



Helendale Community Services District

BOARD OF DIRECTORS MEETING

August 15, 2019 at 6:30 PM

26540 Vista Road, Suite C, Helendale, CA 92342

Call to Order - Pledge of Allegiance

1. Approval of Agenda

2. **Public Participation** - Anyone wishing to address any matter pertaining to District business listed on the agenda or not, may do so at this time. However, the Board of Directors may not take action on items that are not on the agenda. The public comment period may be limited to three (3) minutes per person. Any member may speak on any agenda item at the time the agenda item is discussed by the Board of Directors.

3. Consent Items

- a. Approval of Minutes: August 1 Regular Board Meeting
- b. Bills Paid and Presented for Approval

4. Reports

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

Regular Business:

5. Public Hearing to Receive Comment and Possible Adoption of Ordinance 2019-02: An Ordinance of the Board of Directors of the Helendale Community Services District Setting Compensation for Its Board of Directors and Authorizing Staff to Publish a Summary of the Ordinance
6. Discussion and Possible Action Regarding Award of Construction Contract for Test Hole and Water Sampling Project
7. Discussion and Possible Action Regarding Award of Construction Contract for Monitoring Well Construction and Water Sampling Project

Other Business

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

Closed Session

9. Conference with Legal Counsel – Anticipated Litigation
Significant Exposure to Litigation
Pursuant to Government Code Section 54956.9 (d)(2)
One Potential Case
10. Announcements from Close Session
11. Adjournment

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

Providing:

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

OFFICE HOURS:

Monday-Friday
8:00 – 5:30 p.m.

PHONE:

760-951-0006

FAX:

760-951-0046

ADDRESS:

26540 Vista Road
Suite B
Helendale, CA
92342

MAILING

ADDRESS:
PO BOX 359
Helendale, CA
92342

Visit us on the Web
at:

www.helendalecsd.org





Helendale Community Services District

Date: August 15, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop / Cheryl Vermette
SUBJECT: Agenda item #3
Consent Items

CONSENT ITEMS

- a. Approval of Minutes: August 1 Regular Board Meeting
- b. Bills Paid and Presented for Approval



Minutes of the Helendale Community Services District
REGULAR BOARD OF DIRECTORS MEETING FOR
August 1, 2019 at 6:30 PM
26540 Vista Road, Suite C. Helendale, CA 92342

Board Members Present:

Ron Clark - President; Tim Smith - Vice President; Henry Spiller – Director

Board Members Not Present:

Sandy Haas, Secretary; Craig Schneider - Director

Staff Members Present:

Kimberly Cox, General Manager
Craig Carlson, Water Operations Manager
Cheryl Vermette, Program Coordinator
Robert Manley, Policy Analyst Intern

Consultants:

Steve Kennedy, Legal Counsel
Cindy Byerrum, Accounting Consultant

Members of the Public:

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

Call to Order and Pledge of Allegiance

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

1. Approval of Agenda

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

Vote: Motion carried by the following vote: 3 Yes – 0 No – 2 Absent

2. Public Participation

Ron Frame, Field Representative for First District Supervisor Robert Lovingood, announced he will be the new representative for the Helendale area. He also announced that Supervisor Lovingood will be at the National Night Out event.

Deputy Gates, San Bernardino County Sheriff's Department, announced that he was promoted to Detective in Morongo. A replacement has not yet been confirmed. He will not be able to attend National Night Out but has several Deputy's that will be in attendance. He also announced that he has secured several sponsors for the bike rodeo including Professional Realty, the Silver Lakes Market and Gridiron Pizza. There are no crime stats available at this time.

3. Consent Items

- a. Approval of Minutes: Approval of Minutes: July 18 Regular Board Meeting
- a. Bills Paid and Presented for Approval

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

Vote: Motion carried by the following vote: 3 Yes – 0 No – 2 Absent

4. Reports

a. Directors' Reports

Director Smith attended the School Board meeting last Wednesday to accept a plaque on behalf of the District.

b. General Manager's Report

General Manager Cox reported that the District's recent water rights purchase of 50-acre feet was approved. There are two RFP's are on the street one for two test holes and water sampling and the other for drilling in installing 3 monitoring well with water quality sampling. Staff has been responding to RFI's and the bid opening will be on August 12. Long-time employee Chris Pattison has given his notice. Staff has been participating in Prop 1 process with MWA and is in the running to receive \$750,000 towards new well. General Manager Cox also told the Board that there was recently a leak in the RO system that caused some damage to the board room walls and we will be taking this opportunity to repaint the board room. She also shared with the Board a photograph that was donated to the District of the first home built near Helendale.

Water Operations Manager Carlson reported that we have completed and uploaded the Consumer Confidence Report to the District's website and submitted to State Water Resources Control Board. Staff rebuilt chlorine pump at well #4 and repaired a leaking PE clamp at fairway courts. Staff continues to work on our Meter Replacement Program and are working with Cheryl on completing the paperwork for the Bureau of Reclamation meter replacement grant.

Program Coordinator Vermette announced the Concert in the Park will be this Saturday from 6-9 pm.

Regular Business

5. Discussion and Possible Action Regarding Introduction of Monthly Financial Statements by Fund

Discussion: General Manager Cox introduced Platinum Consulting owner Cindy Byerrum who will be acting as the District's CPA. Her company services several municipal clients. She has developed a set of monthly financial statements that she reviewed with the Board.

Action: There were no changes requested for the report. There was no action on this item.

6. Discussion and Possible Action Regarding Write-Off of Certain Utility Accounts and Modification of Account Write-Off Policy and Procedures

Discussion: Typically, the board approves write-offs on an annual basis. The write-off policy was approved in 2009 and revised in 2017. Write-offs under \$25 are approved by the General Manager and write-offs over \$25 are approved by the Board. Shavon has collected over \$16,000 in past 6 years. A Write-off occurs when a balance is not paid. Efforts to collect have been futile. The current policy states we should do write-offs every quarter, however due to low number of write-offs annually is sufficient. This may change with AB998.

