



Helendale Community Services District

BOARD OF DIRECTORS MEETING
September 6, 2018 at 6:30 PM
26540 Vista Road, Suite C, Helendale, CA 92342

Call to Order - Pledge of Allegiance

1. Approval of Agenda

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

3. Consent Items

- Approval of Minutes: August 16, 2018 Regular Board Meeting
- Bills Paid and Presented for Approval

4. Reports

- Directors' Reports
- General Manager's Report

Discussion Items

- Discussion and Possible Action Regarding Minimum Wage Increase on January 1, 2019
- Discussion Only Regarding Evaluation of Specific Areas of Sewer Collection System and Need for Further Action
- Discussion and Possible Action Regarding the Purchase of a New Tractor for the Wastewater Department
- Discussion and Possible Action Regarding Request to Declare As Surplus Various District Owned Equipment

Other Business

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

Closed Session

- Conference with Real Property Negotiator
(Government Code Section 54956.8)
Property: 26538 Lakeview Drive
District Negotiator: Kimberly Cox
Negotiating Parties: SBA Communications
Under negotiation: Price and terms of payment

11. Announcement of Closed Session Actions

12. Adjournment

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

Providing:

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

OFFICE HOURS:

Monday-Friday
8:00 – 5:30 p.m.

PHONE:

760-951-0006

FAX:

760-951-0046

ADDRESS:

26540 Vista Road
Suite B
Helendale, CA
92342

MAILING

ADDRESS:
PO BOX 359
Helendale, CA
92342

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at:
www.helendalecsd.org





Helendale Community Services District

Date: September 6, 2018
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3
Consent Items

Consent Items

- a. Approval of Minutes: August 16, 2018, Regular Board Meeting
- b. Bills Paid and Presented for Approval



Minutes of the Helendale Community Services District
REGULAR BOARD OF DIRECTORS MEETING FOR
August 16, 2018 at 6:30 PM
26540 Vista Road, Suite C. Helendale, CA 92342

Board Members Present:

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

Staff Members Present:

Kimberly Cox – General Manager
Craig Carlson – Water Operations Manager
Alex Aviles – Wastewater Operations Manager
Cheryl Vermette – Program Coordinator
Shavon Aviles – Customer Service Rep II

Consultants:

Steve Kennedy, Legal Counsel

Members of the Public:

There were two (2) members of the public present.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE – The meeting was called to order at 6:30 by President Ron Clark, after which the Pledge of Allegiance was recited.

1. Approval of Agenda

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

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

2. Public Participation

Battalion Chief Chris Sprague reported that a new fire engine was purchased for Station 4. He also reported that damage due to the fire that occurred last week at the condos was minimized because fire personnel are in the community and response time is faster, this is attributed to Helendale's FP-5. He also reported on the fire at the bridge yesterday, stating that multiple crews responded, the size of the fire was minimized because fire fighters were able to respond quickly.

3. Consent Items

- a. Approval of Minutes: August 2, 2018 Regular Board Meeting
- b. Bills Paid and Presented for Approval

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

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

4. Reports

- a. Director's Reports:

- Director Schneider reported he and Vice President Smith attended the San Bernardino County Water Conference hosted by the BIA.
- b. General Manager's Report given by General Manager Cox
 - The four incumbent candidates on the HCSO Board were unchallenged and will be appointed in lieu of election and sworn in on the first meeting in December. This will save the District \$20,000 in election costs.
 - Water Report given by Water Operations Manager Carlson
 - Staff replaced 3 air vacs, repaired 1 leaking air vac, and two fire hydrants.
 - Staff raised valve cans to the asphalt grade on the north side of the District
 - Meter installations on Greenbriar/Cool Glen are nearly complete
 - Cleared weeds from Wells 1A & 4A
 - All monthly inspections and water quality testing complete
 - Administrative Report given by General Manager Cox
 - There were 50 account transfers for the month of July
 - A graph was shown showing an annual comparison of monthly account transfers
 - A map showing account activity by area was presented
 - A graph showing UIA payments by month was presented, the August payment was \$5,479.43
 - A graph showing Thrift Store revenue was presented, the revenue through July 2018 was \$26,294.02
 - Credit check results as of 7/31/18 – 39 customers have been approved to waive their deposit and 9 have been denied.

Discussion Items

5. Discussion Only Regarding End of FY 2018 Budget Totals

Discussion: General Manager Cox presented the year end results. All funds are in the black except Solid Waste with a deficit of \$47,581.63. Revenues for the water department are at 167% of projected due to the rate increase which took affect July 1 after the budget was adopted. Expenditures are at 91.69% and capital expenditures for the year are at \$103,787.86. The net cash to reserves for the water department are \$819,971.36. The revenue for wastewater is at 101.69% of projected, expenditures are at 106.54% and capital expenditures for the year are at \$172,513.63. The net cash to reserves are \$20,370.13. The revenue for park and rec is at 112.78%. Expenditures are matching revenue levels at 72.31%. Capital expenditures are at \$285,319.96. the net cash for the FY is \$277,183.12. For solid waste the revenue is at 98% of the budgeted amount. Expenditures are on track at 100.24%. The account is showing a loss of \$8,420.41. Reconciliations result in a deficit of \$47,581.63.

