.32	
3	\$126.50	\$133.79	1.5	1	\$102.80	\$108.15	Concrete Washout			
3	\$253.01	\$267.59	1.5	2	\$196.13	\$206.27	Delivery		\$573.41	\$606.44
3	\$379.52	\$401.39	1.5	3	\$289.52	\$304.48	Pump		\$422.50	\$446.84
Residential Bin Service			3	1	\$186.76	\$196.37	Pump Service		\$573.41	\$606.44
Bin Exchange **	\$84.61	\$89.49	3	2	\$373.47	\$392.68	Relocate		\$144.87	\$153.21
Bin Replacement + actual cost of bin lost or stolen bin	\$93.72	\$99.12	3	3	\$560.26	\$589.09	Rental Fee (per day)		\$11.70	\$12.38
Permanent (Trash) + Disposal/Processing			3	4	\$746.99	\$785.41	Miscellaneous Bin Charges			
40 yard	\$221.18	\$233.74	3	5	\$933.71	\$981.75	Locking container		\$8.31	\$8.79
20 yard	\$221.18	\$233.74	3	6	\$1,120.46	\$1,178.11	Container steam clean		\$41.11	\$43.48
10 yard	\$221.18	\$233.74	35g	1	n/a	\$50.35	Pull-out service		\$41.11	\$43.48
40 yard compactor	\$221.18	\$233.74	35g	2	n/a	\$80.81	Extra pick-up		\$49.42	\$52.27
Dry Run /Relocate	\$78.49	\$83.01	35g	3	n/a	\$111.27	Recycle contamination bins		\$48.18	\$50.96
Rental Fee (per day)	\$26.57	\$28.10	35g	4	n/a	\$141.70	Recycle contamination barrels		\$36.50	\$38.60
Disposal (per ton)	\$59.94	\$59.94	35g	5	n/a	\$172.16	Certificate of Destruction			
Temporary Roll-Offs (Trash)			35g	6	n/a	\$202.60	Taken to San Bernardino County Landfill (per ton)		\$117.92	\$124.71
40 yard	\$580.82	\$593.38	65g	1	n/a	\$54.83	Temporary Bins			
20 yard	\$820.58	\$833.14	65g	2	n/a	\$89.67	Temporary Bins		\$117.99	\$124.79
10 yard	\$820.58	\$833.14	65g	3	n/a	\$124.53				
Dry Run / Relocate	\$78.49	\$83.01	65g	4	n/a	\$159.36				
Disposal (per ton)	\$59.94	\$59.94	65g	5	n/a	\$194.20				
			65g	6	n/a	\$229.03				
			95g	1	\$56.25	\$59.23				

** One exchange per year at no charge, does not apply to graffiti or damaged barrels



Helendale Community Services District

DATE: May 19, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
Discussion and Possible Action Regarding Scheduling Sexual Harassment Training in 2022

STAFF RECOMMENDATION:

This matter is at the discretion of the Board.

STAFF REPORT:

In 2019, the Board adopted Resolution 2019-16 regarding its commitment to an harassment-free workplace and supporting the appropriate training for Staff and the Board.

Assembly Bill 1825 adopted in 2005 and Senate Bill 343 codified the requirements for training every two years. Staff is seeking direction for the Board so that the appropriate training can be scheduled prior to December 31, 2022. Last session was at a regular board meeting in December 2020. Option to consider are:

- Training at a regular board meeting
- Training at a special board meeting
- Individual training at your convenience via computer session

FISCAL IMPACT: None

POSSIBLE MOTION: Provide direction to Staff regarding preference for training

ATTACHMENTS: Resolution 2019-16

RESOLUTION NO. 2019-16

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE HELENDALE COMMUNITY SERVICES DISTRICT
ESTABLISHING POLICIES FOR BOARD MEMBER
SEXUAL HARASSMENT PREVENTION TRAINING**

WHEREAS, the Board of Directors of the Helendale Community Services District finds as follows:

A The Helendale Community Services District ("the District") is a public agency organized and operating as a community services district pursuant to California Government Code Section 61000 et seq.

