



Helendale Community Services District Regular Board Meeting

26540 Vista Road, Suite C, Helendale, CA 92342

Thursday, July 16, 2020 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. <https://attendee.gotowebinar.com/register/5321571815326907664>
(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 18, 2020, 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

Public Hearings

5. Public Hearing to Receive Comments Regarding Possible Adoption of Resolution 2020-08: 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 2021
6. Public Hearing to Receive Comments Regarding Possible Adoption of Resolution 2020-09: 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 2020-10: 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 Response to COVID-19 Pandemic

Other Business

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

Closed Session

- 10.** Conference with Real Property Negotiators (Government Code Section 54956.8)
Property: APN's: 0467-021-33; 0466-181-25; 0466-618-26
District Negotiator: Kimberly Cox, General Manager
Negotiating Parties: US Materials
Under Negotiation: Price and Terms of Payment
- 11.** Conference with Legal Counsel – Anticipated Litigation
Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2)
One Potential Case
- 12.** Conference with Legal Counsel – Anticipated Litigation
Initiation of Litigation Pursuant to Government Code Section 54956.9(d)(4)
One Potential Case
- 13.** Report out of Close Session
- 14.** 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 16, 2020
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3
Consent Items

CONSENT ITEMS

- a. Approval of Minutes: June 18
- b. Bills Paid Report
- c. Directors Expenses
- d. May Financials



Helendale Community Services District

Date: July 16, 2020
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette
SUBJECT: Agenda item #3a
Minutes from Board meeting 6/18/2020



*Minutes of the Helendale Community Services District
BOARD OF DIRECTORS MEETING
June 18, 2020 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, Helendale CSD's June 18, 2020 board meeting was held via teleconference.

Board Members Roll Call:

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

Staff Members Present:

Kimberly Cox, General Manager
Cheryl Vermette, Program Coordinator

Craig Carlson, Water Operations Manager

Consultants:

Steve Kennedy, Legal Counsel
Via Teleconference:
Richard Nino, Burrtec Waste
Mark Roberts, Hydrogeologist
Ivan Liovin, ABC Liovin Drilling
Noah Heller, Besst-Inc

Guests:

San Bernardino County Fire Chief Dan Munsey and Battalion Chief Shawn Solis

Members of the Public:

There were six members of the public present via the teleconference link

Call to Order and Pledge of Allegiance

The meeting was called to order at 6:32 by President Ron Clark, 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 Vice President Smith.

Vote: Motion carried by the following vote: 5 Yes; 0 No

2. Public Participation

None

3. Consent Items

- a. Approval of Minutes: June 4, 2020 Regular Board Meeting
- b. Directors Compensation and Expenses
- c. Bills Paid Report
- d. April Financials
- e. COVID-19 Update (Added)

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

Vote: Motion carried by the following vote: 5 Yes; 0 No

4. Reports

a. Directors' Reports

Director Schneider reported that he attended the District's weekly farmers market.

b. General Manager's Report

General Manager Cox gave the Administration Report. There were 29 account transfers in the month of May, a map was shown with the locations of the transfers. A graph was shown showing the monthly customer account transfers by year.

Special Presentation:

5. County Fire Chief Munsey will discuss FP-5 (Helendale) Fire Protection District
Chief Munsey gave a presentation on fire district funding and answered questions regarding the new measure that will be on the November ballot to repeal FP-5 and the potential affect that would have on fire district funding.

Regular Business

6. Public Hearing to Receive Comment and Possible Action Regarding Adoption of Resolution 2020-06: A Resolution of the Helendale Community Services District Determining that there was No Majority Protest to Proposed Increased to Refuse Collection Services and Adopting a Rate Schedule for Such Charges and Superseding Existing Applicable Rates

Discussion: Each year Burrtec presents the CIP increase for solid waste pick-up services per contract terms. The contract requires a notice be submitted to the District no later than 4/1. Section 10.05 outlines the annual formula-based compensation adjustment "*The maximum rates set forth in Attachment D, Residential Bin and Commercial Services may be adjusted annually effective each July 1st by an amount equal to the calendar year annual twelve-month mean average change in the Consumer Price Index (CPI)...It is understood by both parties that the maximum annual CPI increase shall be no greater than four percent (4%) in any given adjustment period.*"

The rate for trash service would go from the current \$16.00 to \$16.49, an increase of \$0.49; the recycling fee would increase from \$1.18 to \$1.77, an increase of \$0.59; the administration fee would increase from \$2.29 to \$2.36, an increase of \$0.07; the 218 recovery fee would remain the same at \$0.07; and the franchise fee would increase from \$2.16 to \$2.29 and increase of \$0.13. If adopted the rate would increase from \$21.70 to \$22.98, an increase of \$1.28 per month.

The requested CPI increase is 3.07%, staff has verified the CPI. Presented for discussion purposes are the residential rates. Commercial rates vary significantly based upon service. A public notice was mailed to all affected rate payers. Resolution 2020-06 outlines the District's authority, enumerates the contemplated rate increases, and affirms that there was no majority protest to the increase. Attachment A to the resolution includes the rates for all services, with the current and proposed rates listed.

President Clark opened the public hearing at 7:24 pm, General Manager Cox noted the District has received one written protest as of the time of the hearing. Hearing no other comments, the public hearing was closed at 7:24 pm.

Motion: Director Spiller made the motion to adopt Resolution 2020-06 determining that there was no majority protest to the proposed rate increase for refuse collection charges. Vice President Smith seconded the motion.

Vote: The motion was approved by the following roll call vote: President Clark – Yes; Vice President Smith – Yes; Secretary Haas – Yes; Director Schneider – Yes; Director Spiller – Yes

7. Public Hearing to Receive Comment and Possible Adoption of Resolution 2020-05: A Resolution of the Board of Directors of the Helendale Community Services District Approving and Adopting the Fiscal Year 2021 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 2/20; review of capital improvement plans were held on 3/5, 3/19 and 5/27; the budget workshop was held on 5/27; the discussions regarding workers compensation and general liability were held on 5/5, 5/21, and 5/27; the cost of living adjustment was discussed on 2/20; the organizational chart and pay ranges were discussed on 5/21 and the benefit evaluation was discussed on 6/4. The Budget provides information about the District, relevant policies related to the District's fiscal responsibilities and legal compliance; the enterprise funds are water, wastewater, and solid waste. The governmental funds include the recycling center, rental property, park and rec and administration. The Budget is a plan and as such affords flexibility. The monthly financials provide a comparison on performance. The updated CIP is in the budget which includes projects over the General Managers signing authority which are brought to the Board for approval in a public meeting. Approval of the budget authorizes the expenditures of funds as outlined. The expenditures must be consistent with applicable laws and policies. The budget is balanced with projected reserves for FY2021. The funds do not factor into the proposed CIP. The water fund has a projected revenue balance of \$848,763 which will bring the reserve fund to \$1,997,981; the wastewater fund has a projected revenue balance of \$118,484 which will bring the reserve fund to \$3,817,651; the Solid Waste fund has a projected revenue balance of \$2,563 which will bring the reserve fund to \$394,034; and the general government fund has a projected revenue balance of \$147,135 which will bring the reserve fund to \$449,053. The total reserves are projected to be \$5,369,593. General Manager Cox presented several graphs of revenue vs. expenses. Staff was honored to present a balanced budget for consideration and worked diligently to cut expenditures where possible. The approval of the resolution authorizes expenditures in accordance with the budget document. President Clark opened the public hearing at 7:41 pm, hearing no comments the public hearing was closed at 7:41 pm.