The current write-offs include: \$133.37 – final bill, the property was sold without our knowledge; \$127.07 – final bill, the property was sold without our knowledge; \$30.58, the owner called to stop service but never paid closing bill; \$84.16 – final bill unpaid; \$14.95 – unpaid trash only bill; \$24.22 – unpaid closing bill; \$00.02 – unpaid final balance; \$1.24 – unpaid final balance; \$00.10 – unpaid final balance; \$5.10 – closing bill; \$4.82 – closing bill; \$4.93 – closing bill; \$2.68 – unpaid final balance; added recreation fees.

Some changes to the policy include: removed collection agency reference, lightened up on quarterly requirement, changed from "quarterly" to "quarterly or at least annually" which allows more time to attempt collection.

The Board added that they would like to raise the General Managers write-off limit to \$200. Legal Counsel Kennedy noted that the references in Section 5 and 6 pertaining to the write off amount will be amended.

Action: A motion was made by Director Spiller to approve write-off of certain utility accounts and approve proposed changes to policy. Vice President Smith seconded the motion.

Vote: The motion was approved by the following roll call vote: 3 – Yes 0 – No – 2 Absent

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

7. Discussion and Possible Action Regarding Adoption of Resolution 2019-15: A Resolution of the Helendale Community Services District Establishing the Statement of Investment Policy for Fiscal Year 2019-2020

Discussion: The guiding principles for the District's investments are: safety, liquidity and yield. The District has relied on safe investment strategies utilizing primarily CalTrust, which is a JPA of local public agencies in CA with pooled assets for investment purposes. The District's cash assets include: \$1,706,841.55 @ 0.25% in CBB; \$131,807.03 @ 2.00% in Cal Trust medium term; \$2,107,125.80 @2.75% in CalTrust short term; \$6,830 @ 2.43% in LAIF and \$27,937.11 @ 0.25% in DCB. The District transfers to CalTrust when CBB gets close to \$2 million. Government Code 53600.3 outlines the requirements for public agency investments establishing the standard of "prudent investor." G.C. 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. The District currently has funds in four locations: Citizen's Business Bank (\$1,706,841.55) *Funds for day-to-day operations*; Desert Community Bank (\$27,937.11) *Thrift Store Cash Deposits (closest bank)*; Local Agency Invest Fund (LAIF) (\$6,830.83) *Can invest up to \$40M*; CalTrust (Investment Pool) *Can invest up to \$40M - Short Term (6-18 mo) - \$2,107,125.80 and Medium Term (18 mo to 3yr) - \$1,131,807.03*

Annually staff reviews the Investment policy approved by the Board to see if there is a need for changes or updates due to State of California Requirements and has been reviewed by Financial Consultant & Counsel. After review, there are no changes being recommended. The Statement of Investment Policy is, however, required to be adopted annually regardless of changes or not.

Action: A motion was made by Director Spiller to approve write-off of certain utility accounts and approve proposed changes to policy. Vice President Smith seconded the motion.

Vote: The motion was approved by the following roll call vote: 3 – Yes 0 – No – 2 Absent

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

8. Discussion and Possible Action Regarding Approval of a Professional Services Agreement for Technical Support Services

Discussion: The scope of work is outlined in Exhibit A. There is a unique provision created in 6.7(c) that the PSA developed to capture a 3-yr longevity discount. Language was inserted to capture discount

and provide provisions if terminated without 180-days' notice. Exhibit B outlines a refund if service is ended earlier. Staff anticipates a satisfactory relationship. There will be a budget increase with either provider. The increase of hosted software is not budgeted. If approved, the budget would need to be increased from \$10,200 to \$17,610. Staff evaluated a second service provider before making this recommendation.

Action: Director Spiller made the motion to approve a Professional Services Agreement with Sonic Systems and increase budget line item for monthly tech support from \$10,200 to \$17,610 in Fund 10-521600-00-0. Vice President Smith seconded the motion.

Vote: The motion was approved by the following roll call vote: 3 – Yes 0 – No – 2 Absent

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

9. Discussion and Possible Action Regarding Incremental Implementation of the Sensus Analytic for AMI Meter Reading System

Discussion: In 2017, after extensive evaluation the Board voted to move ahead with proprietary AMI Meter Reading System. The District has received grants from Bureau of Reclamation and Mojave Water Agency. Approximately 600 meters have been installed (21% of system). The antenna is installed and connected. The proposed pilot project will "light up" the meters and reads will be transmitted to the office directly and regularly. This will help staff capture leaks and high usage, disconnect accounts remotely and save time on service orders and meter reading time. The Pilot program allows the software to go live with minimal costs. This will be a 6-month pilot and will cost \$7,750 for the analytic integration. At the end of the pilot we will incur \$12,730 for annual software costs, \$7,957 for a one-time setup fee, and \$1,250 for a one-time training fee. There will be on-going annual software costs of \$12,730. Option 1 - approve pilot to start September and fund annual costs in 6 months (February) or Option 2 – approve the pilot to start January and fund annual costs in FY21 budget (July 1, 2020).

Action: A motion was made by Vice President Smith to approve Option 2 to begin pilot program in January and annual program in July 2020 and associated budget adjustments. Director Spiller seconded the motion.

