



# Helendale Community Services District

26540 Vista Road, Suite C, Helendale, CA 92342

## REGULAR BOARD MEETING

**Thursday, December 15, 2022 at 6:30 PM**

### **SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY**

Pursuant to the provisions of Assembly Bill 361 which amended certain provisions of the Brown Act regarding teleconference meetings during periods of statewide emergencies, and as a precaution to our Board of Directors, District staff, and general public as a result of the ongoing COVID-19 pandemic, Helendale Community Services District will hold this meeting of its Board of Directors both in-person at the District Office located at 26540 Vista Road, Suite C, Helendale, California, and via teleconference. This meeting is open to the public in person or via virtual interface and can be accessed by clicking on the link below: [www.zoom.com](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: December 1, 2022 Regular Board Meeting and December 8, 2022 Special Board Meeting
- b. Bills Paid Report
- c. Financials for November
- d. Resolution 2022-01P: A Resolution of the Board of Directors of the Helendale Community Services District Re-Ratifying the Proclamation of a State of Emergency by Governor Newsom, Declaring That Local Emergency Conditions Persist, and Re-Authorizing Remote Teleconference Meetings of the Board of Directors and Its Standing Committees for the Period December 15, 2022, to January 15, 2023, Pursuant to Brown Act Provisions
- e. Resolution 2022-01Q: A Resolution of the Board of Directors of the Helendale Community Services District Re-Ratifying the Proclamation of a State of Emergency by Governor Newsome, Declaring That Local Emergency Conditions Persist, and Re-Authorizing Remote Teleconference Meetings of the Board of Directors and Its Standing Committees for the Period January 15 to February 15, 2023

#### **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 Only Regarding Review of Video Tour of Tertiary Plant in Show Low, AZ
7. Discussion and Possible Action Regarding Adoption of Resolution 2022-19: A Resolution of the Board of Directors of the Helendale Community Services District Recertifying the 2010 Sanitary Sewer

Management Plan (SSMP) As Required By The State Water Resources Control Board Order No. 2006-0003-Statewide General Waste Discharge Requirements (WDR) For Sanitary Sewer Systems

8. Discussion Only Regarding Final Payment for Water Rights Acquisition from December 20

9. Discussion Only Regarding Minimum Wage Increase on January 1, 2023

**Other Business**

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

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'd public meeting should be directed to the District's General Manager's office at (760) 951-0006 at least 24 hours prior to said meeting. The regular session of the Board meeting will be recorded. Recordings of the Board meetings are kept for the Clerk of the Board's convenience. These recordings are not the official minutes of the Board meetings.*



# Helendale Community Services District

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**Date:** December 15, 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: December 1, 2022 Regular Board Meeting and December 8, 2022 Special Board Meeting
- b. Bills Paid Report
- c. Resolution2022-01P: A Resolution of the Board of Directors of the Helendale Community Services District Re-Ratifying the Proclamation of a State of Emergency by Governor Newsom, Declaring That Local Emergency Conditions Persist, and Re-Authorizing Remote Teleconference Meetings of the Board of Directors and Its Standing Committees for the Period December 15, 2022, to January 15, 2023, Pursuant to Brown Act Provisions
- d. Resolution2022-01Q: A Resolution of the Board of Directors of the Helendale Community Services District Re-Ratifying the Proclamation of a State of Emergency by Governor Newsom, Declaring That Local Emergency Conditions Persist, and Re-Authorizing Remote Teleconference Meetings of the Board of Directors and Its Standing Committees for the Period January 15, 2023, to February 2, 2023, Pursuant to Brown Act Provisions



# Helendale Community Services District

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**Date:** December 15, 2022  
**TO:** Board of Directors  
**FROM:** Kimberly Cox, General Manager  
**BY:** Cheryl Vermette  
**SUBJECT:** Agenda item #3a  
Minutes from Board meeting 12/01/2022 and Special Meeting on 12/8/2022

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*Minutes of the Helendale Community Services District  
REGULAR BOARD OF DIRECTORS MEETING  
December 1, 2022, at 6:30 PM  
26540 Vista Road, Suite C, Helendale, CA 92342*

**SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY**

Pursuant to the provisions of Assembly Bill 361 which amended certain provisions of the Brown Act regarding teleconference meetings during periods of statewide emergencies, and as a precaution to our Board of Directors, District staff, and general public as a result of the ongoing COVID-19 pandemic, Helendale Community Services District will hold this meeting of its Board of Directors both in-person at the District Office located at 26540 Vista Road, Suite C, Helendale, California, and via teleconference. This meeting is open to the public in person or via virtual interface and can be accessed by clicking on the link below:

[www.zoom.com](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; Secretary, Ron Clark, Director Craig Schneider; Sandy Haas; Director

**Absent:** Sandy Haas, Director

**Staff Members Present:**

Kimberly Cox, General Manager; Craig Carlson, Water Operations Manager; Cheryl Vermette, Parks, Recreation & Programs Supervisor; Alex Aviles, Wastewater Operations Manager; Jean Thomas, Customer Service Supervisor; Andrea Chavis, Senior Customer Service Rep; Trini Martin, Program Assistant; Sharon Kreinop, Senior Account Specialist

**Consultants:**

Steve Kennedy, Legal Counsel  
Jonathan Abadesco, Fedak and Brown

**Members of the Public:**

There were thirteen members of the public attending in person and one member 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 Clark.

**Vote:** The motion carried by the following roll call vote: 4 - Yes; 0 – No; 1 – Absent. President Smith-Yes; Vice President Spiller-Yes; Director Clark -Yes; Director Schneider -Yes; Director Haas -Absent.

## 2. Public Participation

None

## 3. Consent Items

- a. Approval of Minutes: November 17, 2022 Regular Board Meeting
- b. Bills Paid Report
- c. Financials for September and October
- d. Resolution 2022-01N: A Resolution of the Board of Directors of the Helendale Community Services District

Re-Ratifying the Proclamation of a State of Emergency by Governor Newsom, Declaring That Local Emergency Conditions Persist, and Re-Authorizing Remote Teleconference Meetings of the Board of Directors and Its Standing Committees for the Period December 1, 2022, to December 15, 2022, Pursuant to Brown Act Provisions

**Motion:** Vice President Spiller made a motion to approve the consent items as presented. Director Schneider 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.

## 4. Reports

- a. Directors' Report

None

- b. General Managers Report

General Manager Cox reported on the Community Food Waste Recycling. The last pickup was 860 pounds! She showed photographs of the Well 13 progress. For the Cash flow report, she reported the deposits for the month of October were 487,736 and the disbursements were \$252,731. The District's total cash balance is \$6,298,284. The water fund has \$2,505,258; the sewer fund has a balance of \$2,960,809; the park fund has a balance of \$379,560 and the park fund has a balance of \$120,559. There is a balance of \$2,017,355.32 in CLASS; \$1,279,918.86 in CBB Checking; \$1,032,020.42 in LAIF; \$2,000,000 in CBB Trust and \$95,031.02 in DCB.

## 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 Schneider 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 -Yes

6. Discussion and Possible Action Regarding Acceptance of the 2022 Fiscal Year Audit

**Discussion:** Jonathan Abadesco, from Fedak and Brown presented the FY 2022 audit. He reported the District received an unmodified “clean” opinion. He discussed the Districts assets, liabilities, and net position. He also reviewed the District’s revenues and expenses. He discussed GASB 87 and current operating leases. The District’s net position increased by \$2,473,931 as a result of continuing operations. Total revenues increased by \$560,577 due primarily to an increase in capital grants and contributions as well as other revenues. Total expenses increased by \$81,936 due primarily to an increase in parks and recreation expenses.

**Action:** Director Schneider made a motion to accept the audit for FY 2022. Director Clark 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 -Yes

**Other Business**

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

None

8. Presentation to President Smith and Director Schneider

**Discussion:** Staff made a presentation to President Smith for his 9 years of service and Director Schneider for his 16 years followed by a short reception.

The Board went into closes session at 8:00 pm.

9. Closed Session

Conference with Real Property Negotiators

(Government Code Section 54956.8)

Property: Water Rights

District Negotiator: Kimberly Cox

Negotiating Parties: Robert Boyter

Under Negotiation: Price and Terms of Payment

Conference with Legal Counsel – Anticipated Litigation

Significant Litigation

Pursuant to Government Code Section 54956.9(d)(2)

One Potential Case

President Smith adjourned closed session at 8:32 pm and re-opened the Open Session.

**10. 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.

**11. Adjournment**

President Smith adjourned the meeting at 8:33 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.*





*Minutes of the Helendale Community Services District*

*SPECIAL BOARD OF DIRECTORS MEETING*

*December 8, 2022, at 2:00 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 Henry Spiller; Vice President Ron Clark; Secretary, Sandy Haas, Director Annette Roper; Director George Cardenas

**Staff Members Present:**

Kimberly Cox, General Manager; Craig Carlson, Water Operations Manager; Alex Aviles, Wastewater Operations Manager; Cheryl Vermette, Parks, Recreation & Programs Supervisor; Jean Thomas, Customer Service Supervisor; Sharon Kreinop, Senior Account Specialist; Andrea Chavis, Senior Customer Service Representative; Senior Customer Service Representative; Bill Kuhlmann, Wastewater Operator III; Alex Creason Wastewater Operator I; Josh McClure, Maintenance Worker; Jonathan Escobar, Water Operator III; Richard LaTour, Water Operator I.

**Consultants:**

Steve Kennedy, Legal Counsel (Zoom)

**Members of the Public:**

There were twelve members of the public attending in person.

**Call to Order and Pledge of Allegiance**

The meeting was called to order at 2:00 pm by Vice President Spiller, after which the Pledge of Allegiance was recited.

**1. Approval of Agenda**

**Action:** A motion was made by Director Clark 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. Vice President Spiller - Yes; Director Haas - Yes; Director Clark -Yes; Director Roper -Yes; Director Cardenas - Yes.

**2. Public Participation**

None

**Oath of Office**

**3. Administration of the Oath of Office for Newly Elected Candidates**

General Manager Cox administered the Oath of office to Ron Clark, Annette Roper, and George Cardenas.

**4. Discussion and Possible Action Regarding Annual Election of Officers**

**Action:** Director Haas made a motion to appoint Vice President Spiller to the position of President, Director Clark to the position of Vice President and herself to the position of Secretary. Director Cardenas seconded the motion. Director Haas then made a motion to close the nomination, Director Roper seconded the motion.

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

President Spiller called for a brief break at 2:08 pm

President Spiller called the meeting back to order at 2:22 pm

**Board Workshop**

**5. Biennial Ethics Training as Required by AB 1234**

**Discussion:** The Board, Legal Counsel and required staff attended the CSDA AB 1234 on demand webinar.

**Other Business**

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

None

**7. Adjournment**

President Smith adjourned the meeting at 4:46 pm

Submitted by:

Approved by:

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

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

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



# Helendale Community Services District

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Date: December 15, 2022  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Sharon Kreinop, Senior Account Specialist  
SUBJECT: Agenda item #3 b  
Consent Items: Updated Bills Paid and Presented for Approval

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**STAFF RECOMMENDATION:**

Updated Report Only. Receive and File

**STAFF REPORT:**

Staff issued 35 checks and 38 EFT's totaling \$390,084.42

Total Cash Available:	<u>12/12/22</u>	<u>11/28/22</u>
Cash	\$ 6,404,321.87	\$6,298,284.45
Checks/EFT's Issued	\$ 390,084.42	\$ 94,303.08

**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: 11/29/2022 - 12/12/2022

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
<b>Bank Account: 251229590 - CBB Checking</b>					
11/29/2022	<a href="#">25012</a>	Reverse Refund Check JEANNIE M. JOHNSON	280.04	Check Reversal	Utility Billing
11/29/2022	<a href="#">25061</a>	Reverse Refund Check YONG YAN DONG	332.14	Check Reversal	Utility Billing
11/29/2022	<a href="#">25158</a>	Reverse Refund Check JOSHUA THOMAS	36.00	Check Reversal	Utility Billing
11/29/2022	<a href="#">25159</a>	Reverse Refund Check TROY CASIAS	232.14	Check Reversal	Utility Billing
11/29/2022	<a href="#">25207</a>	Reverse Refund Check JAVIER CHAIREZ	162.69	Check Reversal	Utility Billing
11/29/2022	<a href="#">25869</a>	OTIS BAUGH	-211.25	Check	Utility Billing
11/29/2022	<a href="#">25870</a>	ALEXANDER J. SMITH	-261.23	Check	Utility Billing
11/29/2022	<a href="#">25871</a>	LAWYERS TITLE COMPANY	-404.50	Check	Utility Billing
12/01/2022	<a href="#">25872</a>	ACI Payments, Inc	-56.90	Check	Accounts Payable
12/01/2022	<a href="#">25873</a>	AVCOM Services Inc.	-120.50	Check	Accounts Payable
12/01/2022	<a href="#">25874</a>	Burrtec Waste Group, Inc	-13,566.09	Check	Accounts Payable
12/01/2022	<a href="#">25875</a>	Consolidated Electrical Distributors, Inc.	-180.02	Check	Accounts Payable
12/01/2022	<a href="#">25876</a>	Hartford Life	-274.77	Check	Accounts Payable
12/01/2022	<a href="#">25877</a>	James Harvey	-455.00	Check	Accounts Payable
12/01/2022	<a href="#">25878</a>	Mobile Occupational Services, Inc.	-180.00	Check	Accounts Payable
12/01/2022	<a href="#">25879</a>	O'Reilly Auto Parts	-618.38	Check	Accounts Payable
12/01/2022	<a href="#">25880</a>	Parkhouse Tire, Inc.	-1,974.82	Check	Accounts Payable
12/01/2022	<a href="#">25881</a>	Rebecca Gonzalez	-330.00	Check	Accounts Payable
12/01/2022	<a href="#">25882</a>	Tyler Technologies, Inc.	-159.54	Check	Accounts Payable
12/01/2022	<a href="#">25883</a>	Ultimate Internet Access, Inc	-804.02	Check	Accounts Payable
12/01/2022	<a href="#">25884</a>	USA of So. California	-76.50	Check	Accounts Payable
12/01/2022	<a href="#">25885</a>	Inland Water Works Supply Co.	-276.69	Check	Accounts Payable
12/01/2022	<a href="#">25886</a>	Sonic Systems, Inc	-1,516.70	Check	Accounts Payable
12/07/2022	<a href="#">25887</a>	Inland Water Works Supply Co.	-1,026.91	Check	Accounts Payable
12/09/2022	<a href="#">25888</a>	California State Disbursement Unit	-230.76	Check	Accounts Payable
12/09/2022	<a href="#">25889</a>	State of California - Franchise Tax Board	-50.00	Check	Accounts Payable
12/07/2022	<a href="#">25890</a>	Amazon Capitol Services	-33.38	Check	Accounts Payable
12/07/2022	<a href="#">25891</a>	Beck Oil Inc	-2,736.50	Check	Accounts Payable
12/07/2022	<a href="#">25892</a>	Burrtec Waste Group, Inc	-49,927.02	Check	Accounts Payable
12/07/2022	<a href="#">25893</a>	Burrtec Waste Industries Inc	-133.79	Check	Accounts Payable
12/07/2022	<a href="#">25894</a>	Business Card	-4,146.61	Check	Accounts Payable
12/07/2022	<a href="#">25895</a>	California Park & Recreation Society	-555.00	Check	Accounts Payable
12/07/2022	<a href="#">25896</a>	Cheryl Vermette	-850.50	Check	Accounts Payable
12/07/2022	<a href="#">25897</a>	County of San Bernardino	-160.00	Check	Accounts Payable
12/07/2022	<a href="#">25898</a>	Frontier Communications	-49.84	Check	Accounts Payable
12/07/2022	<a href="#">25899</a>	Frontier Communications	-159.84	Check	Accounts Payable
12/07/2022	<a href="#">25900</a>	Lowe's Inc.	-1,377.25	Check	Accounts Payable
12/07/2022	<a href="#">25901</a>	Online Information Services, Inc	-31.20	Check	Accounts Payable
12/07/2022	<a href="#">25902</a>	Parkhouse Tire, Inc.	-202.57	Check	Accounts Payable
12/07/2022	<a href="#">25903</a>	Silver Lakes Hardware	-150.95	Check	Accounts Payable
12/07/2022	<a href="#">25904</a>	Uline	-2,893.66	Check	Accounts Payable
12/07/2022	<a href="#">25905</a>	Cashier, DPR	-120.00	Check	Accounts Payable
12/07/2022	<a href="#">25906</a>	Helendale Community Services District	-251.81	Check	Accounts Payable
12/07/2022	<a href="#">25907</a>	South West Pump & Drilling, Inc	-245,000.00	Check	Accounts Payable
12/09/2022	<a href="#">25908</a>	MAHMUD ULKARIM	-77.42	Check	Utility Billing
11/29/2022	<a href="#">EFT0004348</a>	SCE ACH Well 6,7,8,9 & 2 Acct 700620711734	-252.65	EFT	General Ledger

**Bank Transaction Report**

Issued Date	Number	Description	Amount	Type	Module
12/05/2022	<a href="#">EFT0004354</a>	CalPERS Classic Pmt PPE 11/6/22	-7,922.64	EFT	General Ledger
12/05/2022	<a href="#">EFT0004355</a>	CalPERS PEPRA Pmt PPE 11/6/22	-1,871.05	EFT	General Ledger
12/12/2022	<a href="#">EFT0004371</a>	SW Gas ACH 4-Plex Acct # 910000817466	-149.02	EFT	General Ledger
12/12/2022	<a href="#">EFT0004372</a>	SW Gas Community Center 910000010177	-180.29	EFT	General Ledger
12/12/2022	<a href="#">EFT0004373</a>	SW Gas ACH WWTP 910000010195	-30.03	EFT	General Ledger
12/12/2022	<a href="#">EFT0004374</a>	SW Gas Water Shop Acct # 910001037540	-11.00	EFT	General Ledger
12/08/2022	<a href="#">EFT0004375</a>	To record CalPERS Health Premium	-18,889.46	EFT	General Ledger
12/06/2022	<a href="#">EFT0004376</a>	SCE ACH Community Center 700218740906	-1,394.00	EFT	General Ledger
12/05/2022	<a href="#">EFT0004387</a>	To record Paymentech CC Fees Account Eding 9479	-44.82	EFT	General Ledger
12/02/2022	<a href="#">EFT0004388</a>	To record Paymentech CC Fees Account Eding 9479	-41.99	EFT	General Ledger
12/01/2022	<a href="#">EFT0004389</a>	To record Paymentech CC Fees Account Eding 9479	-47.39	EFT	General Ledger
11/29/2022	<a href="#">EFT0004390</a>	To record Paymentech CC Fees Account Eding 9479	-27.46	EFT	General Ledger
12/05/2022	<a href="#">EFT0004391</a>	To record Paymentech CC Fees Account Eding 6621	-117.68	EFT	General Ledger
12/02/2022	<a href="#">EFT0004392</a>	To record Paymentech CC Fees Account Eding 6621	-62.61	EFT	General Ledger
12/01/2022	<a href="#">EFT0004393</a>	To record Paymentech CC Fees Account Eding 6621	-35.97	EFT	General Ledger
11/30/2022	<a href="#">EFT0004394</a>	To record Paymentech CC Fees Account Eding 6621	-18.83	EFT	General Ledger
11/30/2022	<a href="#">EFT0004395</a>	To record Paymentech CC Fees Account Eding 6621	-95.96	EFT	General Ledger
11/29/2022	<a href="#">EFT0004396</a>	To record Paymentech CC Fees Account Eding 6621	-68.78	EFT	General Ledger
12/07/2022	<a href="#">EFT0004397</a>	SCE ACH WWTP & Wells 3,4 & 1 Acct 700547354472	-19,981.11	EFT	General Ledger
12/12/2022	<a href="#">EFT0004398</a>	ACH Water Shop SCE Acct 700453074415	-195.43	EFT	General Ledger
12/12/2022	<a href="#">EFT0004399</a>	SCE ACH 4-Plex Acct 700392338368	-325.83	EFT	General Ledger
12/09/2022	<a href="#">EFT0004402</a>	CalPERS 457 Pmt PPE 12/4/22	-4,379.26	EFT	General Ledger
12/06/2022	<a href="#">EFT0004403</a>	Paymentech CC Fees	-55.95	EFT	General Ledger
12/07/2022	<a href="#">EFT0004404</a>	Paymentech CC Fees	-80.22	EFT	General Ledger
12/07/2022	<a href="#">EFT0004405</a>	Paymentech CC Fees	-20.60	EFT	General Ledger
12/06/2022	<a href="#">EFT0004406</a>	Paymentech CC Fees	-42.59	EFT	General Ledger
12/08/2022	<a href="#">EFT0004407</a>	Paymentech CC Fees	-158.07	EFT	General Ledger
12/07/2022	<a href="#">EFT0004408</a>	Paymentech CC Fees	-47.08	EFT	General Ledger
12/07/2022	<a href="#">EFT0004409</a>	Paymentech CC Fees	-129.98	EFT	General Ledger
12/08/2022	<a href="#">EFT0004410</a>	Paymentech CC Fees	-23.15	EFT	General Ledger
12/09/2022	<a href="#">EFT0004411</a>	Paymentech CC Fees	-100.67	EFT	General Ledger
12/09/2022	<a href="#">EFT0004412</a>	Paymentech CC Fees	-17.36	EFT	General Ledger
12/12/2022	<a href="#">EFT0004413</a>	Paymentech CC Fees	-127.17	EFT	General Ledger
12/12/2022	<a href="#">EFT0004414</a>	Paymentech CC Fees	-16.80	EFT	General Ledger
12/05/2022	<a href="#">EFT0004415</a>	Paymentech CC Fee AMEX	-5.00	EFT	General Ledger
12/02/2022	<a href="#">EFT0004416</a>	To record Global Merchant Fees Acct 4366 -	-604.57	EFT	General Ledger
12/02/2022	<a href="#">EFT0004417</a>	To record Global Merchant Fees Acct 4367 -	-1,923.04	EFT	General Ledger
			<b>Bank Account 251229590 Total: (83)</b>		<b>-390,084.42</b>
				<b>Report Total: (83)</b>	<b>-390,084.42</b>

# Summary

**Bank Account**

[251229590\\_CBB Checking](#)

Count	Amount
83	-390,084.42
<b>Report Total:</b>	<b>-390,084.42</b>

**Cash Account**

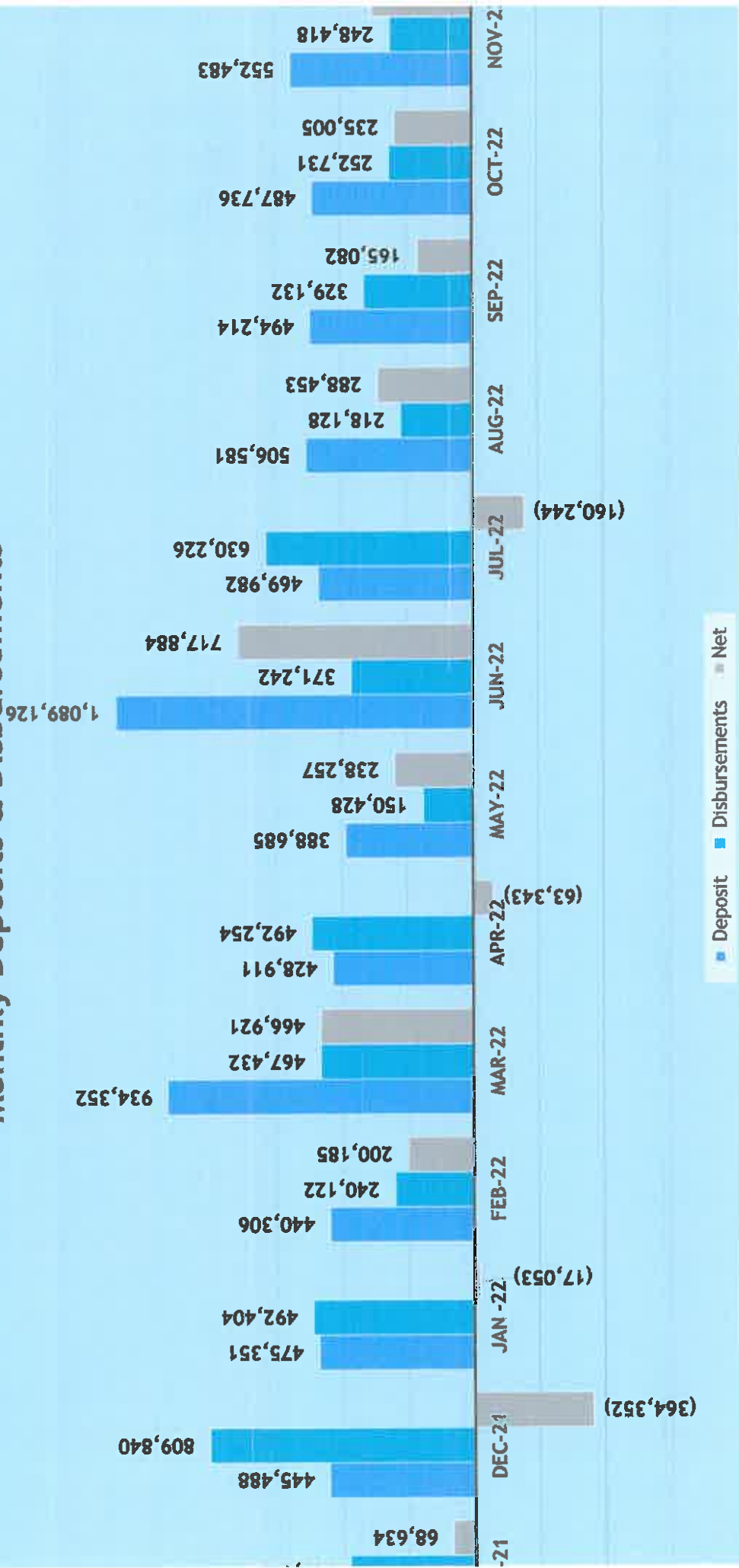
[99 99-111000 Cash in CBB - Checking](#)

Count	Amount
83	-390,084.42
<b>Report Total:</b>	<b>-390,084.42</b>

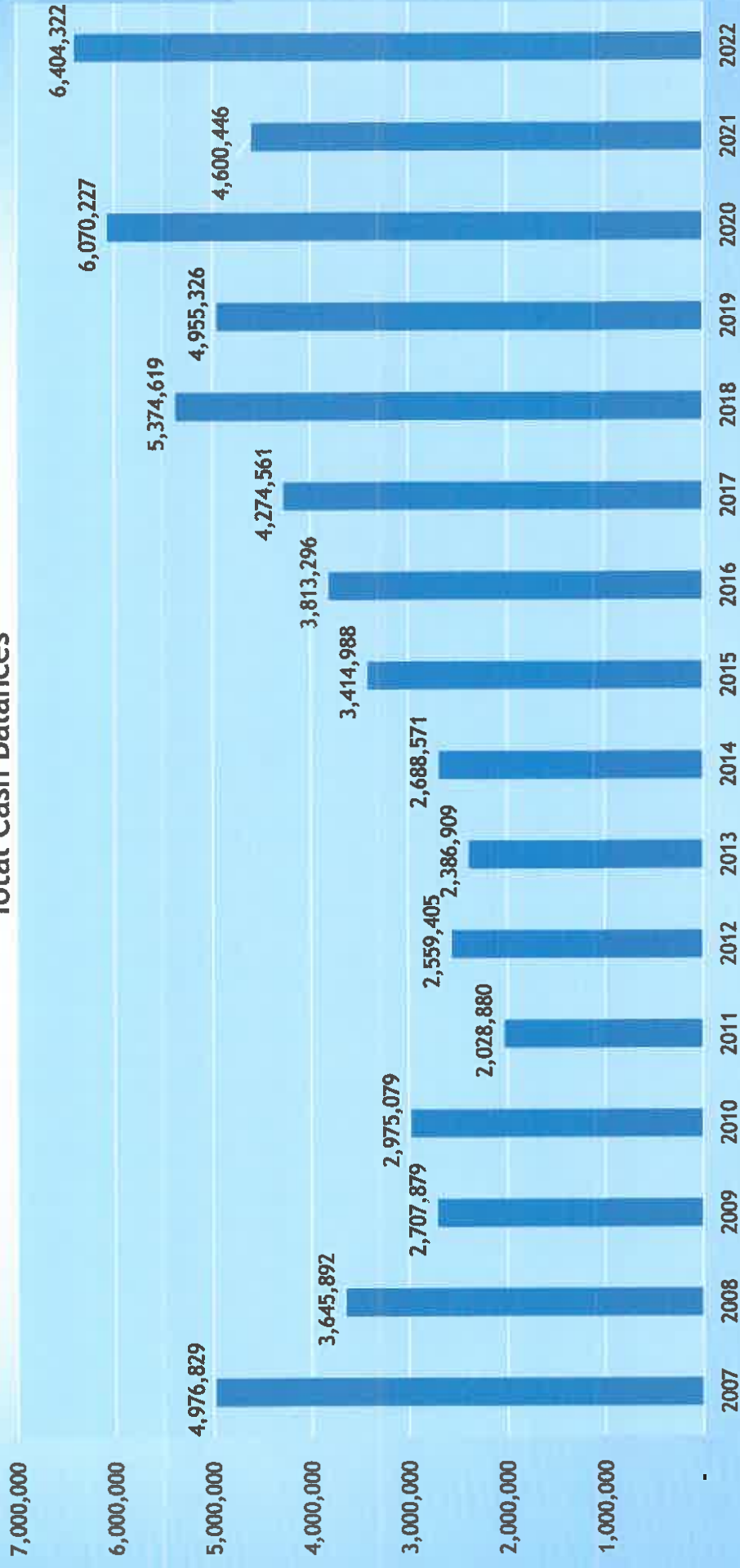
Transaction Type	Count	Amount
Check	40	-331,631.92
Check Reversal	5	1,043.01
EFT	38	-59,495.51
<b>Report Total:</b>	<b>83</b>	<b>-390,084.42</b>