Motion: Director Schneider made the motion to adopt Resolution 2020-05 approving and adopting the Fiscal Year 2021 Annual Budget and authorizing expenditures therefrom. Vice President Smith seconded the motion.

Vote: The motion was approved by the following roll call vote: President Clark – Yes; Vice President Smith – Yes; Secretary Haas – Yes; Director Schneider – Yes; Director Spiller – Yes

8. Discussion and Possible Action Regarding Adoption of Resolution 2020-03: A Resolution of the Board of Directors of the Helendale Community Services District Establishing the Appropriations Limit for Fiscal Year 2021 Pursuant to Article XIIB of the California State Constitution

Discussion: The annual requirement under Article XIII B of the California Constitution. Sets the limit for 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 provided the following: Price Factor (CPI) of 3.73% and the population growth factor is 1.0051%. The factor was applied to the \$752,861 limit amount from FY2020. The new limit for FY21 is \$784,926 which increased by \$32,065. The total FY2021 projected taxes and assessments are \$401,575 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.

Motion: Director Haas made the motion to adopt Resolution 2020-03: Establishing the Appropriations Limit for Fiscal Year 2021, Pursuant to Article XIII B of the California State Constitution. Director Smith seconded the motion.

Vote: The motion was approved by the following roll call vote: President Clark – Yes; Vice President Smith – Yes; Secretary Haas – Yes; Director Schneider – Yes; Director Spiller – Yes

9. Discussion and Possible Action Regarding Adoption of Resolution 2020-07: A Resolution Authorizing Application to the Director of Industrial Relations, State of California for a Certificate of Consent to Self-Insure Workers' Compensation Liabilities

Discussion: This is an administrative action to carry out the decision made by the Board on 6/4/2020. The Board took similar action in 2009 when it changed carriers from State Fund to SDRMA. Upon Board approval, staff will complete the application process.

Motion: Director Spiller made the motion to adopt Resolution 2020-07 authorizing application to the DIR for a certificate of consent to self-insure workers' compensation. Director Haas seconded the motion.

Vote: The motion was approved by the following roll call vote: President Clark – Yes; Vice President Smith – Yes; Secretary Haas – Yes; Director Schneider – Yes; Director Spiller – Yes

10. Discussion and Possible Action Regarding Concert in the Park Scheduled for June 27

Discussion: The concert series was discussed at the June 4th meeting. The Board directed that concert be moved to June 27th. There is currently no relief for open venues such as concerts. The Board discussed and agreed to cancel the June 27th concert due to the COVID-19 restrictions.

11. Discussion and Possible Action Regarding Change Order #1 for the Test Hole Project

The purpose of the discussion is to determine if the Board wished to award a change order in the amount of \$34,000 and if the Board wishes to direct the General Manager to negotiate a settlement. After an extended delay, the project commenced on June 1st. The drill site is a remote area south of Shadow Mountain Rd. The District's hydrogeologist has been on site during work. Nothing exceptional has been noted about the drilling such as boulders, thick layers of clay, etc. The District's hydrogeologist has monitored the entire process collecting both core and water samples. Four of the first five samples were deemed successful to varying degrees. The last three samples were met with refusal because the tool could not penetrate the formation. On 6/12 the change order #2 was approved for \$18,500 to change methodology for the last water quality sample. Preliminary water quality results for the last sample are promising, however, we are waiting for the full water quality results. Change order

#1 is requesting additional compensation for “adverse conditions encountered during drilling.” Additional cost would also apply to the next test hole. Staff recommends not completing the second test hole based upon the increased cost for adverse conditions, uncertainty of the tool performance in local geology, and the potential for additional change orders based upon unknown/adverse conditions. Staff is requesting for the Board to authorize Staff and Counsel to negotiate a fair with contractor on change order #1 and discontinue the project. Ivan Liovin and Noah Heller, Besst-Inc commented on the project and the technology used for drilling and sampling requesting that the District continue with test hole number two.

Motion: Director Schneider made the motion to authorize Staff and Counsel to negotiate a fair settlement with the contractor on Change Order #1 and discontinue the project. Director Haas seconded the motion.

Vote: The motion was approved by the following roll call vote: President Clark – Yes; Vice President Smith – Yes; Secretary Haas – Yes; Director Schneider – Yes; Director Spiller – Yes

Other Business

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

13. Adjournment

Action: President Ron Clark adjourned the meeting at 8:44 pm

Submitted by:

Approved By:

Ron Clark, 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 16, 2020
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 57 checks and 8 EFT's totaling \$261,349.26

Total Cash Available:	<u>7/12/20</u>	<u>6/15/20</u>
Cash	\$6,152,655.21	\$5,700,728.14
Checks/EFT's Issues	\$ 261,349.26	\$ 254,712.36

Investment Report

The Investment Report shows the status of the invested District funds. The current interest rate is 1.20% for LAIF, and 0.25% for the CBB Sweep Account June 2020. Interest earned in Jun 2020 on CBB Sweep Account is \$1,1005.79



