



Helendale Community Services District

BOARD OF DIRECTORS MEETING
September 19, 2019 at 6:30 PM
26540 Vista Road, Suite C, Helendale, CA 92342

Call to Order - Pledge of Allegiance

1. Approval of Agenda

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

3. Consent Items

- Approval of Minutes: September 5 Regular Board Meeting
- Bills Paid and Presented for Approval

4. Reports

- Directors' Reports
- General Manager's Report

Regular Business:

- Discussion and Possible Action Regarding End of Year Financials
- Discussion and Possible Action Regarding Adoption of a Sewer Lateral Policy
- Discussion and Possible Action Regarding Adoption of Resolution 2019-16: A Resolution of the Helendale Community Services District Establishing Policies for Board Member Sexual Harassment Prevention Training

Other Business

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

Providing:

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

OFFICE HOURS:

Monday-Friday
8:00 – 5:30 p.m.

PHONE:

760-951-0006

FAX:

760-951-0046

ADDRESS:

26540 Vista Road
Suite B
Helendale, CA
92342

MAILING

ADDRESS:
PO BOX 359
Helendale, CA
92342

Visit us on the Web
at:
www.helendalecsd.org





Helendale Community Services District

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

STAFF RECOMMENDATION:

Report Only. Receive and File

STAFF REPORT:

Staff issued 69 checks and 29 EFT's totaling \$315,025.03

Total cash available:	<u>9/12/19</u>	<u>8/29/19</u>
Cash	\$ 4,704,544.86	\$ 4,611,475.64
Checks/EFT's Issued	\$ 315,025.03	\$ 256,110.08

Investment Report

The Investment Report shows the status of invested District funds. The current int2.27% for CalTRUST Short-Term and 2.12% for Medium-Term Investments, 1.70% for LAIF, and 0.25% for the CBB Sweep Account for Jul 2019. Interest earned in Aug 2019 on the CalTrust investments and the CBB Sweep Account is \$6,235.33



Helendale CSD

Bills Paid and Presented for Approval

Transaction Detail

Issued Date Range: 08/29/2019 - 09/12/2019

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 251229590 - CBB Checking					
08/30/2019	<u>EFT0002900</u>	To record payroll fee payment	-183.99	EFT	General Ledger
09/03/2019	<u>EFT0002902</u>	To record EVO Rec Desk CC Fees 22567	-222.77	EFT	General Ledger
09/03/2019	<u>EFT0002903</u>	To record EVO Thrift Store CC Fees 23099	-445.68	EFT	General Ledger
09/03/2019	<u>EFT0002907</u>	To record ETS Fees - #9691	-299.44	EFT	General Ledger
09/03/2019	<u>EFT0002908</u>	To record ETS Fees - #9692	-1,024.83	EFT	General Ledger
09/03/2019	<u>EFT0002909</u>	To record ETS Fees - #557	-86.46	EFT	General Ledger
09/03/2019	<u>EFT0002911</u>	To record Global Fee FC/CC	-126.24	EFT	General Ledger
09/03/2019	<u>EFT0002912</u>	To record Global Fees OP	-181.44	EFT	General Ledger
09/05/2019	<u>22268</u>	Southern California Edison	-145.31	Check	Accounts Payable
09/05/2019	<u>22269</u>	Southern California Edison	-1,470.87	Check	Accounts Payable
09/05/2019	<u>22270</u>	Southern California Edison	-200.97	Check	Accounts Payable
09/05/2019	<u>22271</u>	Southern California Edison	-259.28	Check	Accounts Payable
09/05/2019	<u>22272</u>	Southwest Gas Company	-107.13	Check	Accounts Payable
09/05/2019	<u>22273</u>	Aqua-Metric Sales Co.	-488.45	Check	Accounts Payable
09/05/2019	<u>22274</u>	AVCOM Services Inc.	-94.50	Check	Accounts Payable
09/05/2019	<u>22275</u>	Beck Oil Inc	-2,505.07	Check	Accounts Payable
09/05/2019	<u>22276</u>	Burrtec Waste Industries Inc	-2,008.90	Check	Accounts Payable
09/05/2019	<u>22277</u>	Burrtec Waste Industries Inc	-120.49	Check	Accounts Payable
09/05/2019	<u>22278</u>	Burrtec Waste Industries Inc	-1,482.36	Check	Accounts Payable
09/05/2019	<u>22279</u>	City National Bank	-40,679.37	Check	Accounts Payable
09/05/2019	<u>22280</u>	Clemmer Services, Inc.	-1,221.30	Check	Accounts Payable
09/05/2019	<u>22281</u>	Consolidated Electrical Distributors, Inc.	-262.33	Check	Accounts Payable
09/05/2019	<u>22282</u>	County of San Bernardino	-16.00	Check	Accounts Payable
09/05/2019	<u>22283</u>	Frontier Communications	-80.58	Check	Accounts Payable
09/05/2019	<u>22284</u>	G.A. Osborne Pipe & Supply Inc.	-261.65	Check	Accounts Payable
09/05/2019	<u>22285</u>	Gabriel Moreno	-250.00	Check	Accounts Payable
09/05/2019	<u>22286</u>	Grainger, Inc	-142.97	Check	Accounts Payable
09/05/2019	<u>22287</u>	Hartford Life	-605.73	Check	Accounts Payable
09/05/2019	<u>22288</u>	Henry Spiller	-750.00	Check	Accounts Payable
09/05/2019	<u>22289</u>	Imperial Sprinkler Supply, Inc.	-110.26	Check	Accounts Payable
09/05/2019	<u>22290</u>	Mobile Occupational Services, Inc.	-370.00	Check	Accounts Payable
09/05/2019	<u>22291</u>	Professional Realty	-200.00	Check	Accounts Payable
09/05/2019	<u>22292</u>	Rebecca Gonzalez	-330.00	Check	Accounts Payable
09/05/2019	<u>22293</u>	Rebecca Raymond Memorail Foundation	-100.00	Check	Accounts Payable
09/05/2019	<u>22294</u>	Ron Clark	-500.00	Check	Accounts Payable
09/05/2019	<u>22295</u>	Staples Office Supplies	-887.25	Check	Accounts Payable
09/05/2019	<u>22296</u>	Tim Smith	-697.50	Check	Accounts Payable
09/05/2019	<u>22297</u>	Top Notch Networking, LLC	-476.98	Check	Accounts Payable
09/05/2019	<u>22298</u>	Tyler Technologies, Inc.	-649.95	Check	Accounts Payable
09/05/2019	<u>22299</u>	UIA Ultimate Internet Access, Inc	-716.37	Check	Accounts Payable
09/05/2019	<u>22300</u>	Uline	-107.80	Check	Accounts Payable
09/05/2019	<u>22301</u>	United Site Services	-183.47	Check	Accounts Payable
09/05/2019	<u>22302</u>	Craig Schneider	-375.00	Check	Accounts Payable
09/05/2019	<u>EFT0002913</u>	To post Payroll pmt - Dir Deposit	-36,363.33	EFT	General Ledger
09/05/2019	<u>EFT0002914</u>	To post Payroll pmt - PR Tax Pmt	-9,473.19	EFT	General Ledger
09/06/2019	<u>22304</u>	STEWART TITLE OF CALIFORNIA	-93.37	Check	Utility Billing
09/06/2019	<u>22305</u>	DOUG MALM	-16.32	Check	Utility Billing
09/06/2019	<u>22306</u>	GARY SMEDLEY	-87.04	Check	Utility Billing
09/09/2019	<u>EFT0002881</u>	To record CalPERS Pmt Classic PP 7/22/819 - 8/4/19	-6,267.62	EFT	General Ledger
09/09/2019	<u>EFT0002883</u>	To record CalPERS Pmt 457 Contribution PP 7/22/819 - 8/4/19	-675.00	EFT	General Ledger
09/09/2019	<u>EFT0002884</u>	To record CalPERS Health Premium Paid	-13,930.44	EFT	General Ledger
09/09/2019	<u>EFT0002885</u>	To record CalPERS Pmt PEPRA PP 7/22/819 - 8/4/19	-1,098.82	EFT	General Ledger