# Cash Flow Report

## Monthly Deposits & Disbursements



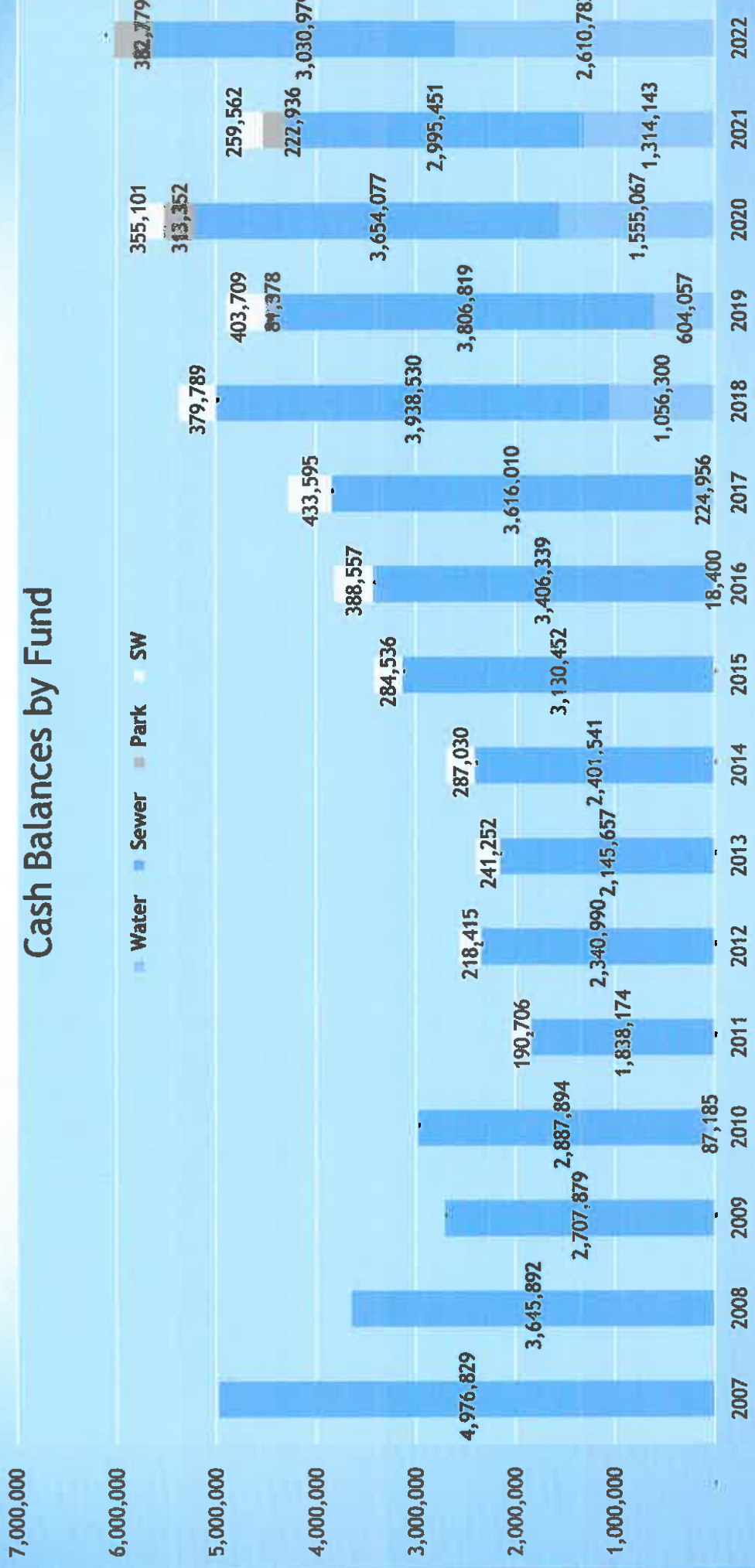
## Total Cash Balances



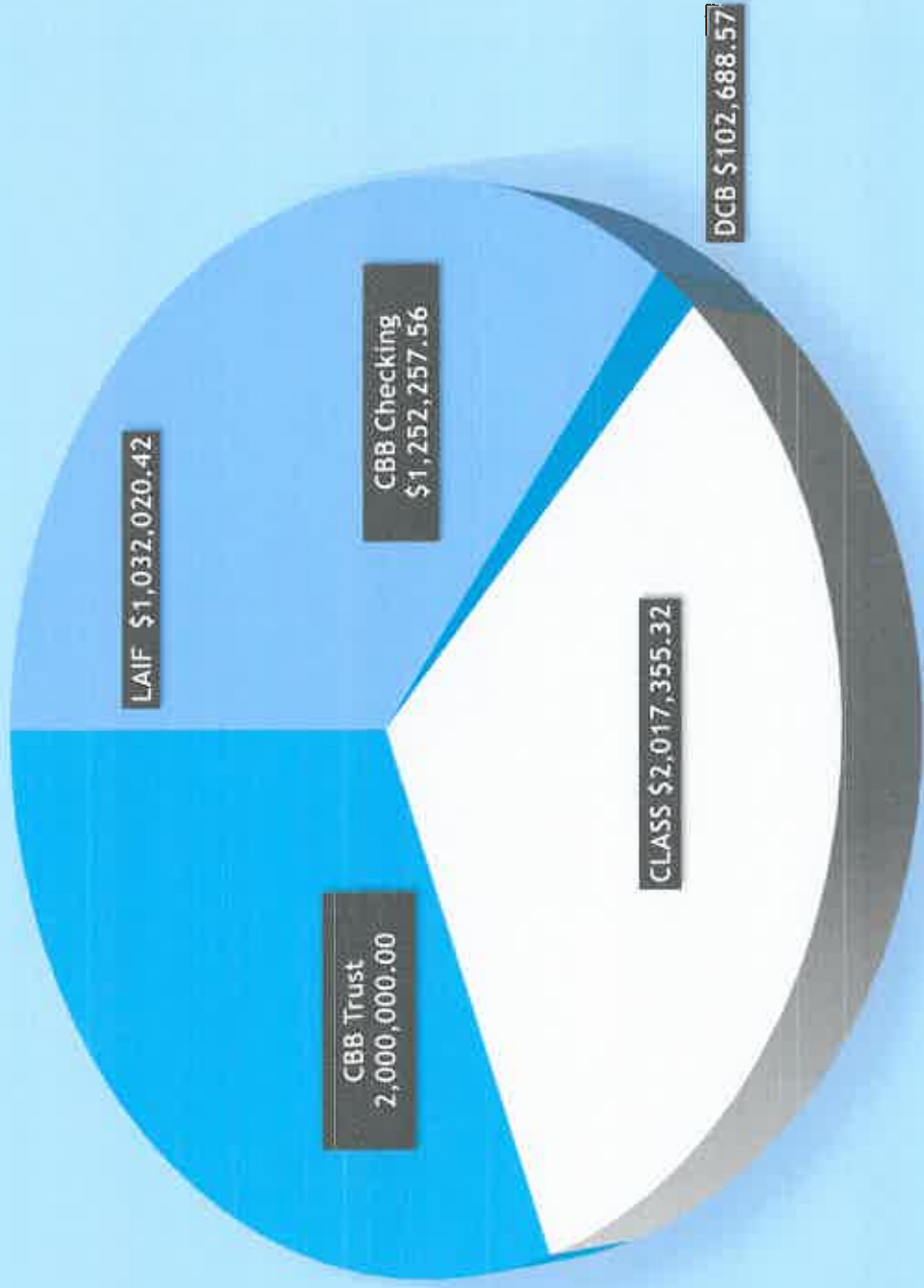


# Cash Balances by Fund

Water Sewer Park SW



# FUNDS BY DEPOSITORY



- LAIF
- CBB Checking
- DCB
- CLASS
- CBB Trust

Master Card October 17 - November 16, 2022

Acct #	Description	Charges	Charges	Charges	Charges	Total
01-541000	Lunch for Water Staff after Leak	48.14				48.14
01-545000	Identifix Auto Manual (Recurring 50/50 Split w/WW) - Auto Pay	44.50				44.50
01-554600	Megohmmeter for Electrical Work	152.60				152.60
02-545000	Identifix Auto Manual (Recurring 50/50 Split w/Water) Auto Pay	44.50				44.50
03-553000	Kenco - Thrift Store Labels	205.28				205.28
03-556800	Thrift Store EE Incentive Gift Cards	680.00				680.00
05-545000	(2) PTO Shaft for Turf Renovators / Mower Tire	474.09	141.37	334.15		949.61
05-550003	Soccer Snacks Final Day /Uniforms / Pictures / Turf Fags	89.90	1,123.83	67.45	62.60	1,468.98
05-553000-00-3	Drink Dispenser	24.44				24.44
06-553555	Clean-up Day Banner / Donuts / Pizza	98.20	32.04	53.96	7.52	191.72
10-522505	Brkfst Mtg w KC & /Directors	44.68	48.16	47.02		139.86
10-522510	Board Snacks / Digital Photo Frame Farewell Gift	12.18	64.53			76.71
10-524500	Karma Seminar / Pested Class	24.00	35.00			59.00
10-556500	San Bernardino Sun Monthly Subscription (Auto-pay) Daily Press Digital Monthly Subscription (Auto Pay)	18.00	9.99			27.99
10-556800	Thaksgiving Pot Luck / B'day Gift Card - R. Collison	8.28	25.00			33.28
<b>Total</b>		<b>1,968.79</b>	<b>1,454.92</b>	<b>502.58</b>	<b>70.12</b>	<b>4,146.61</b>

Due 12/13/22

Total Due



# Helendale Community Services District

---

**Date:** December 15, 2022  
**TO:** Board of Directors  
**FROM:** Kimberly Cox, General Manager  
**SUBJECT:** Agenda item #3c  
Resolution2022-01P: A Resolution of the Board of Directors of the Helendale Community Services District Re-Ratifying the Proclamation of a State of Emergency by Governor Newsom, Declaring That Local Emergency Conditions Persist, and Re-Authorizing Remote Teleconference Meetings of the Board of Directors and Its Standing Committees for the Period December 15, 2022, to January 15, 2023, Pursuant to Brown Act Provisions

---

**RESOLUTION NO. 2022- 01P**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM, DECLARING THAT LOCAL EMERGENCY CONDITIONS PERSIST, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS AND ITS STANDING COMMITTEES FOR THE PERIOD DECEMBER 15, 2022, TO JANUARY 15, 2023, PURSUANT TO BROWN ACT PROVISIONS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Henry Spiller, President, Board of Directors

ATTEST:

\_\_\_\_\_  
Sandy Haas, Secretary, Board of Directors



# Helendale Community Services District

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**Date:** December 15, 2022  
**TO:** Board of Directors  
**FROM:** Kimberly Cox, General Manager  
**SUBJECT:** Agenda Item #3d:  
Resolution2022-01Q: A Resolution of the Board of Directors of the Helendale Community Services District Re-Ratifying the Proclamation of a State of Emergency by Governor Newsom, Declaring That Local Emergency Conditions Persist, and Re-Authorizing Remote Teleconference Meetings of the Board of Directors and Its Standing Committees for the Period January 15, 2023, to February 2, 2023, Pursuant to Brown Act Provisions

---



**RESOLUTION NO. 2022- 01Q**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM, DECLARING THAT LOCAL EMERGENCY CONDITIONS PERSIST, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS AND ITS STANDING COMMITTEES FOR THE PERIOD JANUARY 15, 2022, TO FEBRUARY 2, 2023, PURSUANT TO BROWN ACT PROVISIONS**

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

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

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

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

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

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

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

WHEREAS, the Board previously adopted Resolution No. 2022-01P on December 15, 2022, finding that the requisite conditions exist for the Board and its standing committees to conduct remote teleconference meetings without compliance with Government Code Section 54953(b)(3); and

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Henry Spiller, President, Board of Directors

ATTEST:

\_\_\_\_\_  
Sandy Haas, Secretary, Board of Directors



# Helendale Community Services District

---

**DATE:** December 15, 2022  
**TO:** Board of Directors  
**FROM:** Kimberly Cox, General Manager  
**SUBJECT:** Agenda item #5  
Discussion and Possible Action Regarding Approval of Directors' Expense Reports

---

## **STAFF RECOMMENDATION**

None.

## **STAFF REPORT**

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

**FISCAL IMPACT:** NA

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

**ATTACHMENTS:** Expense Reports







HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name: **HENRY SPILLER**

Date	Event	Expense Description/Explanation	Miles	Meals	Lodging	Other	Exp Category
11/11/20	Public Benefit	Meeting with GM					G
11/12/20	Event	Meeting with GM re: District Ops					G
11/12/20	Public Benefit	Farmers Market					C
11/13/20	Event	Rep @ public event					A
11/13/20	Public Benefit	Board Meeting					A
11/13/20	Event	Public Meeting governed by Brown Act					A
11/13/20	Public Benefit	Public Meeting					A
11/13/20	Event	Public Meeting governed by Brown Act					A
11/13/20	Public Benefit	Public Meeting					A
11/13/20	Event	Farmers Market					C
11/13/20	Public Benefit	Rep @ public event					C
11/15/20	Event	Meeting with GM					G
11/15/20	Public Benefit	Meeting to discuss district business					G
11/16/20	Event	Farmers Market					C
11/16/20	Public Benefit	Rep @ public event					C
11/17/20	Event	Board Meeting					A
11/17/20	Public Benefit	Public Meeting governed by Brown Act					A
11/17/20	Event	Meeting with GM					G
11/17/20	Public Benefit	Meeting with GM re: District Ops					G
11/17/20	Event	Farmers Market					C
11/17/20	Public Benefit	Rep @ public event					C

Notes/Comments:

Totals: Mileage \_\_\_\_\_ Meals \_\_\_\_\_ Lodging \_\_\_\_\_ Other \_\_\_\_\_ Grand Total \_\_\_\_\_

Submitted By: *Henry Spiller*

Appropriate Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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





# Helendale Community Services District

---

**Date:** December 15, 2022  
**TO:** Board of Directors  
**FROM:** Kimberly Cox, General Manager  
**BY:** Alex Aviles, Wastewater Operations Manager  
**SUBJECT:** Agenda item #6  
Discussion Only Regarding Review of Video Tour of Tertiary Plan in Show Low, AZ

---

**STAFF RECOMMENDATION:**

None.

**STAFF REPORT:**

The Board had previously contemplated a trip to Arizona to view a wastewater treatment plant similar to ours that was modified from secondary to tertiary. Upon evaluation of schedules, the Board directed Staff to go and make a video of the wastewater treatment plant in Show Low, Arizona to show to the entire Board in lieu of just a couple of directors going. Alex Aviles, Alex Creason from Wastewater and Richard LaTour from water went on November 16-18 and videoed the facility. Richard has the ability to provide aerial footage using a drone and agreed to share that talent with the District. He has since edited the video and it will be presented to the Board at the meeting.

**BACKGROUND:**

On September 1, 2022, the Board extended a professional services agreement (PSA) to PACE for the design of the tertiary upgrade for the wastewater plant. The cost of the contract is \$699,107.

**FISCAL IMPACT:** NA

**POSSIBLE MOTION:** None

**ATTACHMENTS:** None



# Helendale Community Services District

**Date:** December 15, 2022  
**TO:** Board of Directors  
**FROM:** Kimberly Cox, General Manager  
**BY:** Alex Aviles, Wastewater Operations Manager  
**SUBJECT:** Agenda item #7  
Discussion and Possible Action Regarding Adoption of Resolution 2022-19: A Resolution of the Board of Directors of the Helendale Community Services District Recertifying the 2010 Sanitary Sewer Management Plan (SSMP) As Required By The State Water Resources Control Board Order No. 2006-0003-Statewide General Waste Discharge Requirements (WDR) For Sanitary Sewer Systems

---

## **STAFF RECOMMENDATION:**

Staff recommends that the Board of Directors adopt the proposed resolution recertifying the 2010 SSMP.

## **STAFF REPORT**

In January 2008, Staff presented a schedule to meet the requirements of the Sanitary Sewer Management Plan. The Plan was completed by consulting engineer, Charlie McKinley and adopted by the Board on April 15, 2010. It was later re-adopted on February 1, 2018. The purpose of this agenda item is to request that the Board recertify the Sanitary Sewer Management Plan with minor modifications that will be reviewed with the Board. The recertification process requires that the Board of Directors adopt a resolution recertifying the Plan for another five years.

The important elements of the SSMP are:

- Operations and Maintenance program
- Design and Performance Provisions
- Overflow Emergency Response Plan
- FOG Control Program
- System Evaluation and Capacity Assurance Plan

All of these elements have been in place since before the initial certification of the Plan and Staff continues to implement each of these elements on an on-going basis. Through normal operation and maintenance protocols District Staff has complied with the SSMP. The Plan formalizes the operational requirements of the District. Attached for your review is a copy of the 2022 SSMP. This item will be agendized again in December 2027.

**FISCAL IMPACT:** NA

**POSSIBLE MOTION:** Motion to Adopt Resolution 2022-19 Recertifying the SSMP

**ATTACHMENTS:** Resolution 2022-19  
Sanitary Sewer Management Plan as updated for 12-2022



## **RESOLUTION NO. 2022-19**

**A RESOLUTION OF THE BOARD OF DIRECTORS FOR THE HELENDALE COMMUNITY SERVICES DISTRICT RECERTIFYING THE 2010 SANITARY SEWER MANAGEMENT PLAN (SSMP) AS REQUIRED BY THE STATE WATER RESOURCES CONTROL BOARD ORDER NO. 2006-0003- STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS (WDR) FOR SANITARY SEWER SYSTEMS**

**WHEREAS**, on May 2, 2006 , the State Water Resources Control Board Order No. 2006-003- Statewide General Waste Discharge Requirements for Sanitary Sewer Systems was adopted and implemented ; and

**WHEREAS**, the purpose of the WDR is to develop a regulatory mechanism to provide a consistent statewide approach for reducing sanitary sewer overflows (SSOs) ; and

**WHEREAS**, the Statewide General Waste Discharge Requirements requires preparation of a Sanitary Sewer Management Plan (SSMP) with 11 separate elements ; and

**WHEREAS**, the Board approved the SSMP on February 1, 2018, and must approve in five-year intervals; and

**WHEREAS**, the current SSMP must be approved by the governing board for certification upon its completion.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors for the Helendale Community Services District has reviewed and adopted the Sanitary Sewer Management Plan (SSMP) as required by the State Water Resources Control Board Order No. 2006-0003- Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems.

**PASSED AND ADOPTED** by the Board of Directors of the Helendale Community Services District at the regular meeting held on this 15<sup>th</sup> day of December, 2022 by the following vote:

Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_  
Abstain: \_\_\_\_\_

Approved:

Attest:

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

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

# HELENDALE COMMUNITY SERVICES DISTRICT SEWER SYSTEM MANAGEMENT PLAN

*In Accordance With*  
STATE WATER RESOURCES CONTROL BOARD  
ORDER NO. 2006-0003-DWQ  
STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS  
For  
SANITARY SEWER SYSTEMS

WDID 6 SSO 11506

CITY POPULATION 2,500 - 10,000



# HELENDALE COMMUNITY SERVICES DISTRICT

## SSMP DOCUMENT REVISION LOG

REVISION	DATE	BY
1. SSMP Adoption	4/15/10	CSD Board Resolution
2. Recertification	2/1/2018	CSD Board Resolution
3. Recertification	12/15/2022	CSD Board Resolution



# HELENDALE COMMUNITY SERVICES DISTRICT SEWER SYSTEM MANAGEMENT PLAN

*In Accordance With*  
STATE WATER RESOURCES CONTROL BOARD  
ORDER NO. 2006-0003-DWQ  
STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS  
For  
SANITARY SEWER SYSTEMS

WDID 6 SSO 11506

CSD POPULATION: 2,500 - 10,000



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## APPENDICES:

- A. Waste Discharge Requirements
- B. Staff Contact List
- C. LAFCO 2996 – Helendale CSD Formation Resolution
- D. Standard Details and Notes
- E. Overflow Response Forms
- F. Fats, Oil, and Grease (FOG) Program Forms



## INTRODUCTION

The Lahontan Region of the State Water Quality Control Board oversees the water quality in the waters of the State, including the Mojave River. The Helendale CSD wastewater treatment plant and collection system are regulated by WDR Board Order R6V-2018-0015 WDID 6 B 361111001 (**Appendix A**). As such, the WWTP does not discharge directly to the Mojave River or other waters of the State. The river accepts treated effluent upstream of Helendale from the VVWRA plant.

Along with the recommendation to the CSD Board to adopt the SSMP, Staff is also directed to continually update the plan and report back annually to the Board regarding the District's SSMP status.

### SSMP Requirement Background

This SSMP has been prepared in compliance with requirements of the State Water Resources Control Board Order No. 2006-0003-DWQ. The State Water Resources Control Board (SWRCB) acted at its meeting on May 2, 2006, to require all public wastewater collection system agencies in California with greater than one mile of sewers to be regulated under General Waste Discharge Requirements (GWDR). The SWRCB action also mandates the development of an SSMP and the reporting of SSOs using the State's electronic reporting system (CIWQS).

The HCSD SSMP Development Plan and Schedule follows the GWDR SSMP. Each section of the Development Plan follows the GWDR requirements, and is referenced with the GWDR language applicable to each SSMP section. The Table of Contents for the SSMP is based on each major element of the SSMP requirements.

### Document Organization

This SSMP is intended to meet the requirements of the Statewide GWDR. The organization of this document is consistent with the SWRCB guidelines, including eleven elements as listed below. Each of these elements forms a section of this document.

### SSMP ELEMENTS

1. Goal
2. Organization
3. Legal Authority
4. Operation and Maintenance Program
5. Design and Performance Provisions
6. Overflow Emergency Response Plan
7. Fats, Oils and Grease Control Program
8. System Evaluation and Capacity Assurance Plan
9. Monitoring, Measurement, and Program Modifications
10. SSMP Program Audits





## 11. Communication Program

Each element section is organized into sub-sections, as follows:

1. Description of the SWRCB requirement for that element.
2. Identification of associated appendix and list of supporting information included in the appendix.
3. Discussion of the element. The discussion may be split into multiple sub-sections depending on length and complexity.

Supporting information is included in an appendix associated with that section, as applicable. In general, information expected to require relatively frequent updates (such as names and phone numbers of staff) are included in appendices, as well as other supporting information such as forms or schedules.

### **About The District**

Helendale is well known for its high quality of life and beautiful rural atmosphere. The community, with its population of about 5,000, has been served since 2006 by the HCSD for its main public services. The Silver Lakes community within Helendale includes a 27-hole championship golf course, two lakes, beaches, parks, an equestrian center, tennis courts, and miles of scenic landscape.



## 1.0 GOAL

This section identifies goals the District has set for the management, operation and maintenance of the sewer system, and discusses the role of the SSMP in supporting these goals. These goals provide focus for District staff to continue high-quality work and to implement improvements in the management of the District's wastewater collection system.

### 1.1 Regulatory Requirements for Goal Element

The summarized requirements for the Goal element of the SSMP are as follows:

*The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of its wastewater collection system in order to reduce and prevent SSOs, as well as to mitigate any SSOs that occur.*

### 1.2 Goal Discussion

It is the mission of the HCSD, in partnership with the community, to continue to develop and maintain the aesthetic beauty of the area, while fostering a safe and family oriented environment. The District is committed to providing excellent customer service, effectively managing the operation and maintenance of facilities, and matching expanding needs with a viable financial plan to ensure the continued success of the District.

Given the vacant land that remains to be developed, and the attractiveness of the Helendale marketplace, our population of about 5,000 is projected to grow to an estimated 6,400 by 2020 (SANBAG projection).

### 1.3 SSMP Goal

The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the Helendale sanitary sewer system. This will help reduce and prevent Sanitary Sewer Overflows (SSOs), as well as mitigate any SSOs that do occur. The main goal of the Helendale SSMP is to minimize and prevent SSOs, and to provide a complete plan and schedule by May 2, 2010. Additionally, the SSMP will help with the following:

1. Prevent public health hazards.
2. Minimize inconveniences by responsibly handling interruptions in service.
3. Protect the large investment in collection systems by maintaining adequate capacities and extending useful life.
4. Prevent unnecessary damage to public and private property.
5. Use funds available for sewer operations in the most efficient manner.
6. Convey wastewater to treatment facilities with a minimum of infiltration, inflow and exfiltration.
7. Provide adequate capacity to convey peak flows.



8. Perform all operations in a safe manner to avoid personal injury and property damage.

This SSMP supplements and supports the District's existing Operations & Maintenance Program and goals by providing high-level consolidated guidelines and procedures for all aspects of the District's sewer system management. The SSMP will contribute to the proper management of the collection system and assist the District in minimizing the frequency and impacts of SSOs by providing guidance for appropriate maintenance, capacity management, and emergency response.



## 2.0 ORGANIZATION

This section identifies the District staff who are responsible for implementing the SSMP provisions, responding to SSO events, and meeting the SSO reporting requirements. This section also includes the designation of the Authorized Representative to meet SWRCB requirements for completing and certifying spill reports.

### 2.1 Regulatory Requirements for Organization Element

The summarized requirements for the Organization element of the SSMP are as follows:

*The collection system agency's SSMP must identify:*

- a) *The name of the responsible or authorized representative.*
- b) *The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. Include lines of authority as shown in an organization chart or similar document with a narrative explanation.*
- c) *The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).*

### 2.2 Element 2 Appendix

Supporting information for Element 2 is included in **Appendix B**. This appendix includes the following documents:

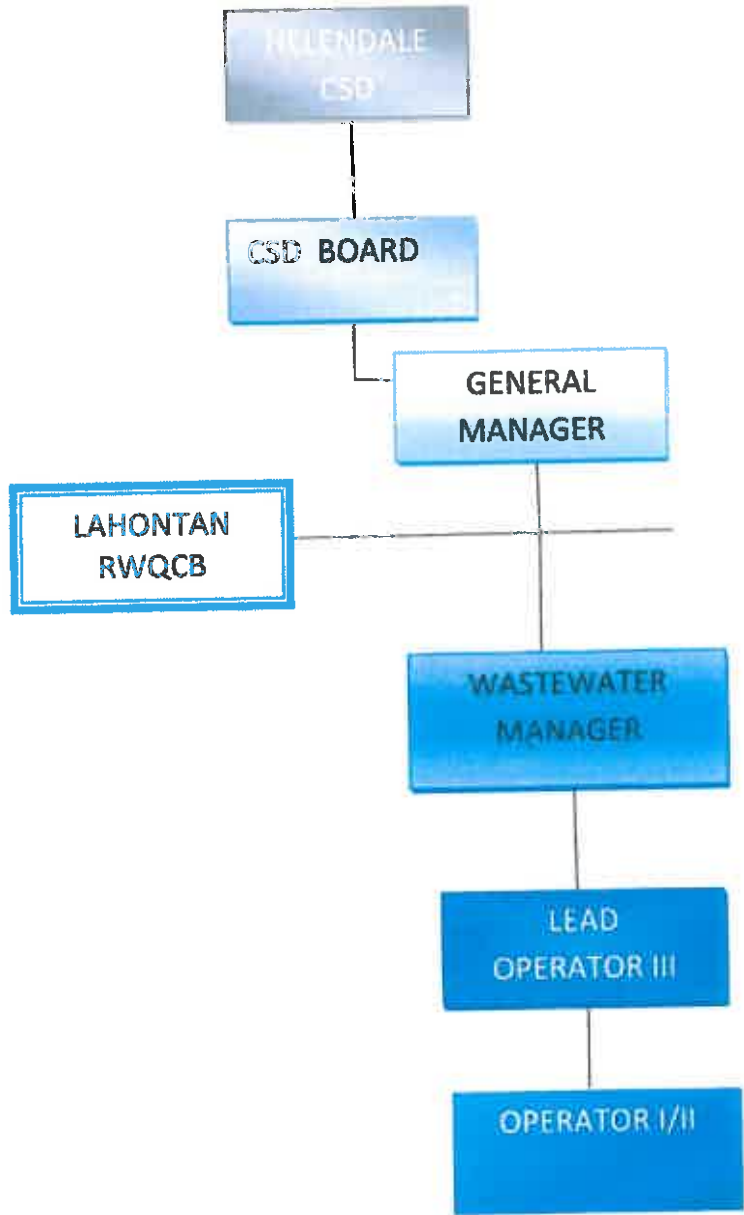
1. Staff and agency contact names and phone numbers (updated as revisions occur).

### 2.3 Department Organization

The organization chart for the management, operation, and maintenance of the District's wastewater collection system is shown on **Figure 2-1**. The names and phone numbers of staff filling these positions are included in **Appendix B**.



Figure 2-1. Organization Chart of Sewer Staff



## 2.4 Description of General Responsibilities

**CSD Board:** Approves the Sewer Department budgets and gives general direction to the General Manager relative to the department's operations and representation of the CSD.

**General Manager:** Works under the broad policy guidance and direction of the CSD Board. Prepares and controls department budget. Develops and oversees department programs, including sewer operations and the Capital Improvement Program. Supervises the Sewer Superintendent.

**Sewer Superintendent/Senior Operator:** Plans, organizes, and supervises the maintenance and repair of District public works infrastructure, including the WWTP and sewers. Reviews plans and specifications for sewer and other projects, and makes recommendations regarding maintenance, construction, and operations aspects. Supervises and personally conducts cleaning and repair of sewer mains and lines and the location and raising of manholes. Trains crew members in specific tasks, as needed, including collection system preventive maintenance and SSO response. Checks work of assigned crew. Lays out and schedules work for crew. Confers with contractors, engineers, and members of the general public on construction and maintenance problems and procedures.

**Maintenance Operator:** Works as a member of a field maintenance crew. Cleans, unplugs, and repairs sewer lines. Locates and raises manholes. Operates power equipment including hydraulic cleaning truck and sewer rodder.

The Senior Operator and two Maintenance Operators coordinate together to make up one or two-person sewer cleaning teams. At all times one crew member is designated as the Initial Responder. Typically one person coordinates with a contracted flush truck to conduct the scheduled sewer cleaning cycle, . The other two-person team is responsible for 30-, 60-, 90-day cleaning as needed, zone cleaning (cyclic), follow-up cleaning, supplemental cleaning and CCTV of sewer mains. The initial responder also performs Underground Service Alerts (USAs), lift station inspections and sewer lateral rodding.

## 2.5 Authorized Representative

The District's authorized representative in all wastewater collection system matters is the Sewer Superintendent. The Superintendent is authorized to certify electronic spill reports submitted to the SWRCB, and is authorized to submit SSO reports to the appropriate government agencies.



## 2.6 Responsibility for SSMP Implementation

The General Manger of HCSD is responsible for implementing and maintaining all elements of this SSMP.

## 2.7 SSO Reporting Chain of Communication

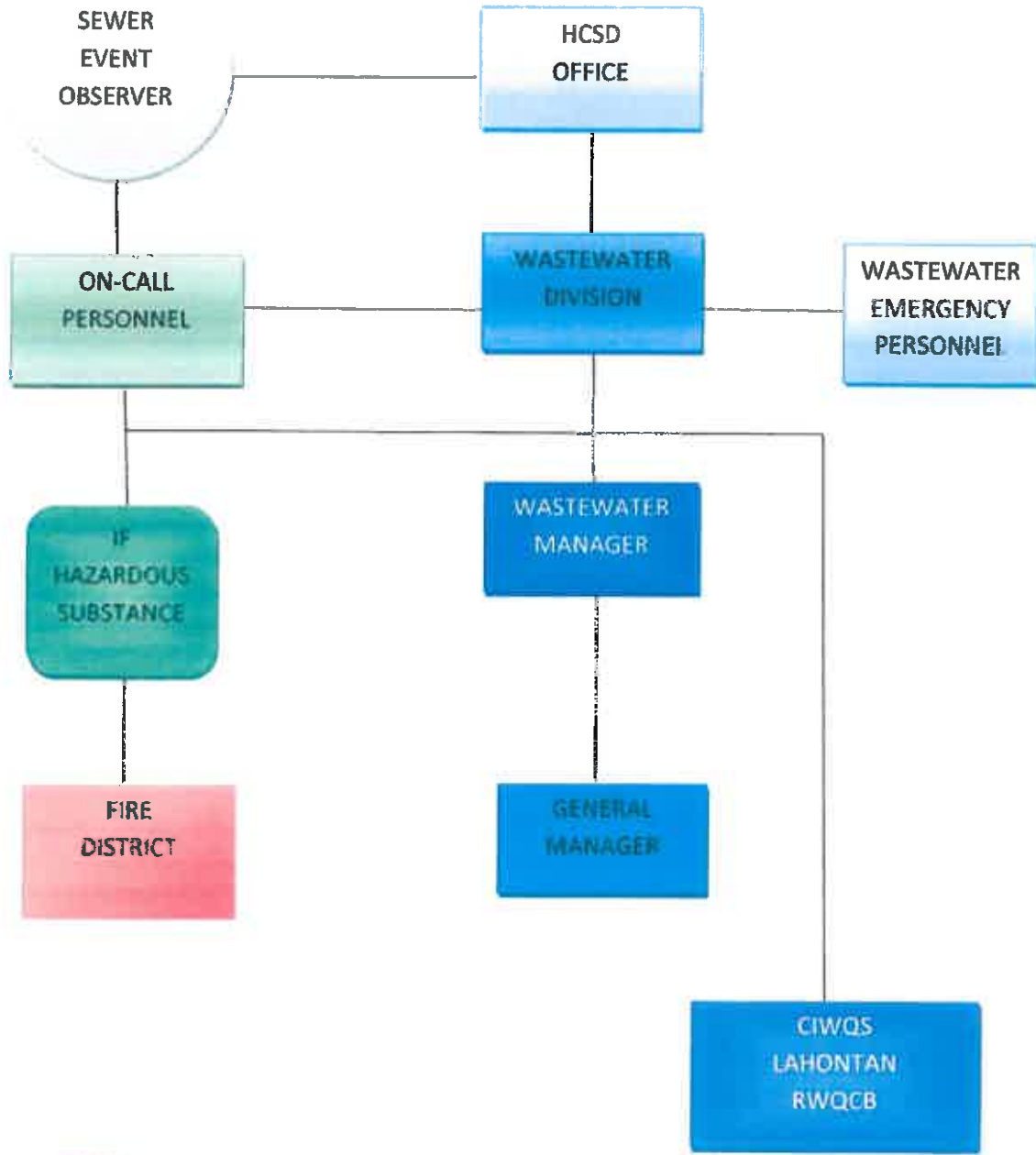
Figure 2-2 contains a flowchart depicting the chain of communication for responding to and reporting SSOs, from observation of an SSO to reporting the SSO to the appropriate regulatory agencies. Table 2-1 lists contact phone numbers for the parties included in the chain of communication. The SSO Reporting process is described in more detail in Section 6: Overflow Emergency Response Plan.

