



# Helendale Community Services District

26540 Vista Road, Suite C, Helendale, CA 92342

## **REGULAR BOARD MEETING** **Thursday, June 16, 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](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 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: June 2 Regular Board Meeting
- b. Bills Paid Report
- c. Directors' Compensation and Expenses
- d. April Financials
- e. Resolution 2022-1H: A Resolution of the Board of Directors of the Helendale Community Services District Re-Ratifying the Proclamation of a State of Emergency by Governor Newsom, Declaring That Local Emergency Conditions Persist, and Re-Authorizing Remote Teleconference Meetings of the Board of Directors and Its Standing Committees for the Period July 2, 2022, to July 21, 2022, Pursuant to Brown Act Provisions

#### **4. Reports**

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

#### **Regular Business:**

5. Discussion and Possible Action Regarding CSDA Election of Officers
6. Discussion and Possible Action Regarding Adoption of Revised Fee Package

7. Discussion and Possible Action Regarding Adoption of Resolution 2022-09: A Resolution of the Board of Directors of the Helendale Community Services District Establishing Policies for its Compensation, Reimbursement, and Ethics Training

**Other Business**

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

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

10. Report of Closed Session Items

11. Adjournment

*Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is sought in order to participate in the above agendaized 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: June 16, 2022  
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 June 2, 2022
- b. Bills Paid Report
- c. Directors Expenses
- d. April Financials
- e. Resolution 2022-1H: A Resolution of the Board of Directors of the Helendale Community Services District Re-Ratifying the Proclamation of a State of Emergency by Governor Newsom, Declaring That Local Emergency Conditions Persist, and Re-Authorizing Remote Teleconference Meetings of the Board of Directors and Its Standing Committees for the Period July 2, 2022, to July 21, 2022, Pursuant to Brown Act Provisions



# Helendale Community Services District

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Date: May 19, 2022  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Cheryl Vermette  
SUBJECT: Agenda item #3a  
Approval of Minutes: June 2, 2022 Regular Board Meeting

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*Minutes of the Helendale Community Services District*

*REGULAR BOARD OF DIRECTORS MEETING*

*June 2, 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](https://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 (via Zoom); Vice President Henry Spiller; Secretary, Sandy Haas; Director Ron Clark, Director Craig Schneider (via Zoom)

**Staff Members Present:**

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

**Consultants:**

— Steve Kennedy, Legal Counsel (via Zoom); Richard Nino, Vice President Burrtec Waste

**Members of the Public:**

There 4 members of the public present.

**Call to Order and Pledge of Allegiance**

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

**1. Approval of Agenda**

**Discussion:** General Manger Cox requested to present Item 5 before Item 4.

**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 roll call vote: 5 - Yes; 0 - No. President Smith-Yes; Vice President Spiller-Yes; Director Clark -Yes; Director Schneider -Yes; Director Haas -Yes

**2. Public Participation**

Christopher Porter, Field Representative for Fist District Supervisor Cook reported on the fire in Hinkley. County Fire is working with Synagro, the fire appears to be from spontaneous combustion in one of the compost piles. He also reported that the County's budget hearing is a week and a half.

Chief Nelson, San Bernardino County Fire, also gave an update on the fire at the compost facility.

Greg Thompson, Resident, asked about the graffiti on the Lyons Flooring sign at the entrance of Helendale. He also commented that the last concert in the park was great.

### 3. Consent Items

- a. Approval of Minutes: May 19 Regular Board Meeting
- b. Bills Paid Report
- c. Directors Compensation and Expenses
- d. Resolution 2022-1G: A Resolution of the Board of Directors of the Helendale Community Services District Re-Ratifying the Proclamation of a State of Emergency by Governor Newsom, Declaring That Local Emergency Conditions Persist, and Re-Authorizing Remote Teleconference Meetings of the Board of Directors and Its Standing Committees for the Period June 2, 2022, to July 1, 2022, Pursuant to Brown Act Provisions

**Action:** Vice President Spiller requested to pull item 3c. Director Clark made a motion to approve the consent items excluding item 3c. Director Haas seconded the motion.

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

### Regular Business

5. Public Hearing to Receive Comments and Possible Adoption of Resolution 2022-11: A Resolution of the Helendale Community Services Board of Directors Determining that there was No Majority Protest to Proposed Increases to Refuse Collection Services Charges and Adopting a Rate Schedule for Such Charges and Superseding Existing Applicable Rates

**Discussion:** Vice President Spiller opened the public hearing at 6:54 pm. General Manager Cox presented information on the proposed solid waste increase. She described the process for the public hearing, explaining that Staff will make a presentation, the public will be asked for input, and the Board will render a decision as to whether a majority protest exists or not. Proposition 218 requires that all rate increases go through a public disclosure process. Rate notices are mailed to each affected rate payer both commercial and residential. The rate notice outlines the necessity for the rate increase, how the public can participate in the process and the procedures for adopting the proposed rate. The notice was mailed to all customers in April. A public meeting was held on 5/19 and the public hearing is being held today 6/2. To date no protests have been received. Per the contract with Burrtec, they can request an annual increase based upon the CPI. The annual CPI increase proposed for this year is 5.76% (based on the 12-month CPI average for 2021). The contract caps the CPI increase at 4%. The Board has the discretion to award more or hold to the cap. Burrtec has the right to request extra-ordinary increases. Section 10.08 discusses extraordinary rate adjustments which include changes in law (for example carb emission standards, SB 1383, etc.), extraordinary costs (such as changes in operating costs brought about by unforeseen circumstances beyond the control of the contractor like fuel costs, employee costs, etc.), or changes in disposal facility. To date Burrtec has not invoked this section of the contract. The proposed rate increase is as follows: trash service will increase from \$16.80 to \$17.77 (a \$0.97 increase); the recycling fee will decrease from \$1.84 to \$1.20 (a decrease of \$0.64); the admin fee will increase from \$2.40 to \$2.54 (a \$0.14 increase); the 218-recovery fee will stay the same at \$0.07; and the franchise fee will increase from \$2.33 to \$2.39 (a \$.06 increase). The green waste fee will remain unchanged at \$0.37. The total residential rate will be \$24.34, and increase of \$0.53 per month. This presentation only addresses residential rates. Commercial rates were included in the mailed notice and vary greatly based on the type and frequency of services. Residential customers who do not pay for disposal on their tax bill (ESFR) pay an additional \$7.26 per month to cover the disposal costs. New development can opt-in, but none have done so.

There were no requests to speak, or letters of protests received. Vice President Spiller closed the public hearing at 7:05 pm.

**Action:** Director Haas made a motion to adopt Resolution 2022-11 determining that there was no majority protest and adopt the solid waste rate increase. Director Clark seconded the motion.

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

#### 4. Reports

*This item was moved after item 5 at the request of the General Manager*

##### a. Directors Reports

Vice President Spiller asked about the possibility of bringing back the conversation regarding the dog park on Silver Lakes Parkway and Galleon stating that it could help with dust. President Smith said this is something the Board needs to discuss at a future meeting. Spiller also requested flyers for green waste drop off in English and Spanish.

##### b. General Managers Report

Beginning next week, the street light exchange will begin. This will be a two-to-three-day project. A total of 116 streetlights will be exchanged. The bill will be reduced, and the lighting quality will be improved. The contractor will be exchanging 70-watt fixtures with LED 3000k cool yellow equivalent. Lights are brighter and more direction. Customers can request a light shield if they think the light is too bright. Edison has already changed lights in Victorville, Oro Grande, Barstow and other unincorporated areas.

General Manager Cox showed pictures of the park covered in sand after the recent winds. She advised the park and rec committee would be discussing dust mitigation at an upcoming meeting.

Coffee with a Cop will be held on Friday, June 3 from 10 am to noon. The San Bernardino County Sheriff's Department, CHP and Assemblyman Smith will all be participating.

For the monthly cash flow report, the District has \$442,201 in revenue and \$234,522 in expenses.

#### 6. Public Hearing to Receive Comments and Possible Adoption of Resolution 2022-10: A Resolution of the Board of Directors of the Helendale Community Services District Approving and Adopting the FY2023 Annual Budget and Authorizing Appropriations Therefrom

**Discussion:** Vice President Spiller opened the Public Hearing at 7:27 pm. General Manager Cox presented this item. The budget development process is transparent and occurs over many public meetings. The mid-year budget review was held on 2/17; the review of the Capital Improvement Plans were held on 2/17; 3/3 and 3/17; the cost of living adjustment was reviewed on 3/3 and the organizational chart and pay ranges were discussed on 4/21. The budget provides information about the District and includes relevant policies related to the District's fiscal responsibilities/legal compliance. The District's enterprise funds are water, wastewater, and solid waste. The governmental funds include the recycling center, rental properties, park and recreation, and the administrative operation. The budget is a plan and as such affords flexibility. Monthly financials provide a comparison on performance. The CIP is included in the budget, projects over the General Managers signing authority are brought to the Board for approval. The approval of the budget authorizes expenditures of funds as outlined. Expenditures must be consistent with the applicable laws and policies. The key take-aways are no additional staffing has been added, the CPI of 7% has been factored in, some positions may experience advancement to the next range based upon certification levels and achievement, the District's benefits seem comparable, there is no anticipated turnover in staffing, all funds balance except Solid Waste. To help offset the deficit in solid waste, 30% of the thrift store supervisor was removed from the fund, next year Staff will propose some funding during the rate increase for SB1383, and there may be a possible staffing increase allocated to this fund. General Manager Cox presented a graph of the balances by fund as well as a graph of the revenue vs. expense for FY 2023. The proposed expenses for the water fund total \$3,074,858 with expenditures budgeted at \$2,143,098 and capital improvement projects totaling \$745,000. The proposed expenses for the wastewater fund total \$1,774,335 with expenditures budgeted at \$1,363,927 and capital improvement projects totaling \$935,000. The proposed expenses for the solid waste fund total \$862,201 with expenses budgeted at



\$885,128. The proposed revenue for the recycling center is budgeted at \$258,000 with expenses totaling \$173,259. The proposed revenue for the properties is \$125,480 with expenses at \$85,270. The proposed revenue for the parks department is \$532,495 with expenses totaling \$357,076 and capital projects totaling \$150,000. General Manager Cox presented a chart of revenue vs. expense by enterprise fund.

There were no requests to speak, or letters of protests received. Vice President Spiller closed the public hearing at 7:40 pm.

**Action:** Director Clark made a motion to adopt Resolution 2022-10, approving the Fiscal Year 2023 Annual Budget and authorizing expenditures therefrom. Vice President Spiller seconded the motion.

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

7. Discussion and Possible Adoption of Resolution 2022-09: A Resolution of the Board of Directors of the Helendale Community Services District Establishing the Appropriations Limit for Fiscal Year 2023 Pursuant to Article XIII B of the California State Constitution

**Discussion:** The appropriations limit is an annual requirement under Article XIII B of the California Constitution. The limit sets the amount of taxes and assessments that can be collected by a local government agency. Each year the limit is adjusted for population growth and CPI changes. The California Department of Finance provided the following: Per Capita Income (CPI) = 7.55% and population growth factor = -0.46%. The factor was applied to the \$831,313 limit amount from FY 2022. The new limit for FY 23 is \$889,964 an increase of \$58,651. The total FY 2023 projected taxes and assessments are \$449,814 below the voter approved limit. The District will not exceed the maximum limit. Any funds collected over the limit are required to be refunded to the taxpayers via a change in the tax rate over the following two years.

**Action:** Director Haas made a motion to adopt Resolution 2022-09, establishing the appropriations limit for Fiscal Year 2023, pursuant to Article XIII B of the California State Constitution. 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

8. Discussion Only Regarding Emergency Drought Regulation from the State Water Resources Control Board

**Discussion:** SWRCB is circulating draft language for water restrictions. ACWA has issued a letter requesting "thoughtful consideration." Urban water suppliers are now required to invoke stage 2 water restrictions. The State allows them to impose stricter requirements. Many areas are limiting watering to 2 times per week. The draft is primarily for urban suppliers. News broadcasts cause questions from our customers.

