



Helendale Community Services District

BOARD OF DIRECTORS MEETING

October 17, 2019 at 6:30 PM

26540 Vista Road, Suite C, Helendale, CA 92342

Call to Order - Pledge of Allegiance

1. Approval of Agenda

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

3. Consent Items

- Approval of Minutes: October 3, 2019, Regular Board Meeting
- Bills Paid and Presented for Approval
- Financial Statements for August 2019

4. Reports

- Directors' Reports
- General Manager's Report

Regular Business:

- Discussion Only Regarding Update on United Internet Access Infrastructure Development Project in Helendale
- Discussion and Possible Action Regarding Request for Two Boy Scout Campouts at the Helendale Community Park
- Discussion and Possible Action Regarding Approval of Posting Employment Information on Electronic Sign for US Census Takers
- Discussion and Possible Action Regarding Consideration of Paving at Helendale Community Center and Helendale Community Park
- Discussion and Possible Action Regarding Review and Possible Modification of Water and Wastewater Minimum Reserve Balances

Other Business

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

Closed Session

- Conference with Legal Counsel – Anticipate Litigation
Significant Exposure to Litigation
Pursuant to Government code Section 54956.9(D)(2)
One Potential Case

12. Announcement of Closed Session Actions

13. Adjournment

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

Providing:

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

OFFICE HOURS:

Monday – Friday
8:00 – 5:30 p.m.

PHONE:

760-951-0006

FAX:

760-951-0046

ADDRESS:

26540 Vista Road
Suite B
Helendale, CA
92342

MAILING

ADDRESS:

PO BOX 359
Helendale, CA
92342

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at:

www.helendalecsd.org





Helendale Community Services District

Date: October 17, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop / Cheryl Vermette
SUBJECT: Agenda item #3
Consent Items

CONSENT ITEMS

- a. Approval of Minutes: September 19 Regular Board Meeting
- b. Bills Paid and Presented for Approval
- c. Monthly Financial Report for August



*Minutes of the Helendale Community Services District
SPECIAL BOARD OF DIRECTORS MEETING
October 3, 2019 at 6:00 PM
26540 Vista Road, Suite C. Helendale, CA 92342*

Board Members Present:

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

Board Members Not Present:

Ron Clark – President

Staff Members Present:

Kimberly Cox, General Manager
Craig Carlson, Water Operations Manager
Cheryl Vermette, Program Coordinator

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 6:00 by Vice President Tim 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. The motion was seconded by Director Haas.

Vote: Motion carried by the following vote: 4 Yes – 0 No – 1 Absent

2. Public Participation

None

Regular Business

3. Discussion and Possible Action Regarding Adoption of Resolution 2019-16: A Resolution of the Helendale Community Services District Rescinding Resolution 2017-17

Discussion: The District is working with Cal PERS to resolve a reporting issue that was created in 2008 which involved a 2.5% employer pick up and how it is being allocated. PERS recommended that the District adopt Resolution 2017-17, however, that was not the correct action. Adoption of 2019-16 rescinding Resolution 2017-17 will be a start in correcting the issue. PERS has stated that this should result in a credit for the District.

Action: A motion was made by Director Spiller to adopt Resolution 2019-16. The motion was seconded by Director Schneider.

Vote: The motion was approved by the following roll call vote: 4 – Yes 0 – No – 1 Absent

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

4. Discussion and Possible Action Regarding Adoption of a Notice of Exemption for the Test Hole Drilling and Water Sampling Project

Discussion: The District is the lead agency on the test hole project and will be required to evaluate the impacts of the project on the environment. Based upon review there will be minimal impacts. The project qualifies for a Notice of Exemption per CEQA Guidelines under Sections 15304 and 15306. Counsel has prepared the Notice of Exemption which will be posted with the Clerk of the Board and sent to the State Clearing house.

Action: A motion was made by Director Schneider to adopt the Notice of Exemption for the Test Hole project. Director Haas seconded the motion.

Vote: The motion was approved by the following roll call vote: 4 – Yes 0 – No – 1 Absent

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

5. **Adjournment**

Action: Vice-President Tim Smith adjourned the meeting at 6:07 pm

Submitted by:

Approved By:

Tim Smith, Vice- 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

BOARD OF DIRECTORS MEETING

October 3, 2019 at 6:30 PM

26540 Vista Road, Suite C. Helendale, CA 92342

Board Members Present:

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

Board Members Not Present:

Ron Clark – President

Staff Members Present:

Kimberly Cox, General Manager

Craig Carlson, Water Operations Manager

Cheryl Vermette, Program Coordinator

Consultants:

Steve Kennedy, Legal Counsel

Members of the Public:

There were five (5) members of the public present.

