



**REGULAR BOARD MEETING**  
**Thursday, September 7, 2023, at 6:00 PM**

**SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY**

This meeting of the Board of Directors of the Helendale Community Services District is Open to the public both in-person at the District Office located at 26540 Vista Road, Suite C, Helendale, California, and via teleconference by clicking the following link: [www.zoom.com](https://www.zoom.com) Meeting ID 463 173 8547 Passcode: HCSD. (Dial-in instructions will be provided after registering at the link)

**Call to Order - Pledge of Allegiance**

**1. Discussion and Possible Action Regarding Director Remote Participation pursuant to AB2449 (Government Code Section 54953(f))**

- a. Notification due to Just Cause
- b. Request due to Emergency Circumstances

**2. Approval of Agenda**

**3. 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.*

**4. Consent Items**

- a. Approval of Minutes: August 17, 2023, Regular Board Meeting
- b. Bills Paid Report

**5. Reports**

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

**Special Presentation:**

6. Special Presentation from San Bernardino County Public Works regarding Railroad Grade Separation

**Regular Business:**

7. Discussion and Possible Action Regarding Approval of Directors' Expense Reports
8. Discussion and Possible Action Regarding Adoption of Resolution 2023-24: A Resolution of the Board of Directors of the Helendale Community Services District Approving Award of a Sole Source Contract to High Desert Underground for Well 13 Pipeline Connection Project

9. Discussion and Possible Action Regarding Adoption of Resolution 2023-25: A Resolution of the Board of Directors of the Helendale Community Services District Recognizing Michael Mercadante in Honor of His 100<sup>th</sup> Birthday

**Other Business**

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

**Closed Session**

11. Conference with Legal Counsel – Anticipated Litigation  
Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2)  
One Potential Case
12. Conference with Legal Counsel – Anticipated Litigation  
Initiation of Litigation Pursuant to Government Code Section 54956.9(d)(4)  
One Potential Case
13. Report of Closed Session Item
14. Adjournment

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

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Date: September 7, 2023  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #1  
Discussion and Possible Action Regarding Director Remote Participation  
Pursuant to AB2449 (Government Code Section 54953(f))

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## **NOTIFICATION OF REMOTE BOARD MEETING ATTENDANCE**

Directors may not attend a meeting remotely on the basis of Just Cause or Emergency Circumstances for more than three consecutive months or more than 20% (up to four) meetings in a calendar year. A general description of the circumstances relating to the need to appear remotely at the meeting **must** be included.

### **JUST CAUSE**

Each Director is responsible for notifying the General Manager at the earliest opportunity possible (including at the start of a regular meeting) of the need to participate remotely for Just Cause. Remote participation for Just Cause reasons shall not be utilized by any Director for more than two meetings per calendar year.

#### **Just Cause means any of the following:**

- A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely.
- A contagious illness that prevents a member from attending in person
- A need related to a physical or mental disability not otherwise accommodated
- Travel while on official business of the legislative body or another state or local agency

A General description of the circumstances relating to the need to appear remotely at the meeting **MUST** be included.

### **EMERGENCY CIRCUMSTANCES**

Each Director is responsible for notifying the General Manager as soon as possible (preferably before posting of the agenda but up to the start of the meeting) of the need to participate remotely due to Emergency Circumstances.

**Emergency Circumstances means the following:** A physical or family medical emergency that prevents a member from attending in person.

A general description of the circumstances relating to the need to appear remotely at the meeting **must** be included. The general description of the circumstances does not require the member to disclose any medical diagnosis or disability, or any personal medical information that is already exempt under existing law, such as the Confidentiality of Medical Information Act.



# Helendale Community Services District

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Date: September 7, 2023  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #4  
Consent Items

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## **CONSENT ITEMS**

- a. Approval of Minutes: August 17, 2023, Regular Board Meeting
- b. Bills Paid Report



# Helendale Community Services District

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Date: September 7, 2023  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Cheryl Vermette  
SUBJECT: Agenda item #4a  
Minutes from Board meeting 8/17/2023

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*Minutes of the Helendale Community Services District  
REGULAR BOARD OF DIRECTORS MEETING  
August 17, 2023, at 6:00 PM  
26540 Vista Road, Suite C, Helendale, CA 92342*

**SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY**

This meeting of the Board of Directors of the Helendale Community Services District is open to the public both in-person at the District Office located at 26540 Vista Road, Suite C, Helendale, California, and via teleconference by clicking the following link: [www.zoom.com](https://www.zoom.com) Meeting ID 463 173 8547 Passcode: HCSD. (Dial-in instructions will be provided after registering at the link)

*Pursuant to Government Code Section 54953(b), Director Roper will attend the meeting via teleconference; location at 1414 Park Avenue, Space 29, Burley, Idaho, 83318*

**Board Members Roll Call:**

**Present:** President Henry Spiller; Vice President Ron Clark; Secretary Sandy Haas; Director Annette Roper (via Zoom); Director George Cardenas

**Staff Members Present:**

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

**Consultants/Guests:**

Steven Kennedy, Legal Counsel

**Members of the Public:**

There were seven members of the public attending in person.

**Call to Order and Pledge of Allegiance**

The meeting was called to order at 6:00 pm by President Spiller, after which the Pledge of Allegiance was recited.

**1. Director Remote Participation pursuant to AB2449 (Government Code Section 54953(f))**

- a. Notification due to Just Cause
- b. Request due to Emergency Circumstances

**Discussion:** None

**2. Approval of Agenda**

**Action:** A motion was made by Director Cardenas to approve the agenda as presented. The motion was seconded by Director Haas.

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

**3. Public Participation**

Dave Hart - Resident. Discussed the railroad, stated he is trying to get more information on the bridge. He also said the Concert in the Park was a great success.

Greg Thomson – Resident. Said the Concert in the Park was great. He also commented that he believes the Board needs to deal with the Board member who uses her position as a second income.

Gail Guinn – Resident. Asked about the strategic plan the county did a few years ago. She also asked if any of the BNSF project was included in the plan. General Manager Cox provided Ms. Guinn with the strategic plan.

Mike Oren – Resident. Commented on Board member stipends and expressed concerns over certain meeting reimbursements.

Kris Cerrone – Resident. Commented on Board member stipends.

#### 4. Consent Items

- a. Approval of Minutes: August 3, 2023, Regular Board Meeting
- b. Bills Paid Report
- c. June Financial Report

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

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

#### 5. Reports

##### a. Directors' Reports

Vice President Clark commented on the Concert in the Park and said it went really well.

Director Cardenas stated that he didn't attend the concert, however he heard it went well. He also wanted to clarify that his motion in a previous meeting (regarding Board member expenses) had nothing to do with Staff interacting with the Board. He also requested that the discussion regarding board members' reimbursement be brought up one more time for discussion.

