



Helendale Community Services District

26540 Vista Road, Suite C, Helendale, CA 92342

REGULAR BOARD MEETING **Thursday, September 15, 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: September 1 Regular Board Meeting
- b. Bills Paid Report
- c. July Financials
- d. Resolution 2022-01L: 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 September 15, 2022, to October 6, 2022, Pursuant to Brown Act Provisions

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 Approval of Service Truck Purchase
7. Discussion and Possible Action Regarding Approval of Funds for Well 13 Completion

Other Business

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

9. Adjournment

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



Helendale Community Services District

Date: September 15, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3
Consent Items

CONSENT ITEMS

- a. Approval of Minutes: September 1
- b. Bills Paid Report
- c. August Financials
- d. Resolution2022-01L



Helendale Community Services District

Date: September 15, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cheryl Vermette
SUBJECT: Agenda item #3a
Minutes from Board meeting 9/1/2022



*Minutes of the Helendale Community Services District
REGULAR BOARD OF DIRECTORS MEETING
September 1, 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; Vice President Henry Spiller; Secretary, Sandy Haas (via Zoom, arrived 6:32); Director Ron Clark, Director Craig Schneider

Staff Members Present:

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

Consultants:

Steve Kennedy, Legal Counsel (Zoom)

Members of the Public:

There were five members of the public attending in person.

Call to Order and Pledge of Allegiance

The meeting was called to order at 6:30 pm by President Smith, 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: 4 - Yes; 0 - No; 1 - Absent. President Smith-Yes; Vice President Spiller-Yes; Director Clark -Yes; Director Schneider -Yes; Director Haas -Absent

2. Public Participation

Christopher Porter from First District Supervisor Cooks office gave a report and updated information on Operation Hammerstrike.

Resident Greg Thompson commented on the graffiti.

3. Consent Items

- a. Approval of Minutes: August 18 Regular Board Meeting
- b. Bills Paid Report
- c. Resolution 2022-01K: 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 September 1, 2022, to September 15, 2022, Pursuant to Brown Act Provisions

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

4. Reports

- a. Directors' Report

Director Schneider reported that he attended the CSDA Conference in Palm Desert.

Vice President Spiller reported that he attended the CSDA Conference in Palm Desert.

- b. General Managers Report

The Senior Center continues to have success with the lunch program. Staff has reviewed the graffiti issue, some of the graffiti is outside District Boundaries, some is on private property or utility boxes, the Lyons sign will be removed on Saturday. Staff reached out to SCE regarding the utility boxes. The new food waste trash bin is in place. The final concert in the park is on Saturday at 6 pm. Staff is still waiting to finalize the buildings. The estimate for the fire panel is October or later. The balance will be completed when fire is signed off.

Wastewater Operations Manager Aviles gave the wastewater report. Two Wastewater Staff attended training at Tri-State. Staff attended the DAMS meeting at VVWRA and toured the plant. Aviles attended a CSDA workshop. Primary sludge pumps failed to pump sludge due to check ball assembly wear and check ball gouged, staff cleaned check ball assembly and replaced ball to get sludge to start pumping again. Received call from Bill K while in Tri-state for a failed VFD which controls the pumps for our T-Filter pumps, he was able to get in touch with one of our electricians and get the pump to operate in VFD Bypass. Sewer main at the Smithson Condos plugged and staff had to jet the line and clear the blockage.

General Manager Cox reported the total cash balance for the District is \$5,915,043, with \$2,253,799 in the water fund; \$2,843,823 in the wastewater fund, \$374,925 in the park fund and \$207,587 in the solid waste fund. The District has \$2,000,000 invested in CLASS; \$2,023,397 in LAIF; \$1,834,177 in CBB and \$57,467 in DCB.

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. Discussion and Possible Action Regarding Park Projects and Related Funding

Discussion: The park fund has annual revenue of approximately \$460,000. Last FY the District spent \$292,000 on capital projects, and last FY had \$120,000 rev before capital projects. The Board discussed several park projects and determined that the projects to be considered for funding include the roof, sports lighting, ADA buttons for the community center and air conditioning for Unit A. Park currently owes wastewater \$799,907. Awaiting the audit numbers for this FY. Annual repayment of \$42,100 in budget. Memorialized in Resolution 2018-01. The amount will change after FY21 audit numbers. Staff would suggest if proposed projects are completed capital projects are suspended for a few years unless the projects are safety related or necessary maintenance.

Action: Director Schneider made a motion to proceed with CIP projects for the park to include: a new roof, sports lighting, ADA buttons for the community center and air conditioning for Unit A. Director Clark seconded the motion.

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

7. Discussion and Possible Action Regarding Review of Proposal for Wastewater Engineering Services

Discussion: This item was for discussion only. A cost evaluation was completed in 2018 that considered various methods and costs for tertiary. Staff has been in discussion over time with several engineering firms. PACE offered to provide a current estimate for discussion purposes of \$699,170. A representative from PACE spoke regarding the estimate. Having shovel-ready plans will better position District for construction grants. Must complete Bureau Feasibility Study-(in-house). The District requested \$1,000,000 in funding from Congressman Olberolte to date there has been no award. The District is not under a Board order to upgrade the plant at this time. Funding is available but it is competitive, and the current funding has an emphasis is on Rural Communities and Drought Resiliency.

Action: The Board gave direction to Staff to work with Legal Counsel and bring this discussion to the Board in the next couple of months.

Other Business

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

None

President Smith called for a brief recess at 8:23 pm. The Board went into closed session at 8:35 pm.

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, MD7

Under Negotiation: Price and Terms of Payment

10. Report of Closed Session Items

Legal Counsel Kennedy reported that the Board met in closed session. There was no other reportable action.

President Smith adjourned closed session at 8:57 pm

11. Adjournment

President Smith adjourned the meeting at 8:57 pm

Submitted by:

Approved by:

Tim Smith, President

Sandy Haas, Secretary

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



Helendale Community Services District

Date: September 15, 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 36 checks and 19 EFT's totaling \$82,317.36

Total Cash Available:	<u>09/12/22</u>	<u>08/29/22</u>
Cash	\$6,065,404.70	\$5,915,043.12
Checks/EFT's Issued	\$ 82,317.36	\$ 77,907.76

Investment Report

The Investment Report shows the status of the invested District funds. The current interest rate is 0.11% for LAIF and 0.10% for the CBB Sweep Account for Aug 2022. Interest earned August 2022 on CBB Sweep Account is \$213.64.



