



Helendale Community Services District

BOARD OF DIRECTORS MEETING
December 5, 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: November 21, 2019, Regular Board Meeting
- Bills Paid and Presented for Approval
- Financial Statement as of October 31, 2019

4. Reports

- Directors' Reports
- General Manager's Report

Regular Business:

- Discussion and Possible Action Regarding Hosting a Dinner Meeting for the Association of San Bernardino County Special Districts (ASBCSD) in 2020
- Discussion and Possible Action Regarding Location of Water Shop
- Discussion and Possible Action Regarding Review of Resolution 2018-05: A Resolution of the Board of Directors of the Helendale Community Services District Establishing Policies for Its Relations Among Directors and With Staff
- Discussion and Possible Action Regarding Annual Election of Officers for the Board of Directors

Other Business

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

Closed Session

- Conference with Legal Counsel – Anticipated Litigation
Initiation of Litigation
Pursuant to Government Code Section 54956.9(D)(4)
One Potential Case

- Announcement from Closed Session Actions

- Adjournment

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

Providing:

- Water
- Wastewater
- Park & Recreation
- Solid Waste Management
- Street lighting
- Graffiti Abatement

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: December 5, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop / Cheryl Vermette / Cindy Byerrum, CPA
SUBJECT: Agenda item #3
Consent Items

CONSENT ITEMS

- a. Approval of Minutes: November 21, 2019 Regular Board Meeting
- b. Bills Paid and Presented for Approval
- c. Financial Report as of October 31, 2019



*Minutes of the Helendale Community Services District
BOARD OF DIRECTORS MEETING
November 21, 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

Staff Members Present:

Kimberly Cox, General Manager
Alex Aviles, Wastewater Operations Manager
Cheryl Vermette, Program Coordinator
Craig Carlson, Water Operations Manager
Andrea Chavis, Sr. Customer Service Rep

Consultants:

Steve Kennedy, Legal Counsel
Chris Brown, Fedak & Brown

Members of the Public:

There were four (4) 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 as amended. The motion was seconded by Director Haas.

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

2. Public Participation

Officer Mumford and Sargent Rodriguez presented CHP statistics for the Helendale area including statistics on citations, incidents and accidents. There was a question regarding parked vehicles. The officer responded that vehicles are allowed to be parked on the road for 72 hours, after 72 the vehicle must be moved – there is no required distance the vehicle must move, at which time the 72 hours starts over. Residents were urged to contact the CHP if they see any issues or violations.

James Burns, Silver Lakes Resident, addressed the Board regarding the issue of speeding in the community, specifically on Lakeview. He presented reports to the Board with a County report. Mr. Burns requested that something be done about the speeding. Officer Mumford was able to present statistics to Mr. Burns regarding citations in Helendale.

3. Consent Items

- a. Approval of Minutes: November 7, 2019 Regular Board Meeting
- b. Bills Paid and Presented for Approval

Action: A motion was made by Vice President Smith 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

President Clark presented the District's Budget award to the Board.

Director Schneider thanked Staff for moving the Farmers Market indoors the past couple of weeks.

Vice President Smith reported that he attended the ASBCSD meeting in Yucaipa, the topic was on their microfiltration and RO process.

b. General Manager's Report

GM Cox presented a photo of the Budget award that President Clark previously presented to the Board.

The Thrift Store Christmas sale was a success. The store made \$5,066.33 in revenue for the sale.

Wastewater Operations Manager Aviles presented the Wastewater report. Staff completed the 3rd quarter self-monitoring report (SMR) and sent to Lahontan with no violations. Set up the 6" trash pump and pumped flow from pond #1 to pond #2. The air compressor tripped, and sludge pumps stopped pumping causing sludge to bulk. Reset pumps and got all the sludge pumping again.

Four new monitoring wells were drilled and developed. Our first round of 8 samples were collected and sent to the lab. Staff built a dirt ramp to the drying bed #7 to dump soil from the monitoring wells.

General Manager Cox gave the administration report. There were 43 account transfers in the month of October. A map was shown depicting the locations of the account transfers.

Program Coordinator Vermette gave the solid waste report. For the month of August: 58.04 tons of recycling were picked up and 302.96 tons of trash were picked up at curbside. The Thrift Store had a pickup for e-waste in October totaling 4,558 pounds. Thrift Store metal recycling for the month of October was 3.25 tons and green waste recycling was at 14.57 tons. Our October mattress pickup was for 128 mattresses. There were 49 bulky item pickups in the month of October.

Regular Business

5. Discussion and Possible Action Regarding Acceptance of the 2019 Fiscal Year Audit

Discussion: Chris Brown from Fedak and Brown presented the audit report. The Audit was Performed in Accordance with Auditing Standards Generally Accepted in the United States of America and consisted of interim fieldwork which assess the District's internal controls and final fieldwork which agrees the balances to supporting documentation. Auditors also perform an analysis of key relationships. The Independent Auditor's Report – Unmodified "CLEAN" Opinion - In the auditor's opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Helendale Community Services District as of June 30, 2019. The auditors did not identify material weakness within the District's internal control structure. Mr. Brown then went over the

financial highlights for FY 2019 including the change in Net Position, total revenues, program revenues, and general revenues. He also discussed total expenses.

Action: A motion was made by Director Schneider to accept the 2019 Fiscal Year Audit. The motion was seconded by Director Haas.

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

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

6. Discussion Only Regarding Demonstration of New Website and Required Features.

Discussion: The California Special Districts' requirements go into effect 1/1/20. SB 929 was passed in 2018 and was sponsored by CSDA. This is an unfunded mandate – connected to Public Records Act. It is intended to enhance transparency and accessibility. There are five posting requirements: the current agenda must be placed on the home page and open with one click; the financial transaction report (State Controller Report) must be on the website and can be satisfied by adding the link; the compensation report (State Controller) must be on the site and can be satisfied by adding a link; the Enterprise System Catalog (software) must be on the website; and the contact information for the District must be included. Additional requirements from other legislation includes making the website ADA accessible; and information about Section 508 – (Federal guidelines), having alternative text; the site must be keyboard accessible, and must be readable. Program Coordinator Vermette presented the website, which is still in progress and will be ready by January 1.

7. Discussion and Possible Action Regarding Award of Contract for Installation of the Replacement Grit Classifier System at the Wastewater Treatment Plant

Discussion: In February, Staff noticed a failure of the grit pump. Staff evaluated the issues/options with the existing Grit Removal System. In June brought a request for sole-source contract for Westech to provide replacement parts(\$84k). The grit removal system is essential to the plant operating within legal permit requirements. Westech parts have been standardized throughout the plant due to responsiveness & quality of materials. Due to the 26-week lead time for the parts, Staff sought additional quotes for installation from factory certified installers – Would not void warranty. Staff received the following three quotes: Westech - \$115,882; Misco Water - \$59,720 and Jamison - \$45,925.

