



Helendale Community Services District

BOARD OF DIRECTORS MEETING

July 18, 2019 at 6:30 PM

26540 Vista Road, Suite C, Helendale, CA 92342

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 may speak on any agenda item at the time the agenda item is discussed by the Board of Directors.*

3. Consent Items

- Approval of Minutes: April 29, 2019 Special Meeting and June 20 Regular Board Meeting
- Bills Paid and Presented for Approval

4. Reports

- Directors' Reports
- General Manager's Report

Regular Business:

- Public Hearing to Receive Comments Regarding Possible Adoption of Resolution 2019-11: 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
- Public Hearing to Receive Comments Regarding Possible Adoption of Resolution 2019-12: 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
- Public Hearing to Receive Comments Regarding Possible Adoption of Resolution 2019-13: 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 2019-2020
- Discussion and Possible Action Regarding Expansion of Asphalt Parking Area at Helendale Community Center
- Discussion and Possible Action Regarding Selection of Candidates for SDRMA Board

Other Business

- Requested items for next or future agendas (Directors and Staff only)
- Adjournment

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

Providing:

- Water
- Wastewater
- Park & Recreation
- Solid Waste Management
- Street lighting
- Graffiti Abatement for the Helendale Community

OFFICE HOURS:

Monday-Friday
8:00 – 5:30 p.m.

PHONE:

760-951-0006

FAX:

760-951-0046

ADDRESS:

26540 Vista Road
Suite B
Helendale, CA
92342

MAILING

ADDRESS:

PO BOX 359
Helendale, CA
92342

Visit us on the Web
at:

www.helendalecsd.org





Helendale Community Services District

Date: July 18, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop / Cheryl Vermette
SUBJECT: Agenda item #3
Consent Items

CONSENT ITEMS

- a. Approval of Minutes: June 20 Regular Board Meeting and April 29, Special Board Meeting
- b. Bills Paid and Presented for Approval



Minutes of the Helendale Community Services District
SPECIAL BOARD OF DIRECTORS MEETING FOR
April 29, 2019 at 2:00 PM
26540 Vista Road, Suite C. Helendale, CA 92342

Board Members Present:

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

Staff Members Present:

Kimberly Cox, General Manager
Craig Carlson, Water Operations Manager
Alex Aviles, Wastewater Operations Manager
Sharon Kreinop, Senior Account Specialist

Consultants:

Sunny Kim, Consultant

Members of the Public:

There were no (0) members of the public present.

Call to Order and Pledge of Allegiance

The meeting was called to order at 2:05 p.m. 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 Director Spiller.

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

2. Public Participation

None

3. Workshop – Workshop to review Draft Fiscal Year 2019-2020 Budget

General Manager Cox and Staff reviewed each budget item in detail.

Action: None

4. Adjournment

Action: President Ron Clark adjourned the meeting at 3:47 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.



Minutes of the Helendale Community Services District
REGULAR BOARD OF DIRECTORS MEETING FOR
June 20, 2019 at 6:30 PM
26540 Vista Road, Suite C. Helendale, CA 92342

Board Members Present:

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:

Members of the Public:

There were four (4) members of the public present.

Call to Order and Pledge of Allegiance

The meeting was called to order at 6:35 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 Director Haas.

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

2. Public Participation

Lieutenant Todd Newton, from the San Bernardino County Sheriff's Department, announced he will be retiring and introduced his replacement Lieutenant Jeremy Martinez.

Christian Gunter, Field Representative for First District Supervisor reported that the north and south D St. off ramp will be closed through Monday. Vice President Smith commented that the south off ramp is still open. He reported that the FP 5 fire tax vote was done on the 11th, the Supervisor opposed that, it was extended for another year but without an increase. The Inland Empire experienced the fastest job growth among all Southern California's regional economies for several years running and outpaced the state for 7 consecutive years, we are now approaching a 4% unemployment rate which is a record low. Currently Land Use Services has the Land Use Plan and Community Action Guide released for public review and they are available online at subcounty.gov. The county credit rating has been upgraded to a AA Plus due to fiscal responsibility.

3. Consent Items

- a. Approval of Minutes: June 6, 2019 Regular Board Meeting
- b. Bills Paid and Presented for Approval

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

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

4. Reports

a. Directors' Reports

Director Schneider reported that he and the rest of the board members attended the ASBCSD dinner.

b. General Manager's Report

General Manager Cox reported that this will be the last meeting of the fiscal year, the next Board meeting will be on July 18th. The water rate increase of \$2.18 for residential service will go into effect July 1, the July newsletter will mention this increase. The solid waste increase of \$1.06 for residential customers will go into effect on July 1st. She gave an update on capital projects: the park restroom facility is progressing; the drywall is installed and the scratch coat work has begun. The estimated total costs are approximately \$50,000. An engineer is working on drawings for the potential community center park lot expansion. Staff are putting together details for the water and wastewater buildings, we will have to go through building and safety for approval.

Program Coordinator Vermette gave the Program Report. A representative from Assemblyman Obernolte's office presented a group of Senior Center volunteers with appreciation awards. The second Concert in the Park will be held on July 13th. The CSD will host a Senior Resource Connection workshop on June 21st. We are also hosting a variety of educational programs – Computer Classes every Monday at 10 am, a pruning workshop on June 28th from 6-8 pm, a beginning jewelry making class on Tuesday's beginning on June 25th at 4:30, and an essential oils workshop on June 25th at 6:30 pm. The District will also be holding two driving classes – Smart Start Driving for teens on July 12th at 10 am and a Senior Driving class on July 26th at 10 am. We have also been promoting Burrtec's Right Stuff recycling contest.

Water Operations Manager Carlson gave the Water Report. Staff is continuing meter replacement program. Staff replaced two old a-stops at fairway courts and repaired the pump head on the chlorine pump. We completed monthly inspections and well sounding. Staff met with a contractor to discuss new water ops building layout. We are also working on annual CCR which will be available on our website July 1.

General Manager Cox gave the Admin Report. We had 51 account transfers in May. A graph showing how customers make their payments was shown, the majority, 31% still make their payments in person; 22% pay with autopay, 16% pay on the CSD website; 16% pay using their banks bill pay option; 13% pay by mail; and 3% pay by phone. Water consumption for May 2019 was 49,930 HCF, the average water consumption for a single-family residential service was 14 HCF and the average charges for water on a customer's bill was \$60.71. The average bill for all services (water, sewer and trash) was \$118.81.

General Manger Cox also gave the financial report. The District's new financial support contractor will be here at the next meeting and will present the new format for monthly financial reports. She has been working with staff on implementation of new Tyler Personnel/Payroll module. The District's total cash balance as of May was \$4,634,026. The water fund has a balance of \$168,271 which has

decreased due to the recent water rights purchase; the sewer fund has a balance of \$3,754,255; the Park fund has a balance of \$112,812 and the solid waste fund has a balance of \$416,819.

