



# Helendale Community Services District

26540 Vista Road, Suite C, Helendale, CA 92342

## **REGULAR BOARD MEETING** **Thursday, November 17, 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](https://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: November 3, 2022 Regular Board Meeting
- b. Bills Paid Report

#### **4. Reports**

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

### **Regular Business:**

5. Discussion and Possible Action Regarding Approval of Directors' Expense Reports
6. Discussion and Possible Action Regarding Purchase of Spare Pump and Motor for Well 1A
7. Discussion and Possible Action Regarding Approval for the Purchase of AMI Meters and Review of Meter Replacement Program

### **Other Business**

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

Conference with Real Property Negotiators  
(Government Code Section 54956.8)  
Property: 13850 Bryman Road  
District Negotiator: Kimberly Cox  
Negotiating Parties: Mojave Desert Land Trust  
Under Negotiation: Price and Terms of Payment

Conference with Real Property Negotiators  
(Government Code Section 54956.8)  
Property: APN 047-00-11741  
District Negotiator: Kimberly Cox  
Negotiating Parties: Various  
Under Negotiation: Price and Terms of Payment

**10. Report of Closed Session Items**

**11. Adjournment**

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



# Helendale Community Services District

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Date: November 17, 2022  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #3  
Consent Items

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## CONSENT ITEMS

- a. Approval of Minutes: November 3, 2022
- b. Bills Paid Report



# Helendale Community Services District

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Date: November 17, 2022  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Cheryl Vermette  
SUBJECT: Agenda item #3a  
Minutes from Board meeting 11/03/2022

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*Minutes of the Helendale Community Services District*  
*REGULAR BOARD OF DIRECTORS MEETING*  
*November 3, 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](https://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 (Zoom); Secretary, Sandy Haas; Director Ron Clark (Zoom), Director Craig Schneider

**Staff Members Present:**

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

**Consultants:**

Steve Kennedy, Legal Counsel (Zoom)  
Wes Zuber, Ultimate Internet Access (UIA)

**Members of the Public:**

There were four members of the public attending in person and two members of the public attending via Zoom.

**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 Haas.

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

**2. Public Participation**

Mr. Walker, resident – Commented about the homeless living in the river bottom.

Christopher Porter, 1<sup>st</sup> District Supervisor Field Representative – Responded to the residents question regarding the homeless and gave them a phone number to the Hope Line – 909-387-0623. He gave an update on the replacement for Assessor-Recorder Dutton, the replacement will be filling the seat until the 2024 election. He reported that in September the Board of Supervisors approved a contract with Barstow Senior Nutrition for a site in Helendale.

### 3. Consent Items

- a. Approval of Minutes: October 20 Regular Board Meeting
- b. Bills Paid Report
- c. Resolution 2022-1N: A Resolution of the Board of Directors of the Helendale Community Services District
- d. 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 November 3, 2022, to December 1, 2022, Pursuant to Brown Act Provisions

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

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

### 4. Reports

- a. Directors' Report

Director Schneider reported that the senior lunch on Tuesday was great. He also attended the Clean Up Day and requested that the District try to do the shredding twice a year.

Vice President Spiller reported that he attended clean up day and there were some lessons learned for next time. The flow of traffic was good and the event was well executed.

- b. General Managers Report

### Regular Business

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

**Action:** Vice President Spiller made a motion to approve the Directors' Expense Reports. Director Clark seconded the motion.

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

6. Discussion Only Regarding a Review of the Partnership with UIA and Operational Update

**Discussion:** General Manager Cox began working on a fiber optic solution for community in 2010. In 2012 Tom West, with the non-profit group, SCENIC wrote a grant for the community hoping for a solution. In June 2013, Mitch Drake provided the Board with an evaluation of what it would take to bring internet to Helendale: "The Path to a Gigabit Service Offering." In October 2013, UIA began formulating a partnership with the CSD and Community.

In 2013 UIA & HCSD worked through an agreement:

UIA would rehabilitate the existing conduit system for fiber optic deployment and would utilize the lattice tower for the project. Contract terms were agreed upon and terms began Aug 2014 - 3% for first full year (2015), 4% second year (2016), 5% thereafter (2017 and thereafter). The increasing base payment now set at \$91,448.65 or higher (\$7620/month). This has been a tremendously beneficial relationship for the community and brought us into the 21st century. Without the network, remote learning/working during COVID would have been challenging. Wes Zuber shared an operational update.

**Action:** There was no action on this item.

7. Discussion Only Regarding Annual Report of Disconnections per SB1383

**Discussion:** General Manager Cox gave a detailed overview and background of SB1383. She shared the number of late payments and disconnects by month in 2022. January 349 late payments and 35 disconnects; February there were 404 late payments and 40 disconnects; in March there were 394 disconnects and 30 disconnects; in April there were 330 late payments and 23 disconnects; in May there were 363 late payments and 21 disconnects; in June there were 416 late payments and 18 disconnects; in July there were 382 late payments and 29 disconnects; in August there were 427 late payments and 20 disconnects, in September there were 363 late payments and 25 disconnects, and in October there were 380 late payments and 27 disconnects. Director Schneider requested for Staff to bring back the policy on the one time disconnect waiver.