Action: None

6. Discussion Only Regarding Future Water and Wastewater Buildings

Discussion: Shops for both water and wastewater are in the CIP for next FY. Staff presented information to the Board and received direction on the buildings. Water Operations Manager Carlson and Wastewater Operations Manager Aviles presented some options for the water and wastewater shops. The Board supported the larger shop option for the water department as well as the proposed wastewater building, and suggested for both of the buildings to plan for the future when looking at the design of and if a larger building is needed now would be the time to make any changes to the design. The Board also supported Staff's first choice of the locations for both shops, and supported Staff moving up the timeframe of the buildings to this FY and directed staff to get costs and bring the information back to the Board for further discussion.

7. Discussion and Possible Action Regarding Construction of Exercise Circuit at the Helendale Community Park as an Eagle Scout Project

Discussion: General Manager Cox and Program Coordinator Vermette presented this item. The project is part of the series of projects for the LWCF grant and has been discussed previously with the Park and Rec committee. The fitness circuit will be an Eagle Scout project. The Scout will look for donations and volunteers to help with the installation of the fitness equipment. The selected fitness equipment was presented to the Board. The estimated cost of this project is \$28,346. Staff also discussed moving the location of the fitness equipment from the area to the south of the athletic fields to the area between the playground and baseball fields.

Action: Director Haas made the motion to approve the construction of the fitness circuit as proposed by Staff. Vice President Smith seconded the motion.

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

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

8. Discussion and Possible Action Regarding Write-Off of Certain Utility Accounts

Discussion: The account write-off policy was first drafted in 2009 and revised in 2017 to include trash and add verbiage “or at least annually” to Section 6. Section 7 of the policy states that the District may continue collection efforts even after balance is written off. Section 4 specifies when accounts are written off. Staff recommended five accounts to be written off, which represents a total of \$391.75, with amounts ranging from \$4.55 to \$170.53.

Action: Director Schneider made the motion to approve the write-off of certain utility accounts as described in the Staff report. Director Haas seconded the motion.

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

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

Other Business

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

None

10. Adjournment

Action: President Ron Clark adjourned the meeting at 8:00 pm

Submitted by:

Approved By:

Ron Clark, President

Sandy Haas, Secretary

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



Helendale Community Services District

Date: September 06, 2018
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop, Senior Account Specialist
SUBJECT: Agenda item # 3 b.
Consent Item: Bills Paid and Presented for Approval

STAFF RECOMMENDATION:

Report Only. Receive and File

STAFF REPORT:

This is an amended report for Bills Paid that includes all payables from July 30, 2018 through August 30, 2018. Staff issued 127 checks and 33 EFT's totaling \$390,551.34

Total cash available:	<u>8/30/18</u>	<u>7/30/18</u>
Cash	\$ 5,162,068.82	\$ 5,254,029.55
Checks Issued	\$ 390,551.34	\$ 355,704.88

Investment Report

The Investment Report shows the status of invested District funds. The current interest rate is 2.16% for CalTRUST Short-Term and 2.65% for Medium-Term Investments, 1.96% for LAIF, and 0.25% for the CBB Sweep Account for June 2018. Interest earned in July 2018 on the CalTrust investments and the CBB Sweep Account is \$7,693.90