Bills Paid and Presented for Approval Transaction Detail

Issued Date Range: 06/15/2020 - 07/12/2020

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 251229590 - CBB Checking					
06/17/2020	23202	ACI Payments, Inc	-58.30	Check	Accounts Payable
06/17/2020	23203	Brunick, McElhane & Kennedy	-3,456.25	Check	Accounts Payable
06/17/2020	23204	Burrtec Waste Industries, Inc.	-13,412.00	Check	Accounts Payable
06/17/2020	23205	Cardmember Services	-795.06	Check	Accounts Payable
06/17/2020	23206	Daily Press	-529.75	Check	Accounts Payable
06/17/2020	23207	Frontier Communications	-63.88	Check	Accounts Payable
06/17/2020	23208	Home Depot Credit Services	-835.28	Check	Accounts Payable
06/17/2020	23209	Imperial Sprinkler Supply, Inc.	-130.73	Check	Accounts Payable
06/17/2020	23210	J.T. Watkins	-1,540.00	Check	Accounts Payable
06/17/2020	23211	Univar Solutions USA Inc	-2,252.02	Check	Accounts Payable
06/17/2020	23212	USA Blue Book	-282.22	Check	Accounts Payable
06/17/2020	23213	Southern California Edison	-22,805.05	Check	Accounts Payable
06/17/2020	23214	Southern California Edison	-1,465.79	Check	Accounts Payable
06/17/2020	23215	Southern California Edison	-383.58	Check	Accounts Payable
06/17/2020	23216	Southern California Edison	-1,051.70	Check	Accounts Payable
06/17/2020	23217	Eide Bailly	-1,931.25	Check	Accounts Payable
06/22/2020	23218	ACI Payments, Inc	-57.90	Check	Accounts Payable
06/22/2020	23219	County of San Bernardino, Solid Waste Mgmt. Div.	-880.40	Check	Accounts Payable
06/22/2020	23220	Heritage Victor Valley Medical Group	-65.00	Check	Accounts Payable
06/22/2020	23221	Sierra Analytical Labs, Inc	-3,204.00	Check	Accounts Payable
06/22/2020	23222	Silver Lakes Association	-2,328.00	Check	Accounts Payable
06/22/2020	23223	UIA Ultimate Internet Access, Inc	-691.88	Check	Accounts Payable
06/22/2020	23224	Uline	-152.42	Check	Accounts Payable
06/22/2020	23225	Univar Solutions USA Inc	-2,159.13	Check	Accounts Payable
06/22/2020	23226	Verizon Wireless	-96.90	Check	Accounts Payable
06/22/2020	23227	Verizon Wireless	-699.11	Check	Accounts Payable
06/22/2020	23228	TINA CASE	-3,618.47	Check	Utility Billing
06/25/2020	23229	California State Disbursement Unit	-230.76	Check	Accounts Payable
06/26/2020	23230	Frontier Communications	-87.02	Check	Accounts Payable
06/26/2020	23231	Frontier Communications	-60.40	Check	Accounts Payable
06/26/2020	23232	Inland Water Works Supply Co.	-250.26	Check	Accounts Payable
06/26/2020	23233	Shred-it USA LLC	-161.10	Check	Accounts Payable
06/26/2020	23234	Southwest Gas Company	-109.99	Check	Accounts Payable
06/26/2020	23235	Staples Credit Plan	-296.26	Check	Accounts Payable
06/26/2020	23236	Tyler Technologies, Inc.	-22,769.12	Check	Accounts Payable
06/26/2020	23237	William T. Kuhlmann	-177.60	Check	Accounts Payable
06/26/2020	23238	GHASSAN MAJZOUB	-262.99	Check	Utility Billing
06/26/2020	23239	BENJAMIN WISE	-88.29	Check	Utility Billing
06/26/2020	23240	CALLAN DALY	-51.34	Check	Utility Billing
06/26/2020	23241	AYRA ASSETS LLC	-90.28	Check	Utility Billing
06/26/2020	23242	KIERSTEN RUGG	-135.15	Check	Utility Billing
06/26/2020	23243	JOANN HOFFMAN	-163.79	Check	Utility Billing
06/26/2020	23244	RICHARD HINKSON	-35.57	Check	Utility Billing
06/26/2020	23245	ABC Liovin Drilling, Inc	-119,450.00	Check	Accounts Payable
07/01/2020	23246	Desert Community Bank	-208.47	Check	Accounts Payable
07/01/2020	23247	Forshock	-200.00	Check	Accounts Payable
07/01/2020	23248	Hartford Life	-719.27	Check	Accounts Payable
07/01/2020	23249	Hesperia Hose Supply	-177.57	Check	Accounts Payable
07/01/2020	23250	Imperial Sprinkler Supply, Inc.	-568.02	Check	Accounts Payable
07/01/2020	23251	Mojave Resource Management	-14,834.25	Check	Accounts Payable
07/01/2020	23252	Rebecca Gonzalez	-330.00	Check	Accounts Payable
07/01/2020	23253	Uline	-129.50	Check	Accounts Payable

Bank Transaction Report

Issued Date Range: -

Issued Date	Number	Description	Amount	Type	Module
07/01/2020	23254	USA Blue Book	-417.11	Check	Accounts Payable
07/01/2020	23255	USA of So. California	-82.60	Check	Accounts Payable
07/01/2020	23256	USPS	-220.00	Check	Accounts Payable
07/02/2020	23257	ROBERT W TEW	-7.39	Check	Utility Billing
07/02/2020	23258	GORAN & DUSANKA POLOVINA TRUST	-158.59	Check	Utility Billing
06/17/2020	EFT0003257	CalPERS PEPRA Pmt PPE 5/24/20	-1,203.04	EFT	General Ledger
06/17/2020	EFT0003258	To record CalPERS Classic Pmt PPE 5/24/20	-6,426.90	EFT	General Ledger
06/23/2020	EFT0003264	To record CalPERS 457 Pmt - PPE	-575.00	EFT	General Ledger
07/01/2020	EFT0003266	CalPERS PEPRA Pmt PPE 3/29/20	-1,264.56	EFT	General Ledger
07/01/2020	EFT0003267	To record CalPERS Classic Pmt PPE	-6,426.90	EFT	General Ledger
07/01/2020	EFT0003269	To record CalPERS Health Premium Mar 2020	-16,479.96	EFT	General Ledger
06/16/2020	EFT0003283	To record Tasc Flex Claim Pmt - PPE 6/7/20	-777.07	EFT	General Ledger
06/26/2020	EFT0003284	To record Tasc Flex Claim Pmt - PPE 6/21/20	-777.07	EFT	General Ledger
Bank Account 251229590 Total: (65)			-261,349.26		
Report Total: (65)			-261,349.26		

Bank Transaction Report

Bank Account	Count	Amount
251229590 CBB Checking	65	-261,349.26
Report Total:	65	-261,349.26

Cash Account	Count	Amount
99 99-111000 Cash in CBB - Checking	65	-261,349.26
Report Total:	65	-261,349.26

Transaction Type	Count	Amount
Check	57	-227,418.76
EFT	8	-33,930.50
Report Total:	65	-261,349.26



Helendale Community Services District

Date: July 16, 2020
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette
SUBJECT: Agenda item #3c
Presentation of Directors' Expenses

STAFF REPORT:

Attached for the Board's consideration is a spreadsheet that outlines Director's expenses paid for the current pay period.

Director's Expenses
Pay Period Ending July 5, 2020

Name:		Craig Schnieder	
Date	Activity		Rate
1 6/25/2020	Meeting with General Manager		\$137.50
2 7/1/2020	Meeting with Jonathan @ Well 1A		\$137.50
	Miles		\$0.00
	Meals		\$0.00
	Lodging		\$0.00
	Other		\$0.00
Total this Pay Period			\$275.00

Name:		Sandy Haas	
Date	Activity		Rate
1 6/24/2020	Meeting with General Manager		\$137.50
2 6/27/2020	Meeting with General Manager		\$137.50
3 6/30/2020	Discussion with Senior Accounting Tech		\$137.50
	Miles		\$0.00
	Meals		
	Lodging		\$0.00
	Other		
Total this Pay Period			\$412.50

Name:		Ron Clark	
Date	Activity		Rate
1 6/2/2020	Meeting with General Manger		\$137.50
2 6/4/2020	Regular Board Meeting		\$137.50
3 6/16/2020	Meeting with General Manger		\$137.50
4 6/18/2020	Regular Board Meeting		\$137.50
	Miles		\$0.00
	Meals		\$0.00
	Lodging		\$0.00
	Other		
Total this Pay Period			\$550.00



Helendale Community Services District

Date: July 16, 2020
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 2020.