Action: A motion was made by Director Schneider to award the contract for installation to Jamison Engineering in an amount not to exceed \$45,925 plus 15% (\$6,889) for any unforeseen issues for a total of \$52,814. The motion was seconded by Vice President Smith.

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

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

Other Business

8. Requested items for next or future agendas (Directors and Staff only)
No items

9. Adjournment

Action: President Ron Clark adjourned the meeting at 7:43 pm

Submitted by:

Approved By:

Ron Clark, President

Sandy Haas, Secretary

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



Helendale Community Services District

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

STAFF RECOMMENDATION:

Report Only. Receive and File

STAFF REPORT:

Staff issued 17 checks and 5 EFT's totaling \$54,272.18

Total cash available:	<u>12/02/19</u>	<u>11/15/19</u>
Cash	\$ 5,089,974.84	\$ 5,017,788.18
Checks/EFT's Issued	\$ 54,272.18	\$ 262,065.07

Investment Report

The Investment Report shows the status of invested District funds. The current interest rate is 1.96% for CalTRUST Short-Term and 1.71% for Medium-Term Investments, 2.16% for LAIF, and 0.25% for the CBB Sweep Account for Nov 2019. Interest earned in Nov 2019 on the CalTRUST investments and the CBB Sweep Account is \$5,699.50



Helendale CSD

Bills Paid and Presented for Approval

Transaction Detail

Issued Date Range: 11/16/2019 - 12/02/2019

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 251229590 - CBB Checking					
11/18/2019	EFT0003006	To record CalPERS Pmt Classic - PP 10/14/19- 10/27/19	-5,762.68	EFT	General Ledger
11/18/2019	EFT0003007	To record CalPERS Pmt PEPPRA- PP 10/14/19- 10/27/19	-1,468.89	EFT	General Ledger
11/18/2019	EFT0003008	To record CalPERS Pmt 457 Contribution - PP 10/14/19- 11/10/19	-600.00	EFT	General Ledger
11/18/2019	EFT0003009	To record CalPERS Pmt - PP 10/28/19- 11/10/19	-600.00	EFT	General Ledger
11/26/2019	22556	Burrtec Waste Industries Inc	-1,450.00	Check	Accounts Payable
11/26/2019	22560	Burrtec Waste Industries Inc	-1,450.00	Check	Accounts Payable
11/26/2019	22561	Craig Schneider	-825.00	Check	Accounts Payable
11/26/2019	22562	Extreme Sports Imaging	-897.02	Check	Accounts Payable
11/26/2019	22563	Frontier Communications	-64.64	Check	Accounts Payable
11/26/2019	22564	Frontier Communications	-61.08	Check	Accounts Payable
11/26/2019	22565	High Tech Signs & Graphx	-660.00	Check	Accounts Payable
11/26/2019	22566	Ron Clark	-687.50	Check	Accounts Payable
11/26/2019	22567	Sandy Haas	-841.96	Check	Accounts Payable
11/26/2019	22568	Tim Smith	-1,055.30	Check	Accounts Payable
11/26/2019	22569	UIA Ultimate Internet Access, Inc	-719.94	Check	Accounts Payable
11/26/2019	22570	Verizon Wireless	-878.03	Check	Accounts Payable
11/26/2019	22571	Verizon Wireless	-96.90	Check	Accounts Payable
11/26/2019	22572	Weno Office Solutions	-63.18	Check	Accounts Payable
11/26/2019	22573	Inland Water Works Supply Co.	-142.23	Check	Accounts Payable
11/26/2019	22574	MRO INVESTMENTS, INC.	-42.25	Check	Utility Billing
11/26/2019	22575	CHICAGO TITLE COMPANY	-195.61	Check	Utility Billing
11/29/2019	EFT0003010	To post Payroll pmt - Dir Deposit	-35,709.97	EFT	General Ledger
Bank Account 251229590 Total: (22)			-54,272.18		
Report Total: (22)			-54,272.18		

Bank Transaction Report

Bank Account	Count	Amount
251229590 CBB Checking	22	-54,272.18
Report Total:	22	-54,272.18

Cash Account	Count	Amount
99 99-111000 Cash in CBB - Checking	22	-54,272.18
Report Total:	22	-54,272.18

Transaction Type	Count	Amount
Check	17	-10,130.64
EFT	5	-44,141.54
Report Total:	22	-54,272.18



Helendale Community Services District

Date: December 5, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Cindy Byerrum, CPA
SUBJECT: Agenda item # 3 c
Consent Item: Financial Report as of October 31, 2019

STAFF RECOMMENDATION:
Report Only. Receive and File

Helendale CSD
Statement of Revenues and Expenses - Water
As of October 31, 2019
(Unaudited)

	Oct. 2019	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Meter Charges	\$ 126,794	\$ 495,292	\$ 1,495,518	33%	\$ 450,934
3 Water Sales	99,286	393,007	866,897	45%	395,333
4 Standby Charges	-	171	24,410	1%	-
5 Other Operating Revenue	7,384	37,919	88,100	43%	41,089
6 Total Operating Revenues	233,464	926,390	2,474,924	37%	887,356
7 Non-Operating Revenues					
8 Grant Revenue	403	403	75,000	1%	-
9 Miscellaneous Income (Expense)	-	-	3,000	0%	-
10 Total Non-Operating Revenues	403	403	78,000	1%	-
11 Total Revenues	233,867	926,793	2,552,924	36%	887,356
12 Expenses					
13 Salaries & Benefits					
14 Salaries	17,594	103,191	325,397	32%	103,944
15 Benefits	4,165	56,258	91,738	61%	48,752
16 CalPERS	1,415	8,773	40,773	22%	14,610
17 Total Salaries & Benefits	23,173	168,222	457,908	37%	167,306
18 Transmission & Distribution					
19 Contractual Services	111	9,295	30,150	31%	7,384
20 Power	14,049	50,794	113,730	45%	52,962
21 Operations & Maintenance	4,411	29,328	143,824	20%	21,955
22 Rent/Lease Expense	800	3,200	10,860	29%	3,200
23 Permits & Fees	2,386	4,066	22,740	18%	4,340
24 Total T&D	21,757	96,682	321,304	30%	89,840
25 General & Administrative					
26 Utilities	387	1,663	5,124	32%	1,503
27 Office & Other Expenses	90	158	2,235	7%	3,162
28 Admin Allocation	40,959	163,837	491,511	33%	152,528
29 Total G&A	41,437	165,658	498,870	33%	157,193
30 Debt Service	-	81,271	388,734	21%	254,803
31 Total Expenses	86,367	511,834	1,666,815	31%	669,142
32 Net Income (Loss) Before Capital	147,501	414,959	886,109	47%	218,214
33 Capital Expenses	-	(250,568)	(2,230,667)	11%	231,958
34 Net Income (Loss) After Capital	\$ 147,501	\$ 164,391	\$ (1,344,558)		\$ 450,172

Helendale CSD
Financial Statement Analysis
For the Month Ended October 2019 – 33% of Fiscal Year

Fund 01-Water Revenues and Expenses

Line 2 Meter Charges: Meter Charges are the fixed monthly charge for water service. Year to Date (YTD) Meter charges is trending on budget at 33%.