Helendale CSD

Bills Paid and Presented for Approval Transaction Detail

Issued Date Range: 07/30/2018 - 08/30/2018

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 251229590 - CBB Checking					
07/31/2018	20845	Frontier Communications	-53.99	Check	Accounts Payable
07/31/2018	20846	Frontier Communications	-78.94	Check	Accounts Payable
07/31/2018	20847	Geo-Monitor, Inc.	-869.50	Check	Accounts Payable
07/31/2018	20848	Grainger	-209.78	Check	Accounts Payable
07/31/2018	20849	Inland Water Works Supply Co.	-905.10	Check	Accounts Payable
07/31/2018	20850	Official Payments Corp	-57.80	Check	Accounts Payable
07/31/2018	20851	San Bernardino County Fire Protection District	-1,010.00	Check	Accounts Payable
07/31/2018	20852	Sierra Analytical	-2,167.00	Check	Accounts Payable
07/31/2018	20853	Staples Office Supplies	-659.37	Check	Accounts Payable
07/31/2018	20854	Tyler Technologies, Inc.	-837.00	Check	Accounts Payable
07/31/2018	20855	UIA Ultimate Internet Access, Inc	-684.74	Check	Accounts Payable
07/31/2018	20856	USA Blue Book	-266.41	Check	Accounts Payable
07/31/2018	20857	Verizon Wireless	-96.90	Check	Accounts Payable
07/31/2018	20858	Verizon Wireless	-697.58	Check	Accounts Payable
07/31/2018	EFT0002424	To post Payroll pmt - Dir Deposit	-34,356.71	EFT	General Ledger
07/31/2018	EFT0002425	To post Payroll pmt - PR Tax Pmt	-8,138.54	EFT	General Ledger
07/31/2018	EFT0002428	To record Tasc Flex Claim Pmt	-619.21	EFT	General Ledger
08/01/2018	EFT0002404	To record CalPERS Pmt Classic	-5,570.83	EFT	General Ledger
08/01/2018	EFT0002405	To record CalPERS Pmt PEPPA	-1,242.44	EFT	General Ledger
08/01/2018	EFT0002406	To record CalPERS Health Premium Paid	-13,572.53	EFT	General Ledger
08/01/2018	EFT0002435	To record EVO Rec Desk CC Fees 22567	-84.97	EFT	General Ledger
08/02/2018	20859	High Desert Underground Inc	-18,172.50	Check	Accounts Payable
08/02/2018	20860	NOBEL Systems	-12,200.00	Check	Accounts Payable
08/02/2018	20861	Southwest Gas Company	-97.29	Check	Accounts Payable
08/02/2018	20862	Apple Valley Communications	-130.00	Check	Accounts Payable
08/02/2018	20863	AVCOM Services Inc.	-113.00	Check	Accounts Payable
08/02/2018	20864	Bank of America	-4,601.08	Check	Accounts Payable
08/02/2018	20865	Beck Oil	-2,145.63	Check	Accounts Payable
08/02/2018	20866	Boot Barn Inc.	-134.68	Check	Accounts Payable
08/02/2018	20867	Burrtec Waste Industries	-116.07	Check	Accounts Payable
08/02/2018	20868	Cazcom, Inc.	-120.00	Check	Accounts Payable
08/02/2018	20869	Craig Schneider	-777.80	Check	Accounts Payable
08/02/2018	20870	Hartford Life	-567.31	Check	Accounts Payable
08/02/2018	20871	Henry Spiller	-763.63	Check	Accounts Payable
08/02/2018	20872	Infosend	-1,977.81	Check	Accounts Payable
08/02/2018	20873	Jonathan A. Escobar	-90.00	Check	Accounts Payable
08/02/2018	20874	Michael Mazalic	-600.00	Check	Accounts Payable
08/02/2018	20875	Mobile Occupational Services, Inc.	-90.00	Check	Accounts Payable
08/02/2018	20876	Rebecca Gonzalez	-355.00	Check	Accounts Payable
08/02/2018	20877	Rebecca Raymond Memorail Foundation	-100.00	Check	Accounts Payable
08/02/2018	20878	Robert Yeghoian Co., Inc.	-9,495.00	Check	Accounts Payable
08/02/2018	20879	SB County Office of the Assessor	-5.50	Check	Accounts Payable
08/02/2018	20880	Southern California Edison	-196.87	Check	Accounts Payable
08/02/2018	20881	Tim Smith	-625.00	Check	Accounts Payable
08/02/2018	20882	Uline	-384.13	Check	Accounts Payable
08/02/2018	20883	KAREN NIELSON	-16.42	Check	Utility Billing
08/02/2018	20884	WILLIAM TOLLISON	-166.61	Check	Utility Billing
08/02/2018	20885	NICHOLAS M BIELOMAZ	-105.89	Check	Utility Billing
08/02/2018	20886	KELLY POSEY	-78.72	Check	Utility Billing
08/02/2018	20887	HENRY H. TUNG	-129.73	Check	Utility Billing
08/02/2018	20888	KENTON E. JORDAN	-109.72	Check	Utility Billing
08/02/2018	EFT0002438	To record ETS Fees - #9691	-403.86	EFT	General Ledger

Bank Transaction Report

Issued Date Range: -

Issued Date	Number	Description	Amount	Type	Module
08/02/2018	EFT0002439	To record ETS Fees - #9692	-853.71	EFT	General Ledger