**Table 2-1. Contact Numbers for SSO Chain of Communication**

CONTACT	PHONE (760)
District Office	951-0006
Sheriff Department (Victorville Station)	245-4211
Fire District, Station 4	245-5022
General Manager	951-0006
Sewer Superintendent (Alex Aviles)	221-1661
Sewer On-Call Personnel (General)	951-0006
Maintenance Operator (Bill kuhlmann)	221-3365
Maintenance Operator (Alex Creason)	552-5019



Figure 2-2. Chain of Communication





### 3.0 LEGAL AUTHORITY

This section describes the legal authority to implement the SSMP plans and procedures.

#### 3.1 Regulatory Requirements for Legal Authority Element

The summarized requirements for the Organization element of the SSMP are as follows:

*Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:*

- a) Prevent illicit discharges into its sanitary sewer system, including I/I from satellite wastewater collection systems and laterals, stormwater, unauthorized debris, etc.*
- b) Require proper design and construction of sewers and connections*
- c) Ensure access for maintenance, inspection and repairs to publicly owned portions of laterals*
- d) Limit the discharge of fats, oil and grease (FOG) and other debris that may cause blockages*
- e) Enforce violations of its sewer ordinances*

#### 3.2 Element 3 Appendix

Supporting information for Element 3 is included in **Appendix C**. This appendix includes the following documents:

1. LAFCO 2996 – Helendale CSD Formation Resolution

#### 3.3 Legal Authority

The HCSD was formed by LAFCO Action 2996 on June 21, 2006. The formation was based on County of San Bernardino LAFCO Resolution 2927, which transferred the functions of the County CSA 70 that was operating public facilities to the newly formed District.

The HCSD sanitary sewer system was originally operated by the County of San Bernardino CSA 70. All of the existing codified and uncodified County ordinances relating to CSA 70 are adopted by the District by reference. These ordinances are the main vehicle for the District to regulate sewer use and wastewater discharges.



## 4.0 OPERATION AND MAINTENANCE PROGRAM

This section describes the District's program to operate and maintain the sewer system, manage engineering data and capacity assurance, and provide training programs.

### 4.1 Regulatory Requirements for Operation & Maintenance Element

The summarized requirements for the Operation & Maintenance element of the SSMP are as follows:

- a) *Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities.*
- b) *Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders.*
- c) *Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan.*
- d) *Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained.*
- e) *Provide equipment and replacement part inventories, including identification of critical replacement parts.*

### 4.2

#### Operation and Maintenance Program

The DISTRICT is charged with providing adequate operation and maintenance of sewer system facilities and equipment. The District has developed basic procedures to



respond to various incidents such as interior plumbing issues, sewer back-ups, odors, lift station problems, and spill response.

**A. Sewer System Map**

The District maintains a Sewer Map Book that includes detailed graphical data of all manholes, pipelines, cleanouts, force mains, lift stations, and private systems.

**B. Routine Maintenance**

The routine cleaning of the District's sewer reaches is logged in the Daily Activity Logs, and documented in the Sewer Map Book. Approximately 3-4 miles of sewer are cleaned each year, resulting in about a three-year cycle to clean the entire system (~ 27 miles).

More frequent cleaning and maintenance is targeted at known problem areas, called "hot spots" in the District O&M Program.

As part of the preventative maintenance program, observations related to grease build-up, sags and other problems are tracked by the District. The Sewer Department then conducts further investigations as warranted to determine the cause of the identified problem. Enforcement and other actions relating to correcting problems are coordinated with the General Manager.

**C. Rehabilitation and Replacement Program**

The entire sewer system is cctv'ed every 10 year cycle by cctving roughly 10% each year.. The CCTV program identified problem reaches, and the District's Annual budget includes repairs of observed problems. To conduct these repairs, the District has on-call agreements with contractors that are used to address problems in order of severity and potential to cause an SSO.

The CIP budget for sewer system repairs and rehabilitation, based on needs identified in the 2009 CCTV program, is determined annually. An example is the \$160,000 project to reduce I/I in a reach of 30-inch sewer main by Insituform lining, completed in February 2010. The annual Operations & Maintenance budget also includes a line item for routine repairs.



#### **D. Staff Training**

District staff participate in the certification program for operators, Grades I through IV. The District provides routine technical, job skills, and safety training for its staff. Contractors' staff are also required to provide evidence of appropriate training.

The District has developed an SSO Response Training program for all collection system maintenance workers, and has also developed training programs and standard operating procedures for line cleaning, vector truck operation, sewer grit removal and dumping, pump station operation and maintenance, and other related tasks.

Technical training and supporting resources are maintained by the District, and all records and documentation are available for review.

#### **E. Facilities and Equipment Management**

The District utilizes workorder software for on-going preventative and corrective maintenance. Sewer system assets that have scheduled or emergency maintenance activities are tracked to ensure that adequate operations are maintained. Work orders and repairs are also tracked in the program.

Available O&M manuals for the District's lift stations are located in the WWTP office. The Sewer Superintendent is responsible for these documents, and has assigned management of the daily operations to the Senior Operator and the other Operators.



## 5.0 DESIGN AND PERFORMANCE PROVISIONS

This section describes the design and construction standards that the District utilizes for new sanitary sewer infrastructure, and the procedures and standards for inspection and testing of facilities. These provisions also apply to system repair or rehabilitation.

### 5.1 Regulatory Requirements for Design & Performance Standards Element

The summarized requirements for the Design & Performance Provisions element of the SSMP are as follows:

- a) *Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and*
- b) *Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.*

### 5.2 Element 5 Appendix

Supporting information for Element 5 is included in **Appendix D**. This appendix includes the following documents:

- I. HCSD Standard Details and Notes (adopted from County CSA 70 details)

### 5.3 Design & Performance Standards

The District utilizes the Greenbook Standard Specifications and details to regulate sewer design and construction. The District will also continue to utilize in-place provisions included in CSA 70 ordinances, and employ current procedures.



## 6.0 OVERFLOW EMERGENCY RESPONSE PLAN

This section summarizes the response plan and procedures followed by the District in the event of sanitary sewer overflows or other emergencies relating to the sewer system.

### 6.1 Regulatory Requirements for Overflow Emergency Response Element

The summarized requirements for the Overflow Emergency Response Plan element of the SSMP are as follows:

*Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:*

- a) *Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner.*
- b) *A program to ensure an appropriate response to all overflows.*
- c) *Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification.*
- d) *Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained.*
- e) *Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities.*
- f) *A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.*

### 6.2 Element 6 Appendix

Supporting information for Element 6 is included in **Appendix E**. This appendix includes the following documents:

- I. Overflow Response Forms



### 6.3 Overflow Emergency Response Plan

#### Notification Procedures

The Chain of Communication shown in **Figure 2-2** indicates the notification procedures to notify primary responders of all SSOs in a timely manner. The notification includes the state and local agencies that need to be informed of events.

The District also maintains an "On-Call Program" (see **Appendix C**) for timely response to spills and other emergencies. Collection system staff are trained in this plan and are able to respond to a spill in less than an hour from the first call.

#### Response Procedures

The District maintains procedures to investigate and assist in mitigation of various types of potential SSO discharges from the District system, as well as special circumstances including:

- Originating on private property
- Potentially reaching storm drains or channels
- Those potentially impacting public health or the environment

Standard department procedures provide for rapid mobilization, diagnosis, containment, reporting, and relief of the SSO cause. As needed, department staff and contractors utilize standard procedures to provide emergency operations such as traffic and crowd control and other emergency response activities.

#### Spill Prevention

The Operations & Maintenance Program followed by the District effectively prevents SSO's that could reasonably be anticipated. Physical situations in the collection system that become apparent after an SSO event are repaired or rectified as soon as practicable.



## 7.0 FATS, OIL AND GREASE CONTROL PROGRAM

This section discusses the FOG control program administered by the District to prevent discharges to the sewer system, and provide alternate methods of disposal.

### 7.1 Regulatory Requirements for FOG Control Program Element

The summarized requirements for the FOG Control Program element of the SSMP are as follows:

*Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:*

- a) *An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG.*
- b) *A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area.*
- c) *The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG.*
- d) *Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements.*
- e) *Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance.*
- f) *An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section.*
- g) *Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (f) above.*

### 7.2 Element 7 Appendix

Supporting information for Element 7 is included in **Appendix F**. This appendix includes the following documents:

- I. Fats, Oil, and Grease (FOG) Program Forms

### 7.3 FOG Control Program

The District controls FOG through the Operations & Maintenance Program, with special attention by Hot Spot responses.





The District has the legal authority to prohibit discharges to the system, and as documented in the Operations & Maintenance Program the District implements measures to prevent SSOs caused by fats, oils, or grease blockages.

The District sewer ordinance (CSA 70) includes specific requirements to install grease removal devices (traps or interceptors), the design requirements, and record keeping and reporting requirements. The ordinance gives the District authority to inspect grease-producing facilities. The County Department of Public Health also regulates and inspects internal grease trap units.

The Hot Spot program identifies sections of the sewer system subject to grease blockages, and establishes a cleaning and maintenance schedule for each of these reaches. Recurring conditions that can be attributed to FOG are investigated and mitigated.



## 8.0 SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

This section summarizes the steps the District takes to routinely evaluate the sewer system and capacity, and to plan for needed upgrades and repairs.

### 8.1 Regulatory Requirements for System Evaluation & Capacity Assurance Plan Element

The summarized requirements for the System Evaluation & Capacity Assurance Plan element of the SSMP are as follows:

*The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:*

- a) *Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;*
- b) *Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria; and*
- c) *Capacity Enhancement Measures: The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.*
- d) *Schedule: The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements.*

### 8.2 System Evaluation & Capacity Assurance Plan

The physical repair and rehabilitation needs of the District system are periodically determined through the CCTV inspection and associated condition assessment of selected pipelines. As part of the District Wastewater Master Plan (latest revision February 2002), a hydraulic analysis spreadsheet of the collection system has been developed to determine capacity requirements. The hydraulic data were utilized to determine existing dry and wet weather system capacity and identify deficiencies in the



system and improvements that will be necessary prior to adding significant source flow to the system. The analysis and assessment results were utilized to develop a short and long-term CIP for capacity enhancement. It is noted that the District is not currently experiencing capacity related problems.

The CIP developed by the District includes line items, based on improvement needs identified in the CCTV program, to be constructed by contractors. Significant repairs or facility upgrade needs that are identified during cleaning and maintenance activities are included as separate line items. Hot spot repairs and similar activities are funded in the annual O&M budget.



## 9.0 MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS

This section discusses the District's ongoing monitoring activities to maintain information needed to regulate SSMP activities, and measure the effectiveness of the programs. Appropriate program modifications will be identified.

### 9.1 Regulatory Requirements for Monitoring, Measurement & Program Modifications Element

The summarized requirements for the Monitoring, Measurement & Program Modifications element of the SSMP are as follows:

- a) *Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;*
- b) *Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;*
- c) *Assess the success of the preventative maintenance program;*
- d) *Update program elements, as appropriate, based on monitoring or performance evaluations; and*
- e) *Identify and illustrate SSO trends, including: frequency, location, and volume*

### 9.2 Monitoring, Measurement & Program Modifications

The District maintains complete records of all SSO's, hot spots, and other sewer system maintenance and repair activities, as described in Sections 4 and 6. The District maintains preventative maintenance records in the workorder system. Examples of the District's tracking and reporting forms are included in Appendices D and F.

The District last completed system-wide CCTV inspections in 2009, and conducts an annual cleaning program that covers the entire system on a three-year rotation. These programs, along with the hot spot identification, allow the District to continuously monitor and update records on the condition of the sewers.

The CSD maintains a list of all food service establishments that are regulated by the District. Inspections and other activities are documented by the Department, and hot spot and enforcement issues are coordinated with the District staff.



## 10.0 SSMP PROGRAM AUDITS

This section discusses the methods that the District will employ to audit the SSMP Program.

### 10.1 Regulatory Requirements for SSMP Program Audits Element

The summarized requirements for the SSMP Program Audits element of the SSMP are as follows:

*As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them.*

### 10.2 SSMP Program Audits

The Sewer Department and General Manager will conduct an annual audit of the SSMP Program, prior to the annual update report to the District Board (see Section 11). It is anticipated that this meeting will be in November of each year, so that the District is prepared for the following wet weather season.

The annual audit will focus on the effectiveness of the sewer system operations and compliance status, and include the following:

- Any revisions made to the SSMP since the last audit
- Sewer system construction completed during the past year
- Summary of SSO's reported
- Observed sewer system or SSMP deficiencies
- Strategies to correct deficiencies
- Description of proposed capital improvement and operations improvements during the next year



## 11.0 COMMUNICATION PROGRAM

This section discusses the District's communication program to keep the public and other District departments apprised of SSMP status.

### 11.1 Regulatory Requirements for Communication Program Element

The summarized requirements for the Communication Program element of the SSMP are as follows:

*The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented. The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system.*

### 11.2 Communications Program

The SSMP process was initially discussed in a public forum at the April 15, 2010 District Board meeting, where the plan was adopted. An annual update report will be provided to the District Board in public forum by the General Manager. Public input received at District Board meetings will be addressed, and the SSMP revised as appropriate.

The Sewer Department communicates on a regular basis with the General Manager regarding sewer system operations topics, as they arise.



## **APPENDIX A**

### **Waste Discharge Requirements**

**CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD  
LAHONTAN REGION**

**BOARD ORDER NO. R6V-2018-0015  
WDID NO. 6B361111001**

**REVISED WASTE DISCHARGE REQUIREMENTS  
FOR**

**HELENDALE COMMUNITY SERVICES DISTRICT  
SILVER LAKES WASTEWATER TREATMENT PLANT**

\_\_\_\_\_ San Bernardino County \_\_\_\_\_

The California Regional Water Quality Control Board, Lahontan Region (Water Board) finds:

1. Discharger

The Helendale Community Services District provides domestic wastewater collection and treatment services for the Silver Lakes planned unit development and adjacent areas west of the Mojave River. For purposes of this Board Order (Order), Helendale Community Services District is referred to as the "Discharger."

2. Facility

The Facility is the Discharger's system of domestic wastewater collection, transport, treatment, and disposal works. The Facility is a publicly owned treatment works (POTW), as defined under the federal Clean Water Act. As a POTW, the Discharger must manage biosolids in compliance with federal regulations.

In this Order, the treatment works of the Facility are called the "treatment plant," and the "treatment plant site" consists of the treatment plant and existing discharge sites. The treatment plant design flow is 1.2 million gallons per day.

3. Existing Orders

- a. On June 13, 2001, the Water Board adopted Board Order No. 6-01-39 for the Facility. This Order replaces Board Order No. 6-01-39.
- b. Sanitary sewer system overflows are regulated under this Order and as an enrollee under the State Water Quality Control Board (State Water Board) Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Order No. 2006-0003-DWQ (WDID No. 6SSO11506, CW-705097).
- c. The Discharger has filed a Notice of Non-Applicability (NONA) in accordance with the State Water Board's General Permit for Storm Water Discharges



Associated with Industrial Activities, Order No. 2014-0057-DWQ, certifying that no discharge occurs from the Facility. The NONA requires that the Facility be engineered and constructed to have contained the maximum historic precipitation event (or series of events) using the precipitation data collected from the National Oceanic and Atmospheric Agency's website (or other nearby precipitation data available from other government agencies) so that there will be no discharge of industrial storm water to waters of the United States. As part of this process, the Discharger must submit a Technical Report demonstrating that the Facility meets the eligibility requirements, signed by a California licensed professional engineer. These submittals were made through the State Water Board's Storm Water Multi-Application and Reporting Tracking System (SMARTS).

4. Order History

The Water Board previously adopted waste discharge requirements for the Facility under Board Order No. 6-90-13, which was adopted on February 8, 1990. The Water Board adopted amended Board Order No. 6-90-13A1 on August 11, 1994, to eliminate a requirement for tertiary treatment since a proposed golf course reclamation project was canceled. The Water Board adopted amended Board Order No. 6-90-13A2 on September 9, 1999, at the Discharger's request, to authorize the discharge of recycled, un-disinfected, secondary-level treated wastewater effluent to a sod farm water recycling irrigation site; to propose adjacent animal fodder/fiber crop pasture/field; and to allow for future construction of an additional percolation pond. On June 13, 2001, the Water Board adopted Board Order No. 6-01-39 for the Facility.

5. Reason for Action

The reasons, or objectives, for this action are to achieve and verify agronomic rates for recycled water application and approve the addition of 35 acres of expanded agricultural fields for recycled water application to existing fields. The Order includes a time schedule to implement the Phase 1 expanded agricultural site. The Monitoring and Reporting Program includes a time schedule order to provide sufficient monitoring of discharges to the percolation ponds and the expanded agricultural site and to monitor for any potential effects on groundwater.

6. Discharge

Non-disinfected secondary effluent is discharged to two percolation ponds and a 60-acre agricultural field (existing). In the future, effluent will also be discharged to the 35-acre agricultural sites (expanded). Discharges of sludge occur to the biosolids drying beds, which are then disposed of offsite.

7. Authorized Discharge Location

The size of the treatment plant site is 80 acres, with 20 acres for treatment facilities and 60 acres for feed crop. An additional 35 acres of feed crops will be added for a total of 95 acres of agricultural fields for wastewater reuse. The legal description of the treatment plant site is the western half of the northwestern quarter of Section 20, Township 8 North (T8N), Range 4 West (R4W), San Bernardino Baseline and Meridian (SBB&M). Attached to this Order are a schematic of the treatment processes (Attachment A), maps showing the treatment plant site (Attachment B), well and reuse area locations (Attachment C), and the receiving groundwater basin (Attachment D).

8. Report of Waste Discharge

The Discharger submitted a complete revised Report of Waste Discharge. The Report of Waste Discharge documents include the following:

- Report of Waste Discharge for Helendale CSD Wastewater Treatment Plant, September 23, 2015. This document includes a Form 200.
- Helendale Wastewater Treatment Plant Water Quality Impact Analysis, dated October 21, 2015.
- Report of Waste Discharge Addendum and Revised Water Quality Impact Analysis for the Helendale CSD Wastewater Treatment Plant, dated January 20, 2016.
- Helendale CSD Antidegradation Overview, dated September 12, 2016.
- Email from the Discharger's consultant, Larry Walker and Associates (LWA), discussing options for an expanded monitoring well network to address expanded agriculture operations, dated February 2, 2017.

9. Treatment Plant and Discharge Description

The treatment plant is a secondary treatment facility employing a trickling filter. The plant has redundant primary and secondary clarifiers and trickling filters. Final effluent is measured and discharged into two percolation ponds. Chlorine is no longer used to disinfect effluent; however effluent still flows through the chlorine contact chamber. Some of the final effluent is pumped from the percolation ponds to irrigate 60 acres of feed crop. The remaining final effluent percolates through the soil beneath the ponds and recharges groundwater.

Biosolids consisting of sludge and scum from the primary and secondary clarifiers are pumped to the aerobic digester for stabilization. Following aerobic digestion, the biosolids are dewatered in 12 solar drying beds that have synthetic plastic liners. All the drying beds have sludge liquid collection drains. Liquids drained

from each drying bed are combined into a common line and sent to the trickling filter pump station.

Dewatered biosolids are stored in bins and hauled to Liberty Composting in Bakersfield or other authorized disposal locations. Grit and screenings from the headworks are disposed into a local authorized lined Class III landfill. The Discharger treats an average of 172 million gallons (Mgal) of wastewater each year (0.47 million gallons per day [mgd]). The Discharger's 2010 California Code of Regulations (CCR), title 22, Engineering Report and Farm Management Plan estimated a total annual recharge value of 27 Mgal (0.075 mgd based on an irrigation water balance and average pond recharge rate from 2005 to 2008 (Helendale CSD, 2010).

Based on 2012 – 2014 data, the annual effluent water balance is shown in the following table.

Location	Amount (Mgal)	Percent
Percolation pond groundwater infiltration	27.0	15.7%
Percolation pond evaporation	13.2	7.7%
Crop irrigation	131.8	76.6%
Annual wastewater volume	172.0	100.0%

#### 10. Proposed Projects

The Discharger proposes two projects to address disposal of the wastewater effluent. The names and descriptions of each project are presented below.

- a. Phase 1, Agriculture Site Expansion project. In Phase 1, the current crop irrigation area of 60 acres, located on the wastewater treatment facility site, will be increased by 35 acres to include the Discharger-owned land south of the wastewater treatment facility (Attachment C). Upon completion of the Phase 1 project, the total irrigation area will be 95 acres. The intent of the proposed new use area is to apply effluent near the crop agronomic rate and minimize the amount of effluent that goes to groundwater.
- b. Phase 2, Tertiary Upgrade project. The Discharger is considering a project upgrade to produce disinfected tertiary recycled water. The objective of the project is to supply recycled water where possible to reduce reliance on existing groundwater supplies. This Order does not include requirements for this project.

#### 11. Time Schedule

As provided in California Water Code (CWC), section 13263(c), this Order specifies a time schedule for the Discharger's proposed agriculture site expansion project to ensure water quality is protected by achieving agronomic application rates for

wastewater re-use or disposal in a timely manner. A time schedule is not included in this Order for the tertiary upgrade project because the project is not necessary for water quality protection and is contingent on the Discharger's completion of a financial feasibility study of the project.

12. Regulation of Recycled Water

The Discharger uses treated wastewater to grow crops that are harvested and transported offsite for use. This includes crops grown on the existing 60-acre site and the planned 35-acre expansion site, for a total of 95 acres. Therefore, the entire 95-acre site must be covered under an approved title 22 Engineering Report. This Order contains a requirement that reuse at the 35-acre expansion site is conditioned upon the Executive Officer's acceptance of the CCR's, title 22 Engineering Report and State Water Board, Division of Drinking Water (DDW) recommendations on the Engineering Report.

In the previous Order, the Water Board considered the recycled water use on the existing 60-acre site exempt from obtaining water recycling requirements pursuant to CCR, title 22, section 60303, because the use adjacent to the treatment plant occurred on land owned by the Discharger. DDW has recently clarified that this exemption applies only to operational uses of recycled water at a treatment plant site and not for crop growing activities. However, the Water Board has determined that recycled water use on the existing 60-acre site may continue because this Order incorporates a similar level of controls as DDW is expected to recommend at the planned 35-acre site.

This Order requires the Engineering Report submitted for the planned 35-acre expansion area to address and include the existing 60-acre area for the full 95-acre area. Should DDW recommend additional controls, the Discharger may be asked to provide an amended reuse plan for Executive Officer acceptance. If needed, the Executive Officer may amend the Monitoring and Reporting Program (MRP).

To proceed with the Phase 2 tertiary upgrade project, the Discharger must:

- Submit a separate or revised Engineering Report to DDW and the Water Board;
- Obtain recycled water requirements for production and use; or
- Enroll in the State Board's Water Reclamation Requirements for Recycled Water Use, Order WQ 2016-0068-DDW.

13. Authorized Discharge Site and Recycled Water Sites

- a. This Order authorizes the Discharger to discharge waste to the two existing percolation ponds and the existing 60-acre agriculture areas at the treatment plant site.

- b. Once the Discharger completes the Phase 1 agriculture site expansion project and the Executive Officer accepts the Engineering Report following DDW's review, the Executive Officer can make a determination that the discharge of waste to the expanded 35-acre agriculture site can occur under the requirements of this Order. The location of the expanded agricultural reuse site, as well as discharge locations, are shown on Attachment C.

14. Expanded Agriculture Site Compliance Groundwater Monitoring Wells

There are currently four monitoring wells located at the treatment plant owned by Helendale CSD. Three United States Geological Survey (USGS) wells are also located in the vicinity of the plant and are multi-screened wells. The MRP requires that the Discharger include groundwater levels from the shallowest screened interval of the USGS wells for groundwater contouring. These wells are listed in the table below.

Discharger Wells	Screen Length (ft)	Total Depth (ft)
8N4W20E01 (MW-1)	45	unknown
8N4W20E02 (MW-2)	50	130
8N4W20D01 (MW-3)	50	130
8N4W20D02 (MW-4)	50	130
USGS Wells to be Used for Groundwater Contouring <sup>1</sup>	Screen Length (ft)	Depth of Shallow Screen Interval below ground surface (ft)
8N4W29E06	10	30 - 40
8N4W21M04	10	30 - 40
8N4W19G04	20	80 - 100
8N4W20Q11	20	30 - 50

<sup>1</sup> Note that only the shallowest screen interval of each USGS well is included; the deeper intervals are not to be used for groundwater contouring for this site.

This Order requires the Discharger to expand the groundwater monitoring network around the treatment plant and the expanded agriculture site. For each well, the Discharger must determine the background water quality from a statistically significant number of independent sampling events (at least eight). Background water quality sampling must occur before effluent is discharged at the expanded agriculture site. These data will be used to establish pre-discharge background water quality conditions in groundwater. This Order includes requirements for well installation and determination of background water quality before discharge of the effluent at the expanded site. Additionally, this Order requires the Discharger to ensure agronomic rates are achieved at both irrigation sites.

15. Agronomic Rates

The Discharger provided water irrigation and nitrogen balance calculations for agriculture use at the treatment plant site and the expanded agriculture site. The calculations show that effluent can be applied to crops, primarily alfalfa, at

near-agronomic rates. Seasonal and month-to-month fluctuations in climate and actual crop demand for the use of water show that with the addition of the expanded agricultural site, the Discharger applies effluent slightly above agronomic rates in the winter. With use of the expanded agricultural site, the Discharger will improve irrigation site nitrogen removal over existing practices and achieve or be below agronomic rates.

16. Effluent Limitations

The Discharger's treatment plant produces secondary treated wastewater. For this reason, the Water Board selects the federal secondary treatment standards as the effluent limitations for the discharge. Achieving close to the crop agronomic rate precludes the need to establish a nitrogen effluent limitation.

17. Receiving Water

The receiving water is groundwater within the Middle Mojave River Valley groundwater basin (California Department of Water Resources Groundwater Basin 6-41).

18. Lahontan Basin Plan

The Water Board adopted a *Water Quality Control Plan for the Lahontan Region* (Basin Plan), which became effective on March 31, 1995. Subsequent amendments to the Basin Plan have been adopted. This Order implements the Basin Plan, as amended.

19. Beneficial Uses

The beneficial uses of the receiving groundwater are the following:

- Municipal and domestic supply (MUN),
- Agricultural supply (AGR),
- Industrial service supply (IND),
- Freshwater replenishment (FRSH), and
- Aquaculture (AQUA).

20. Geology and Hydrogeology

The geological and hydrogeological features that affect the requirements of this Order are the following:

- a. The treatment plant site lies above the floodplain aquifer of the Middle Mojave River Valley groundwater basin. The floodplain aquifer is comprised of Mojave

River fluvial deposits. Transmissivity values range from 1,000 to 60,000 square feet per day.

- b. The northwest-to-southeast-trending Helendale fault intersects the northeast corner of the treatment plant site. The fault is important because the Mojave Water Agency defines this fault as the groundwater flow boundary in the deep zones between the Alto and Centro water management subareas and may influence both groundwater flow and quality.

21. Receiving Water Quality

The 2012 to 2017 range of groundwater depths, total dissolved solids (TDS) concentrations, and nitrate-nitrogen concentrations at each of the treatment plant site's compliance groundwater monitoring wells, are presented in the following table:

Well	Range	TDS (mg/L)	Nitrate-Nitrogen (mg/L)	Depth to Groundwater (ft) <sup>1</sup>
MW-1	Minimum	435	1.6	10.0
	Maximum	510	7.1	13.1
MW-2	Minimum	3330	2.6	12.3
	Maximum	3820	7.8	18.5
MW-3	Minimum	1040	1.5	22.0
	Maximum	1240	6.2	32.4
MW-4	Minimum	1930	2.1	40.8
	Maximum	2700	6.9	62.0

<sup>1</sup> Values from quarterly self-monitoring reports submitted by the Discharger from 2012 to 2017.

The Basin Plan adopts the maximum contaminant levels (MCL) as the water quality objectives for groundwater designated as municipal or domestic supply. The MCL for nitrate-nitrogen is 10 mg/L. The MCL for TDS is not a health-based limit, but rather based upon taste and odor. It is a three part standard, with a "recommended" (500 mg/L), "upper" (1,000 mg/L), and "short-term" (1,500 mg/L) limit.

The data from the four monitoring wells listed above indicate that the receiving groundwater has TDS concentrations that exceed the upper limit (1,000 mg/L) in three of the four monitoring wells. Wells MW-2 and MW-4 have exceeded the short-term limit (1,500 mg/L) and have measured TDS at much higher concentrations than the upper drinking water standard (secondary maximum contaminant level) of 1,000 mg/L. Although TDS concentrations in well MW-3 have been measured between 1,040 and 1,190 mg/L, these concentrations still exceed the 1,000 mg/L upper limit. The source of the high TDS concentrations, particularly the maximum measured value of 3,820 mg/L at monitoring well MW-2, is unknown. However, samples of effluent collected from the Discharger's percolation ponds show an average TDS concentration of 783 mg/L (data from

2012 to 2016), which is lower than the observed groundwater concentration in upgradient wells. Additionally, groundwater monitoring results have detected constituents that are typically associated with wastewater, in particular biochemical oxygen demand (BOD) and ammonia, in downgradient groundwater samples. This Order contains a requirement for the Discharger to submit a workplan for installing additional monitoring wells to improve the monitoring network and to track movement of these contaminant plumes toward sensitive receptors.

