



Helendale Community Services District

26540 Vista Road, Suite C, Helendale, CA 92342

REGULAR BOARD MEETING **Thursday, August 18, 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: www.zoom.com Meeting ID 463 173 8547 Passcode: HCSD. (Dial-in instructions will be provided after registering at the link above)

Call to Order - Pledge of Allegiance

1. Approval of Agenda

2. Public Participation

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

<https://www.surveymonkey.com/r/HKGNLL8> 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: June 16 Regular Board Meeting
- b. Bills Paid Report

4. Reports

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

Regular Business:

5. Discussion and Possible Action Regarding Approval of Directors' Expense Reports
6. Discussion and Possible Action Regarding Write-off of Certain Uncollectable
7. Discussion and Possible Action Regarding Accounts Adoption of Resolution 2022-18: A Resolution of the Board of Directors of the Helendale Community Services District Adopting a Conflict of Interest Code

Other Business

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

Conference with Real Property Negotiators
(Government Code Section 54956.8)
Property: 26538 Lakeview Drive
District Negotiator: Kimberly Cox
Negotiating Parties: Billy Dempsey
Under Negotiation: Price and Terms of Payment

Conference with Real Property Negotiators
(Government Code Section 54956.8)
Property: 26540 Vista Road
District Negotiator: Kimberly Cox
Negotiating Parties: Vertical Bridge
Under Negotiation: Price and Terms of Payment

Conference with Legal Counsel – Anticipated Litigation
Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2):
One Potential Case

10. Report of Closed Session Items

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.



Helendale Community Services District

Date: August 18, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3
Consent Items

CONSENT ITEMS

- a. Approval of Minutes: August 4
- b. Bills Paid Report



Helendale Community Services District

Date: August 18, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette
SUBJECT: Agenda item #3a
Minutes from Board meeting 8/4/2022



*Minutes of the Helendale Community Services District
REGULAR BOARD OF DIRECTORS MEETING
August 4, 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:

www.zoom.com 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 (Zoom); Vice President Henry Spiller; Secretary, Sandy Haas (Zoom); Director Ron Clark, Director Craig Schneider

Staff Members Present:

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

Consultants:

Steve Kennedy, Legal Counsel (Zoom)

Members of the Public:

There was one members of the public attending via Zoom and one member of the public attending in person.

Call to Order and Pledge of Allegiance

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

1. Approval of Agenda

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

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

2. Public Participation

3. Consent Items

- a. Approval of Minutes: July 21 Regular Board Meeting

- b. Bills Paid Report
- c. June Financials
- d. Resolution 2022-1J: 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
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 National Night Out and thanked Staff and Vice President Spiller for all their efforts on the event.

Vice President Spiller reported that he attended National Night Out and would like to send a thank you letter to the Silver Lakes Market for their partnership.

b. General Managers Report – The Senior lunch program is going well; they are averaging 40-50 people every Thursday. The lunch is held Thursday's between 11:30 am and 12:30 pm, daily lunch will begin in October. A slideshow with photos of the National Night Out event was presented. The next Concert in the Park is August 13th from 6-9 pm and will feature a classic car show hosted by the Sunsetters.

Wastewater Operations Manager Aviles gave the wastewater report. Bull Kuhlmann (Past President) and Alex Aviles (3 year Director) were sworn into the California Water Environment Association/DAMS. Aviles reported that Staff graded the drive approach to the new wastewater shop and shared photos of the grading. Received a call from APL for a 60% blockage on Lakeview Drive in front of the North Lake Center. Staff arrived on-site and jetted the line and was unsuccessful in clearing the blockage. Staff went back to Lakeview the following day and made a confined space entry and had to chip away at blockage which turned out to be a chunk of asphalt. Staff had to trouble shoot the course bar screen panel and found it to be a bad breaker, ice cube relay and time delay unit (working good now). Submitted a Corrective Action Plan to Lahontan/Geotracker for the Nitrogen Removal Assessment. Atlas Environmental sampled our 7 Monitoring Wells. Submitted Quarter 2 Self-Monitoring Report

Regular Business

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

Action: Director Clark made a motion to approve the Directors' Expense Reports. Director Schneider 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

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

Discussion: Resolution 2022-14 authorizes the establishment and continuation of collection of water and sewer standby fees. This resolution finalizes the process initiated by Resolution 2022-08 adopted on April 21, 2022. The minimum fee is \$30 per service per parcel. One parcel in the proximity of both water and sewer lines, but not connected, would be charged \$60.00 (\$30.00 for each service availability). The resolution also reiterates the District is the successor agency to County Service Area 70, Zones B & C. Approximately 625 Parcels are subject to the Water Standby Fee and generate \$22,670 in fee revenue. There are 617 Parcels subject to the Sewer Standby Fee and generate \$19,080 in fee revenue. The estimated amount of standby fees proposed for the tax rolls is \$41,750. Upon approval of Resolution 2022-14, the two data files will be sent via email to the County Assessor for placement on the next tax bill by August 10. The purpose of a Standby Fee is to reserve capacity in the system for that property. Exhibits A and B attached to the resolution illustrate the calculation used to determine the standby fees for both water and sewer. Based upon EBU or Equivalent Buildable Unit. The charge is \$30 per EBU. Parcels between 0 to 1 acre in size equals \$30, any fractions of size equals 1EBU, for example 1.5-acre parcels = 2EBU's. The engineer's report was included in the staff report. The public hearing was noticed in the paper as required

No protests have been received. Staff's recommendation includes the requested authorization to make any final adjustments based upon discovery prior to submittal to the County Tax Collector.

Action: Director Schneider made a motion to approve Staff's recommendation and adopt Resolution 2022-16. 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. 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 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

Discussion: Government agencies have the ability to place delinquent utility accounts on the County tax roll. Resolution 2022-16 confirms the report of delinquent water, sewer and trash collection user charges and authorizes the collection via the County tax roll. All 14 properties on the list have been previously liened and have outstanding unpaid balances. All properties on the list have received two letters from the District informing them of the process. The total amount of delinquent charges is \$29,675.12. Property owners who pay prior to submittal will be removed from the list. After 8/10, no payments can be taken by HCSD for these delinquent accounts. Once the list is submitted to County, payments must be made to the tax collector

No objections have been received to date. Staff recommendation includes authorization for Staff to make any final adjustments based upon any payments or other discovery prior to County submittal.