08/02/2018	EFT0002440	To record Global Fee	-82.00	EFT	General Ledger
08/02/2018	EFT0002441	To record ETS Fees - #557	-79.35	EFT	General Ledger
08/03/2018	EFT0002408	To record Authorized.net Fees Jun/Jul 2018	-25.33	EFT	General Ledger
08/03/2018	EFT0002442	To record Payroll Fee Pmt	-181.52	EFT	General Ledger
08/09/2018	20889	Void Check	0.00	Check	Utility Billing
08/09/2018	20890	Void Check	0.00	Check	Utility Billing
08/09/2018	20891	Void Check	0.00	Check	Utility Billing
08/09/2018	20892	Void Check	0.00	Check	Utility Billing
08/09/2018	20893	SWAN JOINT LIVING TRUST	-114.49	Check	Utility Billing
08/09/2018	20894	JOSEPH AVINS	-103.45	Check	Utility Billing
08/09/2018	20895	TRENT WRIGHT	-119.49	Check	Utility Billing
08/09/2018	20896	KALAI SELVAN CHENGODAM	-151.85	Check	Utility Billing
08/09/2018	20897	KAREN NIELSON	-159.78	Check	Utility Billing
08/09/2018	20898	CHRISTOPHER BROELLOS	-58.39	Check	Utility Billing
08/09/2018	20899	GARLAND HEARD	-12.71	Check	Utility Billing
08/09/2018	20900	Apple Valley Communications	-100.00	Check	Accounts Payable
08/09/2018	20901	Burrtec Waste Industries	-709.39	Check	Accounts Payable
08/09/2018	20902	California Turf Irrigation & Industrial Supply	-761.80	Check	Accounts Payable
08/09/2018	20903	Cazcom, Inc.	-175.00	Check	Accounts Payable
08/09/2018	20904	Clemmer Services, Inc.	-242.26	Check	Accounts Payable
08/09/2018	20905	County of San Bernardino	-16.00	Check	Accounts Payable
08/09/2018	20906	Jobs Available, Inc.	-45.00	Check	Accounts Payable
08/09/2018	20907	Lowe's	-939.79	Check	Accounts Payable
08/09/2018	20908	Parkhouse Tire, Inc.	-303.95	Check	Accounts Payable
08/09/2018	20909	Ron Clark	-375.00	Check	Accounts Payable
08/09/2018	20910	Sandy Haas	-767.97	Check	Accounts Payable
08/09/2018	20911	UPS	-14.93	Check	Accounts Payable
08/09/2018	20912	USA of So. California	-61.15	Check	Accounts Payable
08/09/2018	EFT0002444	To post Payroll pmt - Dir Deposit	-34,805.73	EFT	General Ledger
08/09/2018	EFT0002445	To post Payroll pmt - PR Tax Pmt	-8,853.91	EFT	General Ledger
08/09/2018	EFT0002447	To record Tasc Flex Claim Pmt	-564.88	EFT	General Ledger
08/15/2018	EFT0002409	To record July 2018 Sales Tax Payment	-1,891.00	EFT	General Ledger
08/16/2018	20913	DEBRA BYRNE	-39.34	Check	Utility Billing
08/16/2018	20914	MARY SHIELDS	-203.12	Check	Utility Billing
08/16/2018	20915	DIANA ALICEA	-209.59	Check	Utility Billing
08/16/2018	20916	American Public Works Association	-196.00	Check	Accounts Payable
08/16/2018	20917	Brunick, McElhanev & Kennedy	-6,760.00	Check	Accounts Payable
08/16/2018	20918	Cardmember Service	-1,280.92	Check	Accounts Payable
08/16/2018	20919	Choice Builder	-783.05	Check	Accounts Payable
08/16/2018	20920	Clemmer Services, Inc.	-453.98	Check	Accounts Payable
08/16/2018	20921	Craig Carlson	-578.96	Check	Accounts Payable
08/16/2018	20922	Dept. of Forestry & Fire Protection	-456.80	Check	Accounts Payable
08/16/2018	20923	Electronic Environments Corp.	-1,744.52	Check	Accounts Payable
08/16/2018	20924	Geo-Monitor, Inc.	-440.00	Check	Accounts Payable
08/16/2018	20925	Hach Company	-98.60	Check	Accounts Payable
08/16/2018	20926	Home Depot Credit Services	-418.23	Check	Accounts Payable
08/16/2018	20927	Infosend	-1,991.45	Check	Accounts Payable
08/16/2018	20928	NV5	-3,520.00	Check	Accounts Payable
08/16/2018	20929	On Line	-31.35	Check	Accounts Payable
08/16/2018	20930	O'Reilly Auto Parts	-1,112.34	Check	Accounts Payable
08/16/2018	20931	Paul Harvey	-675.00	Check	Accounts Payable
08/16/2018	20932	R.K. Designs	-1,000.00	Check	Accounts Payable
08/16/2018	20933	SBC Tax Collector	-5,000.00	Check	Accounts Payable
08/16/2018	20934	Siverts Publishing	-150.00	Check	Accounts Payable
08/16/2018	20935	Southern California Edison	-438.25	Check	Accounts Payable
08/16/2018	20936	Southern California Edison	-403.54	Check	Accounts Payable
08/16/2018	20937	Top Notch Networking, LLC	-813.98	Check	Accounts Payable
08/16/2018	20938	Tunnel Vision Pipeline Cleaning	-14,962.50	Check	Accounts Payable