New Business

5. Discussion and Possible Action Regarding Concurrence on Park Design for Conceptual Drawing
Discussion: General Manager Cox reviewed the sketch for the conceptual drawing for the Community Park. The sketch will include the current facilities at the park and add several features including batting cages, basketball courts, pump track, splash pad, a community center, amphitheater, veteran's memorial, demonstration garden, community garden, dog park, gazebos, and additional restrooms. The estimated cost is \$3,800. The Board discussed the drawing and brought up concerns regarding the scale of the drawing as well as possibly moving the corp yard and adding that space to the park. Director Schneider suggested we have a more comprehensive plan for the corp yard, the new water building and the park rendering as well as the entire park property.
Action: A motion was made by Director Schneider to authorize staff to send the sketch to the architect for the rendering. Director Haas seconded the motion.
Vote: The motion was approved by the following roll call vote: 5 – Yes 0 – No
Director Schneider: Yes; Director Haas: Yes; President Clark: Yes; Vice President Smith: Yes; Director Spiller: Yes

6. Discussion and Possible Action Regarding Adoption of Resolution 2019-10: A Resolution of the Board of Directors of the Helendale Community Services District Approving the Application for Statewide Park Development and Community Revitalization Program Grant Funds
Discussion: The Board discussed the proposed elements of the grant and discussed possibly taking out some of the amenities and asking for less money. They also discussed how we would pay for the construction as this is a reimbursable grant. The Board asked if the District would have to take out loans in order to pay for the projects. General Manager Cox reminded the Board that if we are awarded the grant the Board does not have to accept it. The District will apply for the grant using the list that was provided by staff. General Manager Cox told the Board we can begin working on architectural plans for the Community Center using a pre-manufactured building that would expedite the process.
Action: A motion was made by Director Schneider to adopt Resolution 2019-10: A Resolution of The Board of Directors of The Helendale Community Services District Approving the Application for Statewide Park Development and Community Revitalization Program Grant Funds. The motion was seconded by Vice President Smith.
Vote: The motion was approved by the following roll call vote: 4 – Yes 1 – No
Director Schneider: Yes; Director Haas: No; President Clark: Yes; Vice President Smith: Yes; Director Spiller: Yes

7. Discussion and Possible Action Regarding Review of Helendale Farmers Market Operation and Rules
Discussion: The District has operated the Farmers Market for nine months; the Market Manager and Staff have some proposed changes. The proposed changes include: vendors must register at least 48 hours prior to a market to guarantee a spot, vendors must register for each individual market, vendors can register for markets in advance, vendors are not guaranteed a specific location in the market, vendors must notify the Market Manager/Program Coordinator 24 hours prior to the market, Market

hours can be changed from time to time (Winter hours), the market can be cancelled due to severe weather – cold or wind and vendors will be notified of cancellation and not charged for that day, no one may enter the market in their vehicle after the start of the market, the market is not obligated to provide power, tables, chairs, canopies, etc. and no person shall deface the venue, plants or landscape. Other changes included adding plants, cut flowers, herbs, educational institutions, public services, non-profits, and all entertainment type vendors at no charge; the other changes were minor – adding examples of vendor types to the categories and also adding a notice that this list is not exhaustive of every vendor that will be allowed at the market.

Action: Director Spiller made the motion to approve changes to the Farmers Market rules and fee structure as presented. The motion was seconded by Vice President Smith.

Vote: The motion was approved by the following roll call vote: 5 – Yes 0 – No

Director Schneider: Yes; Director Haas: Yes; President Clark: Yes; Vice President Smith: Yes; Director Spiller: Yes

Other Business

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

Director Schneider requested that Staff start working on a proposal for a master park plan and bring back to the Board in September.

Director Spiller asked to discuss the aesthetics of the building at an upcoming meeting and also asked that the Board discuss graffiti abatement.

9. Adjournment

Action: President Ron Clark adjourned the meeting at 8:03 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 CSD

Bills Paid and Presented for Approval Transaction Detail

Issued Date Range: 06/01/2019 - 06/30/2019

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 251229590 - CBB Checking					
06/03/2019	EFT0002770	To record ETS Fees - #9691	-352.47	EFT	General Ledger
06/03/2019	EFT0002771	To record ETS Fees - #9692	-1,079.59	EFT	General Ledger
06/03/2019	EFT0002772	To record ETS Fees - #557	-86.48	EFT	General Ledger
06/03/2019	EFT0002773	To record EVO Thrift Store CC Fees 23099	-382.36	EFT	General Ledger
06/03/2019	EFT0002774	To record EVO Rec Desk CC Fees 22567	-88.50	EFT	General Ledger
06/06/2019	21931	Beck Oil Inc	-2,353.58	Check	Accounts Payable
06/06/2019	21932	Burrtec Waste Industries Inc	-232.14	Check	Accounts Payable
06/06/2019	21933	Burrtec Waste Industries Inc	-14,450.86	Check	Accounts Payable
06/06/2019	21934	Burrtec Waste Industries Inc	-696.54	Check	Accounts Payable
06/06/2019	21935	CHARLIE BUI	-450.00	Check	Accounts Payable
06/06/2019	21936	City National Bank	-105,041.47	Check	Accounts Payable
06/06/2019	21937	G.A. Osborne Pipe & Supply Inc.	-92.13	Check	Accounts Payable
06/06/2019	21938	Geo-Monitor, Inc.	-585.00	Check	Accounts Payable
06/06/2019	21939	Hank Dyer Electric	-792.94	Check	Accounts Payable
06/06/2019	21940	Henry Spiller	-750.00	Check	Accounts Payable
06/06/2019	21941	Imperial Sprinkler Supply, Inc.	-145.52	Check	Accounts Payable
06/06/2019	21942	Inland Water Works Supply Co.	-1,654.50	Check	Accounts Payable
06/06/2019	21943	Jeff C. Hale	-900.00	Check	Accounts Payable
06/06/2019	21944	Official Payments Corp	-57.30	Check	Accounts Payable
06/06/2019	21945	Parkhouse Tire, Inc.	-2,641.68	Check	Accounts Payable
06/06/2019	21946	Print Mart	-112.99	Check	Accounts Payable
06/06/2019	21947	Rebecca Gonzalez	-375.00	Check	Accounts Payable
06/06/2019	21948	Ron Clark	-750.00	Check	Accounts Payable
06/06/2019	21949	Sandy Haas	-770.32	Check	Accounts Payable
06/06/2019	21950	SB Cnty Dept of Public Works	-230.00	Check	Accounts Payable
06/06/2019	21951	Shred-it USA LLC	-82.07	Check	Accounts Payable
06/06/2019	21952	Siverts Publishing	-150.00	Check	Accounts Payable
06/06/2019	21953	Staples Office Supplies	-261.52	Check	Accounts Payable
06/06/2019	21954	The Woodall Group, Inc	-20.00	Check	Accounts Payable
06/06/2019	21955	Tim Smith	-890.94	Check	Accounts Payable
06/06/2019	21956	Tyler Torres	-300.00	Check	Accounts Payable
06/06/2019	21957	Uline	-771.67	Check	Accounts Payable
06/06/2019	21958	United Site Services	-128.89	Check	Accounts Payable
06/06/2019	21959	UPS	-24.24	Check	Accounts Payable
06/06/2019	21960	USA of So. California	-61.15	Check	Accounts Payable
06/06/2019	21961	ETIC	-1,456.84	Check	Utility Billing
06/06/2019	21962	Southwest Gas Company	-153.31	Check	Accounts Payable
06/06/2019	21963	Southern California Edison	-61.98	Check	Accounts Payable
06/06/2019	21964	Southern California Edison	-1,459.19	Check	Accounts Payable
06/06/2019	21965	Southern California Edison	-60.65	Check	Accounts Payable
06/06/2019	21966	ANGEL HERNANDEZ	-229.39	Check	Utility Billing
06/06/2019	21967	MIKE AMATO	-51.76	Check	Utility Billing
06/07/2019	EFT0002777	To record CalPERS Health Premium Paid	-13,924.88	EFT	General Ledger
06/07/2019	EFT0002790	To record payroll fee payment	-181.52	EFT	General Ledger
06/11/2019	21968	Apple Valley Communications, Inc	-130.00	Check	Accounts Payable
06/11/2019	21969	ASBCSD	-145.00	Check	Accounts Payable
06/11/2019	21970	AVCOM Services Inc.	-107.00	Check	Accounts Payable
06/11/2019	21971	Bank of America	-4,225.05	Check	Accounts Payable
06/11/2019	21972	County of San Bernardino	-24.00	Check	Accounts Payable
06/11/2019	21973	County of San Bernardino, Environmental Health Services	-367.00	Check	Accounts Payable
06/11/2019	21974	Daily Press	-485.20	Check	Accounts Payable
06/11/2019	21975	Frontier Communications	-46.54	Check	Accounts Payable