Line 3 Water Sales: Water Sales reflects water consumption and is trending at 45% of budget due to higher consumption in the summer months.

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 due to timing of assessment receipts.

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.

Line 8 Grant Revenue: YTD is at 1% due to timing of Grant Revenue receipts. A \$75K grant from the Bureau of Reclamation for installation of AMI smart meters is anticipated this fiscal year.

Line 9 Miscellaneous Income (Expense): Miscellaneous Income includes Gain/Loss on Sale of Assets, the Enel X Demand Response Program & Other Miscellaneous income. These accounts are not budgeted to be conservative.

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 above target at 37% due to timing of worker's compensation policy renewals, which is paid in July.

Line 19 Contractual Services: Contract Services includes Lab Testing, Engineering, GIS Support & Other Contract Services. YTD is trending at 31%.

Line 20 Power: This account includes electricity used for Transmission & Distribution. YTD is trending at 45% due to increased volume of water pumped in the summer months.

Line 21 Operations & Maintenance: This line includes Operations & Maintenance expense, Vehicle Maintenance & Vehicle Fuel. YTD is trending below target at 20% of budget.

Line 22 Rent/Lease Expense: Rent/Lease Expense includes Rental Costs for the Water Shop & BLM Tank Sites.

Line 26 Utilities (G&A): Utilities includes Gas & Telephone expenses. YTD is at 32% of budget.

Line 27 Office & Other Expenses: Office & Other includes Mileage/Travel Reimbursements, Office Supplies, Water Conservation Program, and Dues & Subscriptions. YTD will trend higher or lower than budget % due to timing of expenses.

Line 38 Administrative Allocation: This is the monthly distribution of the budgeted Fund 10 expenses, Admin Fund, to the enterprise funds.

Line 30 Debt Service: Debt Service includes Interest & Principal payments on outstanding debt. YTD is at 21% due to timing of payments.

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

- \$250.5K Water Rights Purchase

Helendale CSD
Statement of Revenues and Expenses - Sewer
As of October 31, 2019
(Unaudited)

	Oct. 2019	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Sewer Charges	\$ 106,649	\$ 426,314	\$ 1,279,029	33%	\$ 426,187
3 Standby Charges	-	1,003	21,350	5%	-
4 Other Fees & Charges	5,235	9,285	18,000	52%	12,523
5 Other Income/(Expense)	-	-	-	0%	7,407
6 Total Revenues	111,885	436,601	1,318,379	33%	446,117
7 Expenses					
8 Salaries & Benefits					
9 Salaries	16,614	70,802	231,919	31%	73,382
10 Benefits	4,540	51,600	80,369	64%	44,761
11 CalPERS	2,061	8,571	32,669	26%	12,718
12 Total Salaries & Benefits	23,215	130,974	344,957	38%	130,862
13 Sewer Operations					
14 Contractual Services	6,504	15,724	77,082	20%	37,795
15 Power	5,836	30,113	68,955	44%	26,360
16 Operations & Maintenance	1,786	12,928	70,138	18%	12,032
17 Permits & Fees	-	4,084	26,000	16%	6,117
18 Total Sewer Operations	14,126	62,849	242,175	26%	82,304
19 General & Administrative					
20 Utilities	406	1,458	5,616	26%	1,343
21 Office & Other Expenses	504	1,391	11,393	12%	1,692
22 Admin Allocation	40,140	160,560	481,681	33%	149,477
23 Total G&A	41,050	163,409	498,690	33%	152,512
24 Debt Service	-	-	75,042	0%	-
25 Total Expenses	78,391	357,231	1,160,864	31%	365,677
26 Net Income (Loss) Before Capital	33,493	79,370	157,516	50%	80,439
27 Capital Expenses	(45,601)	(48,421)	(1,237,000)	4%	41,127
28 Net Income (Loss) After Capital	\$ (12,108)	\$ 30,949	\$ (1,079,484)		\$ 39,312

Fund 02 - Sewer Revenues and Expenses

Line 2 Sewer Charges: YTD is trending on budget at 33%.

Line 3 Standby Charges: Standby Charges includes Special Assessment Standby charges for the current & prior years, and Delinquent Tax penalties. YTD can trend over/under budget due to timing of receipts.

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. YTD is at 52% due to \$3.4K in connection fees collected in October.

Line 5 Other Income/(Expense): Other Income includes Gain/Loss on Sale of Assets & Other Misc. Income.

Line 10 Benefits: Benefits include employee insurance, workers compensation, payroll taxes, and education and training. YTD is at 64% due to the annual worker's compensation expenses being paid in July.

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 at 38% due to items mention on line 10.

Line 14 Contractual Services: Contract Services include Lab Testing, Engineering, GIS Support & Other Contractual Services. YTD is trending at 20% due to the timing of engineering fees.

Line 15 Power: YTD is trending above budget at 44% due to electricity ran at the park for the Recycled Water Project (\$3.7K).

Line 16 Operations & Maintenance: This account includes Compost Disposal, Vehicle Maintenance, Vehicle Fuel, Uniforms & Small Tools.

Line 17 Permits and Fees: This accounts for all annual permitting and fees paid to the state. Will trend under or over budget depending upon time of year the payments are made.

Line 20 Utilities (G&A): Utilities includes Gas & Telephone expenses. YTD is trending under budget at 26%.

Line 21 Office & Other Expenses: Office & Other includes Mileage/Travel Reimbursements, Operating Supplies, Public Outreach, and Dues & Subscriptions. Will trend under or over budget depending upon time of year expenses are incurred.

Line 24 Debt Service: Debt Service includes Interest & Principal payments on outstanding debt. Payments are made twice a year in June & December.

Line 27 Capital Expenses: YTD balance in capital expense includes the following:

- \$2.8K Monitoring Wells
- \$45.6K Grit Removal System Replacement

Helendale CSD
Statement of Revenues and Expenses - Recycling Center
As of October 31, 2019
(Unaudited)

	Oct. 2019	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Retail Sales	\$ 25,217	\$ 97,615	\$ 294,000	33%	\$ 106,053
3 Donations	-	-	-	0%	186
4 Board Discretionary Revenue	-	-	(74,940)	0%	-
5 Total Revenues	25,217	97,615	219,060	45%	106,239
6 Expenses					
7 Salaries & Benefits					
8 Salaries	9,646	45,773	156,040	29%	46,757
9 Benefits	1,059	4,010	18,021	22%	4,929
10 Total Salaries & Benefits	10,705	49,784	174,062	29%	51,687
11 Recycling Center Operations					
12 Contractual Services	-	-	5,300	0%	60
13 Operations & Maintenance	1,021	4,303	12,000	36%	3,895
14 Total Recycling Center Operations	1,021	4,303	17,300	25%	3,955
15 General & Administrative					
16 Utilities	904	4,457	19,098	23%	5,859
17 Office & Other Expenses	748	3,648	8,600	42%	976
18 Total G&A	1,652	8,106	27,698	29%	6,835
19 Total Expenses	13,378	62,193	219,060	28%	62,477
20 Net Income (Loss) Before Capital	\$ 11,838	\$ 35,423	\$ -		\$ 43,762
21 Capital Expenses	-	10,736	-	0%	-
22 Net Income (Loss) After Capital	\$ 11,838	\$ 24,687	\$ -		\$ 43,762

03-Recycling Center Revenues and Expenses

Line 2 Retail Sales: YTD is trending on budget at 33%.