Bank Transaction Report

Issued Date Range: -

Issued Date	Number	Description	Amount	Type	Module
08/16/2018	20939	Uline	-531.75	Check	Accounts Payable
08/16/2018	20940	United Site Services	-280.20	Check	Accounts Payable
08/16/2018	20941	Univar USA Inc	-3,204.12	Check	Accounts Payable
08/16/2018	20942	USA Blue Book	-37.95	Check	Accounts Payable
08/16/2018	20943	West End Material Supply	-11.13	Check	Accounts Payable
08/16/2018	20944	Aqua-Metric Sales Co.	-6,358.45	Check	Accounts Payable
08/16/2018	20945	Fedak & Brown LLP	-6,450.00	Check	Accounts Payable
08/16/2018	20946	Hach Company	-2,413.00	Check	Accounts Payable
08/17/2018	EFT0002449	To record Payroll Fee Pmt	-179.29	EFT	General Ledger
08/21/2018	EFT0002410	To record CalPERS Pmt Classic	-5,327.86	EFT	General Ledger
08/21/2018	EFT0002411	To record CalPERS Pmt PEPRA	-1,199.89	EFT	General Ledger
08/21/2018	EFT0002412	To record CalPERS Pmt 457 Contribution	-625.00	EFT	General Ledger
08/21/2018	EFT0002413	To record CalPERS Pmt 457 Contribution	-625.00	EFT	General Ledger
08/21/2018	EFT0002454	To record Bank Account Analysis Fees	-555.12	EFT	General Ledger
08/22/2018	20947	Alfred Lowell Fourmentin	-750.00	Check	Accounts Payable
08/22/2018	20948	Burrtec Waste Industries, Inc.	-47,317.08	Check	Accounts Payable
08/22/2018	20949	Craig Schneider	-819.76	Check	Accounts Payable
08/22/2018	20950	Desert Community Bank	-247.98	Check	Accounts Payable
08/22/2018	20951	Frontier Communications	-58.47	Check	Accounts Payable
08/22/2018	20952	Frontier Communications	-54.53	Check	Accounts Payable
08/22/2018	20953	Harbor Freight Tools	-80.70	Check	Accounts Payable
08/22/2018	20954	Mojave Desert AQMD	-2,382.81	Check	Accounts Payable
08/22/2018	20955	Official Payments Corp	-57.40	Check	Accounts Payable
08/22/2018	20956	San Bernardino County Fire Protection District	-420.00	Check	Accounts Payable
08/22/2018	20957	Sandy Haas	-771.80	Check	Accounts Payable
08/22/2018	20958	Southern California Edison	-1,306.07	Check	Accounts Payable
08/22/2018	20959	Southern California Edison	-360.46	Check	Accounts Payable
08/22/2018	20960	Southern California Edison	-18,528.27	Check	Accounts Payable
08/22/2018	20961	Southern California Edison	-1,391.91	Check	Accounts Payable
08/22/2018	20962	Tim Smith	-750.00	Check	Accounts Payable
08/22/2018	20963	Triple C Electric	-580.00	Check	Accounts Payable
08/22/2018	20964	Verizon Wireless	-697.58	Check	Accounts Payable
08/22/2018	20965	Verizon Wireless	-96.90	Check	Accounts Payable
08/22/2018	20966	KAY LOPEZ	-70.68	Check	Utility Billing
08/22/2018	20967	CHARLES ANDERSON	-90.63	Check	Utility Billing
08/22/2018	20968	ALLEN BOGANWRIGHT	-208.82	Check	Utility Billing
08/23/2018	20969	County of San Bernardino, Solid Waste Mgmt. Div.	-725.14	Check	Accounts Payable
08/23/2018	20970	Pyro Spectaculars Inc.	-3,627.38	Check	Accounts Payable
08/23/2018	20971	UIA Ultimate Internet Access, Inc	-684.74	Check	Accounts Payable
08/23/2018	EFT0002450	To post Payroll pmt - Dir Deposit	-33,610.33	EFT	General Ledger
08/23/2018	EFT0002451	To post Payroll pmt - PR Tax Pmt	-8,451.92	EFT	General Ledger
08/29/2018	EFT0002414	To record CalPERS Pmt Classic PP 7/23/18 - 8/5/18	-5,327.86	EFT	General Ledger
08/29/2018	EFT0002415	To record CalPERS Pmt PEPRA PP 7/23/18 - 8/5/18	-1,199.89	EFT	General Ledger
08/29/2018	EFT0002416	To record CalPERS Pmt 457 Contribution pp 7/23/18 - 8/5/18	-625.00	EFT	General Ledger
08/29/2018	EFT0002418	To record CalPERS Pmt Classic PP 8/6/18 - 8/19/18	-5,348.05	EFT	General Ledger
08/29/2018	EFT0002419	To record CalPERS Pmt PEPRA PP 8/6/18 - 8/19/18	-1,199.89	EFT	General Ledger
08/29/2018	EFT0002421	To record CalPERS Pmt 457 Contribution PP 8/6/18 - 8/19/18	-625.00	EFT	General Ledger
08/29/2018	EFT0002426	To record CalPERS Pmt Classic 1959 Survivor Billing	-691.60	EFT	General Ledger
08/29/2018	EFT0002426	To record CalPERS Pmt Classic 1959 Survivor Billing	691.60	EFT Reversal	General Ledger
08/29/2018	EFT0002427	To record CalPERS Pmt PEPRA 1959 Survivor Billing	-343.20	EFT	General Ledger
08/29/2018	EFT0002427	To record CalPERS Pmt PEPRA 1959 Survivor Billing	343.20	EFT Reversal	General Ledger
08/29/2018	EFT0002453	To record Tasc Flex Claim Pmt	-619.21	EFT	General Ledger
08/30/2018	EFT0002437	To record EVO Thrift Store CC Fees 23099	-286.38	EFT	General Ledger
Bank Account 251229590 Total: (164)			-390,551.34		
Report Total: (164)			-390,551.34		

Bank Transaction Report

Bank Account	Count	Amount
251229590 CBB Checking	164	-390,551.34
Report Total:	164	-390,551.34

Cash Account	Count	Amount
No Cash Account	4	0.00
99 99-111000 Cash in CBB - Checking	160	-390,551.34
Report Total:	164	-390,551.34

Transaction Type	Count	Amount
Check	127	-213,419.13
EFT	35	-178,167.01
EFT Reversal	2	1,034.80
Report Total:	164	-390,551.34



Helendale Community Services District

Date: September 6, 2018
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #5
Discussion and Possible Action Regarding Minimum Wage Increase on January 1, 2019

STAFF RECOMMENDATION:

Staff seeks affirmation from the Board regarding the implementation of the minimum wage increase for January 1, 2019.

STAFF REPORT:

This matter was last discussed November 2, 2107, at which time the Board directed Staff to extend the \$0.50 minimum wage increase to all Thrift Store staff. Beginning January 1, 2019, minimum wage increases from \$11.00 per hour to \$12.00 per hour. In the past the Board has extended the increase to all Recycling Center workers in an effort to maintain parity amongst the staff where longer tenured employees would be making the same wage as newer employees. The Board discussed this in concept during the FY18/19 budget development and the increase for all employees have been factored into the budget. This agenda item is intended to affirm that direction or receive alternative direction from the Board.

In 2011, Governor Brown signed into law a plan to increase minimum wage through 2022 intended to bring minimum wage in the state up to \$15.00. Below is the implementation schedule for the wage increases since July 2014:

- July 1, 2014 increased from \$8.00 to \$9.00
- January 1, 2016 increased to \$10.00
- January 1, 2017 increased to \$10.50
- January 1, 2018 increase to \$11.00
- January 1, 2019 increase to \$12.00**
- January 1, 2020 increase to \$13.00
- January 1, 2021 increase to \$14.00
- January 1, 2022 increase to \$15.00

Fiscal Impact:

If affirmed funds are already budgeted

If approved only for those below the minimum wage level, savings would occur in the salary budget line item.



Helendale Community Services District

Date: September 6, 2018
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
Discussion Only Regarding Evaluation of Specific Areas of Sewer Collection System and Need for Further Action

Staff Recommendation:

Information Only.