Bank Transaction Report

Issued Date Range: -

Issued Date	Number	Description	Amount	Type	Module
06/11/2019	21976	Frontier Communications	-108.49	Check	Accounts Payable
06/11/2019	21977	Harbor Freight Tools	-148.19	Check	Accounts Payable
06/11/2019	21978	Heather L. Starstman	-257.40	Check	Accounts Payable
06/11/2019	21979	Konica/Minolta	-183.67	Check	Accounts Payable
06/11/2019	21980	Lowe's	-269.12	Check	Accounts Payable
06/11/2019	21981	Mike Radford	-135.00	Check	Accounts Payable
06/11/2019	21982	On Line	-22.80	Check	Accounts Payable
06/11/2019	21983	O'Reilly Auto Parts	-261.01	Check	Accounts Payable
06/11/2019	21984	Platinum Consulting Group LLC	-1,624.92	Check	Accounts Payable
06/11/2019	21985	Pres-Tech Manufacturers' Reprntatives, Inc	-851.10	Check	Accounts Payable
06/11/2019	21986	Silver Lakes Association	-285.00	Check	Accounts Payable
06/11/2019	21987	State of California Department of Justice	-49.00	Check	Accounts Payable
06/11/2019	21988	Tyler Technologies, Inc.	-137.00	Check	Accounts Payable
06/11/2019	21989	United Site Services	-263.90	Check	Accounts Payable
06/11/2019	21990	MATTHEW ALLEN	-92.65	Check	Utility Billing
06/11/2019	21991	JUSTIN LINK	-165.35	Check	Utility Billing
06/11/2019	21992	SCHROEDER FAM REV LIVING TRUST	-44.36	Check	Utility Billing
06/11/2019	21993	CHRIS HERT	-95.19	Check	Utility Billing
06/11/2019	21994	DOUGLAS D. SCHUBERT	-78.01	Check	Utility Billing
06/11/2019	21995	ALYSSA DUENAS	-106.85	Check	Utility Billing
06/11/2019	21996	DAVID WILLIAMS	-158.02	Check	Utility Billing
06/11/2019	21997	CASEY CAMPBELL	-254.64	Check	Utility Billing
06/12/2019	EFT0002791	To record Sales Tax Pmt - 2nd Quarter Pmt	-2,071.00	EFT	General Ledger
06/13/2019	21998	MARK GIACONE	-550.00	Check	Utility Billing
06/13/2019	EFT0002778	To record CalPERS Pmt Classic PP 4/29/19 - 5/12/19	-5,848.60	EFT	General Ledger
06/13/2019	EFT0002779	To record CalPERS Pmt PEPRA PP 4/29/19 - 5/12/19	-1,020.36	EFT	General Ledger
06/13/2019	EFT0002783	To record CalPERS Pmt 457 Contribution CalPERS Payroll F	-675.00	EFT	General Ledger
06/13/2019	EFT0002787	To record CalPERS Pmt Classic PP 5/13/19 - 5/26/19	-5,848.60	EFT	General Ledger
06/13/2019	EFT0002788	To record CalPERS Pmt PEPRA PP 5/13/19 - 5/26/19	-844.60	EFT	General Ledger
06/13/2019	EFT0002789	To record CalPERS Pmt 457 Contribution PP 5/13/19 - 5/26/19	-625.00	EFT	General Ledger
06/13/2019	EFT0002792	To post Payroll pmt - Dir Deposit	-34,632.72	EFT	General Ledger
06/13/2019	EFT0002793	To post Payroll pmt - PR Tax Pmt	-8,940.61	EFT	General Ledger
06/14/2019	EFT0002794	To record Tasc Flex Claim Pmt	-559.59	EFT	General Ledger
06/20/2019	21999	A&G Instrument Service and Calibration, Inc.	-859.80	Check	Accounts Payable
06/20/2019	22000	ASBCSD	-114.58	Check	Accounts Payable
06/20/2019	22001	Brunick, McElhaney & Kennedy	-5,818.75	Check	Accounts Payable
06/20/2019	22002	Burrtec Waste Industries, Inc.	-49,708.23	Check	Accounts Payable
06/20/2019	22003	Choice Builder	-931.11	Check	Accounts Payable
06/20/2019	22004	County of San Bernardino, Solid Waste Mgmt. Div.	-950.76	Check	Accounts Payable
06/20/2019	22005	Craig Schneider	-783.64	Check	Accounts Payable
06/20/2019	22006	DOS COSTAS COMMUNICATIONS	-800.00	Check	Accounts Payable
06/20/2019	22007	Frontier Communications	-64.88	Check	Accounts Payable
06/20/2019	22008	Frontier Communications	-56.73	Check	Accounts Payable
06/20/2019	22009	Hank Dyer Electric	-491.00	Check	Accounts Payable
06/20/2019	22010	Hartford Life	-595.53	Check	Accounts Payable
06/20/2019	22011	Home Depot Credit Services	-461.73	Check	Accounts Payable
06/20/2019	22012	Mojave Resource Management	-8,931.72	Check	Accounts Payable
06/20/2019	22013	Parkhouse Tire, Inc.	-1,134.15	Check	Accounts Payable
06/20/2019	22014	Paul Harvey	-700.00	Check	Accounts Payable
06/20/2019	22015	Rebecca Gonzalez	-150.00	Check	Accounts Payable
06/20/2019	22016	Robert Collison	-30.42	Check	Accounts Payable
06/20/2019	22017	Sarah S.Merkrlbach	-350.00	Check	Accounts Payable
06/20/2019	22018	Triple C Electric	-10,000.00	Check	Accounts Payable
06/20/2019	22019	Uline	-585.18	Check	Accounts Payable
06/20/2019	22020	United Site Services	-128.89	Check	Accounts Payable
06/20/2019	22021	Verizon Wireless	-666.41	Check	Accounts Payable
06/20/2019	22022	Verizon Wireless	-96.90	Check	Accounts Payable
06/20/2019	22023	Southern California Edison	-2,075.25	Check	Accounts Payable
06/20/2019	22024	Southern California Edison	-976.77	Check	Accounts Payable