Bank Transaction Report

Issued Date Range: -

Issued

Date	Number	Description	Amount	Type	Module
09/09/2019	<u>EFT0002915</u>	To record EVO Rec Desk CC Fees 22567	-25.00	EFT	General Ledger
09/10/2019	<u>22303</u>	Special District Risk Management Authority	-61,306.10	Check	Accounts Payable
09/10/2019	<u>EFT0002916</u>	To record Tasc Flex Claim Pmt PE 9/1/19	-559.57	EFT	General Ledger
09/10/2019	<u>EFT0002920</u>	To record CalPERS Health Premium Paid	-13,930.44	EFT	General Ledger
09/11/2019	<u>22307</u>	Fedak & Brown LLP	-9,925.00	Check	Accounts Payable
09/11/2019	<u>22308</u>	A Step Above Carpet & Tile Cleaning	-250.00	Check	Accounts Payable
09/11/2019	<u>22309</u>	American Public Works Association	-252.50	Check	Accounts Payable
09/11/2019	<u>22310</u>	ASBCSD	-34.00	Check	Accounts Payable
09/11/2019	<u>22311</u>	Bank of America	-873.16	Check	Accounts Payable
09/11/2019	<u>22312</u>	Burrtec Waste Industries, Inc.	-41,556.71	Check	Accounts Payable
09/11/2019	<u>22313</u>	Choice Builder	-1,055.23	Check	Accounts Payable
09/11/2019	<u>22314</u>	Dept. of Forestry & Fire Protection	-1,588.58	Check	Accounts Payable
09/11/2019	<u>22315</u>	Desert Community Bank	-81.00	Check	Accounts Payable
09/11/2019	<u>22316</u>	DOS COSTAS COMMUNICATIONS	-400.00	Check	Accounts Payable
09/11/2019	<u>22317</u>	Frontier Communications	-125.07	Check	Accounts Payable
09/11/2019	<u>22318</u>	Frontier Communications	-47.43	Check	Accounts Payable
09/11/2019	<u>22319</u>	Grainger, Inc	-144.44	Check	Accounts Payable
09/11/2019	<u>22320</u>	Imperial Sprinkler Supply, Inc.	-44.55	Check	Accounts Payable
09/11/2019	<u>22321</u>	James MW Radford	-150.00	Check	Accounts Payable
09/11/2019	<u>22322</u>	Lowe's	-3,165.12	Check	Accounts Payable
09/11/2019	<u>22323</u>	O'Reilly Auto Parts	-804.96	Check	Accounts Payable
09/11/2019	<u>22324</u>	Parkhouse Tire, Inc.	-402.20	Check	Accounts Payable
09/11/2019	<u>22325</u>	Paul Harvey	-1,850.00	Check	Accounts Payable
09/11/2019	<u>22326</u>	Rah-Rah Ranch, LLC	-350.00	Check	Accounts Payable
09/11/2019	<u>22327</u>	Scott Tinturin	-1,200.00	Check	Accounts Payable
09/11/2019	<u>22328</u>	Sierra Analytical	-3,964.50	Check	Accounts Payable
09/11/2019	<u>22329</u>	Southern California Edison	-980.64	Check	Accounts Payable
09/11/2019	<u>22330</u>	Sullivan Uniform	-99.37	Check	Accounts Payable
09/11/2019	<u>22331</u>	Tyler Technologies, Inc.	-137.00	Check	Accounts Payable
09/11/2019	<u>22332</u>	USA Blue Book	-370.84	Check	Accounts Payable
09/11/2019	<u>22333</u>	USA of So. California	-92.50	Check	Accounts Payable
09/11/2019	<u>22334</u>	USPS	-262.00	Check	Accounts Payable
09/11/2019	<u>22336</u>	JOSE HERNANDEZ	-164.62	Check	Utility Billing
09/11/2019	<u>EFT0002886</u>	To record Sales Tax Pmt - 2nd Quarter Pmt Aug 2019 Sale	-1,911.00	EFT	General Ledger
09/11/2019	<u>EFT0002887</u>	To record CalPERS Pmt Classic PP 8/5/19 - 8/18/19	-6,267.62	EFT	General Ledger
09/11/2019	<u>EFT0002888</u>	To record CalPERS Pmt PEPRA PP 8/5/19 - 8/18/19	-1,098.82	EFT	General Ledger
09/11/2019	<u>EFT0002889</u>	To record CalPERS Pmt 457 Contribution PP 8/5/19 - 8/18/19	-675.00	EFT	General Ledger
09/11/2019	<u>EFT0002890</u>	To record CalPERS Pmt GASB-68	-700.00	EFT	General Ledger
09/12/2019	<u>22335</u>	Burrtec Waste Industries, Inc.	-10,752.36	Check	Accounts Payable
09/12/2019	<u>EFT0002917</u>	To record CalPERS Pmt Classic PE 8/4/19	-6,267.62	EFT	General Ledger
09/12/2019	<u>EFT0002918</u>	To record CalPERS Pmt PEPRA PE 8/4/19	-1,098.82	EFT	General Ledger
09/12/2019	<u>EFT0002919</u>	To record CalPERS Pmt 457 Contribution PE 8/4/19	-675.00	EFT	General Ledger
09/12/2019	<u>EFT0002921</u>	To record CalPERS Pmt Classic PE 8/18/19	-6,267.62	EFT	General Ledger
09/12/2019	<u>EFT0002922</u>	To record CalPERS Pmt PEPRA PE 8/18/19	-1,098.82	EFT	General Ledger
09/12/2019	<u>EFT0002923</u>	To record CalPERS Pmt 457 Contribution PE 8/18/19	-675.00	EFT	General Ledger
09/12/2019	<u>EFT0002924</u>	To record Sales Tax Pmt - 2nd Quarter Pmt	-1,911.00	EFT	General Ledger
Bank Account 251229590 Total: (98)			-315,025.03		
Report Total: (98)			-315,025.03		

Bank Transaction Report

Bank Account	Count	Amount
<u>251229590 CBB Checking</u>	98	-315,025.03
Report Total:	98	-315,025.03

Cash Account	Count	Amount
<u>99 99-111000 Cash in CBB - Checking</u>	98	-315,025.03
Report Total:	98	-315,025.03

Transaction Type	Count	Amount
Check	69	-201,484.45
EFT	29	-113,540.58
Report Total:	98	-315,025.03



Minutes of the Helendale Community Services District
REGULAR BOARD OF DIRECTORS MEETING FOR
September 5, 2019 at 6:30 PM
26540 Vista Road, Suite C. Helendale, CA 92342

Board Members Present:

Ron Clark - President; Tim Smith - Vice President; Sandy Haas, Secretary; Craig Schneider – Director; Henry Spiller – Director

Board Members Not Present:

Staff Members Present:

Kimberly Cox, General Manager
Alex Aviles, Wastewater Operations Manager
Cheryl Vermette, Program Coordinator
Sharon Kreinop, Senior Account Specialist
Andrea Chavis, Senior Customer Service Representative

Consultants:

Steve Kennedy, Legal Counsel

Members of the Public:

There were twenty five (25) members of the public present.

Call to Order and Pledge of Allegiance

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

1. Approval of Agenda

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

Vote: Motion carried by the following vote: 5 Yes – 0 No – 0 Absent

2. Public Participation

Greg Thompson, Resident – asked about the graffiti on the signs coming into town. Also asked about zoning.

Ross Searingen, Superintendent of the Helendale School District – talked briefly about the partnership between the Helendale CSD and the school district. He went on to give information about the school district and its charter schools, attendance, achievement scores, and bullying.

Shelly Krusbe, Captain, San Bernardino County Sheriff's Department – Announced that Deputy Thomas Gates was promoted and introduced his replacement – Deputy Kevin Kraft. Deputy Kraft gave a little background on himself, he has been with the Sheriff's Department for 9 ½ years and with the Victorville Station for 7 ½ years.

3. Consent Items

- a. Approval of Minutes: Approval of Minutes: August 15, 2019 Regular Board Meeting
- b. Bills Paid and Presented for Approval

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

Vote: Motion carried by the following vote: 5 Yes – 0 No – 0 Absent

4. Reports

- a. Directors' Reports

Director Schneider reported that he is feeling better after having some medical issues.

President Clark reported that he, Kimberly Cox and Kelly McNamara met with the Director of the Victor Valley Rescue Mission to take some of the excess clothing from the Helendale Thrift Store.

- b. General Manager's Report

GM Cox reported that Cal Rural Water Association sent out an income survey on behalf of the District. This survey will help determine the MHI for Helendale, and if Helendale is determined to be a disadvantaged community it could help with grant funding. We have reached the minimum threshold for responses.

The next Concert in the Park is on September 14th.

Wastewater Operations Manager Aviles gave the wastewater report. Staff worked on Pond #1 for two weeks cleaning up all cat tails and removing all of the sludge that had settled. Pond had never been cleaned since the pond construction in 2004. The AC unit replaced at the treatment plant but opted on rebuilding an old Evaporative cooler. In doing so, staff saved the district approximately \$4,300. Staff performed a confined space entry at the park lift station yesterday. Staff found that the station was not pumping during its weekly inspection. Grease had built up on the operating float not allowing it to tilt to send the turn on signal to the panel. Staff had a meeting with Lahontan to discuss some revisions that need to be done to our Crop Management Plan and the Nitrogen Removal Assessment.

Regular Business

5. Discussion Only Regarding Two Potential Eagle Scout Projects at the Helendale Community Park

Discussion: Eagle Scout candidate, Kaleb Child presented his project to create two tetherball courts at the Helendale Community Park. Eagle Scout candidate Samuel Palmer presented his project to create two horseshoe pits at the Helendale Community Park.

6. Discussion and Possible Action Regarding Farmers Market for 2019 - 2020

Discussion: The Helendale Certified Farmers Market started last October. The permits have to be renewed annually and applicable fees must be paid. Suggestions for the market included using the Community Room when the weather is too hot or too cold or possibly installing misters for the summer months.

Action: A motion was made by Director Schneider to pay the necessary fees to continue the market for another year. The motion was seconded by Director Haas.