B The District is governed by an elected Board of Directors ("the Board") whose activities are subject to the requirements of California laws

C Since 2005, Assembly Bill 1825 has required all public employers such as the District to provide two hours of sexual harassment prevention training to all supervisory employees within six months of assuming a supervisory position and again at least every two years.

D Effective January 1, 2019, Senate Bill 1343 expanded these statutory requirements to mandate that existing nonsupervisory employees undergo one hour of sexual harassment training and Senate Bill extended the deadline for said training to January 1, 2021. Thereafter, the District must provide one hour of sexual harassment prevention training to all nonsupervisory employees within six months of assuming a nonsupervisory position and again at least every two

E Additionally, pursuant to Government Code Section 53237 et seq., all members of the Board are required to receive at least two hours of sexual harassment prevention training and education within the first six months of taking office, and again at least every two years thereafter, since Board members receive compensation from the District.

F The District maintains a zero-tolerance harassment, discrimination, retaliation, and bullying policy for its employees pursuant to the terms and conditions of the District's Employee Personnel Manual, including, but not limited to, Sections 7.5 and 7.6 thereof (which are attached hereto as "Exhibit A" and "Exhibit B" and are incorporated herein by this reference).

G The purpose of this Resolution is to establish a District policy with respect to sexual harassment prevention training for its Board members that is similar in nature to the statutory provisions of Assembly Bill 1825 and Senate Bill 1343 (which have been codified as Government Code Section 12950.1) and California Government Code Section 53237 et seq.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS of the Helendale Community Services District as follows:

Section 1. **SEXUAL HARASSMENT TRAINING.**

1.1 **Requirement.**

1.1.1. Service Prior To Effective Date. Each Board member in District service as of the effective date of this Resolution must participate in a program of providing at least two hours of interactive, in-person, classroom training and education regarding sexual harassment no later than six months from the effective date hereof. Thereafter, each Board member must participate in such training at least once every two years.

1.1.2. Service On Or After Effective Date. Each Board member who commences service with the District on or after the effective date of this Resolution must participate in a program of providing at least two hours of interactive, in-person, classroom training and education regarding sexual harassment no later than six months from the first day of service with the District. Thereafter, each Board member must participate in such training at least once every two years.

1.2. **Content.** The training and education program required by Section 1.1 of this Resolution shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against, and the prevention and correction of, sexual harassment and the remedies available to victims of sexual harassment in employment. The training and education shall also include practical examples aimed at instructing District Board Members in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers and educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation.

Section 2. **COMPLIANCE WITH POLICIES.**

Each member of the Board shall comply with all of the zero-tolerance harassment, discrimination, retaliation, and bullying policies set forth herein, as may be amended from time to time.

Section 3. **REVIEW OF RESOLUTION.**

At times deemed appropriate by the Board, the Board shall review this Resolution to determine its effectiveness and the necessity its for continued operation. The District's General Manager shall report to the Board on the operation of this Resolution and make any recommendations deemed appropriate, including proposals to amend this Resolution. Upon

conclusion of its review, the Board may take any action it deems appropriate concerning this Resolution.

Section 4. **SEVERABILITY.**

If any provision of this Resolution, or the application thereof to any person or circumstances, is held invalid, such invalidity shall not affect other provisions or applications of this Resolution which can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are declared to be severable.

Section 5. **EFFECTIVE DATE.**

The provisions of this Resolution adopted by the Board on September 19, 2019, and shall take effect immediately upon adoption.

Adopted this 19th day of September, 2019.

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

President, Board of Directors

ATTEST:

Secretary



Helendale Community Services District

DATE: May 19, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette, Program & Park Supervisor
SUBJECT: Agenda item #7
Discussion Only Regarding Review of Solid Waste Recycling Programs and Update on Completion of Grant

STAFF RECOMMENDATION:

This matter is information only.