Vote: The motion was approved by the following roll call vote: 3 – Yes 0 – No – 2 Absent

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

Other Business

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

None

11. **Adjournment**

Action: President Ron Clark adjourned the meeting at 7:31 pm

Submitted by:

Approved By:

Ron Clark, President

Tim Smith, Vice-President

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



Helendale Community Services District

Date: August 12, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop, Senior Account Specialist
SUBJECT: Agenda item # 3 b.
Consent Item: Updated Bills Paid and Presented for Approval 6/16/19-8/12/19

STAFF RECOMMENDATION:

Report Only. Receive and File

STAFF REPORT:

Staff issued 200 checks and 41 EFT's totaling \$1,041,272.43

Total cash available:	<u>8/12/19</u>	<u>6/16/19</u>
Cash	\$ 4,605,875.71	\$ 4,997,442.20
Checks/EFT's Issued	\$ 1,041,272.43	\$ 226,089.51

Investment Report

The Investment Report shows the status of invested District funds. The current interest rate is 2.27% for CalTRUST Short-Term and 1.98% for Medium-Term Investments, 2.45% for LAIF, and 0.25% for the CBB Sweep Account for Jul 2019. Interest earned in July 2019 on the CalTrust investments and the CBB Sweep Account is \$7,261.85.



Helendale CSD

Bills Paid and Presented for Approval

Transaction Detail

Issued Date Range: 06/16/2019 - 08/12/2019

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 251229590 - CBB Checking					
06/20/2019	21999	A&G Instrument Service and Calibration, Inc.	-859.80	Check	Accounts Payable
06/20/2019	22000	ASBCSD	-114.58	Check	Accounts Payable
06/20/2019	22001	Brunick, McElhaney & Kennedy	-5,818.75	Check	Accounts Payable
06/20/2019	22002	Burrtec Waste Industries, Inc.	-49,708.23	Check	Accounts Payable
06/20/2019	22003	Choice Builder	-931.11	Check	Accounts Payable
06/20/2019	22004	County of San Bernardino, Solid Waste Mgmt. Div.	-950.76	Check	Accounts Payable
06/20/2019	22005	Craig Schneider	-783.64	Check	Accounts Payable
06/20/2019	22006	DOS COSTAS COMMUNICATIONS	-800.00	Check	Accounts Payable
06/20/2019	22007	Frontier Communications	-64.88	Check	Accounts Payable
06/20/2019	22008	Frontier Communications	-56.73	Check	Accounts Payable
06/20/2019	22009	Hank Dyer Electric	-491.00	Check	Accounts Payable
06/20/2019	22010	Hartford Life	-595.53	Check	Accounts Payable
06/20/2019	22011	Home Depot Credit Services	-461.73	Check	Accounts Payable
06/20/2019	22012	Mojave Resource Management	-8,931.72	Check	Accounts Payable
06/20/2019	22013	Parkhouse Tire, Inc.	-1,134.15	Check	Accounts Payable
06/20/2019	22014	Paul Harvey	-700.00	Check	Accounts Payable
06/20/2019	22015	Rebecca Gonzalez	-150.00	Check	Accounts Payable
06/20/2019	22016	Robert Collison	-30.42	Check	Accounts Payable
06/20/2019	22017	Sarah S.Merkrlbach	-350.00	Check	Accounts Payable
06/20/2019	22018	Triple C Electric	-10,000.00	Check	Accounts Payable
06/20/2019	22019	Uline	-585.18	Check	Accounts Payable
06/20/2019	22020	United Site Services	-128.89	Check	Accounts Payable
06/20/2019	22021	Verizon Wireless	-666.41	Check	Accounts Payable
06/20/2019	22022	Verizon Wireless	-96.90	Check	Accounts Payable
06/20/2019	22023	Southern California Edison	-2,075.25	Check	Accounts Payable
06/20/2019	22024	Southern California Edison	-976.77	Check	Accounts Payable
06/20/2019	22025	Southern California Edison	-5,401.16	Check	Accounts Payable
06/20/2019	22026	Southern California Edison	-355.98	Check	Accounts Payable
06/20/2019	22027	Aqua-Metric Sales Co.	-3,949.36	Check	Accounts Payable
06/20/2019	22028	Wastewater Technology Trainers	-1,700.00	Check	Accounts Payable
06/20/2019	22029	Rogers, Anderson, Malody & Scott	-11,197.50	Check	Accounts Payable
06/20/2019	22030	Sandy Haas	-770.17	Check	Accounts Payable
06/20/2019	22031	Tim Smith	-816.12	Check	Accounts Payable
06/21/2019	EFT0002795	To record Bank Account Analysis Fees	-506.75	EFT	General Ledger
06/21/2019	EFT0002796	To record payroll fee payment	-181.52	EFT	General Ledger
06/25/2019	22032	Paul Harvey	-2,500.00	Check	Accounts Payable
06/25/2019	22033	REYES INVESTMENT CAPITAL LLC	-10.93	Check	Utility Billing
06/25/2019	22034	CHRISTOPHER B. ROZZELL	-122.70	Check	Utility Billing
06/25/2019	22035	IRENE JOHNSON	-35.56	Check	Utility Billing
06/26/2019	EFT0002799	To record Tasc Flex Claim Pmt	-559.59	EFT	General Ledger
06/27/2019	EFT0002797	To post Payroll pmt - Dir Deposit	-35,395.88	EFT	General Ledger
06/27/2019	EFT0002798	To post Payroll pmt - PR Tax Pmt	-9,390.00	EFT	General Ledger
06/28/2019	22036	Cardmember Services	-1,462.02	Check	Accounts Payable
06/28/2019	22037	Frontier Communications	-78.74	Check	Accounts Payable
06/28/2019	22038	Graham Equipment	-286.40	Check	Accounts Payable
06/28/2019	22039	Imperial Sprinkler Supply, Inc.	-211.67	Check	Accounts Payable
06/28/2019	22040	Infosend	-1,866.91	Check	Accounts Payable
06/28/2019	22041	Inland Water Works Supply Co.	-280.89	Check	Accounts Payable
06/28/2019	22042	Morrow Tire	-72.50	Check	Accounts Payable
06/28/2019	22042	Morrow Tire Reversal	72.50	Check Reversal	Accounts Payable
06/28/2019	22043	Official Payments Corp	-57.90	Check	Accounts Payable
06/28/2019	22044	Print Mart	-43.19	Check	Accounts Payable