**Action:** There was no action on this item.

8. Discussion and Possible Action Regarding Approval of a Use Agreement with Barstow Nutrition Program

**Discussion:** A pilot program was hosted by the District over the summer with service 1 day per week. As of October 3, lunch service began daily under an extension of the Barstow program. The use agreement will solidify the Helendale Senior Nutrition program. The Board was not seeking any compensation for hosting program, however, since there was need for a dedicated storage area, Barstow Senior Nutrition Program worked with the General Manager to have a "rent" of \$700 per month to reimburse District for costs. Additional improvements include electrical work and hot water heater upgrade. Supplies to be purchased include a new serving table with sneeze guard and portable dishwasher. Barstow Senior Nutrition Program (BSNP) has a refrigerator they will provide. Contract has been reviewed by BSNP, there was a correction on Exhibit C: Currently reads: "Barstow Senior Nutrition Program will provide tables and chairs for use" Should read: "HCSD will provide tables and chairs for use." District Counsel has Agreement to review. Staff seeks input and approval of the use agreement. A comment from the public brought up the issue of transportation to the lunch, which the Board would like to address at a future meeting. Director Hass left the room at 7:56 pm.

**Action:** Director Schneider made a motion to approve the Use Agreement with the Barstow Senior Nutrition Program. Vice President Spiller seconded the motion.

**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

**Other Business**

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

None

Director Haas returned at 7:58 pm.

President Smith called for a break at 7:59 pm.

The Board went into closes session at 8:05 pm.

10. Closed Session

Conference with Real Property Negotiators

(Government Code Section 54956.8)

Property: 26540 Vista Road

District Negotiator: Kimberly Cox

Negotiating Parties: Vertical Bridge

Under Negotiation: Price and Terms of Payment

President Smith adjourned closed session at 8:21 pm and re-opened the Open Session.

11. Report of Closed Session Items

Legal Counsel Kennedy reported that the Board met in Closed Session and there was no reportable action resulting from closed session items.

12. Adjournment

President Smith adjourned the meeting at 8:22 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

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Date: November 17, 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

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**STAFF RECOMMENDATION:**

Updated Report Only. Receive and File

**STAFF REPORT:**

Staff issued 40 checks and 16 EFT's totaling \$154,069.20

Total Cash Available:	<u>11/14/22</u>	<u>10/31/22</u>
Cash	\$6,249,576.08	\$6,178,869.35
Checks/EFT's Issued	\$ 154,069.20	\$ 123,973.28

**Investment Report**

The Investment Report shows the status of the invested District funds. The interest rate is 0.15% for LAIF and 2.6078% for CA Class for October 2022. Interest earned thru October 2022 on CA Class account is \$2,620.82