Action: Director Clark made a motion to approve Staff's recommendation and adopt Resolution 2022-16. Director Schneider 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

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

Discussion: On November 2010, San Bernardino Solid Waste Management transferred the Refuse Disposal Land Use Fee to HCSD. The District instead of the County now collects the \$85.14 refuse disposal fee per Equivalent Single-Family Residence (ESRF) for the area. This is a pre-Prop 13 tax and cannot be increased without voter approval. If not collected on the tax rolls this fee would require the monthly trash fee be increased by the amount required to cover the disposal costs. The amount differs based on the type of residence on a parcel. i.e. two SFRs, Three SFRs, Duplex, Triplex, etc. as outlined in Exhibit A of the Resolution. The amount is collected on the County property tax bill and paid to the District periodically during the fiscal year. The ESRF total for FY 2023 is \$230,729.40. The ESRF Funds: disposal of the community's waste picked up at the curb weekly by Burrtec, two Community Clean-up Days, shred truck for document destruction, green waste disposal program, bulky item pick-up & disposal program, dump passes, outreach and educational materials, and two Recycling Center employees. Resolution 2022-15 authorizes the General Manager to cause the levy of the special assessment for Refuse Land Use Fees to be collected on the 2022-23 San Bernardino County Tax Roll. The parcel information will be forwarded to the County by August 10. The public hearing was noticed in the Daily Press in accordance with law. No protests have been received. Staff's recommendation includes the authorization to make any final adjustments based upon payments and other discovery prior to submittal to the County Tax Collector.

Action: Director Schneider made a motion to approve Staff's recommendation and adopt Resolution 2022-15. 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

9. Discussion and Possible Action Regarding Use of Property for Circus Event

Discussion: The District was contacted recently by an individual representing a circus group. This group has previously requested to use the Community Center Property to hold a circus. The Board approved the first request in January for a fee of \$1,000. Due to County permitting they could not hold the event in their requested timeframe. The requested timeframe for use is: August 31 – September 7 (7-8 days). Set-up/Tear-down = 3 - 4 days and the event would be open for 4 days. Their tent is 100'x100'. The audience is estimated to be 200-300/night. The vendor is responsible for permits and has \$3 million in insurance. There are no animals involved in this event.

Action: Vice President Spiller made a motion to approve the use of the property for a circus event. Director Schneider 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

Other Business

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

National Night Out wrap up

11. Adjournment

President Smith adjourned the meeting at 7:22 pm

Submitted by:

Approved by:

Henry Spiller, Vice President

Sandy Haas, Secretary

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



Helendale Community Services District

Date: August 18, 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 48 checks and 16 EFT's totaling \$130,785.23

Total Cash Available:	<u>8/15/22</u>	<u>8/01/22</u>
Cash	\$5,901,563.79	\$5,940,539.11
Checks/EFT's Issued	\$ 130,785.23	\$ 460,027.61

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: 08/01/2022 - 08/15/2022

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 251229590 - CBB Checking					
08/01/2022	25552	NADINE TAPIA	-335.38	Check	Utility Billing
08/03/2022	25553	Void Check	0.00	Check	Utility Billing
08/03/2022	25554	Void Check	0.00	Check	Utility Billing
08/03/2022	25555	YUFENG HE	-62.07	Check	Utility Billing
08/03/2022	25556	JOE T. NEWSTROM	-229.26	Check	Utility Billing
08/03/2022	25557	CLEAR CHOICE ESTATES, LLC	-274.66	Check	Utility Billing
08/03/2022	25558	SAMUEL SANGHA HAN	-47.60	Check	Utility Billing
08/05/2022	25559	California State Disbursement Unit	-230.76	Check	Accounts Payable
08/05/2022	25560	State of California - Franchise Tax Board	-50.00	Check	Accounts Payable
08/04/2022	25561	Atlas Environmental Engineering, Inc	-4,150.00	Check	Accounts Payable
08/04/2022	25562	Amazon Capitol Services	-23.69	Check	Accounts Payable
08/04/2022	25563	AVCOM Services Inc.	-87.00	Check	Accounts Payable
08/04/2022	25564	Boot Barn Inc.	-250.00	Check	Accounts Payable
08/04/2022	25565	Choice Builder	-1,080.13	Check	Accounts Payable
08/04/2022	25566	County of San Bernardino	-260.00	Check	Accounts Payable
08/04/2022	25567	ES OPCO USA LLC	-1,864.50	Check	Accounts Payable
08/04/2022	25568	Frontier Communications	-139.70	Check	Accounts Payable
08/04/2022	25569	Frontier Communications	-50.17	Check	Accounts Payable
08/04/2022	25570	G.A. Osborne Pipe & Supply Inc.	-67.47	Check	Accounts Payable
08/04/2022	25571	Hartford Life	-274.77	Check	Accounts Payable
08/04/2022	25572	Inland Water Works Supply Co.	-65.79	Check	Accounts Payable
08/04/2022	25573	Online Information Services, Inc	-22.80	Check	Accounts Payable
08/04/2022	25574	O'Reilly Auto Parts	-1,187.10	Check	Accounts Payable
08/04/2022	25575	Parkhouse Tire, Inc.	-185.45	Check	Accounts Payable
08/04/2022	25576	Rebecca Gonzalez	-495.00	Check	Accounts Payable
08/04/2022	25577	Silver Lakes Hardware	-43.64	Check	Accounts Payable
08/04/2022	25578	Sonic Systems, Inc	-217.49	Check	Accounts Payable
08/04/2022	25579	The Woodall Group, Inc	-35.00	Check	Accounts Payable
08/04/2022	25580	Ultimate Internet Access, Inc	-826.42	Check	Accounts Payable
08/04/2022	25581	USA of So. California	-316.93	Check	Accounts Payable
08/04/2022	25582	USA of So. California	-83.50	Check	Accounts Payable
08/04/2022	25583	Zenith Insurance Company	-7,613.00	Check	Accounts Payable
08/08/2022	25584	JOE T. NEWSTROM	-66.40	Check	Utility Billing
08/09/2022	25585	Sonic Systems, Inc	-1,501.70	Check	Accounts Payable
08/09/2022	25586	Inland Water Works Supply Co.	-282.49	Check	Accounts Payable
08/10/2022	25587	Amazon Capitol Services	-46.32	Check	Accounts Payable
08/10/2022	25588	Barbara Ormsby	-60.00	Check	Accounts Payable
08/10/2022	25589	Beck Oil Inc	-2,416.38	Check	Accounts Payable
08/10/2022	25590	Burrtec Waste Industries Inc	-133.79	Check	Accounts Payable
08/10/2022	25591	Business Card	-4,306.26	Check	Accounts Payable
08/10/2022	25592	Kurt E. Carlson	-1,350.00	Check	Accounts Payable
08/10/2022	25593	Print Mart	-64.60	Check	Accounts Payable
08/10/2022	25594	Uline	-921.88	Check	Accounts Payable
08/10/2022	25595	Aqua Metrics Sales Company	-7,273.13	Check	Accounts Payable
08/10/2022	25596	ALIYAH NOY	-214.01	Check	Utility Billing
08/10/2022	25597	BENJAMIN THEEL	-108.04	Check	Utility Billing