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

#### Other Business

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

National Night Out Ad hoc Committee update

10. Adjournment

President Smith adjourned the meeting at 7:51 pm

Submitted by:

Approved by:

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Tim Smith, President

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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: June 16, 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

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**STAFF RECOMMENDATION:**

Updated Report Only. Receive and File

**STAFF REPORT:**

Staff issued 37 checks and 18 EFT's totaling \$318,638.64

Total Cash Available:	<u>6/13/22</u>	<u>5/25/22</u>
Cash	\$6,116,244.99	\$5,587,311.65
Checks/EFT's Issued	\$ 318,638.34	\$ 104,998.64

**Investment Report**

The Investment Report shows the status of the invested District funds. The current interest rate is 0.06% for LAIF and 0.10% for the CBB Sweep Account for May 2021. Interest earned May 2022 on CBB Sweep Account is \$201.18



Helendale CSD

# Bills Paid and Presented for Approval

## Transaction Detail

Issued Date Range: 05/25/2022 - 06/13/2022

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
<b>Bank Account: 251229590 - CBB Checking</b>					
05/25/2022	<a href="#">25335</a>	YU LIN FENG	-366.00	Check	Utility Billing
05/25/2022	<a href="#">25336</a>	BOBBY MARCH	-354.00	Check	Utility Billing
05/25/2022	<a href="#">25337</a>	JOHN BURNETTE	-336.00	Check	Utility Billing
05/27/2022	<a href="#">25338</a>	California State Disbursement Unit	-230.76	Check	Accounts Payable
05/27/2022	<a href="#">25339</a>	State of California - Franchise Tax Board	-50.00	Check	Accounts Payable
06/02/2022	<a href="#">25340</a>	MWC Group, Inc	-35,295.00	Check	Accounts Payable
06/02/2022	<a href="#">25341</a>	Amazon Capitol Services	-265.46	Check	Accounts Payable
06/02/2022	<a href="#">25342</a>	AVCOM Services Inc.	-96.50	Check	Accounts Payable
06/02/2022	<a href="#">25343</a>	Beck Oil Inc	-4,873.62	Check	Accounts Payable
06/02/2022	<a href="#">25344</a>	Burrtec Waste Industries Inc	-126.50	Check	Accounts Payable
06/02/2022	<a href="#">25345</a>	Citizens Business Bank	-101,312.38	Check	Accounts Payable
06/02/2022	<a href="#">25346</a>	County of San Bernardino	-200.00	Check	Accounts Payable
06/02/2022	<a href="#">25347</a>	Forshock	-1,901.79	Check	Accounts Payable
06/02/2022	<a href="#">25348</a>	G.A. Osborne Pipe & Supply Inc.	-289.31	Check	Accounts Payable
06/02/2022	<a href="#">25349</a>	Hartford Life	-264.77	Check	Accounts Payable
06/02/2022	<a href="#">25350</a>	Inland Water Works Supply Co.	-1,603.09	Check	Accounts Payable
06/02/2022	<a href="#">25351</a>	Lawson Products, Inc.	-1,182.86	Check	Accounts Payable
06/02/2022	<a href="#">25352</a>	Mobile Occupational Services, Inc.	-55.00	Check	Accounts Payable
06/02/2022	<a href="#">25353</a>	Paul Harvey	-1,050.00	Check	Accounts Payable
06/02/2022	<a href="#">25354</a>	Rebecca Gonzalez	-330.00	Check	Accounts Payable
06/02/2022	<a href="#">25355</a>	Sierra Analytical Labs, Inc	-760.00	Check	Accounts Payable
06/02/2022	<a href="#">25356</a>	The Woodall Group, Inc	-70.00	Check	Accounts Payable
06/02/2022	<a href="#">25357</a>	Tyler Technologies, Inc.	-2,501.63	Check	Accounts Payable
06/02/2022	<a href="#">25358</a>	Ultimate Internet Access, Inc	-775.52	Check	Accounts Payable
06/02/2022	<a href="#">25359</a>	USA Blue Book	-712.73	Check	Accounts Payable
06/02/2022	<a href="#">25360</a>	USA of So. California	-89.20	Check	Accounts Payable
06/02/2022	<a href="#">25361</a>	Zenith Insurance Company	-7,611.00	Check	Accounts Payable
06/02/2022	<a href="#">25362</a>	Sonic Systems, Inc	-1,474.47	Check	Accounts Payable
06/06/2022	<a href="#">25363</a>	Shavon Aviles	-980.00	Check	Accounts Payable
06/06/2022	<a href="#">25364</a>	Void Check	0.00	Check	Utility Billing
06/06/2022	<a href="#">25365</a>	JACQUELINE SOLORZANO	-93.53	Check	Utility Billing
06/06/2022	<a href="#">25366</a>	JILL JORDAN	-7.33	Check	Utility Billing
06/07/2022	<a href="#">25367</a>	Allied Public Risk LLC	-31,637.00	Check	Accounts Payable
06/07/2022	<a href="#">25368</a>	Burrtec Waste Group, Inc	-48,604.70	Check	Accounts Payable
06/07/2022	<a href="#">25369</a>	Cashier, CDFA- Certified Farmer's Market Program 90303	-758.00	Check	Accounts Payable
06/07/2022	<a href="#">25370</a>	Kevin Klein	-1,200.00	Check	Accounts Payable
06/09/2022	<a href="#">25371</a>	Business Card	-9,412.27	Check	Accounts Payable
05/31/2022	<a href="#">EFT0004136</a>	SCE ACH Sod Farm Acct 700255337588	-1,928.58	EFT	General Ledger
05/27/2022	<a href="#">EFT0004141</a>	CalPERS 457 Pmt PPE	-3,253.05	EFT	General Ledger
06/02/2022	<a href="#">EFT0004144</a>	SCE ACH Community Center 700218740906	-1,471.26	EFT	General Ledger
06/13/2022	<a href="#">EFT0004146</a>	SCE ACH 4-Plex Acct 700392338368	-421.69	EFT	General Ledger
06/13/2022	<a href="#">EFT0004147</a>	ACH Water Shop SCE Acct 700453074415	-112.01	EFT	General Ledger
06/07/2022	<a href="#">EFT0004148</a>	SCE ACH WWTP & Wells 3,4 & 1 Acct 700547354472	-19,503.04	EFT	General Ledger
06/06/2022	<a href="#">EFT0004150</a>	CalPERS PEPRP Pmt PPE 5/8/22	-1,399.27	EFT	General Ledger
06/07/2022	<a href="#">EFT0004151</a>	To record CalPERS Health Premium	-18,576.42	EFT	General Ledger
06/10/2022	<a href="#">EFT0004154</a>	CalPERS 457 Pmt PPE 6/5/22	-3,253.05	EFT	General Ledger

**Bank Transaction Report**

<b>Issued Date</b>	<b>Number</b>	<b>Description</b>	<b>Amount</b>	<b>Type</b>	<b>Module</b>
06/02/2022	<a href="#">EFT0004155</a>	To record Global Merchant Fees Acct 4366 -	-643.73	EFT	General Ledger
06/02/2022	<a href="#">EFT0004156</a>	To record Global Merchant Fees Acct 4367 -	-2,011.41	EFT	General Ledger
06/07/2022	<a href="#">EFT0004160</a>	SCE ACH Well 6,7,8,9 & 2 Acct 700620711734	-254.19	EFT	General Ledger
06/13/2022	<a href="#">EFT0004163</a>	SW Gas Community Center 910000010177	-27.20	EFT	General Ledger
06/12/2022	<a href="#">EFT0004164</a>	SW Gas Water Shop Acct # 910001037540	-11.00	EFT	General Ledger
06/12/2022	<a href="#">EFT0004165</a>	SW Gas ACH 4-Plex Acct # 910000817466	-97.88	EFT	General Ledger
06/12/2022	<a href="#">EFT0004166</a>	SW Gas ACH WWTP 910000010195	-40.66	EFT	General Ledger
05/25/2022	<a href="#">EFT0004169</a>	CalPERS Classic Pmt PPE 4/24/2	-7,450.02	EFT	General Ledger
05/25/2022	<a href="#">EFT0004170</a>	CalPERS PEPRP Pmt PPE 4/24/22	-1,313.76	EFT	General Ledger
			<b>Bank Account 251229590 Total: (55)</b>		<b>-318,638.64</b>
				<b>Report Total: (55)</b>	<b>-318,638.64</b>



# Summary

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

Count	Amount
55	-318,638.64
<b>Report Total:</b>	<b>-318,638.64</b>

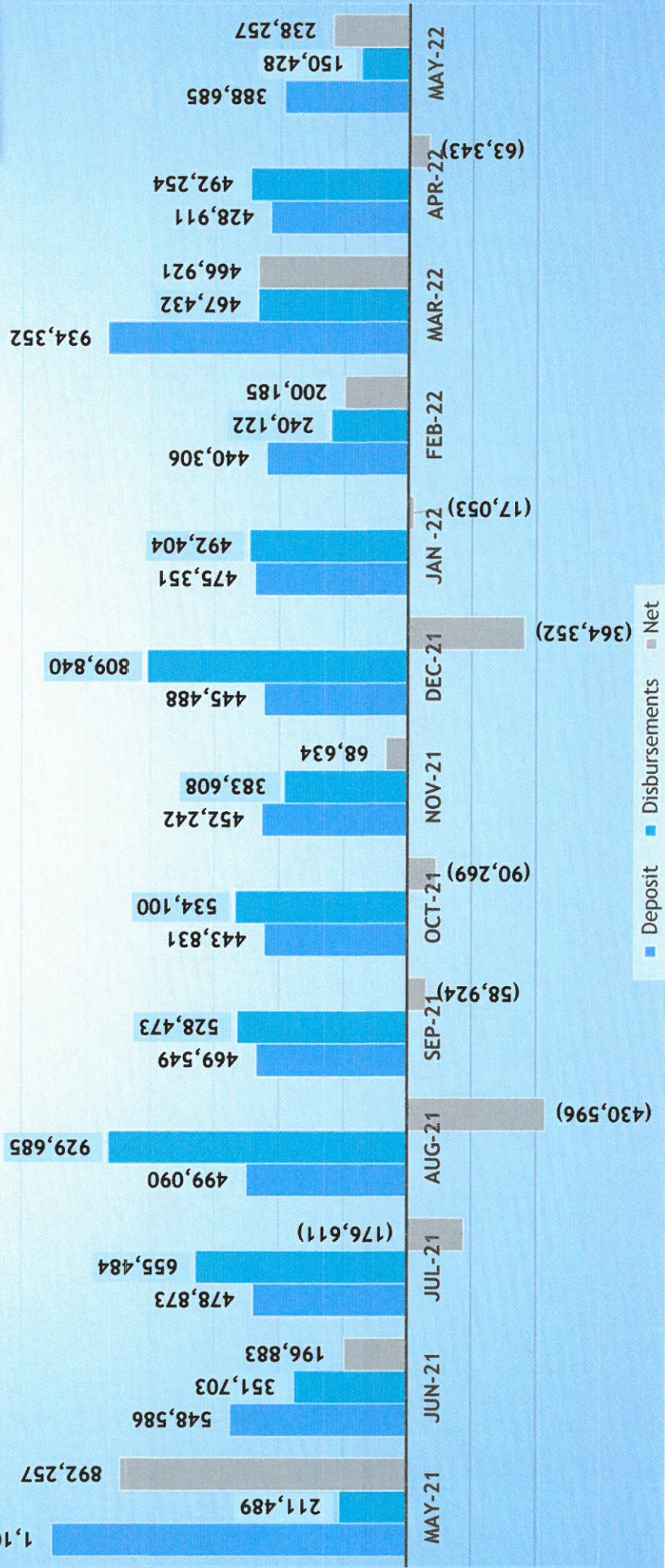
**Cash Account**  
[\\*\\*No Cash Account\\*\\*](#)  
[99 99-111000 Cash in CBB - Checking](#)

Count	Amount
1	0.00
54	-318,638.64
<b>Report Total:</b>	<b>-318,638.64</b>

Transaction Type	Count	Amount
Check	37	-256,870.42
EFT	18	-61,768.22
<b>Report Total:</b>	<b>55</b>	<b>-318,638.64</b>