Helendale CSD

# Bills Paid and Presented for Approval

## Transaction Detail

Issued Date Range: 11/01/2022 - 11/14/2022

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
<b>Bank Account: 251229590 - CBB Checking</b>					
11/01/2022	<a href="#">25795</a>	Brunick, McElhaney & Kennedy Professional Law Corp	-3,662.50	Check	Accounts Payable
11/01/2022	<a href="#">25796</a>	Sonic Systems, Inc	-1,501.70	Check	Accounts Payable
11/02/2022	<a href="#">25797</a>	Void Check	0.00	Check	Accounts Payable
11/02/2022	<a href="#">25798</a>	Void Check	0.00	Check	Accounts Payable
11/02/2022	<a href="#">25799</a>	AVCOM Services Inc.	-72.00	Check	Accounts Payable
11/02/2022	<a href="#">25800</a>	Beck Oil Inc	-3,004.87	Check	Accounts Payable
11/02/2022	<a href="#">25801</a>	Burrtec Waste Industries Inc	-133.79	Check	Accounts Payable
11/02/2022	<a href="#">25802</a>	Business Card	-3,472.47	Check	Accounts Payable
11/02/2022	<a href="#">25803</a>	Consolidated Electrical Distributors, Inc.	-647.06	Check	Accounts Payable
11/02/2022	<a href="#">25804</a>	Hartford Life	-274.77	Check	Accounts Payable
11/02/2022	<a href="#">25805</a>	Helendale Community Services District	-199.12	Check	Accounts Payable
11/02/2022	<a href="#">25806</a>	Inland Water Works Supply Co. Reversal	921.82	Check Reversal	Accounts Payable
11/02/2022	<a href="#">25806</a>	Inland Water Works Supply Co.	-921.82	Check	Accounts Payable
11/02/2022	<a href="#">25807</a>	Mobile Occupational Services, Inc.	-30.00	Check	Accounts Payable
11/02/2022	<a href="#">25808</a>	O'Reilly Auto Parts	-1,271.10	Check	Accounts Payable
11/02/2022	<a href="#">25809</a>	Print Mart	-1,035.69	Check	Accounts Payable
11/02/2022	<a href="#">25810</a>	Sierra Analytical Labs, Inc	-240.00	Check	Accounts Payable
11/02/2022	<a href="#">25811</a>	Staples Credit Plan	-257.28	Check	Accounts Payable
11/02/2022	<a href="#">25812</a>	Stericycle, Inc	-88.80	Check	Accounts Payable
11/02/2022	<a href="#">25813</a>	Uline	-719.66	Check	Accounts Payable
11/02/2022	<a href="#">25814</a>	Ultimate Internet Access, Inc	-804.02	Check	Accounts Payable
11/02/2022	<a href="#">25815</a>	USA of So. California	-211.25	Check	Accounts Payable
11/02/2022	<a href="#">25816</a>	Aqua Metrics Sales Company	-999.43	Check	Accounts Payable
11/02/2022	<a href="#">25817</a>	Atlas Environmental Engineering, Inc	-4,150.00	Check	Accounts Payable
11/08/2022	<a href="#">25818</a>	JUDY F. KNUTSON	-1,154.97	Check	Utility Billing
11/08/2022	<a href="#">25819</a>	Fedak & Brown LLP	-7,178.00	Check	Accounts Payable
11/09/2022	<a href="#">25820</a>	Amazon Capitol Services	-23.69	Check	Accounts Payable
11/09/2022	<a href="#">25821</a>	Burrtec Waste Industries Inc	-1,516.90	Check	Accounts Payable
11/09/2022	<a href="#">25822</a>	Choice Builder	-1,019.24	Check	Accounts Payable
11/09/2022	<a href="#">25823</a>	EHS International, Inc.	-1,857.00	Check	Accounts Payable
11/09/2022	<a href="#">25824</a>	Frontier Communications	-143.09	Check	Accounts Payable
11/09/2022	<a href="#">25825</a>	Frontier Communications	-49.84	Check	Accounts Payable
11/09/2022	<a href="#">25826</a>	Imperial Sprinkler Supply, Inc.	-1,185.78	Check	Accounts Payable
11/09/2022	<a href="#">25827</a>	Infosend, Inc	-1,960.04	Check	Accounts Payable
11/09/2022	<a href="#">25828</a>	Inland Water Works Supply Co.	-1,691.84	Check	Accounts Payable
11/09/2022	<a href="#">25829</a>	Layne Christiansen Company	-1,485.00	Check	Accounts Payable
11/09/2022	<a href="#">25830</a>	Rebecca Gonzalez	-330.00	Check	Accounts Payable
11/09/2022	<a href="#">25831</a>	Sierra Analytical Labs, Inc	-1,355.00	Check	Accounts Payable
11/09/2022	<a href="#">25832</a>	Silver Lakes Hardware	-68.86	Check	Accounts Payable
11/10/2022	<a href="#">25833</a>	California State Disbursement Unit	-230.76	Check	Accounts Payable
11/10/2022	<a href="#">25834</a>	State of California - Franchise Tax Board	-50.00	Check	Accounts Payable
11/02/2022	<a href="#">EFT0004315</a>	SCE ACH Community Center 700218740906	-2,279.48	EFT	General Ledger
11/09/2022	<a href="#">EFT0004320</a>	SW Gas Community Center 910000010177	-11.00	EFT	General Ledger
11/09/2022	<a href="#">EFT0004321</a>	SW Gas ACH 4-Plex Acct # 910000817466	-79.91	EFT	General Ledger
11/09/2022	<a href="#">EFT0004322</a>	SW Gas ACH WWTP 910000010195	-28.33	EFT	General Ledger
11/09/2022	<a href="#">EFT0004324</a>	SW Gas Water Shop Acct # 910001037540	-11.00	EFT	General Ledger

**Bank Transaction Report**

<b>Issued Date</b>	<b>Number</b>	<b>Description</b>	<b>Amount</b>	<b>Type</b>	<b>Module</b>
11/08/2022	<a href="#">EFT0004327</a>	To record CalPERS Health Premium	-18,889.46	EFT	General Ledger
11/07/2022	<a href="#">EFT0004328</a>	CalPERS Classic Pmt PPE 10/9/22	-7,922.64	EFT	General Ledger
11/07/2022	<a href="#">EFT0004329</a>	CalPERS PEPRA Pmt PPE 10/9/22	-1,865.14	EFT	General Ledger
11/14/2022	<a href="#">EFT0004331</a>	SCE ACH 4-Plex Acct 700392338368	-439.52	EFT	General Ledger
11/14/2022	<a href="#">EFT0004332</a>	ACH Water Shop SCE Acct 700453074415	-172.79	EFT	General Ledger
11/01/2022	<a href="#">EFT0004334</a>	SCE ACH WWTP & Wells 3,4 & 1 Acct 700547354472	-67,417.53	EFT	General Ledger
11/10/2022	<a href="#">EFT0004337</a>	CalPERS 457 Pmt 11/6/22	-4,629.26	EFT	General Ledger
11/02/2022	<a href="#">EFT0004338</a>	To record Global Merchant Fees Acct 4366 -	-784.04	EFT	General Ledger
11/02/2022	<a href="#">EFT0004340</a>	To record Global Merchant Fees Acct 4367 -	-2,336.71	EFT	General Ledger
11/09/2022	<a href="#">EFT0004344</a>	To record Sales Tax Pmt # 1- 4th Quarter	-1,885.58	EFT	General Ledger
11/01/2022	<a href="#">EFT0004349</a>	To record Tasc Flex Claim Pmt PPE 10/23/22	-768.74	EFT	General Ledger
11/01/2022	<a href="#">EFT0004350</a>	To record EVO Thrift Store CC Fees 23099	-472.55	EFT	General Ledger
			<b>Bank Account 251229590 Total: (58)</b>		<b>-154,069.20</b>
				<b>Report Total: (58)</b>	<b>-154,069.20</b>