Vote: The motion was approved by the following roll call vote: 5 – Yes 0 – No – 0 Absent

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

7. Discussion and Possible Action Regarding Review and Possible Modification of the District Purchasing Policy

Discussion: Requested that this be brought to the Board for review. The District's Policy Analyst Intern reviewed approximately nine other purchasing policies and all are very similar to ours. Legal Counsel reviewed the statutory provisions in sections four and five. Counsel has suggested that 6D, which has to do with exemptions for competitive bidding, be moved to a separate section; this will now be section 7. Currently section 7 is a pre-qualification program, this will be moved to the end of the purchasing policy. Section 8, on emergencies outlines the requirement for 4/5 of a vote from the Board and requires the Board take actions establishing the findings that determine the emergency and also gives certain authority to the GM to act on behalf of the Board and requires review at the next regularly scheduled Board Meeting for information for the Board as well as public transparency. Section 9 outlines the scope of the General Managers authority. Staff wishes for the Board to review Section 9E, which was amended in 2010 that allows the GM to purchase up to one million dollars' worth of water to serve the needs of the District. We have met that threshold and the Board has not authorized an additional amount of money under the provisions of this purchasing policy, so the Board may wish to remove that or revise it. Section 10 outline miscellaneous items which has to do with purchasing from local vendors whenever possible. The policy also addresses conflict of interest and states that this policy supersedes all other versions of the policy. The Board directed staff to reauthorize the purchasing policy for water rights.

Action: The Board directed staff to make suggested modifications and bring back to on the consent calendar.

8. Discussion and Possible Action Regarding the Purchase of Centro Water Rights

Discussion: District has 219 AF of BAP to meet part of the District make up obligation. In a surprise move judge ramped down all subareas. This Impacts Centro BAP which is now at 75%. The District needed an additional 20 this year. If rampdowns continue additional BAP will be needed. Market lease rate if currently \$45/AF. Pay back on purchases in current state is approximately 10 years. Staff can see the need to purchase up to 20 to 50 AF. If ramp downs continue the market will be stressed.

Action: The Board directed Staff to look around for other water rights and bring back to the Board at an upcoming meeting.

9. Discussion and Possible Action Regarding Modification to the Tuition Reimbursement Policy

Discussion: General Manager Cox explained the difference between the tuition reimbursement program and training that certificated technical staff are required to attend to maintain CEU's. Cox also discussed a Tuition Assistance Agreement that employees would need to sign pertaining to repayment of any portion of a tuition reimbursement upon separation of employment within a specified timeframe. Policy Analyst Intern Robert Manley went over his findings in regards to reimbursement rates and employee retention. Legal Counsel suggested adding an addition bullet to section 8, the eligibility provision, that requires employees to execute the District's approved Tuition Assistance Agreement with the General Manager. The Board discussed budgeting \$25,000 per year for the tuition reimbursement program. The funding would most likely come out of property taxes which becomes board discretionary

funds that the Board can use for the tuition reimbursement program. The Board also recommended a maximum of \$2,500 per employee per year.

Action: A motion was made by Director Schneider to approve a budget of \$25,000 for the tuition reimbursement program with a maximum of \$2,500 per employee per year and include the clause that requires the execution of the approved tuition assistance agreement. The motion was seconded by Vice President Smith.

Vote: The motion was approved by the following roll call vote: 5 – Yes 0 – No – 0 Absent

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

10. Discussion and Possible Action Regarding Increased Cost for the Smithson Lift Station Rebuild Project

Discussion: This item was brought to the Board in February for emergency repairs on the Smithson Lift station, at that time Staff requested \$35,000, the Board approved \$60,000. The estimated repairs have risen to \$110,000.

Action: Director Spiller made the motion to approve repairs in an amount not to exceed \$110,000 plus a 10% contingency. Director Schneider seconded the motion.

Vote: The motion was approved by the following roll call vote: 5 – Yes 0 – No – 0 Absent

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

Other Business

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

Director Haas requested Staff to invite the CHP to come to a Board meeting.

The Board also requested to discuss the issue of graffiti.

12. Adjournment

Action: President Ron Clark adjourned the meeting at 7:56 pm

Submitted by:

Approved By:

Ron Clark, President

Tim Smith, Vice-President

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



Helendale Community Services District

Date: September 19, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #5
Discussion and Possible Action Regarding End of Year Financials

STAFF RECOMMENDATION:

Receive and file report

STAFF REPORT:

Attached for the Board's review is the financial statement for the end of year date June, 30, 2019. This statement concludes the fiscal year 18/19 and provides the final totals for all District operations for the year. Of note, because the District does not budget capital expenditures which are approved on a case-by-case basis, these project costs are deducted from your year-end totals. In some cases that may leave a deficit in a fund which is deducted from reserves to balance the fund.

This is the second month for the new financial statements. On the attached financial report each line item on the is numbered which corresponds to notes on the accompanying pages for facilitate the Board's review. The District's financial consultant who prepared the financial reports will be available at the meeting to answer any additional questions.

FISCAL IMPACT: As outlined in the attached financial statements

ATTACHMENTS: Financial Statements for June 30th 2019.

Helendale CSD
Statement of Revenues and Expenses - Water
As of June 30, 2019
(Unaudited)

	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues				
2 Meter Charges	\$ 1,382,532	\$ 1,360,345	102%	\$ 1,173,004
3 Water Sales	831,736	847,080	98%	867,512
4 Standby Charges	23,158	24,410	95%	23,307
5 Other Operating Revenue	121,138	84,575	143%	115,335
6 Total Operating Revenues	2,358,564	2,316,410	102%	2,179,158
7 Non-Operating Revenues				
8 Grant Revenue	5,000	-	0%	48,890
9 Miscellaneous Income (Expense)	6,628	6,000	110%	-
10 Total Non-Operating Revenues	11,628	6,000	194%	48,890
11 Total Revenues	2,370,191	2,322,410	102%	2,228,048
12 Expenses				
13 Salaries & Benefits				
14 Salaries	281,943	308,375	91%	293,570
15 Benefits	94,614	100,608	94%	103,114
16 CalPERS	33,473	36,705	91%	34,913
17 Total Salaries & Benefits	410,031	445,687	92%	431,597
18 Transmission & Distribution				
19 Contractual Services	70,061	33,945	206%	23,265
20 Power	107,163	114,576	94%	118,867
21 Operations & Maintenance	119,600	144,022	83%	82,708
22 Rent/Lease Expense	10,060	10,860	93%	11,035
23 Permits & Fees	21,418	21,500	100%	24,224
24 Total T&D	328,301	324,903	101%	260,098
25 General & Administrative				
26 Utilities	5,356	5,124	105%	6,060
27 Office & Other Expenses	3,432	1,810	190%	5,430
28 Admin Allocation	426,127	457,767	93%	468,815
29 Total G&A	434,915	464,701	94%	480,305
30 Debt Service	545,691	388,734	140%	190,155
31 Total Expenses	1,718,939	1,624,025	106%	1,362,155
32 Net Income (Loss) Before Capital	651,253	698,386	93%	865,893
33 Sale or Lease of Water Rights	297,724	-	0%	296,805
34 Capital Expenses	(1,571,463)	-	0%	-
35 Net Income (Loss) After Capital	\$ (622,486)	\$ -		\$ 1,162,698

Helendale CSD
Financial Statement Analysis
For the Year Ended June 2019 – 100% of Fiscal Year

Fund 01-Water Revenues and Expenses

Line 2 Meter Charges: Meter Charges are the fixed monthly charge for water service. YTD Meter charges ended the year slightly above budget.

Line 3 Water Sales: Water Sales reflects water consumption and ended near budget at 98%.

Line 4 Standby Charges: Standby Charges includes Special Assessment Standby charges for the current & prior years, and Delinquent Tax penalties. Year to Date (YTD) is trending below budget at 95% due to lower than expected prior years charges, which are unpredictable.

Line 5 Other Operating Revenue: Other Operating Revenue includes Permit & Inspection Charges, Connection Fees, Meter Installation Fees, Other Fees/Charges & Mechanic Service Reimbursements. Connection & Meter Installation fees are not budgeted due to the unexpected nature of these fees, which can cause this account to trend over budget. YTD is over budget due to Connection & Meter Fees collections & more Delinquent Fees & Penalties than anticipated.

Line 8 Grant Revenue: The \$5,000 was an unbudgeted grant from Mojave Water Agency to assist with the installation of the AMI meter system.

Line 9 Miscellaneous Income (Expense): Miscellaneous Income includes Gain/Loss on Sale of Assets, the Enel X Demand Response Program & Other Miscellaneous income. Both Gain/Loss on Sales of Assets & Other Income are not budgeted to be conservative. YTD is over budget to a \$4.3K Gain on the sale of asset recorded in May.

Line 17 Total Salaries & Benefits: Salaries & Benefits include all salaries paid, health insurance, worker's compensation insurance, payroll taxes, and employee education and trainings. YTD Total Salaries & Benefits is trending below target at 92% due to lower than planned overtime and mechanical services.

Line 19 Contractual Services: Contract Services includes Lab Testing, Engineering, GIS Support & Other Contract Services. YTD is over budget due to \$30K in brokers fees for the Laguna water rights purchase.

Line 20 Power: This account includes Electricity used for Transmission & Distribution. YTD is trending near budget at 94%.

Line 21 Operations & Maintenance: This line includes Operations & Maintenance expense, Vehicle Maintenance & Vehicle Fuel. YTD is trending at 83%, lower than budgeted due to lower than planned maintenance and supplies.

Line 22 Rent/Lease Expense: Rent/Lease Expense includes Rental Costs for the Water Shop & BLM Tank Sites. YTD is trending at 93%.