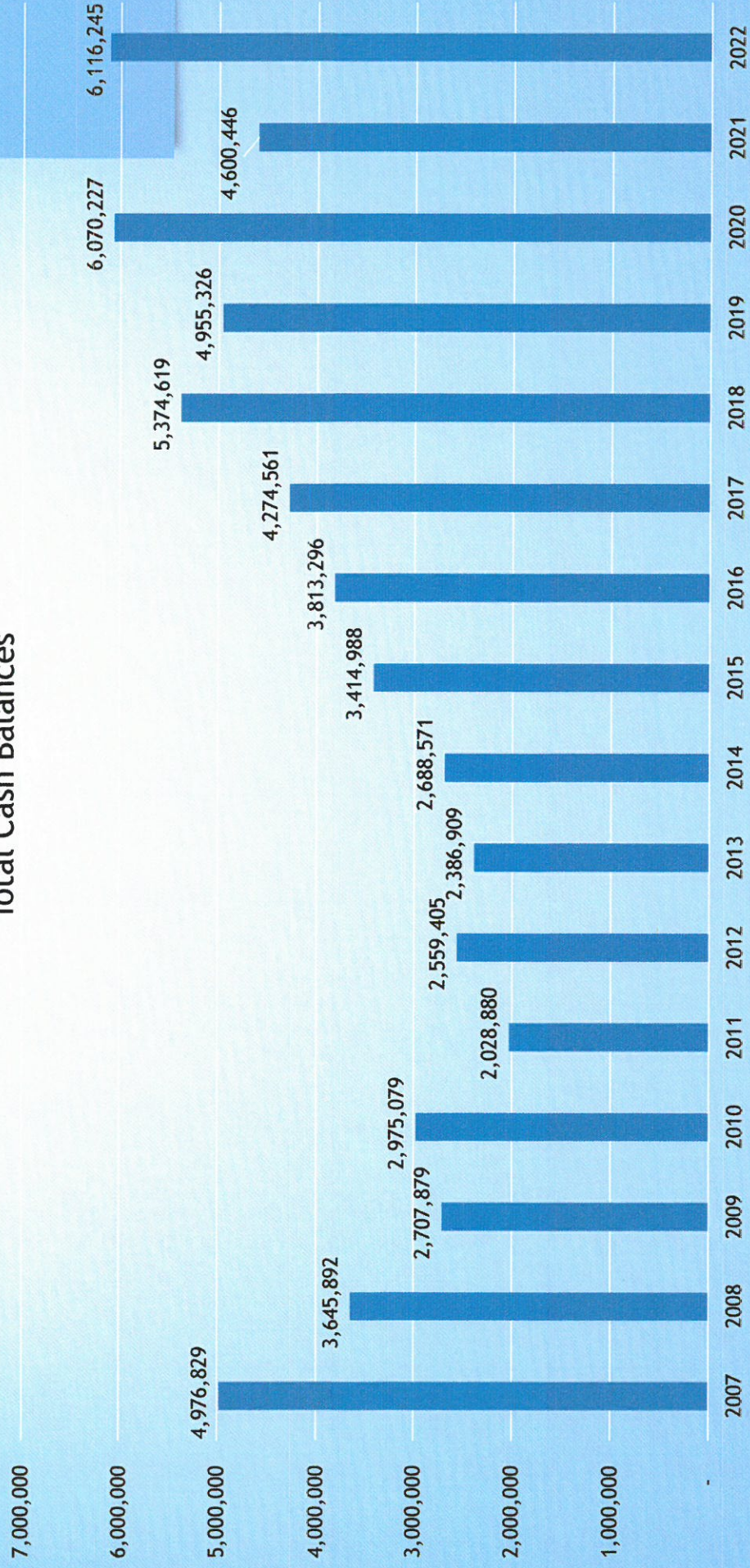
# Cash Flow Report

## Monthly Deposits & Disbursements





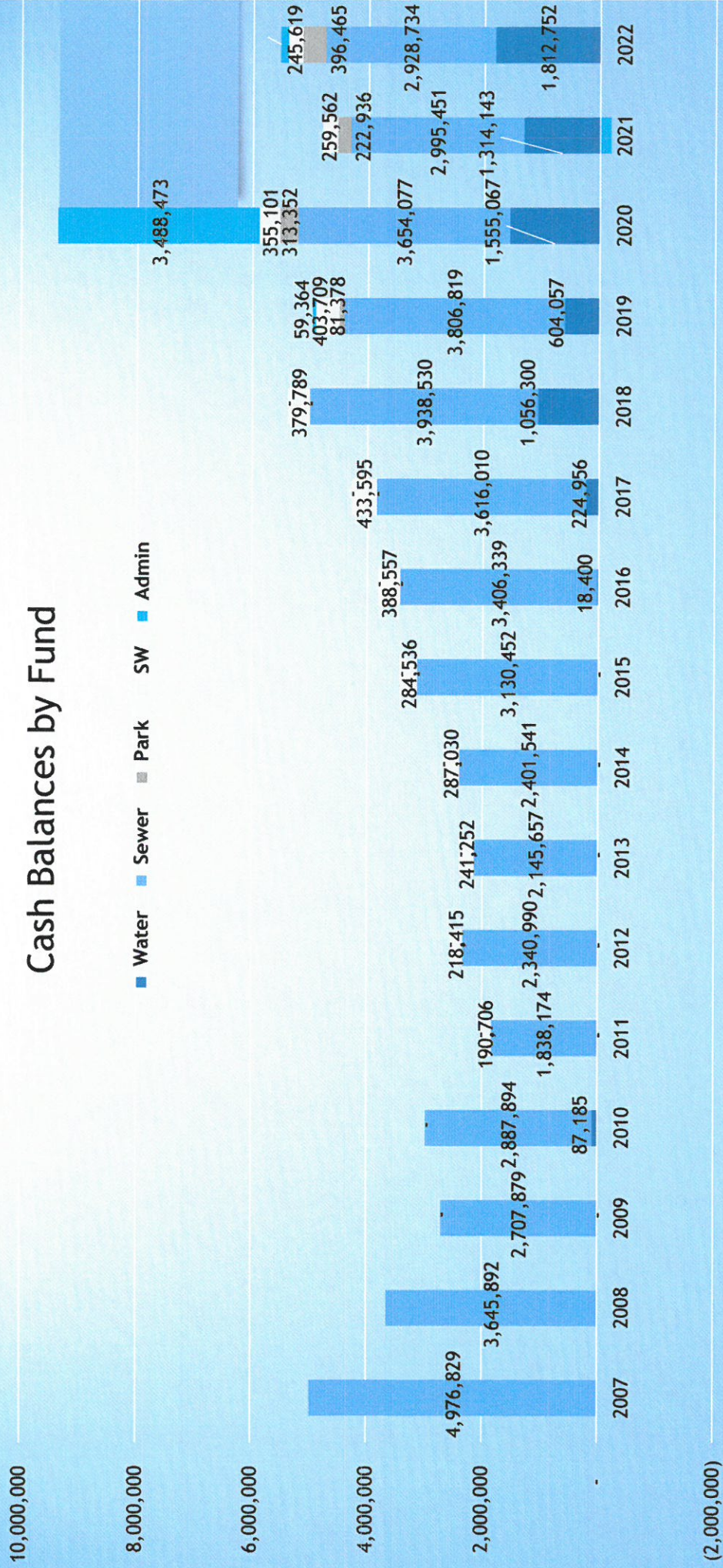
## Total Cash Balances





# Cash Balances by Fund

■ Water ■ Sewer ■ Park ■ SW ■ Admin



(2,000,000)



## FUNDS BY DEPOSITORY



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

Transferred  
\$3M to LAIF



# Helendale Community Services District

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Date: June 16, 2022  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Cheryl Vermette  
SUBJECT: Agenda item #3c  
Directors' Compensation and Expenses

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## **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: Bon Clark Date: 5/2/22

Expense Description/Explanation	Date	Miles	Mileage Reimbursed @ 0.485	Meals	Lodging	Other
<u>Ad Hoc MTC</u>	<u>5/4</u>					
<u>Expense Card</u>						
<u>Reg Ed MTC</u>	<u>5/5</u>					
<u>Reg Ed MTC</u>	<u>5/18</u>					
<u>Reg Ed MTC</u>	<u>5/19</u>					
<u>Reg Ed MTC</u>	<u>5/31</u>					
<b>Totals</b>						

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

Appropriate Approval

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPROVALS**

\_\_\_\_\_  
MTC with Kimberly Cox

\_\_\_\_\_  
Debbie A. Smith

\_\_\_\_\_  
Totals

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

Submitted By: \_\_\_\_\_

KLC







Los Domingos  
(760) 256-1381

Ticket No: 79  
Ticket UID: 202205112A0E-42  
Small Room->5

Employee: Brittney  
Dine In  
Date: 5/11/2022  
Time: 12:19:39 PM

L-25 Crispy Chicken Wrap  
L-6 Quesadillas

\$8.95  
\$7.89

Subtotal: \$16.84  
Tax: \$1.47  
Total: \$18.31

3  
2131

Suggested Tip  
10% (Tip: \$1.83, Total: \$20.14)  
15% (Tip: \$2.75, Total: \$21.06)  
20% (Tip: \$3.66, Total: \$21.97)



Thank you come again!  
Please leave us a review on Yelp, Google or Facebook

IF CREDIT VOUCHER)

X.....SIGNATURE

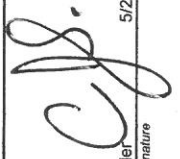


**HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER**  
**CRAIG SCHNEIDER 5/23/2022**

Date	Event	Expense Description/Explanation	Meeting	Miles	Meals	Lodging	Other	Exp Category
5/9/2022	Description of Public Benefit	SBSDA Meeting of Regional Special Districts	137.50	58.00				C: Representation at Public Meeting/Event*
5/10/2022	Event	Park and Recreation Meeting	137.50					A: Public Meeting governed by Brown Act
5/11/2022	Description of Public Benefit	Discuss and review Park Maintenance and Recreation Programs Farmers Market	137.50					C: Representation at Public Meeting/Event*
5/18/2022	Event	Meet Residents and Assist Vendors Farmers Market	137.50					C: Representation at Public Meeting/Event*
5/19/2022	Description of Public Benefit	Meet Residents and Assist Vendors Regular BOD	137.50					A: Public Meeting governed by Brown Act
5/20/2022	Event	Business Meeting of HCSD National Night Out Committee	137.50					F: Ad Hoc committee of the Board
	Description of Public Benefit	Plan and Discuss 8/2/2022 event						
	Event							
	Description of Public Benefit							
	Event							
	Description of Public Benefit							
	Event							
	Description of Public Benefit							
	Event							
	Description of Public Benefit							
			<b>Total Meetings</b>	<b>Total Miles</b>	<b>Total Meals</b>	<b>Total Lodging</b>	<b>Total Other</b>	<b>Total</b>
			825.00	58 miles	\$ -	\$ -	\$ -	

Submitted by:

Craig J. Schneider  
 Signature



5/20/2022  
 Date





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

June 5 2022

Name: Tim Smith

Date	Event	Expense Description/Explanation	Miles	Meals	Lodging	Other	Exp Category															
05/31/2022	Public Benefit	mtg with Kim					G: Meeting w/GM re District Operations															
06/02/2022	Event	regular board mtg					A: Public Meeting governed by Brown Act															
06/03/2022	Public Benefit	picked up air conditioners for new shop buildings					A: Public Meeting governed by Brown Act															
	Event						I: Meeting of Local, State or Federal body w/															
	Public Benefit						C: Representation at Public Meeting/Event*															
	Event						B: Public Event*															
	Public Benefit						A: Public Meeting governed by Brown Act															
	Event																					
	Public Benefit																					
	Event																					
	Public Benefit																					
	Event																					
	Public Benefit																					
	Event																					
	Public Benefit																					
<b>Totals</b>																						
Notes/Comments:																						
<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Totals:</td> <td>Mileage</td> <td align="right">-</td> </tr> <tr> <td></td> <td>Meals</td> <td align="right">-</td> </tr> <tr> <td></td> <td>Lodging</td> <td align="right">-</td> </tr> <tr> <td></td> <td>Other</td> <td align="right">-</td> </tr> <tr> <td></td> <td><b>Grand Total</b></td> <td align="right"><b>-</b></td> </tr> </table>								Totals:	Mileage	-		Meals	-		Lodging	-		Other	-		<b>Grand Total</b>	<b>-</b>
Totals:	Mileage	-																				
	Meals	-																				
	Lodging	-																				
	Other	-																				
	<b>Grand Total</b>	<b>-</b>																				
Appropriate Approval							Submitted By:															
Signature							Tim Smith															
							Date															

**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**

HELLENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name: **HENRY SPILER**