Bank Transaction Report

Issued Date Range: -

Issued Date	Number	Description	Amount	Type	Module
06/28/2019	22045	Shred-it USA LLC	-76.71	Check	Accounts Payable
06/28/2019	22046	Staples Office Supplies	-263.49	Check	Accounts Payable
06/28/2019	22047	SWRCB, DWOCP	-60.00	Check	Accounts Payable
06/28/2019	22048	Top Notch Networking, LLC	-813.98	Check	Accounts Payable
06/28/2019	22049	William T. Kuhlmann	-1,205.99	Check	Accounts Payable
06/28/2019	22050	Southwest Gas Company	-158.76	Check	Accounts Payable
07/01/2019	EFT0002803	To record ETS Fees - #9691	-46.79	EFT	General Ledger
07/01/2019	EFT0002806	To record ETS Fees - #9692	-73.16	EFT	General Ledger
07/01/2019	EFT0002807	To record ETS Fees - #557	-36.22	EFT	General Ledger
07/01/2019	EFT0002808	To record EVO Rec Desk CC Fees 22567	-91.95	EFT	General Ledger
07/01/2019	EFT0002810	To record EVO Thrift Store CC Fees 23099	-329.19	EFT	General Ledger
07/02/2019	22051	Andrew Kochever	-30.00	Check	Accounts Payable
07/02/2019	22052	YANG IM KIM	-14.83	Check	Utility Billing
07/02/2019	EFT0002811	To record ETS Fees - #9691	-85.51	EFT	General Ledger
07/02/2019	EFT0002812	To record ETS Fees - #9692	-13.11	EFT	General Ledger
07/02/2019	EFT0002813	To record ETS Fees - #557	-52.13	EFT	General Ledger
07/02/2019	EFT0002819	To record CalPERS Pmt Classic Survivor Benefit	-564.00	EFT	General Ledger
07/02/2019	EFT0002820	To record CalPERS Pmt PEPRA Survivor Benefit	-310.20	EFT	General Ledger
07/05/2019	22053	Bank of America	-277.98	Check	Accounts Payable
07/05/2019	22054	Beck Oil Inc	-3,010.82	Check	Accounts Payable
07/05/2019	22055	Boot Barn Inc.	-156.23	Check	Accounts Payable
07/05/2019	22056	County of San Bernardino	-48.00	Check	Accounts Payable
07/05/2019	22057	FILARSKY & WATT LLP	-210.00	Check	Accounts Payable
07/05/2019	22058	Henry Spiller	-750.00	Check	Accounts Payable
07/05/2019	22059	I Candy Website & Graphic Design	-97.50	Check	Accounts Payable
07/05/2019	22060	Imperial Sprinkler Supply, Inc.	-692.81	Check	Accounts Payable
07/05/2019	22061	Inland Water Works Supply Co.	-295.67	Check	Accounts Payable
07/05/2019	22062	Mike Radford	-100.00	Check	Accounts Payable
07/05/2019	22063	Mobile Occupational Services, Inc.	-90.00	Check	Accounts Payable
07/05/2019	22064	O'Reilly Auto Parts	-615.39	Check	Accounts Payable
07/05/2019	22065	Ron Clark	-625.00	Check	Accounts Payable
07/05/2019	22066	State of California Department of Justice	-49.00	Check	Accounts Payable
07/05/2019	22067	The Woodall Group, Inc	-20.00	Check	Accounts Payable
07/05/2019	22068	United Site Services	-183.47	Check	Accounts Payable
07/05/2019	22069	USA Blue Book	-610.13	Check	Accounts Payable
07/05/2019	22070	USA of So. California	-231.10	Check	Accounts Payable
07/05/2019	22072	William T. Kuhlmann	-45.00	Check	Accounts Payable
07/05/2019	22073	A Step Above Carpet & Tile Cleaning	-360.00	Check	Accounts Payable
07/05/2019	22074	AVCOM Services Inc.	-117.50	Check	Accounts Payable
07/05/2019	22075	Burrtec Waste Industries Inc	-120.49	Check	Accounts Payable
07/05/2019	22076	Costco Membership	-180.00	Check	Accounts Payable
07/05/2019	22077	Gill Construction	-2,410.00	Check	Accounts Payable
07/05/2019	22078	Hartford Life	-595.73	Check	Accounts Payable
07/05/2019	22079	Jobs Available, Inc.	-45.00	Check	Accounts Payable
07/05/2019	22080	NOBEL Systems	-12,200.00	Check	Accounts Payable
07/05/2019	22081	San Bernrdino County	-5,000.00	Check	Accounts Payable
07/05/2019	22082	Silver Lakes Association	-2,328.00	Check	Accounts Payable
07/05/2019	22083	Special District Risk Management Authority	-67,027.31	Check	Accounts Payable
07/05/2019	22084	Top Notch Networking, LLC	-813.98	Check	Accounts Payable
07/05/2019	22085	Tyler Technologies, Inc.	-21,762.83	Check	Accounts Payable
07/05/2019	22086	UIA Ultimate Internet Access, Inc	-687.80	Check	Accounts Payable
07/05/2019	22087	Univar USA Inc	-3,713.65	Check	Accounts Payable
07/05/2019	22088	Fedak & Brown LLP	-309.00	Check	Accounts Payable
07/05/2019	EFT0002822	To record payroll fee payment	-181.52	EFT	General Ledger
07/08/2019	EFT0002823	To record CalPERS Classic Unfunded Acrued Liability FY 20	-22,646.00	EFT	General Ledger
07/08/2019	EFT0002824	To record CalPERS Pmt PEPRA FY 2019-20	-1,411.00	EFT	General Ledger
07/09/2019	EFT0002825	To record CalPERS Health Premium Paid	-13,924.88	EFT	General Ledger
07/09/2019	EFT0002831	To record CalPERS Pmt Classic PP 5/24/19 - 6/9/19	-5,974.96	EFT	General Ledger
07/09/2019	EFT0002832	To record CalPERS Pmt PEPRA PP 5/24/19 - 6/9/19	-1,051.11	EFT	General Ledger