Call to Order and Pledge of Allegiance

The meeting was called to order at 6:30 by Vice President Tim 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. The motion was seconded by Director Haas.

Vote: Motion carried by the following vote: 4 Yes – 0 No – 1 Absent

2. Public Participation

Ron Frame, Field Representative for Supervisor Lovingood's Office invited the public to the upcoming Apple Valley Air Show, Robert Lovingood will be attending the event.

3. Consent Items

a. Approval of Minutes: September 19, 2019 Regular Board Meeting

b. Bills Paid and Presented for Approval

c. Purchasing Policy

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

Vote: Motion carried by the following vote: 4 Yes – 0 No – 1 Absent

4. Reports

a. Directors' Reports

Director Smith presented a slide show on the tour he took at the CDSA conference. He reported that the presentation was very informative.

b. General Manager's Report

GM Kimberly Cox reported the District applied for a budget award with the Government Finance Officers Association of the United States and Canada. We submitted our 2018 budget and were notified on Monday that the District was awarded the Distinguished Budget Presentation Award. This is the highest form of recognition in governmental budgeting and represents a significant achievement by the District. The budget was independently rated by three different finance professionals.

The District will be receiving reimbursement from the Bureau of Reclamation grant of \$74,723 next week. This was for the AMI Smart Meter replacement program. The funds were primarily expended in prior fiscal years (FY17/18 & FY 18/19). The grant helped fund the installation of 400 meters. We currently have 518 AMI smart meters installed. In January the District will launch the pilot to capture the remote reads.

As of September 2019, there have been 42 deposit credit checks performed - 35 of the applicants were approved and 7 were denied.

Our final concert in the park will be held on October 12th from 6-9 pm.

Water Operations Manager Craig Carlson gave the water report. Staff performed a fire flow test on Fleet Lane. Staff has also begun working on the monthly coliform report and are working on the 4th quarter water master report. Staff repaired a service leak at Fairway Courts unit #79. Staff is analyzing the specific capacity data over the last 6 years at well #4a. Changed oil at well #4A, replaced a bad hour meter at Well 1a, and held interviews for the two vacant water operator positions. Water Operations Manager Carlson participated in a community forum panel in Spring Valley Lake regarding formation of a new CSD

Regular Business

5. Discussion and Possible Action Regarding Modifications for Personnel Manual

Discussion: The personnel manual was adopted in 2011 and needs major rework. The interim modifications requested are to correct typographical errors, make changes based upon recently adopted resolution, make changes to provide more accurate description, and changes to comply with new laws. The recommended changes are as follows:

- **Section 3.5.5:** Work Period – Starting and ending of the work week is redefined at mid-workday Friday rather than Sunday. Will work with Counsel to discuss the most appropriate verbage.
- **Section 5.6.3:** Accumulation – The personnel manual lists the rate of sick leave accrual as 3.96 hours per pay period rather than the correct accrual amount of 3.69 per pay period. This error was recently found when setting up the Tyler Payroll Module.
- **Section 5.6.5:** Sick Leave for Other Uses: This section errantly references Section 5.3 and it should reference Section 5.6.
- **Section 5.11:** Administrative Leave: Administrative leave is only available for exempt employees. The word “exempt” needs to be inserted for clarity.
- **Section 6.1:** Employee Recognition Program: Proposed replacement language for this section is included in the redlined attachment.

- **Section 7.5:** Prohibition of Harassment: Replaced in its entirety with the language adopted by the Board at the 9/16/2019 meeting attached as Exhibit A to Resolution 2019-19. Section 7.5 will now read: "Prohibition of Discrimination, Harassment & Retaliation"
- **Section 7.6:** Zero Tolerance Harassment and Discrimination Policy: Replaced in its entirety with the language adopted by the Board at the 9/16/2019 meeting attached as Exhibit B to Resolution 2019-19. Section 7.6 will now read: "Prohibition of Bullying"
- **Section 10:** Driver's License Policy: Amend the policy to allow for Class B to receive the incentive
- **Section 13.1:** Modified to reflect PEPPRA which was implemented by law in 1/1/2013.

Action: A motion was made by Director Spiller to approve minor modifications to the Personnel Manual. The motion was seconded by Director Schneider.