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. This transfer is done at year end so will be zero throughout the fiscal year until June 2020.

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 29%.

Line 12 Contractual Services: Contract Services includes software support & other contract services. Will trend under or over budget depending upon time of year expenses are incurred.

Line 13 Operations & Maintenance: Operations & Maintenance includes vehicle maintenance, vehicle fuel, operating supplies & uniforms. YTD is trending near budget at 36%.

Line 16 Utilities (G&A): Utilities includes electric & telephone expenses. YTD is at 23% 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 trending at 42% due to higher than anticipated bank charges.

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

Line 21 Capital Expenses: YTD balance consists of a \$10.7K purchase of a Dock Lift for Thrift Store Mattress Recycling.

Helendale CSD
Statement of Revenues and Expenses - Property Rental
As of October 31, 2019
(Unaudited)

	Oct. 2019	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Property Rental Revenues	\$ 10,803	\$ 41,965	\$ 132,408	32%	\$ 54,765
3 Other Income	-	-	-	0%	50
4 Board Discretionary Revenue	-	-	(22,310)	0%	-
5 Total Revenues	10,803	41,965	110,098	38%	54,815
6 Expenses					
7 Contractual Services	-	200	10,000	2%	228
8 Utilities	691	2,090	6,216	34%	9,449
9 Operations & Maintenance	5	1,030	8,000	13%	9,259
10 Debt Service	-	-	85,882	0%	10,235
11 Total Expenses	696	3,320	110,098	3%	29,172
12 Net Income (Loss)	\$ 10,107	\$ 38,645	\$ -		\$ 25,643

04-Property Rental Revenues and Expenses

Line 2 Property Rental Revenues: Property Rentals includes revenues from 15302 Smithson & 15425 Wild Road. YTD is trending near budget at 32%.

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. This entry will be done at year-end in June 2020.

Line 7 Contractual Services: Contract services includes contractor/handyman expense for installation of appliances, drywall repair, roofing or plumbing repairs.

Line 8 Utilities: Utilities includes Electric & Gas expense for the rental properties. YTD is trending near target at 34%.

Line 9 Operations & Maintenance: O&M includes maintenance & other costs relating to the rental properties. YTD is trending at 13%.

Line 10 Debt Service: Debt Service includes interest & principal payments on outstanding debt, paid in December and June.

Line 12 Net Income: Net income in the Property Rental fund is moved to Fund 05 through Board discretionary revenue at year end in June 2020. Add a % of budget in line 12.

Helendale CSD
Statement of Revenues and Expenses - Parks & Recreation
As of October 31, 2019
(Unaudited)

	Oct. 2019	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Program Fees	\$ 921	\$ 12,471	\$ 26,700	47%	\$ 11,272
3 Property Taxes	1,471	5,895	16,600	36%	-
4 Donations & Sponsorships	334	6,479	14,440	45%	11,300
5 Rental Income	2,394	10,970	35,100	31%	-
6 Developer Impact Fees	1,720	1,720	-	0%	1,720
7 Grants	-	-	130,000	0%	-
8 Interfund Transfer Out/(In)	-	-	(42,100)	0%	(210,764)
9 Board Discretionary Revenue	15,607	62,625	420,668	15%	56,117
10 Total Revenues	22,447	100,160	601,408	17%	(130,356)
11 Expenses					
12 Salaries & Benefits					
13 Salaries	7,739	14,673	103,129	14%	12,747
14 Benefits	1,620	5,367	32,109	17%	3,026
15 CalPERS	498	1,113	6,490	17%	1,841
16 Total Salaries & Benefits	9,857	21,153	141,727	15%	17,614
17 Program Expense	8,440	23,294	61,862	38%	21,290
18 Contractual Services	-	8,768	11,800	74%	2,589
19 Utilities	3,239	14,181	40,180	35%	5,779
20 Operations & Maintenance	556	11,617	21,440	54%	15,746
21 Permits & Fees	-	-	1,848	0%	1,000
22 Grant Expense	-	-	-	0%	-
23 Other Expenses	94	645	2,955	22%	468
24 Debt Service	-	9,698	40,679	24%	-
25 Total Expenses	22,186	89,357	322,492	28%	64,486
26 Net Income (Loss) Before Capital	261	10,803	278,917	4%	(194,841)
27 Capital Expenses	(565)	(32,140)	(225,000)	14%	(31,106)
28 Net Income (Loss) After Capital	\$ (304)	\$ (21,337)	\$ 53,917		\$ (225,947)

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 trending at 47% due to timing of soccer league fees.

Line 3 Property Taxes: Property taxes accounts for the transfer of property taxes for streetlight utility expenses. YTD is trending a little over budget at 36%

Line 4 Donations & Sponsorships: This account includes Concert in Park Sponsorships, Event Sponsorship and Other Donations/Sponsorships. YTD is at 45% due to timing of Sponsorship revenues.

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 is trending near budget at 31%.

Line 6 Developer Impact Fees: Developer Impact Fees are not budgeted due to the unexpected nature of these revenues.

Line 7 Grant Revenue: YTD is at 0% due to timing of grant revenue receipts. The budget in grant revenue anticipates \$130K in grant revenues from the Land and Wildlife Conservation Fund.

Line 8 Interfund Transfer Out/(In): This line shows the transfer of cash balance from the Recycling Center & Property Rental to the Parks & Rec Fund. This entry will be done at year-end in June 2020 when it is known exactly how much net income is available to transfer.

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

- Radio Tower Site Rent – \$10,230
- Solid Waste Franchise Fees - \$6,848
- Transfer Property Tax Revenue for Street Light Utilities – \$(1,471)

Line 16 Total Salaries & Benefits: Salaries & Benefits include all salaries paid, health insurance, worker's compensation insurance, payroll taxes, and employee education and training. Year-to-date is below budget due to a full-time employee being out on disability leave.

Line 17 Program Expense: Program expense includes supplies/expenses for the Youth Soccer League, Park, Community Center, Farmers Market, & other programs. YTD is at 38% due to timing of concert in the park & soccer league expenses.

Line 19 Utilities: Utilities includes Gas, Electric for Park/Community Center, Telephone & Electricity for Street Lighting. YTD is trending at 35%.

Line 20 Operations & Maintenance: O&M includes Maintenance costs for the Park & Community Center, Vehicle Maintenance, Small Tools & Vehicle Fuel. YTD is trending above budget at 54% due to higher operations costs for the Community Center & a \$2.3K purchase of grass seed for the park in September.