Helendale CSD

Bills Paid and Presented for Approval

Transaction Detail

Issued Date Range: 08/30/2022 - 09/12/2022

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 251229590 - CBB Checking					
08/31/2022	25637	California State Disbursement Unit	-230.76	Check	Accounts Payable
08/31/2022	25638	State of California - Franchise Tax Board	-50.00	Check	Accounts Payable
09/01/2022	25639	Alma Laura Esquivel	-372.00	Check	Accounts Payable
09/01/2022	25640	Amazon Capitol Services	-88.43	Check	Accounts Payable
09/01/2022	25641	AVCOM Services Inc.	-94.00	Check	Accounts Payable
09/01/2022	25642	Burrtec Waste Industries Inc	-133.79	Check	Accounts Payable
09/01/2022	25643	Business Card	-5,024.30	Check	Accounts Payable
09/01/2022	25644	Hartford Life	-274.77	Check	Accounts Payable
09/01/2022	25645	Imperial Sprinkler Supply, Inc.	-398.46	Check	Accounts Payable
09/01/2022	25646	Infosend, Inc	-1,902.60	Check	Accounts Payable
09/01/2022	25647	Mojave Desert AQMD	-3,269.54	Check	Accounts Payable
09/01/2022	25648	O'Reilly Auto Parts	-2,621.96	Check	Accounts Payable
09/01/2022	25649	Rebecca Gonzalez	-330.00	Check	Accounts Payable
09/01/2022	25650	State of California Department of Justice	-49.00	Check	Accounts Payable
09/01/2022	25651	Uline	-111.69	Check	Accounts Payable
09/01/2022	25652	USA of So. California	-134.25	Check	Accounts Payable
09/01/2022	25653	USPS	-332.00	Check	Accounts Payable
09/01/2022	25654	Sonic Systems, Inc	-1,501.70	Check	Accounts Payable
09/07/2022	25655	PHH MORTGAGE SERVICES	-80.00	Check	Utility Billing
09/07/2022	25656	MECCA WATSON	-34.35	Check	Utility Billing
09/07/2022	25657	CHICAGO TITLE CO.	-56.34	Check	Utility Billing
09/07/2022	25658	Beck Oil Inc	-3,133.30	Check	Accounts Payable
09/07/2022	25659	Burrtec Waste Industries Inc	-474.24	Check	Accounts Payable
09/07/2022	25660	Choice Builder	-1,329.01	Check	Accounts Payable
09/07/2022	25661	County of San Bernardino	-140.00	Check	Accounts Payable
09/07/2022	25662	Frontier Communications	-50.17	Check	Accounts Payable
09/07/2022	25663	Frontier Communications	-145.02	Check	Accounts Payable
09/07/2022	25664	G.A. Osborne Pipe & Supply Inc.	-61.83	Check	Accounts Payable
09/07/2022	25665	Imperial Sprinkler Supply, Inc.	-721.35	Check	Accounts Payable
09/07/2022	25666	Kurt E. Carlson	-385.00	Check	Accounts Payable
09/07/2022	25667	Mobile Occupational Services, Inc.	-90.00	Check	Accounts Payable
09/07/2022	25668	Online Information Services, Inc	-23.61	Check	Accounts Payable
09/07/2022	25669	Pyro Spectaculars Inc.	-2,325.00	Check	Accounts Payable
09/07/2022	25670	Scott Tinturin	-1,400.00	Check	Accounts Payable
09/07/2022	25671	The Woodall Group, Inc	-35.00	Check	Accounts Payable
09/07/2022	25672	Uline	-691.99	Check	Accounts Payable
08/30/2022	EFT0004244	PERS GASB 68 Reporting Fees	-700.00	EFT	General Ledger
09/11/2022	EFT0004246	SW Gas ACH 4-Plex Acct # 910000817466	-44.67	EFT	General Ledger
09/11/2022	EFT0004247	SW Gas Community Center 910000010177	-11.00	EFT	General Ledger
09/11/2022	EFT0004248	SW Gas Water Shop Acct # 910001037540	-11.00	EFT	General Ledger
09/11/2022	EFT0004249	SW Gas ACH WWTP 910000010195	-31.33	EFT	General Ledger
09/01/2022	EFT0004256	SCE ACH Community Center 700218740906	-3,676.30	EFT	General Ledger
09/06/2022	EFT0004259	To record CalPERS Health Premium	-19,466.92	EFT	General Ledger
09/09/2022	EFT0004260	CalPERS Classic Pmt PPE 8/14/22	-7,891.58	EFT	General Ledger
09/09/2022	EFT0004261	CalPERS PEPRA Pmt PPE 8/14/22	-1,865.14	EFT	General Ledger
09/02/2022	EFT0004262	CalPERS 457 Pmt PPE 8/28/22	-4,629.26	EFT	General Ledger

Bank Transaction Report

Issued Date	Number	Description	Amount	Type	Module
09/01/2022	EFT0004263	To record EVO Thrift Store CC Fees 23099	-488.03	EFT	General Ledger
09/02/2022	EFT0004264	To record Global Merchant Fees Acct 4366 -	-789.08	EFT	General Ledger
09/02/2022	EFT0004265	To record Global Merchant Fees Acct 4367 -	-2,483.42	EFT	General Ledger
09/12/2022	EFT0004267	SCE ACH 4-Plex Acct 700392338368	-718.38	EFT	General Ledger
09/12/2022	EFT0004270	ACH Water Shop SCE Acct 700453074415	-244.28	EFT	General Ledger
09/12/2022	EFT0004271	SCE ACH WWTP & Wells 3,4 & 1 Acct 700547354472	-8,125.18	EFT	General Ledger
09/06/2022	EFT0004272	SCE ACH Well 6,7,8,9 & 2 Acct 700620711734	-327.21	EFT	General Ledger
09/07/2022	EFT0004273	To record Sales Tax Pmt # 2 - 3rd Quarter	-1,950.38	EFT	General Ledger
09/07/2022	EFT0004274	To record Tasc Flex Claim Pmt PPE 8/28/22	-768.74	EFT	General Ledger
			Bank Account 251229590 Total: (55)		-82,317.36
			Report Total: (55)		-82,317.36

Summary

Bank Account
[251229590 CBB Checking](#)

Count	Amount
55	-82,317.36
Report Total: 55	-82,317.36

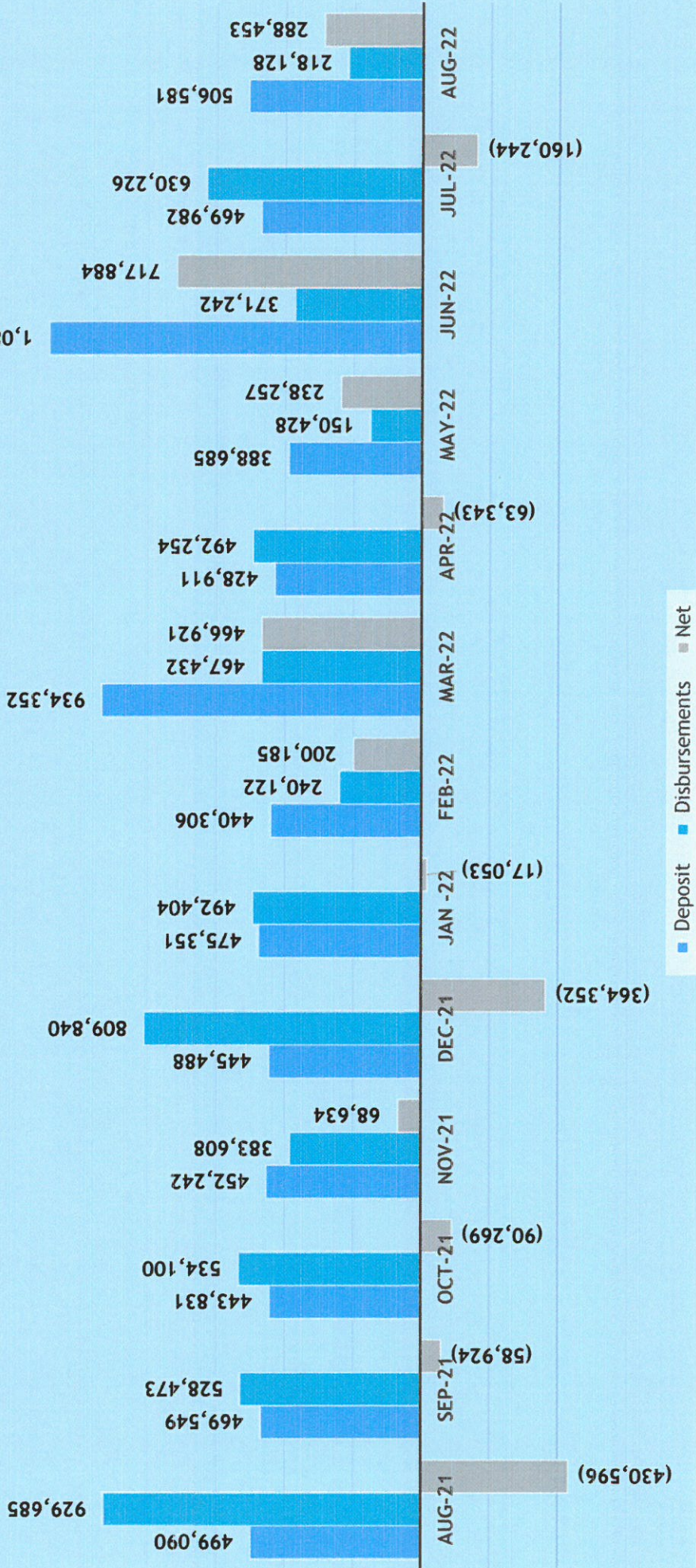
Cash Account
[99-99-111000 Cash in CBB - Checking](#)