Staff Report:

Wastewater Staff has reviewed the footage from the recent sewer line collection system videos and noted some areas that will need to be addressed. Due to the importance of the matter Staff wanted to make the Board aware of the situation while we move towards a solution.

Staff is looking into a similar solution that was previously used on a section of the sewer collection system near the post office and market wherein a liner was pulled into the sewer line and hardened in place to resolve the issues with the clay pipe. At that time this was a patented process and material could only be purchased from Insituform. The patent has now expired and staff will be seeking three quotes to include fixing up to nine locations in the collection system. Staff will provide photographs and video at the Board meeting to better illustrate the situation.

Currently, the District is required to evaluate at least 1/10th of the system each year to ensure the integrity of the infrastructure. Obviously, this means that once every ten years we will be evaluating the same section of pipe and much can happen in a decade. Staff more often cleans and reviews some of the problems spots in the District. This includes areas of the pipeline that are prone to grease/debris build up due to a sag in the line or other previously identified issues. In general, the purpose for this evaluation process is to find cracking, infiltration, slipped joints, etc. This is an area of oversight for the primacy agency -- the Lahontan Regional Water Quality Control Board, who in the event of a sanitary sewer overflow, will scrutinize District maintenance records.

This matter will be brought back to the Board in the near future with a request to award a contract for identified repairs.

FISCAL IMPACT:

TBD



Helendale Community Services District

Date: September 6, 2018
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
Discussion and Possible Action Regarding the Purchase of a New Tractor for the Wastewater Department

Staff Recommendation:

Staff seeks approval from the Board.

Staff Report:

When the District took over operational control from the County in April 2007, a 2001 Caterpillar backhoe and a 2006 30 horsepower Kubota tractor were left at the plant as part of the transition. The backhoe is still functioning well and is in satisfactory condition, however, the Kubota tractor is in need of replacement. The front bucket is rotted out because it is used for grit removal; the hydraulic pump is going out and hydraulics are non-functioning. In addition, this unit has always been too small for the job it has been required to do at the plant. Staff has made it work the last 11 years but now in light of the issues with the Kubota is requesting a replacement.

The Kubota has been used as a grit bucket at the headworks as well as cleaning the drying beds on a regular basis after the sludge has sufficiently dried. Once the sludge is dried it is then scooped up by the bucket on the tractor and put into a roll-off container which is taken to a composter for final disposal. The Cat is far too large to be used for the removal of sludge.

The District's mechanic has determined that a suitable replacement would be a John Deere tractor the same size and model as the one used at the park. By having two units of the same make and model there are several benefits including parts inventory and familiarity of operation. Staff has requested an enclosed cab to ensure that the operator is not inhaling harmful particles from the sludge that becomes airborne during the process of cleaning the drying beds and dumping the dried sludge into the roll-off. The new unit will be compliant with the current carbon emission requirements and will have no limit on the hours used.

The District's Purchasing Policy in section E(4) allows for the direct solicitation of bids as appropriate. Staff directly solicited bids from known vendors who could supply the specific equipment.

The tractor was programmed in the CIP for this fiscal year for an estimated \$35,000. Staff received three bids for a John Deere 4044R:

Stotz Equipment, Montclair	\$38,307.35
Kern Machinery, Lancaster	\$39,206.96
RDO Ag Equipment, Indio	\$38,068.00 (deliver included)

FISCAL IMPACT:

\$38,068

POSSIBLE MOTION:

Approve the purchase of a new tractor for the Wastewater Department in an amount not to exceed \$38,068



Helendale Community Services District

Date: September 6, 2018
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #8
Discussion and Possible Action Regarding Request to Declare As Surplus Various District-Owned Equipment

STAFF RECOMMENDATION:

Staff seeks input from the Board regarding this item.

STAFF REPORT:

Attached for your review is a copy of the adopted Surplus Property and Salvage Policy and Procedures. This document outlines the process that the District shall follow to liquidate excess equipment.

A spreadsheet is included in this staff report that outlines all pertinent data on the vehicle including license, VIN, current value, etc. If approved by the Board, Staff will seek to liquidate the items in a manner to garner the highest value to the District as outlined in Section 4A(3) of the policy. This may include utilizing an auction service, social marketing site such as Craigslist, or salvaging. All units have been completely depreciated.

Following are details regarding each item requested for surplus:

2006 Dodge Dakota:

This unit needs an overhaul on the engine. Engine burns approximately a quart of oil per week. The transmission had been previously rebuilt a couple years ago and is now out of warranty. The transmission has begun slipping again. The MPG have decreased to around 11 MPG on average due to the engine issues.

2000 Ford F350:

This unit is in need of costly repairs. The transmission is slipping. The steering column and ignition switch need to be replaced. The service bed needs new top doors. The interior needs to be replaced due to the stench from a rodent dying inside. Engine needs a service.

1999 Chevy Blazer:

This unit is in need of many repairs. All door hinges need to be replaced. The driver's door needs to be lifted 1" to close. The drivers seat needs to be replaced. The headliner needs to be

replaced. The entire front suspension system needs to be replaced (bushings, suspension, ball joints). The transmission needs to be serviced. This unit was transferred from County.

FISCAL IMPACT: Sell of surplus items would result in minimal revenue.

POSSIBLE MOTION:

A motion to declare as surplus certain District-Owned equipment as outlined in the staff report and direct Staff to dispose of in accordance with policy.