The receiving groundwater quality for nitrate-nitrogen shown in monitoring wells during the years 2012 to 2017 meets the Basin Plan water quality objective of 10 mg/L. Nevertheless, because background nitrate-nitrogen levels in this area are approximately 5.5 mg/L, and some monitoring well nitrate concentrations exceed background, it appears that groundwater quality has already been degraded (LWA, January 2016). There is concern that continued discharges of treated water from the Facility may cause nitrate concentrations to increase to effluent concentration levels, which averaged 7.85 mg/L (years 2012-2017), and may result in groundwater degradation. Therefore, this Order requires implementing a project that will increase nitrate-nitrogen removal through increased crop uptake and monitoring nitrate concentration trends in groundwater.

22. Policy for Maintaining High Quality Waters

State Water Board Resolution No. 68-16 "Statement of Policy with Respect to Maintaining High Quality Waters in California," is called the non-degradation objective in the Basin Plan. Resolution 68-16 states:

1. *"Whenever the existing quality of water is better than the quality established in policies as of the date on which such policies become effective, such existing high quality will be maintained until it has been demonstrated to the State that a change will be consistent with the maximum benefit to the people of the State, will not unreasonably affect present and anticipated beneficial use of such water and will not result in water quality less than that prescribed in the policies.*
2. *Any activity which produces or may produce a waste...and which discharges or proposes to discharge to existing high quality waters will be required to meet waste discharge requirements which will result in the best practicable treatment or control of the discharge necessary to assure that (a) pollution or nuisance will not occur, and (b) the highest water quality consistent with maximum benefit to the people of the State will be maintained."*

This policy prohibits discharges of treated wastewater and biosolids that will cause a pollution or nuisance and limits degradation by requiring the highest water quality consistent with maximum benefit to people of the State.



As part of the Report of Waste Discharge, the Discharger submitted two technical reports: *Helendale Wastewater Treatment Plant Water Quality Impact Analysis*, by LWA, January 20, 2016, and *Helendale CSD Anti-degradation Overview*, September 12, 2016, also prepared by LWA. In the water quality impact analysis, the Discharger calculated the effect of future discharges of nitrate and TDS on the quality of the receiving groundwater. In the analysis, the Discharger calculated groundwater quality for TDS and nitrate-nitrogen at various distances from the center of the treatment plant percolation ponds using a simplified model. The model assumed a homogenous, isotropic aquifer of constant thickness into which the TDS and nitrate-laden water is discharged; the model assumed constant groundwater recharge rates from the percolation ponds and from the irrigated fields; and the model assumed a steady flow of groundwater passing through the model boundaries, using background concentrations of TDS and nitrate-nitrogen at 1,700 mg/L and 5.5 mg/L, respectively. The analysis assumed no evaporation, adsorption, biodegradation, or physical chemical reactions that may consume TDS or nitrate. The model accounted for recharge from their percolation ponds, using a very conservative value of 0.47 mgd. The model predicted long-term nitrate-nitrogen and TDS concentrations at distances of 600, 1,200, and 3,000 feet from the recharge pond; the results are presented below:

Constituent	Long-Term Average Effluent Water Quality (mg/L)	Background Average Water Quality <sup>1</sup> (mg/L)	Long-Term Average Predicted Water Quality (mg/L) at Various Distances from Percolation Ponds <sup>2</sup>		
			600 ft	1,200 ft	3,000 ft
NO3-N <sup>3</sup>	7.85 <sup>4</sup>	5.5	7.68	7.52	7.17
TDS	783	1700	851	910	1048

<sup>1</sup>Measured at Helendale CSD Supply Well No. 9, state well no. 8N4W29D03, located approximately 4,400 feet south of the plant.

<sup>2</sup>Obtained from Table 5-7 and Figure 8 of LWA January 2016 report.

<sup>3</sup>NO3-N is the measure of nitrate as nitrogen.

<sup>4</sup>The corresponding value for total Kjeldahl nitrogen (TKN) in the 2012-2014 time period is 4.3 mg/L based on self-monitoring reports submitted to the Water Board. Total nitrogen, which is the sum of TKN and NO3-N, is 12.15 mg/L.

The background groundwater monitoring well selected by the Discharger is a supply well ½ mile south of the treatment plant site.

In the report titled *Helendale CSD Anti-degradation Overview*, the anti-degradation analysis shows that applying all the effluent to the current 60-acre crop land, with the exception of that discharged to the percolation ponds, exceeds the agronomic rate for alfalfa when averaged over a year. The analysis shows that when the crop area is expanded to 95 acres, as required by this Order, applying that same flow rate of effluent to the crops will be *less than* the agronomic rate for alfalfa when

averaged over a year. Thus, when the crop area is expanded, no further excess nitrogen is expected to reach groundwater.

The LWA analysis predicts nitrate-nitrogen uptake rate by 60 acres of alfalfa crop exceeds the application rate. When the crop area is expanded to 95 acres, the nitrate-nitrogen uptake will be even greater. The increased nitrate uptake by the additional crop area will prevent nitrate-nitrogen concentrations from exceeding the MCL of 10 mg/L, and groundwater quality will likely improve from current conditions.

(a) *"Water quality changes are consistent with the maximum benefit of people of the state"*

The Basin Plan establishes water quality objectives based on the beneficial uses. Although some of the monitoring wells indicate that the receiving water limits for TDS are not being met, it is unlikely that this discharge is the cause of those exceedances. The TDS levels of the effluent are actually less than the TDS level of the existing water quality and will have a beneficial effect over time. The nitrate levels are expected to stay below the MCL. The Discharger will be implementing a project that will increase nitrate-nitrogen removal through increased crop uptake; the Discharger will be monitoring nitrate uptake by the crops and nitrate concentrations in the effluent, with the objective of maintaining, and possibly reducing, nitrate concentration levels in groundwater. This Order also requires the Discharger to monitor receiving groundwater to verify these expectations.

This Order is consistent with the maximum benefit to the people of the State because: (1) it allows continued operation of an existing wastewater treatment system; (2) it requires monitoring of impacts from the treated wastewater; and (3) will reduce groundwater nitrate concentration levels due to decreased mass loading because of decreased effluent percolation as more nitrate nitrogen is taken up by the crops.

(b) *"Water quality changes do not unreasonably affect beneficial uses"*

The TDS concentrations exceed the drinking water standard in three onsite monitoring wells and are less than the drinking water standard in one onsite monitoring well. Two onsite monitoring wells contain less than the upgradient background concentration for TDS. The effluent TDS concentration is less than the drinking water standard, and therefore, with respect to TDS, continued discharges from the percolation ponds are not expected to unreasonably affect beneficial uses, and will, in fact, reduce TDS levels over time. With respect to nitrate, all beneficial uses are currently met and will continue to be met in the future with the inclusion of a larger agricultural area that will increase the nitrate removal by crops. Therefore, this criterion is satisfied.

- (c) *"Water quality changes do not result in water quality less than the Basin Plan objectives"*

Because the TDS concentration in the effluent is less than the receiving water quality, continued discharge through percolation may reduce TDS concentrations over time. In addition, the added 35-acre expansion area will allow irrigation at levels that are closer to agronomic rates, which will improve water quality through reduction of nitrate-nitrogen draining below the root zone of crops. This Order requires monitoring in the expanded agriculture area to indicate if irrigation in the winter time (slowest growth season) is in excess of crop uptake. Any excess water in the winter will be taken up in the spring and summer, when the feed crop grows denser and their roots grow deeper. The Discharger presented an analysis of nitrogen uptake by the feed crop that used conservative uptake values for nitrogen, water, and TDS. Based on this analysis, Water Board staff expects that properly managed crop farming on the 95-acre area will be protective of groundwater quality.

Thus, the Discharger's agricultural site expansion project will maintain or improve water quality and should not result in receiving groundwater quality less than the Basin Plan objectives.

- (d) *"Best practicable treatment or control is used to avoid pollution or nuisance and maintain the highest water quality consistent with the maximum benefit of the people of the state"*

The proposed project to expand the agriculture site from 60 acres to 95 acres will result in less nitrogen draining below the root zone and, thereby, provide some improvement in water quality compared to the present. There are two conceptual projects that would provide the highest quality of water: (1) improved treatment to reduce effluent total nitrogen to near the background level of 5.5 mg/L nitrate-nitrogen or (2) constructing lined storage reservoirs to contain winter effluent followed by irrigating crops at the full agronomic rate in the summer season. It is not possible to alter or improve the existing operation of primary clarification, secondary clarification, followed by a trickling filter to guarantee an effluent of less than 5.5 mg/L nitrate-nitrogen. Nitrate removal would require installation of a denitrification unit capable of treating 1.2 mgd, which would result in substantial capital and operational costs that would be passed on to the Discharger's rate payers. Construction of lined storage ponds would also result in substantial capital costs, which would also be passed on to the Discharger's rate payers. As such, the additional cost for nitrate removal is not commensurate with the improved water quality, and the maximum benefit to the state is through implementation of the proposed project.

In addition, the Discharger will conduct effluent and groundwater monitoring as part of the MRP. This will ensure that the best practicable treatment or control is effective, water quality objectives will not be exceeded, and confirms that water quality will be maintained at a level that is protective of beneficial uses.

Therefore, this Order is consistent with the Antidegradation Policy and includes specific requirements and conditions of discharge to minimize water quality degradation.

24. California Water Code, Section 13241 Considerations

Under CWC, section 13241, the Order requirements must take into consideration the following:

- (a) Past, present, and probable future beneficial uses of water.

The findings of this Order identify past, present, and probable future beneficial uses of water, as described in the Basin Plan. This Order does not authorize alteration of the beneficial uses of the groundwater from discharges authorized by this Order. The discharge area shall be monitored for degradation, and an impact analysis conducted by the Discharger states that the present and planned discharges will not degrade the groundwater to levels that would adversely affect the beneficial uses of the groundwater.

Additionally, if the Discharger cannot demonstrate that agronomic application of water and nutrients is achieved over a long-term period, then the Discharger must submit a plan to increase the area of crop application, construct winter storage reservoirs, upgrade treatment processes, or demonstrate an alternative acceptable to the Executive Officer.

- (b) Environmental characteristics of the hydrographic unit under consideration, including the quality of water available thereto.

The findings of this Order concerning geology, hydrogeology, and hydrology provide general information on the hydrographic unit. Information on the groundwater quality around the area of the disposal indicates that the upgradient groundwater and groundwater in monitoring well MW-2 has substantially higher TDS concentrations compared to the discharge. The Water Board has considered the environmental characteristics of the hydrographic unit, including the water quality available.

- (c) Water quality conditions that could reasonably be achieved through the coordinated control of all factors that affect water quality in the area.

Factors that could affect water quality in the area include: 1) the current use of onsite septic systems downgradient of the Facility, 2) other discharges to the groundwater basin, 3) the ongoing and increased discharge to the Discharger's percolation ponds, 4) historical and current agriculture practices, and 5) activities (golf course and lakes) at adjacent Silver Lakes development.

The Discharger performed an impact analysis on potential degradation that may occur due to the proposed discharge. The analysis examined the impact of various flow rates on TDS and nitrate-nitrogen concentrations. The analysis predicts that, with respect to background nitrate and TDS, these constituent concentrations will remain below water quality objectives downgradient of the treatment plant site with increasing effluent flow and increasing distance. Hence, future effluent application to the expanded agricultural fields should not contribute to water quality degradation.

(d) Economic considerations.

The purpose of Discharger's Phase 1 project is to decrease the application rates at agricultural areas to near-agronomic rates and reduce nitrogen loading to the groundwater. The Discharger has the financial resources to implement Phase 1, and there is no unnecessary financial burden being placed on the Discharger. The cost is modest because the Discharger does not need to upgrade their treatment plant. Phase 2 is optional, and the Discharger will complete a feasibility study before proceeding with design and construction of the tertiary treatment facility.

(e) The need for developing housing within the region.

The Discharger has capacity at the treatment plant to handle an extra 7,000 people, assuming that the average person generates 100 gallons per day of sewage. Thus, current capacity allows for additional housing. The expanded agricultural re-use area is sufficient for current plant flow. If additional housing is developed and plant flow increases within existing plant capacity, then additional agricultural land may be required or some other alternative implemented to ensure groundwater degradation does not result.

(f) The need to develop and use recycled water.

Both Phase 1 and Phase 2 projects provide recycled water resources.

25. California Environmental Quality Act

This project is subject to the provisions of the California Environmental Quality Act (CEQA, [Public Resources Code, section 21000 et seq.]) in accordance with Public

Resources Code, section 21065. Helendale CSD is the Lead Agency for this project under CEQA guidelines.

On March 1, 2017, Helendale CSD filed a Notice of Determination (NOD). Helendale CSD determined that environmental impacts from this project will be less than significant with mitigation measures described in their final CEQA document; these mitigation measures address potential impacts to air quality, biological resources, and cultural resources that may occur or be discovered during grading. The Board of Helendale CSD adopted a Mitigated Negative Declaration in a meeting held May 18, 2017, to satisfy provisions of CEQA.

The Water Board is a responsible agency under CEQA (Public Resources Code, section 21069). The Water Board has reviewed and considered the mitigated negative declaration prepared by Helendale CSD and finds that it addresses the Project's water resource impacts. (CCR, title 14, section 15096, subdivision [f]).

26. California Code of Regulations, title 27

CCR, title 27, section 20090(a) and (b) states that discharges are exempt from title 27 requirements for waste disposal provided the activity meets and continues to meet the following pre-conditions:

"(a) Sewage – Discharges of domestic sewage or treated effluent which are regulated by WDRs issued pursuant to Chapter 9, Division 3, title 23 of this code, or for which WDRs have been waived, and which are consistent with applicable water quality objectives, and treatment or storage facilities associated with municipal wastewater treatment plants, provided that residual sludges or solid waste from wastewater treatment facilities shall be discharged only in accordance with the applicable SWRCB-promulgated provisions of this division."

"(b) Wastewater – Discharges of wastewater to land, including but not limited to evaporation ponds, percolation ponds, or subsurface leachfields if the following conditions are met:

- (1) The applicable RWQCB has issued WDRs, reclamation requirements, or waived such issuance;
- (2) The discharge is in compliance with the applicable water quality control plan; and
- (3) The wastewater does not need to be managed according to Chapter 11, Division 4.5, title 22 of this code as a hazardous waste."

In this case, discharges will continue to meet the conditional exemption for discharges of domestic sewage because: 1) the discharge is regulated by WDRs, 2) the discharge is expected to be consistent with applicable water quality objectives, 3) the Facility is a municipal wastewater treatment plant, and 4) all

residual biosolids are disposed off-site in an authorized manner as required in CCR, title 27, section 20220(c).

27. Disinfection Byproducts Controls

Although the treatment plant has capability for chlorine disinfection, disinfection is not part of these WDRs. Therefore, the Water Board is not specifying disinfection byproduct controls. If the Discharger decides to reactivate the disinfection system, or construct and operate a new chlorination disinfection system, it will change the character of the discharge. This is because disinfection byproducts, which are carcinogens, may be discharged to land and then, ultimately, to groundwater. As required under CWC, section 13260(c), the Discharger must submit a revised report of waste discharge for such a change.

28. Right to Safe, Clean, Affordable, and Accessible Water

CWC, section 106.3, establishes a state policy that every human being has the right to safe, clean, affordable, and accessible water adequate for human consumption, cooking, and sanitary purposes and directs state agencies to consider this policy when adopting regulations pertinent to those uses of water. This Order promotes that policy by prohibiting the discharge from causing degradation to the groundwater above drinking water standards. The groundwater in the area includes a municipal beneficial use. The nearest water supply well is located two miles from the treatment plant site and is not expected to be affected by this discharge. The Water Board has considered this requirement in adopting this Order.

29. Classification and Annual Fees

The threat to water quality from the Facility is level 2 because water quality degradation may result from the discharge and improper plant operation could cause short-term violations of water quality objectives. The complexity is level B because the Facility has a biological treatment process. This classification is subject to change based on treatment or discharge method modifications or revised state regulations. Annual fees are based on this classification.

30. Monitoring and Reporting

CWC, section 13267, authorizes the Water Board to require technical and monitoring reports. The MRP is necessary to determine compliance with the conditions of this Order and to determine the discharges impacts, if any, on groundwater. As such, the burden, including costs of this monitoring, bears a reasonable relationship to the need for that information and the benefits to be obtained from that information.

31. Notification of Interested Parties

The Water Board has notified the Discharger and interested persons of its intent to revise waste discharge requirements for the discharge.

32. Consideration of Public Comments

The Water Board, in a public meeting, heard and considered all comments pertaining to the discharge.

**IT IS HEREBY ORDERED**, pursuant to CWC, sections 13263 and 13267, that the Discharger will comply with the following:

I. DISCHARGE SPECIFICATIONS

A. Effluent/Discharge Limitations

1. The flow of untreated wastewater to the secondary treatment plant must not exceed a monthly average of 1.2 mgd.
2. The authorized discharge sites are the following:
  - a. Percolation pond 1 (east) and percolation pond 2 (west),
  - b. The existing plant agriculture site of 60 acres, and
  - c. The expanded agriculture site of 35 acres (following Executive Officer acceptance of final expansion area plans, acceptance of DDW recycled water use recommendations and establishment of background water quality).
3. All wastewater discharged from the secondary treatment plant to the authorized discharge sites must not contain concentrations of constituents in excess of the following limitations.

Constituent	Units	Average Monthly	Average Weekly	Minimum	Maximum
BOD <sup>1</sup>	mg/L	30	45		
Total suspended solids	mg/L	30	45		
pH	pH units			6.0	9.0
Dissolved Oxygen	mg/L			1.0	

<sup>1</sup> Biochemical oxygen demand of an unfiltered sample for 5-day analysis at 20 degrees Celsius.



B. Receiving Groundwater Limitations

The discharge shall not cause a violation of the following receiving water quality objectives in groundwater of the Middle Mojave Groundwater Basin.

1. Bacteria – Groundwaters designated as MUN, the median concentration of coliform organisms over any seven-day period shall be less than 1.1/ milliliters. Most probable number per 100 milliliters (MPN/100 mLs).
2. Chemical Constituents – Groundwaters designated as MUN shall not contain concentrations of chemical constituents in excess of the maximum contaminant level (MCL) or secondary maximum contaminant level (SMCL) based upon drinking water standards specified in the following provisions of CCR, title 22, of CCR which are incorporated by reference into the Basin Plan: Table 64431-A of Section 64431 (Inorganic Chemicals), Table 64431-B of Section 64431 (Fluoride), Table 64444-A of section 64444 (Organic Chemicals), Table 64449-A of section 64449 (Secondary Maximum Contaminant Levels – Consumer Acceptance Levels), and Table 64449-B of section 64449 (Secondary Maximum Contaminant Levels – Ranges). This incorporation-by-reference is prospective including future changes to the incorporated provisions as the changes take effect.

Waters designated as AGR shall not contain concentrations of chemical constituents in amounts that adversely affect the water for beneficial uses (i.e. agricultural purposes).

Groundwater shall not contain concentrations of chemical constituents that adversely affect the water for beneficial uses.

3. Radioactivity – Groundwaters designated as MUN shall not contain concentrations of radionuclides in excess of the limits specified in CCR, title 22, section 64442, Table 64442, and section 64443, Table 64443, including future changes as the changes take effect.
4. Taste and Odors – Groundwaters shall not contain taste or odor-producing substances in concentrations that cause nuisance or that adversely affect beneficial uses. For groundwater designated as MUN, at a minimum, concentrations shall not exceed adopted secondary maximum contaminant levels specified in Table 64449-A of Section 64449 (Secondary Maximum Contaminant Levels – Consumer Acceptance Levels), and Table 64449-B of Section 64449 (Secondary Maximum Contaminant Levels - Ranges) of CCR, title 22.

C. Recycling Water Treatment Requirements

1. Secondary effluent produced by the treatment plant and use of the effluent at the agriculture site(s) must at least meet the undisinfected secondary recycled water levels defined in CCR, title 22, section 60301.900. The use is restricted to fodder and fiber crops and pasture for animals not producing milk for human consumption, as provided under CCR, title 22, section 60304(d)(4).
2. Secondary effluent produced by the treatment plant and use of the effluent at the agriculture site must comply with the Uniform Statewide Reclamation Criteria, which are contained in CCR, title 22, sections 60301 through 60355.
3. **Before use of the 35-acre expanded crop site**, the Discharger must not apply recycled water to the expanded 35 acre crop site until the Discharger obtains approval of the Engineering Report from the Water Board's Executive Officer.

D. Recycled Water Use Requirements

1. The Discharger must comply with the use area requirements of the Uniform Statewide Reclamation Criteria, which are contained in CCR, title 22, section 60310.
2. Effluent applied as irrigation water to crops shall not exceed the agronomic crop water or nutrient demand.

E. General Requirements and Prohibitions

1. There shall be no discharge, bypass, or diversion of untreated or partially treated sewage, sewage sludge, grease, or oils from the collection, transport, treatment, or disposal facilities to adjacent land areas or surface waters.
2. Surface flow or visible discharge of sewage or treated wastewater from the authorized disposal/recycling sites to adjacent land areas or surface waters is prohibited.
3. All facilities used for collection, transport, treatment, or disposal of waste shall be adequately protected against overflow, washout, inundation, structural damage, or a significant reduction in efficiency resulting from a storm or flood having a recurrence interval of once in 100 years.

4. The vertical distance between the liquid surface elevation and the lowest point of a pond dike or the invert of an over flow structure shall not be less than 2.0 feet.
5. Neither the treatment nor the discharge shall cause pollution, threatened pollution, or nuisance as defined in the CWC.
6. The discharge of wastewater except to the authorized disposal/recycling sites is prohibited.
7. The discharge of waste, as defined in the CWC, which causes violation of any narrative water quality objective contained in the Basin Plan is prohibited.
8. The discharge of waste that causes violation of any numeric water quality objective contained in the Basin Plan is prohibited.
9. Where any numeric or narrative water quality objective contained in the Basin Plan is already being exceeded, the discharge of waste that causes further degradation or pollution is prohibited.
10. The Discharger shall comply with all existing federal and state laws and regulations that apply to sewage biosolids use and disposal practices.

II. PROVISIONS

A. Rescission of WDRs

Board Order No. 6-01-39 is rescinded, along with subsequent amendments.

B. Operator Certifications

The Facility must be supervised by persons possessing a wastewater treatment plant operator certificate of appropriate grade pursuant to CCR, title 23, section 3670 et seq.

C. Standard Provisions

The Discharger must comply with the "Standard Provisions for Waste Discharge Requirements," dated September 1, 1994, in Attachment E, which is made part of this Order.

D. Monitoring and Reporting

The Discharger must comply with the MRP contained in this Order. Effluent and groundwater monitoring are required to determine if plant discharges are impacting waters of the State from known or suspected discharges of waste. Discharges include releases of treated wastewater or treated waste regulated by this Order.

E. Crop Plan

As authorized under the CWC, section 13267, the Discharger must submit an Agriculture Crop Plan, revised when conditions change, for the irrigation site(s). The reporting requirements for the plan are specified in the MRP.

F. Failure to Achieve Agronomic Rates

The Discharger submitted an anti-degradation analysis that shows that the current practice of irrigating crops on the 60-acre field is above an agronomic rate (over-watering), averaged over the year. In their analysis, they show that irrigation of the expanded 95-acre field with the same effluent flow rates will be slightly below the agronomic rate, averaged over a year.

The Discharger must submit to the Water Board a corrective action plan if either of the following conditions occur: 1) if the effluent flow applied to the full 95-acre area exceeds the agronomic application rate appropriate for the crops on the Discharger's property, averaged over the year, or 2) the Nitrogen Removal Assessment required in the MRP indicates less nitrogen is removed by crops than required.

The corrective action plan must propose one of the following:

- Increase the area of crop application;
- Construct additional flow storage reservoirs of sufficient capacity;
- Upgrade the treatment process to full nitrogen removal; or
- Propose an alternative acceptable to the Water Board Executive Officer, unless revised WDRs are necessary because the Discharger proposes a substantial change in the manner or method of disposal.

G. Time Schedule

The Discharger must meet the following time schedule for the agriculture site expansion project.

Milestone	Milestone Type <sup>1</sup>	Schedule
Start of construction	Target	March 1, 2019
Completion of construction	Target	March 1, 2020
Operational level discharging effluent to the full 95-acre fields	Compliance	June 1, 2020

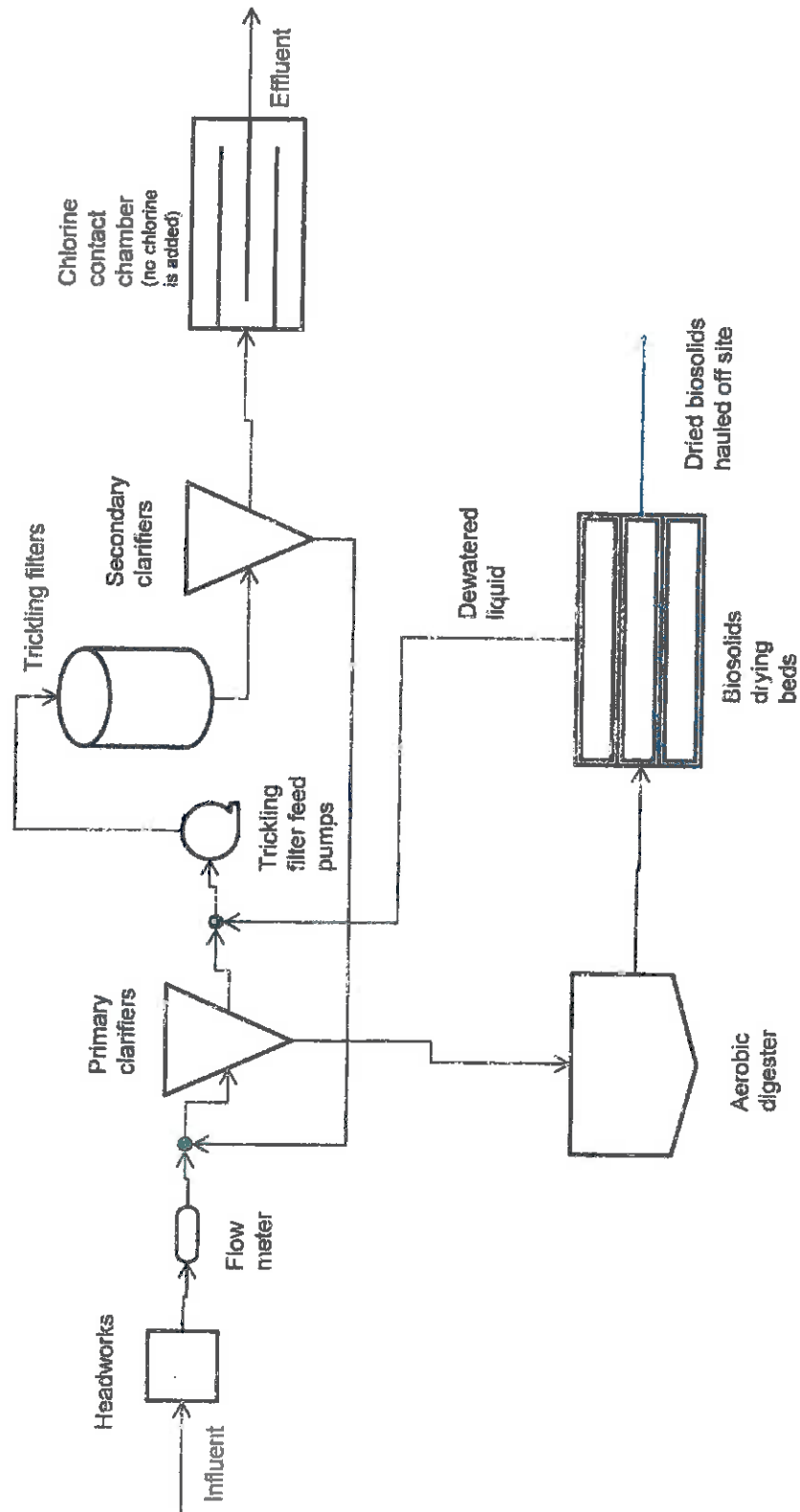
<sup>1</sup>Missing target milestones are subject to enforcement if the compliance milestone is not achieved.

I, Patty Kouyoumdjian, Executive Officer, do hereby certify that the foregoing is a full, true, and correct copy of an Order adopted by the California Regional Water Quality Control Board, Lahontan Region, on April 12, 2018.

PATTY Z. KOUYOUMDJIAN  
EXECUTIVE OFFICER

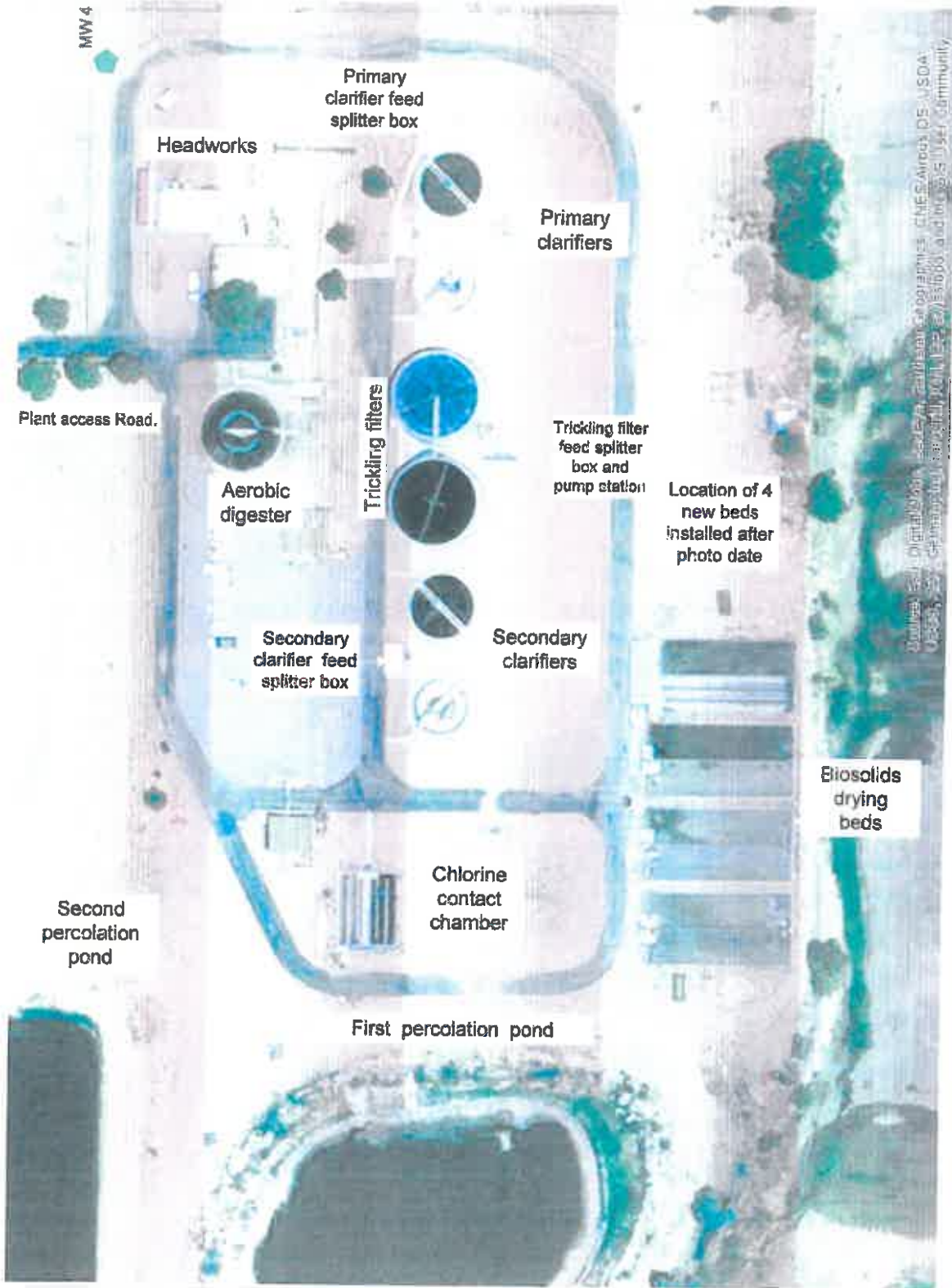
- Attachments:
- A. Helendale Wastewater Treatment Plant Process Schematic
  - B. Treatment Plant Site Plan View
  - C. Well and Reuse Area Locations
  - D. Receiving Groundwater Basin
  - E. Standard Provisions for Waste Discharge Requirements

# Attachment A. Helendale Wastewater Treatment Plant Process Schematic



Helendale Wastewater Treatment Plant — Process Schematic  
As of January 2018

# Attachment B. Treatment Plant Site Plan View



North

Scale:  
1:1200  
1 in =  
100 ft

Monitoring wells are located using Water Board collected GPS Coordinates.