Count	Amount
55	-82,317.36
Report Total: 55	-82,317.36

Transaction Type	Count	Amount
Check	36	-28,095.46
EFT	19	-54,221.90
Report Total: 55		-82,317.36

Cash Flow Report

Monthly Deposits & Disbursements

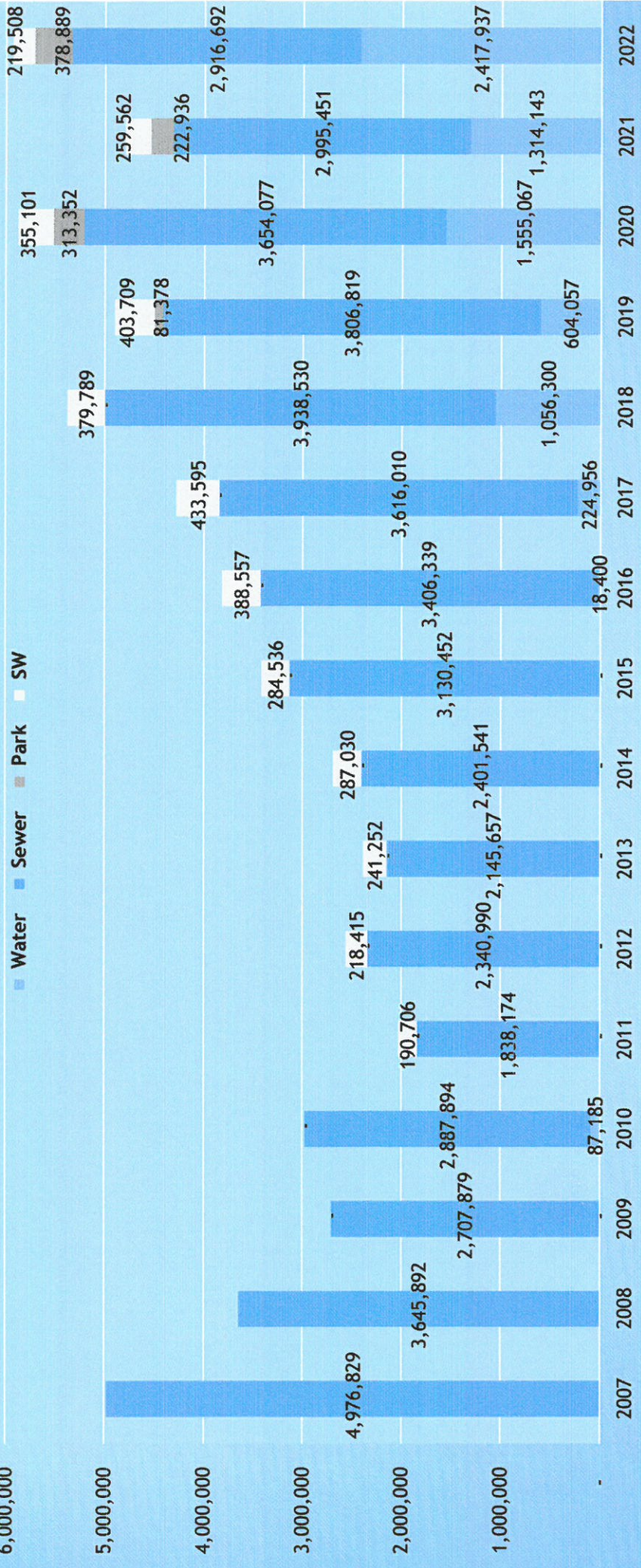


Total Cash Balances

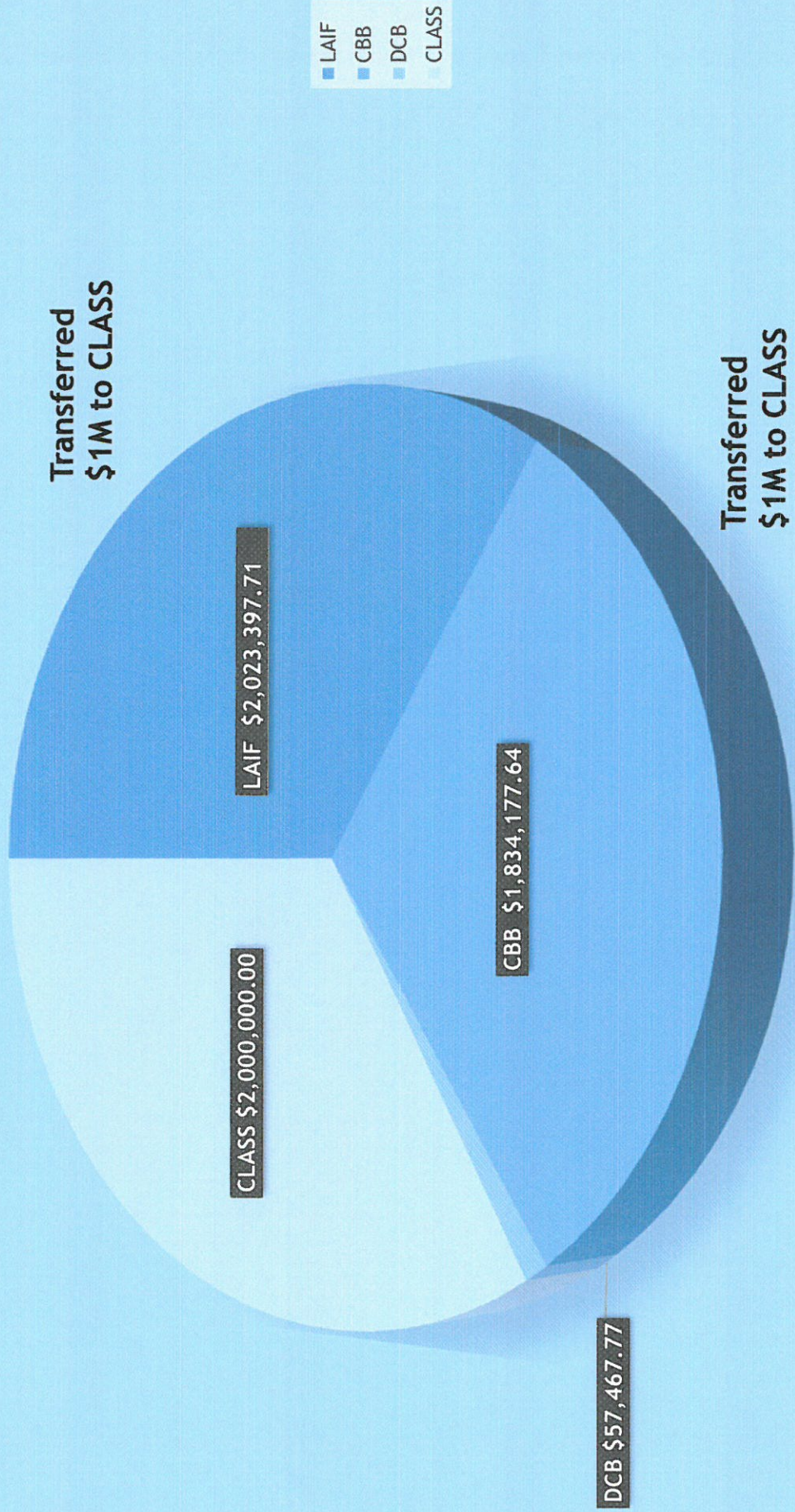


Cash Balances by Fund

Water Sewer Park SW



FUNDS BY DEPOSITORY



Master Card July 167 August 16, 2022

Acct #	Description	Charges	Charges	Charges	Charges	Charges	Total
01-524500	Tri State Conference	12.03	97.57	222.80	222.80	77.19	632.39
01-545000	Identifix Auto Manual (Recurring 50/50 Split w/WW) - Auto Pay	44.50					44.50
01-545001	Fuel Unit # 201	115.86	86.26				202.12
01-553000	Drinks & Lunch for Layne	46.14	38.10				84.24
02-545000	Identifix Auto Manual (Recurring 50/50 Split w/Water) Auto Pay	44.50					44.50
03-556800	Thrift Store Employee Incentive	500.00	110.00				610.00
05-545000	Weedwacker Carburetor	21.55					21.55
05-553000	Fitting for Sprayer	8.08					8.08
05-553405	National Night Out Prizes & Food for Band	8.39	463.57	32.40			504.36
05-550005	Softballs & Plate for Softball Trophy	54.74	12.50				67.24
05-553300	Water & Food for Concert in the Park Band	4.69	27.00				31.69
10-522505	Brkst Mtg KC & Directors / CSDA Conference - Directors	35.64	1,960.00				1,995.64
10-524500	CSDA Condference - KC	650.00					650.00
10-556500	Security Software @ Park	100.00					100.00
10-556500	San Bernardino Sun Monthly Subscription (Auto-pay) Daily						
10-556500	Press Digital Monthly Subscription (Auto Pay)	18.00	9.99				27.99
Total		1,664.12	2,795.00	255.20	222.80	77.19	5,024.30

Due 08/11/22



Helendale Community Services District

Date: September 15, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Eide Bailey
SUBJECT: Agenda item #3c
July Financials

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



Helendale CSD
Statement of Revenues and Expenses - Water
As of July 31, 2022
(Unaudited)
Preliminary Results and Subject to Change

	Jul 2022	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Meter Charges	\$ 133,548	\$ 133,548	\$ 1,595,102	8%	\$ 134,890
3 Water Sales	105,766	105,766	938,058	11%	107,631
4 Standby Charges	2,531	2,531	30,378	8%	-
5 Other Operating Revenue	8,491	8,491	106,320	8%	7,144
6 Total Operating Revenues	250,336	250,336	2,669,858	9%	249,666
7 Non-Operating Revenues					
8 Grant Revenue	-	-	405,000	0%	-
9 Miscellaneous Income (Expense)	-	-	-	0%	2,861
10 Total Non-Operating Revenues	-	-	405,000	0%	2,861
11 Total Revenues	250,336	250,336	3,074,858	8%	252,527
12 Expenses					
13 Salaries & Benefits					
14 Salaries	44,736	44,736	355,140	13%	29,649
15 Benefits	13,922	13,922	131,982	11%	19,900
16 Total Salaries & Benefits	58,658	58,658	487,122	12%	49,548
17 Transmission & Distribution					
18 Contractual Services	23,767	23,767	73,252	32%	31,586
19 Power	240	240	207,247	0%	765
20 Operations & Maintenance	30,613	30,613	145,500	21%	13,404
21 Rent/Lease Expense	800	800	11,490	7%	1,430
22 Permits & Fees	2,175	2,175	29,900	7%	1,325
23 Total T&D	57,594	57,594	467,389	12%	48,510
24 General & Administrative					
25 Utilities	61	61	5,500	1%	61
26 Office & Other Expenses	202	202	5,750	4%	171
27 Admin Allocation	53,835	53,835	646,025	8%	48,066
28 Total G&A	54,099	54,099	657,275	8%	48,298
29 Debt Service	149,447	149,447	531,311	28%	149,447
30 Total Expenses	319,798	319,798	2,143,098	15%	295,804