Director Haas reported that she attended the tri-community lunch meeting with neighboring CSD's. She talked to Christopher Porter from Supervisor Cook's office about the BNSF project. She stated that she made it clear that residents need a way to get out of the community. She reported that Mr. Porter said he would be in communication with General Manager Cox about setting up a meeting in September. He also said his office is still working towards a solution. Director Haas stated that she attended and helped at the concert as well.

President Spiller discussed the meetings he had on his expense report explaining that he meets with the General Manager prior to Board meetings to discuss the agenda, he also explained that sometimes he has several meetings in one day but only puts down the one he is being compensated for on his expense report. He agreed that the concert went very well.

Director Roper reported that she agreed the concert was fantastic.

##### b. General Managers Report

General Manager Kimberly Cox reported that there will be an event at the park with the Society for Creative Anachronism. This is a renaissance faire type of event that will be open to the public and will be held on September 2 – 3. There will be overnight camping. The group held the event last year and donated \$300 to the park fund for the use of the facility.

Water Operations Manager Carlson gave an update on Well 13. He said the SCE checklist is complete. Staff met with High Desert Underground regarding the pipe configuration for

connection. There is nothing new to report and Staff will have more information at the next meeting.

General Manager Cox reported that the District will be hosting the next community giveaway event on October 14th. The District donated \$1500 to hold the event. General Manager Cox reported that the Concert in the Park was a great success.

Administration Update – there were 34 account transfers in July.

Wastewater Report – Wastewater Operations Manager Aviles gave the report. Staff switched contact basins from the West to East basin and began them. Staff also found that the t-filter was not spinning, so they backflushed the turbine pumps to start flowing over the filter again. There was an issue with the East effluent meter, which required A&G Instruments to come out and calibrate the meter. Operations Manger Aviles attended the Tri-State conference. Staff jetted Fairacres, Coolglen Dr., and a section of Greenbriar. Staff also performed weeding on the ponds at the treatment plant so the freeboard marker could be read. Additional non-potable water signs were hung up at the secondary re-use area at the park.

### **Regular Business:**

#### **6. Discussion and Possible Action Regarding Approval of Directors' Expense Reports**

**Motion:** Director Cardenas made a motion to approve the Directors' expense reports. President Spiller seconded the motion.

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

#### **7. Discussion and Possible Action Regarding the Write-Off of Certain Uncollectable Accounts**

**Discussion:** Typically, on an annual basis write-offs are approved by the Board. The write-off policy was approved in 2009 and revised in 2017 & 2019. Write-offs under \$25 are approved by the General Manager, and write-offs over \$25 are approved by the Board. A write-off occurs when a balance is not paid – typically closing bills; and efforts to collect have been futile. Staff makes phone calls and sends letters to attempt to collect. The policy states that write-offs can be every quarter but at least annually. Due to the low number of write-offs this item is typically brought to the Board annually. The total write-offs last year totaled \$2,654.50; (8 accounts with balances under \$25 totaling \$50.80 and 28 accounts over \$25 totaling \$2,549.50 - 6 rec fees (\$620); 3 trash only (\$207.48) and 15 utility (\$1,617.60). The total write-off amount this year is \$899.38 (4 accounts under \$25 totaling \$92.91 and two accounts over \$25 totaling \$836.47).

**Motion:** Vice President Clark made a motion to approve write-off of certain utility accounts in the amount of \$899.38. Director Haas seconded the motion.

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

#### **8. Discussion and Possible Action Regarding Approval of Open Purchase Orders**

**Discussion:** This item comes to the Board annually and includes expenditures that are over General Managers signing authority, that are not covered by other contracts, and items that are not regulatory or utility fees as approved in the budget. These are primarily for goods and services necessary to District operations. Staff establishes and Open Purchase Order in the accounting system. Expenditures up to the Board approved amount from a particular vendor will be charged against open PO. If additional funds are needed a request will be brought to the



Board for approval prior to exceeding the PO amount. The following open PO's were considered:

**Aqua Metrics** - \$125,000 (meter program); **BMK** \$50,000 (legal services); **Beck Oil** - \$47,000; and **Core and Main** formerly Inland Water Works - \$45,000 (Valves and meter bushings). The open PO's totaled \$267,000.

**Motion:** Director Roper made a motion to approve open purchase orders as outlined in the Staff report. Director Cardenas seconded the motion.

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

9. Discussion and Possible Action Regarding Adoption of Resolution 2023-23; A Resolution of the Helendale Community Services District Establishing the Statement of Investment Policy for Fiscal Year 2024 and Approving Additional Fund to California CLASS

**Discussion:** The guiding principles for the District's investments are Safety, Liquidity, and Yield. The District has relied on safe investment strategies to ensure the protection of these principles. When the market was volatile funds were left in the District's primary banking institution. The District has the following accounts: Citizen's Business Bank for day-to-day operations and current Capital needs; Desert Community Bank for Thrift Store Cash Deposits (closest bank); Local Agency Invest Fund (LAIF) - cannot lose principle; California CLASS - newer investment fund in California; and Citizens Business Bank Trust - most recent investment vehicle. The District's current cash assets include: CBB - \$1,417,300; LAIF - \$1,053,751; DCB - \$204,475; CBB Trust \$2,065,975; and California CLASS - \$2,083,497 totaling \$6,827,998. The water fund has a total of \$2,584,615; the sewer fund has a total of \$3,160,805; the property fund has a total of \$160,781; the park fund has a total of \$446,824; and the solid waste fund has a total of \$138,667. 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.

In 2021 the Board discussed paying off debt (complete); re-financing debt (complete); opening a pension Trust Fund; and investing in LAIF or LAIF-like investment fund (complete). The District currently has \$1.4 million in the CBB checking account. Staff would like to move \$750,000 to California CLASS as the existing investment is performing well and current returns should last through Q1 2024. The District has three loans. The 2008 Loan was refinanced \$2.83 million @3.9% - matures 2028 - Balance \$1,507,532.32. Water 23.4% / Sewer 35.72% / Park 40.88%. This loan was to purchase the park property, rebuild the drying beds, and do water improvements. The loan was modified in 2014 to reduce the interest rate from 4.95%. The 2011 loan was paid off. This was a \$1 million loan @5.25% - matures 2031 - Balance \$695,760.91; Park 50% / Water 50%. This loan was for the purchase of the Community Center and for a new well. The 2014 loan was for \$4 million with a 4.25% interest rate and matures in 2034 - Balance \$3,129,523.81. This loan was for the purchase of water rights. There is a payoff option in 2024. The payoff option will be brought back for discussion at a later meeting.

**Motion:** President Spiller made a motion approve Resolution 2023-23 Adopting the Statement of Investment Policy for FY24 and approve transfer of additional funds to California CLASS. Director Cardenas seconded the motion.