Bank Transaction Report

Issued Date Range: -

Issued Date	Number	Description	Amount	Type	Module
06/20/2019	22025	Southern California Edison	-5,401.16	Check	Accounts Payable
06/20/2019	22026	Southern California Edison	-355.98	Check	Accounts Payable
06/20/2019	22027	Aqua-Metric Sales Co.	-3,949.36	Check	Accounts Payable
06/20/2019	22028	Wastewater Technology Trainers	-1,700.00	Check	Accounts Payable
06/20/2019	22029	Rogers, Anderson, Malody & Scott	-11,197.50	Check	Accounts Payable
06/20/2019	22030	Sandy Haas	-770.17	Check	Accounts Payable
06/20/2019	22031	Tim Smith	-816.12	Check	Accounts Payable
06/21/2019	EFT0002795	To record Bank Account Analysis Fees	-506.75	EFT	General Ledger
06/21/2019	EFT0002796	To record payroll fee payment	-181.52	EFT	General Ledger
06/25/2019	22032	Paul Harvey	-2,500.00	Check	Accounts Payable
06/25/2019	22033	REYES INVESTMENT CAPITAL LLC	-10.93	Check	Utility Billing
06/25/2019	22034	CHRISTOPHER B. ROZZELL	-122.70	Check	Utility Billing
06/25/2019	22035	IRENE JOHNSON	-35.56	Check	Utility Billing
06/26/2019	EFT0002799	To record Tasc Flex Claim Pmt	-559.59	EFT	General Ledger
06/27/2019	EFT0002797	To post Payroll pmt - Dir Deposit	-35,395.88	EFT	General Ledger
06/27/2019	EFT0002798	To post Payroll pmt - PR Tax Pmt	-9,390.00	EFT	General Ledger
06/28/2019	22036	Cardmember Services	-1,462.02	Check	Accounts Payable
06/28/2019	22037	Frontier Communications	-78.74	Check	Accounts Payable
06/28/2019	22038	Graham Equipment	-286.40	Check	Accounts Payable
06/28/2019	22039	Imperial Sprinkler Supply, Inc.	-211.67	Check	Accounts Payable
06/28/2019	22040	Infosend	-1,866.91	Check	Accounts Payable
06/28/2019	22041	Inland Water Works Supply Co.	-280.89	Check	Accounts Payable
06/28/2019	22042	Morrow Tire	-72.50	Check	Accounts Payable
06/28/2019	22043	Official Payments Corp	-57.90	Check	Accounts Payable
06/28/2019	22044	Print Mart	-43.19	Check	Accounts Payable
06/28/2019	22045	Shred-it USA LLC	-76.71	Check	Accounts Payable
06/28/2019	22046	Staples Office Supplies	-263.49	Check	Accounts Payable
06/28/2019	22047	SWRCB, DWOCB	-60.00	Check	Accounts Payable
06/28/2019	22048	Top Notch Networking, LLC	-813.98	Check	Accounts Payable
06/28/2019	22049	William T. Kuhlmann	-1,205.99	Check	Accounts Payable
06/28/2019	22050	Southwest Gas Company	-158.76	Check	Accounts Payable
Bank Account 251229590 Total: (142)			-395,373.71		
Report Total: (142)			-395,373.71		

Bank Transaction Report

Bank Account	Count	Amount
<u>251229590 CBB Checking</u>	142	-395,373.71
Report Total:	142	-395,373.71

Cash Account	Count	Amount
<u>99 99-111000 Cash in CBB - Checking</u>	142	-395,373.71
Report Total:	142	-395,373.71

Transaction Type	Count	Amount
Check	120	-272,178.09
EFT	22	-123,195.62
Report Total:	142	-395,373.71



Helendale Community Services District

Date: July 18, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #5
Public Hearing to Receive Comments Regarding Possible Adoption of Resolution 2019-11: 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

STAFF RECOMMENDATION:

Staff recommends approval of Resolution 2019-11. Additionally, staff requests authorization to make any final adjustments based upon payments or other discovery prior to submittal to the County.

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 that comes before the Board on an annual basis.

A standby fee could best be described as a fee for the availability of service. The fee is appropriate due to the fact that capacity in the system is reserved for that parcel and cannot be allocated to another user. Most of these parcels have water and sewer services in close proximity of the property line and the service is available for connection, upon development, to the parcel. This list of parcels who pay the standby fee is modified as new develop occurs in in-fill lot 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 estimated amount of standby fees the District will receive for fiscal year 2019- \$33,000.

As a means of collection, 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 as the County has historically done. This would include the annual collection of sewer and water standby fees. An initial list has been developed and Staff will continue to refine this list prior to submittal to the County by August 12, 2018.

FISCAL IMPACT: Estimated revenue of \$33,000.

POSSIBLE MOTION: Approve Staff recommendation and adopt Resolution 2019-11.

ATTACHMENTS: Resolution 2019-11



RESOLUTION NO. 2019-11

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 12 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 18, 2019, 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 2019-20 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 18th day of July 2019, 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

Date: July 18, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
Discussion and Possible Action Regarding Adoption of Resolution 2019-12: 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 2019-12. 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 nine parcels with outstanding balances. The estimated total amount that is delinquent is \$7,694.39. 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. In the past, payment is usually collected when the house has sold or been refinanced.

Placing the overdue amount onto the County tax bill improves the chances of collection. Last fiscal year the District submitted \$8,195.80 in liens for collection and has received \$3,515.89 from the delinquent accounts collected through the property tax mechanism.

The attached Resolution 20189-12 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 12, 2018.

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 \$235,278.00

Possible Motion: Approve Staff recommendation and adopt Resolution 2019-12.

Attachments: Resolution 2019-12



RESOLUTION NO. 2019-12

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, 2019, 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 2019-20.

Resolution 2019-12 is hereby approved and adopted by the Board of Directors of the Helendale Community Services District at a regular meeting held on July 18, 2019, by the following vote:

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

Ron Clark, President

Sandy Haas, Secretary

Tax roll list FY 2019/20

Account Number	Balance	APN
12-1259-00	\$ 1,108.54	0465-403-03
12-1313-01	\$ 1,109.58	0467-431-01
12-2134-02	\$ 552.57	0467-374-20
12-2176-02	\$ 1,015.52	0465-512-08
12-2664-02	\$ 811.49	0467-291-07
12-2900-01	\$ 809.14	0467-421-33
12-3424-03	\$ 641.35	0467-552-02
12-3763-03	\$ 1,109.98	0465-553-09
12-3769-03	\$ 536.21	0465-521-07

\$ 7,694.38

First Submission 07/15/2019



Helendale Community Services District

Date: July 18, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
Public Hearing to Receive Comments Regarding Possible Adoption of Resolution 2019-13: 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 2019-13. 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 2019-13 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 \$235,278.00 from 2,675 parcels.

