



REGULAR BOARD MEETING **Thursday, July 15, 2021 at 6:30 PM**

SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY

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

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

Call to Order - Pledge of Allegiance

1. Approval of Agenda

2. Public Participation

Anyone wishing to address any matter pertaining to District business listed on the agenda or not, may do so at this time. However, the Board of Directors may not take action on items that are not on the agenda. The public comment period may be limited to three (3) minutes per person. Any member wishing to make comments may do so by filling out the speaker's card at the following link: <https://www.surveymonkey.com/r/HKGNLL8>. We request that all speaker's cards are filled out by 6:25 pm.

3. Consent Items

- a. Approval of Minutes: June 17, 2021, Regular Board Meeting
- b. Bills Paid Report
- c. Directors Compensation and Expenses
- d. May Financials

4. Reports

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

Regular Business:

5. Public Hearing to Receive Comments Regarding Possible Adoption of Resolution 2021-13: A Resolution of the Board of Directors of the Helendale Community Services District Authorizing the Establishment and Continuation of Collection of Water and Sewer Standby Charges for Fiscal Year 2022
6. Public Hearing to Receive Comments Regarding Possible Adoption of Resolution 2021-14: A Resolution of the Board of Directors of the Helendale Community Services District Confirming, or Modifying and Then Confirming, the Report of Delinquent Water, Sewer and Trash Collection User Charges for the Purpose of Collecting Said Charges on the San Bernardino County Tax Roll

7. Public Hearing to Receive Comments Regarding Possible Adoption of Resolution 2021-15: A Resolution of the Board of Directors of the Helendale Community Services District Authorizing the Establishment and Continuation of Collection of Refuse Disposal Land Use Fees for Fiscal Year 2020-2021
8. Discussion Only Regarding COVID-19 Update
9. Discussion and Possible Action Regarding Election of a Representative for CSDA Board of Directors

Other Business

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

Closed Session

11. Conference with Legal Counsel – Anticipated litigation
Initiation of litigation pursuant to Government Code Section 54956.9(d):
One potential case
12. Report Out of Closed Session
13. Adjournment

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



Helendale Community Services District

Date: July 15, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3
Consent Items

CONSENT ITEMS

- a. Approval of Minutes: June 17
- b. Bills Paid Report
- c. Directors Expenses
- d. May Financials



Helendale Community Services District

Date: July 15, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette
SUBJECT: Agenda item #3a
Minutes from Board meeting 6/17/2020



*Minutes of the Helendale Community Services District
REGULAR BOARD OF DIRECTORS MEETING
June 17, 2021 at 6:30 PM
26540 Vista Road, Suite C. Helendale, CA 92342*

Pursuant to the provisions of Executive Order N-29-20 issued by Governor Gavin Newsom in response to the COVID-19 pandemic and in an effort to prevent the spread of the virus, Public Participation in Helendale CSD's Board Meeting was held via teleconference.

Board Members Roll Call:

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

Staff Members Present:

Kimberly Cox, General Manager
Cheryl Vermette, Program Coordinator
Alex Aviles, Wastewater Operations Manager
Craig Carlson, Water Operations Manager

Consultants:

Steve Kennedy, Legal Counsel
Richard Nino, Burrtec Waste

Members of the Public:

There were no members of the public present.

Call to Order and Pledge of Allegiance

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

1. Approval of Agenda

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

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

2. Public Participation

None

3. Consent Items

- A. Approval of Minutes: June 3, 2021, Regular Board Meeting
- B. Bills Paid Report
- C. Directors Compensation and Expenses
- D. April Financials
- E. COVID-19 Update

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

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

4. Reports

- A. Directors' Reports

Director Haas reported that she attended the Tri-Communities luncheon. They talked about water. Director Hass said the group discussed the judges ruling and said it appeared to be in our favor.

Vice President Spiller reported that the weather has really been affecting our market. Customer attendance is still steady. We also lost a couple of vendors due to generator issues.

Director Schneider reported that he concurred with what Henry reported. He said he looked at the forecast for next week and said it should be in the 90's on Monday. Director Schneider also said that he stopped in at the Senior Center, and there were about 8 people that were still there.

B. General Manager's Report

Discussion: General Manager Cox reported that COVID restrictions have been lifted. Cal-OSHA will issue guidance today for the workplace. The water and wastewater maintenance building permits are approved. The contractor and staff will be meeting with the concrete contractor Friday. The contractor will advise a date for mobilization after concrete is completed. Construction is estimated to take 3 – 4 weeks for both buildings. Staff will bring an estimate to complete the interior of the building to the July 15 meeting. Monday is the filming for the CSDA Small District Innovative Project of the Year Award. Saturday is our first concert in the park. It will be hot! We will have a petting zoo, lawn games, beer garden hosted by the Silver Lakes Community Service Foundation, and the Sunsetters will host a car show. General Manager Cox reported that the District has a total cash balance of \$6,608,122; \$2,020,166 in the sewer fund; \$3,609,930 in the water fund; \$380,215 in the park fund; and \$303,905 in the solid waste fund. There is \$3,531,129.11 in CBB; \$67,647.20 in DCB; and \$3,009,345.59 in LAIF.

Presentation

5. Discussion and Possible Action Regarding Adoption of the First Amendment to the Exclusive Franchise Agreement with Burrtec Waste Industries

Discussion: The current contract with Burrtec was adopted in 2018, at that time the proposed market index was under development. The contract terms state which market index is used, due to the development of an index specifically for San Bernardino County a request was made to change the contract terms using the San Bernardino County index. This change to the contract terms must be memorialized by a board action. Section 10.5 outlines the annual formula-based compensation adjustment.

Action: Director Schneider made a motion to adopt the first amendment to the exclusive Franchise Agreement with Burrtec Waste Industries. Director Clark seconded the motion.

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

6. Public Hearing to Receive Comments and Possible Adoption of Resolution 2021-10: A Resolution of the Helendale Community Services District Board of Directors Determining That There was No Majority Protest to Proposed Increases to Refuse Collection Services and Adopting a Rate Schedule for Such Charges and Superseding Existing Applicable Rates.

Discussion: Each year Burrtec presents the CPI increase for solid waste pick up services based upon the local market index published by the Bureau of Labor Statistics. The contract requires notice no later than 4/1. Section 10.05 outlines the annual formula-based compensation adjustment. The proposed rate increase for residential customers includes a \$0.31 increase for

cart service; a \$0.07 increase in the recycling fee; a \$0.04 increase for the admin fee; no change in the 218-recovery fee; a \$0.04 increase in the franchise fee and a new \$0.37 fee for green waste hauling totaling \$0.83. The proposed CPI increase is 1.87%. Presented for review are only the residential rates. Commercial rates vary significantly based upon service. Public notices were mailed to all affected rate payers. The public meeting was held on June 3 and this public hearing is being held both virtually and in person. To date, staff has received no inquiries or written protests. Richard Nino, Vice-President of Burrtec Waste Industries was available to answer any questions.

President Smith opened the public hearing at 6:58 pm. Resident, Dave Hart asked about green waste. He wanted to know if customers are being charged for green waste are they receiving any benefit. He asked if any of the material coming back into the community. Director Schneider explained about the new mandatory organics recycling implemented by the State and how the green waste program will help to offset our organics recycling requirements. Hearing no other comments President Smith closed the public hearing at 7:19 pm.

Action: Vice President Spiller made the motion to adopt Resolution 2021-10: A Resolution of the Helendale Community Services District Board of Directors Determining That There was No Majority Protest to Proposed Increases to Refuse Collection Services and Adopting a Rate Schedule for Such Charges and Superseding Existing Applicable Rates. Director Schneider seconded the motion.

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

7. Public Hearing to Receive Comments and Possible Adoption of Resolution 2021-11: A Resolution of the Board of Directors of the Helendale Community Services District Board Approving and Adopting the Fiscal Year 2022 Annual Budget and Authorizing Appropriations Therefrom

Discussion: The Budget development process is transparent and occurs over many public meetings. The mid-year budget review was held on 2/18, review of the capital improvement plan was held on 2/18, 3/4, 3/18, 4/8; the cost-of-living adjustment discussion was on 3/4; the organizational chart and pay range discussion was held on 5/20. The budget provides information about the District, relevant policies related to the District's fiscal responsibilities/legal compliance. The enterprise funds include water, wastewater and solid waste; the Governmental Fund includes the Recycling Center, Rental Properties, Park and Rec, and the Administration Fund. The budget is a plan and as such affords flexibility. Monthly financials provide a comparison on performance. The CIP included in the budget, however, projects over the General Managers signing authority are brought to the Board for approval. Approval of the budget authorizes the expenditures of funds as outlined. Expenditures must be consisted with applicable laws and policies such as the purchasing policy and prevailing wage. General Manager Cox presented a chart showing revenues vs. expense from 2017 through the 2022 proposed budget. She presented a chart of each fund with the corresponding revenues and expenses and a graph of revenue vs. expense for the enterprise funds. Approval of this resolution authorizes expenditures in accordance with the budget document.

Public Hearing: President Smith opened the public hearing at 7:22 pm. There were no comments from the public. President Smith closed the public hearing at 7:38 pm.

Action: A motion was made by Director Clark to adopt Resolution 2021-11, approving, and adopting the Fiscal Year 2022 Annual Budget and authorizing expenditures therefrom. The motion was seconded by Director Haas.

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

8. Discussion and Possible Action Regarding Adoption of Resolution 2021-12: A Resolution of the Board of Directors of the Helendale Community Services District Establishing the Appropriations Limit for fiscal Year 2022 Pursuant to Article XIIB of the California State Constitution

Discussion: The appropriations limit is an annual requirement under Article XIII B of the California State 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 for CPI changes. The California Department of Finance provides the following: price factor (CPI) is 5.73% and the population growth factor is 0.17%. The factor was applied to the \$748,926 limit amount from FY2021. The new limit for FY22 is \$831,313 (increased by \$46,387). The total FY 2022 projected taxes and assessments are \$381,499. The District's 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: A motion was made by Director Schneider to adopt Resolution 2021-12 establishing the appropriations limit for Fiscal Year 2022, pursuant to Article XIII B of the California State Constitution. The motion was seconded by Director Haas.

Vote: The motion carried by the following 5 – Yes / 0 – No vote: President Smith– Yes; Vice President Spiller – Yes; Director Clark – Yes; Director Schneider – Yes; Director Haas – Yes
9. Discussion and Possible Action Regarding Award if Bid for Community Center Paving Project

Discussion: General Manager Cox presented an aerial image showing where the three proposed areas are located. In early April, Staff circulated an RFP for paving services. The pre-bid conference was held on April 6th, six contractors attended. On May 3rd, the bids were opened and read to those present. Five bids were received, and three contractors were present. The bid outlined that the Board could award any or all of the areas or throw out all of the bids. Counsel reviewed the Boards options related to awarding a contract. The bids were reviewed by an engineer. The engineer noted that the apparent low bidder did not acknowledge addendum #4; the grading items seem to be only area that was far from average; and a 20% contingency was recommended. General Manager Cox presented the bids for each of the contractors that submitted. She reported that Staff reviewed references for the apparent low bidder. The company has done work for several school Districts. Hesperia Unified School District reported that they were very satisfied. General Manager Cox shared that she has had a discussion with the low bidder, reviewed all of the RFI's, discussed the bid submission and cost difference. The discussion was very positive. The project would be paid from the Park Fund in FY 22. The estimated excess revenue for FY 22 is \$211,134. The current estimated Park cash is \$380,215. The Board discussed the bids and some concerns over the disparity in pricing between the low bidder and the next lowest bidder.

Action: Director Haas made the motion to award contract to United Paving in an amount not to exceed \$236,072.11 and provide a 10% contingency to staff for unknown issues. Vice President Spiller seconded the motion.

Vote: The motion carried by the following 3 – Yes / 2 – No vote: President Smith– Yes; Vice President Spiller – Yes; Director Clark – No; Director Schneider – No; Director Haas – Yes
10. Discussion and Possible Action Regarding Approval of a Professional Services Agreement for Construction Management Services for the Community Center Paving Project

Discussion: Staff does not have the expertise to oversee the paving project. ALR Engineering and Testing is highly qualified to perform the work. The District has used ALR before for a

wastewater project. The professional services agreement is for time and materials. The consultant will be onsite daily during construction. Staff feels the project warrants an inspector. General Manager Cox presented a breakdown of the proposal.