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

**Other Business**

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

*President Spiller called for a brief recess at 7:20 pm after which the Board met in closed session. Closed session was called to order at 7:35 pm*

**Closed Session**

**11.** Conference with Legal Counsel – Anticipated Litigation

Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2)  
One Potential Case

**12.** Conference with Legal Counsel – Anticipated Litigation

Initiation of litigation pursuant to Government Code Section 54956.9(d)(4)  
One Potential Case

**13.** Conference with Real Property Negotiators

(Government Code Section 54956.8)  
Property: Water Rights  
District Negotiator: Kimberly Cox  
Negotiating Party: Robert Boyter  
Under Negotiation: Price and Terms of Payment

**14.** Report of Closed Session Item

Legal Counsel Kennedy reported that the Board met in closed session and there was no reportable action on the item discussed.

Closed session adjourned at 8:07 pm

**15.** Adjournment

President Spiller adjourned the meeting at 8:07 pm

Submitted by:

Approved by:

\_\_\_\_\_  
Henry Spiller, 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

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Date: September 7, 2023  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Sharon Kreinop, Senior Account Specialist  
SUBJECT: Agenda item #4b  
Consent Items: Bills Paid and Presented for Approval

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## STAFF RECOMMENDATION

Updated Report Only. Receive and File

## STAFF REPORT:

Staff issued 50 checks and 23 EFT's totaling \$184,159.92

Total Cash Available:	<u>09/01/2023</u>	<u>08/4/2023</u>
Cash	\$ 6,969,802.13	\$ 6,825,000.19
Drafts /Checks/EFT's Issued	\$ 184,159.92	\$ 89,291.90

## INVESTMENT REPORT:

The Investment Report shows the status of the invested District funds. The interest rate is 3.305% for LAIF and 5.4471% for CA Class for August 2023. Income earned August 2023 on CA Class account is \$9,638.34.



Helendale CSD

# Bills Paid and Presented for Approval

## Transaction Detail

Issued Date Range: 08/14/2023 - 09/01/2023

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
<b>Bank Account: 251229590 - CBB Checking</b>					
08/16/2023	<a href="#">26572</a>	California State Disbursement Unit	-230.76	Check	Accounts Payable
08/16/2023	<a href="#">26573</a>	State of California - Franchise Tax Board	-150.00	Check	Accounts Payable
08/17/2023	<a href="#">26576</a>	Void Check	0.00	Check	Accounts Payable
08/17/2023	<a href="#">26577</a>	Void Check	0.00	Check	Accounts Payable
08/17/2023	<a href="#">26578</a>	Void Check	0.00	Check	Accounts Payable
08/17/2023	<a href="#">26579</a>	Void Check	0.00	Check	Accounts Payable
08/17/2023	<a href="#">26580</a>	Void Check	0.00	Check	Accounts Payable
08/17/2023	<a href="#">26581</a>	Void Check	0.00	Check	Accounts Payable
08/17/2023	<a href="#">26582</a>	Void Check	0.00	Check	Accounts Payable
08/17/2023	<a href="#">26583</a>	Void Check	0.00	Check	Accounts Payable
08/17/2023	<a href="#">26584</a>	Void Check	0.00	Check	Accounts Payable
08/17/2023	<a href="#">26585</a>	Void Check	0.00	Check	Accounts Payable
08/17/2023	<a href="#">26586</a>	Void Check	0.00	Check	Accounts Payable
08/17/2023	<a href="#">26587</a>	Void Check	0.00	Check	Accounts Payable
08/17/2023	<a href="#">26588</a>	Void Check	0.00	Check	Accounts Payable
08/17/2023	<a href="#">26589</a>	Void Check	0.00	Check	Accounts Payable
08/17/2023	<a href="#">26590</a>	Void Check	0.00	Check	Accounts Payable
08/17/2023	<a href="#">26591</a>	Void Check	0.00	Check	Accounts Payable
08/17/2023	<a href="#">26592</a>	Void Check	0.00	Check	Accounts Payable
08/17/2023	<a href="#">26593</a>	Void Check	0.00	Check	Accounts Payable
08/17/2023	<a href="#">26594</a>	ACI Payments, Inc	-57.20	Check	Accounts Payable
08/17/2023	<a href="#">26595</a>	Burrtec Waste Industries Inc	-1,029.18	Check	Accounts Payable
08/17/2023	<a href="#">26596</a>	Cardmember Services	-2,108.89	Check	Accounts Payable
08/17/2023	<a href="#">26597</a>	County of San Bernardino, Solid Waste Mgmt. Div.	-800.07	Check	Accounts Payable
08/17/2023	<a href="#">26598</a>	Desert Service Station Maintenance	-801.89	Check	Accounts Payable
08/17/2023	<a href="#">26599</a>	Frontier Communications	-85.15	Check	Accounts Payable
08/17/2023	<a href="#">26600</a>	Frontier Communications	-64.42	Check	Accounts Payable
08/17/2023	<a href="#">26601</a>	Geo-Monitor, Inc.	-2,624.00	Check	Accounts Payable
08/17/2023	<a href="#">26602</a>	Graham Equipment	-4,840.00	Check	Accounts Payable
08/17/2023	<a href="#">26603</a>	Home Depot Credit Services	-1,047.01	Check	Accounts Payable
08/17/2023	<a href="#">26604</a>	Jonathan A. Escobar	-127.12	Check	Accounts Payable
08/17/2023	<a href="#">26605</a>	Lowe's Inc.	-1,687.02	Check	Accounts Payable
08/17/2023	<a href="#">26606</a>	Richard LaTour	-81.44	Check	Accounts Payable
08/17/2023	<a href="#">26607</a>	Sierra Analytical Labs, Inc	-205.00	Check	Accounts Payable
08/17/2023	<a href="#">26608</a>	Synagro West, LLC	-1,016.57	Check	Accounts Payable
08/17/2023	<a href="#">26609</a>	Uline, Inc	-143.50	Check	Accounts Payable
08/17/2023	<a href="#">26610</a>	Verizon Wireless	-661.11	Check	Accounts Payable
08/17/2023	<a href="#">26611</a>	Verizon Wireless	-106.32	Check	Accounts Payable
08/24/2023	<a href="#">26612</a>	Aqua Metrics Sales Company	-13,908.00	Check	Accounts Payable
08/24/2023	<a href="#">26613</a>	Beck Oil Inc	-3,979.01	Check	Accounts Payable
08/24/2023	<a href="#">26614</a>	Burrtec Waste Group, Inc	-12,280.09	Check	Accounts Payable
08/24/2023	<a href="#">26615</a>	Burrtec Waste Group, Inc	-56,803.10	Check	Accounts Payable
08/24/2023	<a href="#">26616</a>	Family & Kids Foundation	-1,500.00	Check	Accounts Payable
08/24/2023	<a href="#">26617</a>	Helendale Community Services District	-204.16	Check	Accounts Payable
08/24/2023	<a href="#">26618</a>	Ryan Herco Products Corp	-166.49	Check	Accounts Payable
08/24/2023	<a href="#">26619</a>	Brunick, McElhaney & Kennedy Professional Law Corp	-5,962.50	Check	Accounts Payable