Bank Transaction Report

Issued Date	Number	Description	Amount	Type	Module
08/10/2022	25598	3 BROS REAL ESTATE, LLC	-127.09	Check	Utility Billing
08/10/2022	25599	CODY VAN ACKER	-231.00	Check	Utility Billing
08/10/2022	EFT0004212	SW Gas Community Center 910000010177	-11.00	EFT	General Ledger
08/10/2022	EFT0004213	SW Gas Water Shop Acct # 910001037540	-11.00	EFT	General Ledger
08/08/2022	EFT0004214	SW Gas ACH WWTP 910000010195	-29.63	EFT	General Ledger
08/10/2022	EFT0004215	SW Gas ACH 4-Plex Acct # 910000817466	-64.68	EFT	General Ledger
08/02/2022	EFT0004221	To record Global Merchant Fees Acct 4366 -	-827.17	EFT	General Ledger
08/02/2022	EFT0004222	To record Global Merchant Fees Acct 4367 -	-2,263.03	EFT	General Ledger
08/05/2022	EFT0004225	To record CalPERS Health Premium	-18,032.76	EFT	General Ledger
08/04/2022	EFT0004226	CalPERS 457 Pmt PPE 7/31/22	-4,198.96	EFT	General Ledger
08/15/2022	EFT0004228	CalPERS Classic Pmt PPE 7/17/22	-7,876.05	EFT	General Ledger
08/15/2022	EFT0004229	CalPERS PEPRA Pmt PPE 7/17/22	-1,731.12	EFT	General Ledger
08/09/2022	EFT0004230	SCE ACH WWTP & Wells 3,4 & 1 Acct 700547354472	-21,376.77	EFT	General Ledger
08/09/2022	EFT0004231	SCE ACH Well 6,7,8,9 & 2 Acct 700620711734	-330.86	EFT	General Ledger
08/09/2022	EFT0004232	SCE ACH Community Center 700218740906	-3,000.60	EFT	General Ledger
08/10/2022	EFT0004233	To record Sales Tax Pmt #1 - 3rd Quarter	-1,808.05	EFT	General Ledger
08/10/2022	EFT0004234	SCE ACH WWTP & Wells 3,4 & 1 Acct 700547354472	-28,782.44	EFT	General Ledger
08/12/2022	EFT0004235	To record Tasc Flex Claim Pmt PPE 7/31/22	-768.74	EFT	General Ledger
			Bank Account 251229590 Total: (64)		-130,785.23
				Report Total: (64)	-130,785.23

Summary

Bank Account
[251229590 CBB Checking](#)

Count	Amount
64	-130,785.23
Report Total: 64	-130,785.23

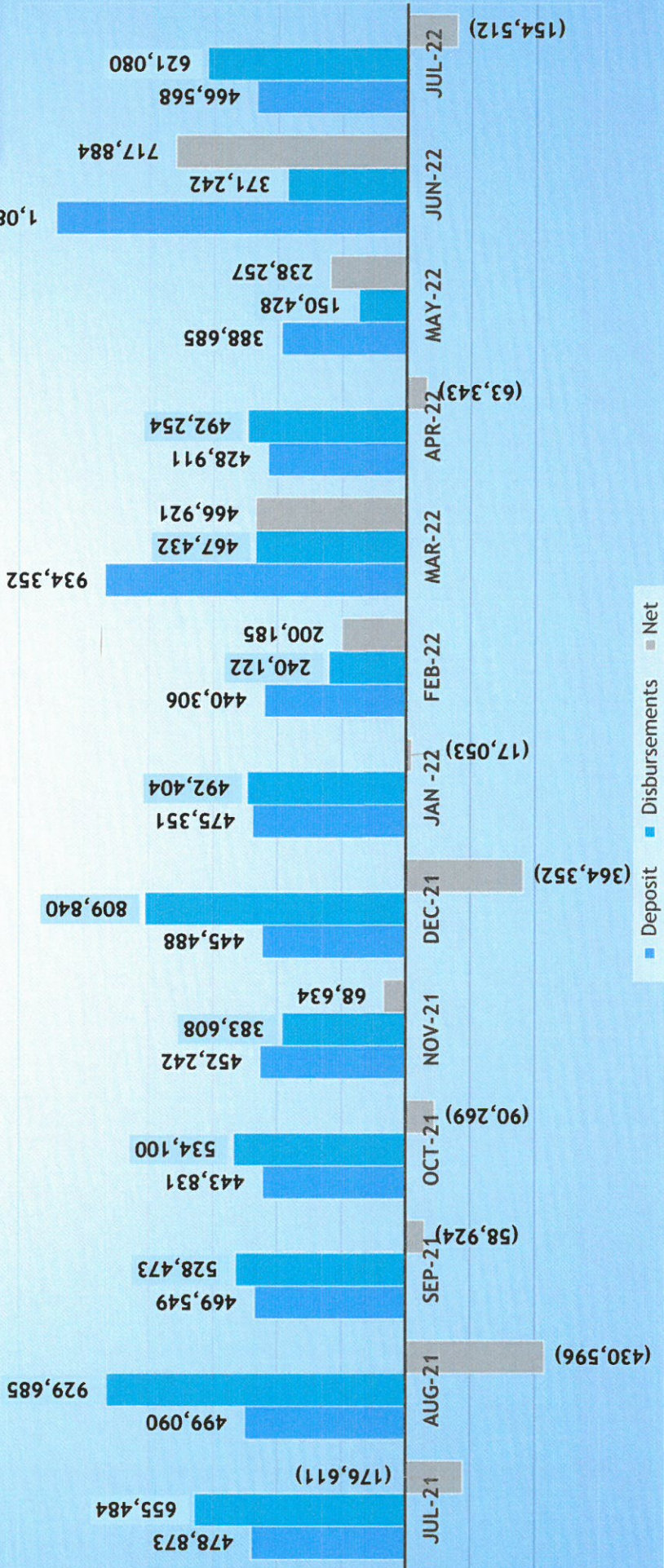
Cash Account
No Cash Account
[99 99-111000 Cash in CBB - Checking](#)