Line 21 Permits & fees: This account includes Permit/Inspection Fees & San Bernardino County Fees. This account will be under budget during the year until the fees are paid.

Line 23 Other Expenses: Other expenses includes Uniforms, Printing Costs, Dues & Subscriptions & Bank Charges.

Line 24 Debt Service: Debt Service includes Interest & Principal payments on outstanding debt. YTD is at 24% due to timing of Debt Service payments. Debt Service payments are made quarterly in June, September, December & March.

Line 27 Capital Expenses: YTD balance in capital expenses includes the following:

- \$24.8K Additional Restroom Building/Snack Shop
- \$7.3K Parking Lighting

Helendale CSD
Statement of Revenues and Expenses - Solid Waste Disposal
As of October 31, 2019
(Unaudited)

	Oct. 2019	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Charges for Services	\$ 42,013	\$ 166,540	\$ 508,402	33%	\$ 158,553
3 Assessments & Fees	305	647	241,778	0%	-
4 Other Charges	677	5,013	9,800	51%	2,156
5 Board Discretionary Revenue	-	-	-	0%	6,756
6 Total Revenues	42,994	172,200	759,980	23%	167,465
7 Expenses					
8 Salaries & Benefits					
9 Salaries	5,506	22,129	73,320	30%	19,284
10 Benefits	2,061	13,487	27,330	49%	18,874
11 CalPERS	4	592	6,383	9%	2,997
12 Total Salaries & Benefits	7,570	36,208	107,033	34%	41,155
13 Contractual Services	41,653	124,683	470,317	27%	118,967
14 Disposal Fees	12,577	42,132	138,072	31%	25,335
15 Operations & Maintenance	62	868	6,574	13%	463
16 Other Operating Expenses	26	89	4,372	2%	2,175
17 Admin Allocation	819	3,277	9,830	33%	3,051
18 Total Expenses	62,707	207,256	736,198	28%	191,144
19 Net Income (Loss)	\$ (19,713)	\$ (35,056)	\$ 23,782		\$ (23,679)

06-Solid Waste Disposal Revenues and Expenses

Line 2 Charges for Services – Solid Waste: YTD is trending on budget at 33%.

Line 3 Assessment & Fees: This account includes Special Assessments for Refuse Land Use Fees for current & prior years. YTD is trending below budget due to timing of assessment receipts.

Line 4 Other Charges: Other charges includes Delinquent Fees & Penalties & Penalties on Delinquent Taxes. YTD is at 51% of budget due to higher 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 near budget at 34%

Line 13 Contractual Services: Contract Services include Burrtec Fees & Other Misc. Contract Services. YTD is at 27% due to timing of Burrtec Fees.

Line 14 Disposal Fees: Fees include SB County Disposal Fees & Green Waste Disposal Fees. YTD is trending below budget at 31% due to timing of 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. Will trend under or over budget depending upon time of year expenses are incurred.

Line 17 Admin Allocation: Admin Allocation shows the monthly transfer allocation of admin expenses to the Solid Waste Fund.

Line 18 Total Expenses: YTD total expenses is at 28% due to lower than lower than anticipated salary & benefits expenses as well as lower operations & maintenance costs.

Helendale CSD
Statement of Revenues and Expenses - Administration
As of October 31, 2019
(Unaudited)

	Oct. 2019	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Tower Rent	\$ 10,230	\$ 41,191	\$ 144,838	28%	\$ 37,349
3 Property Taxes	-	2,229	99,458	2%	-
4 Solid Waste Billing & Fees	12,250	48,746	144,552	34%	46,138
5 Fees & Charges	1,475	6,708	13,400	50%	5,432
6 Investments	10,282	30,969	77,000	40%	24,647
7 Other Income	262	2,552	6,800	38%	2,333
8 Board Discretionary Revenue	(17,078)	(68,521)	(323,418)	21%	(62,873)
9 Total Revenues	17,421	63,874	162,630	39%	53,026
10 Expenses					
11 Salaries & Benefits					
12 Salaries	36,563	149,790	480,383	31%	132,141
13 Benefits	4,647	34,139	63,905	53%	21,903
14 CalPERS	5,868	18,505	89,180	21%	27,144
15 Directors' Fees	3,999	18,201	90,500	20%	19,934
16 Total Salaries & Benefits	51,305	221,193	723,968	31%	201,122
17 Contractual Services	17,222	126,902	252,360	50%	105,191
18 Insurance	1,875	68,903	74,000	93%	60,805
19 Utilities	109	3,486	26,316	13%	3,694
20 Operations & Maintenance	17	228	5,200	4%	1,808
21 Permits & Fees	16	6,162	9,685	64%	5,134
22 Office & Other Expenses	10,560	24,005	54,122	44%	24,277
23 Admin Allocation	(81,918)	(327,674)	(983,022)	33%	(305,056)
24 Total Expenses	(815)	123,205	162,630	76%	96,974
25 Net Income (Loss)	\$ 18,236	\$ (59,331)	\$ -		\$ (43,948)

10-Administrative Revenues and Expenses

Line 2 Tower Rent: Tower Rent includes Radio Tower Site Rent. YTD is trending under budget at 28%.

Line 3 Property Taxes: This account includes Current & Prior Property Tax & Penalties. Timing of these receipts may cause this account to trend over/under budget.

Line 4 Solid Waste Billing & Fees: This includes Franchise Fees & Billing for Solid Waste. YTD is trending on budget at 34%.

Line 5 Fees & Charges: Fees & charges consists of Credit Card Processing Fees & Other Misc. Fees. YTD is trending at 50% of budget due to more Credit Card processing fee collections than anticipated.

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

Line 7 Other Income: Other Income includes Recycling Revenues & Other Misc. Income. YTD is at 38% due to increased recycling revenues.

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

- Radio Tower Site Rent – \$10,230 (line 2)
 - Solid Waste Franchise Fees - \$6,848 (part of line 4)
- Total: \$17,078

Line 12 Salaries: Salaries Expense includes Full Time, Part Time & Overtime labor. YTD is trending near budget at 31%.

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 at 53% due to the timing of the worker's compensation policy renewal in July.

Line 15 Directors' Fees: This category includes Directors Fees as well as Directors Training, Seminars & Mileage expense. YTD is trending lower than budget due to timing of conferences.

Line 17 Contractual Services: Contract Services include Software Support, Legal Services, & Auditing/Accounting Services. YTD is at 50% due to \$27.8K in software support in July & timing of annual audit expenses.

Line 18 Insurance: This account includes both General & Vehicle insurance expenses. YTD is at 93% due to policy renewals occurring in July.

Line 19 Utilities: Utilities includes telephone expenses & electricity.

Line 20 Operations & Maintenance: O&M includes Vehicle Maintenance, Vehicle Fuel, Mileage & Travel Reimbursement, Uniforms, & Equipment Maintenance. Will trend under or over budget depending upon time of year expenses are incurred.