**Bank Transaction Report**

Issued Date	Number	Description	Amount	Type	Module
08/24/2023	<a href="#">26620</a>	CARLA HERRING	-351.00	Check	Utility Billing
08/24/2023	<a href="#">26621</a>	BRAD WILLIAM FALK	-297.00	Check	Utility Billing
08/24/2023	<a href="#">26622</a>	RUBEN COVARRUBIAS	-138.15	Check	Utility Billing
08/24/2023	<a href="#">26623</a>	NANCY McKINNEY	-138.69	Check	Utility Billing
08/24/2023	<a href="#">26624</a>	Eide Bailly LLP	-3,209.54	Check	Accounts Payable
08/30/2023	<a href="#">26625</a>	California State Disbursement Unit	-230.76	Check	Accounts Payable
09/01/2023	<a href="#">26626</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26627</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26628</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26629</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26630</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26631</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26632</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26633</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26634</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26635</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26636</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26637</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26638</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26639</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26640</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26641</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26642</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26643</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26644</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26645</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26646</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26647</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26648</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26649</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26650</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26651</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26652</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26653</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26654</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26655</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26656</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26657</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26658</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26659</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26660</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26661</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26662</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26663</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26664</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26665</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26666</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26667</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26668</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26669</a>	Void Check	0.00	Check	Accounts Payable
09/01/2023	<a href="#">26670</a>	Core & Main	-278.72	Check	Accounts Payable
09/01/2023	<a href="#">26671</a>	County of San Bernardino	-400.00	Check	Accounts Payable

**Bank Transaction Report**

Issued Date	Number	Description	Amount	Type	Module
09/01/2023	<a href="#">26672</a>	Frontier Communications	-90.85	Check	Accounts Payable
09/01/2023	<a href="#">26673</a>	Greg Heldreth	-507.42	Check	Accounts Payable
09/01/2023	<a href="#">26674</a>	Hartford Life	-324.35	Check	Accounts Payable
09/01/2023	<a href="#">26675</a>	Lakeside Heating and Air Conditioning	-218.00	Check	Accounts Payable
09/01/2023	<a href="#">26676</a>	Mojave Desert AQMD	-3,497.90	Check	Accounts Payable
09/01/2023	<a href="#">26677</a>	O'Reilly Auto Parts	-85.37	Check	Accounts Payable
09/01/2023	<a href="#">26678</a>	Ornnell Fire Sprinkler, Inc	-7,615.00	Check	Accounts Payable
09/01/2023	<a href="#">26679</a>	Parkhouse Tire, Inc.	-427.36	Check	Accounts Payable
09/01/2023	<a href="#">26680</a>	Rebecca Gonzalez	-330.00	Check	Accounts Payable
09/01/2023	<a href="#">26681</a>	Stericyclcle, Inc	-93.24	Check	Accounts Payable
09/01/2023	<a href="#">26682</a>	Ultimate Internet Access, Inc	-781.13	Check	Accounts Payable
09/01/2023	<a href="#">26683</a>	USA Blue Book	-1,193.87	Check	Accounts Payable
09/01/2023	<a href="#">26684</a>	A&G Instrument Service and Calibration, Inc.	-940.51	Check	Accounts Payable
09/01/2023	<a href="#">26685</a>	Sonic Systems, Inc	-1,232.70	Check	Accounts Payable
08/14/2023	<a href="#">EFT0004694</a>	SW Gas Community Center 910000010177	-11.00	EFT	General Ledger
08/14/2023	<a href="#">EFT0004695</a>	SW Gas Water Shop Acct # 910001037540	-11.00	EFT	General Ledger
08/14/2023	<a href="#">EFT0004696</a>	SW Gas ACH 4-Plex Acct # 910000817466	-118.13	EFT	General Ledger
08/14/2023	<a href="#">EFT0004697</a>	SW Gas ACH WWTP Acct # 910000010195	-25.00	EFT	General Ledger
08/14/2023	<a href="#">EFT0004698</a>	SW Gas 15302 Smithson Condo Unit D Acct # 910036039	-16.22	EFT	General Ledger
08/14/2023	<a href="#">EFT0004704</a>	SCE ACH 4-Plex Acct 700392338368	-1,019.57	EFT	General Ledger
08/14/2023	<a href="#">EFT0004705</a>	ACH Water Shop SCE Acct 700453074415	-105.28	EFT	General Ledger
08/14/2023	<a href="#">EFT0004708</a>	CalPERS Classic Pmt PPE 7/16/23	-9,384.44	EFT	General Ledger
08/14/2023	<a href="#">EFT0004709</a>	CalPERS PEPRA Pmt PPE 7/16/23	-2,189.53	EFT	General Ledger
08/21/2023	<a href="#">EFT0004711</a>	SCE Street Lighting Acct # 700013030275	-1,704.77	EFT	General Ledger
08/21/2023	<a href="#">EFT0004712</a>	SCE ACH Park Wellheads Acct 700448234519	-562.53	EFT	General Ledger
08/21/2023	<a href="#">EFT0004713</a>	SCE ACH Smithson Condo Unit D Acct 7006300753.69-728	-53.68	EFT	General Ledger
08/28/2023	<a href="#">EFT0004719</a>	SCE ACH Sod Farm Acct 700255337588	-2,847.44	EFT	General Ledger
08/29/2023	<a href="#">EFT0004721</a>	SCE ACH Well 6,7,8,9 & 2 Acct 700620711734	-1,374.69	EFT	General Ledger
08/17/2023	<a href="#">EFT0004724</a>	To record Sales Tax Pmt # 1 - 3rd Quarter	-1,638.03	EFT	General Ledger
08/31/2023	<a href="#">EFT0004725</a>	SCE Community Center ACH Acct.# 700218740906	-4,343.26	EFT	General Ledger
08/21/2023	<a href="#">EFT0004727</a>	CalPERS 457 Pmt PPE 8/13/23	-5,005.06	EFT	General Ledger
08/28/2023	<a href="#">EFT0004728</a>	CalPERS Classic Pmt PPE 7/30/23	-9,384.44	EFT	General Ledger
08/28/2023	<a href="#">EFT0004729</a>	CalPERS PEPRA Pmt PPE 7/30/23	-2,232.76	EFT	General Ledger
08/22/2023	<a href="#">EFT0004744</a>	To record Tasc Flex Claim Pmt PPE 8/13/23	-770.81	EFT	General Ledger
09/01/2023	<a href="#">EFT0004747</a>	PERS GASB Jun 2023	-700.00	EFT	General Ledger
09/01/2023	<a href="#">EFT0004751</a>	CalPERS 457 Pmt PPE	-5,005.06	EFT	General Ledger
09/01/2023	<a href="#">EFT0004756</a>	To record EVO Thrift Store CC Fees 23099	-605.66	EFT	General Ledger
<b>Bank Account 251229590 Total: (135)</b>					<b>-184,159.92</b>
<b>Report Total: (135)</b>					<b>-184,159.92</b>