Count	Amount
2	0.00
62	-130,785.23
Report Total: 64	-130,785.23

Transaction Type	Count	Amount
Check	48	-39,672.37
EFT	16	-91,112.86
Report Total:	64	-130,785.23

Cash Flow Report

Monthly Deposits & Disbursements

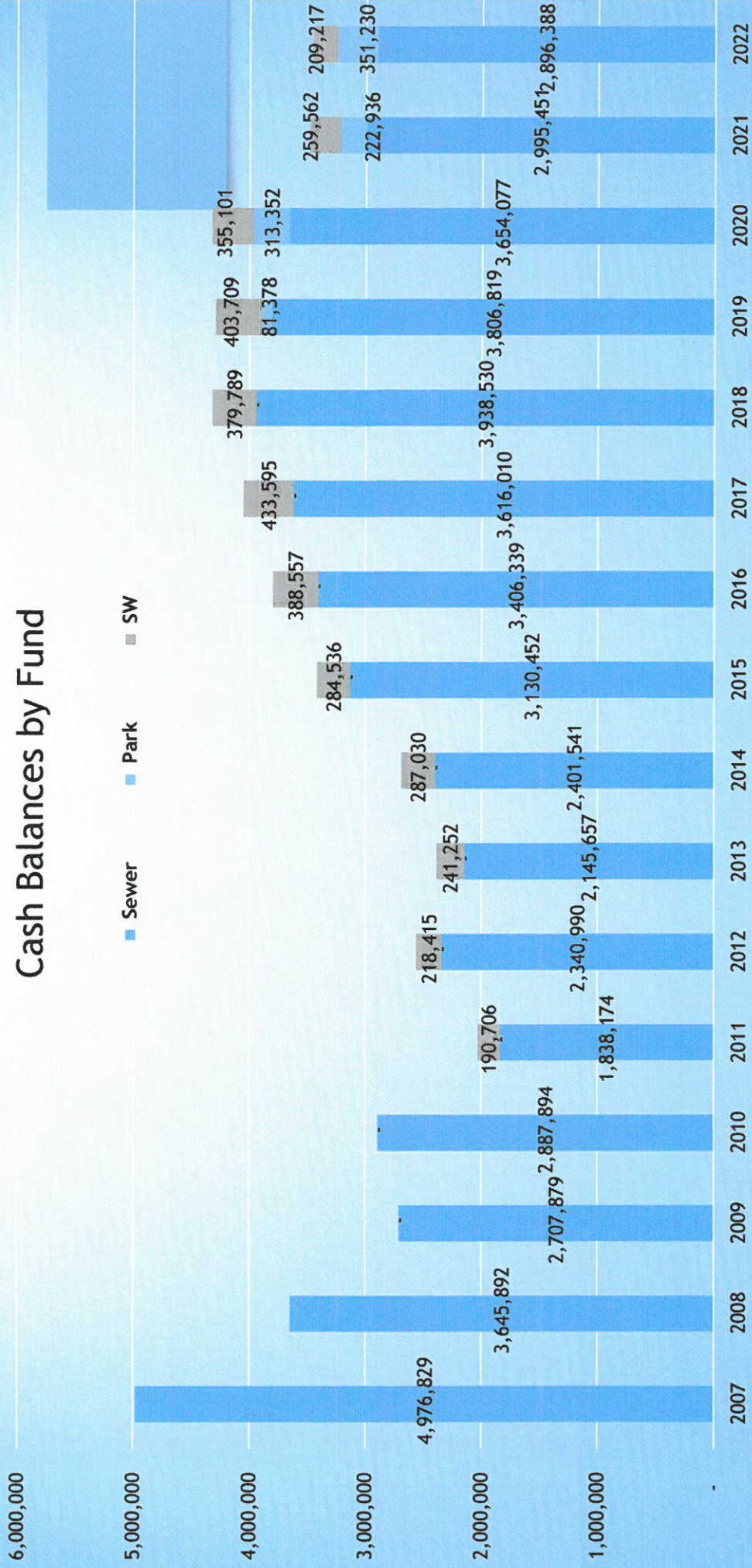


Total Cash Balances

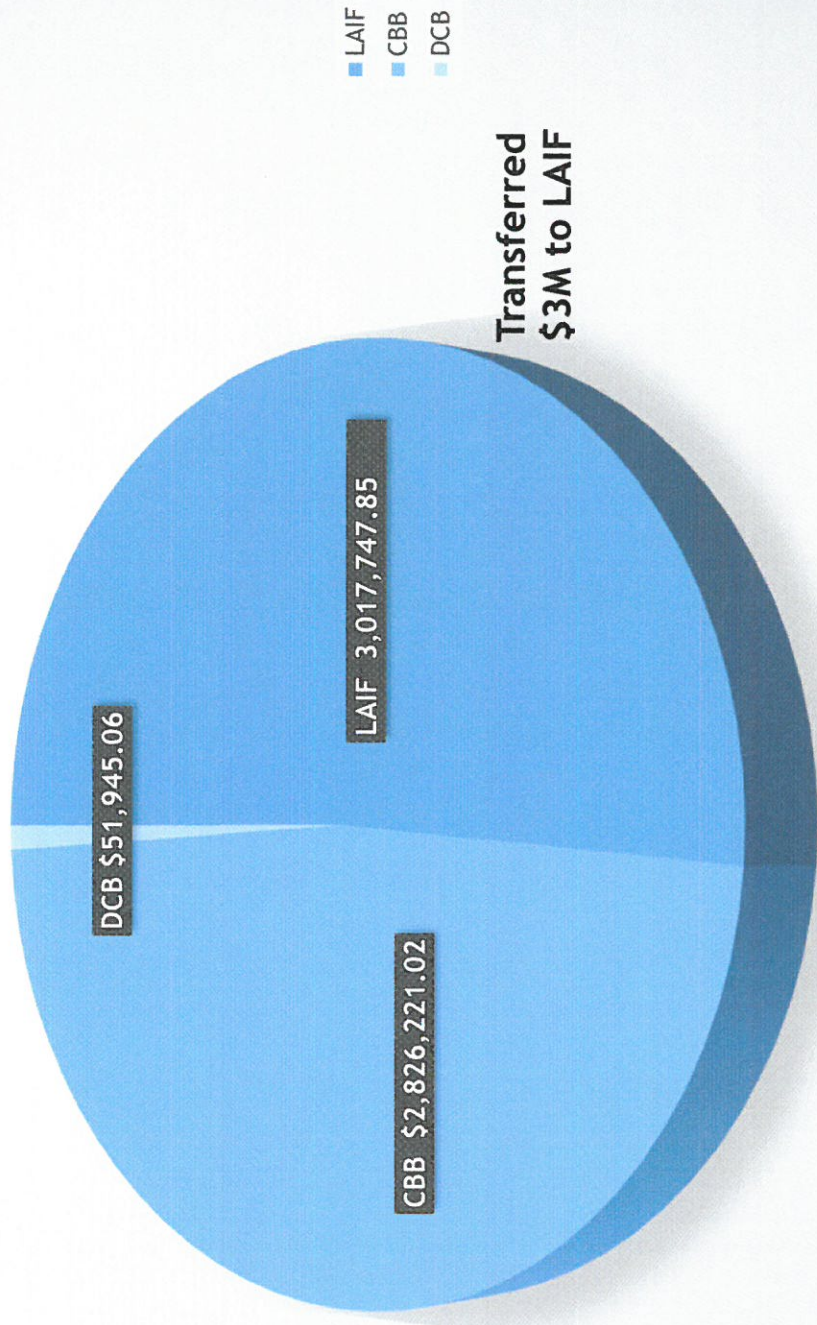


Cash Balances by Fund

■ Sewer ■ Park ■ SW



FUNDS BY DEPOSITORY



Left \$2.5M in CBB for capital and operating expenses

Transferred \$3M to LAIF



Helendale Community Services District

DATE: August 18, 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. Included herein for the Board's consideration are expense reports submitted since the last Board meeting.

FISCAL IMPACT: NA

POSSIBLE MOTION: At the discretion of the Board.

ATTACHMENTS: Expense Reports

CUSTOMER COPY

Los Domingos
(760) 256-1381

8/10/2022 12:35:15 PM
Terminal SN: 3A504352
EVO UID: 20220810F080-19
EVO ID: 65
EVO Payment UID: 20220810B07D
Small Room->(7) 6

Employee: David

Transaction #: 34
Account: 8041
Name On Card: HAAS/SANDRA L
Entry: Chip
Amount: \$18.92
Tip: \$ 3
Total: \$ 21.92

Auth Code: 013505
Response: OK

TC: 3BE9A0D78CC3D4EB
IVR: 8080008000
AID: A0000000031010
TSI: 6800
ATC: 00F6
APPLAB: VISA DEBIT

- Suggested Tip
- 10% (Tip: \$1.89, total: \$20.81)
 - 15% (Tip: \$2.84, total: \$21.76)
 - 20% (Tip: \$3.78, Total: \$22.70)

I AGREE TO PAY ABOVE TOTAL
AMOUNT ACCORDING TO CARD ISSUER
AGREEMENT (MERCHANT AGREEMENT
IF CREDIT VOUCHER)

X.....
SIGNATURE



Helendale Community Services District

Date: August 18, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
Discussion and Possible Action Regarding the Write-Off of Certain Uncollectable Accounts

STAFF RECOMMENDATION:

Staff recommends approval.

STAFF REPORT:

Typically, on an annual basis as part of the year-end procedures, staff reviews the closed and uncollected accounts to determine if they are eligible for write-off. The District adopted a written policy in 2009 and revised in 2017 and 2019, that outlines this process. The policy states that the write-off of accounts under \$25.00 can be approved by the General Manager and should be brought to the Board at least annually year. Accounts with an outstanding balance over \$25 must come to the Board at least annually to be written off.

Accounts are written off if a customer with an overdue balance has not paid their utility bill and the District has exhausted options for collecting that debt. Some accounts are liened as a means of protecting the District's interest and the liens are satisfied at some point during a property transfer or refinance. Those accounts are not included on this list. However, there are a few accounts for various reasons that the District cannot secure through the lien process. Also, in the case of bankruptcy with the District listed as a creditor, the District must write off the amount included in the discharge of debt.

A list of the recommended accounts to be written off in FY 23 with balances over \$25 is attached for the Board's review and consideration. Eighteen utility accounts for \$2,034.50 have been identified as delinquent and uncollectable and eleven recreation accounts for \$620 have been identified as uncollectable representing a total of \$2,654.50. Also attached is a list of accounts under \$25.00 that have been approved by the General Manager for write off. This list which totals \$50.80 is presented to the Board per Section 5 and Section 6 of the policy for review. Once approved and reviewed, the accounts with outstanding balances will be written off in the Tyler accounting system and no longer appear as a receivable for FY23.

Last fiscal year the total of eight accounts over \$25 and two accounts under \$25 for a total write-off of \$1,242.21.

FISCAL IMPACT: \$2,654.50 in accounts owing more than \$25 and \$50.80 in accounts owing less than \$25 for a total write-off of \$2,705.30.

