

26540 Vista Road, Suite C, Helendale, CA 92342

## REGULAR BOARD MEETING Thursday, August 4, 2022 at 6:30 PM

## SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY

Pursuant to the provisions of Assembly Bill 361 which amended certain provisions of the Brown Act regarding teleconference meetings during periods of statewide emergencies, and as a precaution to our Board of Directors, District staff, and general public as a result of the ongoing COVID-19 pandemic, Helendale Community Services District will hold this meeting of its Board of Directors both in-person at the District Office located at 26540 Vista Road, Suite C, Helendale, California, and via teleconference. This meeting is open to the public in person or via virtual interface and can be accessed by clicking on the link below: <a href="https://attendee.gotowebinar.com/register/49040826232191246">www.zoom.com</a> Meeting ID 463 173 8547 Passcode: HCSD. <a href="https://attendee.gotowebinar.com/register/49040826232191246">https://attendee.gotowebinar.com/register/49040826232191246</a> (Dial-in instructions will be provided after registering at the link above)

## Call to Order - Pledge of Allegiance

## 1. Approval of Agenda

## 2. Public Participation

Anyone wishing to address any matter pertaining to District business listed on the agenda or not, may do so at this time. However, the Board of Directors may not take action on items that are not on the agenda. The public comment period may be limited to three (3) minutes per person. Any member wishing to make comments may do so by filling out the speaker's card in person or using the "raise the hand" or "chat" feature. If viewing remotely a speaker's card may be filled out at the following link:

<a href="https://www.surveymonkey.com/r/HKGNLL8">https://www.surveymonkey.com/r/HKGNLL8</a> or use the features referenced above. The District requests that all speaker cards be submitted at any time prior to the close of public participation.

## 3. Consent Items

- a. Approval of Minutes: July 21 Regular Board Meeting
- b. Bills Paid Report
- c. June Financials
- d. Resolution 2022-01J: A Resolution of the Board of Directors of the Helendale Community Services District Re-Ratifying the Proclamation of a State of Emergency by Governor Newsom, Declaring That Local Emergency Conditions Persist, and Re-Authorizing Remote Teleconference Meetings of the Board of Directors and Its Standing Committees for the Period August 4, 2022, to September 1, 2022, Pursuant to Brown Act Provisions

### 4. Reports

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

## **Regular Business:**

- Discussion and Possible Action Regarding Approval of Directors' Expense Reports
- 6. Public Hearing to Receive Comments Regarding Possible Adoption of Resolution 2022-14: A Resolution of the Board of Directors of the Helendale Community Services District Authorizing the Establishment and Continuation of Collection of Water and Sewer Standby Charges for Fiscal Year 2022
- Public Hearing to Receive Comments Regarding Possible Adoption of Resolution 2022-16: A Resolution of the Board of Directors of the Helendale Community Services District Confirming, or Modifying and Then

Agenda: August 4, 2022

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

- **8.** Public Hearing to Receive Comments Regarding Possible Adoption of Resolution 2022-15: A Resolution of the Board of Directors of the Helendale Community Services District Authorizing the Establishment and Continuation of Collection of Refuse Disposal Land Use Fees for Fiscal Year 2022-2023
- 9. Discussion and Possible Action Regarding Use of Property for Circus Event

## **Other Business**

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

## **11.** Adjournment

Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is sought in order to participate in the above agendized 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.



Date:

August 4, 2022

TO:

**Board of Directors** 

FROM:

Kimberly Cox, General Manager

SUBJECT:

Agenda item #3

**Consent Items** 

## **CONSENT ITEMS**

a. Approval of Minutes: July 21

- b. Bills Paid Report
- c. June Financials
- d. Resolution2022-01J:



Date: August 4, 2022 TO: Board of Directors

FROM: Kimberly Cox, General Manager

BY: Cheryl Vermette SUBJECT: Agenda item #3a

Minutes from Board meeting 7/21/2022



## Minutes of the Helendale Community Services District REGULAR BOARD OF DIRECTORS MEETING

July 21, 2022, at 6:30 PM 26540 Vista Road, Suite C. Helendale, CA 92342

## SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY

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

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

### **Board Members Roll Call:**

**Present:** President Tim Smith (via Zoom); Vice President Henry Spiller; Secretary, Sandy Haas (arrived at 6:46 pm); Director Ron Clark, Director Craig Schneider

#### **Staff Members Present:**

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

#### **Consultants:**

Steve Kennedy, Legal Counsel (via Zoom)

#### Members of the Public:

There 14 members of the public attending via Zoom and 9 members of the public attending in person.

### Call to Order and Pledge of Allegiance

The meeting was called to order at 6:32 pm by President Smith, after which the Pledge of Allegiance was recited.

## 1. Approval of Agenda

**Discussion:** General Manager requested to add an item to closed session: Conference with Real Property Negotiators (Government Code Section 54956.8); Property: 26538 Lakeview Dr.; District Negotiator: Kimberly Cox Negotiating Parties: Billy Dempsey, MD7; Under Negotiation: Price and terms of Payment.

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

**Vote:** The motion carried by the following roll call vote: 4 - Yes; 0 - No; 1- Absent. President Smith-Yes; Vice President Spiller-Yes; Director Clark -Yes; Director Schneider -Yes; Director Haas -Absent

#### 2. Public Participation

San Bernardino County Sherriff Department Captain Jeremy Martinez discussed crime statistics in Helendale and answered residents' questions.

President Smith called for a brief recess at 7:15 pm. The meeting resumed at 7:21 pm.

#### 3. Consent Items

- a. Approval of Minutes: June 16, Regular Board Meeting
- b. Bills Paid Report
- c. May Financials
- d. Resolution 2022-11: A Resolution of the Board of Directors of the Helendale Community Services District Re-Ratifying the Proclamation of a State of Emergency by Governor Newsom, Declaring That Local Emergency Conditions Persist, and Re-Authorizing Remote Teleconference Meetings of the Board of Directors and Its Standing Committees for the Period July 21, 2022, to August 4, 2022, Pursuant to Brown Act Provisions

**Motion:** Director Schneider made a motion to approve the consent items as presented. Director Clark seconded the motion.

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

## 4. Reports

a. Directors' Report

Director Schneider reported that he attended the comedy event at the CSD on July 8<sup>th</sup>. The event raised \$500 for the Park & Rec Department.

Director Clark reported that the Hot August Nights Concert in the Park is coming up

Vice President Spiller reported that he heard a lot of positive comments about the last concert.

b. General Managers Report

General Manager Cox reported that interested members of the public can "pull" papers at the District Office for the upcoming election. The Clerk of the Board can provide election packet to candidates. Staff has no other involvement in the election process. She also reported that National Night Out is coming up on Tuesday, August 2<sup>nd</sup>.

Water Operations Manager Carlson reported that Staff completed the monthly coliform report, completed all monthly inspections for July, are working on the water master report, started annual flushing program, and has been performing hydrant maintenance. Staff also repaired a service line leak on Hummingbird In. Carlson then gave an update on Well 1A and shared pictures with the Board.

General Manager Cox gave the Administrative Update. There were 37 account transfers in June, she showed a map of where those transfers occurred. She also presented a graph showing Thrift Store sales by month and another showing sales by fiscal year.

## **Regular Business**

5. Discussion and Possible Action Regarding Approval of Directors' Expense Reports

**Discussion:** Revisions to the expense reporting was adopted as Resolution 2022-09. Previous Expense Reports that had been pulled from consent are included for approval (April 21 – June 16). The expense report has been modified to include a column to notate if a director is requesting compensation for a phone call.

**Action:** Director Schneider made a motion table this item until the next Board Meeting. Director Clark seconded the motion.

**Vote:** The motion carried by the following roll call vote: 5 - Yes; 1 - No. President Smith-Yes; Vice President Spiller-Yes; Director Clark - Yes; Director Schneider - Yes; Director Haas - No

6. Discussion and Possible Action Regarding Approval of Open Purchase Orders Discussion: This item comes to the Board annually. Expenditures that are over the General Managers signing authority and items that are not covered by any other contracts, not regulatory or utility fees are included. These expenditures are primarily for goods and services. Staff will be able to spend up to the Board approved amount, if amount is more an additional request will be made. Vendors requested to be included in the open purchase orders include Aqua Metrics for \$125,000 (per CIP), BMK Legal for \$65,000 (no change); Beck Oil for \$47,000 (estimate); and Inland Water Works for \$70,000 (no change). Action: Director Clark made a motion to approve open purchase orders as outlined in the Staff Report. Vice President Spiller seconded the motion.

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

7. Discussion and Possible Action Regarding Action Regarding Annual CalPers Unfunded Liability Payment Discussion: Each year District receives unfunded amount from PERS. There is a short window to pay the amount, or it rolls into the overall amount. An estimated amount is programmed into the budget each year. FY23 budget include \$30,355 the actual amount is \$44,670 (\$42,555 for Classic and \$2,115 for PEPRA). Prepayment of the unfunded amount saves 3.5% interest. This payment must be paid by July 31. Staff has requested an updated accumulated Unfunded Liability report from the actuarial department. The last estimate was approximately \$400,000.

**Action:** Director Schneider made the motion to approve a payment in the amount of \$44,670 for the Pers unfunded liability payment. Director Clark seconded the motion.

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

8. Discussion and Possible Action Regarding Adoption of Resolution 2022-13: A Resolution of the Helendale Community Services District Establishing the Statement of Investment for Fiscal Year 2023

Discussion: The guiding principles for the Districts investments are safety, liquidity, and yield. The District has relied on safe investment strategies for the past 3 years due to volatility and low returns on the

investment market. The District currently has funds in Citizens Business Bank for day-to-day operations and current capital needs; Desert Community Bank for Thrift Store cash deposits; and Local Agency Investment Fund (LAIF). The District can invest up to \$40 million in LAIF and cannot lose principle. Government Code 53600.3 outlines the requirements for public agency investments establishing the standard of "prudent investor." Government Code 53646 requires an annual review of the District's investment policy in a public meeting as stated in Sec. 9. The Investment Policy outlines how the District's funds can be invested and is a critical document representing the District's commitment to protecting the public's funds. General Manager Cox presented charts of the District funds by depository. Diversification options were discussed in 2021, at the time the options presented were paying off debt, which has been completed; re-financing debt which has been completed; opening a pension trust fund which will be brought to the Board at a future meeting; and investing in LAIF or LAIF like investment fund which has been completed. In the past year LAIF has yielded \$7902 in interest on \$3 million. Staff will be transferring \$2 million to CLASS investment JPA. CLASS offers the same investment protections as LAIF. CSDA and League of California Cities preferred investment partner. The Board asked the General Manager to get a list of local agencies that are using CLASS.

**Action:** Director Schneider made the motion to approve Resolution 2022-13 Adopting the Statement of Investment Policy for FY23. Director Clark seconded the motion.

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

#### Other Business

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

Vice President Spiller called for a brief recess at 8:09 pm. Closed Session was called to order at 8:17 pm.

#### **10.** Closed Session

**Conference with Real Property Negotiators** 

(Government Code Section 54956.8)

Property: 15302 Smithson

District Negotiator: Kimberly Cox Negotiating Parties: Jeff Steifel

Under Negotiation: Price and Terms of Payment

**Conference with Real Property Negotiators** 

(Government Code Section 54956.8)

**Property: Water Rights** 

**District Negotiator: Kimberly Cox** 

Negotiating Parties: Victorville Water Department Under Negotiation: Price and Terms of Payment

Conference with Real Property Negotiators

(Government Code Section 54956.8)

Property: 26538

**District Negotiator: Kimberly Cox** 

Negotiating Parties: Billy Dempsey, MD7

**Under Negotiation: Price and Terms of Payment** 

Vice President Spiller adjourned the closed session at 9:14 pm

## 11. Report of Closed Session Items

Legal Counsel Kennedy reported that the Board met in closed session and gave Staff direction. There was no other reportable action resulting from the closed session items.