Line 21 Permits & Fees: YTD is at 64% due to timing of LAFCO Fees paid in July.

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 at 44% due to CSDA membership renewal in October.



Helendale Community Services District

Date: December 5, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #5
Discussion and Possible Action Regarding Hosting a Dinner Meeting for the Association of San Bernardino County Special Districts (ASBCSD) in 2020

STAFF RECOMMENDATION:

Staff seeks direction from the Board.

STAFF REPORT:

The ASBCSD enjoys membership from most of the special districts within the County. The purpose of the organization is to share information and to provide networking opportunities. In the past we have hosted dinner meetings for the organization but have not done so for several years. If we decide to host a meeting, the organization in the past has requested that we look at locations closer to the freeway to allow easy access for the meeting participants. The typical cost for the dinner is \$35 per person. Staff would be responsible for reservations prior to the event and check in at the event. The District would also provide the guest speaker for the event.

Phelan Pinon Hills CSD and the Hesperia Park and Rec District both hosted dinners at the Percy Bakker Center in Hesperia. Mojave Water Agency typically hosts annually at the Green Tree Golf Course restaurant, El Pescador.

FISCAL IMPACT: Minimal Staff costs



Helendale Community Services District

Date: December 5, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
Discussion and Possible Action Regarding Park Conceptual Drawing and Location of Water Shop

STAFF RECOMMENDATION:

Staff seeks input from the Board regarding acceptance of the park conceptual drawing and the desired location for the proposed water shop.

STAFF REPORT:

The new rendering of the contemplated park facilities was approved on June 20, 2019, by the Board of Directors. Staff received the draft rendering on November 25 and is pleased to present it to the Board for consideration. We believe that the rendering accurately depicts the contemplated amenities that have been discussed on various occasions. The proposed facilities are the result of numerous public scoping meetings, the elements of which have been included in a recent Statewide Park Development and Community Revitalization Program Grant request for \$8.2 million dollars. Staff was informed last week that we have been granted a site visit which will take place on December 10. This is a good sign that our grant application is being considered. Staff has been in contact with our legislative representatives who have made contact with the director of the granting agency on our behalf. We believe that this intervention on our behalf helped to gain a site visit. We were unable to gain maximum points on the application because of some of the scoring criteria that was not favorable for a project in a rural community.

The architectural rendering presents all of the elements as close to scale as possible without engineering drawings at a cost of over \$80,000. The drawings will provide the Board with a spatial orientation that had previously been absent from the graphics the Board had viewed. The drawing shows that all of the contemplated elements fit nicely within the allotted space. The dog park is actually much larger than previously represented on Staff's drawings.

During the discussion in June of Staff's conceptual drawing the suggestion emerged about relocating the proposed water shop and reducing the configuration of the water corp yard. It was determined at that time to move forward with the rendering without changing the configuration of the corp yard and continue the conversation when the new visual was available. The proposed building would house a park and rec office, water staff office space, equipment for both the park and the water operations, material storage, a shower/locker room facility. Due to the significant change

discussed, further work on the building has stopped pending resolution of the building location. Staff is anticipating receiving definitive direction from the Board that will facilitate moving forward with the plans for the water and wastewater buildings.

There is approximately five acres of usable park space directly south of the existing park that would facilitate additional growth if the Board determines to leave the corp yard in place. If the Board wishes to relocate the corp yard there will be additional costs in connecting to the new sewer line and possibly the addition of a pump station. Moving the corp yard off site is not a feasible option due to land use issues and the installation of infrastructure that would be required.

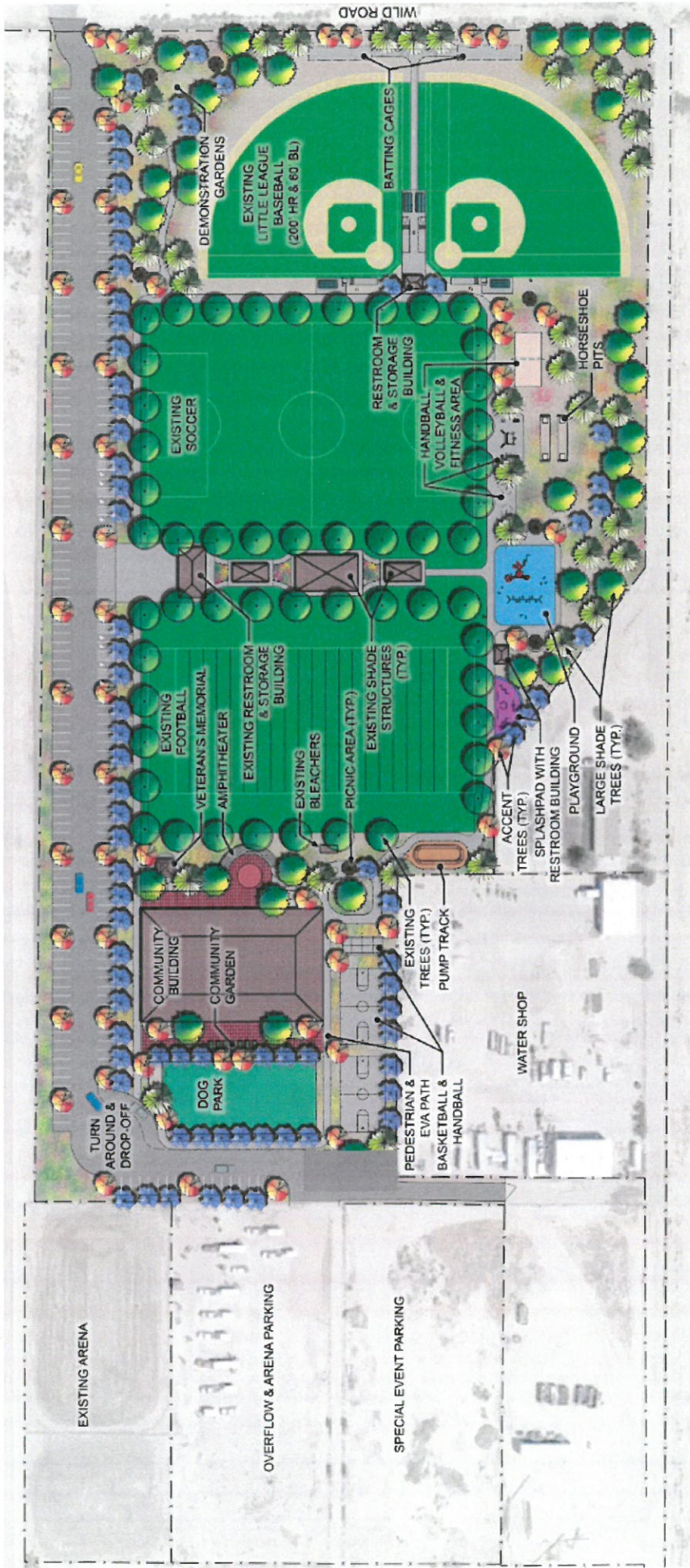
Once Staff receives the requested direction from the Board, Staff will circulate a request for proposals for development of a site plan as required for approval by County Building and Safety Department. Staff will also seek assistance with an request for proposals for a building contractor.