# Summary

**Bank Account**  
[251229590 CBB Checking](#)

Count	Amount
135	-184,159.92
<b>Report Total:</b>	<b>-184,159.92</b>

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

Count	Amount
62	0.00
73	-184,159.92
<b>Report Total:</b>	<b>-184,159.92</b>

Transaction Type	Count	Amount
Check (60 + 62 Voids)	112	-135,051.56
EFT	23	-49,108.36
<b>Report Total:</b>	<b>135</b>	<b>-184,159.92</b>

**DCB Visa Statement 8/2/23**

Acct #	Description	Charges	Charges	Charges	Total
02-524500	State Line Hotel	293.87			293.87
02-553000	Credit for Chagrin wrong card	(25.00)			(25.00)
02-556500	CWEA Membership - A. Creason	221.00			221.00
03-553000	Sanitare	140.59			140.59
03-556800	Thrift Store Employee Incentive Gift Cards	310.00			310.00
05-545000	Park Vehicle Maint	372.25			372.25
05-553405	National Night Out Door Prizes	366.06			366.06
10-522505	Breakfast Mtg. (KC, RC & HS)	51.39			51.39
10-526650	T. Smith Memorial Tree & Service / Give-a-way	222.60	13.04	57.24	292.88
10-553000	Napkins & Dinner Plates	32.60			32.60
10-556800	Knife Set for Christmas Party / A. Chavis B'day Gift Card	28.25	25.00		53.25
<b>Total</b>					<b>2,108.89</b>
<b>Due 8-28-23</b>	<b>Staff Key:</b>	<b>KC</b>	<b>CC</b>	<b>AA</b>	<b>JT k</b>





# Helendale Community Services District

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DATE: September 7, 2023  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #6  
Special Presentation from County Public Works Staff Regarding Railroad Grade Separation

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## **STAFF RECOMMENDATION**

None.

## **STAFF REPORT**

Representative from County Public Works will be present to provide information regarding the railroad grade separation. County has completed preliminary work on the project including selection of alignment, surveying and engineering.

Funding will be critical to completing this project. Sources for funding includes regional transportation dollars, state and federal grants. In addition, BNSF has stated that they will contribute between five and ten percent of the project cost.

When community leaders met with County Staff the request was made for a phase approach to the ultimate project scope. The phased option would include paving and extension of Vista Road southerly along the west side of the railroad tracks to the proposed bridge over the railroad tracks.

The ultimate project is estimated to cost approximately \$60 million dollars.



# Helendale Community Services District

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DATE: September 7, 2023  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #7  
Discussion and Possible Action Regarding Approval of Directors' Expense Reports

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## **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



REC'D AUG 14 2023

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name

*Stanley Board*

Pay Period Ending

*7-15-23*

Date	Event	Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
8/1	Description of Public Benefit	Meeting GM		\$	\$	\$			E
8/2	Event	Agenda & other Dist. Business		\$	\$	\$			C
8/3	Description of Public Benefit	Farmer Market		\$	\$	\$			C
8/3	Description of Public Benefit	EST. Jobb questions & providing EB7		\$	\$	\$			A
8/3	Event	Regular Meeting		\$	\$	\$			A
8/8	Description of Public Benefit	Meeting GM		\$	\$	\$			B
8/9	Description of Public Benefit	WNSF time for crossing - supporters		\$	\$	\$			B
8/9	Event	Tri Communities Fund		\$	\$	\$			C
8/9	Description of Public Benefit	Meeting w/ CSD, local officials, board		\$	\$	\$			C
			Total Miles	Total Meals	Total Lodging	Total Other Expense	Total Compensable Meetings		

Signature

Date

Expense Categories  
 A: Public Meeting governed by Brown Act  
 B: Public Event \*  
 C: Representation at Public Meeting/Event \*  
 D: Representation at 501C3 Board \*  
 E: Conference/seminar/Training Program related to District \*  
 F: Ad Hoc committee of the Board  
 G: Meeting w/GM or Designee regarding District Operations  
 H: Meeting w/auditors, attorney or consultant retained by District  
 I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD  
 J: Meeting w/organization with interests in matters involving functions or operations of the District  
 K: Meeting pre-approved by the Board of Directors  
 \* Written or verbal report required to be presented at the next Board meeting

#1

*\* Paid for one less meeting than requested due to Board denial of meeting claimed for 7/15/23*

Los Domingos  
(760) 256-1381

Ticket No: 64  
Ticket UID: 20230809EA10-100  
Bar->(10) 10

Employee: Brittney  
To Go  
Date: 8/9/2023  
Time: 12:25:22 PM

L-2 Enchilada	\$8.89
-- Enchilada Meat Chicken	\$0.00
-- Rice	\$0.00
-- Rice	\$0.00

Subtotal: \$8.89  
Tax: \$0.78  
Total: \$9.67

Suggested Tip  
10% (Tip: \$0.97, Total: \$10.64)  
15% (Tip: \$1.45, Total: \$11.12)  
20% (Tip: \$1.93, Total: \$11.60)



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

Los Domingos  
(760) 256-1381

Ticket No: 56  
Ticket UID: 20230809C255-217  
Bar->(1) 10

Employee: Brittney  
To Go  
Date: 8/9/2023  
Time: 12:25:04 PM

L-25 Crispy Chicken Wrap	\$10.95
--- French Fries	\$0.00

Subtotal: \$10.95  
Tax: \$0.96  
Total: \$11.91

Suggested Tip  
10% (Tip: \$1.19, Total: \$13.10)  
15% (Tip: \$1.79, Total: \$13.70)  
20% (Tip: \$2.38, Total: \$14.29)



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

#3

# HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name: Sandy Naas Pay Period Ending: 7-15-23

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
8/12	Event Mentorship Days Concert		\$	\$	\$			
	Description of Public Benefit							
	Event 1 help set up event / hand out pass parts for door signs		\$	\$	\$			
	Description of Public Benefit							
	Event		\$	\$	\$			
	Description of Public Benefit							
	Event		\$	\$	\$			
	Description of Public Benefit							
	Event		\$	\$	\$			
	Description of Public Benefit							
	Event		\$	\$	\$			
	Description of Public Benefit							
		Total Miles	Total Meals 245	Total Lodging	Total Other Expense	Total Compensable Meetings 6		