Line 26 Utilities (G&A): Utilities includes Gas & Telephone expenses. YTD is over budget due to higher gas bills than anticipated.

Line 27 Office & Other Expenses: Office & Other includes Mileage/Travel Reimbursements, Office Supplies, Water Conservation Program, and Dues & Subscriptions. YTD is over budget due to high costs relating to the Water Conservation Program than budgeted.

Line 28 Admin Allocation: YTD is at 93% due to lower than anticipated administrative expense allocation in FY 18-19.

Line 30 Debt Service: Debt Service includes Interest & Principal payments on outstanding debt.

Line 32 Net Income Before Capital: Water is at 89% overall, however if interest expense had been budgeted YTD total would be at 120% of budget. The net change from the budget is primarily due to more delinquent fees & penalties than expected, as well as lower than anticipated salaries & benefits.

Line 33 Sales or Lease of Water Rights: This line consists of the unbudgeted Sale of Water rights for Laguna.

Helendale CSD
Statement of Revenues and Expenses - Sewer
As of June 30, 2019
(Unaudited)

	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues				
2 Sewer Charges	\$ 1,279,102	\$ 1,279,029	100%	\$ 1,277,627
3 Standby Charges	19,902	21,350	93%	20,718
4 Other Fees & Charges	33,884	18,000	188%	26,965
5 Other Income/(Expense)	9,580	-	0%	15,293
6 Total Revenues	1,342,468	1,318,379	102%	1,340,603
7 Expenses				
8 Salaries & Benefits				
9 Salaries	187,213	240,030	78%	219,724
10 Benefits	80,904	84,373	96%	82,805
11 CalPERS	26,377	36,281	73%	30,986
12 Total Salaries & Benefits	294,493	360,684	82%	333,515
13 Sewer Operations				
14 Contractual Services	62,835	78,102	80%	57,150
15 Power	61,385	68,000	90%	70,842
16 Operations & Maintenance	79,939	74,655	107%	53,508
17 Permits & Fees	24,900	22,417	111%	22,494
18 Total Sewer Operations	229,060	243,174	94%	203,994
19 General & Administrative				
20 Utilities	4,369	5,616	78%	4,604
21 Office & Other Expenses	13,779	11,598	119%	10,134
22 Admin Allocation	417,605	448,611	93%	459,439
23 Total G&A	435,753	465,825	94%	474,177
24 Debt Service	62,014	75,042	83%	17,891
25 Total Expenses	1,021,319	1,144,725	89%	1,029,578
26 Net Income (Loss) Before Capital	321,149	173,655	185%	311,025
27 Capital Expenses	364,609	-	0%	-
28 Net Income (Loss) After Capital	\$ (43,460)	\$ 173,655		\$ 311,025

Fund 02 - Sewer Revenues and Expenses

Line 2 Sewer Charges: YTD is trending on budget at 100%.

Line 3 Standby Charges: Standby Charges includes Special Assessment Standby charges for the current & prior years, and Delinquent Tax penalties. YTD is trending below budget at 93% due to lower than expected prior year standby fees.

Line 4 Other Fees & Charges: Other Fees & Charges includes Permit & Inspection Charges, Connection Fees, Other Fees/Charges & Delinquent Charges on Fees. Connection & Permit fees are not budgeted due to the unexpected nature of these fees, which is causing this line to trend over budget.

Line 5 Other Income/(Expense): Other Income includes Gain/Loss on Sale of Assets & Other Misc. Income. The Year-To-Date (YTD) balance consists of a \$2.2K gain on Sale of Assets, and a \$7.4K refund check from Electronic Environments for repair damage caused.

Line 12 Total Salaries & Benefits: Salaries & Benefits include all salaries paid, health insurance, worker's compensation insurance, payroll taxes, and employee education and trainings. YTD is trending below budget at 82% due to lower than expected salaries and retirement costs.

Line 14 Contractual Services: Contract Services include Lab Testing, Engineering, GIS Support & Other Contractual Services. YTD is trending at 80% due to lower than expected laboratory and engineering fees.

Line 16 Operations & Maintenance: This account includes Compost Disposal, Vehicle Maintenance, Vehicle Fuel, Uniforms & Small Tools. YTD is over budget due to higher than anticipated maintenance costs.

Line 17 Permits & Fees: YTD is over budget due to more permit expenses than anticipated.

Line 20 Utilities (G&A): Utilities includes Gas & Telephone expenses. YTD trending below budget at 78% due to lower telephone costs than anticipated.

Line 21 Office & Other Expenses: Office & Other includes Mileage/Travel Reimbursements, Operating Supplies, Public Outreach, and Dues & Subscriptions. YTD is over budget due to more Operating Supplies purchases than anticipated.

Line 22 Admin Allocation: YTD is at 93% due to lower than anticipated administrative expense allocations in FY 18-19.

Line 24 Debt Service: Debt Service includes Interest & Principal payments on outstanding debt.

Line 26 Net Income Before Capital: Sewer YTD ended at 167% of total budget, however if interest expense had been budgeted the total would be at 195% of budget. YTD is over budget primarily due to higher than expected Connection fees, lower than anticipated salaries & benefit expense, and lower than expected Contractual services expense.

Helendale CSD
Statement of Revenues and Expenses - Recycling Center
As of June 30, 2019
(Unaudited)

	<u>YTD Actual</u>	<u>Budget</u>	<u>% Budget</u>
1 <i>Operating Revenues</i>			
2 Retail Sales	\$ 302,900	\$ 276,000	110%
3 Donations	186	-	0%
4 Board Discretionary Revenue	(136,767)	(83,170)	164%
5 <i>Total Revenues</i>	166,320	192,830	86%
6 <i>Expenses</i>			
7 <i>Salaries & Benefits</i>			
8 Salaries	117,558	141,581	83%
9 Benefits	13,081	14,905	88%
10 <i>Total Salaries & Benefits</i>	130,639	156,486	83%
11 <i>Recycling Center Operations</i>			
12 Contractual Services	2,020	5,300	38%
13 Operations & Maintenance	16,875	16,000	105%
14 <i>Total Recycling Center Operations</i>	18,895	21,300	89%
15 <i>General & Administrative</i>			
16 Utilities	11,099	13,044	85%
17 Office & Other Expenses	5,686	2,000	284%
18 <i>Total G&A</i>	16,785	15,044	112%
19 <i>Total Expenses</i>	166,320	192,830	86%
20 <i>Net Income (Loss)</i>	\$ -	\$ -	

03-Recycling Center Revenues and Expenses

Line 2 Retail Sales: YTD is over budget due to higher thrift store sales than anticipated.

Line 3 Donations: Donations is not budgeted 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 to Parks & Rec.

Line 10 Total Salaries & Benefits: Salaries & benefits include all salaries paid, health insurance, worker's compensation insurance, payroll taxes, and employee education and training. YTD is trending below budget at 83%.

Line 12 Contractual Services: Contract Services includes software support & other contract services. YTD is trending at 38% of budget due to fewer services than anticipated.

Line 13 Operations & Maintenance: Operations & Maintenance includes vehicle maintenance, vehicle fuel, operating supplies & uniforms. YTD ended over budget due to more operating supply purchases than anticipated.

Line 16 Utilities (G&A): Utilities includes electric & telephone expenses. YTD is at 85% of budget due to lower than expected expenses.

Line 17 Office & Other Expenses: This line includes advertising, bank charges and other miscellaneous expenses. Office & other includes advertising, bank charges, & other misc. expenses. YTD is over budget due to \$3.8K in bank fees which were not budgeted.

You are correct.

Line 20 Net Income: Net income in the Recycling Center is moved to Fund 05 Parks & Rec at year end through Board Discretionary Revenue.

Helendale CSD
Statement of Revenues and Expenses - Property Rental
As of June 30, 2019
(Unaudited)

	YTD Actual	Budget	% Budget
1 Operating Revenues			
2 Property Rental Revenues	\$ 129,914	\$ 132,360	98%
3 Other Income	526	-	0%
4 Board Discretionary Revenue	(112,389)	(1,739)	6464%
5 Total Revenues	18,051	130,621	14%
6 Expenses			
7 Contractual Services	588	-	0%
8 Utilities	4,011	5,620	71%
9 Operations & Maintenance	13,452	8,000	168%
10 Debt Service	-	85,882	0% *
11 Total Expenses	18,051	99,502	18%
12 Net Income (Loss)	\$ -	\$ 31,119	

**Debt Service is accounted for in the Parks fund for year-end financial reporting purposes*

04-Property Rental Revenues and Expenses

Line 2 Property Rental Revenues: Property Rentals includes revenues from 15302 Smithson & 15425 Wild Road. YTD ended slightly below budget at 98%.

Line 3 Other Income: Other Income includes delinquent penalties & other misc. income. Due to the unexpected nature of these revenues, these accounts are not budgeted.

Line 4 Board Discretionary Revenue: This line shows the transfer of net cash from the Property Rental Fund to Parks & Rec.

Line 7 Contractual Services: YTD balance includes payments to Hi Desert Fire Protection for fire extinguisher service.

Line 8 Utilities: Utilities includes Electric & Gas expense for the rental properties. YTD is trending at 71% due to lower usage than anticipated.