Date	Event	Expense Description/Explanation	Miles	Meals	Lodging	Other	Exp Category
5/3	Public Benefit	Pre Board Meeting w/ GM					G
5/4	Event	Review of issues discussed @ board Mtg					B/C
5/4	Public Benefit	Farmers Market					B/C
5/5	Event	Rep @ public event					A
5/11	Public Benefit	Board Meeting					A
5/11	Event	Public Meeting governed by the Brown Act					B/C
5/11	Public Benefit	Farmers Market					C
5/14	Event	Rep @ public event					G
5/14	Public Benefit	Conduct in the Park					B/C
5/17	Event	Rep @ public event					C
5/17	Public Benefit	Pre Board Meeting w/ GM					G
5/18	Event	Review of issues discussed @ board Mtg					B/C
5/18	Public Benefit	Farmers Market					B/C
5/18	Event	Rep @ public event					A
5/19	Public Benefit	Board Meeting					A
5/19	Event	Public meeting governed by the Brown Act					F
5/20	Public Benefit	Meeting with additional night out committee					F
5/20	Event	Ad hoc committee of the board					B/C
5/25	Public Benefit	Farmers Market					B/C
5/25	Event	Rep @ public event					B/C

Notes/Comments:

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

Submitted By:

*[Signature]*

Appropriate Approval

Signature

Date

Expense Categories

- A: Public Meeting governed by Brown Act
- B: Public Event\*
- C: Representation at Public Meeting/Event\*
- D: Representation on a 501C3 Board\*
- E: Conference/Seminar/Training Program related to District\*
- F: Ad Hoc committee of the Board
- G: Meeting w/GM re District Operations
- H: Meeting w/auditors, attorney or consultant retained by District
- I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD
- J: Meeting w/organization with interests in matters involving functions or operations of the District
- K: Meeting pre-approved by the Board of Directors

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





# Helendale Community Services District

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Date: June 16, 2022  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #3d  
April Financials

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**STAFF REPORT:**

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





**Helendale CSD**  
**Statement of Revenues and Expenses - Water**  
**As of April 30, 2022**  
**(Unaudited)**

	Apr. 2022	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Meter Charges	\$ 134,535	\$ 1,342,395	\$ 1,593,041	84%	\$ 1,206,016
3 Water Sales	60,102	767,088	952,614	81%	718,202
4 Standby Charges	3,480	34,923	23,300	150%	14,837
5 Other Operating Revenue	6,573	110,271	104,300	106%	112,945
<b>6 Total Operating Revenues</b>	<b>204,689</b>	<b>2,254,678</b>	<b>2,673,255</b>	<b>84%</b>	<b>2,052,000</b>
<b>7 Non-Operating Revenues</b>					
8 Grant Revenue	-	472,631	305,000	155%	15,990
9 Miscellaneous Income (Expense)	-	91,387	-	0%	(676)
<b>10 Total Non-Operating Revenues</b>	<b>-</b>	<b>564,018</b>	<b>305,000</b>	<b>185%</b>	<b>15,314</b>
<b>11 Total Revenues</b>	<b>204,689</b>	<b>2,818,696</b>	<b>2,978,255</b>	<b>95%</b>	<b>2,067,315</b>
<b>12 Expenses</b>					
<b>13 Salaries &amp; Benefits</b>					
14 Salaries	28,309	307,920	326,871	94%	237,335
15 Benefits	6,820	105,386	123,472	85%	84,522
<b>16 Total Salaries &amp; Benefits</b>	<b>35,128</b>	<b>413,306</b>	<b>450,343</b>	<b>92%</b>	<b>321,858</b>
<b>17 Transmission &amp; Distribution</b>					
18 Contractual Services	4,703	61,618	62,492	99%	49,265
19 Power	9,443	140,321	207,247	68%	100,777
20 Operations & Maintenance	6,575	116,098	136,950	85%	65,780
21 Rent/Lease Expense	800	9,890	10,860	91%	9,090
22 Permits & Fees	374	24,830	30,700	81%	20,866
<b>23 Total T&amp;D</b>	<b>21,895</b>	<b>352,757</b>	<b>448,249</b>	<b>79%</b>	<b>245,778</b>
<b>24 General &amp; Administrative</b>					
25 Utilities	373	3,482	6,500	54%	3,873
26 Office & Other Expenses	267	2,221	5,783	38%	8,292
27 Admin Allocation	48,066	480,664	576,797	83%	418,655
<b>28 Total G&amp;A</b>	<b>48,707</b>	<b>486,367</b>	<b>589,080</b>	<b>83%</b>	<b>430,820</b>
29 Debt Service	-	507,602	531,309	96%	343,814
<b>30 Total Expenses</b>	<b>105,730</b>	<b>1,760,033</b>	<b>2,018,982</b>	<b>87%</b>	<b>1,342,270</b>
<b>31 Net Income (Loss) Before Capital</b>	<b>98,959</b>	<b>1,058,663</b>	<b>959,274</b>	<b>110%</b>	<b>725,044</b>
32 Sale or Lease of Water Rights	-	31,954	-	0%	-
33 Capital Expenses	(14,465)	(1,607,469)	(783,000)	205%	(1,625,792)
<b>34 Net Income (Loss) After Capital</b>	<b>\$ 84,494</b>	<b>\$ (516,851)</b>	<b>\$ 176,274</b>		<b>\$ (900,747)</b>

**Helendale CSD**  
*Financial Statement Analysis*  
For the Month Ended April 30, 2022 – 83% 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 over 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 94% of budget due to more mechanic labor than anticipated and increased overtime.

**Line 15 Benefits:** Includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education and trainings. YTD is at 85% of budget.

**Line 18 Contractual Services:** Includes lab testing, engineering, GIS support & other contract services. YTD is at 99% 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 68% of budget.

**Line 20 Operations & Maintenance:** Includes operations & maintenance expense, vehicle maintenance and vehicle fuel. YTD is at 85% of budget.

**Line 21 Rent/Lease Expense:** Includes rental costs for the water shop and Bureau of Land Management tank sites. YTD is at 91% 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 81% of budget.

**Line 25 Utilities (G&A):** Includes gas and telephone expenses. YTD is at 54% 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 38% 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
- \$406.4K - Corporate Yard Enclosure
- \$214.6K - New Well Pipeline
- \$148.1K - AMI Meters
- \$73K - Complete Interior of Water Ops Building
- \$61.2K - Well House for Well 13
- \$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
- \$22K - Vactor Truck
- \$16.9K - Temporary Flush line for New Well
- \$5.3K - Electrical Well 13





**Helendale CSD**  
**Statement of Revenues and Expenses - Sewer**  
**As of April 30, 2022**  
**(Unaudited)**

	Apr. 2022	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Sewer Charges	\$ 122,224	\$ 1,116,248	\$ 1,280,348	87%	\$ 961,266
3 Standby Charges	2,255	29,172	18,000	162%	10,978
4 Other Fees & Charges	1,452	29,157	29,320	99%	37,582
5 Other Income/(Expense)	-	23,474	1,000	2347%	-
<b>6 Total Revenues</b>	<b>125,930</b>	<b>1,198,050</b>	<b>1,328,668</b>	<b>90%</b>	<b>1,009,826</b>
<b>7 Expenses</b>					
<b>8 Salaries &amp; Benefits</b>					
9 Salaries	20,317	230,548	267,911	86%	189,735
10 Benefits	5,561	87,692	94,821	92%	71,375
<b>11 Total Salaries &amp; Benefits</b>	<b>25,879</b>	<b>318,240</b>	<b>362,732</b>	<b>88%</b>	<b>261,110</b>
<b>12 Sewer Operations</b>					
13 Contractual Services	2,202	45,216	76,500	59%	40,134
14 Power	7,738	77,918	89,613	87%	52,654
15 Operations & Maintenance	4,671	65,323	58,930	111%	37,444
16 Permits & Fees	-	31,268	35,000	89%	30,044
<b>17 Total Sewer Operations</b>	<b>14,611</b>	<b>219,725</b>	<b>260,043</b>	<b>84%</b>	<b>160,276</b>
<b>18 General &amp; Administrative</b>					
19 Utilities	1,023	7,750	5,916	131%	3,219
20 Office & Other Expenses	458	5,491	14,760	37%	8,485
21 Admin Allocation	47,105	471,051	565,261	83%	410,282
<b>22 Total G&amp;A</b>	<b>48,586</b>	<b>484,292</b>	<b>585,937</b>	<b>83%</b>	<b>421,986</b>
23 Debt Service	-	51,061	72,377	71%	25,420
<b>24 Total Expenses</b>	<b>89,076</b>	<b>1,073,319</b>	<b>1,281,089</b>	<b>84%</b>	<b>868,792</b>
<b>25 Net Income (Loss) Before Capital</b>	<b>36,854</b>	<b>124,731</b>	<b>47,579</b>	<b>262%</b>	<b>141,034</b>
26 Capital Expenses	(55,801)	(693,963)	(940,000)	74%	(122,522)
<b>27 Net Income (Loss) After Capital</b>	<b>\$ (18,947)</b>	<b>\$ (569,232)</b>	<b>\$ (892,421)</b>	<b>64%</b>	<b>\$ 18,512</b>

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

**Line 2 Sewer Charges:** Includes the monthly charge for sewer services. YTD is at 87% of budget.

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

**Line 4 Other Fees & Charges:** Includes permit & inspection charges, connection fees, other fees, and charges. YTD is at 99% of budget because of conservative budgeting on these accounts due to the unexpected nature of these fees and delinquent charges.

**Line 5 Other 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 86% of budget.

**Line 10 Benefits:** Includes employee insurance, PERS retirement, workers compensation, payroll taxes, and education & training. YTD is at 92% 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 59% of budget.

**Line 14 Power:** Includes electricity used for Sewer. YTD is at 87% 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 the 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 37% 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:

- \$467.1K – Storage Building/Office/Lab
- \$127.3K- Interior Completion of Maintenance Building
- \$47K - Wastewater Maintenance Building Paving Project
- \$36K – Mini-Lift Station Project
- \$16.5K – Wastewater Operations Manager Vehicle



**Helendale CSD**  
**Statement of Revenues and Expenses - Recycling Center**  
**As of April 30, 2022**  
**(Unaudited)**

	Apr. 2022	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Retail Sales	\$ 30,115	\$ 275,312	\$ 300,000	92%	\$ 226,678
3 Donations	-	-	-	0%	-
4 Board Discretionary Revenue	-	-	(126,740)	0%	-
5 Miscellaneous Income (Expense)	-	7,623	-	0%	-
<b>6 Total Revenues</b>	<b>30,115</b>	<b>282,935</b>	<b>173,260</b>	<b>163%</b>	<b>226,678</b>
<b>7 Expenses</b>					
<b>8 Salaries &amp; Benefits</b>					
9 Salaries	10,162	113,082	126,472	89%	76,169
10 Benefits	777	15,179	18,266	83%	12,038
<b>11 Total Salaries &amp; Benefits</b>	<b>10,939</b>	<b>128,261</b>	<b>144,738</b>	<b>89%</b>	<b>88,207</b>
<b>12 Recycling Center Operations</b>					
13 Contractual Services	181	181	2,500	7%	-
14 Operations & Maintenance	1,470	10,768	12,900	83%	8,135
<b>15 Total Recycling Center Operations</b>	<b>1,651</b>	<b>10,948</b>	<b>15,400</b>	<b>71%</b>	<b>8,135</b>
<b>16 General &amp; Administrative</b>					
17 Utilities	608	7,134	8,622	83%	4,940
18 Office & Other Expenses	425	3,957	4,500	88%	2,774
<b>19 Total G&amp;A</b>	<b>1,033</b>	<b>11,092</b>	<b>13,122</b>	<b>85%</b>	<b>7,715</b>
<b>20 Total Expenses</b>	<b>13,624</b>	<b>150,302</b>	<b>173,260</b>	<b>87%</b>	<b>104,057</b>
<b>21 Net Income (Loss) Before Capital</b>	<b>16,492</b>	<b>132,633</b>	<b>-</b>		<b>122,621</b>
22 Capital Expenses	-	-	-	-	-
<b>23 Net Income (Loss) After Capital</b>	<b>\$ 16,492</b>	<b>\$ 132,633</b>	<b>\$ -</b>		<b>\$ 122,621</b>



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

**Line 2 Retail Sales:** Includes sales revenues from the Thrift Store. YTD is at 92% 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 89% 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 83% of budget.