Signature: Sandy Naas

Date: 7-14-23

Expense Categories

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

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

# 8

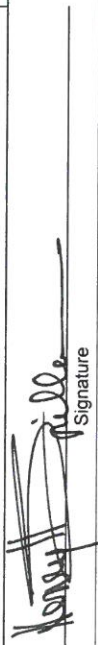


# HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name  
**HENRY SPILLER**

Pay Period Ending  
**8-29-23**

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
8/2	Meeting with CSD Office Staff			\$	\$	Y		G/F
	Meeting related to Helendale Night Out							
8/3	Board Meeting		\$	\$	\$	Y		A
	Public meeting governed by the Brown Act							
8/9	Farmers Market		\$	\$	\$	Y		B
	Rep @ public event							
8/12	Helendale Night Out		\$	\$	\$	Y		B
	Rep @ public event							
8/15	Meeting with GM		\$	\$	\$	Y		G
	Meeting with GM related to district ops.							
		Total Miles	Total Meals	Total Lodging	Total Other Expense	Total # of Compensable Meetings	Meeting Total	Total
			\$	\$	\$		\$	\$

  
Signature

Date  
**8-15-2023**

Expense Categories
A: Public Meeting governed by Brown Act
B: Public Event *
C: Representation at Public Meeting/Event *
D: Representation at 501C3 Board *
E: Conference/seminar/Training Program related to District *
F: Ad Hoc committee of the Board
G: Meeting w/GM or Designee regarding District Operations
H: Meeting w/auditors, attorney or consultant retained by District
I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD
J: Meeting w/organization with interests in matters involving functions or
K: Meeting pre-approved by the Board of Directors
* Written or verbal report required to be presented at the next Board meeting
Mileage 65.5 ¢



# HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name

*HENRY SPILLER*

Pay Period Ending

*8-29-23*

Date	Expense Description/Explanation	Miles	Meals	Lodging	Other Expense	Reimburse Y/N	Phone Call Y/N	Expense Category
<i>8/16</i>	<i>Farmer's Market</i>		\$	\$	\$	<i>Y</i>		<i>G</i>
	<i>Rep @ public event</i>							
<i>8/17</i>	<i>Board Meeting</i>		\$	\$	\$	<i>Y</i>		<i>A</i>
	<i>Public meeting governed by the Brown Act</i>							
<i>8/22</i>	<i>America region award event</i>		\$	\$	\$	<i>Y</i>		<i>J</i>
	<i>Meeting with organization with interest involving CSD</i>							
<i>8/23</i>	<i>Farmer's Market</i>		\$	\$	\$	<i>Y</i>		<i>B</i>
	<i>Rep @ public event</i>							
<i>8/26</i>	<i>Flag football awards ceremony (end of the season)</i>		\$	\$	\$	<i>Y</i>		<i>B</i>
	<i>Rep @ public event</i>							
		Total Miles	Total Meals	Total Lodging	Total Other Expense	Total # of Compensable Meetings	Meeting Total	Total
			\$	\$	\$		\$	\$

*Henry Spiller*  
Signature

*8-26-23*  
Date

Expense Categories	
A: Public Meeting governed by Brown Act	
B: Public Event *	
C: Representation at Public Meeting/Event *	
D: Representation at 501C3 Board *	
E: Conference/seminar/Training Program related to District *	
F: Ad Hoc committee of the Board	
* Written or verbal report required to be presented at the next Board meeting	
Mileage 65.5 ¢	



# Helendale Community Services District

DATE: September 7, 2023  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Craig Carlson, Water Operations Manager  
SUBJECT: Agenda item #8  
Discussion and Possible Action Regarding Adoption of Resolution 2023-24: A Resolution of the Board of Directors of the Helendale Community Services District Approving Award of a Sole Source Contract to High Desert Underground for Well 13 Pipeline Connection Project

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## **STAFF RECOMMENDATION:**

Staff seeks approval of this item.

## **STAFF REPORT:**

The request before the Board is consideration to award of a sole source contract to High Desert Underground for the completion of the remaining section of pipeline to connect Well 13 to the distribution line. This connection serves as a final piece from wellhead to distribution system that will allow the well to be put into service once the electrical connection is completed.

HDU is uniquely qualified to complete this work because of their knowledge of the pipelines that are part of this well project and their ability to engineer and make any plan modifications as they go. In addition, HDU has the ability to complete the project expeditiously in order to facilitate final startup of the well once Edison energizes the electrical panel.

The cost estimate for the project is under the General Manager's signing authority, however, because Staff is requested a sole-source contract award this matter requires the approval of the Board of Directors.

HDU was initially awarded a contract for the design and installation of the potable distribution line beginning near the well site to a connect point to the potable distribution line near Well 6. This potable line extension was very complex as it crossed an ephemeral wash that required a 20' slurry-sealed drop section and a blow off to dissipate any sediment build up on the drop section. The drop section also required an air vac to release any entrapped air in the pipeline at the highest point south of the wash. Entrapped air can cause cloudiness in water, air pockets that could collapse the pipe and, in a worst-case scenario, it could create a water hammer.

Subsequent to the potable line, HDU designed and installed a temporary test pump line that connected to SLA's line to the lake so the discharge of water from the test hole project could augment that lake water.

HDU has worked with Staff to design this final connection based upon the endpoint of the potable line and the orientation of the pump and motor at the wellhead. Availability of parts has also played into the final design. Attached to the staff report is a parts list and cost estimate from Core & Main. The District intends to pre-purchase the parts estimated to cost \$14,500, and have them on hand to avoid any delays in completing this final section of the pipeline.

**Background:**

This project has taken extraordinarily long. Staff will provide on the Well 13 construction project during the meeting. The District has been working on the Well 13 project for over three years. As one of the most complicated water supply projects the District has done, the Project has had many complicated aspects. Below are the milestones for Well 13:

- Hire consultant to determine suitable well locations
  - 3 sites were selected
  - Well 13 site was the most preferred
- Negotiate construction easement with property owner
- Competitively Bid and award the Test Hole
- Purchase of property
  - Owner was ill and passed away during the process
- Complete environmental study for Well Field Project
  - Environmental work was done that allows for the potential of other wells on this property
- Secure Grant Funding
  - The new well was on a list of regional projects in the Integrated Regional Water Management Plan for Prop 1 and other potential funding
- Competitively bid, award and complete well drilling
- Install potable distribution line to connect to existing infrastructure that crossed a wash – Completed December 2021
- Install flush to waste line for well development – Completed February 2022
- Competitively bid, and award the purchase and installation of pump and motor
- Install new Edison connection
  - Secure Edison Permit
  - Install Power Pole for Edison Drop
  - Fence Site
  - Install Conduit
  - Pour Concrete pedestal
- Construct Well House
- Complete Source Water Assessment
- Complete final connection to well head – Upcoming
- Pull wire from electrical panel to well head - Upcoming

Subsequent to the potable line, HDU designed and installed a temporary test pump line that connected to SLA's line to the lake so the discharge of water from the test hole project could augment that lake water.

HDU has worked with Staff to design this final connection based upon the endpoint of the potable line and the orientation of the pump and motor at the wellhead. Availability of parts has also played into the final design. Attached to the staff report is a parts list and cost estimate from Core & Main. The District intends to pre-purchase the parts estimated to cost \$14,500, and have them on hand to avoid any delays in completing this final section of the pipeline.