Helendale CSD
Statement of Revenues and Expenses - Water
As of May 31, 2020
(Unaudited)

	May 2020	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Meter Charges	\$ 126,888	\$ 1,382,319	\$ 1,495,518	92%	\$ 1,257,016
3 Water Sales	56,316	760,019	866,897	88%	769,591
4 Standby Charges	1,073	29,485	24,410	121%	20,451
5 Other Operating Revenue	13,294	107,486	88,100	122%	115,865
6 Total Operating Revenues	197,571	2,279,309	2,474,924	92%	2,162,924
7 Non-Operating Revenues					
8 Grant Revenue	-	87,223	75,000	116%	5,000
9 Miscellaneous Income (Expense)	-	944	3,000	31%	7,100
10 Total Non-Operating Revenues	-	88,167	78,000	113%	12,100
11 Total Revenues	197,571	2,367,476	2,552,924	93%	2,175,024
12 Expenses					
13 Salaries & Benefits					
14 Salaries	22,932	272,039	339,707	80%	287,027
15 Benefits	5,369	104,741	118,201	89%	108,637
16 Total Salaries & Benefits	28,301	376,780	457,908	82%	395,664
17 Transmission & Distribution					
18 Contractual Services	885	40,492	30,150	134%	30,656
19 Power	591	93,280	113,730	82%	98,742
20 Operations & Maintenance	4,699	123,307	143,824	86%	62,628
21 Rent/Lease Expense	800	10,060	10,860	93%	10,060
22 Permits & Fees	-	19,565	22,740	86%	19,354
23 Total T&D	6,974	286,704	321,304	89%	221,441
24 General & Administrative					
25 Utilities	465	4,468	5,124	87%	4,984
26 Office & Other Expenses	72	950	2,235	42%	3,409
27 Admin Allocation	40,959	450,552	491,511	92%	419,451
28 Total G&A	41,497	455,969	498,870	91%	427,845
29 Debt Service	-	273,704	388,734	70%	548,403
30 Total Expenses	76,772	1,393,157	1,666,815	84%	1,593,352
31 Net Income (Loss) Before Capital	120,799	974,320	886,109	110%	581,672
32 Capital Expenses	(5,570)	(256,138)	(2,230,667)	11%	1,571,463
33 Net Income (Loss) After Capital	\$ 115,229	\$ 718,181	\$ (1,344,558)		\$ 2,153,135

Helendale CSD
Financial Statement Analysis
For the Month Ended May 31, 2020 – 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 is trending on budget at 92%.

Line 3 Water Sales: Water Sales reflects water consumption and is trending under target at 88% of budget.

Line 4 Standby Charges: Standby Charges includes special assessment standby charges for the current & prior years, and delinquent standby penalties. Year to Date (YTD) can trend over/under budget due to timing of assessment receipts and unbudgeted receipts of delinquent assessments, which is causing this category to trend over budget.

Line 5 Other Operating Revenue: Other Operating Revenue includes permit & inspection charges, connection fees, meter installation fees, other fees/charges & mechanic service reimbursements. Connection & meter installation fees are not budgeted due to the unexpected nature of these fees, which is causing this category to trend over budget.

Line 8 Grant Revenue: YTD balance consists of a \$75K grant from the Bureau of Reclamation for installation of AMI smart meters. YTD is over budget due to receipts for the Scada Enernoc grant totaling \$1.5K & \$12.5 from Mojave Water Agency for AMI meters.

Line 9 Miscellaneous Income (Expense): Miscellaneous Income includes gain/loss on sale of assets, the Enel X Demand Response Program & other miscellaneous income. YTD balance consists of \$0.9K receipts for the Enel X Demand Response Program.

Line 14 Salaries: Amounts for water department employees and share of mechanic's payroll. YTD is under budget at 80%

Line 15 Benefits: Benefits includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education and trainings. YTD is trending under budget due to lower than anticipated education and training expense.

Line 16 Total Salaries & Benefits: Salaries & Benefits include all salaries & benefits paid. YTD total salaries & benefits is trending under budget at 82%.

Line 18 Contractual Services: Contract Services includes lab testing, engineering, GIS support & other contract services. YTD is over budget due to payments for Prop 1 IRWM Implementation grant totaling \$10.9K & \$12.1K to Tyler Technologies for meter data sync.

Line 19 Power: This account includes electricity used for transmission & distribution. YTD is trending at 82% of budget.

Line 20 Operations & Maintenance: This line includes operations & maintenance expense, vehicle maintenance & vehicle fuel. YTD is trending at 86% of budget.

Line 21 Rent/Lease Expense: Rent/Lease Expense includes rental costs for the water shop & BLM tank sites.

Line 22 Permits & Fees: Includes all water permits, miscellaneous fees, and watermaster fees. YTD trending slightly under target at 86%.

Line 25 Utilities (G&A): Utilities includes gas & telephone expenses. YTD is trending under budget at 87%.

Line 26 Office & Other Expenses: Office & Other includes mileage/travel reimbursements, office supplies, water conservation program, and dues & subscriptions. YTD will trend higher or lower than budget % due to timing of expenses.

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

Line 29 Debt Service: Debt Service includes Interest & Principal payments on outstanding debt. YTD is at 70% due to timing of payments.