## 12. Adjournment

President Smith adjourned the meeting at 9:15 pm

Submitted by:	Approved by:
Tim Smith, President	Sandy Haas, Secretary

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



Date:

August 4, 2022

TO:

**Board of Directors** 

FROM:

Kimberly Cox, General Manager

BY:

**Sharon Kreinop** 

SUBJECT:

Agenda item #3b

**Bills Paid Report** 



Date:

August 4, 2022

TO:

**Board of Directors** 

FROM:

Kimberly Cox, General Manager

BY:

Sharon Kreinop, Senior Account Specialist

SUBJECT:

Agenda item #3 b

Consent Items: Updated Bills Paid and Presented for Approval

## **STAFF RECOMMENDATION:**

Updated Report Only. Receive and File

### **STAFF REPORT:**

Staff issued 65 checks and 9 EFT's totaling \$460,027.61

Total Cash Available:

<u>8/01/22</u>

7/18/22

Cash

\$5,940,539.11

\$6,139,376.60

Checks/EFT's Issued

\$ 460,027.61

\$ 237,201.64

## **Investment Report**

The Investment Report shows the status of the invested District funds. The current interest rate is 0.07% for LAIF and 0.10% for the CBB Sweep Account for July 2022. Interest earned July 2022 on CBB Sweep Account is 226.15



## Helendale CSD

## **Bills Paid and Presented for Approval**

Transaction Detail
Issued Date Range: 07/18/2022 - 08/01/2022

Cleared Date Range: 3

Issued					
Date	Number	Description	Amount	Туре	Module
Bank Account: 2 07/18/2022	51229590 - CBI 25488		400 25	Charle	Accounts Doughlo
07/18/2022	25489	Amazon Capitol Services	-498.35 -124.57	Check Check	Accounts Payable
07/18/2022	<u>25490</u>	Helendale Community Services District	-1,872.12	Check	Accounts Payable Accounts Payable
07/18/2022	<u>25490</u> <u>25491</u>	Infosend, Inc  Mobile Occupational Services, Inc.	-1,872.12	Check	Accounts Payable
07/18/2022	<u>25492</u>	USA of So. California	-110.65		Accounts Payable
07/18/2022	25493		-1,204.00	Check Check	Accounts Payable
07/18/2022	<u>25494</u>	Zenith Insurance Company	-23,26	Check	Accounts Payable
07/18/2022	25495	Amazon Capitol Services	-40.00	Check	Accounts Payable
07/18/2022	2549 <u>6</u>	ASBCSD Frontier Communications	-70.38	Check	Accounts Payable
07/18/2022	25497	Frontier Communications	-62.31	Check	Accounts Payable
07/18/2022	25498		-1,477.94	Check	Accounts Payable
07/20/2022	<u>25499</u>	Sonic Systems, Inc California State Disbursement Unit	-230.76	Check	Accounts Payable
07/20/2022	25500	State of California - Franchise Tax Board	-50.00	Check	Accounts Payable
07/20/2022	25501	DEBBIE STEPHENS	-336.00	Check	Utility Billing
07/20/2022	25502	FRANK HERNANDEZ	-214.61	Check	Utility Billing
07/20/2022	25503	CHARLES FLANAGAN	-215.50	Check	Utility Billing
07/20/2022	25504	RANDOLPH M. CANTU	-50.46	Check	Utility Billing
07/21/2022	25505	County of San Bernardino, Solid Waste Mgmt. Div.	-1,078.59	Check	Accounts Payable
07/21/2022	25506	Home Depot Credit Services	-2,306.23	Check	Accounts Payable
07/21/2022	25507	Konica Minolta	-500.86	Check	Accounts Payable
07/21/2022	25508	Lawson Products, Inc.	-33.86	Check	Accounts Payable
07/21/2022	25509	Lowe's Inc.	-4,224.18	Check	Accounts Payable
07/21/2022	25510	USA Blue Book	-368.36	Check	Accounts Payable
07/21/2022	25511	Verizon Wireless	-651.23	Check	Accounts Payable
07/21/2022	25512	Verizon Wireless	-106.32	Check	Accounts Payable
07/21/2022	25513	Alma Laura Esquivel	-1,215.00	Check	Accounts Payable
07/21/2022	25514	Amazon Capitol Services	-94.79	Check	Accounts Payable
07/21/2022	25515	Chris Farmer	-1,950.00	Check	Accounts Payable
07/21/2022	25516	Chris Urmston	-200.00	Check	Accounts Payable
07/21/2022	25517	Citizens Business Bank	-149,447.45	Check	Accounts Payable
07/21/2022	25518	Hach Company	-3,142.00	Check	Accounts Payable
07/21/2022	25519	Inland Water Works Supply Co.	-211.19	Check	Accounts Payable
07/21/2022	25520	Konica Minolta	-728.31	Check	Accounts Payable
07/21/2022	25521	Lakeside Heating and Air Conditioning	-504.00	Check	Accounts Payable
07/21/2022	25522	Lawson Products, Inc.	-14.87	Check	Accounts Payable
07/21/2022	25523	Paul Harvey	-1,000.00	Check	Accounts Payable
07/21/2022	<b>2</b> 5 <b>5</b> 24	Provident Agency, Inc	-1,887.00	Check	Accounts Payable
07/21/2022	25525	Pyro Spectaculars Inc.	-2,923.00	Check	Accounts Payable
07/21/2022	25526	San Bernardino County Fire Protection District	-1,045.00	Check	Accounts Payable
07/21/2022	25527	USA Blue Book	-544.70	Check	Accounts Payable
07/21/2022	25528	Insituform Technologies, LLC	-45,100.00	Check	Accounts Payable
07/22/2022	<u>25529</u>	Ornnell Fire Sprinkler, Inc	-1,000.00	Check	Accounts Payable
07/22/2022	25530	Ornnell Fire Sprinkler, Inc	-1,000.00	Check	Accounts Payable
07/26/2022	25531	High Desert Underground Inc	-33,450.00	Check	Accounts Payable
07/26/2022	25532	High Desert Underground Inc	-33,450.00	Check	Accounts Payable
07/26/2022	25533	ACI Payments, Inc	-57.80	Check	Accounts Payable
		-			

## **Bank Transaction Report**

issued Date	Number	Description	Amount	Туре	Module
07/26/2022	25534	Burrtec Waste Group, Inc	-13,250.51	Check	Accounts Payable
07/26/2022	<u>25535</u>	Cardmember Services	-1,625.42	Check	Accounts Payable
07/26/2022	<u>25536</u>	High Desert Underground Inc	-2,386.00	Check	Accounts Payable
07/26/2022	<u>25537</u>	Burrtec Waste Group, Inc	-48,525.44	Check	Accounts Payable
07/27/2022	<u>25538</u>	Eide Bailly LLP	-1,354.65	Check	Accounts Payable
07/27/2022	<u>25539</u>	Amazon Capitol Services	-186.01	Check	Accounts Payable
07/27/2022	<u>25540</u>	Beck Oil Inc	-3,457.08	Check	Accounts Payable
07/27/2022	<u>25541</u>	Chris Urmston	-300.00	Check	Accounts Payable
07/27/2022	25542	Frontier Communications	-94.24	Check	Accounts Payable
07/27/2022	25543	Layne Christiansen Company	-19,117.69	Check	Accounts Payable
07/27/2022	25544	Parkhouse Tire, Inc.	-240.71	Check	Accounts Payable
07/27/2022	<u>25545</u>	Paul Harvey	-2,000.00	Check	Accounts Payable
07/27/2022	25546	Sierra Analytical Labs, Inc	-300.00	Check	Accounts Payable
07/27/2022	25547	Staples Credit Plan	-460.54	Check	Accounts Payable
07/27/2022	25548	Brunick, McElhaney & Kennedy Professional Law Corp	-1,850.00	Check	Accounts Payable
07/28/2022	<u>25549</u>	Atlas Environmental Engineering, Inc	-4,150.00	Check	Accounts Payable
07/28/2022	<u>25550</u>	Cashier, CDFA- Certified Farmer's Market Program 90303	-784.00	Check	Accounts Payable
07/28/2022	<u>25551</u>	WaterMaster	-2,174.99	Check	Accounts Payable
08/01/2022	<u>25552</u>	NADINE TAPIA	-335.38	Check	Utility Billing
07/21/2022	EFT0004191	SCE Street Lighting Acct # 700013030275	-1,885.21	EFT	General Ledger
07/28/2022	EFT0004192	SCE ACH Sod Farm Acct 700255337588	-2,423.65	EFT	General Ledger
07/21/2022	EFT0004207	SCE ACH Park Wellheads Acct 700448234519	-445.66	EFT	General Ledger
07/29/2022	EFT0004208	PERS Classic Annual Undufunded Accrued Liability FY 2022-	-42,555.00	EFT	General Ledger
07/29/2022	EFT0004209	PERS PEPRA Annual Unfunded Accrued Liability FY 2022-23	-2,112.00	EFT	General Ledger
07/22/2022	EFT0004211	CalPERS 457 Pmt PPE 7/17/22	-3,460.50	EFT	General Ledger
08/01/2022	EFT0004217	CalPERS Classic Pmt PPE 7/3/22	-7,486.82	EFT	General Ledger
08/01/2022	EFT0004219	CalPERS PEPRA Pmt PPE 7/3/22	-1,667.15	EFT	General Ledger
08/01/2022	EFT0004220	To record EVO Thrift Store CC Fees 23099	-448.31	EFT	General Ledger
08/01/222	EFT0004217	CalPERS Classic Pmt PPE 7/3/22	-7,486.82	EFT	General Ledger
08/01/2022	EFT0004219	CalPERS PEPRA Pmt PPE 7/3/22	-1,667.15	EFT	General Ledger

Bank Account 251229590 Total: (74) -460,027.61

Report Total: (74) -460,027.61

# Summary

Cash Account	Bank Account
99 99-111000 Cash in CBB - Checking	251229590 CBB Checking
Count 74 Report Total: 74	Report Total:
Count 74	Count 74
Amount	Amount
-460,027.61	-460,027.61
-460,027.61	-460,027.61

Report Total:	ET	Check	Transaction Type
l: 74	9	65	Count
-460,027.61	-62,484.30	-397,543.31	Amount



Date: August 4, 2022 TO: Board of Directors

FROM: Kimberly Cox, General Manager

BY: Eide Bailey

SUBJECT: Agenda item #3c

June Financials

Attached for the Board's consideration is the financial report for June 2022.