Action: Director Schneider made the motion to approve a professional services agreement with ALR Engineering and Testing for a time and material contract not to exceed \$37,000. Vice Director Clark seconded the motion.

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

Other Business

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

Discussion regarding installing an HVAC system in Unit D.

Director Schneider requested for future bids the District make the pre-bid conference mandatory.

12. Adjournment

Action: President Smith adjourned the meeting at 8:35 pm

Submitted by:

Approved by:

Tim Smith, President

Sandy Haas, Secretary

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



Helendale Community Services District

Date: July 15, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop, Senior Account Specialist
SUBJECT: Agenda item #3 b
Consent Items: Updated Bills Paid and Presented for Approval

STAFF RECOMMENDATION:

Updated Report Only. Receive and File

STAFF REPORT:

Staff issued 67 checks and 27 EFT's totaling \$200,044.80

Total Cash Available:	<u>7/12/21</u>	<u>6/14/21</u>
Cash	\$6,593,187.69	\$6,608,121.90
Checks/EFT's Issues	\$ 200,044.80	\$ 265,578.45

Investment Report

The Investment Report shows the status of the invested District funds. The current interest rate is 0.02% for LAIF and 0.10% for the CBB Sweep Account for June 2021. Interest earned June 2021 on CBB Sweep Account is \$299.06.



Helendale CSD

Bills Paid and Presented for Approval

Transaction Detail

Issued Date Range: 06/14/2021 - 07/12/2021

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 251229590 - CBB Checking					
06/15/2021	24073	Reverse Refund Check Packet UBPKT09447	218.17	Check Reversal	Utility Billing
06/14/2021	24239	California State Disbursement Unit	-230.76	Check	Accounts Payable
06/15/2021	24240	HEATHER BOLDRA	-188.17	Check	Utility Billing
06/15/2021	24241	ANTHONY LAUS	-215.48	Check	Utility Billing
06/15/2021	24242	DAVID HANSON	-196.33	Check	Utility Billing
06/15/2021	24243	MARVIN ALBERTO CARDOZA	-64.06	Check	Utility Billing
06/17/2021	24244	Amazon Capitol Services	-98.92	Check	Accounts Payable
06/17/2021	24245	Beck Oil Inc	-4,366.16	Check	Accounts Payable
06/17/2021	24246	Brunick, McElhane & Kennedy	-4,806.25	Check	Accounts Payable
06/17/2021	24247	Burrtec Waste Industries Inc	-785.13	Check	Accounts Payable
06/17/2021	24248	Cardmember Services	-1,386.94	Check	Accounts Payable
06/17/2021	24249	County of San Bernardino, Solid Waste Mgmt. Div.	-652.09	Check	Accounts Payable
06/17/2021	24250	Daily Press	-550.54	Check	Accounts Payable
06/17/2021	24251	Daily Press	-337.17	Check	Accounts Payable
06/17/2021	24252	Devra Castle	-250.00	Check	Accounts Payable
06/17/2021	24253	Frontier Communications	-65.80	Check	Accounts Payable
06/17/2021	24254	Home Depot Credit Services	-497.70	Check	Accounts Payable
06/17/2021	24255	Infosend, Inc	-1,854.48	Check	Accounts Payable
06/17/2021	24256	Inland Water Works Supply Co.	-2,185.82	Check	Accounts Payable
06/17/2021	24257	Jeff C. Hale	-800.00	Check	Accounts Payable
06/17/2021	24258	Sierra Analytical Labs, Inc	-1,450.00	Check	Accounts Payable
06/17/2021	24259	Uline	-232.20	Check	Accounts Payable
06/17/2021	24260	USPS	-220.00	Check	Accounts Payable
06/17/2021	24261	Eide Bailly LLP	-4,166.33	Check	Accounts Payable
06/17/2021	24262	All American Fence Erectors	-4,280.00	Check	Accounts Payable
06/17/2021	24263	Giddy UP Ranch	-350.00	Check	Accounts Payable
06/17/2021	24264	Verizon Wireless	-651.89	Check	Accounts Payable
06/19/2021	24265	Charles La Pat	-100.00	Check	Accounts Payable
06/24/2021	24266	ACI Payments, Inc	-57.00	Check	Accounts Payable
06/24/2021	24267	Amazon Capitol Services	-246.18	Check	Accounts Payable
06/24/2021	24268	Aqua Metrics Sales Company	-12,628.31	Check	Accounts Payable
06/24/2021	24269	Frontier Communications	-62.12	Check	Accounts Payable
06/24/2021	24270	Frontier Communications	-88.96	Check	Accounts Payable
06/24/2021	24271	I Candy Website & Graphic Design	-276.25	Check	Accounts Payable
06/24/2021	24272	Rebecca Gonzalez	-330.00	Check	Accounts Payable
06/24/2021	24273	Site One Landscaping Supply	-452.90	Check	Accounts Payable
06/24/2021	24274	USA Blue Book	-319.96	Check	Accounts Payable
06/24/2021	24275	Verizon Wireless	-106.32	Check	Accounts Payable
06/28/2021	24276	California State Disbursement Unit	-230.76	Check	Accounts Payable
06/28/2021	24277	TICOR TITLE COMPANY OF CALIFORNIA	-127.67	Check	Utility Billing
06/28/2021	24278	Bank of America	-4,319.61	Check	Accounts Payable
07/06/2021	24279	Amazon Capitol Services	-1,023.60	Check	Accounts Payable
07/06/2021	24280	Billy L Goforth	-32.68	Check	Accounts Payable
07/06/2021	24281	Desert Community Bank	-129.04	Check	Accounts Payable
07/06/2021	24282	Houston & Harris	-8,524.00	Check	Accounts Payable
07/06/2021	24283	I Candy Website & Graphic Design	-178.75	Check	Accounts Payable

Bank Transaction Report

Issued Date	Number	Description	Amount	Type	Module
07/06/2021	24284	Inland Water Works Supply Co.	-977.73	Check	Accounts Payable
07/06/2021	24285	Jason Courville Trucking, Inc.	-1,100.00	Check	Accounts Payable
07/06/2021	24286	Parkhouse Tire, Inc.	-479.30	Check	Accounts Payable
07/06/2021	24287	Site One Landscaping Supply	-443.70	Check	Accounts Payable
07/06/2021	24288	Staples Credit Plan	-804.77	Check	Accounts Payable
07/06/2021	24289	Stericycle, Inc	-169.14	Check	Accounts Payable
07/06/2021	24290	USA of So. California	-69.40	Check	Accounts Payable
07/06/2021	24291	Costco Membership	-129.48	Check	Accounts Payable
07/06/2021	24292	Hartford Life	-254.77	Check	Accounts Payable
07/06/2021	24293	Provident Agency, Inc	-2,137.00	Check	Accounts Payable
07/06/2021	24294	San Bernrdino County	-10,000.00	Check	Accounts Payable
07/06/2021	24295	Silver Lakes Association	-2,328.00	Check	Accounts Payable
07/06/2021	24296	Ultimate Internet Access, Inc	-821.35	Check	Accounts Payable
07/06/2021	24297	Sonic Systems, Inc	-1,455.90	Check	Accounts Payable
07/06/2021	24298	Water Systems Consulting, Inc	-3,185.00	Check	Accounts Payable
07/06/2021	24299	MWC Group, Inc	-3,705.09	Check	Accounts Payable
07/06/2021	24300	MWC Group, Inc	-4,403.92	Check	Accounts Payable
07/08/2021	24301	Charles La Pat	-100.00	Check	Accounts Payable
07/08/2021	24302	Giddy Up Ranch	-350.00	Check	Accounts Payable
07/08/2021	24303	NOBEL Systems	-14,200.00	Check	Accounts Payable
07/08/2021	24304	Woodie and the Longboards	-1,300.00	Check	Accounts Payable
07/09/2021	24305	California State Disbursement Unit	-230.76	Check	Accounts Payable
06/16/2021	EFT0003725	ACH Water Shop SCE Acct 700453074415	-123.82	EFT	General Ledger
06/16/2021	EFT0003726	ACH 4-Plex SCE Acct 700392338368	-287.27	EFT	General Ledger
06/18/2021	EFT0003727	CalPERS Classic Pmt PPE 5/23/21	-7,116.13	EFT	General Ledger
06/17/2021	EFT0003729	CalPERS 457 Pmt PPE 6/6/21	-3,811.41	EFT	General Ledger
06/18/2021	EFT0003730	CalPERS PEPRA Pmt PPE 5/23/21	-1,421.70	EFT	General Ledger
06/17/2021	EFT0003731	To record Sales Tax Pmt - Pmt # 2 / 2nd Quarter	-1,854.40	EFT	General Ledger
06/25/2021	EFT0003734	CalPERS 457 Pmt PPE 6/20/21	-3,811.41	EFT	General Ledger
06/23/2021	EFT0003735	SCE Street Lighting Acct # 700013030275	-1,844.76	EFT	General Ledger
06/23/2021	EFT0003736	SCE ACH Park Wellheads Acct 700448234519	-108.01	EFT	General Ledger
07/02/2021	EFT0003738	CalPERS Classic Pmt PPE 6/6/21	-7,116.13	EFT	General Ledger
07/02/2021	EFT0003739	CalPERS PEPRA Pmt PPE 6/6/1	-1,421.70	EFT	General Ledger
06/29/2021	EFT0003740	SCE ACH Sod Farm Acct 700255337588	-1,487.99	EFT	General Ledger
06/29/2021	EFT0003741	SCE ACH Well 6,7,8,9 & 2 Acct 700620711734	-425.05	EFT	General Ledger
06/30/2021	EFT0003742	SCE ACH WWTP & Wells 3,4 & 1 Acct 700547354472	-11,372.69	EFT	General Ledger
06/30/2021	EFT0003743	SCE ACH WWTP & Wells 3,4 & 1 Acct 700547354472	-20,317.61	EFT	General Ledger
07/07/2021	EFT0003744	To record CalPERS Health Premium - July 2021	-15,902.16	EFT	General Ledger
06/14/2021	EFT0003749	To record Tasc Flex Claim Pmt - PPE 6/6/21	-533.33	EFT	General Ledger
06/28/2021	EFT0003750	To record Tasc Flex Claim Pmt - PPE 6/20/21	-533.33	EFT	General Ledger
07/07/2021	EFT0003751	SCE ACH Community Center 700218740906	-1,662.01	EFT	General Ledger
07/09/2021	EFT0003752	CalPERS 457 Pmt PPE 7/4/21	-3,811.41	EFT	General Ledger
07/06/2021	EFT0003756	To record PERS Classic Employer Unfunded Liability	-3,012.50	EFT	General Ledger
07/12/2021	EFT0003757	To record PERS PEPRA Employer Unfunded Liability	-154.92	EFT	General Ledger
07/06/2021	EFT0003758	To record PERS Classic Employer 1959 Survivor benefit	-624.00	EFT	General Ledger
07/07/2021	EFT0003759	to record PERS PEPRA Employer 1959 Survivor Benefit	-431.60	EFT	General Ledger
07/02/2021	EFT0003760	To record Global Merchant Fees Acct 4366 -	-405.70	EFT	General Ledger
07/02/2021	EFT0003761	To record Global Merchant Fees Acct 4367 -	-1,605.61	EFT	General Ledger
07/12/2021	EFT0003762	To record EVO Thrift Store CC Fees 23099	-304.68	EFT	General Ledger
Bank Account 251229590 Total: (95)					-200,044.80
Report Total: (95)					-200,044.80

Summary

Bank Account
[251229590 CBB Checking](#)

Count	Amount
95	-200,044.80
Report Total:	-200,044.80

Cash Account
[99 99-111000 Cash in CBB - Checking](#)

Count	Amount
95	-200,044.80
Report Total:	-200,044.80

Transaction Type	Count	Amount
Check	67	-108,761.64
Check Reversal	1	218.17
EFT	27	-91,501.33
Report Total:	95	-200,044.80



Helendale Community Services District

Date: July 15, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette
SUBJECT: Agenda item #3c
Presentation of Directors' Expenses

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

NAME: Andy Isaac Date: _____

Date	Event	Expense Description/Explanation	Mileage	Meals	Lodging	Other	Exp. Category
6/8	Public Benefit	Park & Rec					A
6/9	Public Benefit	Public Benefit	Softball teams				
6/10	Public Benefit	City Committee lunch	22.41				
6/11	Public Benefit	Share w/other OSD and County Supervisor	Rep				C
6/14	Public Benefit	Telephone con w/GM					C
6/14	Public Benefit	Water Issues - Stealing of Water					C
6/15	Public Benefit	Telephone con w/GM					C
6/15	Public Benefit	Meeting w/GM					C
6/17	Public Benefit	Agenda & other about business					A
6/17	Public Benefit	Regular Meeting					A
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
Totals:			Mileage	Meals	Lodging	Grand Total	
				22.47		847.47	

Comments: _____

process for payroll _____

Signature: Andy Isaac Date: _____

- Expense Categories:
- G: Meeting w/GM re: District Operations
 - H: Meeting w/audits, attorney or consultant retained by District
 - I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD
 - J: Meeting w/organization with interests in matter involving functions or operations of the District
 - K: Meeting pre-approved by the Board of Directors
- Mileage calculated at \$0.56/mile effective 1/1/21

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

Ticket No: 54
Ticket UID: 2021060945F1-170
Small Room->11

Employee: Alejandra

Dine In
Date: 6/9/2021
Time: 12:30:49 PM

L-11 Grilled Chicken Salad (2@8.95)

Subtotal: \$17.90
Tax: \$1.57
Total: \$19.47
3.00

29.47



Thank you come again!