FISCAL IMPACT: NA

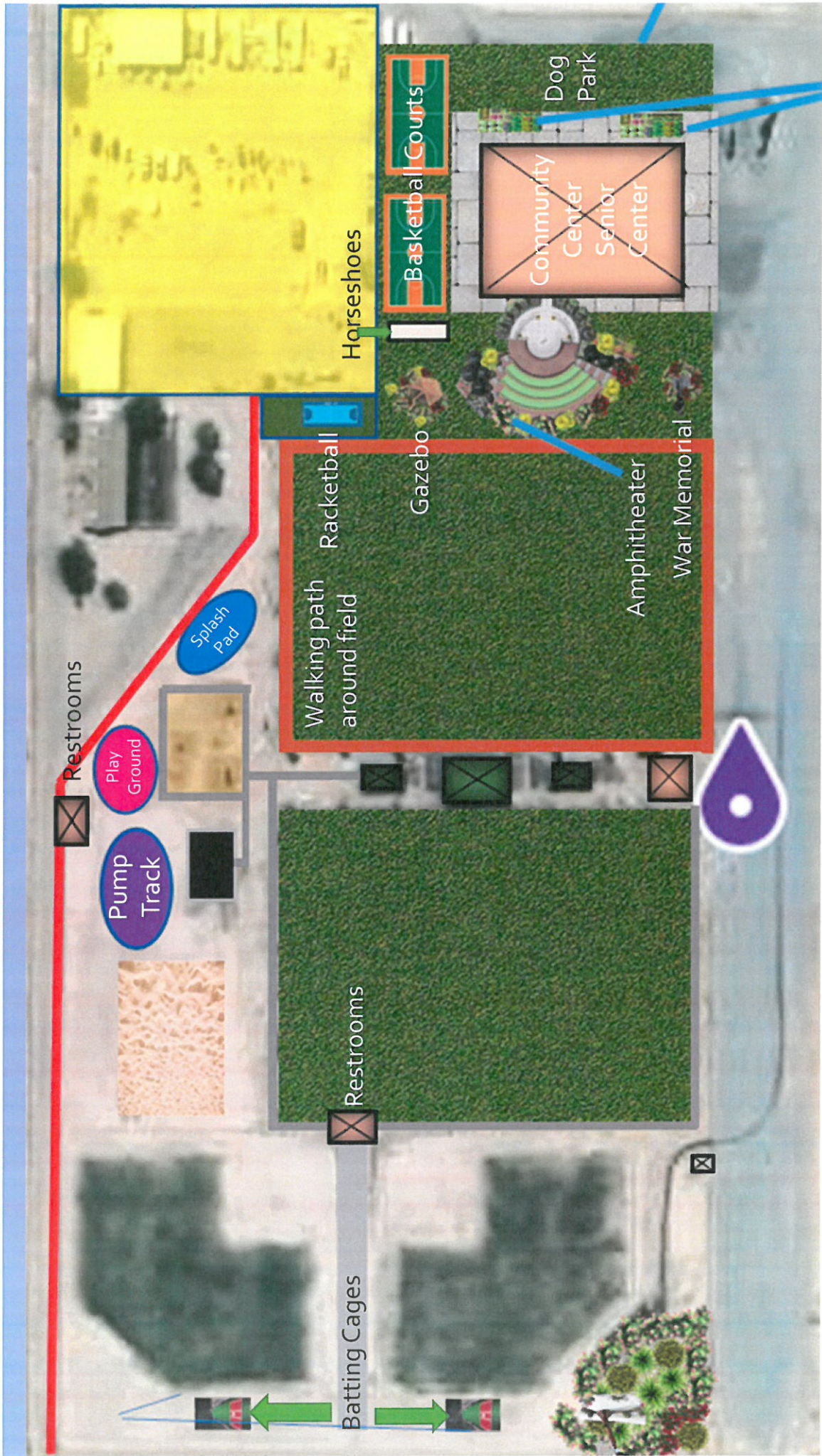
POSSIBLE MOTION: Motion to accept the drawing and provide direction on Corp building location

ATTACHMENTS: Architectural rendering
Staff rendering

Architectural Rendering



Staff Rough Draft





Helendale Community Services District

Date: December 5, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
Discussion and Possible Action Regarding Review of Resolution 2018-05: A
Resolution of the Board of Directors of the Helendale Community Services District
Establishing Policies for Its Relations Among Directors and With Staff

STAFF RECOMMENDATION:

This matter is at the discretion of the Board.

STAFF REPORT:

The purpose of this item is to provide the Board the opportunity to review the resolution (per Section 3) that outlines the Board's Relations and determine if any changes are in order. Staff has reviewed the resolution and has no recommended changes.

District General Counsel will provide a review of the Resolution.

Further, this resolution outlines the process for the annual election of officers that will be contemplated in the following agenda item.

FISCAL IMPACT:

None



RESOLUTION NO. 2018-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT ESTABLISHING POLICIES FOR ITS RELATIONS AMONG DIRECTORS AND WITH STAFF

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

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

B. The District is governed by an elected Board of Directors (“Board”) whose meetings are subject to the requirements of the Ralph M. Brown Act, California Government Code Section 54950 et seq. (“the Brown Act”), pursuant to California Government Code Section 61044.

C. The Board adopted Ordinance No. 2015-01 on November 5, 2015, establishing revised guidelines for the conduct of its public meetings and activities and imposing requirements upon itself which allow greater access to its meetings than prescribed by the Brown Act.

D. The purpose of this Resolution is to supplement Ordinance No. 2015-01 and to ensure that the Board’s deliberations are conducted honorably and that its activities are performed in a manner that reflects a dedication to the highest standards of integrity so as to continue to earn the trust and confidence of the public served by the District.

THEREFORE, THE BOARD OF DIRECTORS of the Helendale Community Services District does hereby adopt and ordain as follows:

Section 1. **RELATIONS BETWEEN DIRECTORS.**

1.1. **Duties.** The Board shall govern the District. The Board shall establish policies for the operation of the District. The Board shall provide for the implementation of those policies which is the responsibility of the District’s General Manager. All members of the Board shall exercise their independent judgment on behalf of the entire District, including the residents, property owners, and the public as a whole to further the purposes and intent of the District.

1.2. **Officers.**

1.2.1. Within 45 days after each general district or unopposed election, the Board shall meet and elect the officers of the Board. In a year in which there is no general

election the Board shall hold an election at the first meeting in December.

1.2.2 The officers of the Board are the President, Vice-President and Secretary. The President shall preside over meetings of the Board and the Vice-President shall serve in the President's absence or inability to serve.