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

## **Preliminary Results and Subject to Change**

		Jı	ın <b>202</b> 2	Y	TD Actual	Budget	% Budget	PYTD
Meter Charges	1 Operating Revenues	•						
3 Water Sales         74,108         906,684         952,614         95%         947,984           4 Standby Charges         -         35,848         23,300         153%         21,585           5 Other Operating Revenue         5,765         132,966         104,300         127%         174,453           6 Total Operating Revenues         213,926         2,686,614         2,673,255         100%         2,758,674           8 Grant Revenue         26,905         721,905         305,000         237%         60,050           9 Miscellaneous Income (Expense)         -         91,387         -         0%         18,689           10 Total Mon-Operating Revenues         26,905         813,293         305,000         267%         78,739           11 Total Revenues         240,832         3,499,307         2,978,255         117%         2,837,412           12 Expenses         2         240,832         3,499,307         2,978,255         117%         2,837,412           12 Expenses         2         23,647         357,497         326,871         109%         326,765           15 Benefits         3,071         123,320         123,472         100%         115,879           16 Total Salaries & Benefits <td< td=""><td></td><td>\$</td><td>134,053</td><td>\$</td><td>1,610,717</td><td>\$ 1,593,041</td><td>101%</td><td>\$ 1,614,652</td></td<>		\$	134,053	\$	1,610,717	\$ 1,593,041	101%	\$ 1,614,652
5 Other Operating Revenues         5,765         132,966         104,300         127%         174,453           6 Total Operating Revenues         213,926         2,686,014         2,673,255         100%         2,758,674           7 Non-Operating Revenues         26,905         721,905         305,000         237%         60,050           9 Miscellaneous Income (Expense)         -         91,387         -         0%         18,689           10 Total Non-Operating Revenues         26,905         813,293         305,000         267%         78,739           11 Total Revenues         240,832         3,499,307         2,978,255         117%         2,837,412           12 Expenses         3         351,879         326,871         109%         326,765           15 Benefits         9,071         123,320         123,472         100%         115,879           16 Total Salaries & Benefits         32,717         490,817         450,343         107%         442,644           17 Transmission & Distribution         12 Contractual Services         9,157         76,393         62,492         122%         80,568           19 Power         14,077         165,166         207,247         80%         125,660           20 Operations &	3 Water Sales		74,108			952,614	95%	947,984
Total Operating Revenues   21,326   2,686,014   2,673,255   100%   2,758,674	4 Standby Charges		-		35,648	23,300	153%	21,585
7 Non-Operating Revenue         26,905         721,905         305,000         237%         60,050           9 Miscellaneous Income (Expense)         -         91,387         -         0%         18,689           10 Total Non-Operating Revenues         26,905         813,293         305,000         267%         78,739           11 Total Revenues         240,832         3,499,307         2,978,255         117%         2,837,412           12 Expenses         3         357,497         326,871         109%         326,765           14 Salaries & Benefits         9,071         123,320         123,472         100%         115,879           16 Total Salaries & Benefits         3,071         480,817         450,343         107%         442,644           17 Transmission & Distribution         31,157         76,393         62,492         122%         80,568           19 Power         14,077         165,166         207,247         80%         125,660           20 Operations & Maintenance         7,231         130,626         138,950         95%         110,625           21 Rent/Lease Expense         800         11,490         10,860         10,680           22 Permits & Fees         -         24,330         30,700 </td <td>5 Other Operating Revenue</td> <td></td> <td>5,765</td> <td></td> <td>132,966</td> <td> 104,300</td> <td>127%</td> <td>174,453</td>	5 Other Operating Revenue		5,765		132,966	 104,300	127%	174,453
8 Grant Revenue         26,905         721,905         305,000         237%         60,050           9 Miscellaneous Income (Expense)         -         31,387         -         0%         18,689           10 Total Non-Operating Revenues         26,905         813,293         305,000         267%         78,739           11 Total Revenues         240,832         3,499,307         2,978,255         117%         2,837,412           12 Expenses         3         32,647         357,497         326,871         109%         326,765           14 Salaries & Benefits         3,071         123,320         123,472         100%         115,879           16 Total Salaries & Benefits         32,717         480,817         450,343         107%         442,644           17 Transmission & Distribution         1         123,422         123,472         100%         115,879           16 Contractual Services         9,157         76,393         62,492         122%         80,568           19 Power         14,077         165,166         207,247         80%         125,660           20 Operations & Maintenance         7,231         130,626         136,950         95%         110,625           18 Rent/Lease Expense         -	6 Total Operating Revenues		213,926		2,686,014	2,673,255	100%	2,758,674
9 Miscellaneous Income (Expense)         -         91,387         -         0%         18,689           10 Total Non-Operating Revenues         26,905         813,293         305,000         267%         78,739           11 Total Revenues         240,832         3,499,307         2,978,255         117%         2,837,412           12 Expenses         2         36,47         357,497         326,871         109%         326,765           15 Benefits         9,071         123,320         123,472         100%         115,879           16 Total Salaries & Benefits         32,717         480,817         450,343         107%         442,644           17 Transmission & Distribution         8         0.01 Total Salaries & Benefits         32,717         480,817         450,343         107%         442,644           17 Transmission & Distribution         8         0.01 Total Salaries & Benefits         32,717         480,817         450,343         107%         442,644           17 Transmission & Distribution         8         0.15 Total Salaries & Benefits         32,177         480,817         450,343         107%         442,644           17 Transmission & Distribution         11,4077         185,166         207,247         80%         125,660      <	7 Non-Operating Revenues							
Total Non-Operating Revenues   26,905   813,293   305,000   267%   78,739	8 Grant Revenue		26,905		721,905	305,000	237%	60,050
Total Revenues   240,832   3,499,307   2,978,255   117%   2,837,412	9 Miscellaneous Income (Expense)		-		91,387		0%	18,689
12 Expenses   13 Salaries & Benefits   14 Salaries & Benefits   23,647   357,497   326,871   109%   326,765   15 Benefits   9,071   123,320   123,472   100%   115,879   16 Total Salaries & Benefits   32,717   480,817   450,343   107%   442,644   17 Transmission & Distribution   18 Contractual Services   9,157   76,393   62,492   122%   80,568   19 Power   14,077   165,166   207,247   80%   125,660   20 Operations & Maintenance   7,231   130,626   136,950   95%   110,625   18 ent/Lease Expense   800   11,499   10,860   106%   10,860   106%   10,860   106%   10,860   106%   10,860   106%   10,860   106%   10,860   106%   10,860   106%   10,860   106%   10,860   106%   10,860   106%   10,860   10,800   10,800   10,800   10,800   10,800   10,800   10,	10 Total Non-Operating Revenues		26,905		813,293	305,000	267%	78,739
13 Salaries & Benefits       23,647       357,497       326,871       109%       326,765         15 Benefits       9,071       123,320       123,472       100%       115,879         16 Total Salaries & Benefits       32,717       480,817       450,343       107%       442,644         17 Transmission & Distribution       18 Contractual Services       9,157       76,393       62,492       122%       80,568         19 Power       14,077       165,166       207,247       80%       125,660         20 Operations & Maintenance       7,231       130,626       136,950       95%       110,625         21 Rent/Lease Expense       800       11,490       10,360       196%       10,860         22 Permits & Fees       -       24,830       30,700       81%       24,442         23 Total T&D       31,265       408,505       448,249       91%       352,156         24 General & Administrative       25       Utilities       388       4,920       6,500       76%       4,945         25 Office & Other Expenses       2       3,418       5,783       59%       15,089         27 Admin Allocation       48,066       576,797       576,797       100%       568,650<	11 Total Revenues		240,832		3,499,307	2,978,255	117%	2,837,412
14 Salaries         23,647         357,497         326,871         109%         326,765           15 Benefits         9,071         123,320         123,472         100%         115,879           16 Total Salaries & Benefits         32,717         480,817         450,343         107%         442,644           17 Transmission & Distribution         18 Contractual Services         9,157         76,393         62,492         122%         80,568           19 Power         14,077         165,166         207,247         80%         125,660           20 Operations & Maintenance         7,231         130,626         136,950         95%         110,625           21 Rent/Lease Expense         800         11,490         10,860         106%         10,860           22 Permits & Fees         -         24,830         30,700         81%         24,442           23 Total T&D         31,265         408,505         448,249         91%         352,156           24 General & Administrative         25         Utilities         388         4,920         6,500         76%         4,945           25 Office & Other Expenses         2         3,418         5,783         59%         15,089           27 Admin All								
15 Benefits         9,071         123,320         123,472         100%         115,879           16 Total Salaries & Benefits         32,717         480,817         450,343         107%         442,644           17 Transmission & Distribution         18 Contractual Services         9,157         76,393         62,492         122%         80,568           19 Power         14,077         165,166         207,247         80%         125,660           20 Operations & Maintenance         7,231         130,626         136,950         95%         110,625           21 Rent/Lease Expense         800         11,499         10,860         106%         10,860           22 Permits & Fees         -         24,830         30,700         81%         24,442           23 Total T&D         31,265         408,505         448,249         91%         352,156           24 General & Administrative         2         3,418         5,783         59%         15,089           25 Utilities         388         4,920         6,500         76%         4,945           26 Office & Other Expenses         2         3,418         5,783         59%         15,089           27 Admin Allocation         48,066         576,797<								
16 Total Salaries & Benefits       32,717       480,817       450,343       107%       442,644         17 Transmission & Distribution       18 Contractual Services       9,157       76,393       62,492       122%       80,568         19 Power       14,077       165,166       207,247       80%       125,660         20 Operations & Maintenance       7,231       130,626       136,950       95%       110,625         21 Rent/Lease Expense       800       11,499       10,860       106%       10,860         22 Permits & Fees       -       24,330       30,700       81%       24,442         23 Total T&D       31,265       408,505       448,249       91%       352,156         24 General & Administrative       25 Utilities       388       4,920       6,500       76%       4,945         26 Office & Other Expenses       2       3,418       5,783       59%       15,089         27 Admin Allocation       48,066       576,797       576,797       100%       568,650         28 Total G&A       48,457       585,135       589,080       99%       583,683         29 Debt Service       -       480,253       531,309       90%       415,227			•		•	•		•
17 Transmission & Distribution 18 Contractual Services 9,157 76,393 62,492 122% 80,568 19 Power 14,077 165,166 207,247 80% 125,660 20 Operations & Maintenance 7,231 130,626 136,950 95% 110,625 21 Rent/Lease Expense 800 11,490 10,860 106% 10,860 22 Permits & Fees - 24,830 30,700 81% 24,442 23 Total T&D 31,265 408,505 448,249 91% 352,156 24 General & Administrative 25 Utilities 388 4,920 6,500 76% 4,945 26 Office & Other Expenses 2 3,418 5,783 59% 15,089 27 Admin Allocation 48,066 576,797 576,797 100% 568,650 28 Total G&A 48,457 585,135 589,080 99% 583,683 29 Debt Service - 480,253 531,309 90% 415,227 30 Total Expenses 112,439 1,954,709 2,018,982 97% 1,798,711 31 Net Income (Loss) Before Capital 128,392 1,544,597 959,274 161% 1,038,702 32 Sale or Lease of Water Rights 302,260 334,214 - 0% 677,980 33 Capital Expenses - {1,661,279} (783,000) 212% (1,398,400)						 		
18 Contractual Services       9,157       76,393       62,492       122%       80,568         19 Power       14,077       165,166       207,247       80%       125,660         20 Operations & Maintenance       7,231       130,626       136,950       95%       110,625         21 Rent/Lease Expense       800       11,490       10,860       106%       10,860         22 Permits & Fees       -       24,830       30,700       81%       24,442         23 Total T&D       31,265       408,505       448,249       91%       352,156         24 General & Administrative       25       Utilities       388       4,920       6,500       76%       4,945         26 Office & Other Expenses       2       3,418       5,783       59%       15,089         27 Admin Allocation       48,066       576,797       576,797       100%       568,650         28 Total G&A       48,457       585,135       589,080       99%       588,683         29 Debt Service       -       480,253       531,309       90%       415,227         30 Total Expenses       112,439       1,954,709       2,018,982       97%       1,798,711         31 Net Income (Loss) Before Capital			32,717		480,817	450,343	107%	442,644
19 Power       14,077       165,166       207,247       80%       125,660         20 Operations & Maintenance       7,231       130,626       136,950       95%       110,625         21 Rent/Lease Expense       800       11,499       10,860       106%       10,860         22 Permits & Fees       -       24,830       30,700       81%       24,442         23 Total T&D       31,265       408,505       448,249       91%       352,156         24 General & Administrative       2       3,418       5,783       59%       15,089         25 Utilities       388       4,920       6,500       76%       4,945         26 Office & Other Expenses       2       3,418       5,783       59%       15,089         27 Admin Allocation       48,066       576,797       576,797       100%       568,650         28 Total G&A       43,457       585,135       589,080       99%       583,683         29 Debt Service       -       480,253       531,309       90%       415,227         30 Total Expenses       112,439       1,954,709       2,018,982       97%       1,798,711         31 Net Income (Loss) Before Capital       128,392       1,544,597       959			0.455		ma aaa	50 400	60001	22 522
20 Operations & Maintenance         7,231         130,626         136,950         95%         110,625           21 Rent/Lease Expense         800         11,490         10,860         106%         10,860           22 Permits & Fees         -         24,830         30,700         81%         24,442           23 Total T&D         31,265         408,505         448,249         91%         352,156           24 General & Administrative         2         388         4,920         6,500         76%         4,945           26 Office & Other Expenses         2         3,418         5,783         59%         15,089           27 Admin Allocation         48,066         576,797         576,797         100%         568,650           28 Total G&A         48,457         585,135         589,080         99%         583,683           29 Debt Service         -         480,253         531,309         90%         415,227           30 Total Expenses         112,439         1,954,709         2,018,982         97%         1,798,711           31 Net Income (Loss) Before Capital         128,392         1,544,597         959,274         161%         1,038,702           32 Sale or Lease of Water Rights         302,260 <t< td=""><td></td><td></td><td>-</td><td></td><td></td><td>•</td><td></td><td></td></t<>			-			•		
21 Rent/Lease Expense       800       11,490       10,860       106%       10,860         22 Permits & Fees       -       24,830       30,700       81%       24,442         23 Total T&D       31,265       408,505       448,249       91%       352,156         24 General & Administrative       25 Utilities       388       4,920       6,500       76%       4,945         26 Office & Other Expenses       2       3,418       5,783       59%       15,089         27 Admin Allocation       48,066       576,797       576,797       100%       568,650         28 Total G&A       48,457       585,135       589,080       99%       583,683         29 Debt Service       -       480,253       531,309       90%       415,227         30 Total Expenses       112,439       1,954,709       2,018,982       97%       1,798,711         31 Net Income (Loss) Before Capital       128,392       1,544,597       959,274       161%       1,038,702         32 Sale or Lease of Water Rights       302,260       334,214       -       0%       677,980         33 Capital Expenses       -       {1,661,279}       (783,000)       212%       (1,398,400)			-			-		
22 Permits & Fees         -         24,830         30,700         81%         24,442           23 Total T&D         31,265         408,505         448,249         91%         352,156           24 General & Administrative         25 Utilities         388         4,920         6,500         76%         4,945           26 Office & Other Expenses         2         3,418         5,783         59%         15,089           27 Admin Allocation         48,066         576,797         576,797         100%         568,650           28 Total G&A         48,457         585,135         589,080         99%         538,683           29 Debt Service         -         480,253         531,309         90%         415,227           30 Total Expenses         112,439         1,954,709         2,018,982         97%         1,798,711           31 Net Income (Loss) Before Capital         128,392         1,544,597         959,274         161%         1,038,702           32 Sale or Lease of Water Rights         302,260         334,214         -         0%         677,980           33 Capital Expenses         -         {1,661,279}         (783,000)         212%         {1,398,400}	•		•		-	-		
23 Total T&D       31,265       408,505       448,249       91%       352,156         24 General & Administrative         25 Utilities       388       4,920       6,500       76%       4,945         26 Office & Other Expenses       2       3,418       5,783       59%       15,089         27 Admin Allocation       48,066       576,797       576,797       100%       568,650         28 Total G&A       48,457       585,135       589,080       99%       583,683         29 Debt Service       -       480,253       531,309       90%       415,227         30 Total Expenses       112,439       1,954,709       2,018,982       97%       1,798,711         31 Net Income (Loss) Before Capital       128,392       1,544,597       959,274       161%       1,038,702         32 Sale or Lease of Water Rights       302,260       334,214       -       0%       677,980         33 Capital Expenses       -       {1,661,279}       (783,000)       212%       (1,398,400)						-		
24 General & Administrative         25 Utilities       388       4,920       6,500       76%       4,945         26 Office & Other Expenses       2       3,418       5,783       59%       15,089         27 Admin Allocation       48,066       576,797       576,797       100%       568,650         28 Total G&A       48,457       585,135       589,080       99%       583,683         29 Debt Service       -       480,253       531,309       90%       415,227         30 Total Expenses       112,439       1,954,709       2,018,982       97%       1,798,711         31 Net Income (Loss) Before Capital       128,392       1,544,597       959,274       161%       1,038,702         32 Sale or Lease of Water Rights       302,260       334,214       -       0%       677,980         33 Capital Expenses       -       {1,661,279}       (783,000)       212%       (1,398,400)						 		 
25 Utilities       388       4,920       6,500       76%       4,945         26 Office & Other Expenses       2       3,418       5,783       59%       15,089         27 Admin Allocation       48,066       576,797       576,797       100%       568,650         28 Total G&A       43,457       585,135       589,080       99%       583,683         29 Debt Service       -       480,253       531,309       90%       415,227         30 Total Expenses       112,439       1,954,709       2,018,982       97%       1,798,711         31 Net Income (Loss) Before Capital       128,392       1,544,597       959,274       161%       1,038,702         32 Sale or Lease of Water Rights       302,260       334,214       -       0%       677,980         33 Capital Expenses       -       {1,661,279}       (783,000)       212%       (1,398,400)	23 TOTAL I &U		31,265		408,505	448,249	91%	352,156
26 Office & Other Expenses       2       3,418       5,783       59%       15,089         27 Admin Allocation       48,066       576,797       576,797       100%       568,650         28 Total G&A       43,457       585,135       589,080       99%       583,683         29 Debt Service       -       480,253       531,309       90%       415,227         30 Total Expenses       112,439       1,954,709       2,018,982       97%       1,798,711         31 Net Income (Loss) Before Capital       128,392       1,544,597       959,274       161%       1,038,702         32 Sale or Lease of Water Rights       302,260       334,214       -       0%       677,980         33 Capital Expenses       -       {1,661,279}       (783,000)       212%       (1,398,400)	24 General & Administrative							
27 Admin Allocation       48,066       576,797       576,797       100%       568,650         28 Total G&A       43,457       585,135       589,080       99%       583,683         29 Debt Service       -       480,253       531,309       90%       415,227         30 Total Expenses       112,439       1,954,709       2,018,982       97%       1,798,711         31 Net Income (Loss) Before Capital       128,392       1,544,597       959,274       161%       1,038,702         32 Sale or Lease of Water Rights       302,260       334,214       -       0%       677,980         33 Capital Expenses       -       {1,661,279}       (783,000)       212%       (1,398,400)			388		•	-		-
28 Total G&A       48,457       585,135       589,080       99%       583,683         29 Debt Service       -       480,253       531,309       90%       415,227         30 Total Expenses       112,439       1,954,709       2,018,982       97%       1,798,711         31 Net Income (Loss) Before Capital       128,392       1,544,597       959,274       161%       1,038,702         32 Sale or Lease of Water Rights       302,260       334,214       -       0%       677,980         33 Capital Expenses       -       {1,661,279}       (783,000)       212%       {1,398,400}	•		_					-
29 Debt Service       -       480,253       531,309       90%       415,227         30 Total Expenses       112,439       1,954,709       2,018,982       97%       1,798,711         31 Net Income (Loss) Before Capital       128,392       1,544,597       959,274       161%       1,038,702         32 Sale or Lease of Water Rights       302,260       334,214       -       0%       677,980         33 Capital Expenses       -       {1,661,279}       (783,000)       212%       {1,398,400}	27 Admin Allocation		48,066		576,797	576,797	100%	 568,650
30 Total Expenses       112,439       1,954,709       2,018,982       97%       1,798,711         31 Net Income (Loss) Before Capital       128,392       1,544,597       959,274       161%       1,038,702         32 Sale or Lease of Water Rights       302,260       334,214       -       0%       677,980         33 Capital Expenses       -       {1,661,279}       (783,000)       212%       {1,398,400}			48,457		585,135	589,080		588,683
31 Net Income (Loss) Before Capital       128,392       1,544,597       959,274       161%       1,038,702         32 Sale or Lease of Water Rights       302,260       334,214       -       0%       677,980         33 Capital Expenses       -       {1,661,279}       (783,000)       212%       (1,398,400)	29 Debt Service		-		480,253	531,309	90%	415,227
32 Sale or Lease of Water Rights       302,260       334,214       -       0%       677,980         33 Capital Expenses       -       {1,661,279}       (783,000)       212%       (1,398,400)	<u>-</u>		112,439		1,954,709	2,018,982	97%	1,798,711
33 Capital Expenses - (1,661,279) (783,000) 212% (1,398,400)	31 Net Income (Loss) Before Capital		128,392		1,544,597	<b>959,274</b>	161%	1,038,702
	32 Sale or Lease of Water Rights		302,260		334,214	-	0%	677,980
34 Net Income (Loss) After Capital \$ 430,652 \$ 217,532 \$ 176,274 123% \$ 318,282	33 Capital Expenses		-		(1,661,279)	(783,000)	212%	(1,398,400)
	34 Net Income (Loss) After Capital	\$	430,652	\$	217,532	\$ 176,274	123%	\$ 318,282