**Line 13 Contractual Services:** Includes software support and other contract services. Services are on an as needed basis, YTD is at 7% of budget.

**Line 14 Operations & Maintenance:** Includes vehicle maintenance, vehicle fuel, operating supplies, and uniforms. YTD is in line with budget at 83% of budget.

**Line 17 Utilities (G&A):** Includes electric and telephone expenses. YTD is in line with budget at 83%.

**Line 18 Office & Other Expenses:** Includes advertising, bank charges and other miscellaneous expenses. YTD is at 88% 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 April 30, 2022**  
**(Unaudited)**

	Apr. 2022	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Property Rental Revenues	\$ 9,490	\$ 103,539	\$ 128,280	81%	\$ 95,292
3 Other Income	70	70	-	0%	815
4 Board Discretionary Revenue	-	-	-	0%	-
<b>5 Total Revenues</b>	<b>9,560</b>	<b>103,609</b>	<b>128,280</b>	<b>81%</b>	<b>96,107</b>
<b>6 Expenses</b>					
7 Contractual Services	-	-	5,000	0%	-
8 Utilities	1,054	9,563	13,795	69%	7,171
9 Operations & Maintenance	1,942	7,405	16,367	45%	9,632
10 Debt Service	-	26,544	82,833	32%	55,042
<b>11 Total Expenses</b>	<b>2,996</b>	<b>43,511</b>	<b>117,995</b>	<b>37%</b>	<b>71,845</b>
<b>12 Net Income (Loss)</b>	<b>\$ 6,564</b>	<b>\$ 60,098</b>	<b>\$ 10,285</b>	<b>584%</b>	<b>\$ 24,261</b>



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

**Line 2 Property Rental Revenues:** Includes revenue for 15302 Smithson and 15425 Wild Road properties. YTD is at 81% 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 69% due to the timing of utility bills.

**Line 9 Operations & Maintenance:** Includes maintenance and other costs relating to the rental properties. YTD is at 45% 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 April 30, 2022**  
**(Unaudited)**

	Apr. 2022	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Program Fees	\$ 2,580	\$ 47,052	\$ 22,600	208%	\$ 11,396
3 Property Taxes	1,886	18,693	18,000	104%	14,475
4 Donations & Sponsorships	1,000	10,150	5,500	185%	12,563
5 Rental Income	1,452	22,380	26,075	86%	13,701
6 Developer Impact Fees	-	6,880	6,880	100%	12,040
7 Grants	-	-	-	0%	370
8 Interfund Transfer Out/(In)	(3,508)	(35,083)	(42,100)	83%	(31,575)
9 Board Discretionary Revenue	61,625	335,089	461,446	73%	266,309
10 Miscellaneous Income (Expense)	-	3,064	-	0%	-
<b>11 Total Revenues</b>	<b>65,034</b>	<b>408,226</b>	<b>498,401</b>	<b>82%</b>	<b>299,279</b>
<b>12 Expenses</b>					
<b>13 Salaries &amp; Benefits</b>					
14 Salaries	7,017	66,084	77,378	85%	59,996
15 Benefits	2,121	31,337	42,974	73%	27,008
<b>16 Total Salaries &amp; Benefits</b>	<b>9,138</b>	<b>97,421</b>	<b>120,352</b>	<b>81%</b>	<b>87,004</b>
17 Program Expense	1,400	61,475	64,725	95%	29,725
18 Contractual Services	3,977	44,863	9,560	469%	14,482
19 Utilities	4,186	47,418	64,387	74%	33,805
20 Operations & Maintenance	3,771	25,609	22,926	112%	23,251
21 Permits & Fees	-	1,317	1,863	71%	1,491
22 Grant Expense	-	-	-	0%	-
23 Other Expenses	384	1,130	1,955	58%	8,425
24 Debt Service	-	-	-	0%	20,340
<b>25 Total Expenses</b>	<b>22,856</b>	<b>279,231</b>	<b>285,768</b>	<b>98%</b>	<b>218,523</b>
<b>26 Net Income (Loss) Before Capital</b>	<b>42,178</b>	<b>128,995</b>	<b>212,633</b>	<b>61%</b>	<b>80,757</b>
27 Capital Expenses	-	(291,829)	(272,500)	107%	(46,678)
<b>28 Net Income (Loss) After Capital</b>	<b>\$ 42,178</b>	<b>\$ (162,834)</b>	<b>\$ (59,867)</b>	<b>272%</b>	<b>\$ 34,078</b>

## **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 over 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 \$5.5K park sponsorship from Burrtec in January and \$4.5K 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 86% 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 – \$12,335
- Property Taxes – \$42,909
- Solid Waste Franchise Fees - \$8,266
- Transfer Property Tax Revenue for Street Light Utilities – \$(1,886)

**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 85% of budget.

**Line 15 Benefits:** Includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education & trainings. YTD is at 73% 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 95% 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 74% of budget.

**Line 20 Operations & Maintenance:** Includes vehicle maintenance, small tools, vehicle fuel and building repair for the park and community center. YTD is over 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 58% 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
- \$10.2k- Park Sound System
- \$5.3K - Lighting for Baseball and Sports field
- \$2.5K - Nature Playground
- \$2.2K - Community Center Parking Lot Lights (New area)





**Helendale CSD**  
**Statement of Revenues and Expenses - Solid Waste Disposal**  
**As of April 30, 2022**  
**(Unaudited)**

	Apr. 2022	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Charges for Services	\$ 48,789	\$ 481,038	\$ 578,519	83%	\$ 412,605
3 Assessments & Fees	82,353	231,540	236,954	98%	152,549
4 Other Charges	1,648	20,901	16,360	128%	7,480
5 Board Discretionary Revenue	-	-	20,000	0%	-
6 Miscellaneous Income (Expense)	-	4,768	-	0%	-
<b>7 Total Revenues</b>	<b>132,790</b>	<b>738,248</b>	<b>852,833</b>	<b>87%</b>	<b>572,634</b>
<b>8 Expenses</b>					
<b>9 Salaries &amp; Benefits</b>					
10 Salaries	4,277	72,318	85,426	85%	62,477
11 Benefits	1,708	33,363	41,861	80%	27,777
<b>12 Total Salaries &amp; Benefits</b>	<b>5,985</b>	<b>105,681</b>	<b>127,287</b>	<b>83%</b>	<b>90,255</b>
13 Contractual Services	48,484	431,694	565,926	76%	369,542
14 Disposal Fees	12,626	147,274	158,052	93%	127,874
15 Operations & Maintenance	1,047	6,320	4,531	139%	3,224
16 Other Operating Expenses	1,832	12,960	3,997	324%	5,856
17 Admin Allocation	961	9,613	11,536	83%	8,373
<b>18 Total Expenses</b>	<b>70,935</b>	<b>713,541</b>	<b>871,330</b>	<b>82%</b>	<b>605,125</b>
<b>19 Net Income (Loss)</b>	<b>\$ 61,855</b>	<b>\$ 24,707</b>	<b>\$ (18,497)</b>	<b>-134%</b>	<b>\$ (32,491)</b>

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

**Line 2 Charges for Services – Solid Waste:** Includes regular pick up of solid waste. YTD is at 83% 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 98% of budget due to timing of collections.

**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 85% of budget.

**Line 11 Benefits:** Includes employee insurance, CalPERS retirement, workers compensation, payroll taxes, and education & training. YTD is at 80% 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 76% 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 93% 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 April 30, 2022**  
**(Unaudited)**

	Apr. 2022	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Tower Rent	\$ 12,335	\$ 147,963	\$ 158,511	93%	\$ 130,870
3 Property Taxes	42,909	125,949	107,345	117%	79,142
4 Solid Waste Billing & Fees	14,198	138,473	162,151	85%	121,010
5 Fees & Charges	2,233	22,223	17,000	131%	17,346
6 Investments	10	5,387	30,000	18%	5,486
7 Other Income	-	27,476	200	13738%	4,695
8 Board Discretionary Revenue	(63,511)	(353,783)	(354,706)	100%	(280,785)
<b>9 Total Revenues</b>	<b>8,174</b>	<b>113,689</b>	<b>120,501</b>	<b>94%</b>	<b>77,764</b>
<b>10 Expenses</b>					
<b>11 Salaries &amp; Benefits</b>					
12 Salaries	42,330	465,844	534,599	87%	382,045
13 Benefits	10,545	217,211	238,381	91%	161,372
14 Directors' Fees	9,711	63,361	89,000	71%	43,723
<b>15 Total Salaries &amp; Benefits</b>	<b>62,585</b>	<b>746,416</b>	<b>861,980</b>	<b>87%</b>	<b>588,962</b>
16 Contractual Services	7,475	194,351	220,836	88%	180,656
17 Insurance	-	94,995	92,924	102%	64,791
18 Utilities	1,405	15,878	21,504	74%	12,607
19 Operations & Maintenance	179	1,486	3,516	42%	773
20 Permits & Fees	427	17,032	16,700	102%	14,930
21 Office & Other Expenses	22,275	78,945	56,635	139%	49,234
22 Election Expense	-	-	-	0%	-
23 Admin Allocation	(96,133)	(961,328)	(1,153,594)	83%	(837,311)
<b>24 Total Expenses</b>	<b>(1,787)</b>	<b>187,774</b>	<b>120,501</b>	<b>156%</b>	<b>74,640</b>
<b>25 Net Income (Loss)</b>	<b>\$ 9,961</b>	<b>\$ (74,086)</b>	<b>\$ -</b>		<b>\$ 3,124</b>



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

**Line 2 Tower Rent:** Includes radio tower site rental fees. YTD is at 93% 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 over budget due to more property taxes received than anticipated.

**Line 4 Solid Waste Billing & Fees:** Includes franchise fees and billing for solid waste. YTD is at 85% 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 18% 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 – \$12,335
- Property Taxes – \$42,909
- Solid Waste Franchise Fees – \$8,266

**Line 12 Salaries:** Includes full time, part time & overtime for administrative employees. YTD is at 87% of budget.

**Line 13 Benefits:** Includes employee insurance, CalPERS retirement, workers compensation, payroll taxes, employee benefit & morale and education & training. YTD is at 91% 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 71% of budget.

**Line 16 Contractual Services:** Includes software support, legal services, and auditing & accounting services. YTD is at 88% of budget due higher than anticipated software support services needed.

**Line 17 Insurance:** Includes both general liability and vehicle insurance expenses. YTD is over 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 74% of budget.

**Line 19 Operations & Maintenance:** Includes vehicle maintenance, vehicle fuel, mileage & travel reimbursement, uniforms, and equipment maintenance. YTD is at 42% 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 over budget due to higher annual fees than anticipated.

**Line 21 Office & Other Expense:** Includes board meeting supplies, public relations, community promotion, bank charges, office supplies, postage, and dues & subscription. YTD is over budget due to higher volume of public notices than anticipated.