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER
 Pay Period Ending 6/21/2021

Craig Schneider

Date	Event	Expense Description/Explanation	Meeting	Miles	Meals	Lodging	Other	Exp Category											
6/8/2021	Description of Public Benefit	Park and Recreation	137.5					A: Public Meeting governed by Brown Act											
	Description of Public Benefit	Discuss Park Maintenance and Recreation Programs																	
6/9/2021	Event	Farmers Market	137.5					C: Representation at Public Meeting/Event*											
	Description of Public Benefit	Meet with vendors and residents																	
6/10/2021	Event	Adult Softball Meeting	137.5					J: Meeting w/organization with interests in matters inv.											
	Description of Public Benefit	Discuss new Softball League																	
6/15/2021	Event	Meeting with GIM	137.5					G: Meeting w/GM re District Operations											
	Description of Public Benefit	Agenda for BOD Meeting																	
6/16/2021	Event	Farmers Market	137.5					C: Representation at Public Meeting/Event*											
	Description of Public Benefit	Meet with vendors and residents																	
6/17/2021	Event	Regular BOD	137.5					A: Public Meeting governed by Brown Act											
	Description of Public Benefit	HCSB Business																	
	Event		0																
	Description of Public Benefit																		
	Event		0																
	Description of Public Benefit																		
	Event		0																
	Description of Public Benefit																		
	Event		0					A: Public Meeting governed by Brown Act											
	Description of Public Benefit																		
<table border="1"> <tr> <td>Total Meetings</td> <td>Total Miles</td> <td>Total Meals</td> <td>Total Lodging</td> <td>Total Other</td> <td>Total</td> </tr> <tr> <td>\$ 825.00</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ 825.00</td> </tr> </table>								Total Meetings	Total Miles	Total Meals	Total Lodging	Total Other	Total	\$ 825.00	\$ -	\$ -	\$ -	\$ -	\$ 825.00
Total Meetings	Total Miles	Total Meals	Total Lodging	Total Other	Total														
\$ 825.00	\$ -	\$ -	\$ -	\$ -	\$ 825.00														

Submitted by:  Signature
 Date: 6/21/2021

RECEIVED
 JUN 21 2021

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name: Tim Smith

Date	Event	Expense Description/Explanation	Miles	Meals	Lodging	Other	Exp Category
5/27/2021	Public Benefit	Bid opening for paving					B: Public Event*
6/1/2021	Event	mtg with GM					G: Meeting w/GM re District Operations
6/3/2021	Public Benefit	regular board mtg					A: Public Meeting governed by Brown Act
6/8/2021	Event	park and rec					A: Public Meeting governed by Brown Act
6/10/2021	Event	MWA virtual mtg					C: Representation at Public Meeting/Event*
6/15/2021	Event	mtg with GM					G: Meeting w/GM re District Operations
6/17/2021	Event	reg board mtg					A: Public Meeting governed by Brown Act
6/19/2021	Event	concert in the park					B: Public Event*
	Event						
	Public Benefit						
	Event						
	Public Benefit						

Notes/Comments: **Totals**

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

Submitted By: Tim Smith Date: 6/19/2021

Appropriate Approval _____ 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

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name: *HENRY SPILLER*

Date	Event	Expense Description/Explanation	Miles	Meals	Lodging	Other	Exp Category
5/20	Public Benefit	CSD Board Meeting					A
	Event	Public meeting governed by the Brown Act					
5/26	Public Benefit	Farmer's Market					J
	Event	Rep @ public event					
6/1	Public Benefit	Pr. Board Meeting with EM					G
	Event	Meeting with EM regarding district OPS					
6/2	Public Benefit	Farmer's Market					J
	Event	Rep @ public event					
6/3	Public Benefit	CSD Board Meeting					A
	Event	Public Meeting governed by the Brown Act					
6/15	Public Benefit	Meeting with EM prior to board meeting					G
	Event	Meeting with EM regarding district business					
6/16	Public Benefit	Farmer's Market					J
	Event	Rep @ public event					
6/17	Public Benefit	CSD Board Meeting					J
	Event	Public meeting governed by the Brown Act					
6/19	Public Benefit	Concert in the Park					B/C
	Event	Rep @ public event					
	Public Benefit						

Notes/Comments:

Totals

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

Submitted By: *Henry Spiller*

Appropriate Approval: _____ Date: _____

Signature: _____

- 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

Date: July 15, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cindy Byerrum, Financial Consultant
SUBJECT: Agenda item #3d
May Financials

STAFF REPORT:

Attached for the Board's consideration is the financial report for May 2021.



Helendale CSD
Statement of Revenues and Expenses - Water
As of May 31, 2021
(Unaudited)

	May 2021	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Meter Charges	\$ 133,971	\$ 1,476,255	\$ 1,578,873	94%	\$ 1,382,319
3 Water Sales	73,071	865,232	862,015	100%	760,019
4 Standby Charges	1,202	20,060	24,400	82%	29,485
5 Other Operating Revenue	6,007	158,446	86,232	184%	107,471
6 Total Operating Revenues	214,251	2,519,993	2,551,520	99%	2,279,294
7 Non-Operating Revenues					
8 Grant Revenue	-	15,990	37,500	43%	87,223
9 Miscellaneous Income (Expense)	10,000	15,023	1,000	1502%	944
10 Total Non-Operating Revenues	10,000	31,013	38,500	81%	88,167
11 Total Revenues	224,251	2,551,006	2,590,020	98%	2,367,461
12 Expenses					
13 Salaries & Benefits					
14 Salaries	25,605	288,722	330,774	87%	272,039
15 Benefits	9,196	116,560	123,793	94%	104,741
16 Total Salaries & Benefits	34,801	405,282	454,567	89%	376,780
17 Transmission & Distribution					
18 Contractual Services	3,399	80,532	39,050	206%	40,492
19 Power	1,398	111,545	124,106	90%	93,280
20 Operations & Maintenance	15,226	94,220	131,682	72%	123,307
21 Rent/Lease Expense	800	10,690	10,860	98%	10,060
22 Permits & Fees	55	22,517	25,600	88%	19,565
23 Total T&D	20,878	319,503	331,298	96%	286,704
24 General & Administrative					
25 Utilities	363	4,402	5,436	81%	4,468
26 Office & Other Expenses	91	8,459	3,015	281%	950
27 Admin Allocation	46,517	511,690	558,207	92%	450,552
28 Total G&A	46,972	524,551	566,658	93%	455,969
29 Debt Service	23,707	367,521	388,734	95%	273,704
30 Total Expenses	126,358	1,616,857	1,741,257	93%	1,393,157
31 Net Income (Loss) Before Capital	97,893	934,149	848,763	110%	974,305
32 Capital Expenses	-	(813,605)	(2,023,667)	40%	(262,783)
33 Net Income (Loss) After Capital	\$ 775,873	\$ 798,524	\$ (1,174,904)	-68%	\$ 711,521

Helendale CSD
Financial Statement Analysis
For the Month Ended May 31, 2021 – 92% of Fiscal Year

Fund 01-Water Revenues and Expenses

Line 2 Meter Charges: Meter Charges are the fixed monthly charge for water service. Year to date (YTD) meter charges are trending slightly above budget at 94%.

Line 3 Water Sales: Water Sales reflects water consumption and is trending above budget due to higher consumption than anticipated.

Line 4 Standby Charges: Standby Charges includes special assessment standby charges for the current & prior years, and delinquent standby penalties. YTD can trend over/under budget due to timing of assessment receipts and unbudgeted receipts of delinquent assessments.

Line 5 Other Operating Revenue: 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 high volume of connection fees collected and increased water supply fees.

Line 8 Grant Revenue: YTD balance consists of a \$15,990 award for MWA Meter Replacement Program. Budget for this account consists of the remaining \$37,500 grant from the Bureau of Reclamation for installation of AMI smart meters.

Line 9 Miscellaneous Income (Expense): Miscellaneous Income includes gain or loss on sale of assets, the Enel X Demand Response Program and other miscellaneous income. YTD is over budget due to water leak charges in April and sale of obsolete vehicles in May.

Line 14 Salaries: Salaries for water employees and portion of mechanic's salary. YTD is trending slightly below budget due to less mechanic time needed.

Line 15 Benefits: Benefits include health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education and trainings. YTD is trending slightly above budget.

Line 18 Contractual Services: Contract Services includes lab testing, engineering, GIS support & other contract services. YTD is over budget at due to \$9,091 invoice from Tyler Technologies for meter data sync, and invoices from Mojave Resource Management.

Line 19 Power: This account includes electricity used for transmission & distribution. YTD is trending near budget at 90%.

Line 20 Operations & Maintenance: This line includes operations & maintenance expense, vehicle maintenance and vehicle fuel. YTD is under budget due to less work performed than anticipated.

Line 21 Rent/Lease Expense: Rent/Lease Expense includes rental costs for the water shop and Bureau of Land Management tank sites. YTD is trending over budget at 98%.

Line 22 Permits & Fees: Includes all water permits, miscellaneous fees, and Watermaster fees. YTD is trending near budget due to a majority of fees being paid.

Line 25 Utilities (G&A): Utilities includes gas and telephone expenses. YTD is trending under budget at 81%.

Line 26 Office & Other Expenses: Office & Other Expenses includes mileage/travel reimbursements, office supplies, water conservation program, and dues & subscriptions. YTD is over budget due to pay-off penalties of \$6,733 for the CNB Loan #11-007.

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: Debt Service includes interest & principal payments on outstanding debt. Payments are made quarterly in September, December, March and June.

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

- \$2,480 - Well Exploration Test Holes
- \$139,859 – Corporate Yard
- \$58,274 – AMI Meters
- \$50,000 – Water Rights Purchase
- \$559,515 – Real property Acquisition



Helendale CSD
Statement of Revenues and Expenses - Sewer
As of May 31, 2021
(Unaudited)

	May 2021	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Sewer Charges	\$ 106,962	\$ 1,175,331	\$ 1,279,029	92%	\$ 1,172,949
3 Standby Charges	1,199	15,431	21,350	72%	26,674
4 Other Fees & Charges	1,205	50,702	15,438	328%	27,105
5 Other Income/(Expense)	3,000	3,000	-	0%	-
6 Total Revenues	112,366	1,244,464	1,315,817	95%	1,226,728
7 Expenses					
8 Salaries & Benefits					
9 Salaries	19,179	230,967	258,397	89%	220,311
10 Benefits	7,592	94,789	97,812	97%	90,469
11 Total Salaries & Benefits	26,771	325,756	356,209	91%	310,780
12 Sewer Operations					
13 Contractual Services	8,851	50,615	77,400	65%	43,352
14 Power	2,192	60,843	79,750	76%	68,129
15 Operations & Maintenance	4,737	47,256	63,363	75%	45,844
16 Permits & Fees	55	30,099	27,617	109%	24,356
17 Total Sewer Operations	15,835	188,813	248,130	76%	181,682
18 General & Administrative					
19 Utilities	336	3,779	5,616	67%	4,739
20 Office & Other Expenses	2,837	11,809	7,393	160%	5,845
21 Admin Allocation	45,587	501,456	547,043	92%	441,541
22 Total G&A	48,759	517,044	560,052	92%	452,125
23 Debt Service	51,061	76,481	75,042	102%	37,517
24 Total Expenses	142,426	1,108,094	1,239,433	89%	982,105
25 Net Income (Loss) Before Capital	(30,061)	136,370	76,384	179%	244,624
26 Capital Expenses	-	(235,772)	(1,367,000)	17%	(153,560)
27 Net Income (Loss) After Capital	\$ (30,061)	\$ (99,402)	\$ (1,290,616)		\$ 91,063

Fund 02 - Sewer Revenues and Expenses

Line 2 Sewer Charges: This account includes the monthly charge for sewer services. YTD is trending on budget.