Resolution 2019-13 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 2019-20. 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 \$235,278.00

Possible Motion: Approve Staff recommendation and adopt Resolution 2019-12.

Attachments: Resolution 2019-12



RESOLUTION NO. 2019-13

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 2019-2020

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

WHEREAS, 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, 2019, the District published a Notice of Public Hearing concerning the Board’s intent to adopt the Refuse Disposal Land Use Fees for 2019-2020 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 18, 2019, 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 XIIC 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 2019-20 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 18th day of July 2019, 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 18, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #8
Discussion and Possible Action Regarding Expansion of Asphalt Parking Area at Helendale Community Center

STAFF RECOMMENDATION

Staff seeks additional input from the Board.

STAFF REPORT

In November the Board asked Staff to provide an evaluation of costs for paving an area north of the Community Center. This area would provide some additional parking for events at the Community Center as well as a new area for the weekly Farmers' market.

Attached for the Boards' consideration are three options for paving that include 121 to 243 parking spaces each 10'x20' in size. A current estimate for paving 40,000 square foot area would be \$88,000. To pave an 80,000 square foot area would be \$176,000. Striping the parking lot would range from \$1000 to \$1500. Paving would consist of three inches of asphalt material over native soil with the drive areas at the roadway to include some additional base material. At least two of the trees in the memorial grove would need to be relocated to allow for use of the second curb cut to the north of the area as depicted on the drawings. The fence line would also need to be modified slightly. In addition, a retention basin what is of minimal depth would need to be located in one area of the field adjacent to the parking area for water retention as required by county codes, if applicable.

There would need to be some level of county building and safety approval depending upon the size; and possibly a Stormwater Pollution Prevention Plan if the area is more than one acre of disturbance. This would also trigger Best Management Practices (BMP's) to be used at the site up to and including straw waddles around the construction area.

Grading of the area will be required, however, Staff does not yet have an estimate pending discussion with the Board on the desired project size and completion of the engineering drawings depicting elevations.

FISCAL IMPACT:

Engineering Work: \$8700

Paving costs: Estimated \$88,000 to \$176,000

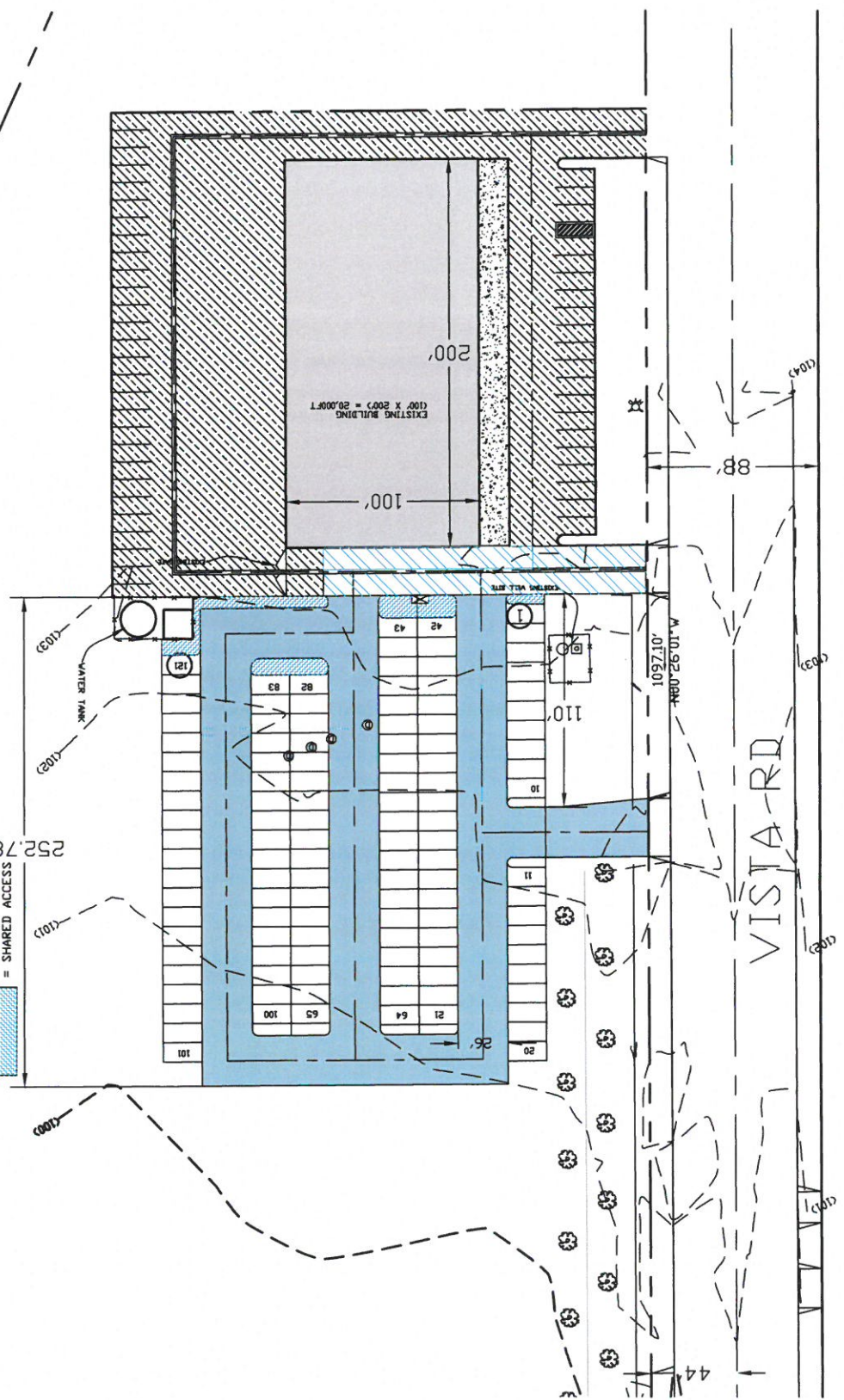
POSSIBLE MOTION: (None provided). Staff is requesting Board Direction

ATTACHMENTS: 3 depiction of paved areas.