Line 9 Operations & Maintenance: O&M includes maintenance & other costs relating to the rental properties. YTD is over budget due to more expenses than anticipated.

Line 10 Debt Service: Debt Service includes interest & principal payments on outstanding debt. For year-end reporting purposes debt service is accounted for in the Parks Fund, not the Rental Fund. The corresponding debt has also been moved to the Parks fund where it should legally reside.

Line 12 Net Income: Net income in the Property Rental fund is moved to Fund 05 through Board discretionary revenue at year end.

Helendale CSD
Statement of Revenues and Expenses - Parks & Recreation
As of June 30, 2019
(Unaudited)

	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues				
2 Program Fees	\$ 26,629	\$ 21,000	127%	\$ 7,241
3 Property Taxes	15,381	17,292	89%	-
4 Donations & Sponsorships	28,248	16,790	168%	13,093
5 Rental Income	34,064	35,600	96%	36,599
6 Developer Impact Fees	6,880	-	0%	1,720
7 Grants	-	132,600	0%	24,211
8 Interfund Transfer Out/(In)	-	-	0%	116,428
9 Board Discretionary Revenue	571,838	355,043	161%	308,225
10 Total Revenues	683,039	578,325	118%	507,517
11 Expenses				
12 Salaries & Benefits				
13 Salaries	32,823	70,017	47%	34,431
14 Benefits	11,991	22,759	53%	18,919
15 CalPERS	2,936	7,904	37%	6,151
16 Total Salaries & Benefits	47,750	100,681	47%	59,501
17 Program Expense	62,070	41,200	151%	20,801
18 Contractual Services	4,960	18,920	26%	6,665
19 Utilities	39,842	36,600	109%	42,872
20 Operations & Maintenance	32,655	25,852	126%	37,467
21 Permits & Fees	4,144	1,700	244%	810
22 Grant Expense	38	-	0%	-
23 Other Expenses	1,598	1,455	110%	1,031
24 Debt Service	88,621	40,679	218%	20,959
25 Total Expenses	281,677	267,087	105%	190,106
26 Net Income (Loss) Before Capital	401,362	311,238	129%	317,411
27 Capital Expenses	(204,365)	-	0%	-
28 Net Income (Loss) After Capital	\$ 196,997	\$ 311,238		\$ 317,411

05-Parks & Recreation Revenues and Expenses

Line 2 Program Fees: Program Fees include Recreation Program Fees, Basketball League Fees, Youth Soccer League Fees & Farmers Market Revenue. YTD is over budget due to \$8.1K in Farmers Market Revenues not budgeted.

Line 3 Property Taxes: YTD is slightly lower than expected because street lighting expenses were lower than projected.

Line 4 Donations & Sponsorships: This account includes Concert in Park Sponsorships, Event Sponsorship and Other Donations/Sponsorships. YTD is over budget due to more Sponsorship revenues than anticipated.

Line 5 Rental Income: Rental Income Includes Rent/Lease income from the Water Shop, Storage for the Recycling Center, Unit C Room Rental, Unit D Church Rental, and Unit D Gymnastics. YTD ended near budget at 96%.

Line 6 Developer Impact Fees: YTD is over because developer Impact Fees are not budgeted due to the unexpected nature of these revenues.

Line 7 Grant Revenue: YTD is at 0% due to delay in reimbursement for LWCF grant. Reimbursement still under review at the Federal level. We anticipate receiving that grant reimbursement during this Fiscal Year (FY).

Line 8 Interfund Transfer Out/(In): In the past, this line shows the transfer of cash balance from the Recycling Center & Property Rental to the Parks & Rec Fund. In FY 18/19 the Board Discretionary account is used to make the transfer.

Line 9 Board Discretionary: Board Discretionary Revenue Includes the following:

- Property Taxes – \$118,025
 - Radio Tower Site Rent – \$141,860
 - Solid Waste Franchise Fees - \$78,178
 - Transfer of net income Fund 03 – \$136,767
 - Transfer of net income Fund 04 – \$112,389
 - Transfer Property Tax Rev. for Street Light Utilities – \$(15,381)
- Total: \$571,838

Line 16 Total Salaries & Benefits: Salaries & Benefits include all salaries paid, health insurance, worker's compensation insurance, payroll taxes, and employee education and training. YTD is at 47% due to less Parks & Rec Labor than anticipated in the budget. Budget included former employee who was budgeted at a higher rate. Position was at a lower salary and budget was not adjusted.

Line 17 Program Expense: Program expense includes supplies/expenses for the Youth Soccer League, Park, Community Center, Farmers Market, & other programs. YTD is over budget due to more operating supplies purchases for parks than anticipated.

Line 19 Utilities: Utilities includes Gas, Electric for Park/Community Center, Telephone & Electricity for Street Lighting. YTD ended over budget due to higher electricity costs than anticipated in the budget.

Line 20 Operations & Maintenance: O&M includes Maintenance costs for the Park & Community Center, Vehicle Maintenance, Small Tools & Vehicle Fuel. YTD is over budget due to increased park maintenance costs & increased small tools purchases.

Line 21 Permits & fees: This account includes Permit/Inspection Fees & San Bernardino County Fees. YTD is over budget due to more Permit/Inspection Fees than anticipated.

Line 23 Other Expenses: Other expenses includes Uniforms, Printing Costs, Dues & Subscriptions & Bank Charges. YTD is over budget due to bank charges that were not anticipated in the budget.

Line 24 Debt Service: Debt Service includes Interest & Principal payments on outstanding debt.

Line 26 Net Income Before Capital: Parks & Recreation ended the year at 129% of budget, however if interest expense had been budget YTD would be at 152% of budget. Year to date is over budget primarily due to increased Board Discretionary Revenue transfers from Fund 03 & 04 caused by higher net incomes, lower than anticipated salaries & benefit expenses, and more donations & sponsorships than anticipated.

Helendale CSD
Statement of Revenues and Expenses - Solid Waste Disposal
As of June 30, 2019
(Unaudited)

	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues				
2 Charges for Services	\$ 479,946	\$ 473,502	101%	\$ 469,129
3 Assessments & Fees	230,899	241,778	96%	231,205
4 Other Charges	11,033	9,800	113%	8,359
5 Board Discretionary Revenue	-	20,277	0%	11,048
6 Total Revenues	721,878	745,357	97%	719,741
7 Expenses				
8 Salaries & Benefits				
9 Salaries	63,224	86,559	73%	76,148
10 Benefits	32,570	35,070	93%	27,083
11 CalPERS	5,687	7,521	76%	8,386
12 Total Salaries & Benefits	101,482	129,151	79%	111,617
13 Contractual Services	475,066	472,283	101%	470,456
14 Disposal Fees	126,733	138,072	92%	128,135
15 Operations & Maintenance	2,060	6,107	34%	2,565
16 Other Operating Expenses	6,457	10,867	59%	8,844
17 Admin Allocation	8,523	9,155	93%	9,376
18 Total Expenses	720,320	765,635	94%	730,993
19 Net Income (Loss)	\$ 1,559	\$ (20,277)		\$ (11,253)

06-Solid Waste Disposal Revenues and Expenses

Line 2 Charges for Services – Solid Waste: YTD ended just above budget at 101%.

Line 3 Assessment & Fees: This account includes Special Assessments for Refuse Land Use Fees for current & prior years. YTD ended near budget at 96%.

Line 4 Other Charges: Other charges includes Delinquent Fees & Penalties & Penalties on Delinquent Taxes. YTD is over budget due to more collections of Penalties than anticipated.

Line 12 Total Salaries & Benefits: Salaries & Benefits include all salaries paid, health insurance, worker's compensation insurance, payroll taxes, and employee education and training. YTD is trending at 79% of budget.

Line 13 Contractual Services: Contract Services include Burrtec Fees & Other Misc. Contract Services. YTD ended near total budget.

Line 14 Disposal Fees: Fees include SB County Disposal Fees & Green Waste Disposal Fees. YTD is trending below budget at 92% due to lower than expected County fees.

Line 15 Operations & Maintenance: O&M includes Vehicle Maintenance, Vehicle Fuel, Operating Supplies & Uniforms. YTD is trending under budget due to lower maintenance than expected.

Line 16 Other Operating Expenses: Other Operating Expenses include Rent for Park Storage, Telephone, Postage, Event Expense, Public Outreach, Printing, Small Tools & Bad Debt Expense. YTD is trending below budget at 59% due to lower than expected Postage and Printing costs.

Line 17 Admin Allocation: YTD is at 93% due to lower than anticipated administrative expense allocations in FY 18-19.

Line 19 Net Income: Solid Waste ended the year over budget due to lower than expected salaries & benefit expense, lower than anticipated maintenance costs, and lower than expect other operating expenses.