31 Net Income (Loss) Before Capital	(69,462)	(69,462)	931,760		(43,278)
32 Sale or Lease of Water Rights	-	-	-	0%	-
33 Capital Expenses	(1,000)	(1,000)	(745,000)	0%	(284,500)
34 Net Income (Loss) After Capital	\$ (70,462)	\$ (70,462)	\$ 186,760		\$ (327,777)

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

Helendale CSD
Financial Statement Analysis
Preliminary – No Year End Audit Adjustments
For the Month Ended July 31, 2022 – 8% of Fiscal Year

Fund 01-Water Revenues and Expenses

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

Line 3 Water Sales: Includes water consumption charges. YTD is trending over budget at 11% due to increased consumption during summer months.

Line 4 Standby Charges: Includes special assessment standby charges for the current & prior years, and delinquent standby penalties. YTD is in line with budget.

Line 5 Other Operating Revenue: Includes permit & inspection charges, connection fees, meter installation fees, other fees/charges and mechanic service reimbursements. Connection and meter installation fees are budgeted conservatively due to the unexpected nature of these fees. YTD is in line with budget.

Line 8 Grant Revenue: Budget for this account consists of \$405,000 for grant reimbursement from the Bureau of Reclamation and the DWR. No activity year to date.

Line 9 Miscellaneous Income (Expense): Includes gain or loss on sale of assets, the Enel X Demand Response Program and other miscellaneous income. No activity year to date.

Line 14 Salaries: Includes salaries for water employees and portion of mechanic's salary. YTD is over budget at 13% due to the timing of payrolls and high overtime costs in July.

Line 15 Benefits: Includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education and trainings. YTD is slightly over budget at 11%.

Line 18 Contractual Services: Includes lab testing, engineering, GIS support & other contract services. YTD is over budget at 32% due to the timing of annual software maintenance costs.

Line 19 Power: Includes electricity used for transmission & distribution. Year to date appears low due to the timing of the receipt of the utility bills.

Line 20 Operations & Maintenance: Includes operations & maintenance expense, vehicle maintenance and vehicle fuel. YTD is over budget at 21% due to \$19K costs for emergency repair of pumping equipment.

Line 21 Rent/Lease Expense: Includes rental costs for the water shop and Bureau of Land Management (BLM) tank sites. YTD is in line with budget.

Line 22 Permits & Fees: Includes all water permits, miscellaneous fees, and Watermaster fees. YTD can trend over/under budget due to the timing of permits and fee payments. YTD is in line with budget.

Line 25 Utilities (G&A): Includes gas and telephone expenses. YTD is under budget due to the timing of the receipt of the utility bills.

Line 26 Office & Other Expenses: Includes mileage/travel reimbursements, office supplies, water conservation program, and dues & subscriptions. These expenses are on an as needed basis and can trend over/under budget. YTD is at 4% of budget.

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

Line 29 Debt Service: Includes interest & principal payments on outstanding debt. YTD can trend over/ under budget due to the timing of payments. Payments occur on a quarterly basis in July, October, January, and April. YTD is at 28% of budget due to the timing of payments.