Line 3 Standby Charges: Standby Charges includes special assessment standby charges for the current & prior years, and delinquent standby penalties. YTD can trend over/under budget due to receipt of assessment and unbudgeted receipts of delinquent assessments.

Line 4 Other Fees & Charges: Other Fees & Charges includes permit & inspection charges, connection fees, other fees and charges and delinquent charges on fees. Connection and permit fees are budgeted conservatively due to the unexpected nature of these fees. YTD is over budget due to high volume of connection fees not anticipated in the budget.

Line 5 Other Income/(Expense): Other Income includes gain or loss on sale of assets and other miscellaneous income. YTD activity consists of sale of a tractor loader for \$3,000.

Line 9 Salaries: Salaries is for all sewer employees. YTD is trending near budget.

Line 10 Benefits: Benefits include employee insurance, PERS retirement, workers compensation, payroll taxes, and education & training. YTD is trending slightly over budget at 97% due to the annual worker's compensation renewal which came in higher than budgeted for due to the reclassification of some employees.

Line 13 Contractual Services: Contract Services include lab testing, engineering, GIS support & other contractual services. YTD is trending under budget due to less services needed than anticipated.

Line 14 Power: This account includes electricity used for Sewer. YTD is trending under budget at 76%.

Line 15 Operations & Maintenance: This account includes compost disposal, vehicle maintenance, vehicle fuel, uniforms, small tools and salaries for mechanics. YTD is under budget at 75% due to less work performed than anticipated.

Line 16 Permits and Fees: This line accounts for all annual permits and fees paid to the state. YTD is over budget due to higher than anticipated annual permit renewals.

Line 19 Utilities (G&A): Utilities includes gas and telephone expenses. YTD is trending under budget at 67%.

Line 20 Office & Other Expenses: Office & Other Expenses includes mileage/travel reimbursements, office supplies, water conservation program, and dues & subscriptions. YTD is over budget due to increased operating supplies purchases, including \$2,745 from USA Blue Book in May.

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: Debt Service includes interest & principal payments on outstanding debt. Payments are made twice a year in December and June.

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

- \$76,303 Secondary Irrigation Pump Project
- \$18,563 Manhole Cutter Purchase
- \$139,859 Storage Building



Helendale CSD
Statement of Revenues and Expenses - Recycling Center
As of May 31, 2021
(Unaudited)

	May 2021	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Retail Sales	\$ 25,782	\$ 280,713	\$ 264,000	106%	\$ 208,731
3 Donations	-	-	-	0%	-
4 Board Discretionary Revenue	-	-	(84,380)	0%	-
5 Total Revenues	25,782	280,713	179,620	156%	208,731
6 Expenses					
7 Salaries & Benefits					
8 Salaries	7,822	92,167	136,326	68%	101,714
9 Benefits	1,133	15,894	16,070	99%	14,238
10 Total Salaries & Benefits	8,955	108,061	152,396	71%	115,952
11 Recycling Center Operations					
12 Contractual Services	-	324	4,300	8%	522
13 Operations & Maintenance	2,790	12,944	11,300	115%	10,924
14 Total Recycling Center Operations	2,790	13,267	15,600	85%	11,446
15 General & Administrative					
16 Utilities	837	6,327	8,124	78%	7,772
17 Office & Other Expenses	373	3,534	3,500	101%	7,075
18 Total G&A	1,210	9,861	11,624	85%	14,847
19 Total Expenses	12,956	131,189	179,620	73%	142,244
20 Net Income (Loss) Before Capital	12,827	149,524	-		66,487
21 Capital Expenses	-	-	-	0%	10,736
22 Net Income (Loss) After Capital	\$ 12,827	\$ 149,524	\$ -	0%	\$ 55,751

03-Recycling Center Revenues and Expenses

Line 2 Retail Sales: Retail sales include sales revenues from the Thrift Store. YTD is trending over budget due to higher sales than anticipated.

Line 3 Donations: Donations are not budgeted for due to the unexpected nature of these revenues.

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

Line 8 Salaries: Salaries for all recycling center employees, which are all part-time. YTD is trending below budget at 68% due to thrift store shutdown in the early part of the year due to COVID-19.

Line 9 Benefits: Benefits include employee insurance, workers compensation, payroll taxes, and education & training. YTD is at 99% due to the annual worker's compensation renewal, which came in higher than budgeted for due to the reclassification of some employees.

Line 12 Contractual Services: Contractual Services includes software support and other contract services. YTD is under budget due to less services needed than anticipated due to the shutdown of the store in early part of the year.

Line 13 Operations & Maintenance: Operations & Maintenance includes vehicle maintenance, vehicle fuel, operating supplies and uniforms. YTD over budget due to thrift store roof repairs.

Line 16 Utilities (G&A): Utilities includes electric and telephone expenses. YTD is trending under budget at 78%.

Line 17 Office & Other Expenses: Office & Other Expenses includes advertising, bank charges and other miscellaneous expenses. YTD is over budget due to more purchases than anticipated.

Line 20 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 May 31, 2021
(Unaudited)

	May 2021	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Property Rental Revenues	\$ 10,690	\$ 116,072	\$ 128,280	90%	\$ 116,489
3 Other Income	-	515	200	258%	340
4 Board Discretionary Revenue	-	-	-	0%	-
5 Total Revenues	10,690	116,587	128,480	91%	116,829
6 Expenses					
7 Contractual Services	-	-	5,000	0%	325
8 Utilities	904	7,486	10,111	74%	4,848
9 Operations & Maintenance	1,286	12,162	6,000	203%	6,079
10 Debt Service	26,544	81,586	85,882	95%	-
11 Total Expenses	28,734	101,234	106,993	95%	11,252
12 Net Income (Loss)	\$ (18,044)	\$ 15,352	\$ 21,487	71%	\$ 105,577

04-Property Rental Revenues and Expenses

Line 2 Property Rental Revenues: Property Rentals is revenue for 15302 Smithson and 15425 Wild Road properties. YTD is trending near budget.

Line 3 Other Income: Other Income includes penalties and other miscellaneous Income; due to the unexpected nature of these revenues these accounts are budgeted conservatively. YTD is over budget due to penalties charged throughout the year.

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 entry will be done at year-end for the audit.

Line 7 Contractual Services: Contractual Services includes contractor and handyman expenses for installation of appliances, drywall repair, roofing or plumbing repairs. No services have been needed through May for this fiscal year.

Line 8 Utilities: Utilities includes electric & gas expense for the rental properties. YTD is under budget at 74%.

Line 9 Operations & Maintenance: Operations & Maintenance includes maintenance and other costs relating to the rental properties. YTD is over budget due to \$3,315 in A/C maintenance for Unit A in July and \$4,729 A/C system install for Unit B in October.

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

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 May 31, 2021
(Unaudited)

	May 2021	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Program Fees	\$ 3,543	\$ 15,997	\$ 27,800	58%	\$ 25,334
3 Property Taxes	1,845	18,165	17,160	106%	14,861
4 Donations & Sponsorships	-	12,563	10,790	116%	11,571
5 Rental Income	1,914	17,915	28,100	64%	22,229
6 Developer Impact Fees	-	17,200	-	0%	5,160
7 Grants	-	370	-	0%	-
8 Interfund Transfer Out/(In)	(3,508)	(38,592)	(42,100)	92%	-
9 Board Discretionary Revenue	24,314	347,318	417,004	83%	322,401
10 Total Revenues	28,107	390,936	458,754	85%	401,555
11 Expenses					
12 Salaries & Benefits					
13 Salaries	5,595	78,227	87,564	89%	61,065
14 Benefits	1,751	34,488	43,903	79%	29,824
15 Total Salaries & Benefits	7,347	112,715	131,467	86%	90,889
16 Program Expense	6,049	37,537	71,439	53%	55,796
17 Contractual Services	-	14,612	12,560	116%	12,836
18 Utilities	889	33,650	56,301	60%	30,879
19 Operations & Maintenance	4,211	28,759	24,216	119%	31,346
20 Permits & Fees	55	1,546	5,338	29%	2,848
21 Grant Expense	-	-	-	0%	-
22 Other Expenses	-	8,961	3,105	289%	1,919
23 Debt Service	-	11,208	22,710	49%	40,396
24 Total Expenses	18,550	248,988	327,137	76%	266,908
25 Net Income (Loss) Before Capital	9,556	141,948	131,617	108%	134,646
26 Capital Expenses	(9,769)	(58,526)	(135,000)	43%	(32,140)
27 Net Income (Loss) After Capital	\$ (213)	\$ 83,422	\$ (3,383)		\$ 102,506

05-Parks & Recreation Revenues and Expenses

Line 2 Program Fees: Program Fees include recreation program fees, basketball league fees, youth soccer league fees and farmers market revenue. YTD is trending under budget at 58% due to lower than planned activity due to Covid-19 restrictions.

Line 3 Property Taxes: Property taxes accounts for the transfer of property taxes for streetlight utility expenses. YTD is trending over budget due to higher than anticipated property tax receipts.

Line 4 Donations & Sponsorships: This account includes concert in the park sponsorships, event sponsorships and other donations/sponsorships. YTD is over budget due to increased sponsorships.

Line 5 Rental Income: 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.

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

Line 7 Grants: This accounts for grants and is not budgeted for until a grant is awarded. YTD balance consists of Farmer's Market EBT program activity.

Line 8 Interfund Transfer Out/(In): This line shows the transfer of cash balance from the Recycling Center (fund 03) and Property Rental (fund 04) to the Parks & Recreation fund (fund 05). This entry will be done at year-end for the audit, when it is known exactly how much net income is available to transfer.

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

- Radio Tower Site Rent – \$12,188
- Property Taxes - \$5,774
- Solid Waste Franchise Fees - \$8,197
- Transfer Property Tax Revenue for Street Light Utilities – \$(1,845)

Line 13 Salaries: Amounts for full and part-time Parks and Recreation employees. YTD is trending near budget.

Line 14 Benefits: Benefits includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education & trainings. YTD is trending under budget at 79% due to less education and training than expected and lower than expected medical insurance.

Line 16 Program Expense: Program Expense includes supplies and expenses for the youth soccer league, park, community center, farmers market and other programs. YTD is currently under budget at 53% due to less program activity.

Line 17 Contractual Services: Contractual Services includes software support and other contract services. YTD is over budget due to services from ALTEC Engineering at \$5,000 for CEQA study for new park facilities and \$4,200 from Altec Land Planning for Cultural Resource Assessment.

Line 18 Utilities: Utilities includes gas and electric for parks and the community center, along with telephone & electricity for street lighting. YTD is trending under budget at 60%.

Line 19 Operations & Maintenance: Operations & Maintenance includes vehicle maintenance, small tools, vehicle fuel and building repair for the park and community center. YTD is trending over budget due to \$5,000 for painting services for the community center in December.

Line 20 Permits & fees: This account includes permit and inspection fees, along with San Bernardino county fees. YTD is trending under budget to less fees than anticipated.

Line 22 Other Expenses: Other expenses includes uniforms, printing costs, dues & subscriptions and bank charges. YTD is over budget due to pay-off penalties of \$6,733 for the CNB Loan #11-007.

Line 23 Debt Service: Debt Service includes interest & principal payments on outstanding debt. Debt Service payments are made quarterly in September, December, March and June.