STAFF REPORT:

Over the last 7 years the District has expanded the recycling programs offered at the Thrift Store to include the acceptance of green waste, mattresses, electronic waste, and metal from the community. Staff believes that the collection of green waste will help the District attain sufficient landfill diversion with the addition of the food waste drop-off program to meet the requirements of SB1383.

Below are the most recent numbers for all our recycling options.

Program	Year Program Began	Pounds, Tons, or Units Recycled
Green Waste	2017	450.66 Tons
Mattress Recycling	2017	2,967 Units
Electronic Waste	2016	174,601 pounds
Metal Recycling	2016	196.22 Tons

Staff has noticed a decrease in the green waste drop off program. In FY 2020 a total of 113.06 tons were recycled, in FY 2021 a total of 73.07 tons were recycled and FY 2022 to date a total of 28.9 tons have been recycled. Staff believes the decrease in FY 2021 could have been due to COVID, and the decrease in FY 22 could be due to the reduction of hours for the program as well as the requirement to make an appointment for the service. These changes began during COVID and continued after the store re-opened. In FY 2021, the drop off was open between 10 am – 3 pm and hours were further restricted to 12 pm – 3 pm in 2022.

Staff applied for and received a grant from the Mattress Recycling Counsel to purchase a storage container for mattresses as well as fork extensions for the forklift. The storage container will allow for the mattresses to be placed in a covered area if they are not able to be loaded into the trailer right away, thus protecting them from damage. The fork extensions will allow Thrift Store Staff to

transport the mattresses to the lift for easy loading into the trailer. Staff has requested a reimbursement of \$7,348.13, the total cost to purchase the mattress storage and fork extensions was \$8,283.56.

FISCAL IMPACT: \$935.43

POSSIBLE MOTION: Information only, no action required.

ATTACHMENTS: None



Helendale Community Services District

DATE: May 19, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Craig Carlson, Water Operations Manager
SUBJECT: Agenda item #8
Discussion Only Regarding Update on Well 13

STAFF RECOMMENDATION:

This is an information only item.

STAFF REPORT:

The process for Well 13 completion has been a perfect storm between pump lead time, supply chain issues and price escalations. The District was informed this week that the pump and motor should be on site by the end of August.

Additional items that need to be completed are:

Well house: Well house has been completed off site except for man door and roll up door. Doors will be installed after the building is set in place. The building will be installed once the well head piping is complete, and the pad is poured.

Electrical: Contractor has been waiting for the pump and motor specs to determine size of cable and conduit that will be needed. Electrical contractor has provided staff with recommendation on conduit size. Conduit will be ordered and installed mid-June. There is a spare soft starter panel that has been on the shelf in the shop for the past 10 years. Now that we will have redundancy amongst the wells with well #13, staff is looking at the option of using the backup soft starter panel on hand for the well. This will save approximately \$9,000 on purchasing a new panel and soft starter. Contractor is looking at this option currently to be sure it will accommodate our needs.

SCADA: Staff met with SCADA contractor last week to line out the scope of work for the SCADA control at the well site. SCADA contractor recommends moving the main computer for the entire SCADA system from the office to well #13. The contractor feels this location will allow more direct coverage of the PLC's. The entire SCADA system needs to be updated and the contractor plans to update the system during well #13 SCADA installation.

Pipeline: Remainder of the pipeline parts have been ordered to complete well head piping to the system piping and flush to waste. Once the pump and motor are installed, the piping will be tied into the system and flush to waste.

Cameras and Security: Staff has been looking at a camera system for well #13. The camera system will allow staff to monitor remotely 24/7 from cell phones and will have motion alarms. Staff will also be installing lights with motion detectors and dawn to dusk sensors.

Well site: Once the building is set and all infrastructure is complete, staff will spread rock or pea gravel to dress up the site.

FISCAL IMPACT: NA

POSSIBLE MOTION: None

ATTACHMENTS: NA