Bank Transaction Report

Issued Date Range: -

Issued Date	Number	Description	Amount	Type	Module
07/09/2019	EFT0002834	To record CalPERS Pmt 457 Contribution PP 5/24/19 - 6/9/	-675.00	EFT	General Ledger
07/10/2019	22089	TAYLOR PROPERTY DEVELOPMENT, LLC	-262.00	Check	Utility Billing
07/10/2019	22090	DAVID DORTON	-38.07	Check	Utility Billing
07/10/2019	22091	TIMOTHY MATTHEW SAULQUE	-111.33	Check	Utility Billing
07/10/2019	22092	CLARENCE WILSON	-22.66	Check	Utility Billing
07/10/2019	22093	FRANK CROWELL	-177.17	Check	Utility Billing
07/10/2019	22094	HEIDI MCDANIEL	-123.66	Check	Utility Billing
07/10/2019	22095	FANZHONG WANG	-262.00	Check	Utility Billing
07/10/2019	22096	ELIZABETH DALTON	-5.08	Check	Utility Billing
07/11/2019	22097	Brunick, McElhaney & Kennedy	-2,750.00	Check	Accounts Payable
07/11/2019	22098	Burrtec Waste Industries Inc	-1,616.24	Check	Accounts Payable
07/11/2019	22099	Diane Ona	-54.00	Check	Accounts Payable
07/11/2019	22100	Heather L. Starstman	-247.50	Check	Accounts Payable
07/11/2019	22101	Lowe's	-6,076.89	Check	Accounts Payable
07/11/2019	22102	Michael Cacciatori	-40.50	Check	Accounts Payable
07/11/2019	22103	Rebecca Gonzalez	-330.00	Check	Accounts Payable
07/11/2019	22104	Sierra Analytical	-996.00	Check	Accounts Payable
07/11/2019	22105	Special District Risk Management Authority	-163.77	Check	Accounts Payable
07/11/2019	22106	Tyler Technologies, Inc.	-50.80	Check	Accounts Payable
07/11/2019	22107	AVCOM Services Inc.	-390.00	Check	Accounts Payable
07/11/2019	22108	Dan Hill	-800.00	Check	Accounts Payable
07/11/2019	22109	Frontier Communications	-124.58	Check	Accounts Payable
07/11/2019	22110	Frontier Communications	-47.43	Check	Accounts Payable
07/11/2019	22111	Geo-Monitor, Inc.	-232.00	Check	Accounts Payable
07/11/2019	22112	Paul Harvey	-3,000.00	Check	Accounts Payable
07/11/2019	22113	Rah-Rah Ranch, LLC	-350.00	Check	Accounts Payable
07/11/2019	22114	Southern California Edison	-1,477.32	Check	Accounts Payable
07/11/2019	22115	Southern California Edison	-132.69	Check	Accounts Payable
07/11/2019	22116	Southern California Edison	-1,505.20	Check	Accounts Payable
07/11/2019	22117	Southern California Edison	-122.80	Check	Accounts Payable
07/11/2019	22118	Southern California Edison	-277.51	Check	Accounts Payable
07/11/2019	EFT0002835	To post Payroll pmt - Dir Deposit	-36,300.39	EFT	General Ledger
07/11/2019	EFT0002836	To post Payroll pmt - PR Tax Pmt	-9,239.47	EFT	General Ledger
07/11/2019	EFT0002837	To record Tasc Flex Claim Pmt	-559.59	EFT	General Ledger
07/15/2019	22119	ASBCSD	-120.00	Check	Accounts Payable
07/16/2019	EFT0002841	To record ETS Fees - #9691 - Annual PCI Compliance Fee	-150.00	EFT	General Ledger
07/16/2019	EFT0002842	To record ETS Fees - #9692 - Annual PCI Compliance Fee	-150.00	EFT	General Ledger
07/16/2019	EFT0002843	To record ETS Fees - #557 - Annual PCI Compliance Fee	-150.00	EFT	General Ledger
07/19/2019	EFT0002844	To record payroll fee payment	-186.32	EFT	General Ledger
07/23/2019	22120	Void Check	0.00	Check	Utility Billing
07/23/2019	22121	PHILIP BROWN	-148.92	Check	Utility Billing
07/23/2019	22122	KENNETH DUNLAP	-93.27	Check	Utility Billing
07/23/2019	22123	FERDINAND INUMERABLE	-526.28	Check	Utility Billing
07/23/2019	22124	COURTNEY MORRIS	-153.87	Check	Utility Billing
07/23/2019	22125	MARK ALEXANDER BOOTMAN	-65.86	Check	Utility Billing
07/24/2019	22126	Burrtec Waste Industries, Inc.	-49,836.89	Check	Accounts Payable
07/24/2019	22127	County of San Bernardino, Solid Waste Mgmt. Div.	-887.85	Check	Accounts Payable
07/24/2019	22128	Graham Equipment	-2,400.00	Check	Accounts Payable
07/24/2019	22129	Home Depot Credit Services	-680.98	Check	Accounts Payable
07/24/2019	22130	Infosend	-17,448.62	Check	Accounts Payable
07/24/2019	22130	Infosend Reversal	17,448.62	Check Reversal	Accounts Payable
07/24/2019	22131	WaterMaster	-1,833.89	Check	Accounts Payable
07/24/2019	22132	Southern California Edison	-13,753.76	Check	Accounts Payable
07/24/2019	22133	Southern California Edison	-375.34	Check	Accounts Payable
07/24/2019	22134	Southern California Edison	-2,980.07	Check	Accounts Payable
07/24/2019	22135	Barbara Croteau	-200.00	Check	Accounts Payable
07/24/2019	22136	Bartle Wells Associates	-9,741.00	Check	Accounts Payable
07/24/2019	22137	Cardmember Services	-1,329.00	Check	Accounts Payable
07/24/2019	22138	Choice Builder	-931.11	Check	Accounts Payable