# Summary

**Bank Account**

[251229590 CBB Checking](#)

Count	Amount
58	-154,069.20
<b>Report Total:</b>	<b>-154,069.20</b>

**Cash Account**

**\*\*No Cash Account\*\***

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

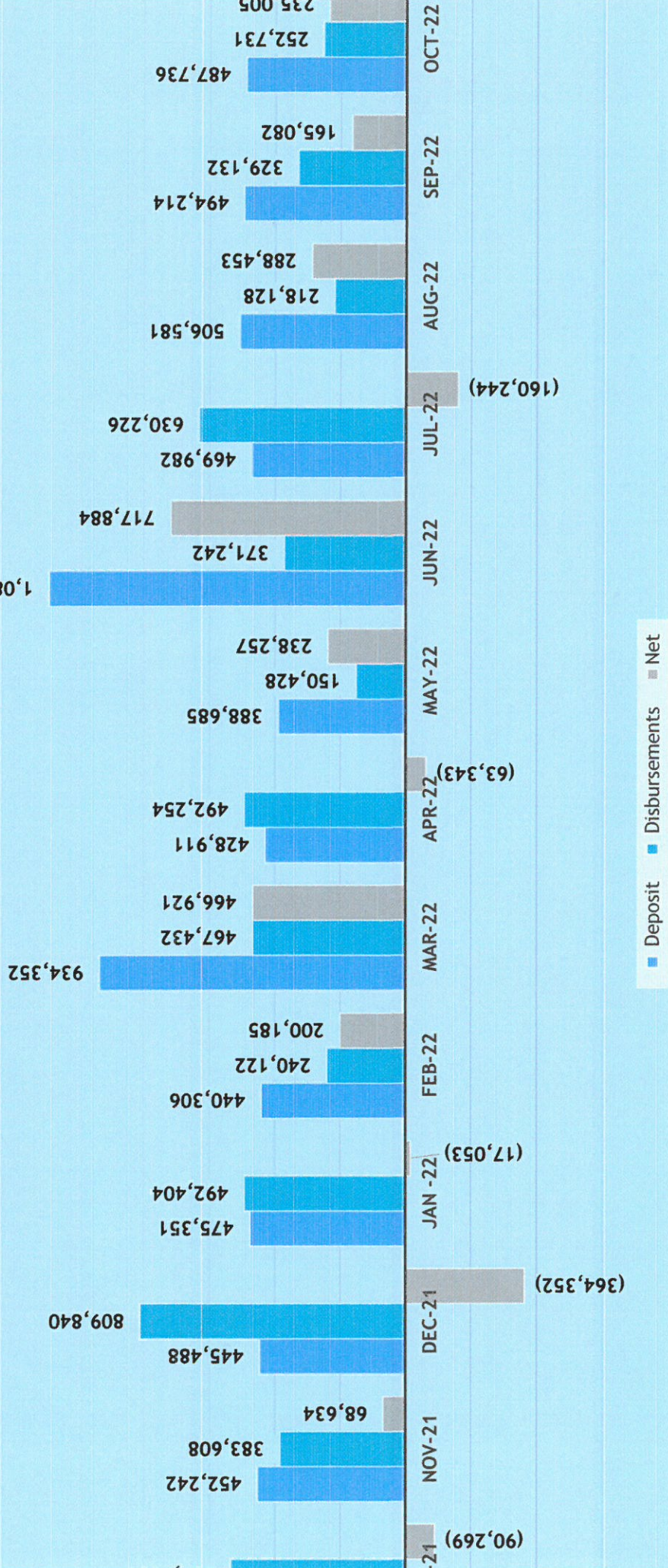
Count	Amount
2	0.00
56	-154,069.20
<b>Report Total:</b>	<b>-154,069.20</b>