POSSIBLE MOTION: Approve accounts to be removed from Accounts Receivable as uncollectable

ATTACHMENTS: Accounts recommended for write-off above \$25.00
Accounts to be written off below \$25.00
Account Write-Off Policy and Procedures (08-2019)

Write-Off Accounts Over \$25.00

Account Number	Balance	Acct Closed Date	Comments
12-1777-07	\$ 26.14	7/6/2022	unpaid closing bill
14-1001-00	\$ 33.61	6/8/2022	deceased
12-1259-04	\$ 39.77	1/13/2022	unpaid closing bill
12-3302-03	\$ 42.09	7/5/2022	unpaid closing bill
12-3380-01	\$ 45.45	6/10/2022	unpaid closing bill
12-3652-11	\$ 68.83	7/17/2022	unpaid closing bill
12-2322-01	\$ 72.19	5/12/2022	unpaid closing bill
14-1102-00	\$ 84.68	2/28/2022	Trash acct closed for non payment - no deposit
14-1100-00	\$ 89.19	2/28/2022	Trash acct closed for non payment - no deposit
12-3850-00	\$ 103.26	7/21/2022	unpaid closing bill
12-1212-02	\$ 104.71	7/29/2022	spoke with customer 8-8-22 he will mail in payment this week
12-1977-03	\$ 108.28	6/28/2022	unpaid closing bill
12-1293-02	\$ 115.08	5/6/2022	unpaid closing bill
12-1065-03	\$ 124.42	6/9/2022	sold - unpaid closing bill
12-2647-01	\$ 184.27	11/17/2021	unpaid closing bill
12-1988-03	\$ 225.37	7/15/2022	sold prior to liening property. Deposit not enough to cover bal.
12-2796-02	\$ 227.78	5/3/2022	sold prior to liening property. No deposit to cover bal.
12-1943-01	\$ 269.38	7/15/2021	deceased
OMJA29557	\$ 60.00	2/16/20252	Unpaid youth basketball registration fee
BMQ090371	\$ 60.00	2/16/20253	Unpaid youth basketball registration fee
FEPB42341	\$ 60.00	2/16/20254	Unpaid youth basketball registration fee
CWJD38256	\$ 70.00	10/25/2021	Unpaid Youth Soccer Registration fee
QBRZ27332	\$ 70.00	10/25/2021	Unpaid Youth Soccer Registration fee
NWZB10699	\$ 70.00	10/25/2021	Unpaid Youth Soccer Registration fee
OFCZ33776	\$ 70.00	10/25/2021	Unpaid Youth Soccer Registration fee
EPRS96564	\$ 65.00	10/25/2021	Unpaid Youth Soccer Registration fee
EHZT25652	\$ 65.00	10/25/2021	Unpaid Youth Soccer Registration fee
PHCD79643	\$ 65.00	10/25/2021	Unpaid Youth Soccer Registration fee
JORB69812	\$ 35.00	10/25/2021	Unpaid Youth Soccer Registration fee
	\$ 2,654.50		

Write-Off Accounts Under \$25.00

Account Number	Balance	Acct Closed Date	Comments
12-2439-01	\$ 1.50	10/21/2021	short paid final bill
12-1915-01	\$ 2.60	5/15/2022	short paid final bill
12-2162-03	\$ 4.50	9/16/2021	short paid final bill
12-2817-03	\$ 4.50	8/13/2021	short paid final bill
12-2642-03	\$ 5.85	6/2/2022	unpaid closing bill
12-2045-01	\$ 5.86	2/28/2022	unpaid closing bill
12-1224-02	\$ 9.49	7/14/2021	short paid final bill
12-2150-05	\$ 16.50	8/13/2021	short paid final bill
	\$ 50.80		

HELENDALE COMMUNITY SERVICES DISTRICT
Account Write-Off Policy and Procedures
(Revised August 1, 2019)

Section 1. Purpose.

The purposes of this policy are to standardize the account write-off procedures of the Helendale Community Services District (“District”), when water, sewer, and/or trash service accounts and recreation fees cannot be collected through normal means; and to set forth the duties and responsibilities of the General Manager and District staff.

Section 2. Definitions.

- A) Uncollectible Account** – means a water/sewer and/or trash account with an outstanding balance which cannot be collected through the lien process, has changed ownership without knowledge of the District or the District is otherwise not able to obtain complete payment in full.
- B) Board** – means the Board of Directors of the District.
- C) Water, Sewer, Trash Utility Bill** – means a bill for water, sewer, and/or trash services sent to the owner or tenant of record.
- D) Accounts Receivable** – means a general ledger account in which the balance of all water, sewer, and/or trash accounts is recorded and adjusted for payments made, for changes to customer balances or for accounts which are no longer collectible.
- E) Write-Off** – means to reduce to zero dollars the outstanding balance in the utility billing system and to adjust the general ledger **Accounts Receivable** account accordingly.
- F) Recreation Fees** – means program fees for classes or sports programs

Section 3. Applicability.

This policy shall apply to all water, sewer, and trash accounts serviced by the Helendale Community Services District and unpaid recreation fees.

Section 4. Determination of a Write-off.

An account balance shall be written-off when:

- a. The owner no longer owns the property and the District was not notified until after the sale;
- b. The property lien was recorded AFTER the property was sold;
- c. The District has been unable to collect the debt;
- d. The customer has filed bankruptcy;
- e. The balance due is too small. i.e. the amount does not justify the cost of filing a lien on the property;

HELENDALE COMMUNITY SERVICES DISTRICT
Account Write-Off Policy and Procedures

- f. The balance is too old (i.e. aged over twelve months);
- g. The account has a credit balance and the owner or tenant cannot be located. The District must comply with the requirements of Government Code Sections 50050-50056 in order to transfer credit balances to the District's General Fund.

Section 5. Approval of Account Write-off – Accounts \$25.00 and Under.

Accounts which meet the criteria set forth in Section 4 and have a balance less than \$25.00 shall be written-off upon written approval of the General Manager. A listing of all accounts written-off upon approval by the General Manager during the fiscal year shall be presented to the Board of Directors for review quarterly or at least annually. Accounts shall be listed by account number, account closing date and account balance.

Section 6. Approval of Account Write-off – Accounts Greater Than \$25.00.

Accounts which meet the criteria set forth in Section 4 and have a balance greater than \$25.00 may be presented to the Board quarterly or at least annually for approval to Write-Off. Accounts shall be listed by account number, account closing date and account balance.