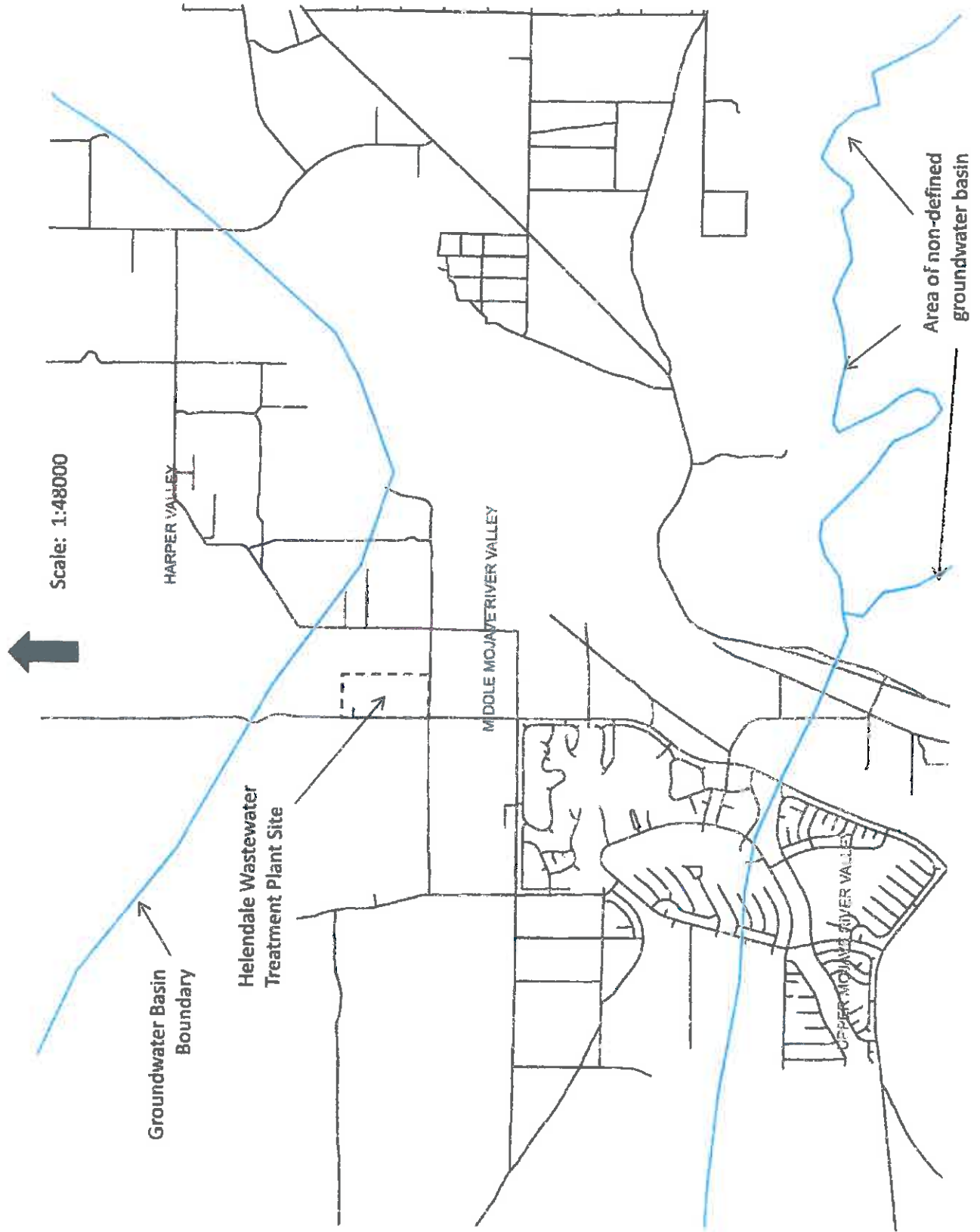
# Attachment C. Well and Reuse Area Locations



Locations are Approximate



# Attachment D. Receiving Groundwater Basin



CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD  
LAHONTAN REGION

**STANDARD PROVISIONS**  
**FOR WASTE DISCHARGE REQUIREMENTS**

1. Inspection and Entry

The Discharger shall permit Regional Board staff:

- a. to enter upon premises in which an effluent source is located or in which any required records are kept;
- b. to copy any records relating to the discharge or relating to compliance with the Waste Discharge Requirements (WDRs);
- c. to inspect monitoring equipment or records; and
- d. to sample any discharge.

2. Reporting Requirements

- a. Pursuant to California Water Code 13267(b), the Discharger shall immediately notify the Regional Board by telephone whenever an adverse condition occurred as a result of this discharge; written confirmation shall follow within two weeks. An adverse condition includes, but is not limited to, spills of petroleum products or toxic chemicals, or damage to control facilities that could affect compliance.
- b. Pursuant to California Water Code Section 13260 (c), any proposed material change in the character of the waste, manner or method of treatment or disposal, increase of discharge, or location of discharge, shall be reported to the Regional Board at least 120 days in advance of implementation of any such proposal. This shall include, but not be limited to, all significant soil disturbances.
- c. The Owners/Discharger of property subject to WDRs shall be considered to have a continuing responsibility for ensuring compliance with applicable WDRs in the operations or use of the owned property. Pursuant to California Water Code Section 13260(c), any change in the ownership and/or operation of property subject to the WDRs shall be reported to the Regional Board. Notification of applicable WDRs shall be furnished in writing to the new owners and/or operators and a copy of such notification shall be sent to the Regional Board.
- d. If a Discharger becomes aware that any information submitted to the Regional Board is incorrect, the Discharger shall immediately notify the Regional Board, in writing, and correct that information.
- e. Reports required by the WDRs, and other information requested by the Regional Board, must be signed by a duly authorized representative of the Discharger. Under Section 13268 of the California Water Code, any person failing or refusing to furnish technical or monitoring reports, or falsifying any information provided therein, is guilty of a misdemeanor and may be liable civilly in an amount of up to one thousand dollars (\$1,000) for each day of violation.

- f. If the Discharger becomes aware that their WDRs (or permit) are no longer needed (because the project will not be built or the discharge will cease) the Discharger shall notify the Regional Board in writing and request that their WDRs (or permit) be rescinded.

3. Right to Revise WDRs

The Regional Board reserves the privilege of changing all or any portion of the WDRs upon legal notice to and after opportunity to be heard is given to all concerned parties.

4. Duty to Comply

Failure to comply with the WDRs may constitute a violation of the California Water Code and is grounds for enforcement action or for permit termination, revocation and re-issuance, or modification.

5. Duty to Mitigate

The Discharger shall take all reasonable steps to minimize or prevent any discharge in violation of the WDRs which has a reasonable likelihood of adversely affecting human health or the environment.

6. Proper Operation and Maintenance

The Discharger shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) that are installed or used by the Discharger to achieve compliance with the WDRs. Proper operation and maintenance includes adequate laboratory control, where appropriate, and appropriate quality assurance procedures. This provision requires the operation of backup or auxiliary facilities or similar systems that are installed by the Discharger, when necessary to achieve compliance with the conditions of the WDRs.

7. Waste Discharge Requirement Actions

The WDRs may be modified, revoked and reissued, or terminated for cause. The filing of a request by the Discharger for waste discharge requirement modification, revocation and re-issuance, termination, or a notification of planned changes or anticipated noncompliance, does not stay any of the WDRs conditions.

8. Property Rights

The WDRs do not convey any property rights of any sort, or any exclusive privileges, nor does it authorize any injury to private property or any invasion of personal rights, nor any infringement of federal, state or local laws or regulations.

9. Enforcement

The California Water Code provides for civil liability and criminal penalties for violations or threatened violations of the WDRs including imposition of civil liability or referral to the Attorney General.

10. Availability

A copy of the WDRs shall be kept and maintained by the Discharger and be available at all times to operating personnel.

11. Severability

Provisions of the WDRs are severable. If any provision of the requirements is found invalid, the remainder of the requirements shall not be affected.

12. Public Access

General public access shall be effectively excluded from treatment and disposal facilities.

13. Transfers

Providing there is no material change in the operation of the facility, this Order may be transferred to a new owner or operation. The owner/operator must request the transfer in writing and receive written approval from the Regional Board's Executive Officer.

14. Definitions

- a. "Surface waters" as used in this Order, include, but are not limited to, live streams, either perennial or ephemeral, which flow in natural or artificial water courses and natural lakes and artificial impoundments of waters. "Surface waters" does not include artificial water courses or impoundments used exclusively for wastewater disposal.
- b. "Ground waters" as used in this Order, include, but are not limited to, all subsurface waters being above atmospheric pressure and the capillary fringe of these waters.

15. Storm Protection

All facilities used for collection, transport, treatment, storage, or disposal of waste shall be adequately protected against overflow, washout, inundation, structural damage or a significant reduction in efficiency resulting from a storm or flood having a recurrence interval of once in 100 years.

## **APPENDIX B**

### **Staff Contact List**

## HELENDALE CSD

### CONTACT INFORMATION SHEET

26540 Vista Rd., Suite B, P.O. Box 359, Helendale, CA 92342 Phone 760-951-0006 Fax 760-951-0046

Name/Dept.	Title	District Phone	Cell Phone	Other Phone
erly Cox	General Manager	760-217-2221	760-954-4955	
<b><u>ADMIN</u></b>				
Shavon Aviles	Senior Customer Service Rep		760-220-6643	
Andrea Chavis	Senior Customer Service Rep		619-316-8812	
Sharon Krelnop	Senior Account Specialist		760-912-9852	
Jean Thomas	Customer Service Supervisor		760-220-1393	
Cheryi Vermette	Program Coordinator	760-475-3291	760-985-2787	
Virginia Wooiley	Customer Service Rep I		760-559-4271	
<b><u>WATER</u></b>				
Craig Carlson	Water Operations Manager	760-403-5115		
Jonathan Escobar	Water Systems Operator III	760-221-0061		
Billy Goforth	Mechanic	760-221-0285		
Brian Jeffers	Water Systems Operator II	760-221-5793		
Richard LaTour	Water Systems Operator I	760-553-5997		
<b><u>WASTE WATER</u></b>				
Alex Aviles	WW Operations Manager	760-221-1661	760-267-8354	
Alex Creason	Wastewater Operator I	760-552-5019	760-912-9452	
Bill Kuhlmann	Wastewater Operator III	760-221-3365	760-792-4912	760-780-5761
<b><u>PARK</u></b>				
Robert Collison	Park Maintenance Worker	760-217-0340	760-742-8924	
Josh McClure	Park Maintenance Worker	760-792-4800		
Trini Martin	Program Assistant			
<b><u>SOLID WASTE</u></b>				
Ramon Gonzalez	Maintenance Worker I		760-912-6892	760-843-5285
Kelly McNamara	Recycling Center Supervisor		714-204-1040	
<b><u>OTHER USEFUL NUMBERS</u></b>				
Lift Store		<b>TAX ID # 06-1803735</b>		
Answering Service		<b>760-952-1941</b>		
Fire Dept.			750-951-6080	760-247-0087 Fax
Sheriff Deputy			<b>760-245-5022</b>	
Sheriff's Dispatch		760-552-5709		
Smithson Lift Station			<b>760-956-5001</b>	
Waste Water Treatment Plant	28685 Helendale Rd.		<b>760-243-5575</b>	
Water Operations	15425 Wild Rd.		<b>760-245-2896</b>	
Our WIR	Comm Center	9ACF336E39		
	HCSD	CDM@e3ss1NDw		

## **APPENDIX C**

### **I. LAFCO 2996 – Helendale CSD Formation Resolution**

**LOCAL AGENCY FORMATION COMMISSION  
COUNTY OF SAN BERNARDINO**

175 West Fifth Street, Second Floor  
San Bernardino, CA 92415-0490 • (909) 387-5866 • Fax (909) 387-5871  
E-mail: [lafco@lafco.sbcounty.gov](mailto:lafco@lafco.sbcounty.gov)  
[www.sbclafco.org](http://www.sbclafco.org)

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PROPOSAL NO.: LAFCO 2996

HEARING DATE: JUNE 21, 2006

**RESOLUTION NO. 2927**

**A RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION OF THE COUNTY OF SAN BERNARDINO MAKING DETERMINATIONS ON LAFCO 2996 AND APPROVING THE REORGANIZATION TO INCLUDE FORMATION OF THE HELENDALE COMMUNITY SERVICES DISTRICT AND DISSOLUTION OF COUNTY SERVICE AREA 70 IMPROVEMENT ZONES B AND C.** (The project area is located north of the Cities of Adelanto and Victorville, southwest of the City of Barstow, west of Interstate 15 and extending one mile east of Highway 395. The modified reorganization area encompasses approximately 58,880 +/- acres (92 square miles) and is generally described as follows: Sections 1 through 12, Township 7 North, Range 4 West, Sections 1 through 12, Township 7 North, Range 5 West, Sections 1 and 12, Township 7 North, Range 6 West, Sections 4 through 9, 16 through 21 and 25 through 36, Township 8 North, Range 4 West, Sections 1 through 36, Township 8 North, Range 5 West, and Sections 1, 12, 13, 24, 25, and 36, Township 8 North, Range 6 West, San Bernardino Meridian, in the County of San Bernardino, State of California.)

On motion of Commissioner Hansberger, duly seconded by Commissioner Pearson, and carried, the Local Agency Formation Commission adopts the following resolution:

**WHEREAS**, an application for the proposed reorganization in the County of San Bernardino was filed with the Executive Officer of this Local Agency Formation Commission (hereinafter referred to as "the Commission") in accordance with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Sections 56000 et seq.), and the Executive Officer has examined the application and executed her certificate in accordance with law, determining and certifying that the filings are sufficient; and,

**WHEREAS**, at the times and in the form and manner provided by law, the Executive Officer has given notice of the public hearing by the Commission on this matter; and,

**WHEREAS**, the Executive Officer has reviewed available information and prepared a report including her recommendations thereon, the filings and report and related information having been presented to and considered by this Commission; and,

**WHEREAS**, the public hearing by this Commission was held upon the date and at the time and place specified in the notice of public hearing and in an order or orders continuing the hearing; and,

**WHEREAS**, at the hearing, this Commission heard and received all oral and written protests; the Commission considered all plans and proposed changes of organization, objections and evidence which were made, presented, or filed; it received evidence as to whether the territory is inhabited or uninhabited, improved or unimproved; and all persons present were given an opportunity to hear and be heard in respect to any matter relating to the application, in evidence presented at the hearing; and



RESOLUTION NO. 2927

WHEREAS, the Commission determines to modify the boundary of the reorganization to include formation to exclude the 10 +/- square miles within the southeast portion of the boundary, outside the existing Helendale School District boundary;

NOW, THEREFORE, BE IT RESOLVED, that the Commission does hereby determine, find, resolve, and order as follows:

**DETERMINATIONS:**

**SECTION 1.** The proposal is approved subject to the terms and conditions hereinafter specified:

**CONDITIONS:**

**Condition No. 1.** The boundaries are approved as set forth in Exhibits "A", "A-1", "B" and "C" attached.

**Condition No. 2.** The following distinctive short-form designation shall be used throughout this proceeding: LAFCO 2996.

**Condition No. 3.** The proponents of LAFCO 2996 shall indemnify, defend, and hold harmless the Commission from any legal expense, legal action, or judgment arising out of the Commission's approval of this proposal, including any reimbursement of legal fees and costs incurred by the Commission.

**Condition No. 4.** Upon the effective date of this reorganization to include formation, County Service Area 70 Improvement Zones B and C shall be dissolved and their functions, assets (including cash on hand and monies due but uncollected), liabilities, contracts, obligations, responsibilities and continuing property tax distribution shall become those of the Helendale Community Services District as the designated successor agency. Those funds held in trust by County Service Area 70 Improvement Zones B and C for a prescribed purpose shall only be used by the Helendale Community Services District for said prescribed purpose.

**Condition No. 5.** If approved by the electorate at the November 7, 2006 general election, the County Board of Supervisors, through its County Special Districts Department, shall continue the administration of water and sewer services within the previous territory of County Service Area 70 Improvement Zones B and C dissolved for a transition period until July 1, 2007, or until the Board of Directors of the Helendale Community Services District directs discontinuance, whichever comes first. The Helendale Community Services District shall be required to reimburse the County of San Bernardino, through its Special Districts Department, for the direct costs of providing the services to the Helendale Community Services District during this transition period. Nothing in this condition precludes a future Board of Directors of the Helendale Community Services District to contract for an extended period of time for the provision of administration, maintenance, operation, billing, etc. services through the County of San Bernardino and its Special Districts Department.

**Condition No. 6.** All lands, buildings, appurtenances and equipment held by County Service Area 70 for the purpose of providing services within the boundaries of Improvement Zones B and C shall be transferred to the Helendale Community Services District upon its formation. The Helendale Community Services District shall assume complete maintenance and operation responsibilities for these facilities.

**Condition No. 7.** The Board of Directors of the successor agency, the Helendale Community Services District, shall consist of five members, elected at-large, pursuant to the provisions of Government Code Section 61020, as outlined in the petition initiating the proposal.

RESOLUTION NO. 2927

**Condition No. 8.** The Helendale Community Services District shall be authorized the following functions and services as active powers, authorized to be provided within its boundaries:

**Water** Supply water for any beneficial use as outlined in the Municipal Water District Law of 1911 (commencing with Section 71000) of the Water Code.

**Sewer** Collect, treat, or dispose of sewage, waste water, recycled water, and storm water, in the same manner as a sanitary district formed pursuant to the Sanitary District Act of 1923 (commencing with Section 6400) of the Health and Safety Code.

**Streetlighting** Acquire, construct, improve, maintain and operate street lighting and landscaping on public property, public rights-of-way, and public easements.

**Refuse Collection** Collect, transfer, and dispose of solid waste and provide solid waste handling service, including, but not limited to, source reduction, recycling, composting activities, pursuant to Division 30 (commencing with Section 40000), and consistent with Section 41821.2 of the Public Resources Code.

**Recreation and Parks** Acquire, construct, improve, maintain, and operate recreation facilities, including, but not limited to, parks and open space, in the same manner as a recreation and park district formed pursuant to the Recreation and Park District Law (commencing with Section 5780) of the Public Resources Code.

**Graffiti Abatement** Abate graffiti.

**Condition No. 9.** All property tax revenues attributable to either County Service Area 70 Improvement Zone B or County Service Area 70 Improvement Zone C, prior to calculations required by Section 96.1 of the Revenue and Taxation Code, including delinquent taxes, return of property tax revenues deducted for "ERAF III" and any and all other collections or assets of the Districts to be dissolved, shall accrue and be transferred to the successor District, the Helendale Community Services District, pursuant to the provisions of Government Code Section 56810.

**Condition No. 10.** All previously authorized charges, fees, assessments, and/or taxes of County Service Area 70 Improvement Zones B and C currently in effect shall be continued and assumed by the Helendale Community Services District as the successor agency in the same manner as provided in the original authorization pursuant to the provisions of Government Code Section 56886(t).

**Condition No. 11.** Upon the effective date of this reorganization, any funds currently deposited for the benefit of County Service Area 70 Improvement Zones B and C and future receipts of revenues or refunds which have been impressed with a public trust, use or purpose shall be transferred to the Helendale Community Services District, as the successor agency, and the successor agency shall separately maintain such funds in accordance with the provisions of Government Code Section 57462.

**Condition No. 12.** Pursuant to the provisions of Government Code Section 56811, the provisional appropriation limit of the Helendale Community Services District shall be set at \$219,890. The permanent appropriation limit shall be established at the first district election held following the first full fiscal year of operation and shall not be considered to be a change in the appropriations of the District pursuant to Article XIIIB of the California Constitution.

**Condition No. 13.** All streetlights currently the responsibility of County Service Area 70 Improvement Zone B shall be transferred to the Helendale Community Services District upon successful formation of the

RESOLUTION NO. 2827

**Condition No. 8.** The Helendale Community Services District shall be authorized the following functions and services as active powers, authorized to be provided within its boundaries:

**Water** Supply water for any beneficial use as outlined in the Municipal Water District Law of 1911 (commencing with Section 71000) of the Water Code.

**Sewer** Collect, treat, or dispose of sewage, waste water, recycled water, and storm water, in the same manner as a sanitary district formed pursuant to the Sanitary District Act of 1923 (commencing with Section 6400) of the Health and Safety Code.

**Streetslighting** Acquire, construct, improve, maintain and operate street lighting and landscaping on public property, public rights-of-way, and public easements.

**Refuse Collection** Collect, transfer, and dispose of solid waste and provide solid waste handling service, including, but not limited to, source reduction, recycling, composting activities, pursuant to Division 30 (commencing with Section 40000), and consistent with Section 41821.2 of the Public Resources Code.

**Recreation and Parks** Acquire, construct, improve, maintain, and operate recreation facilities, including, but not limited to, parks and open space, in the same manner as a recreation and park district formed pursuant to the Recreation and Park District Law (commencing with Section 5780) of the Public Resources Code.

**Graffiti Abatement** Abate graffiti.

**Condition No. 9.** All property tax revenues attributable to either County Service Area 70 Improvement Zone B or County Service Area 70 Improvement Zone C, prior to calculations required by Section 96.1 of the Revenue and Taxation Code, including delinquent taxes, return of property tax revenues deducted for "ERAF III" and any and all other collections or assets of the Districts to be dissolved, shall accrue and be transferred to the successor District, the Helendale Community Services District, pursuant to the provisions of Government Code Section 56810.

**Condition No. 10.** All previously authorized charges, fees, assessments, and/or taxes of County Service Area 70 Improvement Zones B and C currently in effect shall be continued and assumed by the Helendale Community Services District as the successor agency in the same manner as provided in the original authorization pursuant to the provisions of Government Code Section 56886(t).

**Condition No. 11.** Upon the effective date of this reorganization, any funds currently deposited for the benefit of County Service Area 70 Improvement Zones B and C and future receipts of revenues or refunds which have been impressed with a public trust, use or purpose shall be transferred to the Helendale Community Services District, as the successor agency, and the successor agency shall separately maintain such funds in accordance with the provisions of Government Code Section 57462.

**Condition No. 12.** Pursuant to the provisions of Government Code Section 56811, the provisional appropriation limit of the Helendale Community Services District shall be set at \$219,890. The permanent appropriation limit shall be established at the first district election held following the first full fiscal year of operation and shall not be considered to be a change in the appropriations of the District pursuant to Article XIII B of the California Constitution.

**Condition No. 13.** All streetslights currently the responsibility of County Service Area 70 Improvement Zone B shall be transferred to the Helendale Community Services District upon successful formation of the

RESOLUTION NO. 2927

Helendale Community Services District. The County Special Districts Department shall prepare the appropriate documentation to transfer the lights; LAFCO staff shall verify the data, and forward the signed authorization form requesting Southern California Edison to transfer the specific lights to the Helendale Community Services District accounts upon successful completion of LAFCO 2996.

**Condition No. 14.** Pursuant to the provisions of Government Code Section 56885.5(a)(4), the County Board of Supervisors, as the governing body for County Service Area 70 Improvement Zones B and C, is prohibited from taking the following actions unless an emergency situations exists as defined in Section 54956.5:

- Approve any increase in compensation or benefits for members of the governing board, its officers, or the executive officer of the agency;
- Appropriating, encumbering, expending, or otherwise obligating, any revenue of the agencies beyond that provided in the current budget at the time the dissolution is approved by the Commission.

The Commission identifies that the budget to be utilized in this condition shall be the proposed budget for Fiscal Year 2006-07 anticipated to be adopted by the County Board of Supervisors on June 27, 2006.

**Condition No. 15.** Pursuant to Government Code Section 56886.1, public utilities, as defined in Section 216 of the Public Utilities Code, have ninety (90) days following the recording of the Certificate of Completion to make the necessary changes to impacted utility customer accounts.

**Condition No. 16.** The effective date of this reorganization shall be the date of issuance of the Certificate of Completion, which should occur on or about December 1, 2006 in the event the electors approve LAFCO 2996 on November 7, 2006.

**SECTION 2.** The following determinations are made in conformance with Government Code Sections 61014 and 56301:

1. Pursuant to the requirements of Government Code Section 61014, the Commission determines, based upon existing information, that the Helendale Community Services District has sufficient revenues to carry out its purposes of providing water service, sewer service and streetlighting to the existing service areas of the districts to be dissolved, has the ability to provide for planning for the extension of those services and the services of park and recreation, solid waste and graffiti abatement services for the future, and will have a reasonable reserve during the first three fiscal years following formation.
2. The Commission determines, pursuant to Government Code Section 56301, that existing agencies cannot provide the range and level of services contemplated to be provided by the Helendale Community Services District in a more efficient and accountable manner.

**SECTION 3. FINDINGS.** The following findings are noted in conformance with Commission policy and State law:

1. The modified reorganization area encompasses approximately 58,880 +/- acres (92 +/- square miles) and is legally inhabited as certified by the County Registrar of Voters office on June 2, 2006.
2. The modified reorganization including formation does not conflict with the sphere of influence of any other agency currently providing the services of water, sewer, streetlighting, solid waste, park and recreation or graffiti abatement.

RESOLUTION NO. 2927

3. The County Assessor has determined that the value of land and improvements within the modified boundary is \$492,458,936 (\$154,467,833 – land; \$337,991,103 – improvements).
4. Notice of this hearing has been advertised as required by State law through publication in The Sun and Daily Press, newspapers of general circulation in the area. As required by State law, individual notification was provided to affected and interested agencies, County departments, and those individuals wishing mailed notice.
5. In compliance with Commission policy and Government Code Section 56157, the notice of hearing has been provided by publication of an eighth-page legal ad in The Sun, a newspaper of general circulation, and the Daily Press, a local newspaper. Comments from landowners and any affected local agency have been reviewed and considered by the Commission in making its determination. Opposition has been received and considered by the Commission in making its determination.
6. The reorganization including formation does not conflict with the established County General Plan for the area and has no direct impact on such land use designations.
7. The Commission's Environmental Consultant, Tom Dodson of Tom Dodson and Associates, has prepared an environmental assessment and Negative Declaration for the reorganization pursuant to the provisions of the California Environmental Quality Act (CEQA), which indicate that approval of the reorganization, as modified, will not have a significant adverse impact on the environment. The Commission certifies that it has reviewed and considered the Negative Declaration and environmental effects as outlined in the Initial Study prior to reaching a decision on the project and finds the information substantiating the Negative Declaration adequate for its use in making a decision as a CEQA lead agency.

The Commission hereby adopts the Negative Declaration and the related California Department of Fish and Game De Minimis Impact Finding. The Commission determines that it does not intend to adopt mitigation measures or alternatives for the project. The Commission, as a CEQA lead agency, notes that this proposal is exempt from Department Fish and Game fees because the De Minimis Impact Finding has been adopted. The Commission directs its Clerk to file a Notice of Determination and Certificate of Fee Exemption within five (5) working days.

8. The local agencies currently serving the area are: County of San Bernardino, Mojave Water Agency, Mojave Desert Resource Conservation District, County Service Area 38 (fire protection – majority of the area), County Service Area 60 (Apple Valley Airport), County Service Area 70 (multi-function agency), County Service Area 70 Improvement Zone B (sewer and streetlights – Silver Lakes area only), County Service Area 70 improvement Zone C (water service – Silver Lakes area only) and County Service Area 70 Improvement Zone FP-5 (fire protection, emergency medical response/paramedics – being created at the present time and encompassing a majority of the area).

The only affected agencies are County Service Area 70 Improvement Zones B and C which will be dissolved as a function of this reorganization. None of the other agencies will be affected by this reorganization as they are regional in nature.

9. The proponents of LAFCO 2996 have submitted a Feasibility Study which addresses the issues required in a plan for the provision of services as required by Government Code Section 56653. This document, including its amendments and supplements, shows that the Community Services District has sufficient revenues to provide its active range of services (water, sewer, and streetlighting) upon formation; and has the ability to plan for the extension of the balance of its requested services through franchise fee revenues and potential implementation of development impact fees authorized the

RESOLUTION NO. 2927

agency. The Feasibility Study and its supplements have been reviewed and compared with the standards established by the Commission and the factors contained within Government Code Section 58668. The Commission finds that such Study and its supplements conform to those adopted standards and requirements.

10. The modified reorganization area can benefit from the availability and extension of services, as evidenced by the Feasibility Study and its supplements.
11. This proposal complies with Commission and State policies that indicate the preference for the creation of multiple purpose agencies to service growing communities; to allow for areas proposed for development at an urban-level land use to be included within a multi-purpose agency which is accountable to the local constituency; and showing that the agency to be formed will have a reasonable reserve for at least the first three years following its formation.
12. The maps and legal description, as revised, are in substantial conformance with LAFCO and State standards as determined by the County Surveyor's Office.

**SECTION 4.** The Executive Officer is hereby authorized and directed to mail certified copies of this resolution in the manner provided by Section 56882 of the Government Code noting that its approval is subject to the confirmation of the registered voters within the affected territory.

**SECTION 5.** The reason for the reorganization, as specified in the Petition for Formation, is to establish a local government that is responsive to the needs of the people within the boundaries of the proposed Helendale Community Services District and provide local control and accountability for the delivery of services and management of revenues.

**SECTION 6.** Upon formation, the Helendale Community Services District shall utilize the regular County Assessment Roll and such shall be identified in the final resolution confirming the formation.

**SECTION 7.** The Executive Officer, on behalf of the Local Agency Formation Commission, in compliance with this resolution and State law (Part 4, commencing with Government Code Section 57000), hereby requests that the County of San Bernardino Board of Supervisors direct the County Elections Official to conduct the necessary election, setting the matter for consideration on the November 7, 2006 general election, pursuant to Government Code Sections 57077 and 57100 et seq.

**SECTION 8.** The question to be submitted to the voters shall read as follows:

"Shall the order adopted on June 21, 2006, by the Local Agency Formation Commission for San Bernardino County ordering the reorganization to include formation of the Helendale Community Services District and the Dissolution of County Service Area 70 Improvement Zone B and County Service Area 70 Improvement Zone C, known as LAFCO 2996, be approved subject to the terms and conditions as more particularly described in the order?"

**SECTION 9.** The election shall be held within the territory of the reorganization, as described in Exhibit "A".

**SECTION 10.** The election to be held shall include a call for election of a five-member board of directors to be elected at-large pursuant to the provisions of the Uniform Election Law, Part 4 (commencing with Section 10500) of the Elections Code.