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

- \$1K – Interior of Building



Helendale CSD
Statement of Revenues and Expenses - Sewer
As of July 31, 2022
(Unaudited)

Preliminary Results and Subject to Change

	Jul 2022	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Sewer Charges	\$ 121,960	\$ 121,960	\$ 1,717,148	7%	\$ 106,747
3 Standby Charges	2,432	2,432	24,867	10%	-
4 Other Fees & Charges	1,708	1,708	31,320	5%	1,746
5 Other Income/(Expense)	-	-	1,000	0%	-
6 Total Revenues	126,101	126,101	1,774,335	7%	108,494
7 Expenses					
8 Salaries & Benefits					
9 Salaries	31,775	31,775	284,971	11%	19,940
10 Benefits	12,172	12,172	101,335	12%	12,223
11 Total Salaries & Benefits	43,947	43,947	386,306	11%	32,163
12 Sewer Operations					
13 Contractual Services	2,910	2,910	78,000	4%	8,150
14 Power	2,424	2,424	89,613	3%	1,360
15 Operations & Maintenance	4,345	4,345	63,213	7%	16,600
16 Permits & Fees	360	360	37,500	1%	1,045
17 Total Sewer Operations	10,039	10,039	268,326	4%	27,154
18 General & Administrative					
19 Utilities	162	162	4,407	4%	242
20 Office & Other Expenses	1,048	1,048	11,760	9%	829
21 Admin Allocation	52,759	52,759	633,105	8%	47,105
22 Total G&A	53,969	53,969	649,272	8%	48,176
23 Debt Service	-	-	102,123	0%	-
24 Total Expenses	107,955	107,955	1,406,027	8%	107,493
25 Net Income (Loss) Before Capital	18,146	18,146	368,308	5%	1,001
26 Capital Expenses	(1,000)	(1,000)	(935,000)	0%	-
27 Net Income (Loss) After Capital	\$ 17,146	\$ 17,146	\$ (566,692)		\$ 1,001

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Fund 02 - Sewer Revenues and Expenses

Line 2 Sewer Charges: Includes the monthly charge for sewer services. YTD is in line with budget.

Line 3 Standby Charges: Includes special assessment standby charges for the current & prior years, and delinquent standby penalties. YTD is over budget at 10% because the District received higher than anticipated prior year delinquent standby charges.

Line 4 Other Fees & Charges: Includes permit & inspection charges, connection fees, other fees, and charges. YTD is under budget at 5% because of conservative budgeting on these accounts due to the unexpected nature of these fees and delinquent charges.

Line 5 Other Income/(Expense): Includes gain or loss on sale of assets and other miscellaneous income. No activity year to date.

Line 9 Salaries: Includes salaries for all sewer employees. YTD is over budget at 11% due to the timing of payrolls.

Line 10 Benefits: Includes employee insurance, PERS retirement, workers compensation, payroll taxes, and education & training. YTD is over budget at 12% due to the timing of payrolls driving the retirement costs up.

Line 13 Contractual Services: Includes lab testing, engineering, GIS support & other contractual services. YTD is under budget due to the timing of services needed.

Line 14 Power: Includes electricity used for Sewer. YTD is under budget.

Line 15 Operations & Maintenance: Includes compost disposal, vehicle maintenance, vehicle fuel, uniforms, small tools, and salaries for mechanics. YTD is in line with budget.

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

Line 19 Utilities (G&A): Includes gas, water, and telephone expenses. Year to date appears low due to the timing of the receipt of the utility bills.

Line 20 Office & Other Expenses: Includes mileage/travel reimbursements, office supplies, water conservation program, and dues & subscriptions. These expenses are on an as needed basis and can trend over/under budget. YTD is in line with budget.

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

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

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

- \$1K - Interior Completion of Maintenance Building



Helendale CSD
Statement of Revenues and Expenses - Recycling Center
As of July 31, 2022
(Unaudited)
Preliminary Results and Subject to Change

	Jul 2022	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Retail Sales	\$ 25,138	\$ 25,138	\$ 325,000	8%	\$ 23,038
3 Donations	-	-	-	0%	-
4 Board Discretionary Revenue	-	-	(67,000)	0%	-
5 Miscellaneous Income (Expense)	-	-	-	0%	-
6 Total Revenues	25,138	25,138	258,000	10%	23,038
7 Expenses					
8 Salaries & Benefits					
9 Salaries	15,355	15,355	180,226	9%	7,986
10 Benefits	1,785	1,785	20,897	9%	814
11 Total Salaries & Benefits	17,140	17,140	201,123	9%	8,800
12 Recycling Center Operations					
13 Contractual Services	-	-	4,500	0%	-
14 Operations & Maintenance	1,182	1,182	11,000	11%	990
15 Total Recycling Center Operations	1,182	1,182	15,500	8%	990
16 General & Administrative					
17 Utilities	813	813	33,622	2%	1,267
18 Office & Other Expenses	413	413	5,500	8%	305
19 Total G&A	1,226	1,226	39,122	3%	1,571
20 Total Expenses	19,548	19,548	255,745	8%	11,362
21 Net Income (Loss) Before Capital	5,590	5,590	2,256		11,677
22 Capital Expenses	-	-	-	-	-
23 Net Income (Loss) After Capital	\$ 5,590	\$ 5,590	\$ 2,256		\$ 11,677

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03-Recycling Center Revenues and Expenses

Line 2 Retail Sales: Includes sales revenues from the Thrift Store. YTD is in line with budget.

Line 3 Donations: Donations are not budgeted for due to the unexpected nature of these revenues.

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

Line 5 Miscellaneous Income/(Expense): Includes gain or loss on sale of assets and other miscellaneous income. No activity year to date.

Line 9 Salaries: Salaries for all recycling center employees, which are all part-time. YTD is in line with budget.

Line 10 Benefits: Includes employee insurance, workers compensation, payroll taxes, and education & training. YTD is in line with budget.

Line 13 Contractual Services: Includes software support and other contract services. Services are on an as needed basis. Year to date will trend under or over budget due to the timing of services needed.

Line 14 Operations & Maintenance: Includes vehicle maintenance, vehicle fuel, operating supplies, and uniforms. YTD is slightly over budget at 11% due to higher operating supplies than anticipated.

Line 17 Utilities (G&A): Includes electric and telephone expenses. Year to date appears low due to the timing of the receipt of the utility bills.

Line 18 Office & Other Expenses: Includes advertising, bank charges and other miscellaneous expenses. YTD is in line with budget.

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



Helendale CSD
Statement of Revenues and Expenses - Property Rental
As of July 31, 2022
(Unaudited)
Preliminary Results and Subject to Change

	Jul 2022	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Property Rental Revenues	\$ 8,790	\$ 8,790	\$ 125,480	7%	\$ 10,690
3 Other Income	-	-	-	0%	-
4 Board Discretionary Revenue	-	-	-	0%	-
5 Total Revenues	8,790	8,790	125,480	7%	10,690
6 Expenses					
7 Contractual Services	-	-	5,000	0%	-
8 Utilities	1,294	1,294	14,815	9%	619
9 Operations & Maintenance	1,271	1,271	12,367	10%	367
10 Debt Service	-	-	53,088	0%	-
11 Total Expenses	2,566	2,566	85,270	3%	986
12 Net Income (Loss)	\$ 6,224	\$ 6,224	\$ 40,210	15%	\$ 9,704

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04-Property Rental Revenues and Expenses

Line 2 Property Rental Revenues: Includes revenue for 15302 Smithson and 15425 Wild Road properties. YTD is in line with budget.

Line 3 Other Income: Includes penalties and other miscellaneous Income; due to the unexpected nature of these revenues these accounts are budgeted conservatively.

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

Line 7 Contractual Services: Includes contractor and handyman expenses for installation of appliances, drywall repair, roofing, or plumbing repairs.

Line 8 Utilities: Includes electric & gas expense for the rental properties. YTD is in line with budget.

Line 9 Operations & Maintenance: Includes maintenance and other costs relating to the rental properties. YTD is slightly over budget at 10% due to maintenance and disposal expenses on Smithson Condo.

Line 10 Debt Service: Includes interest and principal payments on outstanding debt. YTD can trend over/ under budget due to the timing of payments. Payments occur bi-annually in December and June.