1.2.3 No other special duties, actions, tasks, or privileges are bestowed to the above positions. The President and Vice President (or any member of the Board) will not take unilateral actions binding the rest of the Board, without prior approval or authorization of the Board - including the issuance of letters, reports, documents or contracts, implied or otherwise, to outside parties. No Board Officer (or Member) shall appear as the Board Representative at any private or public functions.

1.2.4 The Board may create additional offices and elect members to those offices, provided no members of the Board shall hold more than one office.

1.3. **Parliamentary Procedure.**

1.3.1. A majority of the total membership of the Board shall constitute a quorum for the transaction of District business. Except as otherwise specifically provided by law, a majority of the total membership of the Board is required for the Board to take action. The Board shall act only by ordinance, resolution, or motion. The minutes of the Board shall record the yes and no votes taken by the members of the Board for the passage of all ordinances, resolutions, or motions. The Board shall keep a record of all its actions, including financial transactions.

1.3.2. Meetings of the Board shall be subject to the Brown Act and Ordinance No. 2015-01 (as may be amended from time to time). Robert's Rules of Order shall provide general guidance for the conduct of the Board's business, except where otherwise provided by law, ordinance, resolution, or motion of the District, or otherwise inconsistent with the intent of the Board. The Board President (or committee chair) will rule on all matters of procedure, with the advice of Legal Counsel.

1.4. **Personal Conduct.** The business of the District is a team effort. All Board members commit to working together in a collaborative manner, assisting each other in conducting the affairs of the District. Directors commit to conducting themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings. Directors shall defer to the President concerning the conduct of Board meetings, but shall be free to question and discuss items on the agenda. In turn, the Board President shall not exercise the privileges of the office in such a manner as to unfairly advance his or her own agenda / personal opinions or unduly prejudice the positions of other Board members. When responding to requests and concerns from the public and other District customers, Board members commit to be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel. Board members commit to develop a working relationship with the District's General Manager wherein current issues, concerns, and District projects can be discussed comfortably and openly. Board members should function as a part of the whole. All issues must be brought to the attention of the entire Board, rather than to individual members selectively; unilateral actions by a Board Officer or any Director, binding the entire Board, must be avoided and shall be subject to possible Board discipline. Board members are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

1.5. **Communication of Views and Positions.** The Board is committed to providing excellence in legislative leadership necessary to furnish the highest quality of government services to the public and to the District's customers. In order to achieve this goal, cooperative interaction between and among Board members is encouraged. As such, the following rules shall be observed:

1.5.1. The dignity, style, values, and opinions of each Board member shall be respected. Responsiveness and attentive listening in communication is encouraged.

1.5.2. The needs of the public and the District's customers should be the priority of the Board.

1.5.3. Board members commit themselves to emphasizing the positive, avoiding double talk, hidden agendas and negative forms of interaction.

1.5.4. Board members commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues will be avoided.

1.5.5. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions in a constructive and forthright manner. However, once the Board has taken action, individual Board members commit to support said action and not create barriers to the implementation thereof or pursue defeated issues independently.

1.5.6. The Presiding Director will not undermine the Board Agenda; further, he/she will not make opening statements on an agenda item in an attempt to shape or frame the debate. The Director initiating the Agenda item will be allowed to speak first and make a motion, to be seconded and opened for discussion. All Board discussion will proceed with no time frame attached. All Board comments will start to the immediate right of the Director forming the motion and will proceed orderly, Director to Director, until comment ceases, at which time a call will be made to cast votes.

1.6. **Board Discipline.** In the exercise of its discretion, the Board, by affirmative vote of four (4) of its members, may censure any of its members for a period of time deemed appropriate by said supermajority of the Board. Unless otherwise prohibited by law, the maximum penalty that may be imposed upon the censured member by said supermajority of the Board during the period of such censure shall be the following:

1.6.1. The suspension of all spending of District funds by the censured Board member and of all reimbursement from District funds of any costs incurred by the censured Board member, unless otherwise allowed by the Board.

1.6.2. The removal of the censured Board member from service as an officer of the Board, and/or on all committees and other assignments on behalf of the District and/or the Board, unless subsequently authorized by the Board.

1.6.3. The withholding of all compensation by the District to the censured Board member except as otherwise allowed for attending meetings of the Board and other meetings subsequently authorized by the Board.

Section 2. **RELATIONS WITH STAFF.**

2.1 **General Manager.**

2.1.1. The Board shall appoint a General Manager for the District. The General Manager shall serve at the pleasure of the Board. The Board shall set the compensation for the General Manager. The Board may require that the General Manager be bonded. The District shall pay the cost of the bonds.

2.1.2. The General Manager shall be responsible for all of the following:

- a. The implementation of the policies established by the Board for the operation of the District;
- b. The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employee relations system established by the Board;
- c. The supervision of the District's facilities and services; and
- d. The supervision of the District's finances.

2.1.3 The General Manager is the Board's primary link to operational achievement and conduct of the District, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the General Manager.

2.1.4 No individual Board Member, including any Officer, shall dictate policies to the General Manager, interfere with or disrupt his/her work (or the work of any District staff or contract employee). Board Member visit/discussion hours or appointment schedules designated by the General Manager shall be strictly adhered to.

2.2. **Treasurer.** The Board shall appoint a District Treasurer for the District. The Board may appoint the same person to be the General Manager and the District Treasurer. The District Treasurer, shall serve at the pleasure of the Board. The Board shall set the compensation of the District Treasurer. The Board shall require the District Treasurer, to be bonded. The District shall pay the cost of the bonds.

Section 3. **ANNUAL REVIEW.**

Each year the Board shall review this Resolution to determine its effectiveness and the necessity for its 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 the Resolution. Upon conclusion of its review, the Board may take any action it deems appropriate concerning this Resolution. Nothing herein shall preclude the Board from taking action on the Resolution at times other than upon conclusion of the annual review.

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 supersede and rescind Resolution No. 2011-07 adopted by the District's Board of Directors on July 21, 2016, and shall take effect immediately upon adoption.

Approved and Adopted this 15th day of February, 2018.

AYES:

NOES:

ABSTAIN:

ABSENT:

Ron Clark, President, Board of Directors

ATTEST:

Sandy Haas, Secretary, Board of Directors



Helendale Community Services District

Date: December 5, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #8
Discussion and Possible Action Regarding Annual Election of Officers for the Board of Directors

STAFF RECOMMENDATION:

This matter is at the discretion of the Board.

STAFF REPORT:

The Election of Officers occurs at the first meeting of December in non-election years and within 45 days of an election in election years. The Board process for the annual selection of officers is outlined in Resolution 2018-05: *A Resolution of the Board of Directors of the Helendale Community Services District Establishing Policies for Its Relations Among Directors and With Staff.*

Election of officers is an administrative event discussed by the Board of Directors on an annual basis. The Board is to select the presiding officer and the two additional officers each year. The Board currently has three officers: President, Vice-President and Secretary.

The current Board officers are:

President – Ron Clark
Vice-President – Tim Smith
Secretary – Sandy Haas

FISCAL IMPACT:

None

POSSIBLE MOTION: At the Board's discretion