Vote: The motion was approved by the following roll call vote: 4 – Yes 0 – No – 1 Absent

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

6. Discussion and Possible Action Regarding Approval for Grant Acceptance bureau of Reclamation and Discussion of Mojave Water Agency Strategic Partners Grant

Discussion: The District was awarded a Grant through Mojave Water Agencies Strategic Partners Program in 2017 to install 109 AMI Meters in the District. The District was awarded a grant from the Bureau of Reclamation in 2017 to install 400 AMI Meters and Radios as well as the antenna that transmits data from the radios making it available to staff in real time. Currently, 518 AMI Meters are in the ground. The grant for phase two of this program would require the District to complete the grant projects within 24-months of award. The anticipated award is 12/1/19. The 24-month timeframe spans 4 fiscal years. The District was also awarded \$12,500 grant from MWA for meters. After these grants are completed, the District should have 1,434 smart meters in service. The Board can apply the MWA grant to match, which would reduce number of meters installed or can use the MWA grant as a separate phase of the implementation. Staff requests direction from the Board on their preference to use the MWA grant to purchase meters or use for part of grant match?

The Board discussed and wants to use the MWA grant to purchase additional meters and does not wish to apply it as a match to the Bureau grant.

Action: Director Schneider made the motion to approve acceptance of the Bureau Grant for \$75,000. Director Haas seconded the motion.

Vote: The motion was approved by the following roll call vote: 4 – Yes 0 – No – 1 Absent

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

7. Discussion and Possible Action Regarding Approval of the Annual District Calendar

Discussion: The calendar is approved by the Board each year and includes meeting and event dates. Staff has completed calendar based upon existing programs, dates, and events

Board may wish to add or remove items for calendar. Once approved it will be posted on website and will help provide programming throughout the year. The calendar was presented showing Farmers Markets, meetings & events, approval of the calendar provides concurrence at to programming, clean up days, concert series, Open Gym Closures, etc.

Director Schneider stepped out prior to the vote

Action: Director Spiller made the motion to approve the 2020 District Calendar. Director Haas seconded the motion.

Vote: The motion was approved by the following roll call vote: 3 – Yes 0 – No – 2 Absent
Director Schneider: Absent; Director Haas: Yes; President Clark: Absent; Vice President Smith: Yes;
Director Spiller: Yes

8. Review of Water Rights and Water Production for Water Year 2018-2019

Discussion: The Water year is October 1 through September 30. Adjudication requires the District to report pumping. Water pumping is down this year - 1480-acre feet (AF) pumped (pending Watermaster verification). Water is pumped in acre-feet (325,851 gallons). The average home uses ½ of an acre-foot per year or 169,255 gallons of water. The District currently owns 3999 acre-feet of Base Annual Production (BAP) and has a Free Production Allowance (FPA) of 2199 AF plus 160 AF for a total of 2360 AF for WY19/20. Staff anticipates having approximately 800 AF available to lease which could generate up to \$350,000 in additional revenue.

Information on SLA: SLA has 4987 BAP and pumps 51AF over FPA. BAP @55% is 2743 AF of FPA. 2743-3699 = (956AF). The MWA rate = \$661 (est.) and would cost \$631,916. At \$561 (15% discount) would cost \$536,318. At \$529 (20% discount) would cost \$505,724. Pumping has been down for SLA so the shortage may not be as much

Action: No action

Other Business

- 9. Requested items for next or future agendas (Directors and Staff only)**
Director Haas requested Staff to invite the CHP to come to a Board meeting.
Requested to discuss building signage.

10. Adjournment

Action: President Ron Clark adjourned the meeting at 7:17 pm

Submitted by:

Approved By:

Tim Smith, Vice-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: October 17, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop, Senior Account Specialist
SUBJECT: Agenda item # 3 b.
Consent Item: Bills Paid and Presented for Approval

STAFF RECOMMENDATION:

Report Only. Receive and File

STAFF REPORT:

Staff issued 68 checks and 15 EFT's totaling \$147,354.05

Total cash available:	<u>10/14/19</u>	<u>9/30/19</u>
Cash	\$ 4,846,680.63	\$ 4,777,491.60
Checks/EFT's Issued	\$ 147,354.05	\$ 130,134.32

Investment Report

The Investment Report shows the status of invested District funds. The current interest rate is 2.10% for CalTRUST Short-Term and 1.78% for Medium-Term Investments, 2.39% for LAIF, and 0.35% for the CBB Sweep Account for Sep 2019. Interest earned in Sep 2019 on the CalTrust investments and the CBB Sweep Account is \$6,365.94