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



Helendale CSD
Statement of Revenues and Expenses - Parks & Recreation
As of July 31, 2022
(Unaudited)
Preliminary Results and Subject to Change

	Jul 2022	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Program Fees	\$ 5,934	\$ 5,934	\$ 30,400	20%	\$ 4,956
3 Property Taxes	1,885	1,885	23,533	8%	1,849
4 Donations & Sponsorships	500	500	5,500	9%	5,000
5 Rental Income	6,486	6,486	24,075	27%	2,647
6 Developer Impact Fees	-	-	6,880	0%	-
7 Grants	-	-	-	0%	-
8 Interfund Transfer Out/(In)	(3,508)	(3,508)	(42,100)	8%	(3,508)
9 Board Discretionary Revenue	20,909	20,909	441,507	5%	17,781
10 Miscellaneous Income (Expense)	-	-	-	0%	-
11 Total Revenues	32,206	32,206	489,795	7%	28,724
12 Expenses					
13 Salaries & Benefits					
14 Salaries	9,305	9,305	83,701	11%	4,397
15 Benefits	2,756	2,756	47,683	6%	2,788
16 Total Salaries & Benefits	12,060	12,060	131,384	9%	7,185
17 Program Expense	12,414	12,414	70,475	18%	3,845
18 Contractual Services	2,180	2,180	21,760	10%	130
19 Utilities	5,948	5,948	63,956	9%	7,383
20 Operations & Maintenance	3,120	3,120	24,362	13%	3,474
21 Permits & Fees	598	598	983	61%	437
22 Grant Expense	-	-	-	0%	-
23 Other Expenses	273	273	1,555	18%	103
24 Debt Service	-	-	-	0%	-
25 Total Expenses	36,593	36,593	314,475	12%	22,557
26 Net Income (Loss) Before Capital	(4,387)	(4,387)	175,319		6,167
27 Capital Expenses	-	-	(208,000)	0%	-
28 Net Income (Loss) After Capital	\$ (4,387)	\$ (4,387)	\$ (32,681)	13%	\$ 6,167

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

05-Parks & Recreation Revenues and Expenses

Line 2 Program Fees: Includes recreation program fees, basketball league fees, youth soccer league fees and farmers market revenue. YTD is over budget at 20% due to more recreation program fees in the summer months.

Line 3 Property Taxes: Includes the transfer of property taxes for streetlight utility expenses. YTD is in line with budget.

Line 4 Donations & Sponsorships: Includes concert in the park sponsorships, event sponsorships and other donations/sponsorships. YTD is in line with budget.

Line 5 Rental Income: Includes rental income from the water shop, storage for the recycling center, community center room rental, church rental, and gymnastics rental. YTD can trend over/under budget depending on needs of rentals. YTD is over budget at 27% due to summer activity.

Line 6 Developer Impact Fees: Includes developer Impact Fees. No activity year to date.

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

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

- Radio Tower Site Rent – \$12,258
- Property Taxes – \$2,527
- Solid Waste Franchise Fees - \$8,009
- Transfer Property Tax Revenue for Street Light Utilities – \$(1,885)

Line 10 Miscellaneous Income/(Expense): Includes gain or loss on sale of assets and other miscellaneous income. No activity year to date.

Line 14 Salaries: Includes full and part-time Parks and Recreation employees. YTD is slightly over budget at 11% due to the timing of payrolls.

Line 15 Benefits: Includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education & trainings. YTD is under budget due to the timing of employee education/training.

Line 17 Program Expense: Includes supplies and expenses for the youth soccer league, park, community center, farmers market and other programs. YTD is over budget at 18% due to increased expenses for Concert in the Park program.

Line 18 Contractual Services: Includes software support and other contract services. YTD is slightly over budget at 10%.

Line 19 Utilities: Includes gas and electric for parks and the community center, along with telephone & electricity for street lighting. YTD is in line with budget.

Line 20 Operations & Maintenance: Includes vehicle maintenance, small tools, vehicle fuel and building repair for the park and community center. YTD is over budget at 13% due to the timing of annual insurance payment.

Line 21 Permits & Fees: Includes permit and inspection fees, along with San Bernardino county fees. YTD can trend over/under budget due to the timing of permits and fee payments. YTD is over budget at 61%. No activity year to date.

Line 23 Other Expenses: Includes uniforms, printing costs, dues & subscriptions, and bank charges. YTD is over budget at 18% due to the timing of uniform purchases.



Helendale CSD
Statement of Revenues and Expenses - Solid Waste Disposal
As of July 31, 2022
(Unaudited)
Preliminary Results and Subject to Change

	Jul 2022	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Charges for Services	\$ 48,669	\$ 48,669	\$ 599,922	8%	\$ 46,848
3 Assessments & Fees	3,576	3,576	237,720	2%	390
4 Other Charges	1,796	1,796	24,559	7%	763
5 Board Discretionary Revenue	-	-	-	0%	-
6 Miscellaneous Income (Expense)	-	-	-	0%	-
7 Total Revenues	54,041	54,041	862,201	6%	48,001
8 Expenses					
9 Salaries & Benefits					
10 Salaries	11,162	11,162	66,350	17%	6,348
11 Benefits	4,582	4,582	42,917	11%	4,182
12 Total Salaries & Benefits	15,744	15,744	109,267	14%	10,530
13 Contractual Services	48,525	48,525	585,367	8%	-
14 Disposal Fees	493	493	165,768	0%	487
15 Operations & Maintenance	599	599	7,112	8%	449
16 Other Operating Expenses	-	-	4,694	0%	-
17 Admin Allocation	1,077	1,077	12,921	8%	961
18 Total Expenses	66,438	66,438	885,128	8%	12,428
19 Net Income (Loss)	\$ (12,397)	\$ (12,397)	\$ (22,927)	54%	\$ 35,573

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06-Solid Waste Disposal Revenues and Expenses

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

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

Line 4 Other Charges: Includes delinquent fees and penalties on delinquent taxes. YTD is in line with budget.

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

Line 6 Miscellaneous Income/(Expense): Includes gain or loss on sale of assets and other miscellaneous income. No activity year to date.

Line 10 Salaries: Includes salaries for solid waste employees. YTD is over budget at 17% due to the timing of payrolls.

Line 11 Benefits: Includes employee insurance, CalPERS retirement, workers compensation, payroll taxes, and education & training. YTD is slightly over budget at 11%.

Line 13 Contractual Services: Includes Burrtec fees and other miscellaneous contract services. YTD can trend over/under budget due to need and the timing of services and fees. YTD is in line with budget.

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

Line 15 Operations & Maintenance: Includes vehicle maintenance, vehicle fuel, operating supplies, and uniforms. YTD is in line with budget.

Line 16 Other Operating Expenses: Includes rent for park storage, telephone, postage, event expenses, public outreach, printing, small tools, and bad debt expenses. No activity year to date.

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



Helendale CSD
Statement of Revenues and Expenses - Administration
As of July 31, 2022
(Unaudited)
Preliminary Results and Subject to Change

	Jul 2022	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Tower Rent	\$ 12,258	\$ 12,258	\$ 173,536	7%	\$ 11,906
3 Property Taxes	2,527	2,527	107,141	2%	-
4 Solid Waste Billing & Fees	13,912	13,912	170,258	8%	13,667
5 Fees & Charges	2,238	2,238	22,300	10%	2,323
6 Investments	10	10	7,140	0%	278
7 Other Income	-	-	(2,800)	0%	-
8 Board Discretionary Revenue	(22,794)	(22,794)	(372,373)	6%	(19,818)
9 Total Revenues	8,151	8,151	105,200	8%	8,357
10 Expenses					
11 Salaries & Benefits					
12 Salaries	65,281	65,281	571,473	11%	39,581
13 Benefits	68,466	68,466	264,708	26%	20,566
14 Directors' Fees	6,803	6,803	100,000	7%	3,590
15 Total Salaries & Benefits	140,550	140,550	936,180	15%	64,011
16 Contractual Services	37,343	37,343	236,777	16%	38,323
17 Insurance	250	250	99,476	0%	21,285
18 Utilities	1,601	1,601	18,887	8%	2,314
19 Operations & Maintenance	245	245	4,459	6%	112
20 Permits & Fees	10,266	10,266	19,020	54%	10,670
21 Office & Other Expenses	6,633	6,633	67,452	10%	12,392
22 Election Expense	-	-	15,000	0%	-
23 Admin Allocation	(107,671)	(107,671)	(1,292,051)	8%	(96,133)
24 Total Expenses	89,218	89,218	105,200	85%	52,974
25 Net Income (Loss)	\$ (81,067)	\$ (81,067)	\$ -		\$ (44,618)

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10-Administrative Revenues and Expenses

Line 2 Tower Rent: Includes radio tower site rental fees. YTD is in line with budget.