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

- \$7,163 Park Signage
- \$8,277 Park Fencing
- \$43,087 Additional Restroom Building



Helendale CSD
Statement of Revenues and Expenses - Solid Waste Disposal
As of May 31, 2021
(Unaudited)

	May 2021	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Charges for Services	\$ 46,720	\$ 506,127	\$ 582,089	87%	\$ 463,540
3 Assessments & Fees	3,298	233,353	235,847	99%	227,576
4 Other Charges	932	9,344	11,000	85%	10,615
5 Board Discretionary Revenue	-	-	-	0%	-
6 Total Revenues	50,949	748,824	828,937	90%	711,732
7 Expenses					
8 Salaries & Benefits					
9 Salaries	6,258	74,993	79,269	95%	61,102
10 Benefits	3,153	35,577	39,654	90%	29,396
11 Total Salaries & Benefits	9,411	110,570	118,923	93%	90,497
12 Contractual Services	47,073	463,714	540,117	86%	418,192
13 Disposal Fees	1,549	143,272	141,956	101%	153,534
14 Operations & Maintenance	299	3,659	4,215	87%	2,600
15 Other Operating Expenses	574	8,845	9,997	88%	8,068
16 Admin Allocation	930	10,234	11,164	92%	9,011
17 Total Expenses	59,835	740,294	826,373	90%	681,902
18 Net Income (Loss)	\$ (8,886)	\$ 8,529	\$ 2,564		\$ 29,830

06-Solid Waste Disposal Revenues and Expenses

Line 2 Charges for Services – Solid Waste: This is for regular pick up of solid waste. YTD trending near budget at 87%.

Line 3 Assessment & Fees: This account includes special assessments for refuse land use fees for current & prior years. Most of these fees have been collected through May with YTD at 99%.

Line 4 Other Charges: Other charges include delinquent fees and penalties on delinquent taxes. YTD is under budget at 85% due to lower than anticipated fees.

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. There is no deficit budgeted for current fiscal year.

Line 9 Salaries: This is the salaries for solid waste employees. YTD is trending slightly over budget.

Line 10 Benefits: Benefits include employee insurance, CalPERS retirement, workers compensation, payroll taxes, and education & training. YTD is trending near budget.

Line 12 Contractual Services: Contractual Services include Burrtec fees and other miscellaneous contract services. YTD is trending under budget at 86% due to receipt of Burrtec invoices.

Line 13 Disposal Fees: Disposal Fees include San Bernardino County disposal fees and green waste disposal fees. YTD is over budget due to higher than anticipated costs.

Line 14 Operations & Maintenance: Operations & Maintenance includes vehicle maintenance, vehicle fuel, operating supplies and uniforms. YTD is trending near budget at 87% due to less maintenance needed than anticipated.

Line 15 Other Operating Expenses: Other Operating Expenses include rent for park storage, telephone, postage, event expenses, public outreach, printing, small tools and bad debt expenses. YTD is under budget at 88% with less services needed.

Line 16 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 May 31, 2021
(Unaudited)

	May 2021	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Tower Rent	\$ 12,188	\$ 155,370	\$ 150,420	103%	\$ 142,266
3 Property Taxes	5,774	123,252	103,844	119%	120,625
4 Solid Waste Billing & Fees	13,965	148,643	149,129	100%	133,970
5 Fees & Charges	2,220	21,724	14,000	155%	15,832
6 Investments	-	5,706	45,000	13%	85,819
7 Other Income	3,929	8,624	6,800	127%	7,465
8 Board Discretionary Revenue	(26,158)	(365,483)	(332,624)	110%	(337,261)
9 Total Revenues	11,917	97,837	136,570	72%	168,714
10 Expenses					
11 Salaries & Benefits					
12 Salaries	39,022	460,749	511,463	90%	460,432
13 Benefits	17,677	167,618	200,548	84%	139,019
14 Directors' Fees	5,599	55,433	89,000	62%	30,330
15 Total Salaries & Benefits	62,297	683,799	801,011	85%	632,010
16 Contractual Services	15,070	211,219	217,210	97%	239,342
17 Insurance	-	94,342	84,673	111%	54,678
18 Utilities	2,516	16,307	25,732	63%	15,981
19 Operations & Maintenance	181	1,112	5,216	21%	1,016
20 Permits & Fees	542	16,791	14,685	114%	8,119
21 Office & Other Expenses	2,441	55,782	53,622	104%	55,865
22 Election Expense	-	3,402	20,000	17%	-
23 Admin Allocation	(93,035)	(1,023,380)	(1,116,414)	92%	(901,103)
24 Total Expenses	(9,989)	59,375	105,735	56%	105,907
25 Net Income (Loss)	\$ 21,906	\$ 38,462	\$ 30,835	125%	\$ 62,806

10-Administrative Revenues and Expenses

Line 2 Tower Rent: Tower Rent includes radio tower site rental fees. YTD is over budget due to more receipts than anticipated.

Line 3 Property Taxes: This account includes current & prior property tax and penalties. Most receipts have been received through May. YTD is over budget due to higher than anticipated receipts.

Line 4 Solid Waste Billing & Fees: This includes franchise fees and billing for solid waste. YTD at 100% due to more fees than anticipated.

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

Line 6 Investments: This account includes investment income and unrealized gain or loss on investments. YTD is under budget at 13% due to a sharp decline in interest rates.

Line 7 Other Income: Other Income includes recycling revenues and other miscellaneous income. YTD is over budget due to more recycling revenues than anticipated.

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

- Radio Tower Site Rent – \$12,188 (line 2)
- Property Taxes – \$5,774 (line 3)
- Solid Waste Franchise Fees – \$8,197 (part of line 4)

Line 12 Salaries: Salaries includes full time, part time & overtime for administrative employees. YTD is trending near budget.

Line 13 Benefits: Benefits include employee insurance, CalPERS retirement, workers compensation, payroll taxes, employee benefit & morale and education & training. YTD is trending below budget at 84% due to employee morale & training expenses.

Line 14 Directors' Fees: This category includes directors fees as well as directors training, seminars and mileage expense. YTD is trending under budget at 62% due to less meeting activity.

Line 16 Contractual Services: Contractual Services include software support, legal services, and auditing & accounting services. YTD is over budget at 97% due to higher than anticipated legal costs.

Line 17 Insurance: This account includes both general and vehicle insurance expenses. YTD is over budget due to higher than anticipated legal fees.

Line 18 Utilities: Utilities includes telephone and electricity expenses. YTD is trending under budget at 63%.

Line 19 Operations & Maintenance: Operations & Maintenance includes vehicle maintenance, vehicle fuel, mileage & travel reimbursement, uniforms, and equipment maintenance. YTD is under budget due to less maintenance needed than anticipated.

Line 20 Permits & Fees: This category 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 than anticipated annual renewals.

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

Line 22 Election Expense: Costs relating to board member election.

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



Helendale Community Services District

Date: July 15, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #5
Public Hearing to Receive Comments Regarding Possible Adoption of Resolution 2021-13: A Resolution of the Board of Directors of the Helendale Community Services District Authorizing the Establishment and Continuation of Collection of Water and Sewer Standby Charges for Fiscal Year 2022

STAFF RECOMMENDATION:

Staff recommends approval of Resolution 2021-13. Additionally, staff requests authorization to make any final adjustments based upon payments or other discovery prior to submittal to the County.

BACKGROUND:

On, May 6, 2021, the Board of Directors approved the initiation of the collection of the standby fee. This is a procedural item that comes before the Board on an annual basis. The Collection of Standby Fees is a two-part process which includes the initiation of the process and then in July culminates in a public hearing and possible adoption of a second resolution approving the continuation of collection of the standby fees. Once approved by the Board, Staff prepares and submits the final list to the County Tax Collector by August 10th.

STAFF REPORT:

The action requested of the Board is to receive any additional public comments during the hearing and provide authorization to Staff to forward the standby charges to the County to be collected with the property taxes. This item comes before the Board on an annual basis.

As a public agency and consistent with LAFCO 2996, the District is allowed to utilize the County property tax process for collection of various forms of debt and fees as the County had historically done prior to the formation of the District. This would include the annual collection of sewer and water standby fees. A standby fee could best be described as a fee for the availability of service. The fee is appropriate to offset the capacity in the system that is reserved for a specific parcel that pays the standby fee and cannot be allocated to another user. Most of these parcels have water and sewer service in close proximity of the property line and upon property development the service is available for connection to the parcel. The list of parcels who pay the standby fee is modified as new develop occurs with in-fill lots within the Silver Lakes housing area.

The Standby Fee is a minimum of \$30.00 for up to a one-acre parcel and increased by \$30.00 for every additional acre. The engineer's report is attached for reference and provides a more

detailed analysis of the fee. The estimated amount of standby fees the District will receive for fiscal year 2022- \$42,260.

FISCAL IMPACT: Estimated revenue of \$22,820 for water and \$19,440 for wastewater.

POSSIBLE MOTION: Approve Staff recommendation and adopt Resolution 2021-13.

ATTACHMENTS: Resolution 2021-13
Engineer’s Report for Water and Sewer Standby Charges (FY2015)



RESOLUTION NO. 2021-13

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT AUTHORIZING THE ESTABLISHMENT AND CONTINUATION OF COLLECTION OF WATER AND SEWER STANDBY CHARGES FOR FISCAL YEAR 2022

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

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

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

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

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

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

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

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

imposed upon such lands.

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

WHEREAS, on July 15, 2021, at 6:30 p.m., at the District offices located at 26540 Vista Road, Suite C, Helendale, California, the Board held a public protest hearing to hear and consider any and all objections or protests regarding the imposition of the charge, which hearing was duly conducted in the manner set forth in the Act.

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

1. The public interest and necessity requires the Board to adopt this Resolution hereby fixing, levying, imposing, and collecting water standby and availability charges on all properties within the District's jurisdictional boundaries where water is available in accordance with, and in the amounts set forth in, Exhibit "A" attached hereto and incorporated herein by this reference, pursuant to applicable law, including but not limited to the pertinent provisions of the Act, Condition No. 10 of LAFCO Resolution No. 2951, and/or Government Code Section 56886(t).

2. The public interest and necessity requires the Board to adopt this Resolution hereby fixing, levying, imposing, and collecting sewer standby and availability charges on all properties within the District's jurisdictional boundaries where water is available in accordance with, and in the amounts set forth in, Exhibit "B" attached hereto and incorporated herein by this reference, pursuant to applicable law, including but not limited to the pertinent provisions of the Act, Condition No. 10 of LAFCO Resolution No. 2951, and/or Government Code Section 56886(t).

3. The written protests received by the Board which were not withdrawn at the time of its determination represented less than fifteen percent (15%) of the parcels subject to the charges set forth herein.

4. The standby charges hereby levied by the Board are based upon the report of a qualified engineer, which is on file with the District. The content of said report are hereby adopted in full by the Board and are incorporated herein in full by this reference, including, but not limited to, any and all statements and determinations specifically relating to each of the following:

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

proposed charge, and the properties affected thereby;

- e. A description of the lands upon which the charge is proposed to be imposed; and
- f. The amount of the proposed charge for each of the lands so described.

5. The Board hereby authorizes the District's General Manager to take any and all actions necessary to carry out the intent of the Board as set forth herein, and to cause the charges fixed and established herein to be collected at the same time, and in the same manner, as the levying of special assessments on the 2021-22 San Bernardino County Tax Roll, and/or to be otherwise collected in accordance with all legally-permissible methods available under applicable law.

6. If any charge hereby adopted becomes delinquent, the amount of the delinquency, together with any interest and penalties thereon, shall constitute a lien on the affected property to the fullest extent legally allowable under applicable law.

ADOPTED AND APPROVED this 15th day of July 2021, by the following vote:

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

By: _____
Tim Smith, Vice President

ATTEST:

Sandy Haas, Secretary

Exhibit A

Water Standby Fee

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

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

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

EXAMPLE:

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

.5 Acres - $\$30 \times 1$ EBU = \$30

1 Acre = $\$30 \times 1$ EBU - \$30

Exhibit B Sewer Standby Fee

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

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

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

EXAMPLE:

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

.5 Acres - $\$30 \times 1$ EBU = \$30

1 Acre = $\$30 \times 1$ EBU = \$30



HELENDALE COMMUNITY SERVICES DISTRICT

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

FINAL DRAFT: OCTOBER 2014



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TABLE OF CONTENTS

OVERVIEW.....	1
Introduction	1
HISTORICAL BACKGROUND AND CURRENT LEGISLATION	2
WATER SERVICES	3
Description of CSD	3
METHOD OF APPORTIONMENT.....	4
Benefit Analysis	4
Assessment Methodology	4
Equivalent Benefit Units:	5
DISTRICT BUDGET FISCAL YEAR 2014-2015	6
DISTRICT BOUNDARY DIAGRAMS	7
2014-2015 ASSESSMENT ROLL	8

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

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

Dated this _____ day of _____, 2014.