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

- \$250.5K - Water Rights Purchase
- \$5.6K - Well Exploration Test Holes

Helendale CSD
Statement of Revenues and Expenses - Sewer
As of May 31, 2020
(Unaudited)

	May 2020	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Sewer Charges	\$ 106,800	\$ 1,172,949	\$ 1,279,029	92%	\$ 1,172,349
3 Standby Charges	803	26,674	21,350	125%	17,181
4 Other Fees & Charges	5,056	27,105	18,000	151%	32,617
5 Other Income/(Expense)	-	-	-	0%	9,580
6 Total Revenues	112,659	1,226,728	1,318,379	93%	1,231,727
7 Expenses					
8 Salaries & Benefits					
9 Salaries	19,770	220,311	246,229	89%	192,993
10 Benefits	5,312	90,469	98,728	92%	89,180
11 Total Salaries & Benefits	25,081	310,780	344,957	90%	282,173
12 Sewer Operations					
13 Contractual Services	6,274	43,352	77,082	56%	53,234
14 Power	6,026	68,129	68,955	99%	59,952
15 Operations & Maintenance	1,221	40,093	70,138	57%	43,157
16 Permits & Fees	1,282	24,356	26,000	94%	24,900
17 Total Sewer Operations	14,803	175,930	242,175	73%	181,243
18 General & Administrative					
19 Utilities	388	4,739	5,616	84%	3,999
20 Office & Other Expenses	135	5,439	11,393	48%	12,630
21 Admin Allocation	40,140	441,541	481,681	92%	411,062
22 Total G&A	40,663	451,719	498,690	91%	427,692
23 Debt Service	-	37,517	75,042	50%	62,052
24 Total Expenses	80,548	975,946	1,160,864	84%	953,160
25 Net Income (Loss) Before Capital	32,111	250,782	157,516	159%	278,567
26 Capital Expenses	-	(153,560)	(1,237,000)	12%	364,609
27 Net Income (Loss) After Capital	\$ 32,111	\$ 97,222	\$ (1,079,484)		\$ (86,042)

Fund 02 - Sewer Revenues and Expenses

Line 2 Sewer Charges: YTD is trending on budget at 92%.

Line 3 Standby Charges: Standby Charges includes special assessment standby charges for the current & prior years, and delinquent penalties. Year to Date (YTD) can trend over/under budget due to timing of assessment receipts and unbudgeted receipts of delinquent assessments, which is causing this category to trend over budget.

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

Line 5 Other Income/(Expense): Other Income includes gain/loss on sale of assets & other misc. income.

Line 9 Salaries: Salaries for sewer employees, trending slightly under budget. Salaries for the mechanic are budgeted and accounted for in Line 15, Vehicle Maintenance.

Line 10 Benefits: Benefits include employee insurance, PERS retirement, workers compensation, payroll taxes, and education and training. YTD is trending on target at 92%.

Line 13 Contractual Services: Contract Services include lab testing, engineering, GIS support & other contractual services. YTD is trending at 56% due to lower than anticipated engineering fees.

Line 14 Power: YTD is trending over budget at 99% due to higher than anticipated electricity costs.

Line 15 Operations & Maintenance: This account includes compost disposal, vehicle maintenance, vehicle fuel, uniforms & small tools. Year to date is trending at 57% due to lower than planned maintenance.

Line 16 Permits and Fees: This accounts for all annual permitting and fees paid to the state. YTD is at 94% of budget due to timing of annual payments.

Line 19 Utilities (G&A): Utilities includes gas & telephone expenses. YTD is trending under budget at 48%.

Line 20 Office & Other Expenses: Office & Other includes mileage/travel reimbursements, operating supplies, public outreach, and dues & subscriptions. Will trend under or over budget depending upon time of year expenses are incurred.

Line 21 Administrative Allocation: This is the monthly distribution of the budgeted Fund 10 (Administration fund) 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 June & December.

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

- \$49.0K Monitoring Wells
- \$98.4K Grit Removal System Replacement
- \$6.1K Secondary Irrigation Pump Project

Helendale CSD
Statement of Revenues and Expenses - Recycling Center
As of May 31, 2020
(Unaudited)

	May 2020	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Retail Sales	\$ -	\$ 208,731	\$ 294,000	71%	\$ 278,576
3 Donations	-	-	-	0%	186
4 Board Discretionary Revenue	-	-	(74,940)	0%	-
5 Total Revenues	-	208,731	219,060	95%	278,762
6 Expenses					
7 Salaries & Benefits					
8 Salaries	-	101,714	152,959	66%	109,231
9 Benefits	-	14,238	21,103	67%	18,399
10 Total Salaries & Benefits	-	115,952	174,062	67%	127,630
11 Recycling Center Operations					
12 Contractual Services	522	522	5,300	10%	2,020
13 Operations & Maintenance	169	10,924	12,000	91%	14,554
14 Total Recycling Center Operations	691	11,446	17,300	66%	16,574
15 General & Administrative					
16 Utilities	341	7,772	19,098	41%	10,287
17 Office & Other Expenses	188	8,323	8,600	97%	5,086
18 Total G&A	529	16,095	27,698	58%	15,374
19 Total Expenses	1,220	143,492	219,060	66%	159,578
20 Net Income (Loss) Before Capital	(1,220)	65,239	-		119,185
21 Capital Expenses	-	(10,736)	-	0%	-
22 Net Income (Loss) After Capital	\$ (1,220)	\$ 54,503	\$ -	0%	\$ 119,185

03-Recycling Center Revenues and Expenses

Line 2 Retail Sales: YTD is under budget at 71% due to no retail sales in April & May.

Line 3 Donations: Donations is not budgeted 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 to the Parks & Recreation Fund. This transfer is done at year end so will be zero throughout the fiscal year until June 2020.

Line 8 Salaries: Salaries for part-time recycling center employees. YTD is trending below budget at 66%.

Line 9 Benefits: Benefits include employee insurance, workers compensation, payroll taxes, and education and training. YTD is trending below budget at 67%.

Line 10 Total Salaries & Benefits: Salaries & benefits include all salaries paid, health insurance, worker's compensation insurance, payroll taxes, and employee education and training. YTD is trending below budget at 67%.

Line 12 Contractual Services: Contract Services includes software support & other contract services. Will trend under or over budget depending upon time of year expenses are incurred.

Line 13 Operations & Maintenance: Operations & Maintenance includes vehicle maintenance, vehicle fuel, operating supplies & uniforms. YTD is trending at 91%.

Line 16 Utilities (G&A): Utilities includes electric & telephone expenses. YTD is at 41% of budget due to lower than expected expenses.

Line 17 Office & Other Expenses: This line includes advertising, bank charges and other miscellaneous expenses. Office & other includes advertising, bank charges, & other misc. expenses. YTD is trending at 97% due to higher than anticipated bank charges.

Line 20 Net Income: Net income in the Recycling Center is moved to Fund 05 Parks & Recreation at year end through Board Discretionary Revenue.

Line 21 Capital Expenses: YTD balance consists of a \$10.7K purchase of a dock lift for thrift store mattress recycling.

Helendale CSD
Statement of Revenues and Expenses - Property Rental
As of May 31, 2020
(Unaudited)

	May 2020	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Property Rental Revenues	\$ 10,603	\$ 116,489	\$ 132,408	88%	\$ 119,328
3 Other Income	-	340	-	0%	526
4 Board Discretionary Revenue	-	-	(22,310)	0%	-
5 Total Revenues	10,603	116,829	110,098	106%	119,854
6 Expenses					
7 Contractual Services	-	325	10,000	3%	588
8 Utilities	379	3,410	6,216	55%	3,877
9 Operations & Maintenance	440	6,079	8,000	76%	10,595
10 Debt Service	-	42,944	85,882	50%	71,015
11 Total Expenses	818	52,758	110,098	48%	86,076
12 Net Income (Loss)	\$ 9,785	\$ 64,071	\$ -		\$ 33,778

04-Property Rental Revenues and Expenses

Line 2 Property Rental Revenues: Property Rentals includes revenues from 15302 Smithson & 15425 Wild Road. YTD is trending near budget at 88%.