**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

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Date: June 16, 2022  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #3e  
Resolution 2022-01H: A Resolution of the Board of Directors of the Helendale Community Services District Re-Ratifying the Proclamation of a State of Emergency by Governor Newsom, Declaring that Local Emergency Conditions Persist, and Re-Authorizing Remote Teleconference Meetings for the Board of Directors and tis Standing Committees for the Period July 2, 2022, to July 21, 2022, Pursuant to Brown Act Provisions

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**RESOLUTION NO. 2022- 01H**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM, DECLARING THAT LOCAL EMERGENCY CONDITIONS PERSIST, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS AND ITS STANDING COMMITTEES FOR THE PERIOD JULY 2, 2022, TO JULY 21, 2022, PURSUANT TO BROWN ACT PROVISIONS**

WHEREAS, the Helendale Community Services District (the “District”) is committed to preserving and nurturing public access and participation in meetings of its Board of Directors; and

WHEREAS, all meetings of the District’s Board of Directors (the “Board”) and its standing committees are open and public, as required by the Ralph M. Brown Act (California Government Code Sections 54950-54963), so that any member of the public may attend, participate, and watch those bodies conduct their business; and

WHEREAS, the Brown Act, in Government Code Section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code Section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition for application of Government Code Section 54953(e) is that a state of emergency is declared by the Governor pursuant to Government Code Section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the State caused by conditions as described in Government Code Section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, on March 4, 2020, Governor Gavin Newsom proclaimed a state of emergency to exist in California as a result of the threat of COVID-19, and such proclamation has not yet been lifted; and

WHEREAS, it is further required under Government Code Section 54953(e) that state or local officials have imposed or recommended measures to promote social distancing or that the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board previously adopted Resolution No. 2022-01G on June 2, 2022, finding that the requisite conditions exist for the Board and its standing committees to conduct remote teleconference meetings without compliance with Government Code Section 54953(b)(3); and

WHEREAS, as a condition of extending the use of the provisions set forth in Government Code Section 54953(e), the Board must reconsider the circumstances of the state of emergency that exists within the District, and the Board has done so; and

WHEREAS, emergency conditions persist within the District, specifically COVID-19 and its Delta variant, remain highly contagious and, therefore, a threat to the health, safety, and well-being of the District's employees, directors, vendors, contractors, customers, visitors, and residents; and

WHEREAS, directions from the San Bernardino County Department of Public Health and regulations from the State of California impose various social distancing restrictions and provide guidance on best practices with respect to actions to reduce the spread of COVID-19; and

WHEREAS, the Board does hereby find that a state of emergency continues to exist within the District's service area as a result of the continuing presence of COVID-19, which has caused, and will continue to cause, conditions of imminent risk to attendees of Board meetings, and has resulted in local, State, and federal social distancing orders and related guidance, and which has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and the Board desires to re-affirm that a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency persisting, the Board does hereby find that the Board and all standing committees thereof shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code Section 54953, as authorized by subdivision (e) of Government Code Section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of Government Code Section 54953; and

WHEREAS, the District will continue to provide proper notice to the public regarding all Board and standing committee meetings in accordance with Government Code Section 54953(e)(2) and shall continue to provide notice to the public of how they may access any such meeting via call-in number and/or internet link.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board hereby considers the conditions of the state of emergency within the District and proclaims that a local emergency persists throughout the District as a result of the continuing presence of COVID-19, which continues to cause conditions of imminent risk to attendees of the District's Board and standing committee meetings, and which have resulted in local, State, and federal social distancing orders



and guidance, and that continuing to conduct the District’s Board and standing committee meetings virtually will minimize the possible spread COVID-19 and any variant thereof.

Section 3. Re-Ratification of Governor’s Proclamation of a State of Emergency. The Board hereby re-ratifies the Governor of the State of California’s Proclamation of State of Emergency regarding COVID-19, dated March 4, 2020.

Section 4. Remote Teleconference Meetings. The District’s General Manager, or his or her delegee, and the Board and standing committees of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution, including but not limited to continuing to conduct open and public meetings in accordance with Government Code Section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect on July 2, 2022 and shall be effective until the earlier of (i) the expiration of thirty (30) days from the date this Resolution was adopted, as set forth below, or (ii) such time as the Board adopts a subsequent resolution in accordance with Government Code Section 54953(e)(3) to extend the time during which the Board and standing committees of the District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of Government Code Section 54953.

PASSED AND ADOPTED by the Board of Directors of the Helendale Community Services District this 16<sup>th</sup> day of June, 2022, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Tim Smith, President, Board of Directors

ATTEST:

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Sandy Haas, Secretary, Board of Directors



# Helendale Community Services District

DATE: June 16, 2022  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #5  
Discussion and Possible Action Regarding CSDA Election of Officers

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## **STAFF RECOMMENDATION**

None.

## **STAFF REPORT**

This matter is at the discretion of the Board

The seat up for election this term is currently occupied by Phelan-Pinon Hills General Manager, Don Bartz. Don is well-known to the District and has worked in the High Desert for his entire career. The Candidates are:

Don Bartz, Phelan-Pinon Hills CSD – Incumbent  
Ken Endter, Fallbrook Public Utility District  
Deveril Marshall, Valley Sanitary District

Attached for the Board's review and consideration are the letters from each of the candidates and the call for nominations which provides some background on the process.

**FISCAL IMPACT:** None

**POSSIBLE MOTION:** The Board is requested to select a candidate for the CSDA Board

**ATTACHMENTS:** Candidate Information



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2022 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Don Bartz

District/Company: Phelan Pinon Hills Community Services District

Title: General Manager

Elected/Appointed/Staff: Staff

Length of Service with District: 14 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I currently hold the CSDM designation through CSDA and I was appointed to my position on the CSDA Board in 2020. I attend most CSDA conferences and events.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

ACWA, AWWA, CPRA, CalRural Water  
Institute for Local Government

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

LAFCo, ASBCSD (local chapter of CSDA) High Desert Mountain Water Association

4. List civic organization involvement:

I serve as a commissioner on the Hesperia Planning Commission

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 31, 2022 will not be included with the ballot.**

# DON BARTZ

GENERAL MANAGER



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## CANDIDATE STATEMENT

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It is an honor to be considered for election to CSDA's Seat B - Southern Network to continue my service as a member of the Board of Directors. I have been active with CSDA for over 20 years during my time as General Manager for three different Southern Network agencies. I hold the Certified Special District Manager designation through CSDA and I understand just how valuable membership in CSDA is for special districts. Special districts often do not have a voice with our legislators and CSDA advocates for us. Most recently, when special districts were completely overlooked in regard to state and federal COVID-19 funds, CSDA worked with our legislators to provide COVID-19 funding for special districts.

I have been the General Manager of the Phelan Pinon Hills Community Services District ("District") since it formed 14 years ago. Our District has utilized CSDA's education and legislative programs to educate both District directors and staff in order to establish sound governance and best practices for our authorized services. I have served on CSDA's Professional Development and Membership Committees and recommend all special districts join CSDA to strengthen our coalition and bring recognition to our unique districts.

Because my District provides water, parks and recreation, solid waste, and street lighting services, I will bring a variety of experience and understanding of the needs of special districts in our region. As a regular attendee of CSDA conferences and workshops, I am willing to attend meetings and conferences. As a regular panelist on CSDA's, "So You Want to be a General Manager," workshop, I understand the role CSDA plays in helping general managers manage special districts and how CSDA is essential in training the next generation of managerial staff.

I currently serve as CSDA's representative for the Institute of Local Government and I also serve as an appointed planning commissioner for the City of Hesperia. I understand the land use and other hurdles special districts face when developing projects. I will utilize my legislative relationships for the benefit of CSDA members to advocate for special districts and to ensure we have a voice in the legislature and are considered for funding and grants. I would be honored to receive your agency's vote.

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## CONTACT INFORMATION

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📞 760-868-1212 x306

✉️ [dbartz@pphcsd.org](mailto:dbartz@pphcsd.org)

📍 4176 Warbler Road • Phelan, CA 92371





California Special  
Districts Association  
*Districts Stronger Together*

## 2022 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Ken Endter

District/Company: Fallbrook Public Utility District

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 4 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Workshops and events

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

ACWA workshops and events

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

San Diego County Emergency Preparedness, Supervisor District #14

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 31, 2022 will not be included with the ballot.**



California Special  
Districts Association  
*Districts Stronger Together*

## 2022 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Beverli A. Marshall

District/Company: Valley Sanitary District

Title: General Manager

Elected/Appointed/Staff: Staff

Length of Service with District: 2.5 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I am currently on the Professional Development and Membership Services committees. I have served on various committees over the past 10 years.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

I am a member of CSMFO, CASA, CWEA, CalPELRA, and Cal-ICMA. I am also a member of NACWA, AWWA, ICMA, WEF, and WaterReuse.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

I serve on the Advisory Board of the UCSB Professional & Continuing Education Women in Leadership Executive Program and am Chairman for the Water Sector Management Committee for the Desert Region Apprenticeship Program.

4. List civic organization involvement:

I am President of Indio Sunrise Rotary club, Parliamentarian of the Woman's Club of Indio, a member of the Daughters of the American Revolution, and my application is being processed for the Mayflower Society.

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 31, 2022 will not be included with the ballot.**

# Beverli A. Marshall

General Manager  
Valley Sanitary District

Candidate - Southern Network (Seat B)



## ABOUT ME

I have worked in public agencies for over 20 years and, for the past 13 years, served in management positions at special districts. I am an outspoken advocate for the critical work that districts do for their communities every day.

### EDUCATION



Doctoral Candidate - 2022

Business Administration

MPA - 1996

Public Administration

Bachelor of Arts - 1994

Sociology

### CSDA

Professional Development, Legislative, Elections & Bylaws, Fiscal, and Membership Services committees

### Mt. View Sanitary District

Board Member

### CSRMA

Board Member

### Indio Sunrise Rotary Club

Board President

### Woman's Club of Indio

Board Parliamentarian

### BOARD EXPERIENCE



### AWWA

Workforce Strategies Committee

### CWEA

DEI Task Force

### CSMFO

Budget Award Review

### VOLUNTEER



### SDLF

Certified Special District Manager

### SDLF

Special District Governance

### ICMA

Credentialed Manager

### CERTIFICATION



### VOTE



If elected, I will serve the Southern Network ethically, responsibly, and enthusiastically. Remember - ballots will be sent out electronically before June 2 and are due July 8.

**Vote for Beverli A. Marshall - Southern Network (Seat B)**



# Helendale Community Services District

DATE: June 16, 2022  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #6  
Discussion and Possible Action Regarding Adoption of Revised Fee Package

---

**STAFF RECOMMENDATION:**

Staff requests approval of this item.

**STAFF REPORT:**

The fee package was last reviewed in 2020. Staff will provide a detailed presentation at the Board meeting. District Staff has reviewed all of the service related fees and have recommended changes where appropriate. The District must be able to provide justification for the fees it charges and cannot collect more than the cost of performing said service. Based upon the increased cost of doing business related to staffing and material costs, some fees have increased. Wastewater and Solid Waste fees have been updated to reflect the approved rate increases. Many fees list "Cost plus Staff time" which allows for flexibility as hourly staffing costs and material costs vary from time to time.

A copy of the draft changes is attached for the Board's review and will be discussed in detail at the Board meeting.

**FISCAL IMPACT:** As outlined in draft fee package

**ACTION:** Motion to approve the revised fee package effective June 19, 2022

**ATTACHMENTS:** Draft Fee Package





# Helendale Community Services District

26540 Vista Road, Ste. B  
 PO Box 359  
 Helendale, California 92342  
 (760) 951-0006 Fax (760) 951-0046

**HELENDALE COMMUNITY SERVICES DISTRICT  
 FEE PACKAGE  
 As amended ~~March 5, 2020~~ June 16, 2022**

**FIXED MONTHLY RATES:**

**WATER FACILITIES CHARGE\***

Meter Size	<del>Monthly Charge</del>	Monthly Charge as of 7-1-20
¾" & 1"	<del>\$43.86</del>	\$46.05
2"	<del>\$92.10</del>	\$96.71
3"	<del>\$346.49</del>	\$363.81
4"	<del>\$438.59</del>	\$460.52
6" (SLA-RV)	<del>\$438.59</del>	\$460.52
6"	<del>\$657.89</del>	\$690.79

**CONSUMPTION CHARGES (per HCF)**

<b>RATE</b>
<b>\$1.50</b>

\*HCF = 748 Gallons

**SEWER SERVICE USER CHARGE\***

Monthly Charge as of 1/1/22	Monthly Charge as of 7-1-22	Monthly Charge as of 1-1-23	Monthly Charge as of 7-1-24	Monthly Charge as of 7-1-25
\$41.64	\$46.64	\$51.64	\$53.45	\$55.32

\*per edu (Equivalent Dwelling Unit)

~~\$36.64 per edu (Equivalent Dwelling Unit)~~

\*Once Water/Sewer is connected to the District's system, a continuous monthly water/sewer begins. The District will bill the customer until date of transfer of title. The customer is liable for the applicable minimum charges (Water Service Charge/Sewer Service Charge) even if no water is used. ~~The monthly rate is subject to change based on HCSD Board approved rate increases.~~

**SOLID WASTE (TRASH/RECYCLING) SERVICE CHARGE – RESIDENTIAL**

SERVICE TYPE	Monthly charge as of 7/1/19	Monthly charge as of 7/1/21	Proposed Monthly charge as of 7/1/20	Proposed Monthly charge as of 7/1/22
Residential with Solid Waste Fee on Property Tax bill	\$21.70	\$23.44	TBD	\$23.97
Residential without Solid Waste Fee on Property Tax bill	\$28.96	\$30.70	TBD	\$31.23
Extra 95-gallon trash barrel	\$7.89	\$8.31	TBD	\$8.79
Extra 65-gallon recycle barrel	\$1.56	\$1.63	TBD	\$1.72
Extra pick up/extra bags on service day		\$8.31		\$8.79
Extra pick up/extra bags on non service day		\$24.70		\$26.12
Green Waste Fee		.37		.37

**1. Cost to re-establish residential trash/recycling service\***

The cost to establish or re-establish residential trash/recycling service once service is inactivated for non-payment is three times the monthly charge, held as a deposit until the account is closed as defined in the Deposit Policy. \*Does not apply to customers with water and/or sewer services with the District. The monthly rate is subject to change based on HCSD Board approved rate increases.