By: _____
Kimberly Cox, General Manager

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

OVERVIEW

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

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

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

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

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

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

HISTORICAL BACKGROUND AND CURRENT LEGISLATION

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

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

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

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

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

WATER AND SEWER SERVICES

DESCRIPTION OF CSD

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

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

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

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

METHOD OF APPORTIONMENT

BENEFIT ANALYSIS

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

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

ASSESSMENT METHODOLOGY

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

Constitution.

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

EQUIVALENT BENEFIT UNITS

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

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

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

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

EXAMPLE:

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

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

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

EXAMPLE:

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

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

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

DISTRICT BUDGET FISCAL YEAR 2014-2015

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

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

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

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

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

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

DISTRICT BOUNDARY DIAGRAMS

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

2014-2015 ASSESSMENT ROLL

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

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

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



Helendale Community Services District

Date: July 15, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
Public Hearing to Receive Comments Regarding the Possible Adoption of Resolution 2021-14; A Resolution of the Board of Directors of the Helendale Community Services District Confirming, or Modifying and then Confirming, the Report of Delinquent Water, Sewer and Trash Collection User Charges for the Purpose of Collecting Said Charges on the San Bernardino County Tax Roll

Staff Recommendation

Staff recommends approval of Resolution 2021-14. Additionally, staff requests authorization to make any final adjustments based upon payments or other discovery prior to County submittal.

Staff Report

Government agencies have the ability to place delinquent accounts on to the County tax rolls via a resolution of the Board of Directors and providing a list of parcel numbers to the County Assessor Tax Collector. To date there are forty-six parcels with outstanding balances an increase of twenty-two over last year. The estimated total amount that is delinquent is \$37,858.53, more than twice the amount last year. A list of the affected parcels is attached to this staff report. A letter was sent to each property owner in early June notifying them of this pending action. The District has placed a lien on the various parcels related to the delinquent amount but has not received payment. Typically, payment is usually collected when the house has sold or refinanced. Placing the overdue amount onto the County tax bill improves the chances of collection. Last fiscal year the District submitted \$16,836.14 in liens for collection through the property tax mechanism.

The attached Resolution 2021-14 describes the authority of the District to place delinquent accounts for services onto the County tax bill. Copies of the resolution and the accompanying reports and list of parcels are to be forwarded to the County Assessor/Tax Collector and to the Auditor Controller by no later than August 10, 2021.

At the public hearing, the Board will hear and consider any and all objections or protests to the placement of the delinquent charges for service for water, sewer and trash collection on the San Bernardino County tax bill. The accounts have until the close of this public hearing to pay the District in full before the delinquent amounts are placed on the tax roll.

Fiscal Impact: Estimated collection of special assessment revenue of \$37,858.53

Possible Motion: Approve Staff recommendation and adopt Resolution 2021-14.

Attachments: Resolution 2021-14

ACCT#	APN	AMOUNT
12-1028-06	0465573010000	\$489.15
12-1042-07	0465542010000	\$880.06
12-1282-01	0465403200000	\$610.44
12-1300-01	0465395050000	\$624.89
12-1324-06	0465394190000	\$681.90
12-1367-02	0465361060000	\$234.33
12-1368-01	0465361050000	\$1,760.90
12-1426-05	0467362010000	\$857.56
12-1513-01	0467393020000	\$1,213.70
12-1526-05	0467393210000	\$849.71
12-1583-03	0467392130000	\$267.49
12-1590-03	0467373230000	\$2,166.61
12-1649-01	0467613090000	\$647.07
12-1728-04	0467651050000	\$380.77
12-1751-08	0467652110000	\$272.57
12-1810-01	0467522110000	\$296.22
12-1849-04	0467501010000	\$1,462.14
12-1886-01	0467511070000	\$262.52
12-1939-03	0467561160000	\$1,517.41
12-2057-03	0467313230000	\$1,209.18
12-2099-07	0467452120000	\$169.54
12-2172-02	0465492030000	\$706.47
12-2250-04	0467702160000	\$781.20
12-2314-03	0465593060000	\$574.22
12-2392-02	0465614140000	\$1,522.23
12-2583-02	0467264080000	\$1,386.08
12-2605-05	0467242320000	\$110.86
12-2660-01	0467302140000	\$828.73
12-2731-06	0467751290000	\$654.01
12-3165-02	0467512100000	\$138.36
12-3402-04	0465572080000	\$363.26
12-3501-03	0465401010000	\$129.19
12-3541-04	0467283030000	\$292.42
12-3599-01	0465265180000	\$295.38
12-3663-07	0465402200000	\$181.40
12-1071-06	0465513050000	\$1,086.81
12-1256-02	0465423410000	\$1,082.39
12-1259-00	0465403030000	\$1,072.24
12-1442-06	0467352080000	\$1,752.52
12-1510-01	0467353070000	\$702.03
12-1510-02	0467353070000	\$1,136.96
12-2134-02	0467374200000	\$607.10
12-2394-05	0465614070000	\$1,073.60
12-3424-03	0465552020000	\$595.74
12-3528-01	0467821030000	\$2,253.20
12-3763-03	0465553090000	\$1,072.24
12-3769-03	0465521070000	\$595.73
		\$37,848.53



RESOLUTION NO. 2021-14

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT CONFIRMING, OR MODIFYING AND THEN CONFIRMING, THE REPORT OF DELINQUENT WATER, SEWER AND TRASH COLLECTION USER CHARGES FOR THE PURPOSE OF COLLECTING SAID CHARGES ON THE SAN BERNARDINO COUNTY TAX ROLL

WHEREAS, the Helendale Community Services District (“District”) is a community services district organized and operating pursuant to California Government Code 61000 et seq.; and,

WHEREAS, Section 61115(b) of the Government Code authorizes the District’s Board of Directors (“Board”) to provide that any charges and penalties may be collected on the tax roll in the same manner as property taxes; and,

WHEREAS, Section 61115(b) of the Government Code provides that the District’s General Manager must prepare and file with the Board a report that describes each affected parcel of real property and the amount of charges and delinquencies for each affected parcel for the year; and

WHEREAS, Section 61115(b) of the Government Code further provides that the District’s General Manager must publish notice of the time and place for a public hearing by the Board to hear and consider adoption and/or revision of the charges and penalties contained in the report of the District’s General Manager; and,

WHEREAS, the Board of Directors of the Helendale Community Services District Finds and Determines:

1. That the report of the District’s General Manager on delinquent and unpaid charges for water, sewer and trash collection services within the District that remain unpaid and delinquent for thirty (30) days or more on July 1, 2021, which is attached hereto and incorporated herein by this reference, is hereby adopted and approved by the Board and confirmed for each parcel of property with the District as set forth in said report.
2. That a public hearing on said report was held on this date and that any protests or objections regarding the appropriateness of the charges or their collection on the tax roll were heard and considered by the Board.

NOW THEREFORE, that the Board, acting in its capacity as the governing body of the District, hereby resolves and orders:

1. That the General Manager is hereby directed to forward a certified copy of this resolution and accompanying reports to each of the following public bodies and officers:
 - a. The Auditor/Controller of the County of San Bernardino;
 - b. The Treasurer-Tax Collector of the County of San Bernardino;

2. That the unpaid delinquent charges for each corresponding parcel of property within the District identified in the attached report of the District's General Manager, as confirmed by the Board, are fixed in the amount set forth in said report and shall be collected on the tax roll in the same manner and at the same time as general County ad valorem property taxes are collected for fiscal year 2021-22.

Resolution 2020-09 is hereby approved and adopted by the Board of Directors of the Helendale Community Services District at a regular meeting held on July 15, 2021, by the following vote:

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

Tim Smith, Vice President

Sandy Haas, Secretary



Helendale Community Services District

Date: July 15, 2021
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
Public Hearing to Receive Comments Regarding Possible Adoption of Resolution 2021-15; A Resolution of the Board of Directors of the Helendale Community Services District Authorizing the Establishment and Continuation of Collection of Refuse Disposal Land Use Fees for Fiscal Year 2021-21

STAFF RECOMMENDATION

Staff recommends approval of Resolution 2021-15. Additionally, staff requests authorization to make any final adjustments based upon payments or other discovery prior to County submittal.

STAFF REPORT

LAFCO Resolution 2951 determined that the Helendale Community services District was the successor agency for County Service Area 70, Improvement Zones B and C. In addition, it expressly states that all previously authorized charges, fees and assessments, and/or taxes of CSA 70 B and C currently in effect shall be continued as assumed by the District as the successor agency.

Prior to the adoption of the LAFCO resolution, the territory within CSA 70 B and C was subject to a refuse disposal land use fee that had been fixed, levied, and imposed upon such lands by the County of San Bernardino prior to 1978 and consistent with the California Integrated Waste Management Act of 1989, in order to discourage illegal dumping and to offset the cost of disposal of waste from the Helendale community. LAFCO Resolution 2927 and Resolution 2951 authorize the District to collect, transfer, and dispose of solid waste and provide solid waste handling service, including, but not limited to, source reduction, recycling, and composting activities, pursuant to Division 30 of the California Public Resources Code. Demolition waste, tires, hard to handle and special handling items are excluded from the disposal fee.

In November 2010, the District and San Bernardino County entered into a Solid Waste Fee Transfer Agreement under which the District continued and assumed the same Refuse Disposal Land Use Fee as the successor agency to County Solid Waste Management Division.

The District is authorized to fix the land use fee using San Bernardino County Land Use Codes. Exhibit A of Resolution 2021-15 documents the codes previously used by San Bernardino Solid Waste Management. The Land Use Codes, Tax Rate Areas (Traps) and Assessor Parcel Numbers (APNs) were provided by the Assessor and Solid Waste Management. The estimated total amount to be assessed is \$230,644.26 from 2,699 parcels.

Resolution 2021-15 authorizes the General Manager to take any and all actions necessary to carry out the intent of the Board and to cause the levy of the special assessment for fiscal year 2021-22.

If a charge becomes delinquent, the amount of the delinquency and interest and penalties shall constitute a lien on the property.

At the public hearing, the Board will hear and consider any and all objections or protests to the imposition of the land use fee.

Fiscal Impact: Estimated collection of special assessment revenue of \$230,644.26.

Possible Motion: Approve Staff recommendation and adopt Resolution 2021-15.

Attachments: Resolution 2021-15



RESOLUTION NO. 2021-15

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT AUTHORIZING THE ESTABLISHMENT AND CONTINUATION OF COLLECTION OF REFUSE DISPOSAL LAND USE FEES FOR FISCAL YEAR 2021-2022

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

WHEREAS, on or about December 4, 2006, the Local Agency Formation Commission of the County of San Bernardino (“LAFCO”) adopted Resolution No. 2951 (“Resolution No. 2951”) which determined that the District is the successor agency to County Service Area 70, Improvement Zones B and C (“CSA 70 B&C”).

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

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

WHEREAS, prior to the adoption of LAFCO Resolution No. 2951, the territory within CSA 70 B&C was subject to a refuse disposal land use fee that had been fixed, levied, and imposed upon such lands by the County of San Bernardino (“the County”) pursuant to the California Integrated Waste Management Act of 1989 (Division 30 of the California Public Resources Code) (“the Act”) in order to discourage illegal dumping and to offset the cost of disposal of waste from the Helendale community (the “Refuse Disposal Land Use Fee”).

WHEREAS, on or about June 21, 2006, LAFCO adopted Resolution No. 2927 (“Resolution No. 2927”) making determinations on and approving the incorporation of the District, which was subsequently approved by the electorate at the November 7, 2006, general election and confirmed by LAFCO pursuant to its adoption of Resolution No. 2951.

WHEREAS, Resolution No. 2927 and Resolution No. 2951 authorize the District to collect,

transfer, and dispose of solid waste and provide solid waste handling service, including, but not limited to, source reduction, recycling, composting activities, pursuant to Division 30 (commencing with Section 40000), and consistent with Section 41821.2 of the Public Resources Code.