Bank Transaction Report

Issued Date Range: -

Issued Date	Number	Description	Amount	Type	Module
07/24/2019	22139	Daily Press	-2,275.67	Check	Accounts Payable
07/24/2019	22140	Desert Community Bank	-289.85	Check	Accounts Payable
07/24/2019	22141	Frontier Communications	-80.58	Check	Accounts Payable
07/24/2019	22142	Frontier Communications	-58.47	Check	Accounts Payable
07/24/2019	22143	Frontier Communications	-64.72	Check	Accounts Payable
07/24/2019	22144	Heather L. Starstman	-276.30	Check	Accounts Payable
07/24/2019	22145	Infosend	-109.94	Check	Accounts Payable
07/24/2019	22146	Konica/Minolta	-695.35	Check	Accounts Payable
07/24/2019	22147	Official Payments Corp	-57.60	Check	Accounts Payable
07/24/2019	22148	San Bernardino County Fire Protection District	-1,010.00	Check	Accounts Payable
07/24/2019	22149	Shred-it USA LLC	-153.42	Check	Accounts Payable
07/24/2019	22150	Staples Office Supplies	-434.35	Check	Accounts Payable
07/24/2019	22151	SWRCB, DWOCP	-365.00	Check	Accounts Payable
07/24/2019	22152	SWRCB, DWOCP	-365.00	Check	Accounts Payable
07/24/2019	22153	Triple C Electric	-7,800.00	Check	Accounts Payable
07/24/2019	22154	Tunnel Vision Pipeline Cleaning	-10,200.00	Check	Accounts Payable
07/24/2019	22155	UIA Ultimate Internet Access, Inc	-716.35	Check	Accounts Payable
07/24/2019	22156	Uline	-181.24	Check	Accounts Payable
07/24/2019	22157	United Site Services	-128.89	Check	Accounts Payable
07/24/2019	22158	USA Blue Book	-521.48	Check	Accounts Payable
07/24/2019	22159	Verizon Wireless	-1,157.77	Check	Accounts Payable
07/24/2019	22160	Verizon Wireless	-96.90	Check	Accounts Payable
07/24/2019	22162	Infosend	-1,748.62	Check	Accounts Payable
07/24/2019	EFT0002845	To record Bank Account Analysis Fees	-437.28	EFT	General Ledger
07/25/2019	EFT0002855	To record Tasc Flex Claim Pmt PP 7/8/19 - 7/21/19	-559.59	EFT	General Ledger
07/25/2019	EFT0002856	To post Payroll pmt - Dir Deposit PP 7/8/19 - 7/21/19	-37,086.90	EFT	General Ledger
07/25/2019	EFT0002857	To post Payroll pmt - PR Tax Pmt PP 7/8/19 - 7/21/19	-9,447.28	EFT	General Ledger
07/29/2019	EFT0002846	To record Sales Tax Pmt - 2nd Quarter Pmt	-1,504.00	EFT	General Ledger
07/31/2019	22163	COURTNEY MORRIS	-54.95	Check	Utility Billing
07/31/2019	22164	Aqua-Metric Sales Co.	-10,154.27	Check	Accounts Payable
07/31/2019	22165	Rogers, Anderson, Malody & Scott	-4,821.50	Check	Accounts Payable
07/31/2019	EFT0002848	To record CalPERS Pmt Classic PP 6/10/19* - 6/23/19	-5,848.60	EFT	General Ledger
07/31/2019	EFT0002849	To record CalPERS Pmt PEPRA	-704.55	EFT	General Ledger
08/01/2019	22166	Sierra Analytical	-725.00	Check	Accounts Payable
08/01/2019	22167	AVCOM Services Inc.	-99.50	Check	Accounts Payable
08/01/2019	22168	Bank of America	-7,039.26	Check	Accounts Payable
08/01/2019	22169	Beinschroth Family Trust	-250,000.00	Check	Accounts Payable
08/01/2019	22170	Burrtec Waste Industries Inc	-120.49	Check	Accounts Payable
08/01/2019	22171	Clemmer Services, Inc.	-68.00	Check	Accounts Payable
08/01/2019	22172	Dodge Data Analytics	-568.17	Check	Accounts Payable
08/01/2019	22173	Ferguson Enterprises, Inc	-21.92	Check	Accounts Payable
08/01/2019	22174	Hartford Life	-595.73	Check	Accounts Payable
08/01/2019	22175	Henry Spiller	-750.00	Check	Accounts Payable
08/01/2019	22176	Inland Water Works Supply Co.	-1,054.45	Check	Accounts Payable
08/01/2019	22177	Mike Radford	-175.00	Check	Accounts Payable
08/01/2019	22178	Mobile Occupational Services, Inc.	-45.00	Check	Accounts Payable
08/01/2019	22179	Rebecca Gonzalez	-330.00	Check	Accounts Payable
08/01/2019	22180	Ron Clark	-750.00	Check	Accounts Payable
08/01/2019	22181	Sierra Analytical	-1,440.00	Check	Accounts Payable
08/01/2019	22182	Tim Smith	-784.80	Check	Accounts Payable
08/01/2019	22183	Tyler Technologies, Inc.	-137.00	Check	Accounts Payable
08/01/2019	22184	United Site Services	-183.47	Check	Accounts Payable
08/01/2019	22185	Univar USA Inc	-2,866.27	Check	Accounts Payable
08/01/2019	22186	Southern California Edison	-145.72	Check	Accounts Payable
08/01/2019	22187	Southern California Edison	-275.21	Check	Accounts Payable
08/01/2019	22188	Southwest Gas Company	-98.02	Check	Accounts Payable
08/01/2019	22189	Hach Company	-3,000.00	Check	Accounts Payable
08/02/2019	22190	Citizens Buisness Bank	-149,447.45	Check	Accounts Payable
08/02/2019	22191	Mojave Desert AQMD	-250.00	Check	Accounts Payable