**DEVELOPMENT FEES:**

**1. Water Availability Letter**

**\$35.00 per letter**

**2. Water Permit Fee**

A permit is required for all new connections to the water system.

**\$60.00 per connection**

**3. Water System Connection Fee (based on residential)**

**\$2,251.65**

Commercial evaluated on a case by case basis.

**4. Water Supply Fee (based on residential – See Resolution 2015-01 & Exhibit A)**

For the purchase of water to serve property the fee is:

**\$5,000.00** – effective 1/15/15

Commercial evaluated on a case by case basis.

**5. Meter Installation Charges**

Includes cost of new meter, installation of meter and courtesy valve and meter box. Hereafter courtesy valve is responsibility of customer to maintain.

Meter Size	Charge
<b>¾ &amp; 1"</b>	<b>\$600.00</b>
<b>1 ½"</b>	<b>\$600.00</b>
<b>2"</b>	<b>Cost + 15%</b>



3"	Cost + 15%
4"	Cost + 15%
6"	Cost + 15%
8"	Cost + 15%

Cost includes necessary supplies, equipment and staff time related to the new meter installation which may include installation of new service from the main and asphalt repair. Additional labor and materials costs may apply.

**6. Plan Check Fee – Commercial Service**

Plan check to verify that proposed facility is designed to meet HCSD water and sewer standards.  
**\$340.00 plus \$68.00/hour over five (5) hours.**

**-Construction Inspection Fee**

Inspection of proposed facility to ensure that construction is in compliance with HCSD water and sewer standards.  
**\$340.00 plus \$68.00/hour over five (5) hours**

**7. Sewer System Connection Fee (based on residential)**

**\$3,360.95**

Commercial evaluated on a case by case basis.

**8. Processing fee to determine EDU count**

**\$45.00 \$55.00** per sewer connection for plan check

a. **Fixture Units over 20 = \$25.00 per fixture unit**

**9. Inspection Fees - Sewer**

Service	Fee
Permit & 3 inspections	<b>\$219.00</b>
Additional inspections	<b>\$53.00 per visit over 3</b>
<b>Fixture Units Over 20</b>	<b>\$25.00 per fixture unit</b>
Main cut-in	<b>\$100.00</b>

**10. Park Development Impact Fee**

All new development. Collected upon application for service, including water and wastewater connection fees (see Resolution No. 2018-03 and Ordinance No. 2018-01). Fee effective 3/1/18

**Single Family \$ 1,720.00**

**Multi-Family \$ 1,274.00**

**11. Field Inspection for verification of utilities**

This would include any pre-construction verification including pot-holing for utilities.

\$75 per location plus 15%

**12. Feasibility Study (Primarily for Commercial, Multi-Residential or Tract Construction)**

The fee for work performed to determine feasibility of service delivery.

Fee will be determined by the District Engineer **that HCSD contracts with** and charged at cost plus 50% Administration fee.

**WATER RELATED FEES:**

**1. Backflow Maintenance Fee**

**\$35.00 per device per year**

Customers with back-flow devices are notified annually to conduct an inspection of the device. The inspection is performed by a licensed inspector who submits the inspection report to HCSD. The HCSD is required to process such notices and keep records of the inspections. **Properties must maintain a backflow in good working order.**

If the report is not received within 30 days a second reminder notice will be mailed at a cost of \$15.00. Once the report is 45 days past due, a third reminder notice will be mailed at a cost of \$15.00. Should the report become 60 days past due, the District will perform the inspection and bill the customer \$35.00 plus an administrative fee of \$15.00.

**2. Meter and Backflow Testing**

All meter testing and backflow testing will be at cost plus fifteen percent (15%)

**3. Fire Flow Test**

**\$225.00 plus 5 HCF of water consumption for each test.**

**4. Monthly ~~Private~~ Fire Protection Service**

Service Line Size	Charge
1" – 2"	\$ 9.00
4"	\$18.00
6"	\$27.00
8"	\$36.00
10"	\$45.00
12"	\$54.00

Water used for any purpose other than fire protection shall be charged double the monthly facilities charge **plus the cost of water consumed at a 20% surcharge.** **If property has a separate water meter for fire protection only, a meter installation fee of \$600.00 is assessed.**

**5. Replacement of Customer’s Courtesy Valve**

Covers the parts and installation of a new “lead free” brass gate valve.  
**\$170.00**

**6. Bench Calibration**

Calibration includes pulling the meter and re-setting a new meter in its place. The HCSD does not have a meter bench for calibration. The meter must be sent out to a contracting facility for testing. The fee for calibration is:  
**Cost plus 15%**

**7. Hydrant Meter Rental**

Meter Size	Monthly Charge	Usage per HCF	Monthly charge as of 7/1/20	Usage per HCF as of 7/1/20	Usage per HCF as of 6/19/22	Deposit*
3"	\$519.74	\$3.84	\$545.72	\$3.99	\$4.10	\$1500.00



Once the meter is returned, the above fees/charges (hydrant meter rental fee/water consumption) will be deducted from the deposit (**\*if a deposit is required**) and any remaining balance will be refunded. All meters and ancillary devices shall be inspected by the Water Operations staff for damages before a final bill/refund is issued and the meter is put back into inventory. All meter must have a backflow device or approved air gap supplied by customer. **At the District's discretion, staff will direct contractor to District facility for use of water or may rent a meter out. The District reserves the option to not rent out hydrant meters.**

#### **LABOR AND EQUIPMENT FEES:**

**1. Equipment Rates are billed at the hourly rate plus 15%.**

**2. Administration/Supervision**

The total labor/equipment cost to include the costs of administration and other overhead charges including accounting, purchasing, building leases, etc.

**50% of labor/equipment cost**

**3. Labor Rate**

Miscellaneous work performed by operator or maintenance worker.

Will be charged at the appropriate hourly rate. After hours, weekend and holiday rates will be charged as appropriate and are subject to a minimum two (2) hour call out.

#### **MISCELLANEOUS FEES:**

**1. Delinquent Water & Sewer Fees**

The amount to charge for accounts that remain unpaid after the due date:

**10% of the current balance plus 1% of the unpaid previous balance.**

**2. Returned Check**

The fee charged when a check is returned unpaid by the bank for any reason.

**\$25.00**

**3. Turn off/Turn on Fee at Customer's Request**

This is a coupled fee that covers both the turn off and subsequent turn on. The charge for a Customer Requested turn on/turn off during normal working hours.

**\$40.00**

If a customer is temporarily vacating premises and wishes to have the meter turned off and/or locked, the customer may do so by submitting a written request and pay the turn-off/turn-on fees. Turning off the meter does not relieve the customer of the monthly basic rates for water/sewer. The customer should also check with other utilities and his/her insurance company to understand any potential liability if the water is turned off. A District release of liability form must be signed by the property owner.

**4. Turn on/Turn Off Fee for Real Estate Inspection**

A form must be signed by the listing agent/bank or bank assignee is required. The turn on/turn off for an inspection only is:

**\$40.00 - 1 day turn on/off**

**5. After-Hours Call Out Fee**

The fee for staff to respond to a call for emergency turn off due to leak after normal working hours is:

**\$96.00**

\*Waive fees for the first and second emergency turn off; after the second turn off, a letter will be mailed to the customer. The after hours call out fee will apply to the third and all subsequent emergency turn offs. This benefit resets every five years.

- a) Customers who make excessive after hours calls to the answering service during the same day will be charged a \$5.00 fee for each call in excess of two calls during the same day.

**6. Variance**

Management and Legal Counsel are required to review an application for a variance.  
**\$200.00**

**7. Copying Fees**

Fee for providing reproduction services; per page charge.  
**\$0.25** per page

**8. Door Hanger Charge**

The fee when a door hanger is needed to notify the customer or occupant of important information.  
~~\$15.00~~ **\$20.00**

**9. Check Processing Fee**

This fee will be incurred when any of the follow are requested:

- Request to issue refund check to a customer (credit balance on active account),
  - Request to issue a deposit refund to multiple recipients
  - Request a refund check outside of the normal billing/closing bill process (if earlier than 15 days after close of account.
  - Request for a check to be made out to in individual rather than a trust. (In cases when the account is in the name of a trust)
- \$15.00** per check issued or to re-issue a check

**10. Stop Payment Fee**

When the District needs to place a stop payment on a District issued check (due to lost, damaged, etc.).  
**\$30.00** per check (\$30 fee will be deducted from original check amount issued)  
The cost to re-issue a new check at the customer or vendor request is \$15.00. See Item 9.

**11. Credit Card Convenience Charge**

A **\$2.50** fee is charged for all payments made by credit card when not paying in person.

**12. Credit Check Fee**

A **\$5.00** fee is charged to perform a credit check as a means of waiving a customer deposit.

**13. Disconnect Fee**

The fee to turn off water service for non-payment. When performed during normal working hours the fee is: \$50.00

**14. Reconnect Fee**

The fee to turn water service on after service has been turned off for non-payment.

- a) When performed during normal working hours the reconnect fee is: \$20.00
- b) When performed after normal working hours the reconnect fee is: \$96.00

**15. Lien Fees**



The fee to ensure payment for unpaid water and sewer related charges against the property.  
The fee for preparation and recordation of the Lien and the subsequent Release of Lien are as follows:  
**\$109.00 + lien release cost as a pass-through (As of 1/1/2020 the County fee is \$20).**

**DAMAGE and ILLEGAL USE FEES:**

**1. Damaging sewer infrastructure during tie-in**

There shall be a charge of Cost plus 15% for any damage caused during the tie in of the sewer lateral to the collection main during new construction or customer-side repairs.

**2. Damages to District Facilities**

Charge shall be Cost plus 15% for any damage to water, wastewater, or park infrastructure including but not limited to: MXU, Meter Register, cut wires, damaged angle-meter stop, sewer manhole, sewer mains, sewer cleanouts, sewer chimney, sewer laterals, graffiti on District property, etc. Charge due to damage may include 50% of replacement of service line.

**Intentional Damage Charge**

Charges for intentional damage to HCSD's equipment, facilities or infrastructure shall be charged:  
**\$35.00 per incident + costs of parts and labor + 15% administration fee.**

**Misdemeanor Charge**

Administrative time and actual field time plus any related materials charge to handle a misdemeanor violation.

**\$60.00 + costs of parts and labor + 15% administration fee.**

**Damages to Park Facilities**

Administrative time and actual field time plus any related materials charge to handle damages, make police report, coordinate with insurance, etc.

**Costs of parts and labor + 15% administration fee.**

**3. Police Report**

**In the event a police report is filed the charge is:**

**Cost + 15%**

**4. Cessation of Sewer service due to illegal usage**

In the event of illegal/unauthorized usage of the sewer system a property can be blocked from usage.

**Cost plus 15%.**

**5. Flow Restrictor Installation/Removal**

For means of enforcement of the District Rules & Regulations, implementation of conservation mandates, and/or other circumstances under which the District deems necessary, the charge for installation and removal of the flow restrictor is:

**Cost + 15%**

**6. Broken Utility Lock**

In the event the lock is damaged or removed the following fee applies:

**Cost + Labor + 15%**

**7. Broken Angle Meter Stop (A-Stop)**

Any combination of the following charges may apply:

-If the A-Stop is repairable the charge is: \$50.00 + Cost + 15%

-If the A-Stop cannot be repaired and a new service line will need to be pulled the charge is: Cost + 15%

-If existing service line can be compressed in order to make necessary repair the charge is: 50% of the cost of new service installation + 15% (This process compromises the service line and can only be done twice before line needs to be replaced.)

8. **Meter Pull/Meter Reset** In the event the meter is pulled (due to tampering, to check meters performance per customer request, etc.) the fee is:

**\$100.00 + Cost + 15%**

To reset the meter the charge is:

**\$100.00 + Cost + 15%**

9. **Unauthorized Water Usage/Theft of Water**

This includes unauthorized use of water for domestic, commercial or fire flow purposes and can include one or more of the following:

--An illegal connection of water via a hose or other device across property lines and between two residential or commercial units.