Line 3 Other Income: Other Income includes delinquent penalties & other misc. income. Due to the unexpected nature of these revenues, these accounts are not budgeted.

Line 4 Board Discretionary Revenue: This line shows the transfer of net cash from the Property Rental Fund to Parks & Rec. This entry will be done at year-end in June 2020.

Line 7 Contractual Services: Contract services includes contractor/handyman expense for installation of appliances, drywall repair, roofing or plumbing repairs. YTD is below budget due to timing of services needed.

Line 8 Utilities: Utilities includes Electric & Gas expense for the rental properties. YTD is trending under target at 55%.

Line 9 Operations & Maintenance: O&M includes maintenance & other costs relating to the rental properties. YTD is trending at 76% due to timing of maintenance expenses.

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

Line 12 Net Income: Net income in the Property Rental fund is moved to Fund 05 through Board discretionary revenue at year end in June 2020.

Helendale CSD
Statement of Revenues and Expenses - Parks & Recreation
As of May 31, 2020
(Unaudited)

	May 2020	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Program Fees	\$ -	\$ 24,612	\$ 26,700	92%	\$ 24,299
3 Property Taxes	1,503	14,861	16,600	90%	-
4 Donations & Sponsorships	500	11,571	12,940	89%	22,257
5 Rental Income	2,800	33,229	35,100	95%	32,864
6 Developer Impact Fees	1,720	5,160	-	0%	6,880
7 Grants	-	-	130,000	0%	-
8 Interfund Transfer Out/(In)	-	-	(42,100)	0%	(210,764)
9 Board Discretionary Revenue	16,358	317,455	420,668	75%	298,342
10 Total Revenues	22,881	406,887	599,908	68%	173,878
11 Expenses					
12 Salaries & Benefits					
13 Salaries	5,723	61,065	103,129	59%	33,328
14 Benefits	1,279	29,824	38,599	77%	14,253
15 Total Salaries & Benefits	7,002	90,889	141,727	64%	47,581
16 Program Expense	252	53,868	61,862	87%	50,546
17 Contractual Services	313	12,836	11,800	109%	4,771
18 Utilities	2,631	27,753	40,180	69%	30,663
19 Operations & Maintenance	955	31,346	21,440	146%	29,800
20 Permits & Fees	-	2,848	1,848	154%	3,214
21 Grant Expense	-	-	-	0%	38
22 Other Expenses	201	2,014	2,955	68%	1,510
23 Debt Service	-	29,758	40,679	73%	60,885
24 Total Expenses	11,354	251,312	322,492	78%	229,007
25 Net Income (Loss) Before Capital	11,527	155,575	277,417	56%	(55,129)
26 Capital Expenses	-	(32,140)	(225,000)	14%	(204,365)
27 Net Income (Loss) After Capital	\$ 11,527	\$ 123,435	\$ 52,417		\$ (259,494)

05-Parks & Recreation Revenues and Expenses

Line 2 Program Fees: Program Fees include recreation program fees, basketball league fees, youth soccer league fees & farmers market revenue. YTD is trending at 92%.

Line 3 Property Taxes: Property taxes accounts for the transfer of property taxes for streetlight utility expenses. YTD is trending near budget at 80%

Line 4 Donations & Sponsorships: This account includes concert in park sponsorships, event sponsorship and other donations/sponsorships.

Line 5 Rental Income: Rental Income Includes rent/lease income from the water shop, storage for the recycling center, unit C room rental, unit D church rental, and unit D gymnastics. YTD is trending at 95%.

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

Line 7 Grant Revenue: YTD is at 0% due to timing of grant revenue receipts. The budget in grant revenue anticipates \$130K in grant revenues from the Land and Wildlife Conservation Fund for construction of park facilities.

Line 8 Interfund Transfer Out/(In): This line shows the transfer of cash balance from the Recycling Center & Property Rental to the Parks & Rec Fund. This entry will be done at year-end in June 2020 when it is known exactly how much net income is available to transfer.

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

- Radio Tower Site Rent – \$10,989
- Property Taxes - \$1,556
- Solid Waste Franchise Fees - \$5,316
- Transfer Property Tax Revenue for Street Light Utilities – \$(1,503)

Line 13 Salaries: Amounts for full & part-time parks department employees. YTD is under budget at 59%.

Line 14 Benefits: Benefits includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education and trainings. YTD is trending at 77% due to the annual worker's compensation expenses being paid in July. This renewal came in 14% higher than budgeted.

Line 16 Program Expense: Program expense includes supplies/expenses for the youth soccer league, park, community center, farmers market, & other programs.

Line 18 Utilities: Utilities includes gas, electric for park/community center, telephone & electricity for street lighting. YTD is trending at 69%.

Line 19 Operations & Maintenance: O&M includes maintenance costs for the park & community center, vehicle maintenance, small tools, vehicle fuel and building repair. YTD is trending over budget due to a \$2.3K purchase of grass seed for the park in September & increased maintenance costs including: \$3.6K air conditioner installation, \$500 gym repairs, and \$2.8k in building/warehouse maintenance & a \$2.3k purchase of grass seed for the park in September.

Line 20 Permits & fees: This account includes permit/inspection fees & San Bernardino county fees. YTD is over budget due to higher annual fees than anticipated.

Line 22 Other Expenses: Other expenses includes Uniforms, Printing Costs, Dues & Subscriptions & Bank Charges.

Line 23 Debt Service: Debt Service includes interest & principal payments on outstanding debt. YTD is at 73% due to timing of debt service payments. Debt Service payments are made quarterly in June, September, December & March.

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

- \$24.8K Additional Restroom Building/Snack Shop
- \$7.3K Parking Lighting

Helendale CSD
Statement of Revenues and Expenses - Solid Waste Disposal
As of May 31, 2020
(Unaudited)

	May 2020	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Charges for Services	\$ 42,659	\$ 463,540	\$ 508,402	91%	\$ 438,803
3 Assessments & Fees	3,294	227,576	241,778	94%	229,694
4 Other Charges	593	10,615	9,800	108%	7,806
5 Grant Revenue	-	10,000	-	0%	-
6 Board Discretionary Revenue	-	-	-	0%	18,580
7 Total Revenues	46,545	711,732	759,980	94%	694,884
8 Expenses					
9 Salaries & Benefits					
10 Salaries	3,594	61,102	73,320	83%	60,456
11 Benefits	1,177	29,396	33,713	87%	36,179
12 Total Salaries & Benefits	4,771	90,497	107,033	85%	96,635
13 Contractual Services	42,315	418,192	470,317	89%	396,432
14 Disposal Fees	38,645	153,534	138,072	111%	114,274
15 Operations & Maintenance	45	2,600	6,574	40%	1,914
16 Other Operating Expenses	526	7,692	4,122	187%	6,312
17 Admin Allocation	819	9,011	9,830	92%	8,389
18 Total Expenses	87,121	681,526	735,948	93%	623,956
19 Net Income (Loss)	\$ (40,575)	\$ 30,206	\$ 24,032	126%	\$ 70,928

06-Solid Waste Disposal Revenues and Expenses

Line 2 Charges for Services – Solid Waste: This is the charge for regular pick up of solid waste. YTD is trending on budget at 91%.