Helendale CSD

Bills Paid and Presented for Approval

Transaction Detail

Issued Date Range: 10/01/2019 - 10/14/2019

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 251229590 - CBB Checking					
09/19/2019	22372	Berd Lauber	51.29	Check	Accounts Payable
09/19/2019	22373	Amy Thai	251.00	Check	Accounts Payable
09/19/209	22374	Lynsey Wheeler	204.40	Check	Accounts Payable
10/02/2019	EFT0002939	To record Merchant Service Fees - #9692	-11.66	EFT	General Ledger
10/02/2019	EFT0002940	To recordn Merchant Service Fees - #557	-11.66	EFT	General Ledger
10/02/2019	EFT0002942	To record Global Fees	-548.90	EFT	General Ledger
10/02/2019	EFT0002943	To record Merchant Service Fees	-960.60	EFT	General Ledger
10/03/2019	EFT0002941	To record CalPERS Health Premium Paid	-13,638.78	EFT	General Ledger
10/03/2019	22375	Southwest Gas Company	-101.03	Check	Accounts Payable
10/03/2019	22376	Southern California Edison	-1,470.87	Check	Accounts Payable
10/03/2019	22377	Southern California Edison	-137.41	Check	Accounts Payable
10/03/2019	22378	Southern California Edison	-336.93	Check	Accounts Payable
10/03/2019	22379	Southern California Edison	-299.17	Check	Accounts Payable
10/03/2019	22380	Aqua-Metric Sales Co.	-3,949.95	Check	Accounts Payable
10/03/2019	22381	American Water Works Assoc.	-710.00	Check	Accounts Payable
10/03/2019	22382	ASBCSD	-35.00	Check	Accounts Payable
10/03/2019	22383	AVCOM Services Inc.	-106.50	Check	Accounts Payable
10/03/2019	22384	Burrtec Waste Industries Inc	-1,889.71	Check	Accounts Payable
10/03/2019	22385	County of San Bernardino	-24.00	Check	Accounts Payable
10/03/2019	22386	Craig Schneider	-625.00	Check	Accounts Payable
10/03/2019	22387	DOS COSTAS COMMUNICATIONS	-400.00	Check	Accounts Payable
10/03/2019	22388	Geo-Monitor, Inc.	-1,086.50	Check	Accounts Payable
10/03/2019	22389	Hartford Life	-535.23	Check	Accounts Payable
10/03/2019	22390	Heather L. Starstman	-198.90	Check	Accounts Payable
10/03/2019	22391	Henry Spiller	-864.96	Check	Accounts Payable
10/03/2019	22392	Infosend	-1,845.33	Check	Accounts Payable
10/03/2019	22393	On Line	-54.83	Check	Accounts Payable
10/03/2019	22394	Rojel Baluyut	-30.00	Check	Accounts Payable
10/03/2019	22395	Ron Clark	-750.00	Check	Accounts Payable
10/03/2019	22396	Sandy Haas	-770.10	Check	Accounts Payable
10/03/2019	22397	Tim Smith	-939.66	Check	Accounts Payable
10/03/2019	22398	UPS	-38.15	Check	Accounts Payable
10/03/2019	22399	Fedak & Brown LLP	-607.00	Check	Accounts Payable
10/03/2019	EFT0002944	To record CalPERS Pmt Classic - PP 8/19/19-9/1/19	-5,762.71	EFT	General Ledger
10/03/2019	EFT0002945	To record CalPERS Pmt PEPR - PP 8/19/19 - 9/1/19	-1,185.68	EFT	General Ledger
10/03/2019	EFT0002947	To record CalPERS Pmt 457 Contribution - PP 8/19/19 -	-650.00	EFT	General Ledger
10/04/2019	10000	Goforth, Billy L	-882.25	Check	Payroll
10/04/2019	10001	Martin, Trini	-567.49	Check	Payroll
10/04/2019	10002	Parz, Kathleen J	-669.82	Check	Payroll
10/04/2019	10003	Perez, Devin L	-1,111.09	Check	Payroll
10/04/2019	22431	ON TRACK ESCROW	-157.15	Check	Utility Billing
10/04/2019	22432	GORDON MORRIS	-99.85	Check	Utility Billing
10/04/2019	DFT0000066	Payroll EFT	-34,292.89	EFT	Payroll
10/08/2019	22400	Southern California Edison	-582.61	Check	Accounts Payable
10/08/2019	22401	AVCOM Services Inc.	-390.00	Check	Accounts Payable
10/08/2019	22402	Bank of America	-12,108.74	Check	Accounts Payable
10/08/2019	22403	Beck Oil Inc	-2,902.28	Check	Accounts Payable
10/08/2019	22404	Burrtec Waste Industries Inc	-120.49	Check	Accounts Payable
10/08/2019	22405	County of San Bernardino, Environmental Health Services	-533.00	Check	Accounts Payable
10/08/2019	22406	Desert Community Bank	-300.00	Check	Accounts Payable
10/08/2019	22407	Frontier Communications	-47.80	Check	Accounts Payable
10/08/2019	22408	G.A. Osborne Pipe & Supply Inc.	-74.14	Check	Accounts Payable