**Transaction Type**

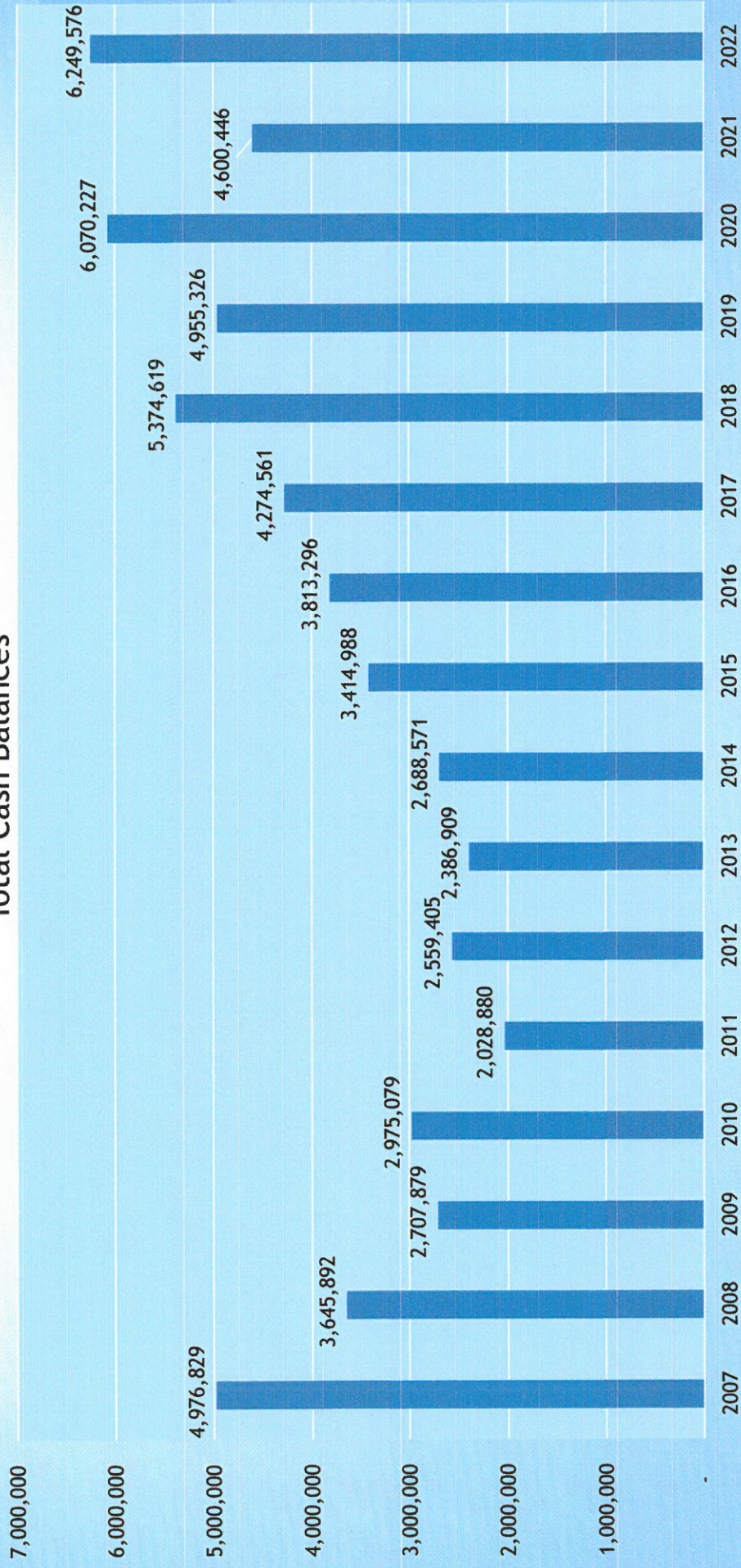
Transaction Type	Count	Amount
Check	40	-44,997.34
Check Reversal	1	921.82
EFT	17	-109,993.68
<b>Report Total:</b>	<b>58</b>	<b>-154,069.20</b>