Bank Transaction Report

Issued Date Range: -

Issued Date	Number	Description	Amount	Type	Module
08/05/2019	22192	REO CAPITAL FUND 4 LLC	-121.36	Check	Utility Billing
08/06/2019	22193	Alfred Lowell Fourmentin	-600.00	Check	Accounts Payable
08/06/2019	22194	Cashier, CDFA- Certified Farmer's Market Program 90303	-714.56	Check	Accounts Payable
08/06/2019	22195	Heather L. Starstman	-234.00	Check	Accounts Payable
08/06/2019	22196	On Line	-37.22	Check	Accounts Payable
08/06/2019	22197	Gilbert Cruz	-200.00	Check	Accounts Payable
08/07/2019	22198	Sandy Haas	-764.80	Check	Accounts Payable
08/07/2019	EFT0002851	To record CalPERS Pmt Classic PP 6/24/19 - 7/7/19	-6,197.36	EFT	General Ledger
08/07/2019	EFT0002852	To record CalPERS Pmt PEPRA PP 6/24/19 - 7/7/19	-1,064.16	EFT	General Ledger
08/07/2019	EFT0002853	To record CalPERS Pmt 457 Contribution PP 6/24/19 - 7/7/19	-675.00	EFT	General Ledger
08/07/2019	EFT0002854	To record CalPERS Pmt 457 Contribution PP 6/10/19 - 6/10/19	-675.00	EFT	General Ledger
08/08/2019	EFT0002850	To record CalPERS Health Premium Paid	-13,930.44	EFT	General Ledger
08/09/2019	22199	Patty's Ponies & Pets	-375.00	Check	Accounts Payable
08/09/2019	22201	GREGORY SPIKER	-126.82	Check	Utility Billing
08/09/2019	22202	ANTYWAN McFARLAND	-51.52	Check	Utility Billing
08/12/2019	22200	ASBCSD	-34.00	Check	Accounts Payable
Bank Account 251229590 Total: (245)			-1,041,272.43		
Report Total: (245)			-1,041,272.43		

Bank Transaction Report

Bank Account	Count	Amount
251229590 CBB Checking	245	-1,041,272.43
Report Total:	245	-1,041,272.43

Cash Account	Count	Amount
No Cash Account	1	0.00
99 99-111000 Cash in CBB - Checking	244	-1,041,272.43
Report Total:	245	-1,041,272.43

Transaction Type	Count	Amount
Check	202	-840,427.15
Check Reversal	2	17,521.12
EFT	41	-218,366.40
Report Total:	245	-1,041,272.43



Helendale Community Services District

Date: August 15, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #5
Public Hearing to Receive Comment and Possible Adoption of Ordinance 2019-02:
An Ordinance of the Board of Directors of the Helendale Community Services
District Setting Compensation for Its Board of Directors and Authorize Staff to
Publish a Summary of the Ordinance

STAFF RECOMMENDATION:

This matter is at the discretion of the Board.

Staff does request that the motion includes authorization for Staff to publish a summary of the ordinance in the newspaper rather than the ordinance in its entirety.

STAFF REPORT:

At the May 2, 2019 meeting the Board reviewed **Ordinance 2016-03: An Ordinance of the Helendale Community Services District Setting Compensation for its Board of Directors**. At that meeting, Staff was directed to notice adoption of a new ordinance, included herein, increasing the per meeting compensation from \$125 per meeting to \$140 per meeting and increasing the number of compensable meetings from 6 meetings per month to 10 meetings per month, thus increasing the maximum monthly stipend from \$750 to \$1400 per month. In anticipation of this potential action, the FY20 budget line item for Director's Expenses was increased from \$45,000 to \$84,000.

BACKGROUND:

The compensation for the Board was considered among some of the initial actions taken by the Board in 2006 in an effort to set forth guidance which assisted in establishing the new District's policies and procedures in a public and transparent manner. The initial allowance of three meetings per month at a compensation of \$100 per meeting was established at that time. In 2009, the number of meetings was increase to six per months but no increase in the per meeting compensation amount. In 2016, the Board took action to increase compensation for each compensable meeting from \$100 to \$125 while continuing the six allowable meetings per month.

FISCAL IMPACT:

Funding is included in the budget

POSSIBLE MOTION: No motion is suggested regarding compensation, however, Staff does request authorization to publish a summary of the ordinance

Attachments: Ordinance 2019-03

ORDINANCE NO. 2019-02

**AN ORDINANCE OF THE
HELENDALE COMMUNITY SERVICES DISTRICT
SETTING COMPENSATION FOR ITS BOARD OF DIRECTORS**

WHEREAS, the Board of Directors of the Helendale Community Services District (“the District”) finds as follows:

A. Pursuant to Resolution No. 2019-03 adopted by the District’s Board of Directors (“the Board”) on or about October 15, 2019, each member of the Board is entitled to receive compensation in the amount of \$140.00 for each day of service rendered on behalf of the District, not exceeding a total of ten (10) compensable days in any calendar month.

B. Pursuant to Water Code Section 20202, the rate of such compensation may be increased by an amount not to exceed five percent (5%) for each calendar year following the operative date of the last adjustment.

C. The Board has not made any adjustment in the amount of compensation paid to a director since adoption of Ordinance No. 2016-03 on or about November 17, 2016.

THEREFORE, THE BOARD OF DIRECTORS of the District does hereby adopt and ordain as follows:

1. Each Board member of the District shall be entitled to receive compensation in the amount of \$140.00 for each day of service (as that term is defined in Section 1.2 of Resolution No. 2019-04 as may be amended from time to time) rendered on behalf of the District, not exceeding a total of ten (10) days in any calendar month, after the effective date of this Ordinance.

2. Compensation shall be paid to a director in accordance with the procedure set forth in Section 1.3 of Resolution No. 2019-16 (as may be amended from time to time).

3. This Ordinance shall take effect sixty (60) days after adoption pursuant to Water Code Section 20204.

ADOPTED this 15th day of August, 2019.