Bank Transaction Report

Issued Date Range: -

Issued Date	Number	Description	Amount	Type	Module
10/08/2019	22409	Grainger, Inc	-48.31	Check	Accounts Payable
10/08/2019	22410	Imperial Sprinkler Supply, Inc.	-475.75	Check	Accounts Payable
10/08/2019	22411	James MW Radford	-125.00	Check	Accounts Payable
10/08/2019	22412	Liberty Composting, Inc.	-287.50	Check	Accounts Payable
10/08/2019	22413	Mobile Occupational Services, Inc.	-50.00	Check	Accounts Payable
10/08/2019	22414	Mojave Water Agency	-2,737.95	Check	Accounts Payable
10/08/2019	22415	O'Reilly Auto Parts	-831.56	Check	Accounts Payable
10/08/2019	22416	Pyro Spectaculars Inc.	-3,500.00	Check	Accounts Payable
10/08/2019	22417	Rah-Rah Ranch, LLC	-350.00	Check	Accounts Payable
10/08/2019	22418	Scott Tinturin	-1,200.00	Check	Accounts Payable
10/08/2019	22419	Sonic Systems, Inc	-446.61	Check	Accounts Payable
10/08/2019	22420	The Woodall Group, Inc	-40.00	Check	Accounts Payable
10/08/2019	22421	Tyler Technologies, Inc.	-137.00	Check	Accounts Payable
10/08/2019	22422	Uline	-526.56	Check	Accounts Payable
10/08/2019	22423	USA of So. California	-110.65	Check	Accounts Payable
10/08/2019	22424	Veronica Flores	-86.00	Check	Accounts Payable
10/08/2019	22425	WaterMaster	-2,385.99	Check	Accounts Payable
10/08/2019	22426	Westech Engineering, Inc.	-31,920.99	Check	Accounts Payable
10/08/2019	22427	Sonic Systems, Inc	-1,606.90	Check	Accounts Payable
10/08/2019	22428	Void Check	0.00	Check	Utility Billing
10/08/2019	22429	RICHARD HOLBROOK	-26.71	Check	Utility Billing
10/08/2019	22429	Void Check	0.00	Check	Utility Billing
10/08/2019	22430	Void Check	0.00	Check	Utility Billing
10/08/2019	22430	MARIA DELGADO	-3.61	Check	Utility Billing
10/08/2019	22431	Void Check	0.00	Check	Utility Billing
10/09/2019	EFT0002948	To record Sales Tax Pmt - 3rd Quarter	-1,737.00	EFT	General Ledger
10/11/2019	EFT0002949	to record Payroll SDI Tax	-410.56	EFT	General Ledger
10/11/2019	EFT0002950	to record Payroll SIT	-1,933.03	EFT	General Ledger
Bank Account 251229590 Total: (83)			-147,354.05		
Report Total: (83)			-147,354.05		

Bank Transaction Report

Bank Account	Count	Amount
251229590 CBB Checking	83	-146,847.36
Report Total:	83	-147,354.05

Cash Account	Count	Amount
No Cash Account	4	0.00
99 99-111000 Cash in CBB - Checking	79	-146,847.36
Report Total:	83	-147,354.05

Transaction Type	Count	Amount
Check	68	-85,756.723
EFT	15	-61,597.33
Report Total:	83	-147,354.05