<sup>\*</sup>No assurance provided on these financial statements. These financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.

## **Helendale CSD**

## Financial Statement Analysis Preliminary - No Year End Audit Adjustments For the Month Ended June 30, 2022 – 100% of Fiscal Year

## Fund 01-Water Revenues and Expenses

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

Line 3 Water Sales: Includes water consumption charges. YTD ended at 95% of budget.

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

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

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

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

Line 14 Salaries: Includes salaries for water employees and portion of mechanic's salary. YTD ended over budget due to budgeting for the part time mechanic. The mechanic salary is only budget at 50% of total cost due to allocation of mechanic expense to other funds.

**Line 15 Benefits:** Includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education and trainings. YTD ended in line with budget.

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

Line 19 Power: Includes electricity used for transmission & distribution. YTD ended at 80% of budget.

Line 20 Operations & Maintenance: Includes operations & maintenance expense, vehicle maintenance and vehicle fuel. YTD ended at 95% of budget.

Line 21 Rent/Lease Expense: Includes rental costs for the water shop and Bureau of Land Management (BLM) tank sites. YTD ended over budget due to increased rental costs for the BLM tank sites.

Line 22 Permits & Fees: Includes all water permits, miscellaneous fees, and Watermaster fees. YTD can trend over/under budget due to timing of permits and fee payments. YTD ended at 81% of budget.

Line 25 Utilities (G&A): Includes gas and telephone expenses. YTD ended at 76% of budget due lower than anticipated gas bills.

Line 26 Office & Other Expenses: Includes mileage/travel reimbursements, office supplies, water conservation program, and dues & subscriptions. These expenses are an as needed basis and can trend over/under budget. YTD ended at 59% of budget.

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

Line 29 Debt Service: Includes interest & principal payments on outstanding debt. YTD can trend over/ under budget due to timing of payments. Payments occur on a quarterly basis in July, October, January, and April. YTD ended at 90% of budget.

Line 32 Sale or Lease of Water Rights: YTD activity includes \$334K for sale or lease of water rights not budgeted for.

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

- \$484.3K New Well
- \$406.4K Corporate Yard Enclosure
- \$214.6K New Well Pipeline
- \$148.1K AMI Meters
- \$126.8K Complete Interior of Water Ops Building
- \$61.2K Well House for Well 13
- \$54K Old Shop Maintenance and Insulation
- \$39.9K Concrete, fencing, camera, internet for Well 13
- \$31.9K Service Truck
- \$25.4K Water Maintenance Building Paving Project
- \$24.5K Water Rights
- \$22K Vactor Truck
- \$16.9K Temporary Flush line for New Well
- \$5.3K Electrical Well 13



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

## **Preliminary Results and Subject to Change**

	Jun 2022		Y	FD Actual	Budget		% Budget	PYTD
1 Operating Revenues							•	
2 Sewer Charges	\$	122,376	\$	1,360,874	\$	1,280,348	106%	1,280,488
3 Standby Charges		-		29,895		18,000	166%	16,803
4 Other Fees & Charges		1,871		32,606		29,320	111%	55,868
5 Other Income/(Expense)		-		23,474		1,000	2347%	5,255
6 Total Revenues		124,248		1,446,850		1,328,668	109%	1,358,414
7 Expenses								
8 Salaries & Benefits								
9 Salaries		22,669		273,272		267,911	102%	252,980
10 Benefits		8,094		103,513		94,821	109%	96,297
11 Total Salaries & Benefits		30,764	-	376,785		362,732	104%	349,278
12 Sewer Operations								
13 Contractual Services		<b>50</b> 5		58,190		76,500	76%	75,849
14 Power		9,719		95,354		89,613	106%	71,096
15 Operations & Maintenance		5,291		80,817		59,230	136%	79,819
16 Permits & Fees		-		31,268		35,000	89%	30,099
17 Total Sewer Operations		15,515		265,628		260,343	102%	256,862
18 General & Administrative								
19 Utilities		422		4,482		5,616	80%	4,389
20 Office & Other Expenses		3,232		9,383		14,760	64%	12,162
21 Admin Allocation		47,105		565,261		565.261	100%	557,277
22 Total G&A		50,759		579,126		585,637	99%	573,827
23 Debt Service		40,677		101,761		72,377	141%	69,631
24 Total Expenses		137,715		1,323,300		1,281,089	103%	1,249,598
25 Net Income (Loss) Before Capital		(13,467)		123,549		47,579	260%	108,816
26 Capital Expenses		(2,184)		(706,372)		(940,000)	75%	(313,631)
27 Net Income (Loss) After Capital	\$	(15,652)	\$	(582,823)	\$	(892,421)	65% \$	(204,815)

<sup>\*</sup>No assurance provided on these financial statements. These financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.

### Fund 02 - Sewer Revenues and Expenses

Line 2 Sewer Charges: Includes the monthly charge for sewer services. YTD ended at over budget due sewer rate increases during the fiscal year.

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

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

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

Line 9 Salaries: Includes salaries for all sewer employees. YTD ended in line with budget.

**Line 10 Benefits:** Includes employee insurance, PERS retirement, workers compensation, payroll taxes, and education & training. YTD ended over budget due increased employee group insurance cost.

**Line 13 Contractual Services:** Includes lab testing, engineering, GIS support & other contractual services. YTD ended at 76% of budget.

Line 14 Power: Includes electricity used for Sewer. YTD ended over budget due to higher electrical costs than anticipated.

Line 15 Operations & Maintenance: Includes compost disposal, vehicle maintenance, vehicle fuel, uniforms, small tools, and salaries for mechanics. YTD ended over budget due to maintenance and repair on the backhoe loader not anticipated in budget and greater water usage for the treatment plant.

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

Line 19 Utilities (G&A): Includes gas, water, and telephone expenses. YTD ended under budget at 80% due to lower than anticipated phone bills.

Line 20 Office & Other Expenses: Includes mileage/travel reimbursements, office supplies, water conservation program, and dues & subscriptions. These expenses are an as needed basis and can trend over/under budget. YTD ended at 64% of budget.

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

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

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

- \$467.1K Storage Building/Office/Lab
- \$139.7K- Interior Completion of Maintenance Building
- \$47K Wastewater Maintenance Building Paving Project
- \$36K Mini-Lift Station Project
- \$16.5K Wastewater Operations Manager Vehicle



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

## **Preliminary Results and Subject to Change**

	<b>Jun 2022</b>		YTD Actual		Budget	% Budget	PYTD
1 Operating Revenues							
2 Retail Sales	\$	26,292	\$	330,852	\$ 300,000	110% \$	305,701
3 Donations		24		-	-	0%	<b>11</b>
4 Board Discretionary Revenue		22		-	(126,740)	0%	-
5 Miscellaneous Income (Expense)				7,623		0%	-
6 Total Revenues		26,292		338,475	173,250	195%	305,701
7 Expenses							
8 Salaries & Benefits							
9 Salaries		8,679		130,679	126,472	1 <b>03</b> %	102,693
10 Benefits		2,024		18,675	18,266	102%	16,149
11 <b>Total Salaries &amp; Be</b> nefits		10,703		149,355	144,738	103%	118,841
12 Recycling Center Operations							
13 Contractual Services		(÷		181	2,500	7%	324
14 Operations & Maintenance		224		12,417	12,900	96%	13,914
15 Total Recycling Center Operations		224		12,598	15,400	82%	14,238
16 General & Administrative							
17 Utilities		1,425		8,260	8,622	96%	7,115
18 Office & Other Expenses		439		4,861	4,500	108%	1,572
19 Total G&A		1,863		13,120	13,122	100%	8,688
20 Total Expenses		12,790		175,073	173,260	101%	141,767
21 Net Income (Loss) Before Capital		13,502		163,403	 		163,934
22 Capital Expenses		-		÷	-	-	===
23 Net Income (Loss) After Capital	\$	13,502	\$	163,403	\$ -	\$	163,934

<sup>\*</sup>No assurance provided on these financial statements. These financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.

## 03-Recycling Center Revenues and Expenses

Line 2 Retail Sales: Includes sales revenues from the Thrift Store. YTD ended over budget due to more revenues than anticipated.

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

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

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

Line 9 Salaries: Salaries for all recycling center employees, which are all part-time. YTD ended slightly over budget.

Line 10 Benefits: Includes employee insurance, workers compensation, payroll taxes, and education & training. YTD ended slightly over budget.

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

**Line 14 Operations & Maintenance:** Includes vehicle maintenance, vehicle fuel, operating supplies, and uniforms. YTD ended at 96% of budget.

Line 17 Utilities (G&A): Includes electric and telephone expenses. YTD ended at 96% of budget.

Line 18 Office & Other Expenses: Includes advertising, bank charges and other miscellaneous expenses. YTD ended over budget due to higher bank charges than anticipated.

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



## Helendale CSD Statement of Revenues and Expenses - Property Rental As of June 30, 2022 (Unaudited)

## **Preliminary Results and Subject to Change**

	Ju	n 2022	YT	D Actual	Budget	% Budget	PYTD
1 Operating Revenues							
2 Property Rental Revenues	\$	9,140	\$	122,169	\$ 128,280	95% \$	125,112
3 Other Income		**		70	3+3	0%	851
4 Board Discretionary Revenue		~		300	-	0%	-
5 Total Revenues		9,140		122,239	128,280	95%	125,963
5 Expenses							
7 Contractual Services		-		-	5,000	0%	-
8 Utilities		1,430		11,600	13,795	84%	5,349
9 Operations & Maintenance		2,510		13,378	16,367	82%	12,729
10 Debt Service		-		52,900	82,833	64%	20,342
11 Total Expenses		3,940		77,878	117,995	66%	38,420
12 Net Income (Loss)	\$	5,200	\$	44,362	\$ 10, <b>2</b> 85	431% \$	87,543

### 04-Property Rental Revenues and Expenses

Line 2 Property Rental Revenues: Includes revenue for 15302 Smithson and 15425 Wild Road properties. YTD ended at 95% of budget due to partial unit vacancies during the fiscal year at the Smithson property.

Line 3 Other Income: Includes penalties and other miscellaneous Income; due to the unexpected nature of these revenues these accounts are budgeted conservatively. YTD activity include delinquent fees charges to tenants.

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

**Line 7 Contractual Services:** Includes contractor and handyman expenses for installation of appliances, drywall repair, roofing, or plumbing repairs. No services were needed during the fiscal year.

Line 8 Utilities: Includes electric & gas expense for the rental properties. YTD ended at 84% of budget.

Line 9 Operations & Maintenance: Includes maintenance and other costs relating to the rental properties. YTD ended at 82% of budget.

Line 10 Debt Service: Includes interest and principal payments on outstanding debt. YTD can trend over/ under budget due to timing of payments. Payments occur bi-annually in December and June. YTD ended at 64% of budget due to consolidation of loans in late FY 21 that resulted in updated debt service allocations for FY 22.