Line 3 Assessment & Fees: This account includes special assessments for refuse land use fees for current & prior years. The majority of these fees are collected in December & April.

Line 4 Other Charges: Other charges includes delinquent fees & penalties & penalties on delinquent taxes. YTD is over budget due to higher penalties on delinquent taxes than anticipated.

Line 5 Grant Revenue: YTD balance consists of a \$10K grant receipt for Mattress Recycling.

Line 6 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 planned for FY 19/20.

Line 10 Salaries: This is the salaries for solid waste workers. YTD is trending a under budget at 83%.

Line 11 Benefits: Benefits include employee insurance, CalPERS retirement, workers compensation, payroll taxes, and education and training. YTD is trending at 87% due to the annual worker's compensation expenses being paid in July. This renewal came in 14% higher than budgeted.

Line 13 Contractual Services: Contract Services include Burrtec fees & other misc. contract services. YTD is at 89% due to timing of Burrtec Fees.

Line 14 Disposal Fees: Fees include SB County disposal fees & green waste disposal fees. YTD over budget due to higher monthly fees than anticipated in the budget.

Line 15 Operations & Maintenance: O&M includes vehicle maintenance, vehicle fuel, operating supplies & uniforms. YTD is trending under budget due to timing of maintenance.

Line 16 Other Operating Expenses: Other Operating Expenses include rent for park storage, telephone, postage, event expense, public outreach, printing, small tools & bad debt expense. Can trend under or over budget depending upon time of year expenses are incurred. YTD is over budget due to \$500/month rental from Parks not budgeted.

Line 18 Admin Allocation: Admin Allocation shows the monthly transfer allocation of admin expenses to the Solid Waste Fund.

Line 18 Total Expenses: YTD total expenses is trending near target at 93%.

Helendale CSD
Statement of Revenues and Expenses - Administration
As of May 31, 2020
(Unaudited)

	May 2020	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Tower Rent	\$ 10,989	\$ 142,266	\$ 144,838	98%	\$ 131,881
3 Property Taxes	4,271	120,625	99,458	121%	112,649
4 Solid Waste Billing & Fees	10,797	133,970	144,552	93%	128,827
5 Fees & Charges	150	15,832	13,400	118%	15,686
6 Investments	-	61,301	77,000	80%	121,200
7 Other Income	-	7,465	6,800	110%	6,187
8 Board Discretionary Revenue	(17,861)	(332,316)	(323,418)	103%	(316,922)
9 Total Revenues	8,345	149,141	162,630	92%	199,509
10 Expenses					
11 Salaries & Benefits					
12 Salaries	41,115	460,432	480,383	96%	384,409
13 Benefits	11,657	139,019	153,085	91%	119,859
14 Directors' Fees	-	30,330	90,500	34%	45,582
15 Total Salaries & Benefits	52,892	632,010	723,968	87%	549,850
16 Contractual Services	19,705	239,221	252,360	95%	226,080
17 Insurance	-	54,678	56,000	98%	44,888
18 Utilities	1,892	15,981	26,316	61%	17,055
19 Operations & Maintenance	-	1,016	5,200	20%	5,767
20 Permits & Fees	4	8,119	9,685	84%	9,779
21 Office & Other Expenses	2,537	52,662	54,122	97%	50,766
22 Admin Allocation	(81,918)	(901,103)	(983,022)	92%	(838,903)
23 Total Expenses	(4,888)	102,583	144,630	71%	65,723
24 Net Income (Loss)	\$ 13,234	\$ 46,558	\$ 18,000	259%	\$ 133,786

10-Administrative Revenues and Expenses

Line 2 Tower Rent: Tower Rent includes radio tower site rent. YTD is trending over budget at 98% due to timing of receipts.

Line 3 Property Taxes: This account includes current & prior property tax & penalties. YTD is over budget do to more property tax receipts than anticipated.

Line 4 Solid Waste Billing & Fees: This includes franchise fees & billing for solid waste. YTD is trending near budget at 93%.

Line 5 Fees & Charges: Fees & charges consists of credit card processing fees & other misc. fees. YTD is over budget due to more credit card processing fee collections than anticipated.

Line 6 Investments: This account includes investment income & unrealized gain/loss on investments.

Line 7 Other Income: Other Income includes recycling revenues & other misc. income. YTD is over budget due to increased recycling revenues.

Line 8 Board Discretionary Income: Board Discretionary Revenue includes the transfer of the following for Fund 05:

- Radio Tower Site Rent – \$10,989 (line 2)
 - Property Taxes - \$1,556 (line 3)
 - Solid Waste Franchise Fees - \$5,316 (part of line 4)
- Total: \$17,861

Line 12 Salaries: Salaries Expense includes full time, part time & overtime labor. YTD is trending over budget at 96% due to more part time labor than anticipated in budget.

Line 13 Benefits: Expense in this category include: employee group insurance, workers compensation, payroll taxes, employment expense, education & training, and employee benefit & morale. YTD is trending near budget at 91%.

Line 14 Directors' Fees: This category includes directors fees as well as directors training, seminars & mileage expense. YTD is trending lower than budget due to timing of conferences.

Line 16 Contractual Services: Contract Services include software support, legal services, & auditing/accounting services. YTD is at 87% due to \$27.8K in software support in July, timing of annual audit expenses, and higher than planned accounting services.

Line 17 Insurance: This account includes both general & vehicle insurance expenses. YTD is at 98% due to policy renewals occurring in July.

Line 18 Utilities: Utilities includes telephone expenses & electricity. YTD is under budget due to lower than anticipated electric costs for Community Center Units B & C.

Line 19 Operations & Maintenance: O&M includes vehicle maintenance, vehicle fuel, mileage & travel reimbursement, uniforms, & equipment maintenance. Will trend under or over budget depending upon time of year expenses are incurred.

Line 20 Permits & Fees: YTD is trending below budget at 84%.

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 at 97% due to CSDA membership renewal in October.