NS-18-047E
141262

PARKING = 10' X 20' STALLS

- LEGEND:
- [Hatched Box] = EXISTING BUILDING
 - [Solid Blue Box] = PROPOSED STREET ACCESS
 - [Diagonal Lines Box] = EXISTING ACCESS
 - [Dotted Box] = SHARED ACCESS
 - [Horizontal Lines Box] = SHARED ACCESS



121 Parking Spaces

NS-1804/E
14/2/2017

EROSION CONTROL NOTES:

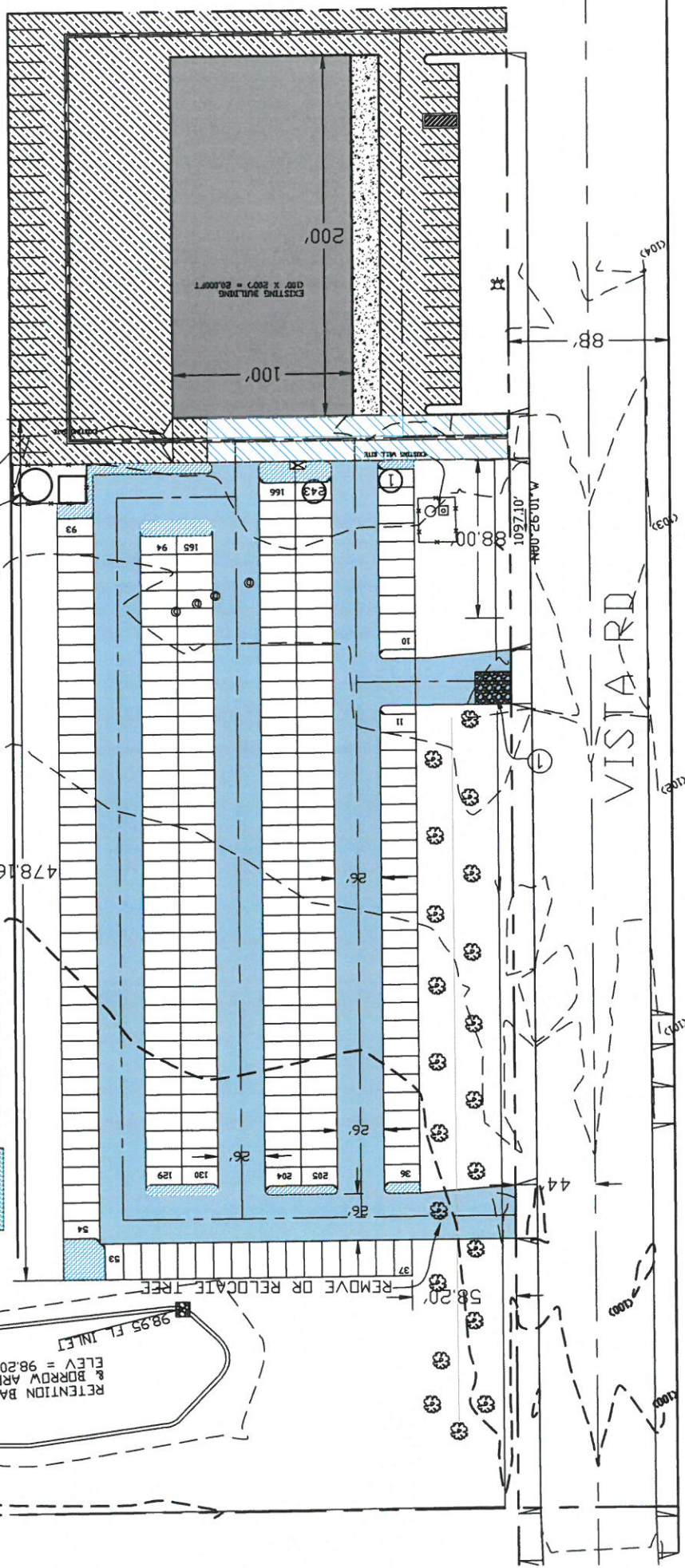
PARKING = 10' X 20' STALLS TOTAL 48,642 FT.

- FIBER ROLL TO BE IN PLACE THROUGHOUT CONSTRUCTION
- ① CONSTRUCTION STABILIZATION ENTRANCE = ①

- ▒ = EXISTING BUILDING
- ▒ = PROPOSED STREET ACCESS TOTAL 40,763 FT.
- ▒ = EXISTING ACCESS
- ▒ = SHARED ACCESS
- ▒ = LANDSCAPING TOTAL 2,571 FT.

= 4' X 4' X 1' ENERGY DISSIPATER FILLED WITH 4-6" ROCK AT EXIT OF V-DITCH

WATER TANK



243 parking Spaces



Helendale Community Services District

DATE: July 18, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Item # 9
Discussion and Possible Action Regarding Selection of Candidates for SDRMA Board

Staff Recommendation

Staff recommends the Board select up to three candidates to represent them on the SDRMA board.

Staff Report

From time to time the Board is requested to select representatives to serve on the various boards with which the District is affiliated. SDRMA provides the District's worker's compensation coverage and property liability coverage.

Presented for your consideration are five candidates for three positions. The candidates are: Bob Swan, Incumbent from Groveland Community Services District; Jesse D. Claypool, Board Chair from Honey Lake Valley Resource Conservation District; Patrick K. O'Rourke, MPA/CFRM, Board Member from Redwood Region Economic Development Commission; Sandy Seifert-Raff Elson, incumbent and Finance Manager/Treasurer from Her long Public Utility District; and James (Jim) M. Hamlin, Board President from Burney Water District.

Possible Motion: Select up to three candidates at the Board's discretion.

Attachments: Material from SDRMA regarding candidates and election process.



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

1112 I Street, Suite 300
Sacramento, California 95814-2865
T 916.231.4141 or 800.537.7790 * F 916.231.4111

Maximizing Protection. Minimizing Risk. * www.sdrma.org

SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for three (3) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2019.

On May 2, 2019, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2017-10 Establishing Guidelines for Director Elections. The Election Committee confirmed that five (5) candidates met the qualification requirements and those names are included on the Official Election Ballot.

Enclosed is the Official Election Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed Official Election Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to three (3) candidates, your agency's governing body must approve the enclosed Official Election Ballot at a public meeting. **Ballots containing more than three (3) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Ballot MUST be sealed and received by mail or hand delivery at SDRMA's office on or before 4:30 p.m. on Wednesday, August 21, 2019 to the address below. A self-addressed, stamped envelope is enclosed. Faxes or electronic transmissions are NOT acceptable.

Special District Risk Management Authority
Election Committee
1112 "I" Street, Suite 300
Sacramento, California 95814

4. The four-year terms for newly elected Directors will begin on January 1, 2020 and terminate on December 31, 2023.
5. Important balloting and election dates are:

August 21, 2019:	Deadline for members to return the signed Official Election Ballot
August 22, 2019:	Ballots are opened and counted
August 23, 2019:	Election results are announced, and candidates notified
September 25, 2019:	Newly elected Directors are introduced at the SDRMA Annual Breakfast to be held in Anaheim at the CSDA Annual Conference
November 6-7, 2019:	Newly elected Directors are invited to attend SDRMA board meeting (Sacramento)
January 2020:	Newly elected Directors are seated, and Board officer elections are held

If you have any questions regarding the election and balloting process, please do not hesitate to call SDRMA's Chief Operating Officer Paul Frydendal at 800.537.7790.

**OFFICIAL 2019 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS**

VOTE FOR ONLY THREE (3) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 4:30 p.m., Wednesday, August 21, 2019. Faxes or electronic transmissions are NOT acceptable.