Helendale Community Services District Vehicle and Equipment Inventory

Purchase/ Transfer Date	Year		Make	Description		License #	Serial Number	Value Purchase	Life (Years)	Vendor
	Year	Model		Year	Model					
12/7/2010	2006	Dodge	Dakota			1259947	1D7HE22K56S701599	7,000.00	7	Auction 2010
5/19/2009	2000	Ford	Ford F350	Utility Service Truck		1358419	1FDWF36L4YEC72833	6,000.00	10	HDU Auction
4/1/2008	1999	Chevrolet	Blazer Sport	Utility Vehicle (SURPLUS-2014)		1018283	1GNDT1321XK223071	6,004.00	7	STTLMT

HELENDALE COMMUNITY SERVICES DISTRICT
Surplus Property and Salvage Policy and Procedures

Section 1. Purpose.

The purposes of this policy are to standardize the procedures for the disposal of surplus equipment, property, and salvage items of the Helendale Community Services District; and to set forth the duties and responsibilities of the General Manager and District staff in connection therewith.

Section 2. Definitions.

A) Inventorial Equipment – means District-owned free-standing equipment and vehicles with a useful life of more than two years and a purchase price of \$5,000 or more. Computer equipment, portable radios and other electronics costing \$200 or more is inventoried for purposes of security and control and included in this category.

B) Inventorial Property – means any District-owned building, office, garage, facility, well, free-standing structure, water system, sewer system or exempt Surplus Land with recorded title, proof of purchase and ownership, letter of contribution, letter of transfer, or proof of self-construction and cost exceeding \$1.

C) Surplus Inventory – means any Inventorial Equipment or Inventorial Property that the District's Board of Directors has determined to be no longer necessary or useful to the District.

D) Surplus Land – means land owned by District that is determined to be no longer necessary for the District's use, except property being held by the District for the purpose of exchange. [Government Code Section 54221 (b).]

E) Salvage – means any District reclaimed or discarded equipment, material, or supply which only has residual value as scrap.

Section 3. Applicability.

This policy shall apply to the disposal of Surplus Inventory, Surplus Land, and Salvage by the District.

Section 4. Disposal of Surplus Inventory.

A) Disposal of Inventorial Equipment

1. The District Board of Directors shall, upon presentation of documentation from the General Manager, determine if Inventorial Equipment is Surplus Inventory. The documentation presented by the General Manager shall list the Inventorial Equipment sought to be declared Surplus Inventory and shall include license, VIN number or other identifying serial

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Surplus Property and Salvage Policy and Procedures

number or property identification number, estimated book or trade-in value and property description.

2. Trade-in. When the Surplus Inventory involves a vehicle or equipment to be used as trade-in for a newer vehicle or piece of equipment, the property title shall be signed by the General Manager at the time of transfer or after and remanded to the buyer. The trade-in value of the vehicle or equipment shall be recorded and the sold equipment record kept for five years. Only the District Board of Directors shall have the authority to determine if Inventorial Equipment determined to be Surplus Inventory may be used as trade-in.

3. Disposal or Sale. The sale of Inventorial Equipment determined to be Surplus Inventory shall be by the means determined to garner the greatest monetary value. This could include competitive bid, E-Bay sale or advertisement in the local newspaper miscellaneous advertisements. If sold by competitive bid, the sale date, sale location, list of vehicles or equipment to be sold shall be advertised in a local paper and/or trade publication and posted at the District offices and facilities at least ten days before the sale date. Employees, their immediate family or relatives, are prohibited from bidding during this first process. Inventorial Equipment determined to be Surplus Inventory may be sold on E-bay after a minimum reserve amount has been established. In all circumstances, the bidder with the highest bid price shall be deemed the successful bidder.

a. If the advertised sale of Inventorial Equipment determined to be Surplus Inventory fails to generate a competitive bid, District employees may at this time submit sealed bids for any such items. The employee with the highest bid price shall be deemed the successful bidder.

b. If the offer of sale to employees fails to generate any bids, the Inventorial Equipment determined to be Surplus Inventory shall be sold for scrap or disposed of in a legal manner.

c. All sold or disposed Inventorial Equipment determined to be Surplus Inventory shall be removed from District property within 48 hours of the sale and title transfer unless otherwise agreed by the General Manager and successful bidder.

d. Proceeds of the sale of Inventorial Equipment determined to be Surplus Inventory shall be posted to the Vehicle and Equipment Replacement Fund.

4. Salvage. If any Inventorial Equipment determined to be Surplus Inventory is not sold after a reasonable time using the methods set forth above, or if it is determined that such property has no reasonable resale value, the General Manager may consider such property Salvage and proceed with the disposal thereof pursuant to Section 6 below.

5. Donation. If any Inventorial Equipment determined to be Surplus Inventory is not sold after a reasonable time using the methods set forth above, or if it is determined that such property is obsolete with no reasonable resale or Salvage value, the General Manager may, upon prior approval of the District's Board of Directors, donate such property to another governmental agency or to a certified local non-profit organization that is eligible to receive such items from the District and which provides benefits to the constituents within the District's service area.

B). Disposal of Inventorial Property.

1. The District Board of Directors shall upon presentation of documentation from the General Manager determine if any Inventorial Property is Surplus Inventory. The Board

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Surplus Property and Salvage Policy and Procedures

shall provide guidance to the General Manager as to how to dispose of the property, whether by competitive bid, auction, demolition, scrap or trade or other such method as determined by the Board and General Manager.

2. The District's Board of Directors may authorize the General Manager to hire property consultants, real estate agents, appraisers, or other professional service providers, as necessary, to assist with the sale or disposal of Inventorial Property determined to be Surplus Inventory.