Helendale CSD
Statement of Revenues and Expenses - Administration
As of June 30, 2019
(Unaudited)

	<u>YTD Actual</u>	<u>Budget</u>	<u>% Budget</u>	<u>PYTD</u>
1 <i>Operating Revenues</i>				
2 Tower Rent	\$ 141,860	\$ 133,234	106%	\$ 134,302
3 Property Taxes	118,025	87,908	134%	112,330
4 Solid Waste Billing & Fees	140,614	135,553	104%	137,039
5 Fees & Charges	17,829	7,000	255%	13,667
6 Investments	134,690	16,500	816%	27,819
7 Other Income	7,188	6,800	106%	9,764
8 Board Discretionary Revenue	(338,063)	(375,320)	90%	(319,273)
9 <i>Total Revenues</i>	222,141	11,674	1903%	115,647
10 <i>Expenses</i>				
11 <i>Salaries & Benefits</i>				
12 Salaries	483,255	412,692	117%	420,254
13 Benefits	97,097	59,660	163%	64,239
14 CalPERS	43,910	63,688	69%	69,140
15 Directors' Fees	49,560	50,000	99%	43,706
16 <i>Total Salaries & Benefits</i>	673,579	586,040	115%	597,339
17 Contractual Services	260,022	242,720	107%	267,197
18 Insurance	59,283	74,000	80%	54,860
19 Utilities	10,947	13,200	83%	9,638
20 Operations & Maintenance	5,795	6,800	85%	4,227
21 Permits & Fees	10,664	7,901	135%	2,917
22 Office & Other Expenses	53,665	61,456	87%	57,553
23 Election Expense	440	20,000	2%	-
24 Admin Allocation	(852,255)	(915,533)	93%	(937,630)
25 <i>Total Expenses</i>	222,141	96,583	230%	56,102
26 <i>Net Income (Loss)</i>	\$ -	\$ (84,909)		\$ 59,545

10-Administrative Revenues and Expenses

Line 2 Tower Rent: Tower Rent includes Radio Tower Site Rent. YTD ended over budget due to more Tower Rent receipts than anticipated.

Line 3 Property Taxes: This account includes Current & Prior Property Tax & Penalties. YTD is over budget due to more tax receipts than anticipated & increased Penalties.

Line 4 Solid Waste Billing & Fees: This includes Franchise Fees & Billing for Solid Waste. YTD is over budget due to increased Franchise Fees.

Line 5 Fees & Charges: Fees & charges consists of Credit Card Processing Fees & Other Misc. Fees. YTD is over budget due to more Credit Card processing fee collections than anticipated in budget.

Line 6 Investments: This account includes Investment Income & Unrealized Gain/Loss on investments. YTD is over budget due to higher interest rates than anticipated.

Line 7 Other Income: Other Income includes Recycling Revenues & Other Misc. Income. YTD over budget due to increased recycling revenues.

Line 8 Board Discretionary Income: Board Discretionary Revenue includes the transfer of the following for Fund 05:

- Property Taxes – \$118,025 (line 3)
- Radio Tower Site Rent – \$141,860 (line 2)
- Solid Waste Franchise Fees - \$78,178 (part of line 4)

Total: \$338,063

Line 12 Salaries: Salaries Expense includes Full Time, Part Time & Overtime labor. YTD is over budget due to increases approved by the Board based upon implementation of a compensation and classification study. All but one Admin employee received a pay increase and in some cases a classification change.

Line 13 Benefits: Expense in this category include: Employee Group Insurance, Workers Compensation, Payroll Taxes, Employment Expense, Education & Training, and Employee Benefit & Morale. YTD is over budget due to increased Education & Training expenses, as well as increased expenses in Employee Benefits & Morale.

Line 14 CalPERS: This category accounts for PERS retirement expense. YTD is trending below budget at 69%. It appears that there have been no journal entries for the two pay periods in June to this account. PCG to investigate with staff.

Line 15 Directors' Fees: This category includes Directors Fees as well as Directors Training, Seminars & Mileage expense.

Line 17 Contractual Services: Contract Services include Software Support, Legal Services, & Auditing/Accounting Services. YTD is over budget due to higher costs for Contract Services & Software Support than anticipated.

Line 18 Insurance: This account includes both General & Vehicle insurance expenses. YTD is trending at 80%.

Line 19 Utilities: Utilities includes Telephone expenses & Electricity. YTD ended below budget at 83%.

Line 20 Operations & Maintenance: O&M includes Vehicle Maintenance, Vehicle Fuel, Mileage & Travel Reimbursement, Uniforms, & Equipment Maintenance. YTD is trending at 85%.

Line 21 Permits & Fees: YTD is over budget due to more Permit Expenses & more San Bernardino County Fees than anticipated.

Line 22 Office & Other Expense: Office & Other Expenses include Board Meeting Supplies, Public Relations, Community Promotion, Bank Charges, Office Supplies, Postage and Dues & Subscription. YTD is trending at 87% of budget.

Line 23 Election Expense: There was no election, so YTD is under budget.

Line 17 Admin Allocation: YTD is at 93% due to lower than anticipated administrative expense allocations in FY 18-19.

Line 26 Net Income: Administration ended the year with net income over budget due to higher than anticipated Investment earnings, higher than expected credit card processing fees, and the less election expenses during the fiscal year.



Helendale Community Services District

Date: September 19, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
Discussion and Possible Action Regarding Adoption of a Sewer Lateral Policy

STAFF REPORT:

The proposed policy attached will help provide clarity and delineation for the customers regarding a property owner's responsibility related to the sewer lateral. The policy describes the customer's responsibility is for the Upper Lateral and the District will assume the Lower Lateral which is defined as anything in front of (on the road side) of the curb. The graphic provides a visual representation of the for the customer which shows the extent of the lateral under the roadway.

In the event there is a blockage in the lateral the customer will be responsible for the linear distance from the cleanout to the face of curb plus five feet to account for an increase in depth as the lateral falls to meet the collection system which in some cases is 15 feet below ground surface. If the customer cannot remove the blockage and reaches that face of curb +5' then the District's responsibility will pick up the balance of the line. In many cases these blockages are caused by root intrusion from trees on the property.

Alex Aviles, Wastewater Operations Manager will be presenting this item to the Board.

FISCAL IMPACT: Fiscal impact will be determined on a case-by-case basis

ATTACHMENT: Draft Sewer Lateral Policy

HELENDALE COMMUNITY SERVICES DISTRICT

Sewer Lateral Policy

(Effective 9/19/2019)

Section 1. Purpose.

The purposes of this policy is to standardize the procedure for sewer lateral maintenance and delineate the responsibility of the property owner and the Helendale Community Services District (“District”), when a sewer lateral requires maintenance; and to set forth the duties and responsibilities of the General Manager and District staff.

Section 2. Definitions.

- A) **Upper Sewer Lateral** – means the connection to the sewer collection system from a residence or a business to the face of curb.
- B) **Lower Sewer Lateral** – means the connection to the sewer collection system from the face of curb to the sewer main.
- B) **Board** – means the Board of Directors of the District.
- C) **Face of Curb** – means the front of the curb-line along the street. In areas with no curb/gutter, this is represented by the edge of pavement
- D) **Blockage** – means an impediment in the sewer lateral that impedes proper drainage into the sewer collection system
- E) **Blockage removal** – means the removal of an impediment through liquid, ~~or~~ mechanical, or other means.
- E) **Service Provider** – means a qualified company that has expertise in sewer lateral and drain line blockages
- F) **Clean Out** - means the required sewer clean out on a sewer lateral that allows the property owner access to the lateral for purposes of clearing blockages

Section 3. Applicability.

This policy shall apply to all property sewer lateral connections to the collection system that is serviced and operated by the Helendale Community Services District.

Section 4. District Responsibility.

Responsibility of the District begins at Face of Curb and extends to the Sewer Main/Collection System.

HELENDALE COMMUNITY SERVICES DISTRICT
Sewer Lateral Policy and Procedures

Section 4. Property Owner Responsibility.

Responsibility for blockage removal for the property owner extends from the property structure to the Face of Curb.

Section 5. Causes of blockage.

Typical causes of a sewer lateral blockage are an offset joint, collapse, root intrusion or other mass originating from the structure that prevents unimpeded flow of waste into the sewer collection system.

Section 6. Determination of Responsibility

When a blockage of the sewer lateral occurs the property owner may contact the District regarding the issue. As service order will be issued and a representative from the wastewater department will respond. The delineation of responsibility will be outlined for the customer. The customer or the customer's service provider must attempt to clear the impediment in the upper lateral from the structure to the face of curb plus five feet to account for slope. Customer must provide evidence of this effort if District staff is unable to be on site. If this attempt is not successful and it has been verified that the effort reached face of curb then the District will attempt to clear the blockage.