- BOB SWAN (INCUMBENT)**
Board Member, Groveland Community Services District

- JESSE D. CLAYPOOL**
Board Chair, Honey Lake Valley Resource Conservation District

- PATRICK K. O'ROURKE, MPA/CFRM**
Board Member, Redwood Region Economic Development Commission

- SANDY SEIFERT- RAFFELSON (INCUMBENT)**
Finance Manager/Treasurer, Herlong Public Utility District

- JAMES (Jim) M. HAMLIN**
Board President, Burney Water District

ADOPTED this ____ day of _____, 2019 by the Helendale Community Services District at a public meeting by the following votes:

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

ATTEST:

APPROVED:

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* Bob Swan

District/Agency Groveland Community Services District (GCSD)

Work Address P.O. Box 350, Groveland, CA 95321

Work Phone (209) 962-7161

Home Phone (408) 398-4731

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I am a current Board member. I would like to be elected to a second term because:

1. As a board member of Groveland CSD, I am particularly aware of the great value that smaller districts get from SDRMA, and I'd like to continue to do my part to make sure that this important agency continues to operate smoothly and stably into the indefinite future.
2. The insurance market in California (and nationwide) is going through a period of rapid change. The Board and staff are engaged in a major re-evaluation of SDRMA's approach to fulfilling its mission of providing cost-effective risk management services to its members. I believe that it is important to maintain Board continuity in this effort.
3. SDRMA Board members are either board members ("electeds") or employees of a member agency. I think there is value in having a balance between elected and employee Board members. The Board seats that are NOT up for election are currently 3 employees / 1 elected. I'd like to make sure the new Board has at least 2 elected members.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

1. SDRMA Board Member since 2016. This year (2019), I serve as Secretary. During our "no CEO" period in late 2017 - early 2018, I was a member of the ad hoc Personnel Committee. I am also a member of the Alliance Executive Council, and a backup member of the Legislative Committee.
2. Groveland CSD Board Member since I was appointed in June 2013. For the years 2014-2018, I served as Board President. (We finally implemented mandatory rotation of the office in 2019).
3. Member of the Board of Southside Community Connections, a local nonprofit in Groveland that provides educational, social, and recreational services to seniors, as well as free transportation to those who cannot drive.
4. Board Member (currently Treasurer) of Pine Cone Performers, a local choral and acting group, since 2010.
5. Back during my work life, I was a corporate representative on an IEEE standards committee concerned with wireless networking. It was very educational being on a committee where the members had widely differing (competing) goals.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

History: BS Physics, MS Computer Science. 3 years in USAF. 30 years in the semiconductor industry, first as an engineering manager, later as a business unit manager. Now retired (so I have plenty of time).

Skills, etc.: Very familiar with financial reports, cost accounting, quantitative analysis. Working knowledge of modern computer and communications technology. Managed distributed organizations with up to 150 technical people and up to \$120M in annual sales. Pretty good at listening to different views, and helping to achieve consensus (or, at least, compromise).

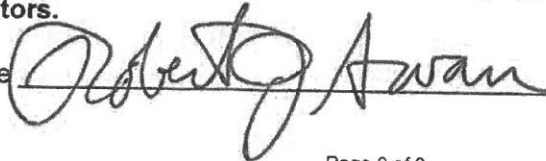
What is your overall vision for SDRMA? (Response Required)

Well, obviously I support our (newly revised) vision statement: "To be the exemplary public agency risk pool of choice for California special districts and other public agencies". In order to achieve this vision, I believe the key issues are:

1. Maintain long term financial stability. This includes ensuring that there is a fair allocation of cost versus risk across the pool membership.
2. Continue to retain / acquire highly qualified staff, and ensure that this is a desirable place to work.
3. Remember who are our target clientele, which in my opinion are small to mid-sized districts with limited options for insurance.
4. In light of ever-evolving California workers-compensation law, expand risk-management training even further than we now provide.
5. Maintain good relations with our re-insurers (who insulate us from catastrophe). In the long run, explore the possibility of joining a "captive" re-insurer to improve stability.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature

 Date 4-24-2019

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* Jesse D. Claypool
District/Agency Honey Lake Valley Resource Conservation District
Work Address USDA Service Center 170 Russell Avenue, Suite C Susanville, CA 96130
Work Phone 530-257-7271 ext 100 Home Phone 530-310-0232

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

My interest for being on the SDRMA Board of Directors is because I believe it is imperative for there to be a knowledgeable and experienced voice on the Board with the perspective of the small to mid-size special district, working together with the other SDRMA Board Members, to ensure relevant—affordable solutions are available to all size special districts.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I am currently serving my fifth (5th) consecutive term as Chairman of the Board of a special district. I served two (2) yrs. on a Technical Advisory Committee for the prevention of violence against schools K-12. I served one (1) term on an elementary school board. I am currently serving my second (2nd) consecutive term on CSDA's committee for Professional Development. I am currently serving my sixth (6th) consecutive term on the board of a Regional Water Management Group. I am currently serving my second (2nd) consecutive term on CSDA's committee for Member Services. I am currently serving as a member of the County's Civil Grand Jury.

I have attended and completed the California School Board Association's New Board Member Training. I have Certificates of Completion from CSDA for General Manager Evaluation, Exercising Legislative Authority and Achieving Transparency. I attended and completed CSDA's Extraordinary Leader training. I attended and completed CSDA's Special District Leadership Academy and I have received CSDA's Recognition in Special District Governance certificate.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**


My experience with special districts and governance, belief in the importance of quality governing policies, the ability to work effectively with the other board members and staff and a desire to give back to SDRMA and its membership will be what I bring to the SDRMA Board of Directors.

What is your overall vision for SDRMA? (Response Required)

For SDRMA to continually advance as an industry leader providing affordable solutions for special districts of any size enabling them to be effective within the communities they serve.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4-26-19

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* Patrick K. O'Rourke, MPA/CFRM
District/Agency Redwood Region Economic Development Commission (RREDC)
Work Address 520 E Street Eureka, CA 95501
Work Phone 707-445-9651 Home Phone 707-726-6700

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I have considerable interest, knowledge, and experience in board leadership; board service; and board governance/policy development & oversight in for-profits, nonprofits, a joint powers authority/SDRMA member organization, and as an elected city councilman. I also have considerable experience (as a top-level executive board leader and manager) in organizational risk management and risk mitigation/prevention. I would like to share my knowledge, skills, abilities, and experience in service to SDRMA members, via my service on SDRMA's board of directors. I believe that my knowledge, experience, and dedication to excellence and implementation of best practices in governance and policy development/oversight will serve SDRMA well, and will assist SDRMA in maintaining its "Excellence" accreditation via the California Association of Joint Powers Authorities (CAJPA).