Helendale CSD
Statement of Revenues and Expenses - Mojave Land Trust
As of May 31, 2020
(Unaudited)

	May 2020	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Rental Income	\$ 500	\$ 5,500	\$ -	0%	\$ 5,100
3 Delinquent Fee	-	-	-	0%	50
4 Total Revenues	500	5,500	-	0%	5,150
5 Expenses					
6 Repairs & Maintenance	-	-	-	0%	580
7 Administrative Charges	150	1,650	-	0%	1,050
8 Total Expenses	150	1,650	-	0%	1,630
9 Net Income (Loss)	\$ 350	\$ 3,850	\$ -		\$ 3,520

50-Mojave Land Trust Revenues and Expenses

Note, this fund is not budgeted for since it is considered a "pass through" fund.

Line 2 Rental Income: Rental income consists of tenant rent; current rents are \$500 per month.

Line 3 Delinquent Fee: This line includes any late fees charged on rent payments.

Line 6 Repairs & Maintenance: Repairs & Maintenance expenses in Fund 50 are recorded against current maintenance deposits.

Line 7 Administrative Charges: Administrative charges includes a \$150 monthly fee recorded as a revenue in fund 10 Admin.



Helendale Community Services District

Date: July 16, 2020
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #5
Public Hearing to Receive Comments Regarding Possible Adoption of Resolution 2020-08: 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 2021

STAFF RECOMMENDATION:

Staff recommends approval of Resolution 2020-08. Additionally, staff requests authorization to make any final adjustments based upon payments or other discovery prior to submittal to the County.

BACKGROUND:

On, April 16, 2020, 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 2021- \$44,000.

FISCAL IMPACT: Estimated revenue of \$44,000.

POSSIBLE MOTION: Approve Staff recommendation and adopt Resolution 2020-08.

ATTACHMENTS: Resolution 2020-08
Engineer's Report for Water and Sewer Standby Charges (FY2015)



RESOLUTION NO. 2020-08

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 2020

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 16, 2020, 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 2020-21 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 16th day of July 2020, by the following vote:

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

By: _____
Ron Clark, 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



BARTLE WELLS ASSOCIATES



Independent Public Finance Advisors
1889 Alcatraz Avenue
Berkeley, CA 94703-2714
Tel. 510.653.3399
Fax 510.653.3769
www.bartlewells.com

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

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

WATER AND SEWER SERVICES

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 = $(0.5 \times 0.6) = 0.3$ 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\text{EBUs} = \159

.5 Acres = $\$30 \times 1\text{EBU} = \30

1 Acre = $\$30 \times 1\text{EBU} = \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 XIIID 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 16, 2020
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
Public Hearing to Receive Comments Regarding the Possible Adoption of Resolution 2020-09; 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 2020-10. 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 twenty-four parcels with outstanding balances an increase of fifteen over last year. The estimated total amount that is delinquent is \$20,871.58, 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 \$7694.39 in liens for collection through the property tax mechanism.

The attached Resolution 2020-09 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, 2020.

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 \$20871.58

Possible Motion: Approve Staff recommendation and adopt Resolution 2020-09.

Attachments: Resolution 2020-09

Account Number	Balance	APN
12-1071-06	1718.65	0465-513-05
12-1224-02	1388.22	0465-441-03
12-1256-02	1585.39	0465-423-41
12-1259-00	1036.69	0465-403-03
12-1442-06	587.15	0467-352-08
12-1510-01	1051.69	0467-353-07
12-1537-00	906.53	0467-401-03
12-1932-06	439.49	0467-561-07
12-1935-02	1509.18	0467-561-11
12-1938-01	600.17	0467-561-14
12-2134-02	662.91	0467-374-20
12-2232-03	544.97	0465-483-03
12-2249-02	1136.04	0467-702-17
12-2394-05	1326.14	0465-614-07
12-2550-01	972.87	0467-292-03
12-2583-02	535.01	0467-264-08
12-3036-06	329.6	0467-642-19
12-3038-02	518.31	0467-652-09
12-3165-02	726.83	0467-512-10
12-3424-03	565.3	0465-552-02
12-3528-01	508.8	0467-821-03
12-3763-03	1036.7	0465-553-09
12-3769-03	651.86	0465-521-07
12-3810-06	533.08	0465-412-04

20871.58



RESOLUTION NO. 2020-09

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, 2020, 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 2020-21.

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 16, 2020, by the following vote:

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

Ron Clark, President

Sandy Haas, Secretary



Helendale Community Services District

Date: July 16, 2020
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
Public Hearing to Receive Comments Regarding Possible Adoption of Resolution 2020-10; 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 2020-21

STAFF RECOMMENDATION

Staff recommends approval of Resolution 2020-10. 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 2020-10 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 \$228,686 from 2,686 parcels.

Resolution 2020-10 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 2020-21.

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 \$228,686.

Possible Motion: Approve Staff recommendation and adopt Resolution 2020-10.

Attachments: Resolution 2020-10



RESOLUTION NO. 2020-10

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

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 4, 2020, the District published a Notice of Public Hearing concerning the Board’s intent to adopt the Refuse Disposal Land Use Fees for 2020-2021 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 16, 2020, 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 2020-21 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 16th day of July 2020, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

By: _____
Ron Clark, 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 16, 2019
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

On July 13, Governor Newsome announce the rollback of previous closures and restrictions statewide as well as additional measures that must be taken in counties on the watch list, including San Bernardino County.

Staff continues implement appropriate protocols to safeguard employees and customers.

ATTACHMENTS: Covid information from the State released 7-13-20

7-13-2020 State COVID Notification

County data monitoring

California is [monitoring COVID-19 closely](#) in each local community and keeping the public informed. We're teaming up with counties to fight it with every tool we have: [current local data](#), testing, contact tracing, infection control, emergency supplies, containment measures, and more.

Counties should be ready to restore limitations if outbreaks increase. The State Public Health Officer may take action if needed.

Effective July 13, 2020, ALL counties must close indoor operations in these sectors:

- Dine-in restaurants
- Wineries and tasting rooms
- Movie theaters
- Family entertainment centers (for example: bowling alleys, miniature golf, batting cages and arcades)
- Zoos and museums
- Cardrooms

Additionally, bars, brewpubs, breweries, and pubs must close all operations both indoor and outdoor statewide.

Counties that have remained on the County Monitoring List for 3 consecutive days will be required to shut down the following industries or activities unless they can be modified to operate outside or by pick-up.

- Fitness centers
- Worship services
- Protests
- Offices for non-essential sectors
- Personal care services, like nail salons, body waxing and tattoo parlors
- Hair salons and barbershops
- Malls

Counties shown in orange are on the County Monitoring list and required to comply with the mandated closures on both lists above.

Affected counties as of 7/13/20

The State Public Health Officer may take additional action if needed.

Track county data and monitoring status

California Statistics

Total Population: 40,129,160

109,910

New Cases (Last 14 Days)

273.9 Per 100K

329,162 Total Cases

1,104

New Deaths (Last 14 Days)

2.8 Per 100K

7,040 Total Deaths

1,482,673

Tests Reported (Last 14 Days)

7.4% Test Positivity

2.6 Daily per 1,000 Residents

5,544,365 Total Tests Reported