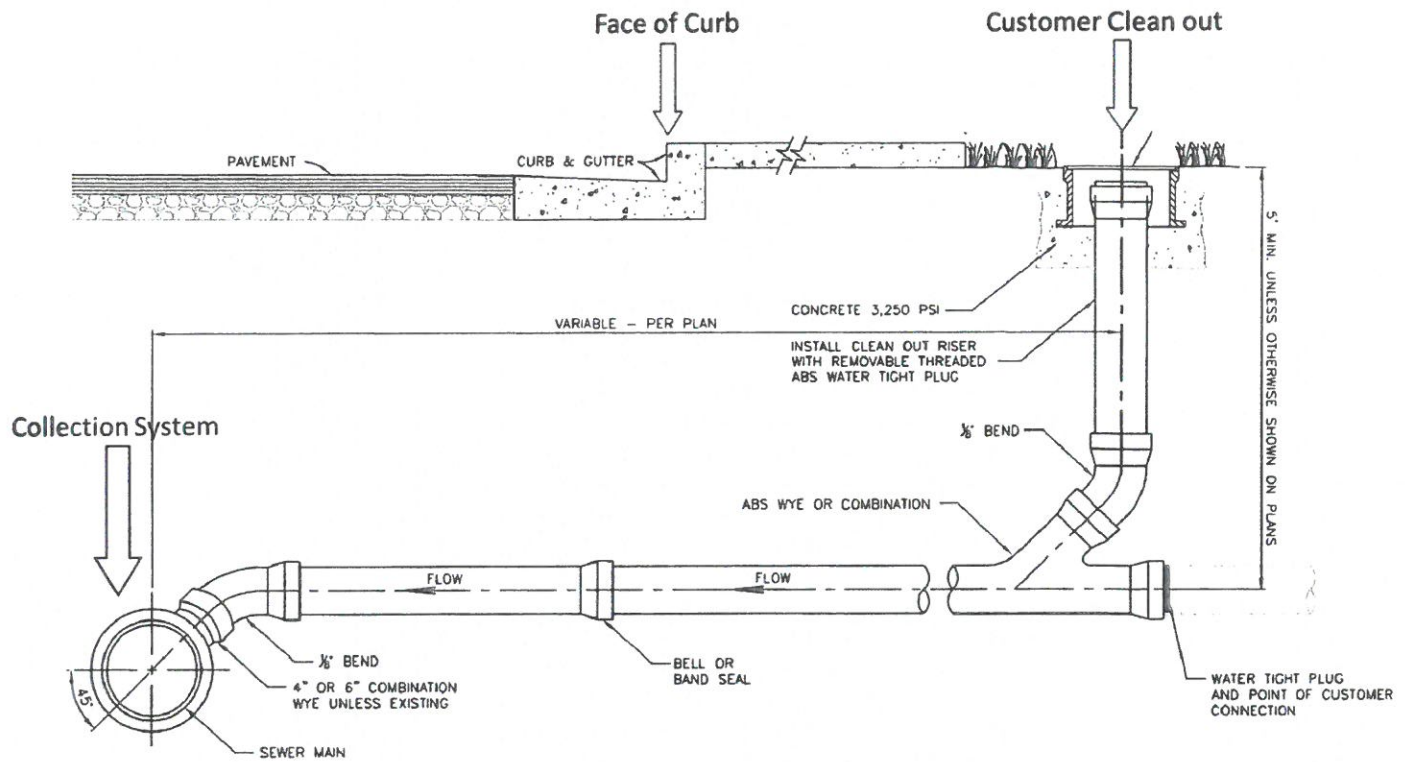
Section 7 Oversight

The Board of Directors has authority over the policies regarding sewer later maintenance and may change, modify or amend from time to time. The District General Manager is required to implement policies as approved by the Board of Directors.

Section 8. Supersedes Other Policies.

This Water and Sewer Account Write-Off policy and procedures supersedes any inconsistent prior policies adopted by the Board.

HELENDALE COMMUNITY SERVICES DISTRICT Sewer Lateral Policy and Procedures





Helendale Community Services District

Date: September 19, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
Discussion and Possible Action Regarding Adoption of Resolution 2019-16: A
Resolution of the Helendale Community Services District Establishing Policies for
Board Member Sexual Harassment Prevention Training

STAFF REPORT:

The attached resolution demonstrates the Board's commitment to maintaining a workplace free of unwanted harassment. Several laws have been passed related to the subject beginning in 2005 with Assembly Bill 1825 which required supervisors to be trained followed by recent legislation Senate Bill 1343 signed into law by former Governor Brown in September 2018 which required all employees to have Sexual Harassment Prevention Training. Government Code Section 53237 also requires any board members who receive compensation to have at least two hours of training on the topic.

The attached resolution demonstrates the Board's commitment to sexual harassment prevention and Exhibits A and B expound upon Section 7.5: PROHIBITION OF DISCRIMINATION, HARASSMENT & RETALIATION and Section 7.6: PROHIBITION OF BULLYING of the Employee's Personnel Manual. Upon approval by the Board, the revised/expanded language will be incorporated in the Manual

Some staff has already received the required training and on September 25th a supervisory training will be held at the District. The District will monitoring Staff and Board training to ensure we are in compliance with the law. District General Counsel Kennedy developed the resolution and will provide a presentation to the Board regarding the legislation impacting the proposed resolution.

FISCAL IMPACT: Minimal training costs

ATTACHMENTS: Resolution 2019-16

RESOLUTION NO. 2019-16

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE HELENDALE COMMUNITY SERVICES DISTRICT
ESTABLISHING POLICIES FOR BOARD MEMBER
HARASSMENT, DISCRIMINATION, REALIATION, AND BULLYING
PREVENTION TRAINING**

WHEREAS, the Board of Directors of the Helendale Community Services District finds as follows:

A. The Helendale Community Services District (“the District”) is a public agency organized and operating as a community services district pursuant to California Government Code Section 61000 et seq.

B. The District is governed by an elected Board of Directors (“the Board”) whose activities are subject to the requirements of California law.

C. Since 2005, Assembly Bill 1825 has required all public employers such as the District to provide two hours of sexual harassment prevention training to all supervisory employees within six months of assuming a supervisory position and again at least every two years.

D. Effective January 1, 2019, Senate Bills 1343 and 778 expanded these statutory requirements to mandate that existing nonsupervisory employees undergo one hour of sexual harassment training by January 1, 2021. Thereafter, the District must provide one hour of sexual harassment prevention training to all nonsupervisory employees within six months of assuming a nonsupervisory position and again at least every two years.

E. Additionally, pursuant to Government Code Section 53237 et seq., all members of the Board are required to receive at least two hours of sexual harassment prevention training and education within the first six months of taking office, and again at least every two years thereafter, since Board members receive compensation from the District.

F. The District maintains a zero-tolerance harassment, discrimination, retaliation, and bullying policy for its employees pursuant to the terms and conditions of the District’s Employee Personnel Manual, including, but not limited to, Sections 7.5 and 7.6 thereof.

G. The purpose of this Resolution is to establish a District policy with respect to sexual harassment prevention training for its Board members that is similar in nature to the statutory provisions of California Government Code Section 53237 et seq., as well as require Board members to comply with the same zero-tolerance harassment, discrimination, retaliation, and bullying policies that apply to the District’s employees.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS of the Helendale Community Services District as follows:

Section 1. **SEXUAL HARASSMENT TRAINING.**

1.1 **Requirement.**

1.1.1. **Service Prior To Effective Date.** Each Board member in District service as of the effective date of this Resolution must receive at least two hours of sexual harassment prevention training and education upon the effective date hereof and every two years thereafter.

1.1.2. **Service On Or After Effective Date.** Each Board member who commences service with the District on or after the effective date of this Resolution must receive at least two hours of sexual harassment training and education within the first six months of taking office and every two years thereafter.

1.2. **Content.** The training and education program required by Section 1.1 of this Resolution shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against, and the prevention and correction of, sexual harassment and the remedies available to victims of sexual harassment in employment. The training and education shall also include practical examples aimed at instructing District Board Members in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers and educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation.

Section 2. **COMPLIANCE WITH POLICIES.**

Each member of the Board shall comply with all of the zero-tolerance harassment, discrimination, retaliation, and bullying policies that are attached hereto as “Exhibit A” and “Exhibit B” and which are incorporated herein by this reference.

Section 3. **REVIEW OF RESOLUTION.**

At times deemed appropriate by the Board, the Board shall review this Resolution to determine its effectiveness and the necessity its for continued operation. The District’s General Manager shall report to the Board on the operation of this Resolution and make any recommendations deemed appropriate, including proposals to amend this Resolution. Upon conclusion of its review, the Board may take any action it deems appropriate concerning this Resolution.

Section 4. **SEVERABILITY.**

If any provision of this Resolution, or the application thereof to any person or circumstances, is held invalid, such invalidity shall not affect other provisions or applications of this Resolution which can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are declared to be severable.

Section 5. **EFFECTIVE DATE.**

The provisions of this Resolution shall take effect immediately upon adoption.

Adopted this 19th day of September, 2019.

AYES:
NOES:
ABSTAIN:
ABSENT:

President, Board of Directors

ATTEST:

Secretary

7.5 PROHIBITION OF DISCRIMINATION, HARASSMENT & RETALIATION

The Helendale Community Services District ("District") has zero tolerance for discrimination, harassment, and retaliation, and is committed to maintaining a work environment that is pleasant, professional, and free from intimidation, hostility, or other offensive conduct that might interfere with work performance. Harassment of any sort - verbal, physical, or visual - will not be tolerated. This includes sexual harassment as well as harassment based on an employee's status in a protected class. These classes include age, sex or gender (including pregnancy, child birth, breastfeeding or related medical conditions), genetic information or characteristics, gender identity, gender expression, race, color, ancestry, national origin, religion, creed, marital status, military and veteran status, sexual orientation, political belief, physical or mental disability, medical condition, and any other status protected by federal or state law. This policy also prohibits unlawful harassment based on the perception that someone has those characteristics. This policy covers all individuals in the workplace, including full-time and part-time employees, independent contractors, volunteers, interns, Board Members, and anyone else performing work for the District (for ease, referred to collectively herein as "employees").

The workplace is not limited to District property but also includes anywhere District business is conducted or any business-related function, including social events, takes place. The District will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee who has questions or concerns about these policies should talk with their supervisor or with the General Manager.