# Cash Flow Report

## Monthly Deposits & Disbursements

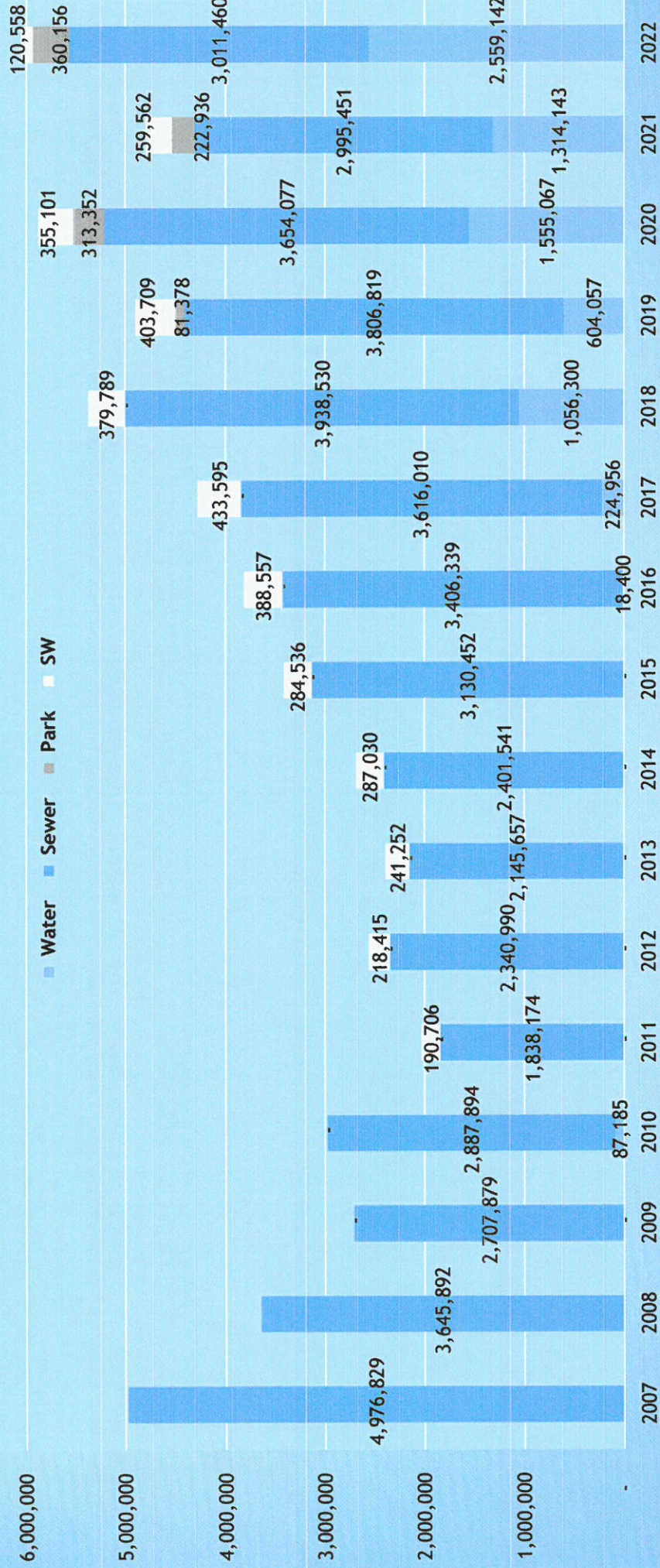


## Total Cash Balances

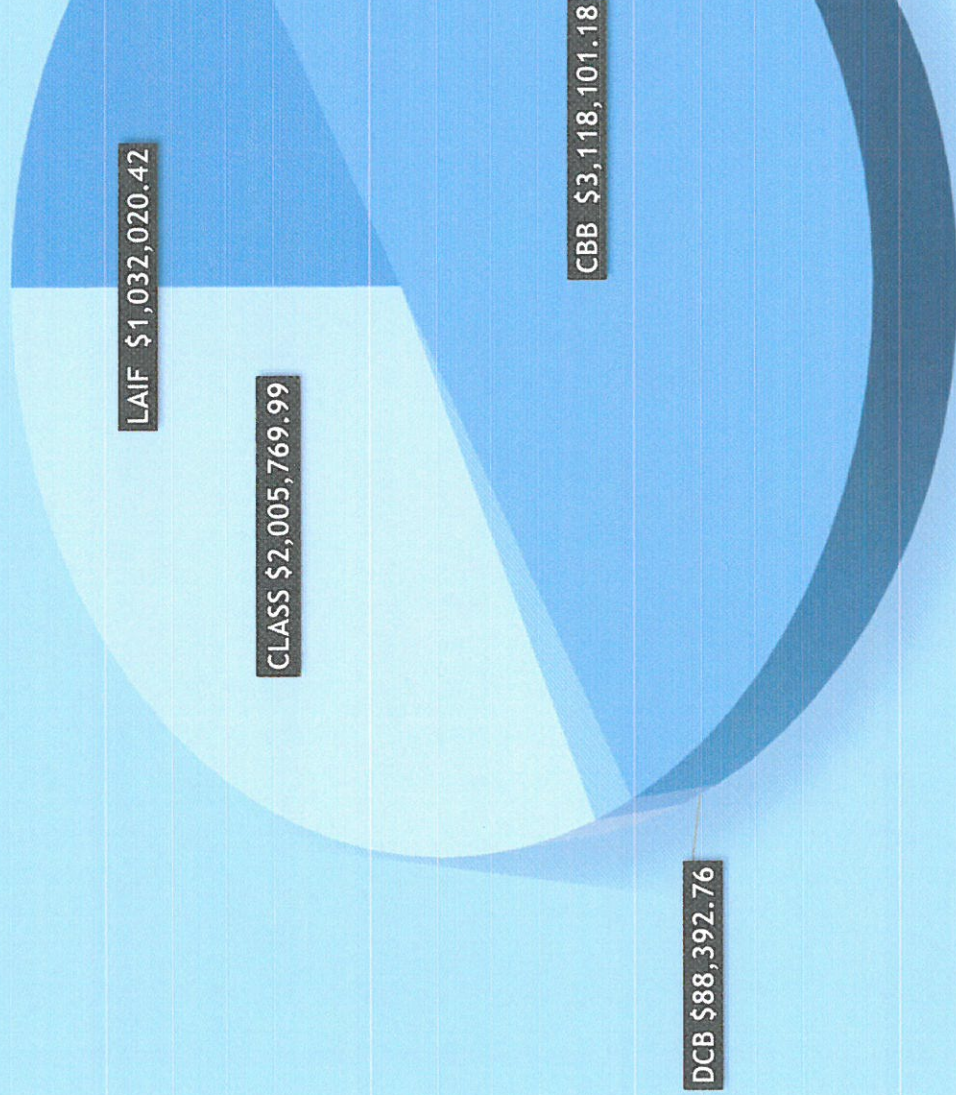


# Cash Balances by Fund

Water Sewer Park SW



# FUNDS BY DEPOSITORY



- LAIF
- CBB
- DCB
- CLASS



**Master Card September 17 - October 16, 2022**

Acct #	Description	Charges	Charges	Charges	Charges	Charges	Charges	Charges	Total
01-524500	Molly Brown's Breakfast Training Mtg (CC) & Water	18.10	14.07						32.17
01-545000	Harassment Training Brkfst Burritos	44.50							44.50
01-545000	Identifx Auto Manual (Recurring 50/50 Split w/WW) - Auto Pay	1,049.67	35.43						1,085.10
01-545001	(4)Tires & Floor Mats Unit # 201	115.30	34.01	45.04					194.35
01-553600	Sweatshirts & Uniform Pants & Shirts	206.60	117.20	70.03					393.83
02-524500	Molly Brown's Breakfast Training Mtg (AA) & WW	18.10	14.07						32.17
02-545000	Sexual Harassment Training Brkfst Burritos	44.50							44.50
03-524500	Identifx Auto Manual (Recurring 50/50 Split w/Water) Auto Pay	62.95	11.98						74.93
05-524500	Thrift Store Sexual Harassment Breakfast Burritos /Juice	14.07							14.07
05-550003	Park Sexual Harassment Training Brkfst Burritos	565.31	78.20	58.15	107.68	498.77	98.56		1,406.67
05-553000	Soccer Jerseys / First Aid Kits / Soccer Net / Soccer Paint	19.70	49.54	4.31					73.55
05-553000-00-3	Cleaning Supplies / Light Switches / Key for Snack Shop	14.01	4.31						18.32
05-553003	Key for Center Closet & Hall Closet @ Community Center / Hall	(62.60)	(62.60)	(62.60)	(39.86)				(227.66)
10-522505	Soccer Supplies Return	58.78							58.78
10-524500	Brkfst Mtg w KC & /Directors	36.22	14.07						50.29
10-553000	Molly Brown's Brkfst Training Mtg (KC & CV)) & Admin	123.91							123.91
10-556500	Sexual Harassment Training Brkfst Burritos	18.00	9.99						27.99
10-556800	Replacement Cutter for Admin Printer	25.00							25.00
	San Bernardino Sun Monthly Subscription (Auto-pay)								
	Daily Press Digital Monthly Subscription (Auto Pay)								
	B'day Gift Card - R. LaTour								