**SECTION 11.** A simple majority of ballots cast in favor of the measure is required to confirm the order for the reorganization to include formation.

RESOLUTION NO. 2927

SECTION 12. Upon completion of the canvass of ballots cast at the election, as required pursuant to Sections 15300 to 15309, inclusive of the Elections Code, the Executive Officer shall issue the final resolution and direct that either a Certificate of Completion or a Certificate of Termination, as required by Government Code Sections 57176 through 57203, and a Statement of Boundary Change, as required by Government Code Section 57204, shall be prepared and filed for the proposal.

THIS ACTION APPROVED AND ADOPTED by the Local Agency Formation Commission of the County of San Bernardino by the following vote:

AYES: COMMISSIONERS: Colven, Gonzales, Hansberger, Pearson  
NOES: COMMISSIONERS: Curatalo  
ABSENT: COMMISSIONERS: Biane (Gonzales voting in his stead), Cox (Curatalo voting in her stead), McCallion, Nuami

\*\*\*\*\*

STATE OF CALIFORNIA )  
) ss.  
COUNTY OF SAN BERNARDINO )

I, KATHLEEN ROLLINGS-MCDONALD, Executive Officer of the Local Agency Formation Commission of the County of San Bernardino, California, do hereby certify this record to be a full, true, and correct copy of the action taken by said Commission by vote of the members present as the same appears in the Official Minutes of said Commission at its regular meeting of June 21, 2006.

DATED: June 22, 2006

*Kathleen Rollings-McDonald*  
KATHLEEN ROLLINGS-MCDONALD  
Executive Officer



LAFCO 2996

Reorganization to Include Formation of Helendale Community Service District and  
Dissolution of County Service Area 70 Improvement Zones B and C.

Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 and 12, Township 7 North, Range 4 West, Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 and 12, Township 7 North, Range 5 West, Sections 1 and 12, Township 7 North, Range 6 West, Sections 4, 5, 6, 7, 8, 9, 16, 17, 18, 19, 20, 21, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35 and 36, Township 8 North, Range 4 West, Sections 1 through 36, Township 8 North, Range 5 West, Sections 1, 12, 13, 24, 25 and 36, Township 8 North, Range 6 West, all of San Bernardino Meridian, in the County of San Bernardino, State of California, described as follows:

Beginning at the southwest corner of Section 12, Township 7 North, Range 6 West, S.B.M.;

1. Thence northerly along the west line of said Section 12 and continuing northerly along section lines to the northwest corner of Section 1, Township 8 North, Range 6 West, S. B. M.;
2. Thence easterly along the north line of said Section 1 and continuing easterly along section lines to the northeast corner of Section 4, Township 8 North, Range 4 West, S. B. M.;
3. Thence southerly along the east line of said Section 4 and continuing southerly along section lines to the northwest corner of Section 27, Township 8 North, Range 4 West, S. B. M.;
4. Thence easterly along the north line of said Section 27 and continuing easterly along section lines to the northeast corner of Section 25, Township 8 North, Range 4 West, S.B.M.;
5. Thence southerly along the east line of said Section 25 and continuing southerly along section lines to the southeast corner of Section 12, Township 7 North, Range 4 West, S.B.M.;
6. Thence westerly along the south line of said section 12 and continuing westerly along section lines to the Point of Beginning.

The above described area contains 92 square miles, more or less.

This legal description was prepared by me  
or under my direction.

By: John C. Dodrill 6/22/06  
John C. Dodrill, P.L.S. 7806 Date  
Deputy County Surveyor

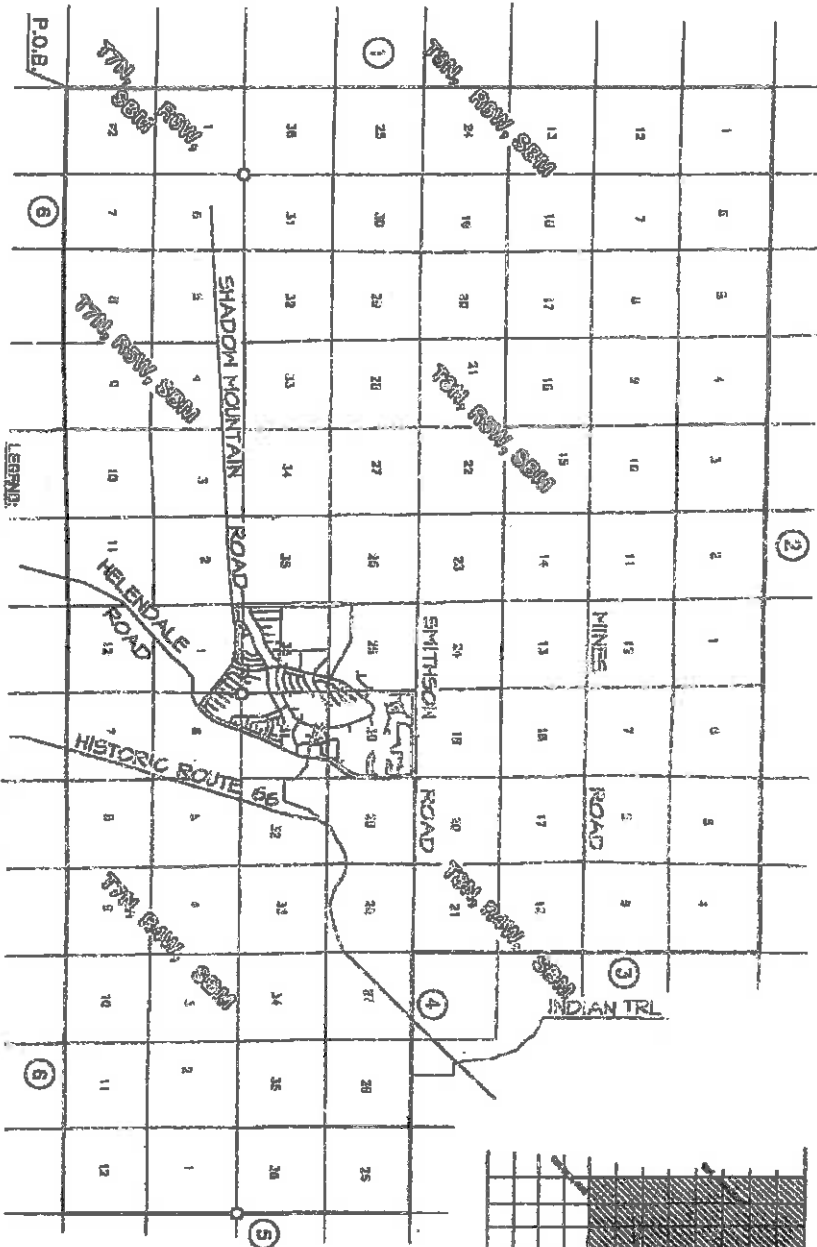


Prepared By  
AEM

EXHIBIT A



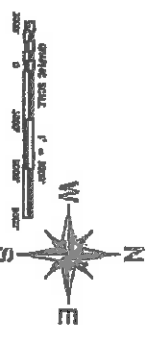
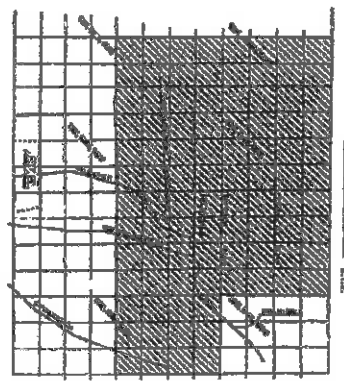
**LAFCO 2996**  
**REORGANIZATION TO INCLUDE FORMATION OF**  
**HELENDALE COMMUNITY SERVICE DISTRICT'S**  
**DISSOLUTION OF COUNTY SERVICE AREA 70**  
**IMPROVEMENT ZONES B AND C**



**LEGEND:**

- ① INDICATES THE BRIDGE NUMBER FOR THE LEGAL DESCRIPTION
- ② INDICATES THE PROPOSED BOUNDARY
- ③ INDICATES THROUGH CORNERS
- P.O.B. INDICATES POINT OF BEGINNING
- ASL. THIS SYMBOL CORRELATES TO SQUARE NUMBER ON LASS.

**AFFECTED AGENCIES:**  
 COUNTY SERVICE AREA 70  
 IMPROVEMENT ZONES B & C.



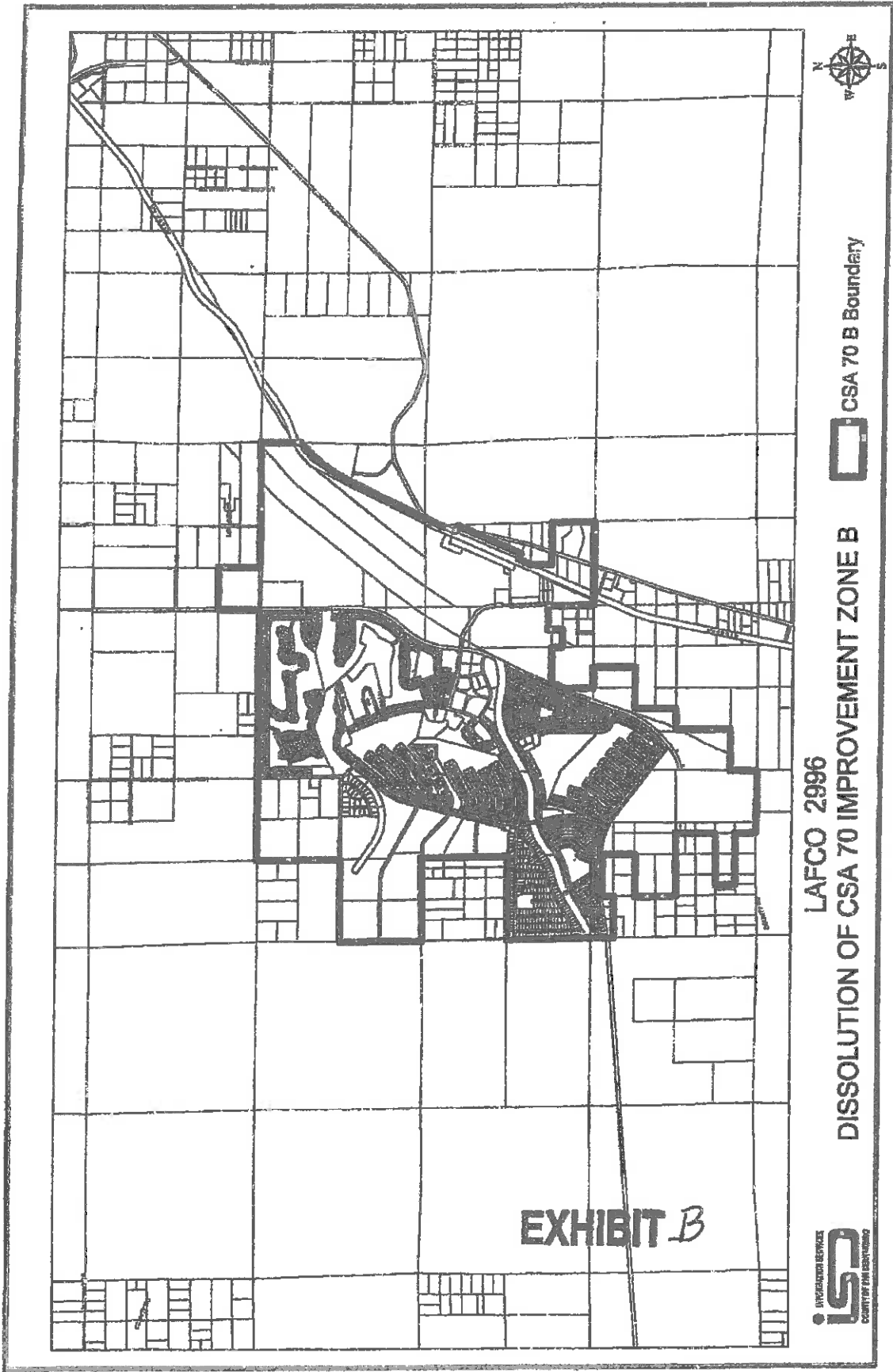
**SAN BERNARDINO COUNTY SUPERVISOR**  
 DAN E. TAYLOR  
 COUNTY SERVICE DISTRICT  
 HELENDALE  
 COMMUNITY SERVICES DISTRICT

**APPROVED:** [Signature]

**DATE:** 1-1-2017

**PROJECT NO:** 2996

**EXHIBIT A-1**



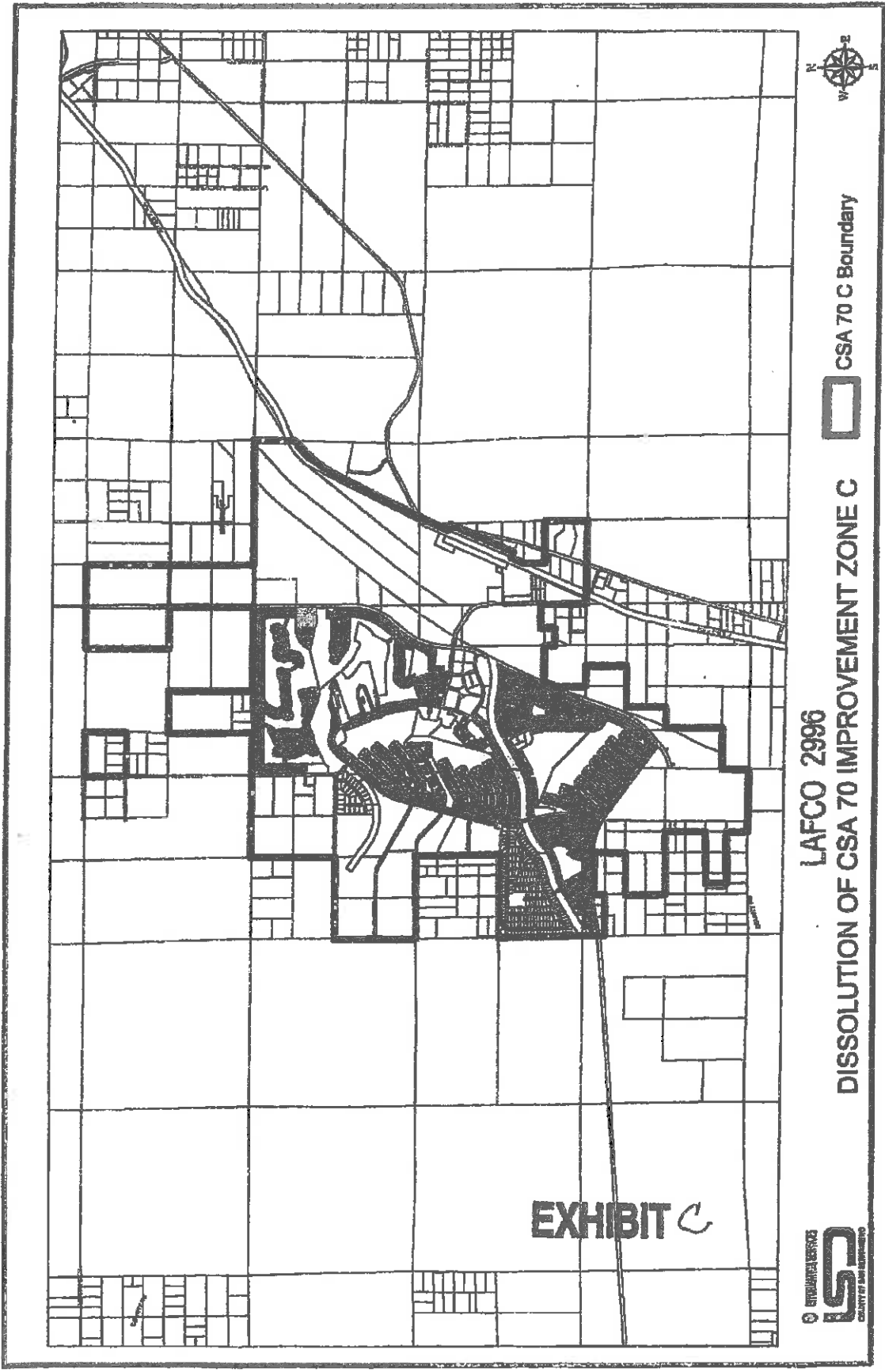
LAFCO 2996  
DISSOLUTION OF CSA 70 IMPROVEMENT ZONE B



CSA 70 B Boundary

EXHIBIT B





CSA 70 C Boundary



DISSOLUTION OF CSA 70 IMPROVEMENT ZONE C

LAFCO 2996

EXHIBIT C



**LOCAL AGENCY FORMATION COMMISSION  
COUNTY OF SAN BERNARDINO**

215 North "D" Street, Suite 204  
San Bernardino, CA 92415-0490 • (909) 383-9900 • Fax (909) 383-9901  
E-mail: lafco@lafco.sbcounty.gov  
www.sbclafco.org

**CERTIFICATE OF COMPLETION**

I, Debby Chamberlin, Clerk to the Local Agency Formation Commission for the County of San Bernardino, hereby certify that the Local Agency Formation Commission has completed a change of organization.

The short title of the action is: LAFCO 2996-Reorganization to Include Formation of the Helendale Community Services District and Dissolution of County Service Area 70 Improvement Zones B and C

The name of each district involved in this change of organization or reorganization and the kind or type of change of organization ordered for each district are as follows:

<u>District</u>	<u>Type of Change of Organization</u>
Helendale Community Services District	Formed
County Service Area 70 Improvement Zones B and C	Dissolved

The above-listed districts are located within the following county: County of San Bernardino.

The change of organization was confirmed by the voters. Resolution No. 2951 confirming the order of reorganization after confirmation of the voters, a copy of which is attached as LAFCO Exhibit "A", was adopted by the Executive Officer of the Local Agency Formation Commission on December 4, 2006. The terms and conditions of the change of organization are set forth in this resolution. The legal description of the formation area is set forth in Exhibit "A" to Resolution No. 2951. A map of the formation area is attached to Resolution No. 2951 as Exhibit "A-1". Maps of the dissolution areas are attached to Resolution No. 2951 as Exhibits "B" and "C".

The reorganization area is legally inhabited.

**KATHLEEN ROLLINGS-McDONALD**  
Executive Officer



By:   
Debby Chamberlin  
Clerk to the Commission

Dated: December 4, 2006

**THE EFFECTIVE DATE OF THIS ACTION IS DECEMBER 4, 2006**

RECORDING REQUESTED BY:  
LOCAL AGENCY FORMATION COMMISSION

WHEN RECORDED, PLEASE MAIL TO:

LAFCO  
175 W. Fifth Street, 2<sup>nd</sup> Floor  
San Bernardino CA 92415-0490  
Inter-Office Mail Code 0490

**COPY**

Exempt from Fee Pursuant to Government Code Section 6103

Recorded in Official Records, County of San Bernardino

12/04/2006  
10:13 AM  
EM



**LARRY WALKER**  
Auditor/Controller - Recorder

P Counter

Doc#: 2006-0835338



Titles: 1	Pages: 11
Fees	0.00
Taxes	0.00
Other	0.00
<b>PAID</b>	<b>00.00</b>

This Space for Recorder's Use Only

**COPY**

CERTIFICATE OF COMPLETION -- LAFCO 2996--REORGANIZATION TO INCLUDE FORMATION OF  
THE HELENDALE COMMUNITY SERVICES DISTRICT AND DISSOLUTION OF COUNTY SERVICE AREA  
70 IMPROVEMENT ZONES B AND C

Title of Document

**COPY**

THIS PAGE ADDED TO PROVIDE ADEQUATE SPACE FOR RECORDING INFORMATION

# APPENDIX D

Standard Details and Notes

## 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~~ becomes blocked, and to set forth the duties and responsibilities of the General Manager and District staff.

#### Section 2. Definitions.

- A) **Upper Sewer Lateral** – means connection to the sewer collection system from a residence or a business to the face of curb.
- B) **Lower Sewer Lateral** – mean the connection to the sewer collection system from the face of curb to the sewer ~~main~~ collection system.
- 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 Collection System.

Eff 9/19/19

**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. A 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 ~~up to the liner distance~~ 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**

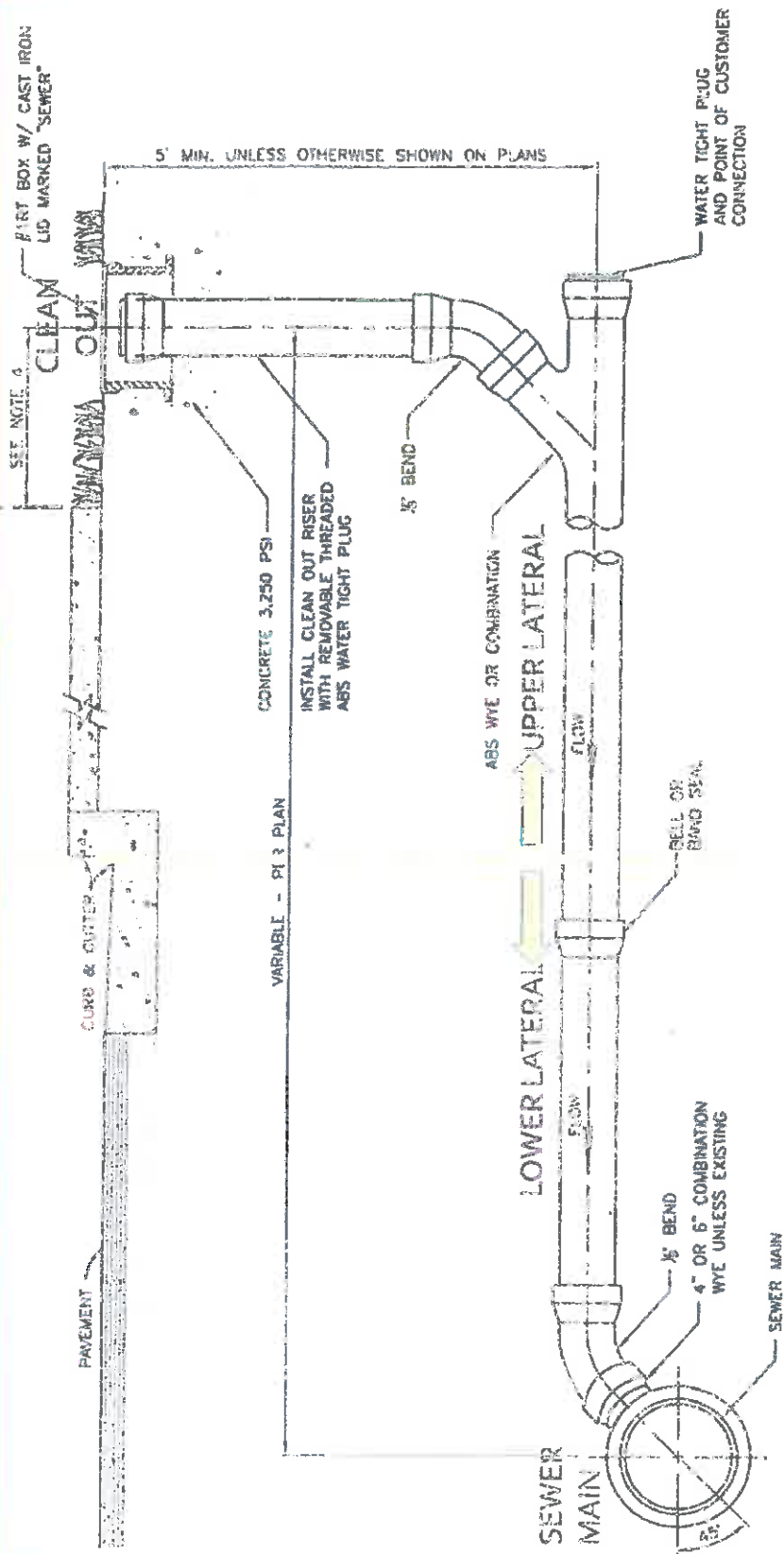
The Board of Directors has authority over the policies regarding sewer later maintenance and may change, modify or amend from time to time. The District General Manager is required to implement policies as approved by the Board of Directors.

**Section 8. Supersedes Other Policies.**

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



# #6 - Sewer Lateral Policy



COUNTY OF SAN BERNARDINO  
SPECIAL DISTRICTS DEPARTMENT

COUNTY SERVICE AREA 70,  
IMPROVEMENT ZONE B

Rules and Regulations

for

SEWER SERVICE

RESOLUTION NO. 83-348

September 12, 1983

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COUNTY SERVICE AREA 70.  
IMPROVMENT ZONE B

COUNTY OF SAN BERNARDINO

RULES AND REGULATIONS FOR SEWER SERVICE

RESOLUTION NO. 83-348

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
COUNTY OF SAN BERNARDINO ACTING IN ITS CAPACITY AS THE  
GOVERNING BODY OF COUNTY SERVICE AREA 70, IMPROVMENT ZONE B  
ESTABLISHING RULES AND REGULATIONS FOR SEWER SERVICE.

----

BE IT RESOLVED by the Board of Supervisors of the County of San Bernardino, California, acting in its capacity as the governing body of County Service Area 70, Improvement Zone B as follows:

SECTION 1.0 - GENERAL PROVISIONS

- 1.1 Short Title - This Resolution shall be known and may be cited as Rules and Regulations, Sewer Service.
- 1.2 Words and Phrases - For the purpose of this Resolution, all words used herein in the present tense shall include the future; all words in the plural number shall include the singular number; and all words in the singular number shall include the plural number.
- 1.3 Sewer System - The District provides a Public Sewer System, used for the collection, treatment, and disposal of waste waters within the District, including all parts of the system, all appurtenances to it, and lands, easements, rights to land, contract rights, other collection and disposal facilities and equipment.
- 1.4 Separability - If any section, sub-section, sentence, clause, or phrase of this Resolution is for any reason adjudged to be invalid, such decision shall not affect the validity of the remaining portions of this Resolution.
- 1.5 Tampering with District System - No one, except an authorized employee or representative of the District, shall at any time and in any manner operate, interfere disrupt or tamper with the District's system or any related equipment.
- 1.6 Protection from Damage -All District property comes within the operation of Penal Code, Section 594, which provides in general that every person who maliciously injures or destroys any real or personal property not his own, in cases otherwise than such as are specified in this Code, is guilty of a misdemeanor."

SECTION 1.0 - GENERAL PROVISIONS  
(continued)

1.7 Penalty for Violation - If any Person fails to comply with all or any part of these Rules and Regulations, or any District resolution or order fixing rates and charges, the District may pursue any remedy provided to it by law, including, without limitation, Section 1.13 of the District Ordinance, a copy of which is on file and available for inspection at the business office of the District and at the office of the Clerk of the Board of Supervisors.

1.8 Variance - When any person, by reason of special circumstances, is of the opinion that a variance is necessary or that any provision of these Rules and Regulations is unjust or inequitable as applied to his facilities or property, that Person may make written application as specified in Section 1.12.10 of the District Ordinance, a copy of which is on file and available for inspection at the business office of the District and at the office of the Clerk of the Board of Supervisors.

SECTION 2.0 - DEFINITIONS

- 2.1 Definitions - The meaning of terms used in these Rules and Regulations shall be as defined in the Uniform Plumbing Code except as specifically modified herein, or as inconsistent with the definitions contained herein or with the context thereof. The following definitions shall prevail in the event of any inconsistency with or omission from the Uniform Plumbing Code definitions:
- 2.1.01 APPLICANT - The person making application hereunder, who shall be the owner of the premises involved or his agent authorized as such in writing, or a plumber or contractor licensed as such by the State of California.
- 2.1.02 AGENT - The person authorized in writing to act on behalf of the Owner, or a plumber or Contractor acting at the direction of the Owner and licensed as such by the State of California.
- 2.1.03 BOARD - The Board of Supervisors of the County of San Bernardino, State of California, acting in its capacity as the governing body of the District.
- 2.1.04 BUILDING SEWER - That portion of sewer from the building sewer drain to the Public Sewer, including the sewer lateral and the cleanout.
- 2.1.05 COMMISSION - An Advisory Commission of the District appointed by the Board in accordance with its policies.
- 2.1.06 CONTRACTOR - An individual, firm, corporation, partnership, or association duly licensed by the State of California to perform the type of work to be done under the permit, contract or agreement.
- 2.1.07 COST - The cost of labor, material, transportation, supervision, engineering, and all other necessary overhead expenses.
- 2.1.08 COUNTY - The County of San Bernardino, State of California.
- 2.1.09 DISTRICT - <sup>COUNTY SERVICE AREA 70, IMPROVEMENT ZONE B.</sup> Any county service area, ~~improvement zone,~~ or sanitation district which has adopted these Rules and Regulations and for which the Board is the governing body. Also, textual reference to "The District", shall mean the county service area, improvement zone or sanitation district which is administering or enforcing these Rules and Regulations.
- 2.1.10 DISTRICT ENGINEER - The Engineer appointed by the Board to support the District.
- 2.1.11 DISTRICT MANAGER - The person employed or appointed to act as manager for the District.

SECTION 2.0 - DEFINITIONS  
(continued)

- 2.1.12 DISTRICT ORDINANCE - Ordinance No. SD 80-9, adopted by the Board on December 1, 1980 to regulate the use and construction of Public Wastewater Facilities, as the same may be amended from time to time.
- 2.1.13 EQUIVALENT DWELLING UNITS (EDU) - The number of Equivalent Dwelling Units fixed and established for all the various classifications of types and uses of property by the Rules and Regulations of the District, as such classifications may be duly revised from time to time.
- 2.1.14 FIXTURE UNIT EQUIVALENTS - The fixture unit equivalent prescribed by the Uniform Plumbing Code or substantially equivalent provisions in subsequent plumbing codes adopted by the Board.
- 2.1.15 GARBAGE - Solid wastes from the preparation, cooking, and dispensing of food, and from the handling, storage and sale of produce.
- 2.1.16 INSPECTOR - An authorized District representative who performs inspection duties.
- 2.1.17 INDUSTRIAL WASTEWATER - Any and all liquid or water borne waste from industrial or commercial processes, except domestic sewage.
- 2.1.18 LIVING UNIT - A building or part of a building which contains one kitchen facility and/or one or more bathrooms, and which is normally used as a residence.
- 2.1.19 OWNER - The person or persons in whose name the legal title to property appears by deed duly recorded in the County Recorder's Office. Also, a person holding property pursuant to a Term Special Use or other permit issued by a governmental entity.
- 2.1.20 PERMIT - Any written authorization required pursuant to these Rules and Regulations, the District Ordinance, or any other rule or regulation of the Board.
- 2.1.21 PERSON - One or more individuals of either sex, or a company or other legal entity, including the heirs, assigns and successors in interest thereof.
- 2.1.22 PUBLIC SEWER - That portion of a sewer which is a common sewer and is owned or directly controlled by the District. It does not include any portion of a building sewer.
- 2.1.23 SEWAGE - Any liquid waste containing animal or vegetable matter in suspension or solution and may include liquids containing chemicals in solution.



SECTION 2.0 - DEFINITIONS  
(continued)

2.1.24 SEWER SYSTEM - A system which may include any combination of integrated facilities for collecting, transporting, pumping, treating and disposing of sewage, which are owned, directly controlled, or otherwise furnished by the District.

2.1.25 SEWER - A pipe or conduit for carrying sewage.

2.1.26 <sup>OFFICES OF</sup> SPECIAL DISTRICTS DEPARTMENT - The <sup>office</sup> department authorized by the Board to provide extended services to special districts functioning in the County.