**Background:**

This project has taken extraordinarily long. Staff will provide on the Well 13 construction project during the meeting. The District has been working on the Well 13 project for over three years. As one of the most complicated water supply projects the District has done, the Project has had many complicated aspects. Below are the milestones for Well 13:

- Hire consultant to determine suitable well locations
  - 3 sites were selected
  - Well 13 site was the most preferred
- Negotiate construction easement with property owner
- Competitively Bid and award the Test Hole
- Purchase of property
  - Owner was ill and passed away during the process
- Complete environmental study for Well Field Project
  - Environmental work was done that allows for the potential of other wells on this property
- Secure Grant Funding
  - The new well was on a list of regional projects in the Integrated Regional Water Management Plan for Prop 1 and other potential funding
- Competitively bid, award and complete well drilling
- Install potable distribution line to connect to existing infrastructure that crossed a wash – Completed December 2021
- Install flush to waste line for well development – Completed February 2022
- Competitively bid, and award the purchase and installation of pump and motor
- Install new Edison connection
  - Secure Edison Permit
  - Install Power Pole for Edison Drop
  - Fence Site
  - Install Conduit
  - Pour Concrete pedestal
- Construct Well House
- Complete Source Water Assessment
- Complete final connection to well head – Upcoming
- Pull wire from electrical panel to well head - Upcoming

- Install Well House – Upcoming
- Pour Concrete pad - Upcoming
- Install SCADA and security camera system - Upcoming

**FISCAL IMPACT:** \$22,958

**POSSIBLE MOTION:** Motion to adopt Resolution 2023-24

**ATTACHMENTS:** Resolution 2023-24  
Quote from High Desert Underground  
Parts list from Core & Main (Formerly Inland Water Works)

**RESOLUTION NO. 2023-24**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
HELENDALE COMMUNITY SERVICES DISTRICT  
APPROVING AWARD OF A SOLE SOURCE CONTRACT  
TO HIGH DESERT UNDERGROUND FOR  
WELL 13 PIPELINE CONNECTION PROJECT**

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

WHEREAS, the District is subject to Public Contracts Code Section 20682.5(b), which provides that “[a]ll contracts for the construction of completion of any building, structure, or improvement, when the cost exceeds \$25,000 shall be contracted for and let to the lowest responsible bidder after notice”;

WHEREAS, it is well-settled that exceptions to the competitive bidding requirement exist in the event that the specific facts and circumstances surrounding the particular work is such that the services sought for the proposed project are unique to a single contractor and the public agency must use such specialized services for efficient and effective completion thereof [see, e.g., *Hiller v. City of Los Angeles* (1962) 197 Cal. App. 2d 685, 17 Cal. Rptr. 579], or that engaging in the process would be undesirable or impracticable as a matter of public interest because a delay would result that would operate to undermine the public benefits to be gained by the proposed project [see, e.g., *Graydon v. Pasadena Redevelopment Agency* (1980) 104 Cal. App. 3d 631, 164 Cal. Rptr. 56];

WHEREAS, on January 19, 2023, the District’s Board of Directors (“Board”) adopted a revised Purchasing Policies and Procedures for the District (“the Purchasing Policy”) which created bidding and contract procedures as part of the District’s Rules and Regulations so as to provide guidance and direction to the District’s staff in obtaining outside services for projects initiated by the District;

WHEREAS, Section 6((E)(3) of the Purchasing Policy provides that the District must comply with certain formal and informal competitive bidding requirements with respect to contracts for the construction of any building, structure, or improvement when the cost exceeds \$15,000 but does not exceed \$25,000;

WHEREAS, pursuant to legally-recognized exceptions to competitive bidding requirements, Section 7(A)(4) of the Purchasing Policy provides that the District may procure services on a negotiated basis “when competitive bidding would fail to produce an advantage and/or when the advertisement for Competitive Bidding would be undesirable, impractical, or impossible”;

WHEREAS, Section 7(A)(5) of the Purchasing Policy also provides that the District may procure services on a negotiated basis “when the Board of Directors has determined that time is of the essence”;

WHEREAS, pursuant to legally recognized exceptions to competitive bidding requirements, Section 7(A)(3) of the Purchasing Policy further provides that the District may procure services on a negotiated basis for any project in which a “Sole Source Contractor” has been designated;

WHEREAS, for purposes of Section 7(A)(3) of the Purchasing Policy, the term “Sole Source Contractor” is defined in Section 2(O) thereof as “a contractor or consultant that has been evaluated to provide unique or specialized Services or Supplies that cannot be obtained from other contractors or consultants,” which designation must be approved by the Board;

WHEREAS, the facts, circumstances, and challenges surrounding the proposed installation of the Well 13 Pipeline Connection Project (“the Project”), as described in the staff report attached hereto and incorporated herein (“the Staff Report”), supports a determination by the District’s Board of Directors that imposing a formal competitive bidding requirement for the construction of the proposed Project would be undesirable or impracticable because the process could potentially not be timely completed given all the intervening factors outlined in the staff report, specifically the public health and safety risk that could occur if another force main break occurs; and

WHEREAS, as further described in the Staff Report, High Desert Underground possesses unique background and knowledge of the District's water system and existing infrastructure that would be impacted and utilized in connection with the proposed Project, and High Desert Underground has performed all prior pipeline installation services for the District in a timely manner and with high-quality workmanship that has been accepted by both the District and other local governmental agencies possessing regulatory oversight.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Helendale Community Services District that, based upon the unique facts and circumstances described in the Staff Report and other evidence presented to the Board, the Board hereby finds and determines that expedited construction of the Project is exempt from any otherwise-applicable formal competitive bidding requirement pursuant to Sections 7(A)(4) and (5) of the Purchasing Policy because compliance therewith would be undesirable and impracticable as a matter of public interest since engaging in the process would cause a delay that could result in the Project not achieving satisfactory completion prior to another force main break.

BE IT FURTHER RESOLVED that the Board hereby finds and determines that High Desert Underground be designated as a Sole Source Contractor for the Project pursuant to Section 7(A)(3) of the Purchasing Policy. The Board reserves the right to withdraw this designation in its entirety, or to suspend this designation on a project-by-project basis, in the exercise of its sole discretion.

BE IT FURTHER RESOLVED that the Board hereby approves construction of the Project, and authorizes the award of a contract for the construction thereof to High Desert Underground for a price not to exceed \$22,958.00, based upon the recommendations of the District's General Manager in the Staff Report, as well as the oral and written statements presented to, and considered by, the District's Board of Directors prior to adoption of this Resolution.