--Use of water after a meter lock has been cut or meter tampered with

**\$150.00** per instance

**\$150.00 + cost of repairs and water usage.**

If usage amount cannot be verified then a water cost equivalent to an average of the last twelve months will be charged.

10. **Obstruction Charge**

On occasion, customers intentionally obstruct their meters making it difficult for field staff to read or maintain the meter. After a phone call and door hanger notifying customer of obstruction the following will be charged:

**\$35.00 per billing-cycle technician site visit to property plus monthly average of water usage based upon the previous twelve months until the meter is unobstructed.**

Once meter read is obtained, usage amount will be modified accordingly.

11. **Unauthorized Move of Temporary Construction Meter**

Fee for movement of a temporary construction meter without authorization.

**\$90.00**





# Helendale Community Services District

DATE: June 16, 2022  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #7  
Discussion and Possible Action Regarding Adoption of Resolution 2022-09: A  
Resolution of the Board of Directors of the Helendale Community Services District  
Establishing Policies for its Compensation, Reimbursement, and Ethics Training

---

**STAFF RECOMMENDATION:**

This matter is at the discretion of the Board

**STAFF REPORT:**

Over the past two years, the Board has had several discussions surrounding this resolution as it relates to service in the best interests of the constituents of the District. The President appointed an ad hoc committee comprised of Tim Smith as current President and Ron Clark as past President. The committee met on several occasions to consider the Sunshine Ordinance and the resolution (most recently 2022-04) attached as 2022-09 with proposed revisions.

For the purposes of discussion, the ad hoc committee has some suggested revisions to the resolution that is intended to provide additional guidance for the Board's service to the community. The Board members as individuals have broad latitude to carry out his/her duties within the Board-adopted policies. The suggested modifications are intended to minimize impact to staff and provide greater efficient representation to the public. A red-lined version of the proposed resolution is attached.

**FISCAL IMPACT:** None

**ACTION:** Motion to approve Resolution 2022-09

**ATTACHMENTS:** Draft Resolution 2022-09



**RESOLUTION NO. 2022-094**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
HELENDALE COMMUNITY SERVICES DISTRICT ESTABLISHING POLICIES FOR ITS  
COMPENSATION, REIMBURSEMENT, AND ETHICS 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 community services district organized and operating 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 law, including but not limited to the Local Government Sunshine Bill (AB 1234).

C. The purpose of this resolution is to ensure compliance with AB 1234 and to establish policies with respect to (1) Board member compensation, (2) Board member reimbursement, and (3) Board member ethics training.

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

Section 1. **COMPENSATION.**

1.1. **Amount.** The amount of Board member compensation by the District shall be determined in accordance with all applicable requirements of California law. Pursuant to said requirements, the Board shall set the amount of such compensation at a rate established by

adoption of a separate ordinance or resolution.

1.2. **Day of Service.**

1.2.1. Definition. For purposes of determining eligibility for compensation of Board members pursuant to the ordinance or resolution referred to in Section 1.1 above, the term "day of service" is defined as follows, and Board member attendance, representation, and participation shall be deemed previously approved by the Board, pursuant to Government Code Section 61047(e):

- (a) Attendance at a meeting of the Board;
- (b) Participation at a meeting of a standing committee of the Board;
- (c) Attendance at a meeting of an ad hoc committee of the Board;
- (d) Attendance at a meeting with the District's General Manager or

Senior Staff (only when the GM is unavailable) involving the operations of the District;

(e) Attendance at a meeting with the District's auditors, attorneys, or other consultants involving matters for which the consultants have been retained by the District;

(f) Attendance at a meeting of a local, state, or federal body with subject matter jurisdiction affecting the operations of the District;

(g) Attendance at a meeting with a local, state, or federal representative concerning matters involving the operations of the District;

(h) Participation in the following activities, provided that the Board member delivers a written or oral report to the Board regarding the member's participation at the next Board meeting outlining the purpose of the meeting and the benefit to the public

following the event:

(1) A conference, seminar, or organized educational or training activity involving matters related to the functions and operations of the District; and

(2) A meeting of organizations or community members with interests in matters involving the function and operations of the District;

(i) Representation of the District at the following events, provided that the Board member delivers a written or oral report to the Board regarding the member's representation at the next Board meeting following the event:

(1) A public meeting or a public hearing conducted by another public agency;

(2) A public benefit nonprofit corporation on whose board the District has membership;

(j) Any occurrence that is listed in Exhibit "A" attached hereto and incorporated herein by this reference; and

(k) All other occurrences for which the Board member has obtained prior approval from the Board to attend or participate on behalf of the District.

(L) Compensation for phone calls will be handled on a case-by-case basis. As a rule, phone calls do not constitute a meeting.

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1.2.2. Daily Limitation. If a Board member attends or participates in multiple meetings in a single day, the Board member shall only be eligible for compensation for one meeting on that day.



1.3. **Procedure.** To receive compensation for a day of service within the scope of this Resolution, a Board member shall submit a payment request to the District's General Manager. Thereafter, the District's General Manager will issue payment to the Board member consistent with the District's regular payroll cycle and will include the payment request in the agenda materials for the next public meeting. At that meeting, the Board will review and approve or deny the payment request. Payments made by District staff prior to Board consideration of compensation requests are expressly subject to reconciliation following Board action thereon.

Section 2. **REIMBURSEMENT.**

Pursuant to Government Code Section 61047(c), the District shall reimburse Board members for their actual and necessary traveling and incidental expenses incurred while on official business as provided herein.

2.1. **Qualifying Events.** Pursuant to Government Code Section 53232.2(b), the types of occurrences that qualify a Board member to receive reimbursement of eligible expenses set forth in Section 2.2 below shall be any occurrence that is listed in Section 1.2.1 of this Resolution.

2.2. **Eligible Expenses.** Expenses eligible for reimbursement shall be limited to (1) registration or tuition costs, or other charges for participation at the meeting; (2) transportation to and from the meeting, including airfare, car rental, or mileage for use of a Board member's own automobile, and other miscellaneous transportation costs (shuttle, taxi, parking, etc.); (3) lodging at the single-room rate; and (4) costs of meals as set forth in Section 2.3.4.

2.3. **Rates.**

2.3.1. **Registration, Tuition, and Meeting Charges.** The District reimbursement

rate for registration or other charges for participation at a meeting shall be the actual amount incurred, not to exceed the maximum rate published by the conference or activity sponsor for timely registration after applying all applicable deductions for any available discounts.

2.3.2. Transportation.

(a) Members of the Board must use government and group rates offered by a provider of transportation services for travel when available. If such rates are not available, the District reimbursement rate for Board member transportation shall be the actual amount incurred, not to exceed the cost of round-trip coach airfare.

(b) The District reimbursement rate for mileage by use of a Board member's own vehicle shall be calculated on the basis of total miles driven for District purposes at the rate specified in the Internal Revenue Code in effect at the time of the vehicle usage.

(c) The District reimbursement rate for vehicle parking by a Board member shall be the actual amount incurred.

2.3.3. Lodging. Members of the Board must use government and group rates offered by a provider of lodging services when available. If the lodging is in connection with an accepted conference or organized educational activity, lodging costs must not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the Board at the time of booking. If a government or group rate is not available, the District reimbursement rate for Board member lodging shall be the actual amount incurred, not to exceed the rate for comparable lodging.

2.3.4. Meals. The District reimbursement rate for Board member meals shall be

the actual amount incurred, not to exceed the applicable Internal Revenue Service rates for reimbursement as established in Publication 463 or any successor publication, or \$100.00, whichever is less, for each day of service outside the District's boundaries.

2.3.5. Other. District reimbursement of all other actual and necessary expenses incurred by a Board member shall be computed using the applicable Internal Revenue Service rates for reimbursement as established in Publication 463, or any successor publication. All expenses that do not fall within this reimbursement policy or the Internal Revenue Service reimbursable rates, as provided above, shall be approved by the Board in a public meeting before the expense is incurred.

2.4. Budget Limits. The maximum amount of District-paid expenses that each Board member may annually incur without separate prior Board approval is \$2,000 each fiscal year.

2.5. Ineligible Expenses. Board members shall not be eligible for District reimbursement of any expenses incurred by any person traveling or attending a meeting as a guest of the Board member. No Board member shall be eligible for District reimbursement of any expenses for personal services not related to District business.

2.6. Expense Forms. The District shall provide expense report forms to be filed by the members of the Board for reimbursement for actual and necessary eligible expenses incurred on behalf of the District in the performance of official duties. The expense reports shall document that said expenses meet the policy reflected in this Resolution for expenditure of public resources. Board members shall submit such expense reports to the District's General Manager, and the reports shall be accompanied by the receipts documenting each expense. Thereafter,

the District's General Manager will issue payment to the Board member in the amount requested in the expense report consistent with the District's regular payroll cycle and will include the reimbursement request in the agenda materials for the next public meeting. At that meeting, the Board will review and approve or deny the reimbursement request. Payments made by District staff prior to Board consideration of expense reimbursement requests are expressly subject to reconciliation following Board action thereon. All documents related to reimbursable District expenditures are public records subject to disclosure under the California Public Records Act.

2.7. **Report.** Board members shall provide brief reports on meetings attended at the expense of the District at the next regular meeting of the Board.

Section 3. **ETHICS TRAINING.**

3.1. **Requirement.** Each local agency official of the District must receive training in ethics laws no later than one year from the first day of service with the District. Thereafter, each local agency official must receive such training at least once every two years.

3.2. **Application.**

3.2.1. **Local Agency Official.** As used in Section 3.1 of this Resolution, the term "local agency official" means all of the following:

- (a) All Board members; and
- (b) All executive staff of the District.

3.2.2. **Ethics Laws.** As used in Section 3.1 of this Resolution, the phrase "ethics laws" includes, but is not limited to, the following:



(a) Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws;

(b) Laws relating to claiming prerequisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies;

(c) Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws; and

(d) Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.

3.3. **District Responsibilities.**

3.3.1. **Records.** The District shall maintain records indicating (a) the dates that local agency officials satisfied the requirements of Section 3 of this Resolution and (b) the entity that provided the training. The District shall maintain these records for at least five years after local agency officials receive the training. These records are public records subject to disclosure under the California Public Records Act.

3.3.2. **Notice.** The District is required to provide information on training available to meet the requirements of Section 3 of this Resolution to its local agency officials at least once

annually.

Section 4. **REVIEW OF RESOLUTION ON ANNUAL BASIS.**

Each year the Board shall review this Resolution to determine its effectiveness and the necessity for its 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 the Resolution. Upon conclusion of its review, the Board may take any action it deems appropriate concerning this Resolution. Nothing herein shall preclude the Board from taking action on the Resolution at times other than upon conclusion of the annual review.

Section 5. **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 6. **EFFECTIVE DATE.**

This Resolution supersedes Resolution No. 202~~21~~-041 adopted by the Board on ~~February~~ January 20, 2022 ~~4, 2021~~, and shall take effect immediately upon its adoption.

ADOPTED this ~~3rd day of February, 2022~~ 16<sup>th</sup> day of June, 2022

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AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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

ATTEST:

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

DRAFT

## Exhibit "A"

This list is to be used as examples of meetings outlined under Section 1.2.1 and is subject to change at the discretion of the Board.

Brown Act Meetings  
Regular and Special Board Meetings

Representation at a public hearing or public meeting of another government agency  
Mojave Water Agency  
Watermaster  
San Bernardino County  
LAFCO  
Various City Councils  
VWRA

Meeting with a representative from County, State, or Federal Government  
Elected officials or representatives

Ad hoc committees of the Board  
Park and Rec Committee  
Recycled Water Committee

Meeting with District Consultants  
Attorney, Engineer, Auditor, etc.

Meetings of County, Special District or LAFCO  
Tri-Communities Special District Luncheon  
Association of San Bernardino County Special Districts (ASBCSD)

Representation of the District on a non-profit Board  
Chamber of Commerce  
Homeowners Association

Training or education involving matters related to the functions and operations of the District  
Board member training through CSDA

[ABC's of Water seminars \(Mojave Water Agency\)](#)

[Farmers Market \(1 director per week\)](#)

Mojave Water Agency Tours

[Concerts-in-the-Park if carrying out a function or helping with the event](#)