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



## Helendale CSD Statement of Revenues and Expenses - Parks & Recreation As of June 30, 2022 (Unaudited)

## **Preliminary Results and Subject to Change**

		J	un 2022	Y	D Actual	Budget	% Budget	PYTD
1	Operating Revenues					_		
2	Program Fees	\$	1,788	\$	53,421	\$ 22,600	236%	\$ 21,324
3	Property Taxes		1,887		22,467	18,000	1 <b>25</b> %	20,009
4	Donations & Sponsorships		-		10,150	5,500	185%	12,563
5	Rental Income		1,452		25,284	26,075	97%	21,360
6	Developer Impact Fees		-		8,600	6,880	125%	18,920
7	Grants				*	*1	0%	43,456
8	Interfund Transfer Out/(In)		(3,508)		(42,100)	(42,100)	100%	(42,100)
9	Board Discretionary Revenue		12,895		370,295	461,446	80%	519,364
10	Miscellaneous Income (Expense)		-		3,064	-	0%	-
11	Total Revenues		14,514		451,181	498,401	91%	614,898
12	Expenses							
13	Salaries & Benefits							
14	Salaries		5,992		77,885	77,378	101%	68,966
15	Benefits		2,786		35,887	42,974	84%	34,109
16	Total Salaries & Benefits		8,778		113,772	120,352	95%	103,075
17	Program Expense		3,545		77,781	64,725	120%	42,172
18	Contractual Services		1,454		47,765	9,560	500%	14,612
19	Utilities		8,324		56,348	64,387	88%	34,359
20	Operations & Maintenance		3,821		32,987	22,926	144%	31,947
21	Permits & Fees		-		1,317	1,863	71%	1,546
22			-		8	-	0%	-
23	Other Expenses		*		1,124	1,955	57%	8,974
24	Debt Service		-			-	0%	20,340
25	Total Expenses		25,921		331,095	285,768	116%	257,025
26	Net Income (Loss) Before Capital		(11,407)		120,086	212,633	56%	357,873
27			-		(291,829)	(272,500)	107%	(58,526)
28	Net Income (Loss) After Capital	\$	(11,407)	\$	(171,743)	\$ (59,867)	287%	\$ 299,347

<sup>\*</sup>No assurance provided on these financial statements. These financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.

### 05-Parks & Recreation Revenues and Expenses

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

Line 3 Property Taxes: Includes the transfer of property taxes for streetlight utility expenses. YTD ended over budget due to more property tax receipts than anticipated.

**Line 4 Donations & Sponsorships:** Includes concert in the park sponsorships, event sponsorships and other donations/sponsorships. YTD activity includes a \$5.5K park sponsorship from Burrtec in January and \$4.5K in concert sponsorships.

Line 5 Rental Income: Includes rental income from the water shop, storage for the recycling center, community center room rental, church rental, and gymnastics rental. YTD can trend over/under budget depending on needs of rentals. YTD ended at 97% of budget.

Line 6 Developer Impact Fees: Includes developer Impact Fees. YTD ended over budget due to more developer impact fees than anticipated.

Line 7 Grants: This accounts for grants and is not budgeted for until a grant is awarded. There was no activity during the fiscal year.

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

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

- Radio Tower Site Rent \$12,287
- Property Taxes \$305
- Solid Waste Franchise Fees \$2,190
- Transfer Property Tax Revenue for Street Light Utilities \$(1,887)

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

Line 14 Salaries: Includes full and part-time Parks and Recreation employees. YTD ended in line with budget.

Line 15 Benefits: Includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education & trainings. YTD ended at 84% of budget due to workers compensation coming in lower than anticipated.

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

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

Line 19 Utilities: Includes gas and electric for parks and the community center, along with telephone & electricity for street lighting. YTD ended at 88% of budget.

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

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

Line 23 Other Expenses: Includes uniforms, printing costs, dues & subscriptions, and bank charges. YTD ended at 57% of budget.

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

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

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



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

## **Preliminary Results and Subject to Change**

	Jun 2022		YT	YTD Actual		Budget	% Budget	PYTD
1 Operating Revenues								
2 Charges for Services	\$	48,966	\$	578,852	\$	578,519	100% \$	556,973
3 Assessments & Fees		414		234,240		236,954	99%	236,913
4 Other Charges		11,408		35,543		16,360	217%	10,361
5 Board Discretionary Revenue		-		-		20,000	0%	-
6 Miscellaneous Income (Expense)		-		4,768		-	0%	-
7 Total Revenues		60,788		853,404		852,833	100%	804,247
8 Expenses								
9 Salaries & Benefits								
10 Salaries		8,883		87,265		85,426	102%	86,965
11 Benefits		3,594		39,922		41,861	95%	37,909
12 Total Salaries & Benefits		12,477		127,187		127,287	100%	124,874
13 Contractual Services		48,605		528,544		565,926	93%	554,024
14 Disposal Fees		13,086		173,795		158,052	110%	171,274
15 Operations & Maintenance		244		7,256		4,531	160%	4,005
16 Other Operating Expenses		22		13,029		3,997	326%	9,388
17 Admin Allocation		961		11,536		11,536	100%	11,373
18 Total Expenses		75,395		861,347		871,330	99%	874,938
19 Net Income (Loss)	\$	(14,607)	\$	(7,943)	\$	(18,497)	43% \$	(70,691)

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

Line 2 Charges for Services - Solid Waste: Includes regular pick up of solid waste. YTD ended in line with budget.

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

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

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

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

Line 10 Salaries: Includes salaries for solid waste employees. YTD ended slightly over budget.

Line 11 Benefits: Includes employee insurance, CalPERS retirement, workers compensation, payroll taxes, and education & training. YTD ended at 95% of budget.

Line 13 Contractual Services: Includes Burrtec fees and other miscellaneous contract services. YTD can trend over/under budget due to need and timing of services and fees. YTD ended at 93% of budget.

Line 14 Disposal Fees: Includes San Bernardino County disposal fees and green waste disposal fees. YTD can trend over/under budget due to need and timing of fees. YTD ended over budget due to more County disposal fees than anticipated.

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

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

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



## Helendale CSD Statement of Revenues and Expenses - Administration As of June 30, 2022 (Unaudited)

## **Preliminary Results and Subject to Change**

	Ju	n 2022	YI	TD Actual	Budget	% Budget		PYTD
1 Operating Revenues								
2 Tower Rent	\$	12,287	\$	172,068	\$ 158,511	109%	\$	166,999
3 Property Taxes		305		130,661	107,345	122%		125,193
4 Solid Waste Billing & Fees		13,926		166,321	162,151	103%		162,637
5 Fees & Charges		2,343		26,891	17,000	158%		23,885
6 Investments		-		5,768	30,000	19%		11,262
7 Other Income		-		27,476	200	13738%		16,878
8 Board Discretionary Revenue		(14,783)		(392,762)	(354,706)	111%		(384,784)
9 Total Revenues		14,079		136,423	120,501	113%		122,069
10 Expenses								
11 Salaries & Benefits								
12 Salaries		44,523		552,543	534,599	103%		516,872
13 Benefits		16,607		248,420	238,381	104%		213,285
14 Directors' Fees		5,809		73,929	89,000	83%		62,439
15 Total Salaries & Benefits		66,939		874,891	861,980	101%		795,338
16 Contractual Services		14,224		219,251	220,836	99%		242,687
17 Insurance		-		95,127	92,924	102%		94,342
18 Utilities		2,537		18,750	21,504	87%		17,200
19 Operations & Maintenance		108		1,797	3,516	51%		1,204
20 Permits & Fees		81		18,300	16,700	110%		17,083
21 Office & Other Expenses		3,533		88,025	56,635	155%		57,016
22 Election Expense		-		*	-	0%		3,402
23 Admin Allocation		(96,133)		(1,153,594)	(1,153,594)	100%		(1,137,299)
24 Total Expenses		(8,710)		162,547	120,501	135%		90,973
25 Net Income (Loss)	\$	22,790	\$	(26,124)	\$ -		\$	31,095

#### 10-Administrative Revenues and Expenses

Line 2 Tower Rent: Includes radio tower site rental fees. YTD ended over budget due to more rental fees than anticipated.

Line 3 Property Taxes: Includes current & prior property tax and penalties. YTD can trend over/under budget due to timing of property tax collections, with a majority being received in December and April. YTD ended over budget due to more property taxes received than anticipated.

Line 4 Solid Waste Billing & Fees: Includes franchise fees and billing for solid waste. YTD ended in line with budget.

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

Line 6 Investments: Includes investment income and unrealized gain or loss on investments. YTD ended at 19% of budget due to a decline in interest rates.

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

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

- Radio Tower Site Rent \$12,287
- Property Taxes \$305
- Solid Waste Franchise Fees \$2,190

Line 12 Salaries: Includes full time, part time & overtime for administrative employees. YTD ended slightly over budget.

Line 13 Benefits: Includes employee insurance, CalPERS retirement, workers compensation, payroll taxes, employee benefit & morale and education & training. YTD ended over budget due to higher than anticipated workers compensation premiums.

Line 14 Directors' Fees: includes directors fees as well as directors training, seminars, and mileage expense. YTD ended at 83% of budget.

Line 16 Contractual Services: Includes software support, legal services, and auditing & accounting services. YTD ended in line with budget.

Line 17 Insurance: Includes both general liability and vehicle insurance expenses. YTD is slightly over budget.

Line 18 Utilities: Includes telephone and electricity expenses. YTD ended at 87% of budget.

Line 19 Operations & Maintenance: Includes vehicle maintenance, vehicle fuel, mileage & travel reimbursement, uniforms, and equipment maintenance. YTD ended at 51% of budget.

Line 20 Permits & Fees: Includes the annual LAFCO fees, the GFOA application fee for the budget award, and San Bernardino County fees. YTD ended over budget due to higher annual fees than anticipated.

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

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



Date:

August 4, 2022

TO:

**Board of Directors** 

FROM:

Kimberly Cox, General Manager

SUBJECT:

Agenda item #3d

Resolution 2022-01J: A Resolution of the Board of Directors of the Helendale Community Services District Re-Ratifying the Proclamation of a State of Emergency by Governor Newsom, Declaring that Local Emergency Conditions Persist, and Re-Authorizing Remote Teleconference Meetings for the Board of

Directors and its Standing Committees for the Period August 4, 2022, to

September 1, 2022, Pursuant to Brown Act Provisions

## RESOLUTION NO. 2022-01J

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM, DECLARING THAT LOCAL EMERGENCY CONDITIONS PERSIST, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS AND ITS STANDING COMMITTEES FOR THE PERIOD AUGUST 4, 2022, TO SEPTEMBER 1, 2022, PURSUANT TO BROWN ACT PROVISIONS

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

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

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

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

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

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

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

WHEREAS, the Board previously adopted Resolution No. 2022-01I on July 421, 2022, finding that the requisite conditions exist for the Board and its standing committees to conduct remote teleconference meetings without compliance with Government Code Section 54953(b)(3); and

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

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

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

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

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

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

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

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

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

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

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

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

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

PASSED AND ADOPTED by the Board of Directors of the Helendale Community Services District this 4<sup>th</sup> day of August, 2022, by the following vote:

AYES:	
NOES:	
ABSENT:	
ABSTAIN:	
	Tim Smith, President, Board of Directors
ATTEST:	
G 1 II G ( D 1 CD; )	
Sandy Haas, Secretary, Board of Directors	



DATE: August 4, 2022
TO: Board of Directors

FROM: Kimberly Cox, General Manager

SUBJECT: Agenda item #5

Discussion and Possible Action Regarding Approval of Directors' Expense Reports

## **STAFF RECOMMENDATION**

None.

## **STAFF REPORT**

This matter is at the discretion of the Board

On June 16, the Board approved Resolution 2022-09 with minor modifications related to types of meetings that are compensable. In addition, the Board directed Staff to include the approval of Expense Reports as an action item.

Since the meeting of April 21, 2022, the approval of the expense reports has been pulled from the agenda pending review of the resolution. The expense reports were scheduled for approval at the July 21 meeting but were deferred to this meeting. Attached to this staff report are the expense reports for:

April 21, 2022 May 5, 2022 May 19, 2022 June 2, 2022 June 16, 2022

In addition, expense reports that were not included in the July 21 agenda packet and current expense reports are also included in this agenda item for consideration.

All payments have been processed according to the payroll schedule, however, if the Board elects to deny any expenses, that would result in a debit from future submissions.

FISCAL IMPACT: None additional.

**POSSIBLE MOTION:** At the discretion of the Board.

**ATTACHMENTS:** Resolution 2022-09 as revised per Board direction

April 21, 2022 Board Meeting

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

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C: Representation at Public Meeting/Event\*

B: Public Event\*

D: Represntation on 501C3 Board \*

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C: Representation at Public Meeting/Event\*
D: Representation on a SOLC3 Board\*
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F: Ad Hoc committee of the Board

G: Weeting w/GM re District Operations
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I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD
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K: Meeting pre-approved by the Board of Directors \* Whitten or verbal report regulard to be presented at the next Board meeting

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Expense Categories

G: Meeting w/GM re District Operations

H: Meeting w/auditors, attorney or consultant retained by District

I: Meeting of Local, State or Federal body w/jurtadiction affecting HCSD

3: Meeting w/organization with Interests in matters inventing functions or operations of the District

K: Meeting pro-approved by the Board of Directors

C. Representation at Public Meeting/Event\*

D: Representation on a 503.C3 Board\*

E. Conference/seminar/Prelining Program related to District\*

F: Ad Hoc committee of the Board

A: Public Meeting governed by Brown Act B: Public Event\*

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

CHEESE & WINE SHOPPE at Tom's Farms 23900 Temescal Canyon Rd Corona, CA 928B3

(951) 277-9463

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WINNER BEST PIZZA INLAND IN THE EMPIRE

STORE HOURS 8am-8pm PIZZA/DELI 8am-7:30p

Claim Jumper Steakhouse & Bar 1355 N Harbor Dr San Diego, CA 92101 (619) 531-7994

> Order# 1486895 Eat In Order Table: 55 Server: Yaselin G Date: 4/5/22, 5:25 PM

Transaction Type: Pre Auth Entry Method: Contact less Mode: Issuer AID: A000000031010 TVR: 0000000000 IAD: 06011203A00000 ARC: 00

Paid With: VISA DEBIT XXXX1600 Total: \$38.30

Tip: 3.80

Total:

**APPROVED** (012021)

I agree to pay the above total amount according to card issuer agreement

We cater events! Call to book your party order today!