WHEREAS, on or about July 21, 2010, LAFCO adopted Resolution No. 3099 (“Resolution No. 3099”) affirming the District’s authorization to (1) collect, transfer and dispose of solid waste and provide solid waste handling service, and (2) continue and assume the Refuse Disposal Land Use Fee in the same manner as provided in the original County authorization, pursuant to Condition No. 10 of Resolution No 2927 and Resolution No. 2951.

WHEREAS, on or about November 16, 2010, the District and the County entered into a Solid Waste Fee Transfer Agreement (“Fee Transfer Agreement”) to provide for the terms and conditions under which the District will continue and assume the Refuse Disposal Land Use Fee.

WHEREAS, pursuant to the legal authority set forth above, the District is authorized to fix before August 10 of any given year a Refuse Disposal Land Use Fee on residential parcels within its jurisdiction entitling the owners of such parcels to utilize refuse disposal sites without the payment of any pay-at-the gate fee for ordinary refuse generated on such residential property.

WHEREAS, pursuant to the legal authority set forth above, the District’s Board of Directors (“the Board”) may establish the Refuse Disposal Land Use Fee according to San Bernardino County Assessor’s Land Use Codes, and the benefit derived or to be derived from the use of solid waste facilities or services for ordinary refuse (excluding demolition waste, tires, and hard to handle and special handling items) generated on the parcel of property for which the Refuse Disposal Land Use Fee is paid.

WHEREAS, the Board wishes to continue, extend, and assume all previously authorized Refuse Disposal Land Use Fees that had been fixed, levied, and imposed upon lands within the jurisdictional boundary of the District.

WHEREAS, pursuant to the Fee Transfer Agreement, the County adopted a fee ordinance effective July 1, 2011, which excluded the areas within the jurisdictional boundaries of the District from assessment by the County of the Refuse Disposal Land Use Fee.

WHEREAS, beginning on or about July 1, 2021, the District published a Notice of Public Hearing concerning the Board’s intent to adopt the Refuse Disposal Land Use Fees for 2021-2022 in a newspaper of general circulation within the District once a week for two successive weeks pursuant to the Act and Government Code Section 6066.

WHEREAS, on July 15, 2021, at 6:30 p.m., at the District offices located at 26540 Vista Road, Suite C, Helendale, California, the Board held a public protest hearing to hear and consider any and all objections or protests regarding the imposition of the Refuse Disposal Land Use Fee, which hearing was duly conducted in the manner set forth by law.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Helendale Community

Services District as follows:

1. The public interest and necessity requires the Board to adopt this Resolution hereby fixing, levying, imposing, and collecting a Refuse Disposal Land Use Fee on all properties within the District's jurisdictional boundaries in accordance with, and in the amounts set forth in, Exhibit "A" attached hereto and incorporated herein by this reference, pursuant to applicable law, including but not limited to the pertinent provisions of the Act, Government Code Section 56886(t), LAFCO Resolution Nos. 2927, 2951, and 3099, and the Fee Transfer Agreement.

2. The Refuse Disposal Land Use Fees hereby levied by the Board are a continuation of the Refuse Disposal Land Use Fees previously charged by the County that have been transferred to the District in accordance with the Fee Transfer Agreement and LAFCO Resolution Nos. 2927, 2951, and 3099 granting the District the active power and authority for refuse collection as the successor agency.

3. The Refuse Disposal Land Use Fees hereby adopted meet the definition of the exception of a tax as defined in Proposition 26 passed November 3, 2010, and amending Article XIII C of the California Constitution. The exceptions met by this fee are: (a) a charge imposed for the specific benefit conferred or privilege granted directly to the payer that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege; (b) a charge imposed for a specific government service or product provided directly to the payer that is not provided to those not charged and which does not exceed the reasonable costs to the local government of providing the service or product; and/or (c) a charge imposed for the entrance to our use of local government property, or the purchase, rental, or lease of local government property. The District has examined the impact of Proposition 26 on fees for solid waste disposal services and has concluded the three exceptions discussed above are applicable and do not violate Proposition 26.

4. The Board hereby authorizes the District's General Manager to take any and all actions necessary to carry out the intent of the Board as set forth herein, and to cause the Refuse Disposal Land Use Fees fixed and established herein to be collected at the same time, and in the same manner, as the levying of special assessments on the 2021-22 San Bernardino County Tax Roll, and/or to be otherwise collected in accordance with all legally-permissible methods available under applicable law.

5. If any Refuse Disposal Land Use Fee hereby adopted becomes delinquent, the amount of the delinquency, together with any interest and penalties thereon, shall constitute a lien on the affected property to the fullest extent legally allowable under applicable law.

ADOPTED AND APPROVED this 15th day of July 2021, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

By: _____
Tim Smith, Vice President

ATTEST: _____
Sandy Haas, Secretary

Exhibit A

<u>USE CODE</u>	<u>DESCRIPTION</u>	<u>FEES</u>
0510	Single Family Residence (suitable for permanent use)	\$ 85.14
0511	Recreation Cabin (unsuitable for permanent use)	\$ 42.57
0520	Mobile home on fee land, not in a subdivision	\$ 85.14
0525	Mobile home on fee land, in a subdivision	\$ 85.14
0526	Mobile home on a permanent foundation	\$ 85.14
0533	Time share	\$ 85.14
0534	Attached single-family residence (common wall)	\$ 85.14
0535	Zero lot line single-family residence	\$ 85.14
0599	Miscellaneous residential structure	\$ 85.14
0600	Two single-family residences	\$ 170.28
0601	Three single-family residences	\$ 255.42
0602	Four single-family residences	\$ 340.56
0603	Duplex	\$ 170.28
0604	Triplex	\$ 255.42
0605	Quad	\$ 340.56
0610	Multi single-family residence (5 to 14 units)	\$ 425.70
9999	No services provided	\$ 0.00



Helendale Community Services District

Date: July 15, 2021
 TO: Board of Directors
 FROM: Kimberly Cox, General Manager
 SUBJECT: Agenda item #8
 Discussion Only Regarding Covid-19 Pandemic Update

STAFF RECOMMENDATION

None

STAFF REPORT

Some relief is pending through the American Relief Act of 2021, with guidance to be developed by the State Water Resources Control Board (SWRCB). The intent of this funding is to distribute revenue to water agencies based upon the unpaid residential and commercial bills since the onset of the Pandemic. In the event there are funds remaining after water debt is paid, then SWRCB will solicit wastewater agencies regarding past due rate payer accounts. Attached for the Board's review is guidance issued from the State.

Currently, the District has over \$76,000 in past due bills.

	+ 1 Month	+2 Months	+ 3 Months	+ 4 Months	
\$	33,946.12	\$	9,678.84	\$6,190.03	\$ 74,659.61
				\$24,844.62	Closed Accts 1773.67
					\$ 76,433.28

The District participated with CSDA in an effort to educate members of the state legislature about the impacts COVID has had on special districts. The draft state budget includes \$100 million in COVID relief funds specifically for special districts once approved. At this time the budget has not yet been approved.

ATTACHMENTS: SWRCB notification regarding water/wastewater system payments

Notice to Public Drinking Water Systems

Water and Wastewater System Payments Under the American Rescue Plan Act of 2021

Community Water System COVID Relief Program

July 7, 2021

As a community water system, you may be eligible to receive funding through the Community Water System COVID Relief Program (Program) being implemented by the State Water Resources Control Board (State Water Board). The State Water Board anticipates providing federal funds through its Program as direct assistance to community water systems to forgive customer water debt accrued during the COVID-19 Pandemic. This Program is currently in development, and the full Program requirements and eligibilities have not yet been determined. However, in order to expedite funding to eligible water systems, we are requesting the completion and submittal of required forms while details of the program are still being developed.

A community water system must be entered into the State's accounting system in order to be eligible and to enable the State to make payment.

- You must complete the Payee Data Record (STD. 204) Form to provide the federal tax filing information of the community water system. If any required tax reporting is generated for the community water system, then the tax document will be sent to the address on this form. Instructions are available on the form to assist with completion.
- You must complete the Payee Data Record Supplement (STD. 205) Form to provide supplemental information for the community water system, such as additional mailing addresses. Instructions are available on the form to assist with completion.
- Note that the entity's name and Taxpayer Identification Number provided on the form must match the information on file with the Internal Revenue Service to be accepted.
- The form must be signed by an authorized signatory for your organization, meaning an official with a delegation of signature authority by ordinance, resolution, or other delegation to provide the assurances, certifications and commitments associated with the receipt of and use of funding from the State Water Board.

- You may email the completed form to CommunityWaterSystemsCOVIDRelief@waterboards.ca.gov

The forms are attached to the email and can be found at:

- Payee Date Record (STD. 204) - <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>
- Payee Date Record Supplement (STD. 205) - <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std205.pdf>

If your community water system needs assistance to determine the entity's name and Taxpayer Identification Number on file with the Internal Revenue Service, please contact the IRS at 800-829-4933 between 7 a.m. and 7 p.m. Monday through Friday for this information. The IRS will provide a letter containing this information.

Further announcements regarding the Community Water System COVID Relief Program, application process, and opportunities for public input will be forthcoming shortly.

Your completion and submittal of the forms will expedite any payment to your community water system. For questions regarding the contents of this email, please contact the State Water Board at CommunityWaterSystemsCOVIDRelief@waterboards.ca.gov or call (916) 322-6227.



Helendale Community Services District

Date: July 15, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #9
Discussion and Possible Action Regarding Election of a Representative for CSDA
Board Directors

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 Vista Irrigation board member Jo MacKenzie. In the past the District has supported Jo for this position. However, this year a High Desert elected official is running for this position.

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

ATTACHMENTS: Candidate Information & CSDA Nomination info

Kelly J Gregg, Director
Hesperia Recreation and Park District

I have been a lifelong resident of Hesperia since 1971. I served as the voice of the community, and taxpayers on the HRPD Governing Board from 2010-2014 and 2016-current.

- Serves as Director of the Hesperia Recreation and Park District and on several committees: Finance (chair), Tri-Agency (chair), Personnel (v-chair).
- Served as President of the Hesperia Recreation and Park District and on several committees: Budget (chair), Safety and Security (chair), Foundation, and Golf Course.
- Serves on Hesperia City Council Safety Committee (chair).
- Fiscal responsibility and transparency are two main platform goals that take priority when making decisions for any agency or civic organization.

Kelly J Gregg is available to you at (760)985.1193 or by email directorgregg@hesperiaparks.com

Please Vote: Kelly J Gregg for CSDA Director Southern Network



RE-ELECT
JO MACKENZIE
PROVEN EXPERIENCE LEADING
SPECIAL DISTRICTS

- Dedicated
- Fiscally Responsible
- Committed to Special Districts

It has been a privilege to serve on the CSDA Board of Directors representing the Southern Network. I am honored that three years ago you elected me to serve your district. I am asking for your vote again in this election.

I am committed to continue building on the present foundation of CSDA's educational programs, state and federal legislative advocacy, and public outreach. As you know, this year ALL webinars are free to our members. The Special District Leadership Foundation Board has eliminated budget limits for scholarships. This allows all districts to apply for scholarships to attend workshops and conferences in 2021. I serve on both boards and I'm proud that the collaboration between the two boards allows all special districts to take advantage of CSDA's programs.

Serving on the Board of Directors and CSDA committees takes dedication and commitment, and especially a commitment of time. I have a proven record of leadership as both a Board member, a committee member and a chair. I was the PublicCEO Special District Official of the Year 2011 and CSDA Legislative Advocate of the Year 2010.

My proven leadership and public service experience, commitment to fiscal responsibility, and my comprehensive LAFCO and special district knowledge make me the most qualified candidate to represent the Southern Network.

With a passion for and proven experience in leading special districts, I would be honored to continue serving on the CSDA Board of Directors as your Southern Network Director.

✓ **Your district's vote will be greatly appreciated!**

Last day to vote: July 16, 2021



JAN BISSELL

FOR

**CSDA BOARD OF DIRECTORS, SEAT A
SOUTHERN NETWORK**

Hello, my name is Jan Bissell and I am the Vice President of the Valley-Wide Recreation and Park District Board of Directors. I am proud to say that for over 45 years, I have been involved with Valley-Wide Recreation as a volunteer in many capacities from coaching, officiating, organizing fundraisers and being an ambassador of Recreation in the community. My background is in business, but I also had the opportunity to serve as a Recreation Supervisor for 5 years and I was fortunate that both jobs kept me in direct contact with my community.