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Having served in board leadership roles (25+ years in for-profit entities; 25+ years in nonprofit & private/public foundations; and 2+ years in a Joint Powers Authority [SDRMA member organization]), I am well-versed and experienced in board governance; policy development; financial statement analysis and budget review; executive management search/selection, oversight and evaluation; organizational risk management/mitigation; litigation oversight; and best practices in organizational governance. At SDRMA member organization, Redwood Region Economic Development Commission (RREDC), I have served as 2019 Immediate Past Chair; 2018 Board Chair; 2017 Vice Chair; Chair of Executive Committee; and Member of the Loan Committee. I have in-depth knowledge of policy governance (Culver, et al.); I am an advocate for transparency & best practices; and I am knowledgeable & experienced in California's Ralph M. Brown Act and Roberts Rules of Order. I have also served in board governance and board leadership roles in several nonprofit organizations and in both public and private foundations, including as Board Chair (12+ years) and in President & Vice President roles. I have also Chaired Search/Selection committees; Public Relations committees; Fund Development committees; and Finance/Audit committees.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

Besides holding a Master of Public Affairs degree, with a specialty in nonprofit management; having completed all coursework and written/oral exams (all except dissertation) for a PhD in Mass Communication, with a specialty in public relations and a cognate in organizational communication management, I have several other directly-relevant skills/talents/experience including: I am expertly adept at executive-level relationship development and stewardship, and have served as an organizational & industry advocate and liaison working closely with community organizations, local/county/state elected officials, and public/private entities/organizations and foundations. I am expertly adept at financial and operational analysis, and at asset/portfolio management and risk mitigation. I have taught for-credit university courses in corporate leadership; in entrepreneurial leadership research and practice; as well as having published peer-reviewed academic research on leadership in public relations.

What is your overall vision for SDRMA? (Response Required)

My vision for SDRMA would be for SDRMA to continue to add value to its members; operate with the highest ethical practices and transparency; continue in providing excellence in service, education, safety and compliance training; help members to mitigate and reduce risk; provide expedient claims review and response; provide members with state-of-the-art education and information; educate members to minimize losses/risk in member workplaces; and to continue to provide members with comprehensive coverage for property/liability, workers comp, and health benefits.

I would envision SDRMA management and staff enjoying a quality of life that will ensure their happiness and continue an atmosphere of dedicated service to SDRMA members. I would also envision that SDRMA will continue to operate with efficiencies that minimize costs/expenses, continue to enable SDRMA to maintain competitive premium rates, and (when possible) lower organizational and member costs. I would also envision a governing board that embraces and employs best governing practices in all areas of policy development; executive management oversight; financial review/audit; and in investing and spreading portfolio assets to minimize portfolio investment risks and maximize return on investments. Finally, I would envision SDRMA, and its management team/staff, operating in ways that will continue to earn accreditation "Excellence" from the California Association of Joint Powers Authorities (CAJPA).

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____

Date

3/25/1955 2019

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates. No statements are endorsed by SDRMA.

Candidate* Sandy Seifert-Raffelson

District/Agency Herlong Public Utility District

Work Address 447-855 Plumas St., P o Box 115, Herlong, CA 96113

Work Phone (530) 827-3150 Cell Phone (530) 310-4320

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors?

I am a current Board member of SDRMA and feel that I have added my financial background to make better informed decisions for our members. As a Board member, I continue to improve my education of insurance issues and look forward to representing small District's and Northern California as a voice on the SDRMA Board. I feel I am an asset to the Board with my degree in Business and my 30 plus years' experience in accounting and auditing.

I understand the challenges that small District face every day when it comes to managing liability insurance, worker's compensation and health insurance for a few employees with limit revenue and staff. My education and experience give me an appreciation of the importance of risk management services and programs, especially for smaller District that lack expertise with insurance issues on a daily basis.

I feel I am an asset to this Board, and would love a chance to stay on 4 more years!

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

While serving on the SDRMA Board, I have been privilege to be Secretary of the Board for two years, and currently the Vice-President. I have served on CSDA's Audit and Financial Committee's for 6 years; I have served on the SDLF Board; Northeastern Rural Health Clinic Board; Fair Board; School and Church boards; 4-H Council and leader for 15 years; and UC Davis Equine Board. In the past 25 years, I have learn that there is no "I" in Board and it can be very rewarding to be part of a team that makes a difference for others.

As part of my many duties working with Herlong PUD, I worked to form the District and was directly involved with LAFCo, Lassen County Board of Supervisors and County Clerk to establish the initial Board of Directors and first Policies for HPUD. I have administered the financial portion of 2 large capital improvement project with USDA as well as worked on the first ever successful water utility privatization project with the US Army and Department of Defense. I am currently working on a 4.2 million grant from California for new infrastructure for the small District HPUD absorb through LAFCo in 2017. I am also the primary administrator of a federal contract for utility services with the Federal Bureau of Prison and the US Army.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

I have my Bachelor's Degree in Business with a minor in Sociology. I have audited Small Districts for 5 years, worked for a Small District for almost 15 years and have over 30 years of accounting experience. I am a good communicator and organizer. I have served on several Boards and feel I work well within groups or special committee. I am willing to go that extra mile to see things get completed.

I believe in recognition for jobs well done. I encourage incentive programs that get members motivated to participate and strive to do their very best to keep all losses at a minimum and reward those with no losses.

I have completed my Certificate for Special District Board Secretary/Clerk Program in both regular and advance course work through CSDA and co-sponsored by SDRMA. I have completed the CSDA Special District Leadership Academy and Special District Governance Academy. I am in the processes of getting my small District re-certified for their District of Transparency and hope one day to attain our District of Distinction.

I work for a District in Northeastern California that has under gone major changes from a Cooperative Company to a 501c12 Corporation, to finally a Public Utility District. I have worked with LAFCo to become a District. Also our small District consolidated another small District into our District. Through past experience I feel I make a great Board member representing the small districts of Northern California and their unique issues and will make decisions that would help all rural/small districts.

What is your overall vision for SDRMA?

For SDRMA to be at the top of the risk management field and to continue communicating and listening to the needs of all California Special Districts and meeting those needs at a reasonable price that Special Districts can afford. I would like to continue education and rewards for no claims and explore avenues of financial endeavors that will benefit our customers.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature *Sandy Seifert-Raffelson* Date 4/16/19

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates
– no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* James (Jim) M. Hamlin
District/Agency Burney Water District
Work Address 20222 Hudson St. Burney, Ca. 96013
Work Phone (530) 335-3582 Cell Phone _____

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

Hope to serve and help with decisions being made to both strengthen SDRMA and
move into new areas. Our districts are facing new challenges constantly.

**What Board or committee experience do you have that would help you to be an effective Board Member?
(SDRMA or any other organization) (Response Required)**

See Next

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

September 1972 until January 2014, owned and operated a Insurance brokerage
Sold business and retired.

Board Member of Mayers Memorial Hospital District From 1990 until 2014
Served on the Associal of Hospital Districts for six years.

Served on the board of Burney Water District the previous six years. Current
Serving on Mayers Memorial Hospital Financial Board.

What is your overall vision for SDRMA? (Response Required)

SDRMA Board must be strong and protect the concerns of their members. Need
to have a listening ear for the districts that are represented. Need to
use caution when jumping into new areas, not jepordise their strong programs
and beliefs for new programs.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature Jamies M Hamble Date 3-27-2019