\*\*\*Customer Copy\*\*\*

Server: P

Table 102/1

Maya

DDB: 04/04/2022

The Brigantine Portside Pi 1360 North Harbor Drive San Diego, CA 92101

The same of the sa 121/1210008 04/04/2022

Magnetic card present: SMITH TIMOTHY Card Entry Method: S

Approva1: 092821

Card #XXXXXXXXXXXXXXX1600

Pier

agree to pay the above

Suggested Gratuity

18%= 7.20 20%= 8.00 22%= 8.80

total amount according to the card issuer agreement.

Total:

\$43,10 8

Amount:

+ Tip:

Guest Copy



#### JIB# 90 Order# 403

- Tel (619) 232-7316 4/3/2022 8:14:44 PM Emp Magdalena Seat 1 1 50/50 Pop Big Box Pls Good Good See 8.19 Medium French Fry Medium Drink Seat 1 total: 8.83] Seat 2 1 (2) Tacus Seat 2 total: 1.713

#### \*\*\*\*\*\*\*\*\*

WIEN YOU TAKE OUR SURVEY

1) Within 3 days, ...
visit www.Jacklisters.com
or call 1-858-876-0461.

2) Enter... 14 digit code: 230 497 000 700 80 Date of Service: 4/3/2022 Time of Service: 20:14

3) Write provided validation code here:

Cupon Code: 525 4) Bring this receipt on your next visit. One coupon per quest visit. Not valid with with other offers, 80GD on same product.

Offer is valid 7 days after survey completion. \*\*Disponible en espanol\*\*

SubTora1 9.78 0.75 Tax Total (IISH 20.00 9,46 Thank you for your visit

May 5, 2022 Board Meeting

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A: Public Meeting governed by Brown Act

B: Public Event\*

C: Representation at Public Meeting/Event\*

D: Representation on 501C3 Board =

E: Confrence/Seminar/Training program related to Distrit\*
F: Ad Hoc Committee of the Board

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

Expense Categories:

G: Meeting w/GM re: District Operations

H: Meeting w/auditos, attorney or consultant retailed by District.

Meeting of Local, State or Federal body w/jurisdiction affacting HCSD
 Meeting w/organization with interests in matter invioving functions or operations of the District II: Meeting pre-approved by the Board of Directors

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

Ticket UID: 20220413AED1-127 Small Room->(3) 10

Employee; Alex Ross Dine In

\$7,89

60 8

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

Date: 4/13/2022 Time: 12:52:54 PM

L-9 Taco Salad -- Meat Chicken

Subtotal:

Suggested Tip 10% (Tip: \$0.86, Total: \$9.44) 15% (Tip: \$1.29, Total: \$9.87) 20% (Tip: \$1.72, Total: \$10.30)

		HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOLICHER CRAIG SCHNEIDER 4/28/2022	SCHNEIDER	JARD MEMBER 4/28/2022	EXPENSE VOL	CHER	:		
Date		Expense Description/Explanation	Meeting	Miles	Moule	Lodging	Other	Exp Catagory	
	Event	Park Mosting	137.50					A: Public Moeting governed by Brown Act	•
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	Event	Partrivera Marfunt	137,50					C: Repressatiation at Public Mosting/Event"	3 (
4/13/2022	Description of Public Benefit	Meet with Residents and Verndors							
	Event	Special BIOD Moeting	137.50					A: Public Meeting governed by Brown Asl	וי
4/14/2022	Description of Public Benefit	HCSD Agenda for Special BOD Meeting							
	Event	Meeting with GM	137.50					G: Moeting witcht re District Operations	77
4/20/2022	Description of Public Benefit	Review agands for BOD meeting							
	Event	Regular BOD	137.50					A: Public Meding governed by Brown Act	
4/21/2622	Description of Public Benefit	HCSD Agenda for BOD Meeting							
	Event	Wastewater Maintenance Building	137.50					O: Neating wellow to District Operations	•
472/2022	Description of Public Benefit	Meet with Alex A, and review Office Construction in new building							
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Craig J. Schneld

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- G: Meeting w/GM re: District Operations
- H: Meeting w/auditos, attorney or consultant retaled by District
- I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD

  J: Meeting w/organization with interats in matter inviouing functions or operations of the District K: Meeting pre-approved by the Board of Directors

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

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

E: Confrence/Seminar/Training program related to Distrit\* F: Ad Hoc Committee of the Board

C: Representation at Public Meeting/Event\*

8: Public Event\*

D: Represnitation on 501C3 Board \*

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Expense Categories

A: Public Meeting governed by Brown Act
B: Public Event\*
C: Nepresentation at Public Meeting/Event\*
D: Representation on a 503.03 Board \*
E: Conference/seminar/Training Program related to District\*
F: Ad Hot committee of the Board

C: Meeting w/GM re District Operations
H: Meeting w/auditors, sittornay or consultant retained by District
I: Meeting of Local, State or Federal body w/furisdiction affecting HCSD

J: Meeting w/organization with interests in matters involving functions or operations of the District

K: Meeting pre-approved by the Board of Directors

\* Written or werboi report required to be presented at the next floored meeting

May 19, 2022 Board Meeting

2:32 PM 10/10/2014

B 28

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- G: Meeting w/GM re: District Operations
- H: Meeting w/auditos, attorney or consultant retailed by District
- I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD
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Mileage calculated at \$0.56/mile effective 1/1/21

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

E: Confrence/Seminar/Training program related to Distrit\*

F: Ad Hoc Committee of the Board

C: Representation at Public Meeting/Event\* D: Represntation on 501C3 Board \*

B: Public Event\*

		HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER CRAIG SCHNEIDER \$19,2022	ES DISTRICT BOARD MENI SCHNEIDER 5/9/2022	JER EXPENSE VOI	JCHER			
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5/4/2022	Description of Public Benefit	Meet with Residents and Vendors					At Diskin Mankess reconstraint by Bryan Art	
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Date		Name: Tim Smith Expanse Description (Expansion						
			Miles	Meais	Lodging	Other	Exp Category	_
05/03/2022	Duhlin Bonette	mig with general manager					G: Meeting w/GM re District Operations	_
	Topic Deficit							
05/04/2022	Event	Ad Hoc committee mtg					F: Ad Hoc committee of the Board	Ir.
	Public Benefit							-
05/05/2022	Event	regular board mtg					A: Public Meeting governed by Brown Act	
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Expense Categories

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

C: Representation at Public Meeting/Event\*
D: Representation on a 501C3 Board\*
E: Conference/seminar/Training Program related to District\*
F: Ad Hoc committee of the Board

A: Public Meeting governed by Brown Act

B: Public Event"

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

June 2, 2022 Board Meeting

Defe		Name: Tim Smith Expense Description/Poulonelloss	2				
			Miles	Meats	Lodging	Other	Exp Category
05/09/2022	Event	Asbosd	60.0				J: Meeting w/organization with interests in n
	Public Benefit						
05/10/2022	Event	Park and Rec					A: Public Meeting governed by Brown Act
	Public Benefit						1
05/11/2022	Event	Met with staff about A/C for new buildings					G: Mseting w/GM re District Operations
	Public Benefit						1
05/14/2022	Event	Concert in the Park					B: Public Event*
	Public Benefit	4-11111					
05/17/2002	Event	mtg with gm					G: Meeting w/GM re District Operations
	Public Benefit	The second secon					
05/19/2022	Event	board meeting					A: Public Meeting governed by Brown Act
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33	Signature	Data		Submitted By:			
		Alex					

Expense Categories

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

C: Representation at Public Meeting/Event\*
D: Representation on a 501.C3 Board\*
E: Conference/seminal/Training Program related to District\*
F: Ad Not committee of the Board

A: Public Meeting governed by Brown Act B: Public Event\*

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

C: Reprocentation at Public Meeting/Event A: Public Meeting governed by Brown Act C: Representation at Poblic Meeting/Event A: Public Meeling governed by Brown Act F: Ad Hoc committee of the Board Total mikage 5 35 AG Total Media | Total Lodging | Total Other Offher Lodging HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER 629/2022 Menis Total Meatings Total Miles Miles 68.00 825.00 58 miles Weeting 137.50 137.50 137.50 137.50 137.60 137.50 Discuss and review Park Maintenance and Recreation Programs Expense Description/Explanation National Night Out Committee Park and Recreation Meeting Farmers Market Farmers Market Regular BOD Meeting of Regional Special Districts feet Residents and Assist Vendors feet Residents and Assist Vendors Plan and Discuss 8/2/2022 event Business Meeting of HCSD Detarption of Public Benefit Event Detcription of Public Benefit Description of Public Beheft Description of Public Bernefit Event Description of Public Benefit Event Description of Public Banefit Event Obercholon of Public Banefit Event Description of Public Benetit Description of Public Benefit Description of Public Benefit Evera Event Eveni Event 5/11/2022 5/20/2022 5/9/2022 5/10/2022 5/18/2022 5/19/2022 Submitted by:

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5/20/2022

		NAME: DONNE NOON	Date: 5-23	<i>ب</i>			
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Expense Categories:

G: Maeting w/GM re: District Operations

H: Meeting w/auditos, attorney or consultant retailed by District

Heeting of Local, State or Federal body w/jurisdiction affecting HCSD
 Meeting w/organization with intersts in matter invloving functions or operations of the District
 Meeting pre-approved by the Board of Directors

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

F: Ad Hoc Committee of the Board "Written or verbal report required to be presented at the next Board meeting

E: Confrence/Seminar/Training program related to Distrit\*

C: Representation at Public Meeting/Event\*

D: Represatation on 501C3 Board •

A: Public Meeeting governed by Brown Act

B: Public Event\*

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

Employee: Brittney

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

1-25 Crispy Chicken Wrap L-6 Quesadillas

\$8.95 \$7.89

Subtotal: Tax:

\$16.84 \$1.47 \$18.31

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

Thank you come again!
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IF CREDIT VOUCHER)

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A: Public Meeeting governed by Brown Act B: Public Event\*

C: Representation at Public Meeting/Event\*

D: Represntation on 501C3 Board \*

E: Confrence/Seminar/Training program related to Distrit\*

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J: Meeting w/organization with intersts in matter invloving functions or operations of the District K: Meeting pre-approved by the Board of Directors

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

LOS	Domingos
(760)	256-1381

Ticket No: 79

Ticket UID: 202205112A0E-42

Small Room->5

Employee: Brittney

Dine In

Date: 5/11/2022 Time: 12:19:39 PM

L-25 Crispy Chicken Wrap

L-6 Quesadillas

\$8.95 \$7.89

Subtotal: \$16.84 Tax:

Total:

\$1.47 \$18.31

Suggested Tip 10% (Fip: \$1.83, Total: \$20.14) 15% (Tip: \$2.75, Total: \$21.96) 20% (Tip: \$3.66, Total: \$21.97)



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SIGNATURE

June 16, 2022 Board Meeting

2:32 PM 10/10/2014

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A: Public Meeting governed by Brown Act

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SIGNATURE

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A: Public Meeeting governed by Brown Act 8: Public Event\*

C: Representation at Public Meeting/Event\*

D: Represidation on 501C3 Board \*

E: Confrence/Seminar/Training program related to Distrit\*

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200

K: Meeting pre-approved by the Board of Directors

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

		HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER CRAIG SCHNEIDER \$123/2022	ICES DISTRICT B	OARD MEMBER S/23/2022	REXPENSE VO	UCHER			
Date		Expense Description/Explanation	Meeting	Miles	Meats	Lodging	Other	Exp Category	T
	Event	SBSDA	137 50	58.00				C: Representation et Putulo Meeting/Event*	ľ
5/9/2022	Description of Public Benefit	Meeting of Regional Special Districts							7
	Event	Park and Recreation Meeting	137.50					A: Public Meding governed by Grown Act	,
5/10/2022	Description of Public Benefit	Discuss and review Park Maintenance and Recreation Programs							
	Event	Farmers Market	137.50					C: Representation at Public Meeting/Event*	7
5/11/2022	Description of Public Benefit	Meet Residents and Assist Vendors							7
	Event	Farmers Market	137.50					C: Representation at Public Meeting/Event*	7
5/18/2022	Description of Public Benefit	Meet Residents and Absist Vendors							7
	Event	Regular BOD	137.50					A: Fublic Meating poverned by Brown Act	,
5/19/2022	Description of Public Benefit	Business Meeting of HCSD							7
	Event	National Night Out Committee	137.50					F: Ad Hoc consmittee of the Board	F
5/20/2022	Description of Public Benefit	Plan and Discuss 8/2/2022 event							7
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Submitted by:

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Date	Event	5/31/2022 Description of Public Benefit	Event	6/1/2022 Description of Public Benefit	Event	6/2/2022 Description of Public Benefit	Event	6/3/2022 Description of Public Benefit	Event	Description of Public Banefit	Event	Description of Public Benefit	Event	Description of Public Benefit	Event	Description of Public Benefit	Event	Description of Public Benefit	Event	Description of Public

Craig J. Schneider

		Expense Description Few land low	Parties.				
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	Public Benefit						
05/40/2022	Event	Park and Rec					A: Public Meeting governed by Brown Act
	Public Benefit						
25/11/2002	Event	Met with staff about A/C for new buildings					G: Meeting w/GM re District Operations
	Public Benefit						
20007917	Event	Concert in the Park					B: Public Event*
70.76	Public Benefit						
35/17/2002	Event	mtg with gm					G: Maeting w/GM re District Operations
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2202/18/2022	Event	board meeting					A: Public Meeting governed by Brown Aci
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	Signature	Date		Submitted By:	Tim Smith		