Last year, I had the honor of being recognized as an Outstanding Board Member for the California Association of Recreation and Park Districts. It is an honor I share with my fellow Board members as it is a reflection of our collective work to ensure the growth and sustainability of our District. With over 80 Parks and community centers and more than 250,000 residents to serve, my focus is on making sure the core of our services continue to reflect and fill the needs of our community.

- **Valley-Wide Recreation and Park District Board Member for 15 years (current)**
- **CIF and Recreation coach and sports official for 40+ years**
- **Outstanding Board Member CARPD 2020**
- **First Baptist Church Board of Trustees for 8 years**
- **First Baptist School Board Member for 4 years**
- **Member of the CIF Board for 25 years**

I am a husband, father, grandfather and a fearless advocate for our community. It is my hope that with your support, I can also be a fearless advocate for your special District.

On Behalf of our Board of Directors and entire Valley-Wide Recreation staff, I respectfully request your District's vote for the nomination to the Board of Directors of the California Special District Association (CSDA).

CANDIDATE STATEMENT

When Mr. Manbahal was hired, WVWD was in a state of financial and administrative turmoil. Under his leadership, WVWD enacted ten major reforms to resolve financial issues, address the numerous negative findings in a previous California State Controller's office audit and deliver greater accountability and savings for ratepayers, resulting in WVWD's receiving of the Special District Leadership Foundation Transparency Certificate of Excellence. As a result of his efforts, including the implementation of the Cal-Card purchasing card program to minimize fraud, WVWD's most recent state audit found no material deficiencies with WVWD's internal controls, management and records.

Even in the face of a decline in revenue due to COVID-19, Manbahal's strong leadership produced a responsible fiscal year 2020-2021 budget that generated \$416,000 in cost savings without raising rates for ratepayers. Recently, Manbahal led WVWD's effort to apply for and secure a U.S. Environmental and Protection Agency loan for capital improvements worth nearly \$25 million.

Before his tenure at WVWD, Manbahal served as director of finance, assistant financial services director and interim finance director for localities throughout California. Prior to that, Manbahal worked as an internal auditor for the County of Los Angeles. Manbahal earned his Master's degree in Public Administration from California State University Northridge and a bachelor's degree in accounting. He also serves as a part-time lecturer at UCLA Extension, leading intensive courses in auditing, accounting and business management.

Given his extensive experience in turning around municipal finances and management, we have no doubt Mr. Manbahal will be a valuable addition to CSDA leadership. Without any reservation, we strongly urge you to consider Mr. Manbahal for the position of CSDA Board of Director Seat A — Southern Network in the coming election. If you have any questions or concerns, please contact Mr. Manbahal directly at smanbahal@wvwd.org or (909) 820-3706.

*Rickey S. Manbahal, MPA
Interim General Manager
Chief Financial & Administrative Officer*



March 15, 2021

President Jo-Anne Martin's background is in aerospace defense, operations and business. She has a bachelor's degree in biopsychology from Vassar College, and a master's degree in Systems Management from the State University of New York at Binghamton.

Jo-Anne Martin served in the US Air Force for 21 years as an Air Battle Manager. During this time she commanded 2 Air Force units, served as a Mission Crew Commander in both the US and NATO Airborne Warning and Control System (AWACS) and was the Pacific Regional Air Defense Commander. President Martin commanded an AWACS crew during the first Gulf War, accumulating over 200 combat flying hours and was awarded an Air Medal for her accomplishments. She is the first female graduate of the USAF Fighter Weapons (Top Gun) School. Her last assignment was at the Pentagon where she directed Congressional, budget and program integration for a \$28 billion portfolio of communications and computer programs. She routinely briefed Congressional staffers, Air Force senior leadership and media.

After retiring from the Air Force, Jo-Anne Martin spent 10 years in the aerospace defense industry. She was a Director of Business Development for The Boeing Company with extensive international as well as domestic responsibilities. Her international experiences span Asia, the Middle East and Europe with multiple tours in South Korea.

President Martin is very active in the local community serving as Associate Director on the Financial Partner's Credit Union Board of Directors, Secretary for Alta Vista's Women's Golf Association, an Elder of the Placentia Presbyterian Church, and as a literacy volunteer at the Placentia Library District. President Martin also regularly volunteers at Charity's Closet and is a past chair and board member of the Homeless Intervention Shelter.

BOARD OF TRUSTEES

Jo-Anne Martin
President

Gayle Carline
Secretary

Sherri Dahl
Trustee

Hilaire Shioura
Trustee

Al Shkoler
Trustee

Jeanette Contreras, M.L.S.
Library Director

PLACENTIA LIBRARY DISTRICT
411 E. Chapman Ave.
Placentia, CA 92870
Phone: 714-528-1925
administration@placentialibrary.org
www.placentialibrary.org



Jo-Anne Martin
President
Placentia Library District
Board of Trustees

The vision of the Placentia Library District is to inspire exploration, open minds, and bring people together.

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SOUTH BAY IRRIGATION DISTRICT
505 GARRETT AVENUE, POST OFFICE BOX 2328
CHULA VISTA, CALIFORNIA 91912-2328
(619) 420-1413 FAX (619) 425-7469
www.sbid.us

BOARD OF DIRECTORS
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HECTOR MARTINEZ
DIVISION 4
JOSIE CALDERON-SCOTT
DIVISION 5

Candidate Statement:

I am pleased to share with you my interest in being part of the Board of Directors representing the Southern Network. The Board of Directors for the California Special Districts Association has six major beliefs and I believe I would be an excellent addition that would support the board in being a leading and passionate voice for all special districts.

In order to raise awareness and understanding of what special districts are, the CSDA established the "Districts Make The Difference" campaign. This campaign focuses on creating more visibility and outreach to the public. With its new logos, videos, student contents, etc. the CSDA is demonstrating a newfound commitment to revolutionize, and modernize its efforts. Electing me as the representative of the Southern Network would align with CSDA's most recent push in revitalizing and revamping its efforts to outreach the public.

Undoubtedly, the members of the current Board of Directors are committed to strengthening and supporting the special districts that make up California. However, the strength of a fresh perspective cannot be overstated. As a newly elected Director the South Bay Irrigation District, and the youngest member ever elected, I have been able to bring a new perspective to our governing board. As part of the Board of Directors I would focus on being a member that promotes the ability to look at what can be done, and not only at what has been done.

Professionally, I am a graduate of the University of California, Los Angeles (UCLA) with a major in Political Science and minored in Society and Genetics as well as Biological Anthropology. I also possess a master's degree from Johns Hopkins University and I am currently a public high school biology teacher.

Please feel free to reach me directly at pmp.sbid@gmail.com or 619.361.1647.

Thank you for your time.

Respectfully,

A handwritten signature in black ink, appearing to read "Paulina", written over a horizontal line.

Paulina Martinez-Perez

March 11, 2021

California Special Districts Association

RE: 2021 Board of Directors Election Candidate Statement

To Whom it May Concern,

I respectfully submit this nomination form for consideration to represent the Southern Network of CSDA. My tenure with the Fallbrook Regional Health District has been short in duration, yet I feel that these last two years have been the most rewarding of my professional career. My initial professional life was in the nonprofit industry, so when I switched to a Governmental role, I found a new vocabulary, new rules of operations, and a new ability to provide deep service to my community. Upon entry to this position, I was immediately directed by the Board of Directors, the District's legal counsel and our long-time staffers to engage with CSDA for trainings, education and support. I have been impressed with the education and advocacy provided to members from CSDA and have benefitted from these resources. I believe that while I may be still be considered new to this industry, my broad professional experience and collaboration building abilities could benefit CSDA, my home District and our shared communities.



Rachel A. Mason, M.A., M.S.
Chief Executive Officer
Fallbrook Regional Health District

Director, SBV Water Conservation District/ Retired Credit Union CEO, Retired Colonel

I have demonstrated my leadership and organizational commitment in rising from Aviation Cadet to a Colonel in the US Air Force. I demonstrated the same skills when I was elected to the Conservation District Board against a 16 year talented and effective Board Member.

My leadership skills and financial expertise have ensured cost effective protection of critical ground water resources in the San Bernardino Valley Water Conservation District.

I am a Vietnam Pilot Combat Veteran and a retired USAF Colonel after enlisting as an Aviation Cadet with a Trade High School Diploma.

As your Representative I will use these same skills and commitment to maintain and enhance the operation of the CSDA Board of Directors, Seat A, Southern Network Representative

I have continued to insist the District had effective fiscal controls to build and maintain a permanent strong financial position that ensures the viability of the District and its important endeavors.

"Helping Nature Store Our Water" is our Water District's motto. I have actively promoted and supported projects to enhance water capture and to ensure all the available State Project water is stored in the Bunker Hill Basin.

I have provided significant contributions to our District's effort to protect endangered species, public access to trails so all can enjoy the community's upper Santa Ana River resources and local aggregate supplies in support of the local economy.

Qualifications: Master's Degree in Business Administration from Arizona State University, President/CEO, Norton (Alta Vista) Credit Union, President, Crafton Hills College Foundation, Redlands Police Civilian Patrol, 3 years as Chairman of the Volunteer Governing Committee, City of Redlands Technical and Professional Volunteer of the Year and President of the San Bernardino Valley Conservation Trust.

I ask for your vote.

Thank you.

909.798.9248

CANDIDATE STATEMENT

JOHN SKERBELIS

Unique to Rubidoux Community Services District (“Rubidoux”) is its history as the state of California’s first community services district, formed in 1952. Rubidoux was within an unincorporated area of western Riverside County and now provides approximately 35,000 people with water, sewer, fire protection, trash, weed abatement, and street light services. These services in part helped enable the area to develop and grow, eventually leading into the incorporation of the area as the City of Jurupa Valley on July 1, 2011. Rubidoux continues to provide services consistent with its formation in 1952 and as a CSDA Member appreciates the support CSDA provides in many ways.

John Skerbelis is a Director on Rubidoux’s Board of Directors and currently the Board President. He is seeking election to CSDA’s Board of Directors and is asking for support from fellow CSDA Southern Network Members.

Examples of Director Skerbelis’ local community service experience include -

- Elected to Board of Directors of Rubidoux in 2007 and past Board President twice
- Member of Riverside County Solid Waste Management Advisory Council – 7 years
- Recognized by Riverside County Board of Supervisors for outstanding performance related to the illegal dumping task force (AB 1822 and AB 1924)
- Worked for Riverside County Department of Environmental Health - 8 years
- Local business owner
- Coordinated with Congressman Calvert and Takano to secure FEMA funds for Rubidoux

With his experience and diversity of public service, Director Skerbelis would be a meaningful member of CSDA’s Board of Directors. When submitting your vote in the upcoming vote for CSDA Board of Director Seat A – Southern Network, it is requested you consider John Skerbelis for your vote. Thank you.



**California Special
Districts Association**

Districts Stronger Together

DATE: January 28, 2021
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT A**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2022 - 2025 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent.
(See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*

- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).

Nomination Procedures: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is March 29, 2021. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
 Fax: 916.442.7889
 E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on May 28, 2021. All votes must be received through the system no later than 5:00 p.m. July 16, 2021. The successful candidates will be notified no later than July 20, 2021. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2021.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network Seat A – Ralph Emerson, GM, Garberville Sanitary District
Sierra Network Seat A – Noelle Mattock, Director, El Dorado Hills Community Services District*
Bay Area Network Seat A – Chad Davisson, GM, Ironhouse Sanitary District*
Central Network Seat A – Vacant
Coastal Network Seat A – Elaine Magner, Director, Pleasant Valley Recreation and Park District*
Southern Network Seat A – Jo MacKenzie, Director, Vista Irrigation District*

(* = Incumbent is running for re-election)

This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely. *Electronic Ballots will be emailed to the main contact in your district May 28, 2021. All votes must be received through the system no later than 5:00 p.m. July 16, 2021.*

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail Amberp@cda.net by **March 29, 2021** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 17 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. July 16, 2021.

The successful candidates will be notified no later than July 20, 2021. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2021.

If you have any questions, please contact Amber Phelen at amberp@cda.net.