These policies should not, and may not, be used as a basis for excluding or separating individuals of any protected class from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of the District prohibit disparate treatment on the basis of sex or any other protected class, with regard to terms, conditions, privileges and perquisite requirements of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

7.5.1 Equal Employment Opportunity

The District is committed to maintaining an equal opportunity employment policy and discrimination-free workplace. The District makes employment decisions on the basis of merit and business needs. The District prohibits unlawful discrimination based on age, sex, or gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), genetic information or characteristics, gender identity, gender expression, race, color, ancestry, national origin, religion, creed, marital status, military or veteran status, sexual orientation, political belief, physical or mental disability, medical condition, or on any other basis prohibited by federal, state, and/or local laws.

Exhibit A

The District furthers the principles of employment equality by seeking talented and competent persons who are suited for a specific position by reason of training, experience, character, personality, intelligence, and general ability. The District does not consider a person's age, sex, or gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), genetic information or characteristics, gender identity, gender expression, race, color, ancestry, national origin, religion, creed, marital status, military or veteran status, sexual orientation, political belief, physical or mental disability, medical condition, or on any other basis prohibited by federal, state, and/or local laws.

The District takes all personnel actions, including promotions, disciplinary measures, and termination, without regard to an individual's legally protected status.

7.5.2 Accommodation Under the ADA and AFEHA

The District is committed to complying with applicable laws, including the Americans with Disabilities Act (ADA) and Fair Employment Housing Act (FEHA), ensuring equal employment opportunities to qualified individuals with a disability, and will reasonably accommodate an employee or applicant for the known physical or mental disability if the employee or applicant is otherwise qualified to safely perform all the essential functions of the position.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the General Manager to discuss the need for an accommodation. The District will engage in a timely, good-faith interactive process to determine a reasonable accommodation, if any, in response to a request for accommodation by the employee or applicant with a disability. The District will also initiate an interactive process when it becomes aware of the possible need for accommodation through a third party, or by observation, or because the employee has exhausted leave benefits under applicable federal, state, or District leave provisions.

An interactive, good-faith communication process is a timely, individualized process in which management and the employee discuss the need for accommodation, and what reasonable accommodation can be offered. The District may require the employee to provide documentation from a medical professional of the disability and need for accommodation. A medical professional may also be involved in the interactive process in order to evaluate what accommodation would allow the employee to perform the job safely and effectively. If no reasonable accommodation exists that would not cause the District undue hardship, then the District may not be able to provide the employee with an accommodation.

Exhibit A

7.5.3 Description of Sexual Harassment

Sexual harassment includes unwelcome sexual advances, request for sexual favors, or other unwanted verbal or physical contact of a sexual nature.

Sexual harassment crosses age and gender boundaries and can occur between any two or more employees, regardless of their status. Among other perceived unconventional situations, sexual harassment may involve two women or two men. Harassment exists on a continuum, and need not involve overt sexual advances or physical conduct to constitute prohibited behavior. For instance, harassment may occur when an employee shows sexually suggestive pictures to another employee. A picture will be presumed to be sexually suggestive if it depicts a person who is not fully clothed or in clothes that are not suited to the workplace, or if the person is in a sexual position or performing a sexual act. Sexual harassment need not be motivated by a sexual desire.

The law defines two categories of sexual harassment. The first category, "quid pro quo," occurs when one employee offers or hints they will give another employee some kind of benefit or improvement in working conditions (e.g., a raise or promotion, guarantee of continued employment, better office space or work assignments, etc.) in exchange for that employee's satisfaction of a sexual demand or submission to sexually harassing conduct. The second category, "hostile work environment," occurs when unwelcome sexual advances, requests for sexual favors, or verbal or other conduct creates an intimidating or offensive working environment. The law prohibits any form of sexual harassment that impairs an employee's working ability or emotional well-being at work. Even if the conduct does not rise to the level prohibited by law, the District will not tolerate it.

7.5.4 Description of Other Workplace Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that has the purpose or effect of creating an intimidating, hostile or offensive work environment, has the purpose or effect of unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the

Exhibit A

workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

7.5.5 Individuals and Conduct Covered

These policies apply to all applicants, employees, and Board Members, whether related to conduct engaged in by fellow employees or by someone not directly connected to the District (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

7.5.6 Reporting Harassment. Discrimination or Retaliation

7.5.6.1 Responsibility for Reporting Harassment

All District employees, and particularly supervisors, have a responsibility for keeping the District's work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to his or her supervisor or the General Manager. Employees must report an incident even if they are asked not to by the person who experienced the harassment, or by anyone else. Employees are never required to report an incident of harassment to the individual they believe is responsible for the harassment and may make a report to another supervisor or manager.

If you believe you have been harassed in the course of your work for the District, you may confront the harasser and ask them to stop, and the District will not permit any retaliation for doing so. While the District encourages you to communicate directly with the harasser and make it clear that the harasser's behavior is unacceptable, you are not required to do so. It is essential, however, to report the conduct immediately, even if you are not sure whether the conduct rises to the level of harassment under the law or this policy.

7.5.6.2 Reporting Procedure

The District encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Exhibit A

Verbal and anonymous report will be accepted, but may limit the investigation that can be accomplished.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

- 7.5.6.2.1 Complaints Against Board Members or the General Manager
Employees, managers, or supervisors who believe they have been the victims of conduct prohibited by this policy, or who have been made aware of or witnessed such conduct, by a Board Member or the General Manager, should discuss their concern with the Human Resources Manager. The General Manager will then notify the Board President and the District's Board Counsel. If the complaint is against the Board President, the Vice President will be notified in lieu of the Board President.

The Board President will authorize the General Manager to obtain outside legal counsel to investigate the complaint and make a report to the District's Board Counsel and Board President who will then take appropriate action.

In the event the Board determines that censure or other action is warranted, the General Manager or accused Board Member shall be provided with written charges and be afforded due process, as the circumstances require.

- 7.5.6.2.2 Complaints Not Against Board Members or the General Manager
Employees, managers, or supervisors who believe they have been the victims of conduct prohibited by this policy, or who have been made aware of or witnessed such conduct, by individuals not listed in section 7.5.6.1, shall notify the General Manager who will conduct an investigation and take appropriate action.

- 7.5.7 Investigation of Harassment, Discrimination, or Retaliation
All reported incidents of prohibited harassment, discrimination, or retaliation will be investigated in a prompt, effective, thorough, and objective manner that provides all parties with appropriate due process and reaches reasonable conclusions based on the evidence collected. The investigation will be completed and a determination regarding the reported harassment will be communicated to both the complainant and the accused harasser.

Exhibit A

All reports of harassment will be investigated with due regard for the privacy of everyone involved. Confidentiality will be maintained to the extent possible, however absolute confidentiality cannot be guaranteed because disclosure of some information may be required as part of the investigation, consistent with due process requirements or as required by law. Any employee found to have engaged in harassment will be subject to appropriate disciplinary action up to and including termination. The District will also take any additional action necessary to appropriately remedy the situation. Retaliation will not be permitted. No adverse employment action will be taken against any employee making good faith report of alleged harassment, no matter the result of the investigation.

If a party to a complaint does not agree with its resolution, that party may appeal to the District's General Manager or Board of Directors.

In addition to the investigation conducted by the District, the California Department of Fair Employment and Housing (DFEH) investigate and may prosecute complaints of workplace harassment. Whenever an employee thinks they have been harassed or retaliated against for complaining about harassment, that employee may file a complaint with the DFEH within one year from the date of the incident.

7.5.8 Prohibition of Retaliation

The District prohibits any Board Member or employee from retaliating in any way against anyone who has made a harassment complaint, raised any concern about harassment, or participated in a harassment investigation. Retaliation is not limited to adverse employment actions, but may also include chastisement, derogatory or insulting remarks, social ostracism, or any other conduct intended to punish the employee or deter employees from reporting harassment or cooperating in investigations. The District will investigate any complaint of retaliation and will take immediate and appropriate disciplinary action if retaliation has occurred. Complaints of retaliation should be reported and will be investigated according to the same procedure as harassment complaints.

7.5.9 Harassment Prevention Training Requirement

All employees and all Board Members are required to attend two hours of harassment prevention training every two years, or more frequently at the discretion of the District. In addition, at its discretion, District management may require any employee to attend harassment prevention training at any time.

Exhibit B

7.6 PROHIBITION OF BULLYING

The purpose of this policy is to communicate to all employees, including supervisors, managers and Board of Directors, that the Helendale Community Services District ("District") will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination. Bullying should be reported following the District's Grievance Procedure in Section 8.2 of this Manual.

7.6.1 Definition

The District defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Such behavior violates the District's Code of Conduct.

7.6.2 Examples

Bullying may be intentional or unintentional. However, it must be noted that when an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior on the individual that is important. The District considers the following types of behavior examples of bullying:

- Verbal bullying: Slandering, ridiculing or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property
- Gesture bullying: Nonverbal threatening gestures; glances that can convey threatening messages.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person.
- Shouting or raising voice at an individual in public or in private.
- Using verbal or obscene gestures.
- Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Ignoring or interrupting an individual at meetings.
- Public reprimands.

Exhibit B

- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.
- Spreading rumors and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, assigning meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Inflicting menial tasks not in keeping with the normal responsibilities of the job.
- Taking credit for another person's ideas.
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).