A: Public Meeting governed by Brown Act

8: Public Event\*

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D: Representation on a 501.C3 Board\*

E: Conference/seminar/Training Program related to District\*

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

		Name: Tim Smith	mananda	E.13E. + U.U.	HER	June 5 2022	N	
Date		Expense Description/Explanation	Miles	Meals	Lodging	Other	Exp Category	T
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00/04/2026	Public Benefit						3	Ī
08/03/2022	Event	picked up air canditioners for new shop buildings					A: Public Meeting governed by Brown Act	T
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Expense Calegories

G: Meeting w/GM re District Operations H: Meeting w/auditors, attorney or consultant retained by District

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Page 1940 Straight St			HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER	GMBER EXP	ENSE VOUC	HER			
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C 3-2-1-17: Month Michele E Vent Totals Mileage Meals Lodging Other Grand Total Appropriate Appropriat	100	Public Benefit		MACA					
Totals: Mileage Totals: Mileage Meals Lodging Other Grand Total Appropriate Approval Submitted By NGM	5/25	Tyon.	Franker Market						)
Totak: Miléage Meals Lodging Cliner Grand Total Cliner Grand Total Submitted Sy.	11	Perbits Baneille	non					MC	
Appropriate Approval Appropriate Approval Submitted By:  Care Grand Total Submitted By:  Care Date	MateriCom	monte			-	,	-		
Appropriate Approval Appropriate Approval Date						Mileage	,		
Appropriate Approval  Submined By: NON Est						Meals Lodging Other			
Date			Appropriate Approval		Grand	Total	, , ,		
l		Signature			Submitted By:	250			
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A: Public Meeting governed by Brown Act B: Public Event\*

C. Representation at Public Meeting/Event\*
D. Representation on a 501.C3 Board\*
E: Conference/seminar/Training Program related to District\*
F: Ad Hor committee of the Board

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

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

Current Expense Reports for

PPE 6/19/22 PPE 7/3/22 PPE 7/17/22

PPE 7/31/22

HET ENDAT E COMMINITY SERVICES DISTRICT	EXPENSE VOUCHER 6/28/22	Date Miles Wilesge Mests Lodging Officer	C/3 Waltipatreeving uses	6//5		7/2					Totals: Miteage Meals Lodging	Other Grand Total	Subpritted By:	72-30
HELENDALE COMM	Name: De Core	Ion/Explanation	Hea Borna MTG	4	Kelioly Adsplace	Ro Bend 27						certify the expenses listed above are related to my authorized Board related expenses.	Appropriate Approval	Signature Date

2:32 PM 10/10/2014

SABoard Packets/Board of Directors/HCSD Board Expense Vouchers with AB1/234,x/s

Date		CRAIG SCHNEIDER 6/20/2022  Exnense Description/Exniensition Meetin Meetin Meetin 1 ods	G SCHNEIDER	6/20/2022	9	Lodelin	Sept	Type Pathonesias	
anger 1	-	Expense Description Explanation	Meeung	MIIBS	Meals	Logging	Ccher	Exp Category	
	Event	National Night Out	137.50					F: Ad Hoc committee of the Board	- 1
6/7/2022	Description of Public Benefit	Planning for NNO to have residents attending NNO interact with First Responders	irst Responders						
	Event	Park and Recreation Committee	137.50					A: Public Meeting governed by Brown Act	
6/14/2022	Description of Public Benefit	Discuss Park Maintenance (Blow sand). Lights for sports fields, to allow for night events.	allow for night ev	ents.					
i	Event	Meeting with GM	137.50					G: Meeting w/GM re District Operations	
615/2022	Description of Public Benefit	Review HCSD Business and BOD agenda for 6/16/2022							
	Event	HCSD Regular BOD Meeting	137.50					A: Public Meeting governed by Brown Act	•
6/16/2022	Description of Public Benefit	HCSD Business Meeting. Review Fee Schedule and Sunshine Document.	ocument,						
	Event	MCSD Senior Center						C: Representation at Public Meeting/Event*	
6/17/2022	Description of Public Benefit	Attend Senior Monthly Lunch. Discuss future M-F lunches for Seniors that will begin July 2022	iors that will begin	July 2022					
	Event								•
	Description of Public Benefit								
	Event								
	Description of Public Benefit								
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	Description of Public Benefit								
		0 0	Total Meetings	Total Miles	Total Meels	Total Lodging	Total Other	Total	
Submitted by:			687.50		- +9		\$		

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,		HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER	EMBER EXP	ENSE VOUC	HER			Г
		Name: Tim Smlth			ō	06/19/2022		
Date		Expense Description/Explanation	Miles	Meals	Lodging	Other	Exp Category	Т
06/11/2022	Event	Concert in the park						7
	Public Benefit	Welc	Welcomed attendees and made announcements	s and made ar	Inouncements		THE TOTAL PROPERTY OF THE PROP	1
06/14/2022	Event	mtg with gm					G: Meeting w/GM re District Operations	1
	Public Benefit	met wit	h gm about mtg	g agenda and	met with gm about mtg agenda and district business		41	1
08/18/2022	Event	regular board meeting					A: Public Meeting governed by Brown Act	<b>T</b>
77070	Public Benefit							1
06/17/2022	Event	Senior lunchen					B: Public Event*	1
770411	Public Benefit	made anounc	ement about po	ossible refuse	made anouncement about possible refuse to be a victim seminar	eminar		7
	Event	ad hoc mtg on sunshine ordinance					F: Ad Hoc committee of the Board	1
	Public Benefit	met with	Director Clark	and Kimberly (	met with Director Clark and Kimberly (not sure on date)	(e)		7
	Event				-		B: Public Event*	1
	Public Benefit						THE STATE OF THE S	T
	Event						A: Public Meeting governed by Brown Act	Τ,
	Public Benefit							7
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	Public Benefit						The state of the s	T
	Event							1
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	Event							7
	Public Benefit							7
 		Totals				1		П
				Totals:	Mileage	'		
				Č	Meals Lodging Other			
	:	Appropriate Approval		Grand Lotal	I otal			
Sign	Signature	Date		Submitted By:	Tim Smith			

G: Meeting w/GM re District Operations H: Meeting w/auditors, attorney or consultant retained by District Expense Categories

> A: Public Meeting governed by Brown Act B: Public Event\*

C: Representation at Public Meeting/Event\* D: Representation on a 501C3 Board\*

E: Conference/seminar/Training Program related to District\*

F: Ad Hoc committee of the Board

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

I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD J: Meeting w/organization with interests in matters involving functions or operations of the District K: Meeting pre-approved by the Board of Directors

PPE 7/3/22

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

		NAME: GONCHY / LACK DA	Date: 622	7				
Date		Expense Description/Explanation	Mileano	Manie	10.00			
17/19	Event	11/1 WOL	1	Mems	Todau B		Exp. Category	
9/	Public Benefit	20 month 1	1		0000	0011	d.	7
16/3	Event	ethe us locara.	20	J	A South of the	27 27	ander	LEK MELTE
	Public Benefit	uldengo Meld.	anodus &	die Di	Die Kill	2015	400	1
6/3	Event	to hemo		T4560		7		122 CE
1	Public Benefit	inka	1.6.1	miles ~	1	4 4 4	U	June 10 M Por
41/01	Event	At an Marilia		-	1	100m	) CANALA	
	Public Benefit		A DESCRIPTION OF THE PARTY OF T				one of Phone and includes contracted by a cross-	
6/15	Event	Jelesphone W/GW						
`	Public Benefit	\$	1/40	11/46			Preside to the system of the s	
91/9	Event	Goton do						
1	Public Benefit				d fright character and the control of the control o			
	Event							
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	Public Benefit					The same of the sa	Mary with the special principle of the special states of the speci	
	Event							
	Public Benefit	OAK-MAT DESCRIPTION OF THE PROPERTY OF THE PRO	contrato to be so lam be a significant to the second	The state of the s	A BEST AND			
Notes/Comments:				Totals:				
				E -	Meals	20		
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Signature		Date	<u> </u>	Board Meryber Si	ber Signature:	1221		
		begories:	1		Finance Consociation	Mos.		
A: Public Meeeting governed by Brown Act R: Public Exercise	g governed by	Brown Act	G	G: Meeting w/GM re: District Operations	re: District Op	arations		

A: Public Meeeting governed by Brown Act B: Public Event\*

C: Representation at Public Meeting/Event\*

D: Represntation on 501C3 Board \*

E: Confrence/Seminar/Training program related to Distrit\* F: Ad Hoc Committee of the Board

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

K: Meeting pre-approved by the Board of Directors

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

J: Meeting w/organization with intersts in matter invioving functions or operations of the District

I: Meeting of Local, State or Federal body w/Jurisdiction affecting HCSD H: Meeting w/auditos, attorney or consultant retailed by District

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PPE 7/3/22

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REC'D JUL - 5 2022

	•	HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER	EMBER EXP	ENSE VOUC	HER		
		Name: Tim Smith				07/06/2022	
Date		e Des	Miles	Meals	Lodging	Other	Exp Category
000000000000000000000000000000000000000	Event	ASBCSD					J: Meeting w/organization with interests in n
00/20/2022	Public Benefit						
	Event						A: Public Meeting governed by Brown Act
	Public Benefit						
	Event						A: Public Meeting governed by Brown Act
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	Event						l: Meeting of Local, State or Federal body w/ ▼
	Public Benefit						
	Event						C: Representation at Public Meeting/Event*
	Public Benefit						
	Event						B: Public Event*
	Public Benefit						
	Event						A: Public Meeting governed by Brown Act
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	Public Benefit						
	Event						
	Public Benefit						
	Event						•
	Public Benefit						
Notes/Comments:		Totals		1	,	1	
				Totals:	Mileage Meals		w.
				Grand	Lodging Other Grand Total		
		Appropriate Approval					
	Conature	) Date		Submitted By:	Tim Smith		
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Expense Categories

G: Meeting w/GM re District Operations

G: Meeting w/auditors, attorney or consultant retained by District

H: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD

J: Meeting w/organization with interests in matters involving functions or operations of the District

K: Meeting pre-approved by the Board of Directors

C: Representation at Public Meeting/Event\*

D: Representation on a 501.C3 Board\*

E: Conference/seminar/Training Program related to District\*

F: Ad Hoc committee of the Board

A: Public Meeting governed by Brown Act

B: Public Event\*

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

		HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER	TEMBER EXP	ENSE VOUC	HIKIR			Г
		Name: HENRY SPILLER						
Date		Expense Description/Explanation	Miles	Meals	Lodging	Other	Exp Category	
10/0	Event	Good Martina						Þ
7	Public Benefit	Martini Govern	a buth	a Bea	A news	tet	*	
d's	Event	"tha COP	,					P
0	Public Benefit	, ,					9	
49	Event	hat	Moth	: 3				•
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10/9	Evant	1. A. V.						•
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1119	Event	Medithe with the GIV		,				Þ
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11/1	Section 1	Folmare Markott	2					Þ
412	Public Benefit	Ron an wibling arent					e	1
711/19	Event	Donale Mookini				,		
2/2	Public Beneat	Public Martin Vernono	of bui	Ho. R.	1 MILE	403	4	
Alan	Event	Social Districts Month	4/1/	Jan a	winder	Sel.		P
100	Public Benefit	Conference Welsted to the	2 Deil	nct			M	
	Event	Farmonny Mar Not	)					1
1111	Public Benefit	Non a mubilio Esont					V	
		Totaks			,			
Notes/Confidents:				Totals:	Mileage			
					Lodging			
				Officer Grand Total	Total			
		Appropriate Approval		Submitted Box		V W		T
	Signature	Date			No MOV	TO STATE OF THE PARTY OF THE PA		
		Expense	Expense Categories					

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

G: Meeting w/GM re District Operations H: Meeting w/auditors, attorney or consultant retained by District

I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD

J: Meeting w/organization with interests in matters involving functions or operations of the District K: Meeting pre-approved by the Board of Directors

\* Written or verbai raport required to be presented at the next Board meeting

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

985 July 22

		NAME: Sirvaly/ Saga	Date: 7-12	7				
Date		Expense Description/Explanation	Mileage	Meals	Lodging	Other	Exp. Category	
34.5	Event	Geschesian w/ Chair						
7-6	Public Benefit	7	Suldalinios					
Crt	Event	reties de	0	23-12				
7-13	Public Benefit							
6+-17	Event	Methodes 101 GM						
L1-L	Public Benefit	Broblens / n	000 -1000	lond.	ations			
	Event	,						
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	Public Benefit							
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Notes/Comments:	žį.			Totals:	Mileage Meals Lodeling	23-4	- 450 °C	0
Ok to process for payroll	or payroll				Grand Total	473	<b>&gt;</b>	
Signature		Date		Board Menaber	er Signature:	War	and the second	
Expense Col A: Public Meeeting governed by Brown Act	ting governed l	Expense Categories: by Brown Act	ı	Expense Categories: G: Meeting w/GM re: District Operations	Expense Categories: M re: District Operati	gories: Sperations		

- G: Meeting w/GM re: District Operations
- H: Meeting w/auditos, attorney or consultant retaied by District
- 1: Meeting of Local, State or Federal body w/Jurisdiction affecting HCSD
- 1: Meeting w/organization with intersts in matter invioving functions or operations of the District
  - K: Meeting pre-approved by the Board of Directors

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

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

E: Confrence/Seminar/Training program related to Distrit\* F: Ad Hoc Committee of the Board

8: Public Event\* C: Representation at Public Meeting/Event\* D: Represntation on 501C3 Board \*