BOARD GOVERNOR  
COUNTY SERVICE AREA  
IMPROVEMENT ZONE  
and

2.1.27 SPECIAL DISTRICTS DIRECTOR - The person appointed by the Board to act as Director for the <sup>office of</sup> Special Districts Department.

2.1.28 UNIFORM PLUMBING CODE - The Uniform Plumbing Code as published by the International Association of Plumbing and Mechanical Officials and as adopted by the County as its plumbing code.

2.1.29 USER - The person or persons owning or controlling or entitled to possession of property or improvements to which the sewer facilities of the District are connected or available.

2.1.30 WASTEWATER FACILITIES - Any facility for the transportation, treatment, or disposal of sewage.

## SECTION 3.0 - GENERAL USE REGULATIONS

- 3.1 General - The construction of sewers and laterals and connections to the Sewer System shall be governed by the District's Standards for Sanitary Sewers and the Uniform Plumbing Code except as herein modified. Unless the context dictates otherwise, the technical terms used in Sections 3.6 through 3.12 of these Rules and Regulations (i.e. Biochemical Oxygen Demand- B.O.D., Dissolved Solids- D.S., Suspended Solids- S.S., etc.) shall be as defined in the latest adopted edition of "Standard Methods for the Examination of Water and Wastewater" as published by the American Public Health Association.
- 3.2 Installation Costs - All costs and expenses incident to the installation and connection of the Building Sewer shall be borne by the Owner. The Owner shall indemnify the District against any liability occasioned by the installation of the Building Sewer.
- 3.3 Notification of District - An Applicant for a Building Sewer Permit shall notify the District twenty four (24) hours in advance when the Building Sewer is ready for inspection. The Building Sewer and its connection to the Sewer System shall be consistent with the District's Standards, the Uniform Plumbing Code, and in accordance with Section 1.8 of the District Ordinance #SD 80-9.
- 3.4 Excavations - All excavations for Building Sewer installations shall be adequately guarded with barricades and lights to protect the public from hazard. Streets, sidewalks, and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the District and the Owner of such property. All excavations shall comply with all applicable government safety codes and the Contractor or Owner shall secure all necessary permits.
- 3.5 Testing - A clean-out or two way test tee shall be installed at the point the Building Sewer exits the structure and at the point the Building Sewer crosses the property line. A length of 1/2" x 18" steel re-bar shall be buried horizontally 6" below the ground surface at the location of the clean-out at the property line. The connections to the Sewer System shall be water tested and inspected in the presence of the Inspector. The labor and materials for testing shall be furnished by the Person constructing the sewer. All lines showing leakage, poor workmanship not in conformance with all applicable codes and District Standards for Sanitary Sewers shall be repaired, reworked, or replaced at the expense of the Applicant or Person doing the work and to the satisfaction of the Inspector.

SECTION 3.0 - GENERAL USE REGULATIONS  
(continued)

3.6 Industrial Wastewater - Any Person desiring to discharge industrial wastewater into a Public Sewer of the District will be required, on request of the District, to submit a letter to the District Manager presenting information as to the kind and amount of industrial wastewater to be so discharged. No industrial wastewater shall be discharged into the Sewer System which will cause the effluent discharged from the sewage treatment facilities to violate any discharge requirements set by the California Regional Water Quality Control Board having jurisdiction.

No industrial wastewater shall be discharged to the Public Sewer which exceeds the following chemical, physical and/or bacteriological concentrations:

- a. Methylene Blue Active Substance, 1.0 mg/l.
- b. Dissolved sulfides, 0.1 mg/l.
- c. Five (5) day Biochemical Oxygen Demand, 700 mg/l.
- d. Total dissolved solids, 500 mg/l plus the yearly average total dissolved solids in the industry's water supply.
- e. Sodium-ion, 100 mg/l plus yearly average sodium-ion in the industry's water supply.
- f. Chloride-ion, 100 mg/l plus yearly average of the chloride-ion in the industry's water supply.

3.7 Types of Waste Prohibited - No Person shall discharge or cause to be discharged any of the following described liquids or other wastes to any Public Sewer:

3.7.01 Flammable, or Explosive Substances - Any gasoline, benzene, naphtha, fuel oil, or other flammable, or explosive hydrocarbon as a liquid, solid or gas.

3.7.02 Toxic or Poisonous Substances - Any toxic or poisonous solids, liquids, or gases in sufficient quantity, either singly or by interaction with any other wastes, to injure or interfere with any sewage treatment process, constitute a hazard to humans or animals, create a public nuisance, or create any hazard to the receiving waters of the sewage treatment plant, including but not limited to cyanides in excess of two (2) mg/l as CN in the wastes as discharged to the Public Sewer.

3.7.03 pH Range and Corrosive Properties - Any liquid or other wastes having a pH lower than 5.5 or higher than 9.5 or having any other corrosive property capable of causing damage or hazard to person or to property.

SECTION 3.0 - GENERAL USE REGULATIONS  
(continued)

- 3.7.04 Solid or Viscous Substances - Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in sewers, or other interference with the proper operation of the sewage works, including but not limited to such substances as ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, whole blood, paunch, manure, hair and fleshings, entrails, and paper dishes, cups, milk containers, or other material, either whole or ground by garbage grinders.
- 3.7.05 High Temperature Limit - Any liquid or vapor having a temperature higher than one hundred fifty (150) degrees F (65 degrees C) at the Building Sewer.
- 3.7.06 Fats, Waxes, Grease or Oils - Any liquid or other waste containing fats, wax, grease, or oils, in excess of one hundred (100) mg/l, whether emulsified or not; or containing substances which may solidify or become viscous at temperatures between thirty-two (32) degrees F and one hundred fifty (150) degrees F (0 degrees C and 65 degrees C).
- 3.7.07 Heavy Metals or Excessive Chlorine Demand - Any liquid or other waste containing iron, chromium, copper, zinc, and similar objectionable or toxic substances, or wastes exerting an excessive chlorine requirement, to such degree, that any such material received in the composite sewage at the sewage treatment works exceed the limits established by local, State or Federal agencies for such materials.
- 3.7.08 Phenols, Odor or Taste Producing Substances - Any liquid or other waste containing phenols or other taste or odor-producing substances in concentrations exceeding limits which may be established by the District to meet applicable requirements of the local, State, or Federal agencies.
- 3.7.09 Suspended or Dissolved Solids - Materials which exist or cause unusual concentrations of Suspended Solids or of Dissolved Solids, which interfere with the treatment plant process or cause violations of applicable waste discharge requirements.
- 3.7.10 Radioactive Wastes - Any radioactive material or substance which exceeds the half life or concentration limits set by applicable State or Federal regulations.
- 3.7.11 Untreatable Wastes - Liquid or other wastes containing substances which are not amenable to treatment or reduction by the sewage treatment processes employed, or are not sufficiently amenable to treatment to permit the sewage treatment plant effluent to meet the requirements of other agencies having jurisdiction over discharge to the receiving waters.

SECTION 3.0 - GENERAL USE REGULATIONS  
(continued)

3.7.12 Pumpings from Septic Tanks, Cesspools, Leach Pits, Holding Tanks and Chemical Toilets - Pumpings from chemical toilets, septic tanks, holding tanks, and cesspools or leach pits.

3.7.13 Surface Runoff or Groundwater - Surface runoff or groundwater as indicated in Section 1.8.08 of the District Ordinance.

3.7.14 Water Softening Unit Wastes - Any waste discharge resulting from the charging, regeneration or operation of water softening equipment.

3.7.15 Damaging Substances - Any material or concentration of material which will cause damage, or abnormal maintenance or operation costs in respect to any part of the Sewer System.

3.8 Control of Prohibited Wastes - If any liquid or other waste is discharged, or is proposed to be discharged to the Public Sewers, which contains the substances or possesses the characteristics enumerated in Section 3.7 of these Rules and Regulations or which in the judgment of the District Manager or District Representative may have a deleterious effect upon the Sewer System or the processes, equipment, or receiving waters connected therewith, or which otherwise create a hazard to life or constitute a public nuisance, the District may invoke Section 1.12 and/or 1.13 of the District Ordinance, and in addition may take any of the following actions:

3.8.01 Pretreatment - Require pretreatment by the Owner to an acceptable condition for discharge to the Public Sewers. The design and installation of the plants and equipment shall be subject to the review and approval of the District and subject to the requirements of all applicable codes, ordinances, laws and regulations.

3.8.02 Quantities and Rates - Require that the Owner exercise specific control over the quantities and rates of discharges.

3.8.03 Grease and Sand Interceptors and Separators - Require the Owner to install, maintain, and use Grease and Sand Interceptors and Separators as specified in Sections 708, 710, 711, and 712 of the Uniform Plumbing Code, as modified and superseded by the District Ordinance or District Rules and Regulations.

3.8.04 Costs - Require payment from the Owner to cover the added cost to the District for handling and treating the wastes not covered by existing taxes or sewer charges.

SECTION 3.0 - GENERAL USE REGULATIONS  
(continued)

3.9 Maintenance of Flow Equalizing System - Where any fluid or other waste is undergoing preliminary treatment or flow-equalizing, the facilities for such processes shall be continuously maintained in satisfactory and effective operation by the Owner at his expense.

3.10 Tests and Measurements - All measurement, tests, and analyses of the characteristics of liquid and other waste to which reference is made in this Resolution shall be conducted in accordance with the latest adopted edition of "Standard Methods for the Examination of Water and Wastewater" published by the American Public Health Association. The Applicant shall be responsible for all Costs incurred.

3.11 Swimming Pools - It shall be unlawful for any Person to discharge the contents of a swimming pool into the Public Sewer except in the manner specified herein. The rate of out-flow shall not exceed one hundred (100) gallons per minute. Each swimming pool discharging into the Public Sewer shall be equipped with a fixed air gap approved by the San Bernardino County Department of Building and Safety and Department of Environmental Health Services to preclude any possibility of a backflow of sewage into the swimming pool or piping system.

3.12 Pumped Waste - The discharge of pumpings from chemical toilets, septic tanks, holding tanks, and cesspools or leach pits is prohibited.

3.13 More Restrictive Provisions - The District may, by contract or operation of law be or become subject to discharge requirements which impose more restrictive discharge limitations than are set forth in this Regulation. All such discharge requirements are hereby incorporated into this Regulation. After due notice thereof, no Person shall discharge to the Sewer System or cause to be discharged thereto any wastewater or other substance which would violate or cause the District to be in violation of any discharge requirement, whether specifically set forth as incorporated herein or not.

*out  
refer  
to  
Section  
3.7.12*

SECTION 4.0 - APPLICATION FOR SEWER SERVICE  
AND CONNECTION TO SEWER SYSTEM

4.1 Application for Sewer Service - Application for sewer service from the District shall be made by an Applicant on a form prescribed by the District. The application form must be completed and signed by the Owner of the parcel requesting service. If an authorized agent of the Owner or the Owner's Contractor requests service to a parcel on behalf of the current Owner, and the Owner is not available to sign the application, the Owner's authorized agent or Contractor may make application for service by paying a ~~\$50.00~~ deposit covering necessary fees. Upon receipt by the District of an application form signed by the Owner, the ~~\$50.00~~ deposit will be refunded to the Owner's authorized agent or Contractor. The ~~\$50.00~~ deposit will be forfeited if the District does not receive a completed application form signed by the Owner within 30 days after the Owner's authorized agent or Contractor makes application. In no case shall a sewer connection be inspected by the District unless the completed application form, signed by the Owner, has been received by the District. If sewer service is provided to the parcel and payment is not received for the User Charge due the District, the amount of the User Charge due the District may be deducted from the ~~\$50.00~~ deposit.

4.2 Compliance-Intent of Applicant - Such application will signify the Owner's willingness and intention to comply with this and other ordinances or regulations relating to District sewer service and to make required payment for sewer service.

4.3 Payment for Previous Service - An application for sewer service or connection permit will not be granted unless all accounts or outstanding invoices due the District, either against subject property or by said Applicant, have been paid in full to the satisfaction of the District.

4.4 Application for Connection to Sewer System - An Applicant shall make application for connection to the Sewer System at the District office. The Applicant shall give a description of the character of the work proposed to be done, the legal description (Lot, Tract, Parcel #, and situs address) the location, ownership, occupancy, and use of the premises to be served, and the name and address of the Person who shall make the connection. The District may require plans, specifications, or drawings and such other information as may be deemed necessary to insure compliance with District's Rules and Regulations.

If the District determines that the plans, specifications, drawings, descriptions, or information furnished by the Applicant are in compliance with the District Ordinance and all other applicable laws, rules and regulations, the District shall issue the Permit applied for upon payment of the required fees pursuant to Section 10.0 hereof.

SECTION 4.0 - APPLICATION FOR SEWER SERVICE  
AND CONNECTION TO SEWER SYSTEM  
(continued)

4.5 Duration of Permit - Permits issued pursuant to these Rules and Regulations shall expire at the time stated upon the Permit, not to exceed six (6) months, and shall then be of no further force or effect. Fees paid under any Permit are not subject to refund or credit in the event that a Permit expires without completion of its entitlement.

4.6 Compliance with Permit - After approval of the application, evidenced by the issuance of a Permit, no change shall be made in the location of any sewer, or from the grade, materials, time limit ownership or legal description (Lot, Tract, Parcel #, and situs address), or other details described in the Permit or shown on the plans and specifications for which the Permit was issued, except with written permission from an authorized representative of the District. A Permit shall not be transferrable from one Owner to another or from one parcel to another.

4.7 Agreement - The Applicant's signature on a Permit shall constitute an agreement between the Owner and the District, in which the Owner agrees to comply with all applicable laws, rules and regulations, and ordinances, and with the plans and specifications if any, filed with the application, together with such modifications thereto as may be made or permitted by the District. Such agreement shall be binding upon the Applicant and the Owner and may be altered only by the District upon the Applicant's or Owner's written request for the alteration.

4.8 Inspection - All facilities proposed for acceptance into any part of the Sewer System must be inspected by the District, or by an Inspector acting for the District, to insure compliance with all requirements of the District. At least one (1) full working day notice of readiness for inspection shall be given for the required inspection.

4.9 Size and Location - The District reserves the right to determine the number and size of sewer laterals and their location with respect to any premises to be served. Building Sewers shall not be extended to a proposed point of connection until the point of connection has been determined and approved by the District. The District is not responsible, financially or otherwise, for the routing of the Building Sewer from the improvement to the connection, or for the location of the sewer connection in relationship to the property or its improvements.

4.10 Separate Connections Required - Each building shall be connected to the Sewer System through a separate connection. Where there are two or more dwellings, offices, units, etc. within a single building and owned by the same Owner, and the building is connected to the District Sewer Main through one (1) Building Sewer, that Building Sewer shall be no less than six (6) inches in diameter. The District, after reviewing the conditions, may specify the size of the Building Sewer and connection.



SECTION 4.0 - APPLICATION FOR SEWER SERVICE  
AND CONNECTION TO SEWER SYSTEM  
(continued)

- 4.11 Residential, Commercial, and Industrial Sewer Service Connection - It shall be unlawful to maintain a connection to the Sewer System except in conformity with the Uniform Plumbing Code, and the Districts Standards for Sanitary Sewers, When property provided with one (1) or more sewer connections is divided, each existing sewer connection shall be considered as belonging to the newly created lot or parcel of land which contains the building connected to the sewer. If any Building Sewer is not completely within the parcel it serves, the Owner must obtain and record any and all necessary easements for said Building Sewer.
- 4.12 Condemned Work - When any work subject to a Permit has been inspected and the work disapproved or condemned, and no certification of satisfactory completion given, a written notice to that effect will be given to the Applicant, instructing him to repair or remedy such work in accordance with the applicable District rules, regulations, or standards. When any work is disapproved or condemned, a re-inspection fee shall be applicable.
- 4.13 Liability for Costs - Both the Owner and the Person making the connection shall be liable to the District for all fees, Costs, and expenses incident to the installation and connection of any sewer or other work for which a Permit must be issued. The Owner and the Person making the connection shall indemnify the District for any loss or damage which may directly or indirectly be occasioned by their work.
- 4.14 Sewers Outside the District - Any lot or parcel of land, or portion thereof, outside of the District is prohibited from connecting to any portion of the Sewer System.
- 4.15 Sewer Service Feasibility Study - An Applicant wishing to connect a subdivision to the Public Sewer or to modify an existing system shall apply for a Feasibility Study as specified in Section 1.9.04 of the District Ordinance, and pay all applicable fees.

SECTION 5.0 - USER/STANDBY CHARGES

5.1 User Charge - The Owner of each house, building, or property which is required to connect to the Public Sewer, as provided in Section 1.6.3 of the District Ordinance, shall be deemed a User, shall pay a User Charge whether or not such property is connected to the Public Sewer, shall pay a User Charge whether or not the improvement on that property is occupied or utilized, and shall pay that user charge specified in Section 5.2 hereof.

5.2 User Charge Classification - The user charges to be paid to the District by Users for sewer service within the boundaries of the District are hereby fixed as follows:

<u>a. Residential:</u>	<u>User Charge per month</u>
(1) Each single family dwelling on a lot*	\$ 10.00
each additional living unit on same lot*	\$ 10.00
(2) Each living unit in a duplex	\$ 10.00
(3) Each living unit in a motel building or multiple unit structure or group on one lot	\$ 4.00
<u>b. Commercial Industrial Users</u>	

The charge for all commercial and/or industrial users shall be seventy-five percent (75%) of the monthly water bill provided that all water used on the premises is from District facilities.

c. School:

Each school shall pay a sewer User Charge of two dollars (\$2.00) per monthly period during the school term for each one hundred (100) A.D.A., or part thereof, computed on the previous year's attendance.

5.3 User Contesting Classification - Users who are placed within a classification pursuant to Section 5.2 and who are dissatisfied with such classification may make a written request for a review of their classification in accordance with Section 1.12.10 of the District Ordinance.

*Same as SP-2*

SECTION 5.0 - USER/STANDBY CHARGES  
(continued)

5.4 User Charge Billing Period - Billing by the District for User Charges will be mailed to the Owner of the property at intervals fixed and established by the District.

5.5 Stand-by Charge - A charge of \$10.00 per year per acre and \$10.00 per year for any portion of a parcel exceeding one (1) acre and \$10.00 per year for parcels less than one (1) acre shall be charged to the Owner of all parcels within 200 feet of a sewer line and not connected to the Sewer System prior to July 1st of any year in which is levied. Delinquent Stand-by Charges may be added to the property tax bill and become a lien on the property.

*Same as SP-2*

SECTION 6.0 - NOTICES

6.1 Notices to Owner or User - Notice from the District to an Owner or User will normally be given in writing and either delivered or mailed to the Owner's last known address. Where conditions warrant, and in emergencies, such notice may be given orally, by telephone or messenger.

6.2 Notices from Owner or User - Notice from the Owner or User to the District may be given in writing to the following places or persons.

- 6.2.01 Business office of the District.
- 6.2.02 Office of the District Manager.
- 6.2.03 Office of the Special Districts Director.

*OK*

SECTION 7.0 - DISCONTINUANCE OF SERVICE

7.1 Service Refused or Discontinued - Sewer service may be refused or discontinued by the District as provided by Section 1.12.02 and 1.12.06 of the District Ordinance, for any one or more of the following reasons:

7.1.01. Unauthorized use of apparatuses or appliances which might endanger or disturb the service to other Users;

7.1.02. Non-compliance with this resolution or any other resolution, ordinance or regulation relating to the sewer service;

7.1.03. Protection of District facilities.

7.1.04. Delinquency of any fee or charge due the District by the Applicant or related to subject property.

7.2. Violation - In addition to discontinuation of sewer service, violation of District regulations or ordinances shall be a misdemeanor, as detailed in Section 1.13 of the District Ordinance.

OK

SECTION 8.0 - BILLING

- 8.1 Billing Period - The billing period shall be determined by the District.
- 8.2 User Charges - User Charges shall be due and payable at the Office of the District as noted in the billing statement (in person or by mail) on the date of mailing the bill to the Owner shown on the Application, and shall be delinquent 30 days thereafter. Service may be discontinued if payment is not made within 45 days of billing.
- 8.3 Rendering of Bills - Bills for User Charges shall be rendered in advance or arrears, at the determination of the District. Bills shall be payable upon presentation.
- 8.4 Billing of User Charge - Separate bills shall be rendered for each service connection.
- 8.5 Owner's Guarantee - The User Charge begins when the Building Sewer has been connected to the Sewer System and continues until the District has inspected and approved disconnection for the Building Sewer from the Sewer System. The Owner and the Applicant will be held jointly and severally liable for User Charges.
- 8.6 Owner-Tenant Agreement - Where the Owner leases his property and wishes to have the tenant billed for sewer service, a standard form provided by the District shall be completed and signed by the tenant and the Owner and returned to and approved by the District before becoming effective. Such an agreement does not relieve the Owner of the primary responsibility for paying User Charges.
- 8.7 Change of Ownership - Upon transfer of ownership of a property served by the District, the previous Owner is responsible for the payment of all User Charges due the District prior to the effective date of transfer, and the new Owner is responsible for all User Charges accruing after the effective transfer of ownership date.

OK

SECTION 9.0 - COLLECTION

9.1 Delinquent User Charges - Accounts not paid on or before the date in which they become delinquent will be subject to a penalty of ten percent (10%) effective upon the date of delinquency and thereafter subject to an interest charge of one half percent (0.5%) per month on the entire unpaid balance.

9.2 Suit Against Owner and Applicant - All unpaid fees, charges, and penalties herein provided may be collected by suit against the Owner or the Applicant, or both.

9.3 Costs of Suit - Defendant shall pay all costs of suit and a reasonable amount for attorney fees as fixed by the court in any judgment rendered in favor of the District.

9.4 Suit Against Property - Any and all bills rendered for User Charges, permit fees, connection fees, costs of suits, or any other debts owed the District shall be deemed to run with the property in addition to being the personal obligation of the Owner and the Applicant, and, at the option of the District, legal action may be taken, making any such debt a lien against the property.

9.5 Collection On Tax Roll - All User Charges, Permit Fees, Standby Charges, Connection Fees, and other fees or charges payable to the District may, at the option of the District, be added to the County Tax Roll for collection in accordance with procedures established by law.

ok

SECTION 10.0 - SCHEDULE OF FEES

10.1 Connection to Sewer System

10.1.01 Permit and Inspection Fee - For each connection of a Building Sewer to the Sewer System, there shall be a combined Permit and Inspection Fee of twenty-five dollars (\$25.00) due and payable at the time the Applicant applies for a Connection Permit.

Each time a connection has been inspected and the work is disapproved or condemned, a Re-inspection Fee of twenty-five dollars (\$25.00) must be paid by the Applicant to the District office prior to an Inspector re-inspecting any disapproved work.

10.1.02 Main Sewer Connection Charge - A Main Sewer Connection Charge shall be collected at the time the Applicant applies for a Connection Permit, in addition to all other fees herein set forth. The Main Sewer Connection Charge shall be determined by the District at the time of application for Connection Permit.

If a structure which is connected to the Sewer System is destroyed by fire, earthquake, or other natural disaster, or is demolished and removed from the property, and within one (1) year thereafter the Owner receives a Building Permit to construct a new structure on the property and completes such construction within the period initially provided by such Permit, there shall be no additional Main Sewer Connection Charge. If the Owner fails to obtain a Building Permit within one (1) year of the destruction or removal of the original structure (and fails to construct within the time stated in the Permit), the Owner shall pay the Main Sewer Connection Charge in effect at the time he obtains final inspection for the new structure.

10.1.03 Buy-in Charge - A property owner may be charged a "Buy-in" charge if the property is being or has been annexed to the District; was not assessed for the construction of the Public Sewer during Assessment District proceedings; or as otherwise necessary to pay for Public Sewer improvements which benefit the property.



SECTION 10.0 - SCHEDULE OF FEES  
(continued)

10.2 Plan Checking

10.2.01 Plan Checking Required - Plans for sewerage facilities to be designed and constructed by any Person other than District, where said facilities are to be conveyed to the District, shall submit the plans and specifications and all other documents required to the Special Districts Department for plan checking with the required plan checking fee as herein specified. The application for plan checking shall be made on the standard form furnished by the Special Districts Department.

10.2.02 Plan Check Fee Schedule

10.2.02.1 - Main line sewer length\* (includes manholes, cleanouts, tees) plus lateral length to the property line.

<u>Quantity*</u>	<u>Checking Fee</u>
1,000' or less	\$300
1,001' to 3,000'	\$300 plus \$0.20/ft. over 1,000'
3,001' to 5,000'	\$700 plus \$0.15/ft. over 3,000'
5,001' to 7,000'	\$1,000 plus \$0.10/ft. over 5,000'
7,001' and up	\$1,200 plus \$0.05/ft. over 7,000'

10.2.02.2 - Sewage treatment plants, sewage lift stations and specially designed sewer related facilities performed on a Cost basis; \$500 deposit required.

10.2.02.3 - Rechecking: Rechecking of plans after plans have been approved, on behalf of County, due to design or quantity changes or modifications in specifications, will be performed on a Cost basis. Rechecking fee shall be paid prior to approval of changes.

10.2.02.4 - In addition to the above fees, Special Districts Department will charge an application and processing fee in the amount of 5% of plan check fees with a minimum fee of \$25.00.

SECTION 10.0 - SCHEDULE OF FEES  
(continued)

10.3 Inspection Fees and Construction Permit

10.3.01 Inspection Required - Prior to the commencement of construction of sewage facilities for which plans have been approved, the Owner or his Agent shall make application for a Construction Permit to the Special Districts Department. The fees required for inspection shall accompany said application. The application for Construction Permit shall be made on the standard form furnished by the Special Districts Department.

In addition to the inspection fee listed below, the Owner or his Agent shall deposit with the Special Districts Department, along with said application, \$250 to cover the Cost of any reinspection, including time and mileage when a request is made by the Owner or his Agent for inspection and the work is not ready for inspection. The balance of any unused \$250 will be refunded at the time the work is accepted by the District. If the \$250 deposit is depleted before the work is completed, the Owner or his Agent shall deposit another \$250 with the Special Districts Department for this purpose before any more inspection will be performed by the District Representative.

10.3.02 Inspection Fee Schedule

10.3.02.1 - Main line sewer length\* (includes manholes, cleanouts, tees) plus lateral length to the property line.

<u>Quantity*</u>	<u>Required Inspection Fee Deposit (performed on an actual cost incurred basis)</u>
1' to 200'	\$300
201' to 1,000'	\$400
Over 1,000'	\$400 plus \$.40 per foot or portion thereof over 1000'

10.3.02.2 - Sewage lift station,  
sewage treatment plants  
and specially designed sewer  
related facilities. \$700

10.3.02.3 - In addition to the above fees, Special Districts Department will charge an application processing fee of 5% of the total inspection fees with a minimum fee of \$25.00.

SECTION 10.0 - SCHEDULE OF FEES  
(continued)

10.3.02.4 - Saturday, Holiday and Overtime Inspection: Inspection for work on Saturday and holidays will be provided if Inspectors are available and a minimum of one week advance notification is given to the District by the Owner or his Agent. All Costs for Saturday, holiday and overtime inspection shall be paid by the Owner or his Agent at the actual Cost incurred. Advance deposit is required.

SECTION 11.0 - CRITERIA FOR DESIGN,  
TECHNICAL SPECIFICATIONS AND STANDARD DRAWINGS

11.1 Adoption - Criteria for design, technical specifications and standard drawings for the construction of Public Sewer Facilities shall be recommended by the District Engineer and approved by the Board of Supervisors. All approved criteria will be on file in the office of the District.

SECTION 12.0 - REPEAL OF PRIOR PROVISIONS

12.1 Repeal of Prior Provisions - In accordance with Section 5.0 of Ordinance No. SD 80-9 of the District, all rules, resolutions, and schedules of fees and charges now or heretofore in effect within the District which apply to the same subject matter as contained herein shall be of no further force or effect from and after the date of adoption of this Resolution.

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PASSED AND ADOPTED by the Board of Supervisors of San Bernardino County, State of California, by the following vote:

AYES: Joyner, Riordan, Townsend, Hammock and McElwain

NOES: None

ABSENT: None

( STATE OF CALIFORNIA )  
) ss.  
COUNTY OF SAN BERNARDINO )

I, MARTHA M. SEKERAK, Clerk of the Board of Supervisors of San Bernardino County, California, hereby certify the foregoing to be a full, true and correct copy of the record of the action as the same appears in the Official Minutes of said Board at its meeting of September 12, 1983

MARTHA M. SEKERAK, Clerk of the Board of Supervisors of San Bernardino County

By

Debbie Maloney  
Deputy

MINUTES OF THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA

September 12, 1983

# 2511  
Perry

FROM: VERNON G. KNOUREK, Assistant Administrative Officer  
for SPECIAL DISTRICTS

SUBJECT: COUNTY SERVICE AREAS 70B, 82, 82 SV-3, AND 82 SV-4  
RESOLUTIONS ESTABLISHING RULES AND REGULATIONS  
FOR SEWER SERVICE

RECOMMENDATION: Adopt Resolutions No. 83-348, 83-349, 83-350,  
and 83-351, establishing Rules and Regulations for Sewer Service  
for County Service Areas 70B, 82, 82 SV-3, and 82 SV-4 respectively.  
(348) (349) (350) (351)

BACKGROUND: The current Rules and Regulations for Sewer Service for  
County Service Areas 70B, 82, 82 SV-3, and 82 SV-4 were adopted by  
the Board in 1972, and many portions are outdated. For the past  
year the Special Districts Department, the District Manager, and  
the District Engineer have been reviewing, updating and  
standardizing all Special Districts' Rules and Regulations so they  
will adequately address the County Service Areas' current needs.  
Previously, the Board adopted similar resolutions for other County  
Service Areas, and after adoption of the proposed resolutions  
contained herein, there will be one County Service Area's Rules  
and Regulations remaining to be updated.

The proposed Rules and Regulations will: state that a Person  
damaging the Districts' Systems is guilty of a misdemeanor  
(Section 1.6); state the procedure for testing a Building Sewer  
Connection (Section 3.5); specify the requirements for Grease and  
Sand Interceptors (Section 3.8.03); state the procedure for making  
Application for Sewer Service and the responsibility of the Owner  
(Sections 4.1-4.3); clarify the Districts' requirement for separate  
connections (Section 4.1D); state the Districts' policy for  
billing, delinquency, collection, costs of suit, change of  
ownership, and the Owner's responsibility regarding User Charges  
(Sections 8.1-8.7); clarify the Districts' requirement for  
Inspection Fees (Section 10.1.01); state the Districts' policy  
regarding a building (served by a District) which is destroyed or  
demolished and rebuilt (Section 10.1.02); and state the Districts'  
requirements for a Buy-in Charge (Section 10.1.04).

Page 1 of 2

cc: Spec. Dists. w/4 res.  
CSA 70B, CSA 82, 82 SV-3&4  
Auditor w/4 res.  
Assessor w/4 res.  
Files w/res.

Action of the Board of Supervisors  
RESOLUTIONS NOS. 83-348 thru 83-351

**APPROVED** BOARD OF SUPERVISORS  
COUNTY OF SAN BERNARDINO

MOTION	X	X	X	M	S
	1	2	3	4	5

MARTHA M. SEKERAK, CLERK OF THE BOARD

BY *Debra M. Baker*

DATED: SEP 12 1983

64

Page 2 of 2  
September 12, 1983  
AGENDA ITEM

SUBJECT: COUNTY SERVICE AREAS 70B, 82, 82 SV-3, AND 82 SV-4  
RESOLUTIONS ESTABLISHING RULES AND REGULATIONS  
FOR SEWER SERVICE

AMOUNT OF FEES: The proposed Rules and Regulations establish all fees at the same level as currently adopted by the Board.