**ADOPTED** this 7th day of September, 2023.

AYES:

NOES:

ABSTAIN:

ABSENT:

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Henry Spiller, President, Board of Directors

ATTEST:

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Sandy Haas, Secretary, Board of Directors







# Bid Proposal for WELL HEAD

CUSTOMER

**HELENDALE CSD**  
15425 WILD RD  
HELENDALE, CA 92342

**Job**  
WELL HEAD  
HELENDALE, CA  
Bid Date: 09/20/2023  
Bid #: 3101744

CONTACT

**Sales Representative**  
Kenneth Perteet  
(M) 760-559-0501  
(T) 909-883-8941  
Kenneth.Perteet@coreandmain.com

**Core & Main**  
2468 Miramonte Drive  
San Bernardino, CA 92405  
(T) 909-883-8941

NOTES



## Bid Proposal for WELL HEAD

**HELENDALE CSD**  
**Job Location: HELENDALE, CA**  
**Bid Date: 09/20/2023**  
**Core & Main 3101744**

**Core & Main**  
 2468 Miramonte Drive  
 San Bernardino, CA 92405  
**Phone: 909-883-8941**

Seq#	Qty	Description	Units	Price	Ext Price
10	1	10X8 FLG WED RED	EA	465.89	465.89
20	1	8 FLG WELD 90 BARE	EA	418.83	418.83
30	1	8" STD WALL STL 90 CML FLG	EA	529.42	529.42
40	20	8 SCH40 BLK STL PIPE	FT	40.95	819.00
50	2	8 WELD SLIP ON FLANGE FF 150#	EA	52.95	105.90
60	6	4 WELD SLIP-ON FLANGE 150# FF	EA	27.06	162.36
70	40	8" STD STEEL PIPE CML&C	FT	74.00	2,960.00
80	1	4 STL L/R FLG 90 CML&C	EA	352.95	352.95
90	21	4 SCH40 BLK STL PIPE PE	FT	19.30	405.30
100	20	4" STD STEEL PIPE CML&C	FT	32.24	644.80
110	1	4 WILKINS 375ANRS REDUCED W/ NRS VALVES 4-375A	EA	3,497.60	3,497.60
120	1	4 MJ 90 C153 IMP	EA	68.33	68.33
130	1	4 MJXFLG 90 C153 IMP	EA	78.17	78.17
140	1	8X4 LEMJ RED C153 IMP	EA	115.44	115.44
150	1	12X8 MJXFLG RED C153 IMP	EA	616.48	616.48
160	1	10-12 BOLT&NUT KIT CAD PLATED	EA	27.95	27.95
170	1	10X1/16 FLG RING NON-ASB GSKT	EA	6.61	6.61
180	4	6-8" 125# FLG BOLT&NUT KIT	EA	12.24	48.96
190	4	8X1/16 FLG RING NON-ASB GSKT	EA	5.20	20.80
200	5	4 150# FLG BOLT&NUT KIT	EA	6.53	32.65
210	5	4X1/16 FLG RING NON-ASB GSKT	EA	1.70	8.50
220	1	6"- 8" WAFER BOLT SET 3/4X7 SHORT	EA	19.36	19.36
230	1	12 RM GRIPRING GRAP-DI ACC FOR C900 AND DIP	EA	200.30	200.30
240	36	4 TJ PR350 DI PIPE	FT	40.50	1,458.00
250	2	8 RM GRIPRING GRAP-DI ACC FOR C900 AND DIP	EA	102.33	204.66
260	4	4 RM GRIPRING GRAP-DI ACC FOR C900 AND DIP	EA	61.75	247.00
				<b>Sub Total</b>	<b>13,515.26</b>
				<b>Tax</b>	<b>1,047.44</b>
				<b>Total</b>	<b>14,562.70</b>

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/TandC/>



# Helendale Community Services District

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Date: September 7, 2023  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #9  
Discussion and Possible Action Regarding Adoption of Resolution 2023-25: A Resolution of the Board of Directors of the Helendale Community Services District Recognizing Michael Mercadante in Honor of His 100<sup>th</sup> Birthday

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**STAFF RECOMMENDATION:**

Staff seeks input from the Board.

**STAFF REPORT:**

Mr. Mercadante has been a member of the community since 1998. He has been active in the Citizens-On-Patrol (COP's) and has participated in many events that the District has held serving in this capacity. Mike is an inspiration to all of us of what public service is.

His birthday party will be held at the Helendale Senior Center on Tuesday, September 19. It is anticipated that there will be many special accolades for Mike at this well-deserved celebration. The proposed resolution will be presented at the event by President Spiller.

**FISCAL IMPACT:** None at this time.

**POSSIBLE MOTION:** Adopt Resolution 2023-25 honoring Michael Mercadante.

**ATTACHMENTS:** Resolution 2023-25



## **RESOLUTION NO. 2023-25**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT RECOGNIZING MICHAEL MERCADANTE IN HONOR OF HIS 100<sup>TH</sup> BIRTHDAY**

**WHEREAS**, the Helendale Community Services District Board of Directors recognizes the life, legacy, and achievements of Michael Mercadante as he celebrates his 100th Birthday on September 20, 2023; and

**WHEREAS**, Mr. Mercadante was born on September 20, 1923, in Providence, Rhode Island and moved to Helendale, CA in 1998; and

**WHEREAS**, Michael Mercadante served his Country in the United States Military from 1942 to 1950. He served during World War II in the Artillery Tank Division in the South Pacific. During his twenty-three years of active reserves, he trained troops for the Korean and Vietnam War in communications; and

**WHEREAS**, he married his wife Catherine in 1946 in Columbus, Ohio and together they had seven children, coaching baseball, and working construction jobs in the summer to support his family. In addition, Michael would often care for neighborhood kids in addition to his own. Michael Mercadante is also blessed with a combination of sixty grandchildren, great grandchildren and great - great grandchildren; and

**WHEREAS**, Michael Mercadante taught machine and auto shop for 25 years, and taught night school at a variety of schools; and

**WHEREAS**, Michael Mercadante has been involved in his community for many years including performing in the Silver Lakes Players where he enjoyed singing and dancing with his favorite partner; and

**WHEREAS**; Michael Mercadante volunteered as a member of the Citizens on Patrol for Helendale and spent many years as the Commander in Chief. He spent countless hours donating his time to the community, and is always ready to help someone in need; and

**WHEREAS**, Michael Mercadante is an example of a true good Samaritan, an individual who embodies the fundamental values of working hard, remaining humble, and honoring himself, his family, and God. He has touched the hearts of many people; and

**NOW, THEREFORE, BE IT RESOLVED THAT** the Helendale Community Services District, does hereby honor the life, legacy, and achievements of Michael Mercadante in recognition of his accomplishments and generous nature on the momentous occasion of his 100th birthday.

**ADOPTED** this 7th DAY of SEPTEMBER 2023, by the Board of Directors of the **HELENDALE COMMUNITY SERVICES DISTRICT** by the following roll call votes:

AYES:

NAYES:

ABSTAIN:

ABSENT:

APPROVED

ATTEST

\_\_\_\_\_  
Henry Spiller, President

\_\_\_\_\_  
Sandy Haas, Secretary