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HELENDALE COMMUNITY SERVICES DISTRICT		* Mileage	Reimbursed & 0.485			1		r		,				,					Totals:	Other Grand Total	Submitted By:	
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	Name: 12 00	Expense Desc	Mest		TAPLE		Rec	Ŋ												I certify the expenses listed above are related to my authorized Board related expenses.	Approp	
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## HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

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Signature				Expens	Expende Categories:		
A. Dublic Manadin	e enverne	Expense Loregories: the Brown Act	G: Mee	G: Meeting w/GM re: District Operations	G: Meeting w/GM re: District Operations  G: Meeting w/GM re: District Operations	int retailed by Distr	t
8: Public Event*		1	H. Mee	ting w/audiws, e	H: Meeting W/auditos, artorney or consumm. Consummer of the HCSD I: Meeting of Local, State or Federal body W/Jurisdiction affecting HCSD	v/jurisdiction affec	ling HCSD

- H: Meeting w/auditos, attorney or consultant retailed by District
- Meeting of Local, State or Federal body w/jurisdiction affecting HCSD
   Meeting w/organization with intersts in matter invloving functions or operations of the District
   Meeting pre-approved by the Board of Directors

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

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

E: Confrence/Seminar/Training program related to Distrit\* F: Ad Hoc Committee of the Board

C: Representation at Public Meeting/Event\*

D: Represntation on 501C3 Board \*

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		Exp Category C: Representation at Public Meeting/Event*		F: Ad Hoc committee of the Board		C: Representation at Public Meeting/Event*		C: Representation at Public Meeting/Event*		A: Public Meeting governed by Brown Act		C: Representation at Public Meeting/Pounts		A: Public Meeting governed by Brown Act		F: Ad Hoc committee of the Board		C: Representation at Public MeetinufEvent*			
		offic Office																			
JCHER		Lodging				-				-										-	-
R EXPENSE VOL		Meals											-			-					
30ARD MEMBER 8/1/2022	Milos	CANIE							-				-								
VICES DISTRICT E	Mooting	150.00		150.00		150.00		150.00	-	150.00		150.00		150.00		150.00		150.00			
HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER CRAIG SCHNEIDER 8/1/2022	Expense Description/Explanation	Farmers Market	Meet residents and vendors at Market	National Night Out	Planning for NNO, meet with Greg and Larry from SL Market	Concert In the Park	Interact with residents and vendors at Concert	Farmers Market	Meet residents and vendors at Market	Park and Recreation Meeting	Discuss Park projects, Recreation programs	Farmers Market	Meet residents and vendors at Market	Regular BOD Meeting	Business and plans for HCSD	National Night Out	Outdoor plans for Vendors and Safety Organizations	Farmers Market	Meet residents and vendors at Markot		C
		Event	Description of Public Benefit	Event	Description of Public Benefit	Event	Description of Public Benefit	Event	Description of Public Benefit	Event	Description of Public Benefit	Event	Description of Public Benefit	Event	Description of Public Benefit	Event	Description of Public Benefit	Event	Description of Public Benefit	Eyent	Description of Public Benefit
	Date		7/6/2022		7/8/2022		7/9/2022		7/13/2022		7/19/2022		2750/2021		7/21/2022		7/22/2022		2202/12/1	_	

Total

Total Meals | Total Lodging | Total Other

Total Meetings Total Miles

Submitted by:

		HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER Name: Tim Smith	IEMBER EXI	ENSE VOUC		08/01/2022		
Date		Expense Description/Explanation	Miles	Meals	Lodging	Other	Exp Category	_
02/00/20	Event	CONCERT IN THE PARK					B; Public Event*	
770000	Public Benefit	District Announcements						
02/10/2002	Event	MEETING WITH GM					G: Meeting w/GM re District Operations	
0111912022	Public Benefit	for upcoming board meeting				i	Lower Company of the	ı I
0210110100	Event	Regular board meeting					A: Public Meeting governed by Brown Act	
77071	Public Benefit						Territa	al
	Event						l: Meeting of Local, State or Federal body w/ ▼	
	Public Benefit							
	Event						C: Representation at Public Meeting/Event* •	
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	Public Benefit							1
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Expense Categories

A: Public Meeting governed by Brown Act

B: Public Event\*

C: Representation at Public Meeting/Event\* D: Representation on a 501C3 3oard\*

E: Conference/seminar/Training Program related to District\*

F: Ad Hoc committee of the Board

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

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

	HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER	CMBER EXPER	NSE VOUCI	TER			
	Name: HEWRY SPILLER						
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\* Written or verbal report required to be presented at the next Board meeting

**NEW EXPENSE REPORT FORM** 

Event Description of Public Benefit
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Expense Categories

G. Meeting w/GM re District Operations

H: Meeting w/auditors, attorney or consultant retained by District

E. Meeting of Local, State or Federal body w/jurlsdiction affecting HCSD

J. Meeting w/organization with interests in matters involving functions or operations of the District

K: Meeting pre-approved by the Board of Directors

E: Conference/seminar/Training Program related to District\* F: Ad Hoc committee of the Board

C: Representation at Public Meeting/Event\* D: Representation on a 501C3 Board\* A: Public Meeting governed by Brown Act B: Public Event\*

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



## Helendale Community Services District

Date: August 4, 2022
TO: Board of Directors

FROM: Kimberly Cox, General Manager

SUBJECT: Agenda item #6

Public Hearing to Receive Comments Regarding Possible Adoption of Resolution 2022-14: 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 2023

## STAFF RECOMMENDATION:

Staff recommends approval of Resolution 2022-14. Additionally, staff requests authorization to make any final adjustments based upon payments or other discovery prior to submittal to the County.

## **BACKGROUND:**

On, April 21, 2022, 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 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 10<sup>th</sup>.

## **STAFF REPORT:**

This is an annual public hearing item that comes before the Board prior to September to facilitate the tax roll process. 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.

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 2023- \$41,750.

**FISCAL IMPACT:** Estimated revenue of \$22,670 for water and \$19,080 for wastewater.

**POSSIBLE MOTION:** Approve Staff recommendation and adopt Resolution 2022-14.

**ATTACHMENTS:** Resolution 2022-14

Engineer's Report for Water and Sewer Standby Charges (FY2015)



## **RESOLUTION NO. 2022-14**

## 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 2023

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]Il 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 August 4, 2022, 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 2022-23 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 4th day of August 2022, by the following vote:

AYES: NOES: ABSENT: ABSTAIN:	S =			
		Ву:		
		-1-	Henry Spiller, Vice-President	_
ATTEST:				
			-	
Sandy Haas, Secret	ary			

## Exhibit A Water Standby Fee

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

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

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

## **EXAMPLE:**

5.6 Acres = \$30 x 5.3 EBUs = \$159 .5 Acres - \$30 x 1EBU = \$30 1 Acre = \$30 x 1EBU - \$30

## Exhibit B Sewer Standby Fee

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

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

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

## **EXAMPLE:**

5.6 Acres = \$30 x 5.3 EBUs = \$159 .5 Acres - \$30 x 1EBU = \$30 1 Acre = \$30 x 1EBU - \$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

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## 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	dayof	2014.
By: Kimberly Cox, Ger	neral Manager	
By: Douglas Dove, PE, o 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 XIIIC and XIIID. 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 XIIID 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 XIIID 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.

<sup>&</sup>lt;sup>1</sup> Undeveloped water and sewer parcel information provided in e-mail from Kimberly Cox, 10/2/2014

<sup>&</sup>lt;sup>2</sup> 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 XIIID 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 XIIID 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 x 5.3EBUs = \$159 .5 Acres - \$30 x 1EBU = \$30 1 Acre = \$30 x 1EBU - \$30 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 CSD<sup>3</sup>, 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.

<sup>&</sup>lt;sup>3</sup> 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 EBUs³ = \$370.98 per EBU) and (\$285,777 / 800 EBUs³ = \$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.



Date: August 4, 2022

TO: Board of Directors

FROM: Kimberly Cox, General Manager SUBJECT: Agenda item #7

Public Hearing to Receive Comments Regarding the Possible Adoption of Resolution

2022-16; 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 2022-16. Additionally, staff requests authorization to make any final adjustments based upon payments or other discovery prior to County submittal.

#### **Staff Report**

Government agencies have the ability to place delinquent accounts on to the County tax rolls via a resolution of the Board of Directors and providing a list of parcel numbers to the County Assessor Tax Collector. To date there are forty-six parcels with outstanding balances an increase of twenty-two over last year. The estimated total amount that is delinquent is \$29,675.12, 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 \$37,858.53 in liens for collection through the property tax mechanism.

The attached Resolution 2022-16 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, 2022.

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 \$29,675.12

**Possible Motion:** Approve Staff recommendation and adopt Resolution 2022-16.

**Attachments:** Resolution 2022-16

ACCT#	APN	AMOUNT
12-1024-03	0465573060000	\$2,392.22
12-1300-01	0465395050000	\$939.66
12-3769-03	0465521070000	\$834.91
12-1775-03	0467811110000	\$10,828.33
12-3424-03	0465552020000	\$834.91
12-3402-04	0465572080000	\$3,528.22
12-2731-06	0467751290000	\$1,160.75
12-2714-01	0467751110000	\$1,150.02
12-2407-02	0467723120000	\$1,165.64
12-2134-02	0467374200000	\$765.94
12-2099-05	0467452120000	\$611.35
12-1810-01	0467522110000	\$1,781.55
12-3599-01	0465265180000	\$1,993.08
12-3763-04	0465553090000	\$1,688.54
		\$29,675.12



#### RESOLUTION NO. 2022-16

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:

- 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, 2022, 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.
- 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 2022-23.

Resolution 2022-16 is hereby approved and adopted by the Board of Directors of the Helendale Community Services District at a regular meeting held on August 4, 2022, by the following vote:

AYES: NOES: ABSENT:		
ABSTAIN:		
		Henry Spiller, Vice-President
Sandy Haas, Secret	ary	



Date: August 4, 2024
TO: Board of Directors

FROM: Kimberly Cox, General Manager

SUBJECT: Agenda item #8

Public Hearing to Receive Comments Regarding Possible Adoption of Resolution 2022-15; A Resolution of the Board of Directors of the Helendale Community Services District Authorizing the Establishment and Continuation of Collection of

Refuse Disposal Land Use Fees for Fiscal Year 2022-23

#### **STAFF RECOMMENDATION**

Staff recommends approval of Resolution 2022-15. Additionally, staff requests authorization to make any final adjustments based upon payments or other discovery prior to County submittal.

#### **STAFF REPORT**

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

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

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

The District is authorized to fix the land use fee using San Bernardino County Land Use Codes. Exhibit A of Resolution 2022-15 documents the codes previously used by San Bernardino Solid Waste Management. The Land Use Codes, Tax Rate Areas (Traps) and Assessor Parcel Numbers (APNs) were provided by the Assessor and Solid Waste Management. The estimated total amount to be assessed is \$230,729.40 from 2,700 parcels.

Resolution 2022-15 authorizes the General Manager to take any and all actions necessary to carry out the intent of the Board and to cause the levy of the special assessment for fiscal year 2022-23. If a charge becomes delinquent, the amount of the delinquency and interest and penalties shall constitute a lien on the property.

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

Fiscal Impact: Estimated collection of special assessment revenue of \$230,729.40

Possible Motion: Approve Staff recommendation and adopt Resolution 2022-15.

**Attachments:** Resolution 2022-15



## **RESOLUTION NO. 2022-15**

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

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

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

WHEREAS, Condition No. 10 of LAFCO Resolution No. 2951 expressly states that "[a]|| 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 21, 2022, the District published a Notice of Public Hearing concerning the Board's intent to adopt the Refuse Disposal Land Use Fees for 2022-2023 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 August 4, 2022, 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 XIIIC 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 2022-23 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 A	AND APPROVED to	nis 4th day of <i>i</i>	August 2022, by the following vote:
NOES:			
ABSENT:	S-100		
ABSTAIN:		By:	
		•	Henry Spiller, Vice-President
ATTEST:			
Sandy Haas	, Secretary		

## Exhibit A

USE CODE	DESCRIPTION	<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



Date: August 4, 2022
TO: Board of Directors

FROM: Kimberly Cox, General Manager

SUBJECT: Agenda item #9

Discussion and Possible Action Regarding Approval of CIRCUS

### **STAFF RECOMMENDATION**

Staff seeks input from the Board regarding this matter.

## **STAFF REPORT**

FISCAL IMPACT: Minor amount of Revenue for use.

**ATTACHMENTS: ???** 



DATE:

August 4, 2022

TO:

**Board of Directors** 

BY:

Cheryl Vermette, Parks, Recreation and Programs Supervisor

FROM:

Kimberly Cox, General Manager

SUBJECT:

Agenda item #9

Discussion and Possible Action Regarding Use of Property for Circus Event

#### **Staff Recommendation**

At the discretion of the Board.

#### Staff Report

Ventura Circus has approached the District again requesting to use the Community Center property to hold a circus September  $1^{st} - 5^{th}$ . The circus would run for four nights. Set up would occur on August  $31^{st}$  and teardown will be September  $6^{th} - 7^{th}$ . The total requested time frame for the use would be 7-8 days.

The Board discussed the use of the property to hold the circus at the January 20, 2022, Board meeting. The Board recommended a \$1,000 fee for the use. Due to County permitting, the circus company could not hold their event on the previously requested dates.

The circus would consist of various acts including tight rope, juggling, clowns, a concession stand, etc., and no animals are used in this circus.

The tent is approximately  $100 \times 100$ . Estimated attendance is between 200 - 300 people per night. The vendor will secure the appropriate permits through San Bernardino County and provide additional insurance in the amount of \$3 million.

Fiscal Impact: Estimated revenue of \$1,000

**Possible Motion:** Approve use of the Community Center property to hold a circus August 31<sup>st</sup> = September 7<sup>th</sup>.