Section 7. Collection Remedies Unaffected.

A Write-Off of an account by the District shall not in any way be deemed a waiver or relinquishment of, nor an estoppel to assert, any of the legal, equitable, and/or administrative rights and/or remedies otherwise available to the District to pursue collection of the amount written off pursuant to this policy.

Section 8. Supersedes Other Policies.

This Account Write-Off Policy and Procedures supersedes any inconsistent prior policies adopted by the Board.



Helendale Community Services District

Date: August 18, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
Discussion and Possible Action Regarding Adoption of Resolution 2022-18: A Resolution of the Board of Directors of the Helendale Community Services District Adopting a Conflict of Interest Code.

STAFF RECOMMENDATION

Staff recommends approval of this item.

STAFF REPORT

The Political Reform Act requires every local government agency to review its conflict of interest code every two years no later than October. The Board is familiar with the Form 700 that is filled out when assuming office and annually disclosing financial interests within the District. The District's adopted conflict of interest code is modified from time to time as appropriate and affirmed every two years either by statement that there are not changes or by the adoption of a new resolution. The County's Clerk of the Board's Office is responsible for collecting this information.

The District's policy has been amended in 2012, 2014 and 2018; however, no changes have been made since 2018. District's Counsel has reviewed the Conflict of Interest Code and has one suggested modification for the Board's consideration.

- Add the District's two managers as they have purchasing authority.

Motion:

A motion to approve Resolution 2022-18 adopting a Conflict of Interest and Disclosure Code and rescinding Resolution 2018-06.



RESOLUTION NO 2022-18
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE HELENDALE COMMUNITY SERVICES DISTRICT
ADOPTING A CONFLICT OF INTEREST CODE

WHEREAS, the Helendale Community Services District (“the District”) is a community services district organized and operating pursuant to California Government Code Section 61000 et seq., and a local government agency subject to the requirements of the Political Reform Act of 1974 (“the Act”), California Government Code Section 81000 et seq.;

WHEREAS, Section 87300 of the Act requires all local government agencies to adopt and promulgate conflict of interest codes pursuant to the provisions of the Act;

WHEREAS, the Fair Political Practices Commission (“the FPPC”) has adopted a regulation, 2 California Code of Regulations Section 18730, which contains the terms of a standard conflict of interest code which can be incorporated by reference, and which may be amended by the FPPC after public notice and hearings to conform to amendments in the Act; and

WHEREAS, the District desires to comply with its statutory requirements under the Act and to provide a method to ensure that its Conflict of Interest Code is current and consistent with the prevailing provisions of the Act and the regulations of the FPPC.

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

Section 1.

The terms of 2 California Code of Regulations Section 18730, and any amendments thereto duly adopted by the FPPC, are hereby incorporated herein by this reference and, along with the attached Appendix in which members and employees are designated and disclosure categories are set forth, shall constitute the District’s Conflict of Interest Code. In the event of any inconsistency between the attached Appendix and the prevailing provisions of the Act and/or the applicable regulations of the FPPC, the Act and the FPPC regulations shall control.

Section 2.

Designated officials shall file statements of economic interest with the District which will then be made available to the public for inspection and reproduction. Upon receipt of the statements from the District’s Board of Directors and General Manager, the Clerk of the District shall make and retain a copy thereof and forward the original of said statements to the filing officer

of the County of San Bernardino. Statements for all other designated officials will be retained by the District Clerk.

Section 3.

The provisions of this Resolution shall supersede Resolution No. 2018-06 adopted by the District's Board of Directors on March 1, 2018, and shall take effect immediately upon its adoption.

ADOPTED this 18th day of August, 2022.

AYES:
NOES:
ABSTAIN:
ABSENT:

Tim Smith, President, Board of Directors

ATTEST: _____
Sandy Haas, Secretary, Board of Directors

APPENDIX

CONFLICT OF INTEREST AND DISCLOSURE CODE

SECTION 100. Adoption of Code.

The Helendale Community Services District ("the District") in the County of San Bernardino hereby adopts this Conflict of Interest and Disclosure Code ("Code"). The provisions of this Code are additional to the requirements of the Political Reform Act of 1974, California Government Code Section 81000 et seq. ("the Act"), the regulations of the Fair Political Practices Commission adopted in connection therewith, 2 California Code of Regulations Section 18109 et seq. ("the Regulations"), and other laws pertaining to conflicts of interest. Except as otherwise indicated, the definitions of the Act, the Regulations, and any amendments thereto, are incorporated herein and this Code shall be interpreted in a manner consistent therewith.

SECTION 200. Designated Positions.

The positions listed on Exhibit "B" are designated positions. Persons holding those positions are deemed to participate in the making of decisions which may foreseeably have a material effect on a financial interest.

SECTION 300. Economic Disclosure Statements.

Designated positions are assigned to one or more of the disclosure categories set forth on Exhibit "A." Each person holding a designated position shall file a statement disclosing his/her interest in investments, business positions, real property, and income, designated as reportable under the category to which his/her position is assigned on Exhibit "B."

SECTION 400. Place and Time of Filing.

- A.** Persons holding designated positions which are added to the Code shall file an initial statement within 30 days after the effective date of the Code.
- B.** Persons appointed, promoted, or transferred to designated positions shall file an assuming office statement with the District within 30 days after assuming the position.
- C.** Annual statements shall be filed with the District by April 1st by all persons holding designated positions. Such statements shall cover the period of the preceding calendar year or from the date of the last statement filed.
- D.** Leaving office statements shall be filed with the District within 30 days of leaving a designated position. Such statements shall cover the period from the closing date of the last statement filed to the date of leaving the position.

E. An individual who resigns a designated position within 12 months following initial appointment or within 30 days of the date of a notice mailed by the filing officer of the individual's filing obligation, whichever is earlier, is not deemed to assume or leave office, provided that during the period between appointment and resignation, the individual does not make, participate in making, or use the position to influence any decision of the District, or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position. Within 30 days of the date of a notice mailed by the filing officer, the individual shall do both of the following:

- (1) File a written resignation with the appointing power.
- (2) File a written statement with the filing officer signed under the penalty of perjury stating that the individual, during the period between appointment and resignation, did not make, participate in the making or use the position to influence any decision of the District or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

SECTION 500. Contents of Economic Disclosure Statements.