<b>Total</b>		<b>2,372.12</b>	<b>320.27</b>	<b>114.93</b>	<b>67.82</b>	<b>498.77</b>	<b>98.56</b>		<b>3,472.47</b>

Due 10/13/22 **Total Due**



# Helendale Community Services District

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DATE: November 17, 2022  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #5  
Discussion and Possible Action Regarding Approval of Directors' Expense Reports

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## **STAFF RECOMMENDATION**

None.

## **STAFF REPORT**

This matter is at the discretion of the Board. Included herein for the Board's consideration are expense reports submitted since the last Board meeting.

**FISCAL IMPACT:** NA

**POSSIBLE MOTION:** At the discretion of the Board.

**ATTACHMENTS:** Expense Reports









# Helendale Community Services District

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Date: November 17, 2022  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Craig Carlson, Water Operations Manager  
SUBJECT: Agenda item #6  
Discussion and Possible Action Regarding Purchase of Spare Pump and Motor for Well 1A

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## **STAFF RECOMMENDATION:**

Staff seeks approval of this item.

## **STAFF REPORT:**

Currently the District is operating two wells to provide for the needs of the community. On October 15, 2022, at 8:20pm, Well 1A went out of service for an unknown reason. Staff was able to mobilize a well contractor to pull and examine the well and determine the cause of the issue. Availability of the contractor's staffing as well as supply chain issues delayed the repair of the well which took longer than was comfortable for Staff or the Board. It has taken a month to complete the repairs and the well will finally be put into service this week.

The shaft and the pump from the spare equipment required modification prior to installation as the shaft was 1/8 inch too short. New cable was required which took nine days to receive. The burned pump and motor will not be covered under warranty due to the determined failure of water infiltrating the cable causing the motor to ground out.