REASON FOR RECOMMENDATION: The Board's adoption of the proposed resolutions is needed to assure the Districts' authority to properly regulate the use and construction of the County Service Areas' Public Sewer Systems.

COORDINATION WITH OTHER DEPARTMENTS: The proposed Resolutions have been reviewed by Environmental Health Services, Planning, and Building and Safety.

REVIEW BY OTHER DEPARTMENTS: This item has been coordinated with County Counsel, Ed Duddy.

Page 2 of 2

## APPENDIX E

### Overflow Response Forms



**CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD  
LAHONTAN REGION**

**REPORTING  
UNAUTHORIZED WASTE DISCHARGES (SPILLS & LEAKS)**

**I. HOW TO REPORT**

**A. Initial Verbal Notification:**

1. For unauthorized discharges of hazardous material, or for public health or environmental emergencies caused by a waste discharge or threatened waste discharge:
  - A. Dial 9-1-1 for emergency response by local agencies
  - B. Then telephone:  
  
(800) 852-7550 or  
(916) 262-1621 Office of Emergency Services (OES) – 24-hour emergency telephone numbers
2. For all other unauthorized discharges or threatened discharges that are not an immediate threat to public health or the environment, telephone Regional Board staff as soon as possible using the following telephone numbers:  
  
(760) 241-6583 Victorville Branch Office (After business hours, voice mail is available to leave messages.)  
  
or  
  
(530) 542-5400 South Lake Tahoe Office - Regional Board's Main Office (After business hours, voice mail is available to leave messages.)

**B. Written Notification:**

Mail written notification to the following address within ten (10) business days of an unauthorized discharge:

CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD,  
LAHONTAN REGION  
2501 LAKE TAHOE BOULEVARD  
SOUTH LAKE TAHOE, CA 96150

or

CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD,  
LAHONTAN REGION  
14440 CIVIC DRIVE, SUITE 200  
VICTORVILLE, CA 92392-2306

Unauthorized discharges are to be reported to the Regional Board by a typed and signed letter/report containing specific information about the discharge. The enclosed "REPORT OF UNAUTHORIZED WASTE DISCHARGE INFORMATION FORM" (Enclosure A) shows the type of information needed. It is recommended that persons reporting unauthorized discharges use this form, or a similar reporting format, in reporting discharges to the Regional Board. Underground storage tank leaks should be reported using the State Water Resources Control Board form entitled: "UNAUTHORIZED RELEASE (LEAK) / CONTAMINATION SITE REPORT," a copy of which is available online at [http://www.waterboards.ca.gov/water\\_issues/programs/ust/forms/docs/unauth\\_release.pdf](http://www.waterboards.ca.gov/water_issues/programs/ust/forms/docs/unauth_release.pdf)

**C. General:**

Under California law, the person(s) or entity(ies) responsible for notifying the Regional Board is the "discharger," which is: (1) the entity(ies) that caused or allowed the discharge to occur, (2) the operator(s) and/or (3) the property owner(s), depending on the circumstances. If the discharger is not available or cannot be identified, the county or city should make the initial verbal notification. These reporting requirements are in addition to the requirements in the facility waste discharge requirements and all other applicable Regional Board orders. Notification of the Regional Board is not a substitute for required notification of other agencies.

## II. WHICH DISCHARGES TO REPORT

### A. Hazardous Wastes/Materials:

1. If any of the following conditions are met, report the unauthorized or threatened unauthorized discharge using the initial verbal notification and subsequent written notification procedures described above (Items I.A and I.B).

The discharge or threatened discharge is (or will be):

- a. Equal to or in excess of a reportable quantity established by California state law or regulations.
  - b. Over five (5) gallons<sup>1</sup> for halogenated volatile organic solvents (e.g., PCE, TCE, etc.),
  - c. Over forty-two (42) gallons<sup>1</sup> for all other liquids.
  - d. Over one (1) cubic yard<sup>1</sup> for solids.
  - e. To waters of the state (Waters of the state include all waters within the boundaries of the state, whether public or private, whether in natural or artificial channel and whether surface or subsurface.).
  - f. To the ground within five feet of ground water or within 500 feet of a surface water, water well, or domestic water supply source,
  - g. Causing a pollution or threatened pollution<sup>2</sup> of surface or ground waters, or
  - h. Causing a nuisance<sup>3</sup>,
  - i. A potential threat to public health.
2. All other hazardous waste discharges normally do not require initial verbal notification to the Regional Board staff; however, Regional Board staff requires written notification as described below. This written notification can be submitted with a self-monitoring report provided the monitoring report is submitted and due within 30 days.

**B. Designated Wastes as Defined in Chapter 15, Title 23, Cal. Code Of Regs. (Wastes/Materials that could Impact Water Quality but are Nonhazardous - excluding domestic wastewater, earthen material and refuse):**

Report all unauthorized or threatened unauthorized discharges that are over forty-two (42) gallons<sup>1</sup> for liquids, 10 cubic yards<sup>1</sup> for solids or fall into category(ies) e, f, g, h or i of II.A.1, above, using the initial verbal notification and written notification procedures in I.A and I.B. above.

All other discharges normally do not require initial verbal notification to the Regional Board staff; however, we require written notification be provided as described in I.B and II.A.2, above.<sup>4</sup>

**C. Treated and Untreated Domestic Wastewater:**

(For additional details, see the document "Reporting Sewage Releases" available at the website [http://www.swrcb.ca.gov/rwqcb6/files/reporting\\_sewage\\_releases.pdf](http://www.swrcb.ca.gov/rwqcb6/files/reporting_sewage_releases.pdf).)

Report all unauthorized or threatened unauthorized discharges of 1,000 gallons or more<sup>1</sup> using the above initial verbal notification and written notification procedures. When the volume is under 1,000 gallons<sup>1</sup>, Regional Board staff requires that the same reporting procedures be used if the incident falls into the category(ies) e, f, g, h and/or i of part II.A.1, above. If it does not fall into one of these categories, Regional Board staff requests that only written notification be provided as described in I.B. and II.A.2, above.<sup>4</sup>

**D. Earthen Wastes:**

Report unauthorized discharges or threatened unauthorized discharges of earthen material (e.g., soil, silt, sediment, etc.) that either have or could reach surface waters, using the above initial verbal notification and written notification procedures described in I.B and II.A.2. Discharges of earthen materials to ditches, canals, or private man-made lakes generally do not need to be reported to the Regional Board Office, unless they are tributary to other surface waters.

**E. Nonhazardous Solid Wastes (Domestic and Industrial Refuse):**

Report illegal dumpsites using the above written notification procedures in I.B. above. If there is a discharge or threatened discharge to a ground or surface water, we should also be notified using both the initial verbal and written notification procedures described above.

Endnotes

- 1 This quantity is provided only as guidance to allow faster decision on which discharges to report by the initial verbal notification procedure. The quantity is not intended to supersede any other reportable quantity established by law or regulation.
- 2 "Pollution" means an alteration of the quality of the waters of the State to a degree which unreasonably affects:
  - (1) such waters for beneficial uses, or
  - (2) facilities which serve such beneficial uses."Pollution" may include "contamination." [California Water Code §13050(f)]
- 3 "Nuisance" means anything which:
  - (1) Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property,
  - (2) Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal, and
  - (3) Occurs during or as a result of the treatment or disposal of wastes.
- 4 Small discharges of hazardous waste, designated waste, or sewage to constructed surfaces (i.e., floors, pavement, etc.) do not have to be reported to the Regional Board provided the surface is not cracked, there is no discharge through the surface, a nuisance condition does not occur and the waste and any contaminated portion of the surface that cannot be decontaminated is removed immediately for disposal at a legal site.

Enclosure A

**REPORT OF UNAUTHORIZED WASTE DISCHARGE  
INFORMATION FORM**

**LAHONTAN REGIONAL WATER QUALITY CONTROL BOARD**

Discharger

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Date and Time of Occurrence:

\_\_\_\_\_

Location of Discharge "Use one or more of the following locator methods as appropriate":

Address: \_\_\_\_\_

Section/Township/Range: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_

Map showing general site location attached? (Yes \_\_\_\_\_ or No \_\_\_\_\_)

Map showing aerial and vertical extent of affected soil and water,  
including sampling locations, attached? (Yes \_\_\_\_\_ or No \_\_\_\_\_)

Person Reporting Discharge

Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Report Of Unauthorized Waste Discharge  
Information Form

Initial Verbal Notification to Regional Board

Person Notified: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Person who made notification: \_\_\_\_\_

Other Agencies Notified:

Indicate agencies, dates, times, and persons notified:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Material Discharged:

Description: \_\_\_\_\_

Hazardous discharge? (Yes \_\_\_\_\_ or No \_\_\_\_\_)

Volume of discharge: \_\_\_\_\_

Discharged To:

Ground/Soil? (Yes \_\_\_\_\_ or No \_\_\_\_\_)      Depth to water: \_\_\_\_\_

How determined: \_\_\_\_\_

Ground Water? (Yes \_\_\_\_\_, No \_\_\_\_\_ or Unknown \_\_\_\_\_)

Surface Water?: (Yes \_\_\_\_\_, No \_\_\_\_\_ or Unknown \_\_\_\_\_)

Name of water body: \_\_\_\_\_

Other?: (Describe) \_\_\_\_\_

\_\_\_\_\_

Report Of Unauthorized Waste Discharge  
Information Form

Description of Incident:

Equipment involved: \_\_\_\_\_

Description of events: \_\_\_\_\_

Cause: Operator error: (Yes \_\_\_\_\_/No \_\_\_\_\_)  
Equipment failure: (Yes \_\_\_\_\_/No \_\_\_\_\_)  
Inadequate design: (Yes \_\_\_\_\_/No \_\_\_\_\_)

Observed Effects of Incident or Release (Provide details for any Yes responses)

Any injuries or human exposure? (Yes \_\_\_\_\_ or No \_\_\_\_\_)

Evacuations required? (Yes \_\_\_\_\_ or No \_\_\_\_\_)

Any water system(s) shut down? (Yes \_\_\_\_\_ or No \_\_\_\_\_)

Any fish or wildlife killed, or adversely affect? (Yes \_\_\_\_\_ or No \_\_\_\_\_ -- include estimated number killed.)

Any odors or gases (Yes \_\_\_\_\_ or No \_\_\_\_\_):

Any vegetation damaged? (Yes \_\_\_\_\_ or No \_\_\_\_\_)

Any other adverse effects on the environment, e.g., discolored water, oil sheen, explosion, etc.? (Yes \_\_\_\_\_ or No \_\_\_\_\_ -- describe)

Any photographs taken? (Yes \_\_\_\_\_ or No \_\_\_\_\_ -- if yes, indicate number, and attach copies or indicate where copies can be inspected.)



Report Of Unauthorized Waste Discharge  
Information Form

Samples

Samples collected? (Yes \_\_\_\_\_ or No \_\_\_\_\_)

If Yes, provide details on type(s) of samples, sampling locations, dates collected, etc.

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Sampling locations shown on attached map? (Yes \_\_\_\_\_ or No \_\_\_\_\_)

Chain-of-Custody forms for samples attached? (Yes \_\_\_\_\_ or No \_\_\_\_\_)

Samples analyzed by a California certified laboratory? (Yes \_\_\_\_\_ or No \_\_\_\_\_)

Samples tested to appropriate detection levels? (Yes \_\_\_\_\_ or No \_\_\_\_\_)

Sample Identification Nos.: \_\_\_\_\_

Parameters Analyzed: \_\_\_\_\_

Copies of all laboratory reports attached? (Yes \_\_\_\_\_ or No \_\_\_\_\_)

Discharge Stoppage

Describe how and when discharge was stopped.

---

Containment

How?

When?

Where?

What material?

---

**Report Of Unauthorized Waste Discharge  
Information Form**

**Remedial Actions (Completed and Proposed)**

Decontamination/Disinfection details:

---

Equipment and facility repairs:

---

Soil and water cleanup:

---

Other corrective action:

---

**Temporary Storage of Removed Material**

Where?

---

For how long?

How stored?

---

**Permanent Disposal**

Site location:

---

When?

---

Report Of Unauthorized Waste Discharge  
Information Form

Preventing Incident Recurrence

Changes proposed:

---

Time Schedule for Completing Above-Describe Work:

---

Other Comments (Attach additional sheets as needed)

---

Signature

Date

## APPENDIX F

### Fats, Oil, and Grease (FOG) Program Forms

# Best Practices to Manage Kitchen Fats, Oil and Grease

Wipe pots, pans, and dishware prior to washing



Después de cocinar, con un trapo limpie las grasas o aceites de los utensilios utilizados y después lávelos

Collect used cooking oil and store for recycling – Place waste oil in the trash if not recyclable



El aceite o grasas sobrantes usados, sepárelos y recícelos - Póngalo en la basura si no se puede reciclar

Dispose food waste directly into the trash – Use of garbage grinders is prohibited



El uso de trituradores está prohibido, por eso todos los residuos alimenticios deben ponerse en el bote de basura - No deje que se vayan por la coladera del fregadero

Use absorbent products to contain spills - Do not flush down floor drain



Cuando haya derrames de grasas o aceites, recójalos con trapos o toallas absorbentes, no permita que se vayan por el drenaje del piso

Keep grease dissolving products out of the sink and floor drain

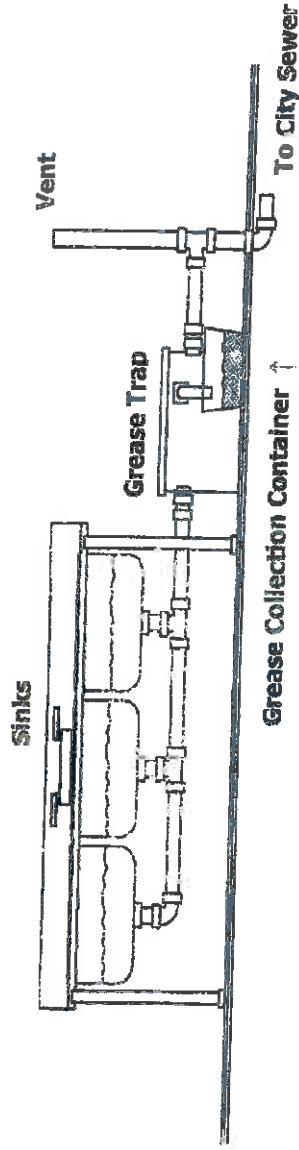


No use productos para disolver las grasas dentro del fregadero, ni en el drenaje del piso



Helendale Community Services District  
For More Information Call: (760) 951-0006

# Best Practices to Operate Grease Traps



✓ Do not connect mechanical dishwashers to grease traps

✗ No conecte la lavadora de platos al interceptor de grasa

✓ Do not discharge hot water (more than 140° F) into grease traps

✗ No tire agua caliente (más de 140° Fahrenheit) en el interceptor de grasa

✓ Clean grease traps every day

✗ Limpie los interceptores de grasa diariamente

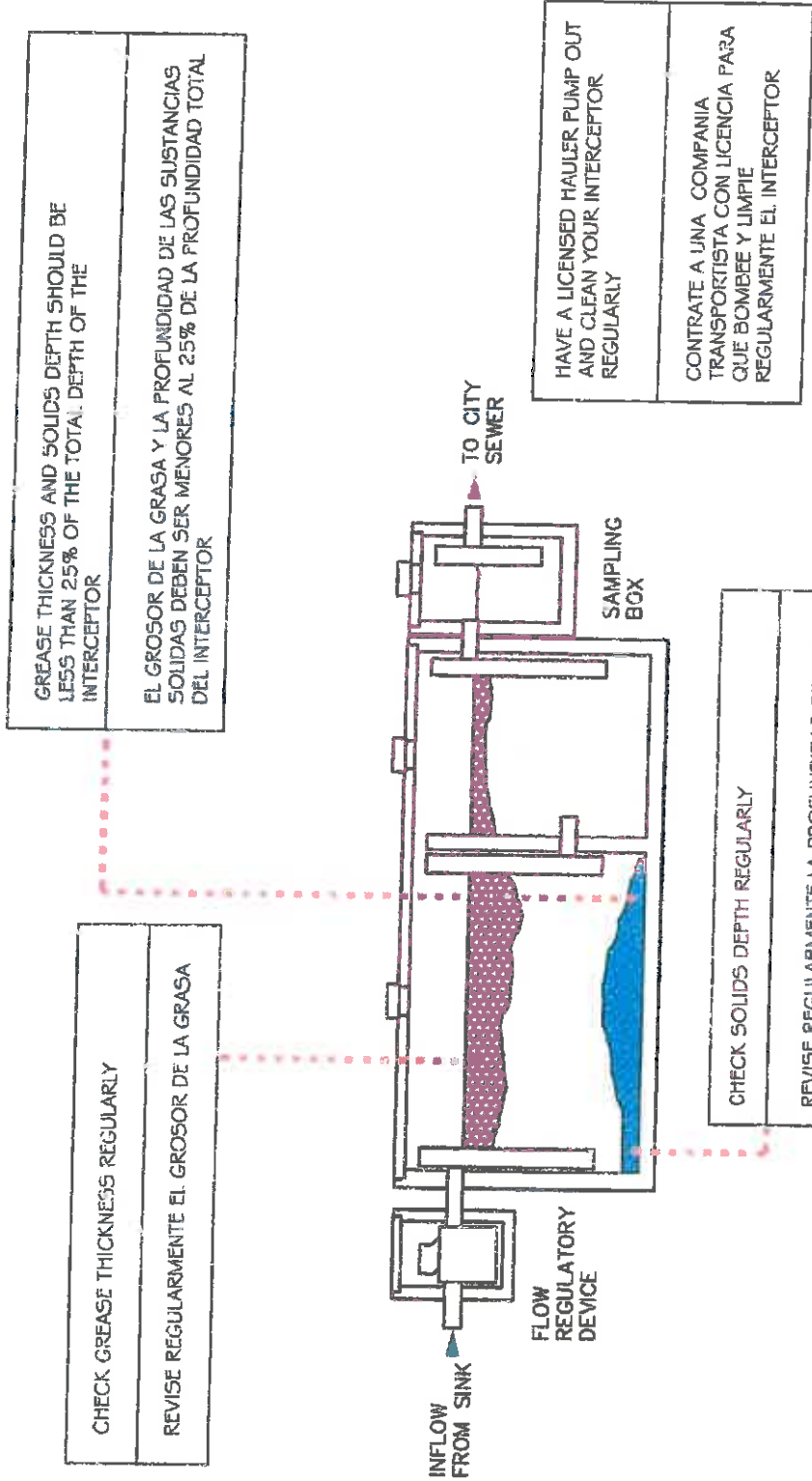
✓ Recycle the grease from the container, and grease skimmed from the trap

✗ Recicle la grasa del recipiente externo, y del interior del interceptor de grasa



Helendale Community Services District  
For More Information Call: (760) 951-0000

# Best Practices to Operate Grease Interceptors



Helendale Community Services District  
 For More Information Call: (760) 951-0000



# Helendale Community Services District

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**Date:** December 15, 2022  
**TO:** Board of Directors  
**FROM:** Kimberly Cox, General Manager  
**SUBJECT:** Agenda item #8  
Discussion Only Regarding Final Payment for Water Rights Acquisition from December 2020

---

## **STAFF RECOMMENDATION:**

Receive and File.

## **STAFF REPORT:**

The purpose of this agenda item is to provide information to the Board regarding the final payment on a water rights acquisition and occurred in 2020.

In 2020, the District purchased 111 acre-feet of water rights and entered into a promissory note with the seller to provide payments over the successive two years. The first payment was made in December of 2020, with the successive payments made January 2021, January 2022 and finally, on January 2023 the last payment of \$185,000 will be made from the water fund. This expense has been budgeted annually since approved by the Board. Along with the purchase of base annual production rights the District acquired the free production allowance from the property making this one of the most beneficial acquisitions for water rights.

With two new Board member and questions from a current board member this week, Staff felt the following information that was presented in October would be a helpful review of the District water rights.

## **WATER RIGHTS REVIEW:**

The District has made significant investment in water resources during its history. It has been an investment to ensure sustainability for the District. When we assumed operations from the County in 2007 there was not having enough water rights to serve the annual pumping demands in WY06/07, as shown in the chart below, to a current position of having excessive water available to lease. The investment in water rights will continue to benefit the District for the foreseeable future. The purchase of water rights from the Palisades property (Safari Ranch) in WY14/15 helped increased the District's water rights ownership of water rights and provided more water than the current production demand. The District has continued to purchase water when it comes available. In 2020, a total of 148 acre-feet of Alto water was purchased. In January 2023, the District will make its final installment payment of \$185,000 on the purchase of 148 acre-feet at a cost of \$740,000 acquired in December 2020.

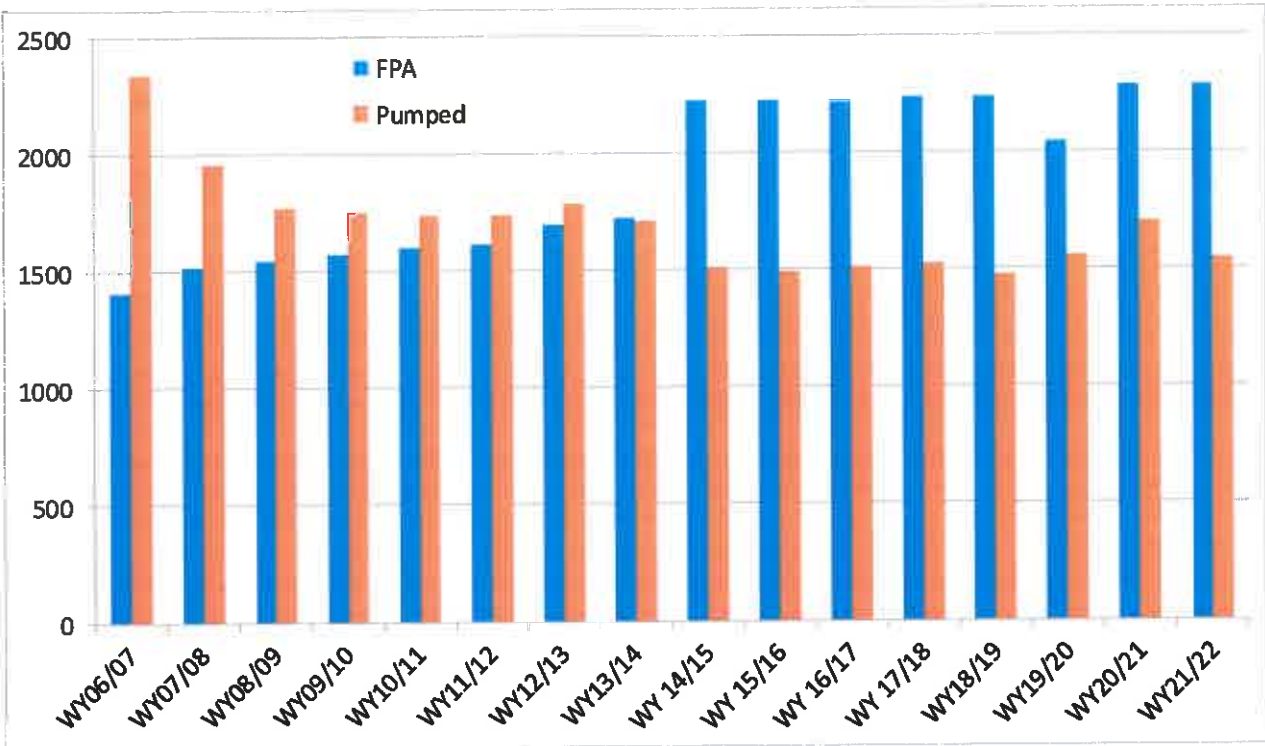


**Centro Water Rights:** The District also owns 219 Base Annual Production Rights in the Centro sub-area. This water is used to meet the annual make-up obligation. This water has been ramped down in the past three years by the Judge's order to a current 60%. Continued ramp-downs are estimated each year to a total of 40% by Water Year 29/30. The District is currently 3% of the total make up obligation. As the ramp-downs continue the usable amount of water rights will decrease thereby requiring the District to purchase additional water rights to meet the make-up obligation. Based upon an analysis of projected ramp-downs, the District will need to purchase up to 135 AF of additional Centro water rights. For the current Water Year the District has an estimated deficit of 50 acre feet. Each year the amount is determined by Wastermaster engineer and published in a draft report issued each December or January. Recently, the Board approved acquiring additional water rights that are available in Centro.

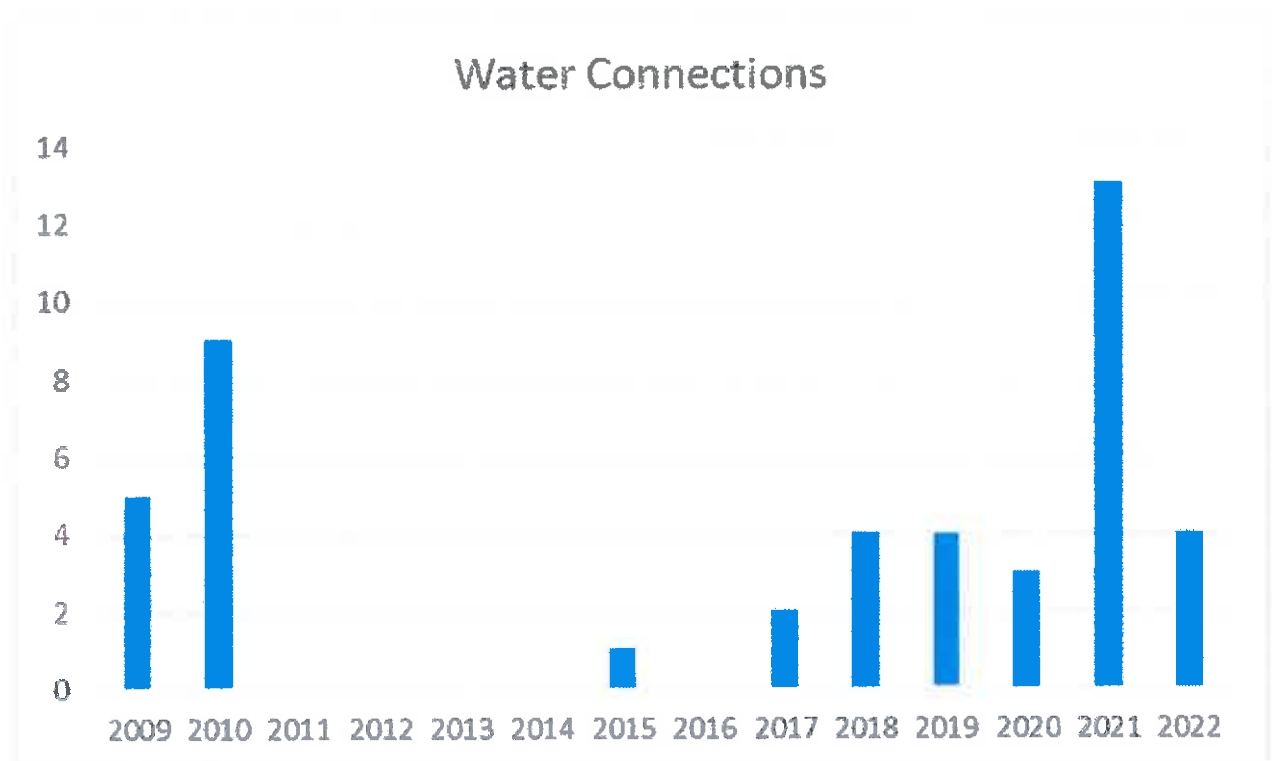
**Alto Water Rights:**

The excess water production rights that the District owns above what is required to meet the needs of the District have been leased to other entities and provides an extra source of income to help offset debt service or capital projects. The Board recently approved a 5- year lease agreement for the excess water rights. The District has an estimated 741 acre-feet to lease this year. The established rate is 10% below an estimated Watermaster rate of an \$619/AF that will be solidified by February 2023. This will provide an estimated \$400,000 of revenue for the water fund.

Over the past 14 years the District has done an excellent job reducing water related to "unaccounted for water" through proactive maintenance and the initial service line replacement program completed in 2010. As noted by the graph below, water production reduced from 1975 in WY07/08 to a current level just under 1600AF. The initial reduction in water loss was over 400 acre-feet each year due to water leaks prior to the District assuming control from the County. This was viewed as a significant issue. Further, the community has done its part in the water conservation efforts as shown by the annual average from WY10/11 through WY13/14 of 1743 which drops to an average of 1503 acre-feet per year for WY14/15 through WY18/19. This reflects an average annual reduction of over 240 acre-feet.



**Water Supply Fee:** The District collects a water supply fee for new construction that was originally instituted in May 2009 and can be modified from time to time. The current water supply fee that is used specifically for the cost of the water rights is currently \$5000 per new single-family residential dwelling unit. Since 2009 the District has had 45 houses constructed or in the process of being construction who have paid the water supply fee for a total of \$225,000 through 2022.



By way of review, the District currently has

**FISCAL IMPACT:** \$185,000 for final installment

**POSSIBLE MOTION:** None

**ATTACHMENTS:** None



# Helendale Community Services District

Date: December 15, 2022  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #9  
Discussion Only Regarding Minimum Wage Increase on January 1, 2023

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## **STAFF RECOMMENDATION:**

Receive and File.

## **STAFF REPORT:**

In July, the State department Director of Finance determined that the minimum wage should be increased to \$15.50 per hour. Additionally, businesses with less than 25 employee who were previously paying a lower minimum wage will now have to increase the payment to the same minimum wage level that all other businesses are required to pay effective 1/1/23.

For the District, this impacts the worker in the Recycling Center/ Thrift store who start out a minimum wage. Currently, there are four employees who will be increased to that amount. This will have an impact of approximately \$1500 for the balance of the Fiscal Year.

Per the labor code listed below, a modification can occur every year based upon the criteria listed in subsection (c).

## **LABOR CODE - LAB**

### **DIVISION 2. EMPLOYMENT REGULATION AND SUPERVISION [200 - 2699.8]**

*( Division 2 enacted by Stats. 1937, Ch. 90. )*

### **PART 4. EMPLOYEES [1171 - 1408]**

*( Heading of Part 4 amended by Stats. 1972, Ch. 1122. )*

### **CHAPTER 1. Wages, Hours and Working Conditions [1171 - 1207]**

*( Chapter 1 enacted by Stats. 1937, Ch. 90. )*

(c) (1) Following the implementation of the minimum wage increase specified in subparagraph (F) of paragraph (2) of subdivision (b), on or before August 1 of that year, and on or before each August 1 thereafter, the Director of Finance shall calculate an adjusted minimum wage. The calculation shall increase the minimum wage by the lesser of 3.5 percent and the rate of change in the averages of the most recent July 1 to June 30, inclusive, period over the preceding July 1 to June 30, inclusive, period for the United States Bureau of Labor Statistics nonseasonally adjusted United States Consumer Price Index for Urban Wage Earners and Clerical Workers (U.S. CPI-W). The result shall be rounded to the nearest ten cents (\$0.10). Each adjusted minimum

wage increase calculated under this subdivision shall take effect on the following January 1.

**FISCAL IMPACT:** \$1500

**POSSIBLE MOTION:** None

**ATTACHMENTS:** None