Statements shall be made on forms supplied by the District, and shall contain the following information.

A. When an investment, or an interest in real property, is required to be reported, the statement shall contain:

- (1) A statement of the nature of the investment or interest;
- (2) The name of the business entity in which each investment is held, and a general description of the business activity in which the business is engaged;
- (3) The address or other precise location and the use of the real property;
- (4) A statement whether the fair market value of the investment or interest in real property equals or exceeds two thousand dollars (\$2,000) but does not exceed ten thousand dollars (\$10,000), whether it exceeds ten thousand dollars (\$10,000) but does not exceed one hundred thousand dollars (\$100,000), whether it exceeds one hundred thousand dollars (\$100,000) but does not exceed one million dollars (\$1,000,000) or whether it exceeds one million dollars (\$1,000,000); and
- (5) If any otherwise reportable investment or interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the date of acquisition or disposal shall be reported.

B. When income is required to be reported, the statement shall contain:

- (1) The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any of each source;
- (2) A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was at least five hundred dollars (\$500) but did not exceed one thousand dollars (\$1,000), whether it was in excess of one thousand dollars (\$1,000) but not greater than ten thousand dollars (\$10,000), whether it was greater than ten thousand dollars (\$10,000) but not greater than one hundred thousand dollars (\$100,000), or whether it was greater than one hundred thousand dollars (\$100,000);
- (3) A description of the consideration, if any, for which the income was received;
- (4) In the case of a gift, the amount or value and the date on which the gift was received and the name, address, and business activity, if any, of the intermediary or agent and the actual donor;
- (5) In case of a loan, the annual interest rate and security, if any, given for the loan; and
- (6) The first report filed by a person holding a designated position shall disclose any reportable investments, interests in real property, business positions, and income received during the previous 12 months.

C. When the filer's pro rata share of income to a business entity or trust, including income to a sole proprietorship, is required to be reported, the statement shall contain:

- (1) The name, address, and a general description of the business activity of the business entity; and
- (2) The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such persons was equal to or greater than ten thousand dollars (\$10,000) during a calendar year.

D. When business positions are required to be reported, the statement shall contain:

The name, address, and a general description of the business entity;

The filer's job title or position; and

A statement whether the position was held throughout the entire reporting period and the dates the position was commenced or terminated, if not held during the entire reporting period.

SECTION 600. Disqualification.

Persons holding designated positions shall disqualify themselves from making or participating in the making or in any way attempting to use their official position to influence a governmental decision when it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally, on:

- A. The financial status of the person holding a designated position or that of his or her spouse or dependent children;
- B. Any business entity located in, doing business in, owning real property in, or planning to do business in the jurisdiction of the person holding a designated position, in which said person, or his or her spouse or dependent child, has a reportable investment of \$2,000 or more;
- C. Any real property located in the jurisdiction of the person holding a designated position and said person, or his or her spouse or dependent child, has a reportable interest of \$2,000 or more in that real estate;
- D. Any person, business entity, or nonprofit entity located in, doing business in, owning real property in, or planning to do business in, the jurisdiction of the person holding a designated position, from which said person or his or her spouse has received reportable income, other than loans by a commercial lending institution in the regular course of business, aggregating five hundred dollars (\$500) or more in value within twelve months prior to the time the decision is made;
- E. Any person, business entity, or nonprofit entity from which the person holding a designated position has received a reportable gift aggregating five hundred twenty dollars (\$520) or more in value within twelve months prior to the time the decision is made; and
- F. Any business entity, other than a nonprofit organization, in which the person holding a designated position is a director, officer, partner, trustee, employee, or holds any position of management.

SECTION 700. Adoption by Incorporation.

Adoption by incorporation by reference of the terms of this Code along with the designation of employees and the formulation of disclosure categories in the Exhibits referred to above constitute the adoption and promulgation of a Conflict of Interest and Disclosure Code.

CONFLICT OF INTEREST AND DISCLOSURE CODE

Exhibit "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the District.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

The Act defines investment as follows:

"Investment" means any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments, and any partnership or other ownership interest owned directly, indirectly, or beneficially by the public official, or other filer, or his or her immediate family, if the business entity or any parent, subsidiary, or otherwise related business entity has an interest in real property in the jurisdiction, or does business or plans to do business in the jurisdiction, or has done business within the jurisdiction at any time during the two years prior to the time any statement or other action is required under this title. No asset shall be deemed an investment unless its fair market value equals or exceeds two thousand dollars (\$2,000). The term "investment" does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, interest in a diversified mutual fund registered with the Securities and Exchange Commission under the Investment Company Act of 1940 or in a common trust fund created pursuant to Section 1564 of the Financial Code, interest in a government defined-benefit pension plan, or any bond or other debt instrument issued by any government or government agency. Investments of an individual include a pro rata share of investments of any business entity, mutual fund, or trust in which the individual or immediate family owns, directly, indirectly, or beneficially, a 10-percent interest or greater.

According to the Act, a business position is a position of director, officer, partner, trustee, employee, or any position of management in any organization or enterprise operated for profit, including but not limited to a proprietorship, partnership, firm, business trust, joint venture, syndicate, corporation or association.

CATEGORY 3

Persons in this category shall disclose all income as defined in Government Code Section 82030.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the District and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Consultants who are not employed as full-time staff members of the District shall nonetheless be included as a designated employee and subject to the disclosure requirements herein. However, those consultants whose positions are marked with an asterisk (*) in Exhibit "B" of this Code, or any other consultants which may be hired, may not be required to fully comply with the disclosure requirements herein where the range of duties which they are hired to perform is limited in scope. Such determination shall be made in writing by the General Manager of the District and shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the consultant's disclosure requirements, if any. This determination is a public record and shall be retained for public inspection in the same manner and location as this Code.

CONFLICT OF INTEREST AND DISCLOSURE CODE

Exhibit "B"

DESIGNATED POSITIONS

DISCLOSURE CATEGORIES

Director	1-3
General Manager	1-3
Wastewater Manager, Water Manager	4
Attorney	5
Consultant*	5