ROLL CALL:

Ayes:

Noes:

Abstain:

Absent:

Ron Clark, Vice-President
Board of Directors

ATTEST:

Sandy Haas, Secretary



Helendale Community Services District

Date: August 1, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
Discussion and Possible Action Regarding Award of Construction Contract for Test Hole and Water Sampling Project

STAFF RECOMMENDATION:

Staff recommends that the Board of Directors award a contract ABC Liovin for the Test Hole and Water Sampling Project

STAFF REPORT:

Based upon the documented water quality challenges, the Board approved the drilling of test holes to provide a thorough evaluation as to the location of the next potable production well.

The Board authorized the circulation of a Request for Proposal for the Test Hole and Water Quality Sampling project and the documents were prepared and posted on the web site with information noticed in the Daily Press and the Green Sheet/Dodge Report. The District also had a list of approximately 12 potential bidders who were also sent the bid documents.

The formal bid opening was held at 2:00 p.m. on Monday, August 12. There were two bids submitted for the monitoring well project and four people present in the audience. The bid results were as follows:

Casade Drilling	\$544,635.00
Southwest Pump & Drilling	\$345,000.00
ABC Liovin	\$228,500.00

After the bid opening the submittals were reviewed to determine if lowest apparent bidder complied with the requirements of the bid. It was confirmed that ABC Liovin was responsive. Therefore, Staff is requesting that the award for the test hole project be given to ABC Liovin.

Fiscal Impact: Up to \$228,500.00

Possible Motion: Approve award of contract to ABC Liovin in an amount not to exceed \$228,500.00



Minutes of the Helendale Community Services District
**Bid Opening for Test Hole and Water Sampling Project &
Monitoring Well Construction & Sampling Project**

August 12, 2019 2:00 PM

Location: Helendale Community Services District - 26540 Vista Rd. Suite C., Helendale, CA 92342

Present:

Mike Mottet - Cascade

Mark Roberts – Consultant

Sandy Haas – Helendale CSD

Kimberly Cox – Helendale CSD

Craig Carlson – Helendale CSD

Cheryl Vermette – Helendale CSD

Jonathan Escobar – Helendale CSD

The bid opening was called to order at 2:00 pm at which time General Manager Cox opened each of the sealed bids and announced the bid. The bids were as follows:

Test Hole and Water Sampling Project:

Southwest Pump and Drilling \$345,000.00

Cascade Drilling \$544,635.00

ABC Liovin \$228,500.00

Monitoring Well Construction & Sampling Project

Cascade Drilling \$62,076.00

ABC Liovin \$63,025.00

After all of the bids were read General Manager Cox reported that the apparent low bidder for the test hole project was ABC Liovin and the apparent low bidder for the monitoring well construction and sampling project was Cascade Drilling. General Manager Cox announced the bids will be reviewed and brought to the Board for approval. She also announced that the bids are available for inspection.

There were no questions from anyone in attendance and the bid opening closed at 2:07 pm.



Helendale Community Services District

Date: August 1, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
Discussion and Possible Action Regarding Award of Construction Contract for
Monitoring Well Construction and Water Sampling Project

STAFF RECOMMENDATION:

Staff recommends that the Board of Directors award a contract ABC Liovin for the Monitoring Well Drilling and Water Quality Sampling Project

STAFF REPORT:

As part of the approval of the Waste Discharge Requirements (WDR) and expanded discharge area by the Regional Water Quality Control Board, the District has been under a time schedule order. The Order requires commencement of construction beginning March 1, 2019 with completion March 1, 2020.

The Board authorized the circulation of a Request for Proposal for the Monitoring Well and Water Quality Sampling project and the documents were prepared and posted on the web site with information noticed in the Daily Press and the Green Sheet/Dodge Report. The District also had a list of approximately 12 potential bidders who were also sent the bid documents.

The formal bid opening was held at 2:00 p.m. on Monday, August 12. There were two bids submitted for the monitoring well project and four people present in the audience. The bid results were as follows:

Casade Drilling	\$62,076.00
ABC Liovin	\$63,025.00

After the bid opening the submittals were reviewed to determine if they complied with the requirements of the bid. Both were confirmed as being responsive.

Based upon the recommendation in Item #6, Staff recommends that the Board reject the lowest bidder and select the second lowest bidder, ABC Liovin based upon the following factor:

Efficiency gained by selecting one contractor for both projects

Fiscal Impact: Up to \$63,028

Possible Motion: Approve award of contract to ABC Liovin in an amount not to exceed \$63,028



Minutes of the Helendale Community Services District
**Bid Opening for Test Hole and Water Sampling Project &
Monitoring Well Construction & Sampling Project**

August 12, 2019 2:00 PM

Location: Helendale Community Services District - 26540 Vista Rd. Suite C., Helendale, CA 92342

Present:

Mike Mottet - Cascade
Mark Roberts – Consultant
Sandy Haas – Helendale CSD
Kimberly Cox – Helendale CSD
Craig Carlson – Helendale CSD
Cheryl Vermette – Helendale CSD
Jonathan Escobar – Helendale CSD

The bid opening was called to order at 2:00 pm at which time General Manager Cox opened each of the sealed bids and announced the bid. The bids were as follows:

Test Hole and Water Sampling Project:

Southwest Pump and Drilling	\$345,000.00
Cascade Drilling	\$544,635.00
ABC Liovin	\$228,500.00

Monitoring Well Construction & Sampling Project

Cascade Drilling	\$62,076.00
ABC Liovin	\$63,025.00

After all of the bids were read General Manager Cox reported that the apparent low bidder for the test hole project was ABC Liovin and the apparent low bidder for the monitoring well construction and sampling project was Cascade Drilling. General Manager Cox announced the bids will be reviewed and brought to the Board for approval. She also announced that the bids are available for inspection.

There were no questions from anyone in attendance and the bid opening closed at 2:07 pm.