Based upon the issues as shared with the Board during Staff updates, the Board directed staff to secure quotes for a spare pump/motor assembly. The proposed quote is for a paired motor and pump, including new cable, to be secured and kept until another failure occurs. The District will continue to use the pump and motor in the well now until it fails and then replace with the new pump/motor assembly that will be kept as a backup. By securing this now the District will avoid a potentially long lead time and market shortages when another emergency failure occurs.

Below are the quotes received:

Bakers Well & Pump:	\$41,668.88
Layne:	\$46,322.30
Southwest Pump:	\$58,023.54

This item is not on the Capital Improvement Plan (CIP) due to the unforeseen emergency and would be funded from Water Reserves.

**FISCAL IMPACT:** \$41,668.88

**POSSIBLE MOTION:** Award a contract to Bakersfield Well & Pump in an amount not to exceed \$41,668.88 for a new pump/motor assembly for Well 1A

**ATTACHMENTS:** None



# Helendale Community Services District

DATE: November 16, 2022  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Cheryl Vermette, Parks, Recreation and Programs Supervisor  
SUBJECT: Agenda item #7  
Discussion and Possible Action Regarding Purchase of AMI meters and review of Meter Replacement Program

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## **STAFF RECOMMENDATION:**

Staff is requesting approval of this item.

## **STAFF REPORT:**

To purchase meters to complete the Bureau of Reclamation Phase III grant and the FY 2022/2023 Strategic Partners grant, Staff is requesting to spend \$97,166.90 an increase of \$42,166.90 over the estimated \$55,000 allocated in the Capital Improvement Plan for FY 2023. The District expects a reimbursement of \$52,500 for these meters.

## **BACKGORUND:**

The District began a multi-year meter rotation program in 2017. To date the District has been awarded nine grants totaling \$305,960.65 to help fund this program. A total of 1,581 meters have been installed.

The District has received \$141,237.65 in grant reimbursements. To date the program has cost \$502,815.19, of which the District's share is \$290,960.64. An additional \$97,166.90 must be spent by June 2023 to complete the Bureau of Reclamation Phase III and Strategic Partners for FY22/23. At the completion of BOR Phase III and Strategic Partners for FY22/23 the total program cost is estimated at \$599,982.10, with reimbursements totaling \$305,960.64 and the cost to the District at \$295,384.35.

The Capital Improvement Plan for FY 2022 allocated \$125,000, the District expended \$191,831.52 which included meter purchases to complete the Bureau Phase II grant as well as meter purchases to begin Phase III of both the Bureau and Strategic Partners grants. In FY 2022, the District received \$36,905.40 in reimbursements. Due to supply chain shortages the District requested to spend an additional \$26,801.88 in FY 2022 to purchase meters which the Board approved on August 27, 2021.

The District is currently in Phase III of the Bureau of Reclamation grant and has not yet started the recently awarded Strategic Partners grant for FY22/23. In FY 22 The District ordered 50 meters to



complete the Strategic Partners Grant for FY21/22 and 400 of the 800 meters for the Bureau of Reclamation Phase III Grant totaling \$90,859.66. In order to meet the required meter installation target required by the grant, we will need to expend another \$97,166.90.

Grant	Award Amount	District Share	Meters	Status
Strategic Partners Pilot FY 17/18	23,747.55	\$0	109	Complete
Strategic Partners Antenna FY 18/19	5,000.00	0.00	0	Complete
Strategic Partners Phase Fy 19/20	12,500.00	1,603.88	48	Complete
Strategic Partners FY 20/21	15,990.10	0.00	80	Complete
Strategic Partners FY 21/22	10,000.00	512.10	50	Complete
Strategic Partners FY 22/23	15,000.00	1,819.34	80	Incomplete *
Bureau of Reclamation Phase I	74,723.00	63,201.79	400	Complete
Bureau of Reclamation Phase II	74,000.00	99,914.29	800	Complete
Bureau of Reclamation Phase III	75,000.00	97,335.00	800	Incomplete **
HCSD (No Grant)		30,997.94	136	23 meters not installed
<b>Total</b>	<b>\$305,960.65</b>	<b>\$295,384.34</b>	2,503	

\*Strategic Partners FY 22/23 status – no meters have been ordered, no expenses or reimbursements have been incurred.

\*\*Bureau of Reclamation Phase III – 400 meters have been ordered at a cost of \$80,347.56, no reimbursements have been requested.

The total required match for phase III is \$124,936. The breakdown for this match is as follows:

Salaries and wages	\$10,590
Fringe Benefits	\$5,015
Equipment	\$11,996
Supplies	\$97,335

After the Bureau of Reclamation Phase III grant is complete, 2,503 meters will be installed (includes some 1" and 2" meters). The District currently has approximately 2,847 meters. An

additional application will be submitted to the Bureau to complete the remaining meter installations in January or February 2024.

**FISCAL IMPACT:** \$97,166.90

**POSSIBLE MOTION:** Approve \$97,166.90 for purchase of AMI meters.

**ATTACHMENTS:** None

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