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

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

Line 5 Fees & Charges: Includes credit card processing fees and other miscellaneous fees. YTD is slightly over budget at 10% due to the large volume of credit card processing fees.

Line 6 Investments: Includes investment income and unrealized gain or loss on investments. No activity year to date.

Line 7 Other Income: Other Income includes recycling revenues and other miscellaneous income. No activity year to date.

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

- Radio Tower Site Rent – \$12,258
- Property Taxes – \$2,527
- Solid Waste Franchise Fees – \$8,009

Line 12 Salaries: Includes full time, part time & overtime for administrative employees. YTD is slightly over budget at 11% due to the timing of payrolls.

Line 13 Benefits: Includes employee insurance, CalPERS retirement, workers compensation, payroll taxes, employee benefit & morale and education & training. YTD is over budget at 26% due to the July payment of the annual CalPERS unfunded actuarial liability.

Line 14 Directors' Fees: Includes directors fees as well as directors training, seminars, and mileage expense. YTD is in line with budget.

Line 16 Contractual Services: Includes software support, legal services, and auditing & accounting services. YTD is over budget at 16% due to the timing of annual software maintenance costs.

Line 17 Insurance: Includes both general liability and vehicle insurance expenses. Year to date under budget due to the timing of payments.

Line 18 Utilities: Includes telephone and electricity expenses. YTD is in line with budget.

Line 19 Operations & Maintenance: Includes vehicle maintenance, vehicle fuel, mileage & travel reimbursement, uniforms, and equipment maintenance. YTD is slightly under budget.

Line 20 Permits & Fees: Includes the annual LAFCO fees, the GFOA application fee for the budget award, and San Bernardino County fees. YTD is over budget at 54% due to the timing of annual LAFCO fees payment.

Line 21 Office & Other Expense: Includes board meeting supplies, public relations, community promotion, bank charges, office supplies, postage, and dues & subscription. YTD is slightly over budget.

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



Helendale Community Services District

Date: September 15, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3d
Resolution 2022-01L: A Resolution of the Board of Directors of the Helendale Community Services District Re-Ratifying the Proclamation of a State of Emergency by Governor Newsom, Declaring that Local Emergency Conditions Persist, and Re-Authorizing Remote Teleconference Meetings for the Board of Directors and its Standing Committees for the Period September 15, 2022, to October 6, 2022, Pursuant to Brown Act Provisions

RESOLUTION NO. 2022- 01L

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 SEPTEMBER 15, 2022, TO OCTOBER 6, 2022, PURSUANT TO BROWN ACT PROVISIONS

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

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

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

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

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

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

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

WHEREAS, the Board previously adopted Resolution No. 2022-01K on September 1, 2022, finding that the requisite conditions exist for the Board and its standing committees to conduct remote teleconference meetings without compliance with Government Code Section 54953(b)(3); and

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

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

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

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

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

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

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

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

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

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

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

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

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

PASSED AND ADOPTED by the Board of Directors of the Helendale Community Services District this 15th day of September, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tim Smith, President, Board of Directors

ATTEST:

Sandy Haas, Secretary, Board of Directors



Helendale Community Services District

DATE: September 15, 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

**HELENDALE COMMUNITY SERVICES DISTRICT
EXPENSE VOUCHER**

Name: Ron Clark Date: 8/30/20

Expense Description/Explanation	Date	Miles	Mileage Reimbursed @ 0.485	Meals	Lodging	Other
<u>Bus Back MTC</u>	<u>8/3</u>					
<u>Meat Lunch K.C.</u>	<u>8/17</u>					
<u>Review Accounts</u>						
<u>Bus Back MTC</u>	<u>8/18</u>					
Totals						

Totals: Mileage _____
 Meals _____
 Lodging _____
 Other _____
 Grand Total _____

APPROVALS

I certify the expenses listed above are related to my authorized Board related expenses.

Appropriate Approval

Submitted By: [Signature]

Signature _____ Date _____

HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Pay Period Ending

Shirley Neas
Expense Description/Explanation

Event Description of Public Benefit	Meeting	Miles	Meals	Lodging	Other	Phone Call	Exp Category												
								Total Meetings	Total Miles	Total Meals	Total Lodging	Total Other	Total						
<i>GM discussion</i>						<input checked="" type="checkbox"/>													
<i>Meeting on leg & lives agenda</i>						<input checked="" type="checkbox"/>													
<i>Dis Meeting</i>						<input checked="" type="checkbox"/>													
<i>GM @ conference information about ballot measure & new Board members</i>																			
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;">Total Meetings</td> <td style="width:15%;">\$ 450.</td> <td style="width:15%;">Total Miles</td> <td style="width:15%;">\$ -</td> <td style="width:15%;">Total Meals</td> <td style="width:15%;">\$ -</td> <td style="width:15%;">Total Lodging</td> <td style="width:15%;">\$ -</td> <td style="width:15%;">Total Other</td> <td style="width:15%;">\$ -</td> <td style="width:15%;">Total</td> <td style="width:15%;">\$ 450.</td> </tr> </table>								Total Meetings	\$ 450.	Total Miles	\$ -	Total Meals	\$ -	Total Lodging	\$ -	Total Other	\$ -	Total	\$ 450.
Total Meetings	\$ 450.	Total Miles	\$ -	Total Meals	\$ -	Total Lodging	\$ -	Total Other	\$ -	Total	\$ 450.								

Submitted by: *Shirley Neas*
Signature

8-29-22
Date

Expense Categories

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

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

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

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

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74855 COUNTRY CLUB
PALM DESERT, CA 92260

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REC'D AUG 25 2022

my Visa Credit Card

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This was charged to

.00

249.94

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
08/23	RESORT	38.00		
08/23	RESORTTX	4.18		
08/23	RSRTTBID	1.14		
08/23	RESORT	40.00		
08/23	VALETPK	1.20		
08/23	VALETT1	12.54		
08/23	TBIDTX	1.15		
08/23	ROOM-TR	3.42		
08/23	OCCUPTAX	1.15		
08/23	TBIDTAX	16108076		
08/23	CATOUR	8076.1		
08/24	ROOMSRVC	8076.1		
08/24	CCARD-VS			

ROOM	ADDRESS	PAYMENT	MBV#:
8076	SCHNEIDER/CRAIG	VSXXXXXXXXXXXX6882	
KING	HELENDALE COMMUNITY	PASSPORT: 667	
ROOM	NAME	ARRIVE	ACCT#
8076	HELENDALE CA 92342	08/23/22	14926
TYPE	260540 VISTA ROAD	DEPART	
355	HELENDALE CA 92342	08/24/22	
CLECK		TIME	
		18:30	