3. Proceeds from the sale of Inventorial Property determined to be Surplus Inventory shall be posted to the Property Replacement Fund unless otherwise directed by the District Board of Directors.

Section 5. Disposal of Surplus Land.

A) Declaration. The District Board of Directors shall upon presentation of documentation from the General Manager determine if land so presented is Surplus Land. After such determination, the Board shall adopt a resolution declaring such property Surplus Land and instructing District staff to follow the offer and negotiation procedures as set forth in this section.

B) Offer.

The District, after declaration of surplus and prior to disposing of Surplus Land, shall send a written offer to sell or lease the property as follows:

1. A written offer to sell or lease for the purpose of developing low- and moderate-income housing shall be sent to any local public entity within whose jurisdiction the Surplus Land is located. Housing sponsors, shall, upon written request, be sent a written offer to sell or lease Surplus Land for the purpose of developing low- and moderate-income housing. All notices shall be sent by first-class mail and shall include the location and a description of the property. With respect to any offer to purchase or lease pursuant to this subdivision, priority shall be given to development of the land to provide affordable housing for lower income or elderly or disabled persons or households, and other lower income households. Government Code Section 54222(a).

2. A written offer to sell or lease for park and recreational purposes or open-spaces purposes shall be sent to any park or recreation department of the county and any city within which the Surplus Land may be situated, to any regional park authority having jurisdiction within the area in which the Surplus Land is situated, and to the State Resources Agency or any agency which may succeed to its powers. Government Code Section 54222(b).

3. A written offer to sell or lease land suitable for school facilities construction or use by a school district for open-space purposes shall be sent to any school district in whose jurisdiction the Surplus Land is located. Government Code Section 54222(c).

4. A written offer to sell or lease for enterprise zone purposes any surplus property in an area designated as an enterprise zone to be sent to the nonprofit neighborhood enterprise association corporation in that zone. Government Code Section 54222(d).

5. A written offer to sell or lease for the purpose of developing property located within an "infill opportunity zone" or within an area covered by a "transit village plan" shall be sent to any county, city, community redevelopment agency, public transportation agency, or housing authority within whose jurisdiction the Surplus Land is located. Government Code

HELENDALE COMMUNITY SERVICES DISTRICT
Surplus Property and Salvage Policy and Procedures

Section 54222(e).

C) Notice of Interest. The entity or association desiring to purchase or lease the Surplus Land for any of the above purposes is still required to notify in writing the District of its intent to purchase or lease the land within 60 days after receipt of the agency's notification of intent to sell the land. Government Code Section 54222(f).

D) Negotiations. After the District has received notice from the entity desiring to purchase or lease the Surplus Land, the District and the entity shall enter into good faith negotiations to determine a mutually satisfactory sales price or lease terms. If the price or terms cannot be agreed upon after a good faith negotiation period of not less than 60 days, the Surplus Land may be disposed of without further regard to this procedure. Government Code Section 54223.

E) Priorities. In the event that the District receives offers for the purchase or lease of such Surplus Land from more than one of the entities to which notice and an opportunity to purchase or lease has been given, the District shall give first priority to the entity which agrees to use the site for housing for persons and families of low- or moderate-income, except that first priority shall be given to an entity which agrees to use the site for a park or recreational purposes if the Surplus Land being offered is already being used and will continue to be used for park or recreational purposes, or if the Surplus Land is designated for park and recreational use in the local general plan and will be developed for that purpose. Government Code Section 54227.

F) Exemptions.

1. The above procedure does not apply to the disposal of Surplus Land that is determined to be exempt within the meaning of Government Code Section 54221(e). Under this provision, "exempt surplus land" is either of the following:

a) Surplus Land which is transferred to the county pursuant to a board of supervisors determination that the land can be used to provide housing affordable to persons and families of low or moderate income; or

b) Surplus Land which is not contiguous to land owned by a state or local agency which is used for park, recreational, open-space, or low- and moderate-income housing purposes, is not located within an enterprise zone, and which is:

i) Less than 5,000 square feet in area;

ii) Less than the minimum legal residential building lot size for the jurisdiction in which the parcel is located, or 5,000 square feet in area, whichever is less; or

iii) Without record access and is less than 10,000 square feet in area.

2. Notwithstanding the above, if the Surplus Land is not sold to an owner of contiguous land, it is not considered "exempt surplus land" and is subject to all of the above procedures set forth in Section 5. Government Code Section 54221(e)(2).

Section 6. Disposal of Salvage.

A) Unless otherwise prohibited by law, the General Manager, from time to time, shall authorize the sale of Salvage items. Salvage items determined to be surplus, may be sold to

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recycle centers, other agencies, private businesses, public or private organizations, or non-profit organizations.

B) Proceeds from the sale of Salvage items shall go to the employee benefit and morale fund to offset costs of employee morale and incentive programs.

C) Funds received from the sale of Salvage items shall be posted to the Salvage and Scrap Sales account in the General Fund. Employee expenses paid shall be posted to the Employee Benefit and Morale Expense account. The balance remaining shall be kept in a separate spreadsheet and the balance and account activity reported to the General Manager on a monthly basis.

Section 7. Extent of Authorization.

A) The District Board of Directors and the General Manager, to the limited extent expressly set forth herein, are the only parties authorized to sell Surplus Inventory, Surplus Land, and Salvage. No other District employee shall sell or donate any District property, equipment or material without the express written authorization of the Board of Directors.

B) Unauthorized removal, disposal, or expropriation of any District-owned property, regardless of estimated value, constitutes a breach of District policy and could be construed as misappropriation of public funds.