GUEST FOLIO

DESERT SPRINGS PALM DESERT

JW MARRIOTT



HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name: **HENRY SPILLER**

Date	Event	Expense Description/Explanation	Miles	Meals	Lodging	Other	Exp Category
8/1/22	Public Benefit	Meeting w/EM					G
8/2/22	Event	Meeting w/EM re: District Operations					
8/2/22	Public Benefit	National's Night Out					B
8/3/22	Event	Public Event					
8/3/22	Public Benefit	Farmers Market					B
8/4/22	Event	Rep @ public event					
8/4/22	Public Benefit	Board Meeting					A
8/6	Event	Public Meeting Assessed by the Brown Act					
8/6	Public Benefit	National's Night Meeting Pop Up					G
8/6	Event	Meeting w/EM and other regard district bus					
8/9	Event	Park Meeting					A
8/9	Public Benefit	Public Meeting governed by the Brown Act					
8/10	Event	Farmers Market					B
8/10	Public Benefit	Rep @ public event					
8/13	Event	Contact in the Park					B
8/13	Public Benefit	Rep @ public event					
8/16	Event	Meeting w/EM					G
8/16	Public Benefit	Meeting w/EM re: District Operations					
8/18	Event	Board Meeting					
8/18	Public Benefit	Public Meeting governed by the Brown Act					

Notes/Comments:	Totals:	Mileage	-
		Meals	-
		Lodging	-
		Other	-
		Grand Total	-

Submitted By: *[Signature]* Date: _____

Appropriate Approval: _____ Date: _____

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

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

[Handwritten initials]

HELENDALE COMMUNITY SERVICES DISTRICT
BOARD MEMBER EXPENSE VOUCHER

NAME: Henry Spiller Date: 8/30/22

Date	Event	Expense Description/Explanation	Mileage	Meals	Lodging	Other	Exp. Category
8/22	Public Benefit	CSDA Conference	135				E
8/25	Public Benefit	CSDA Conference	135		\$506.19		E
	Event						
	Public Benefit						
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	Public Benefit						
Totals:							
			Mileage			270	270 @ .629 = 168.75
			Meals				
			Lodging			506.19	
			Grand Total			674.94	

Notes/Comments:
Ok to process for payroll

Signature: [Signature] Date: _____

Board Member Signature: [Signature]
Expense Categories:

- G: Meeting w/SM for 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 matter 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
Mileage calculated at \$0.56/mile effective 1/1/21

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will be liable in the amount of the bill. Payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the

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PALM DESERT, CA 92260

Handwritten initials/signature

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506.19

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
08/21	RESORT	33.00		
08/22	RESORT	33.00		
08/23	RESORT	33.00		
08/24	RESORT	33.00		
===== EXP. REPORT SUMMARY =====				
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Helendale Community Services District

Date: September 15, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
Discussion and Possible Action Regarding Approval of Service Truck Purchase

STAFF RECOMMENDATION:

Staff requests approval of \$68,035 for a new service truck for water.

STAFF REPORT:

There is money in the reserve fund to pay for the acquisition of a new service truck. However, because it is over the General Manager's signing authority, this matter must get approval from the Board. The District is financially stable and the used vehicle market is unreasonably high, therefore, it is Staff's recommendation that we purchase the first new vehicle for the District's fleet.

As the Board may recall last December the purchase of two used trucks for the Managers to replace their vehicles. One was surplus due to safety issues and the second was reallocated to Parks. From those transactions \$18,035 remained from the COVID reimbursement the District received. At the January 20, 2022, meeting the Board approved an additional \$31,000 to be used for a new service truck, and/or portable manlift. Unfortunately, Staff was unable to find a second truck, or man lift.

In FY23 CIP \$50,000 was listed for the purchase of a new Service truck. If this were added to the unused amount from the December approval that would allow \$68,035 for the purchase of a new service truck.

Staff is requesting approval of the funds now and will begin the process of locating the new service truck. In the meantime, the truck will remain in service. Once it is replaced, Staff will assess the current District needs and determine whether to reassign the truck or surplus it. At this point it is still running and would garner more money if sold while operational.

Staff is looking at used, new and lease options to determine the most cost-effective approach due to market volatility.

Currently, there are three services trucks assigned to the water department. Following is the inventory:

Truck #	Year	Model	Make	Mileage
216	2005	Chevy	3500	160,000
211	2006	GMC	2500	92,300
217	2011	Chevy	2500	140,002

Following are the identified issues with Truck #216, that Staff is seeking to replace.

- Bad drivers side ball joint
- 9 miles to the gallon
- Cracked radiator
- Split AC line
- Transmission slips
- Rear transmission seal leaks
- Head liner is falling
- All shocks need to be replaced
- Driver door lock is broken
- Dually 6 tires vs 4 to replace

FISCAL IMPACT: \$68,035 (\$50,000 FY23 CIP; 18,035 from prior approval)

POSSIBLE MOTION: Approve \$68,035 for a replacement service truck

ATTACHMENTS: Water CIP for Fiscal Year 2023

Water CIP FY23

		FY 2023	FY 2024	FY 2025	FY2026	FY2027
1	Camera System	15,000				
	Automated Gate	15,000				
2	Material Storage Bays	35,000				
3	New Well (Community Center)		1,000,000			
4	Generator	90,000				
5	Well 13 Rehab				-	90000
6	Well 1A Building Improvements	-	40,000			
7	Well Rehabilitation 1A			90,000		
8	Abandon Wells 5 & 6		-	-	-	30,000
9	North & South Tank - Interior Re-Coating	250,000				
10	North & South Tank - Valves & Manifold	80,000				
11	New Turbine Pumps Well 4A & Rehab	85,000				
12	AMI Meters	55,000	90,000			
13	Service Truck	50,000		50,000		
14	Bobcat Attachments		5,000			
15	Air Compressor	5,000				
17	Arc Welder				3000	
18	Valves (4)	20,000				
19	SCADA Software Upgrade	25,000				
20	River Crossing Permitting		50,000			
21	River Crossing Water Pipeline			1,000,000		
22	Portable Lift	20,000				
Total Water Capital Projects		\$ 745,000	\$ 1,185,000	\$ 1,140,000	\$ 3,000	\$ 120,000



Helendale Community Services District

Date: September 15, 2022
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
Discussion and Possible Action Regarding Approval of Funds for Well 13 Completion

Staff Recommendation

Staff seeks approval of the necessary funds to complete Well 13.

Staff Report

Well 13 drilling was completed in Spring 2022, and the completion of the well was awarded in February of 2022. Installation of the pump and motor package was estimated in last fiscal year, however it has been delayed due to current market supply conditions. Initially the equipment was to arrive at Southwest Pump in August but that was pushed to September. They are still awaiting the pump and motor assembly. Once they receive the equipment, they will schedule installation.

Staff wanted to provide the Board with an estimate in all the foreseen costs for completing the well site and seek approval for those items above the General Manager's signing authority. Some items will be completed in-house with Staff providing labor. Other items are contract services. Following are the anticipated items remaining for Well 13 to operational:

Electrical wire & conduit:	\$ 65,000 - Contractor
Concrete around the well head for building set:	\$ 24,000 – Staff installation
Transportation/Crane for building set:	\$ 2,500 - Contractor
Edison Service set:	\$ 11,800 - SCE
Chlorine Shed:	\$ 2,000 – Staff installation
Chlorine pump, line, container, injector:	\$ 1,200 - Staff installation
Exterior Lighting:	\$ 1,000 – Staff installation
SCADA:	\$ 5,000 - Contractor
2" Foam Board insulation inside building:	\$ 800 – Staff installation
Shade materials for panel:	\$ 2,000 – Staff installation
Camera system for security:	\$ <u>1,200</u> – Staff installation
	\$116,500

Once the pump and motor are installed, HDU can finish the connection of the flush to waste system that is integral to the operation of the well. This is part of the pipeline work that had previously been awarded.

Fiscal Impact: As estimated. Funding above current revenue will come from the reserve fund at year end.

Possible Motion: Approve up to \$120,000 for completion of well to include:
\$65,000 for_PSA for electrical material and installation
\$25,000 for concrete material

Attachments: None