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

	August 2019	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Sewer Charges	\$ 106,728	\$ 213,307	\$ 1,279,029	17%	\$ 213,046
3 Standby Charges	-	1,003	21,350	5%	-
4 Other Fees & Charges	1,250	2,608	18,000	14%	6,355
5 Other Income/(Expense)	-	-	-	0%	-
6 Total Revenues	107,977	216,919	1,318,379	16%	219,401
7 Expenses					
8 Salaries & Benefits					
9 Salaries	17,879	26,507	231,919	11%	30,314
10 Benefits	3,800	25,165	80,369	31%	33,262
11 CalPERS	2,177	3,261	32,669	10%	7,723
12 Total Salaries & Benefits	23,857	54,933	344,957	16%	71,300
13 Sewer Operations					
14 Contractual Services	3,965	7,935	77,082	10%	22,484
15 Power	10,656	17,758	68,955	26%	13,948
16 Operations & Maintenance	5,762	8,173	70,138	12%	3,041
17 Permits & Fees	2,824	4,084	26,000	16%	3,393
18 Total Sewer Operations	23,206	37,950	242,175	16%	42,865
19 General & Administrative					
20 Utilities	211	677	5,616	12%	650
21 Office & Other Expenses	62	567	11,393	5%	371
22 Admin Allocation	40,140	80,280	481,681	17%	74,739
23 Total G&A	40,413	81,524	498,690	16%	75,760
24 Debt Service	-	-	75,042	0%	-
25 Total Expenses	87,476	174,407	1,160,864	15%	189,925
26 Net Income (Loss) Before Capital	20,501	42,512	157,516	27%	29,477
27 Capital Expenses	(2,820)	(2,820)	(1,237,000)	0%	-
28 Net Income (Loss) After Capital	\$ 17,681	\$ 39,692	\$ (1,079,484)		\$ 29,477

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

	August 2019	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Retail Sales	\$ 24,655	\$ 49,983	\$ 294,000	17%	\$ 50,898
3 Donations	-	-	-	0%	-
4 Board Discretionary Revenue	-	-	(74,940)	0%	-
5 Total Revenues	24,655	49,983	219,060	23%	50,898
6 Expenses					
7 Salaries & Benefits					
8 Salaries	9,140	18,843	156,040	12%	22,836
9 Benefits	699	1,379	18,021	8%	1,574
10 Total Salaries & Benefits	9,839	20,221	174,062	12%	24,411
11 Recycling Center Operations					
12 Contractual Services	-	-	5,300	0%	60
13 Operations & Maintenance	1,382	1,759	12,000	15%	1,428
14 Total Recycling Center Operations	1,382	1,759	17,300	10%	1,488
15 General & Administrative					
16 Utilities	1,205	2,401	19,098	13%	3,267
17 Office & Other Expenses	1,176	1,505	8,600	17%	150
18 Total G&A	2,381	3,905	27,698	14%	3,417
19 Total Expenses	13,603	25,886	219,060	12%	29,316
20 Net Income (Loss) Before Capital	\$ 11,053	\$ 24,097	\$ -		\$ 21,582
21 Capital Expenses	-	10,736	-	0%	-
22 Net Income (Loss) After Capital	\$ 11,053	\$ 13,361	\$ -		\$ 21,582

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

	August 2019	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Property Rental Revenues	\$ 9,984	\$ 20,418	\$ 132,408	15%	\$ 27,249
3 Other Income	-	-	-	0%	-
4 Board Discretionary Revenue	-	-	(22,310)	0%	-
5 Total Revenues	9,984	20,418	110,098	19%	27,249
6 Expenses					
7 Contractual Services	200	200	10,000	2%	228
8 Utilities	688	1,103	6,216	18%	5,086
9 Operations & Maintenance	408	518	8,000	6%	2,475
10 Debt Service	-	-	85,882	0%	-
11 Total Expenses	1,296	1,821	110,098	2%	7,789
12 Net Income (Loss)	\$ 8,688	\$ 18,597	\$ -		\$ 19,460

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

	August 2019	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Program Fees	\$ 5,147	\$ 8,956	\$ 26,700	34%	\$ 8,385
3 Property Taxes	1,476	2,953	16,600	18%	-
4 Donations & Sponsorships	500	5,645	14,440	39%	10,500
5 Rental Income	3,832	6,614	35,100	19%	-
6 Developer Impact Fees	-	-	-	0%	1,720
7 Grants	-	-	130,000	0%	-
8 Interfund Transfer Out/(In)	-	-	(42,100)	0%	(210,764)
9 Board Discretionary Revenue	15,898	31,217	420,668	7%	27,918
10 Total Revenues	26,853	55,385	601,408	9%	(162,241)
11 Expenses					
12 Salaries & Benefits					
13 Salaries	591	839	103,129	1%	4,833
14 Benefits	745	1,582	32,109	5%	1,095
15 CalPERS	2	3	6,490	0%	1,297
16 Total Salaries & Benefits	1,337	2,423	141,727	2%	7,225
17 Program Expense	3,218	5,710	61,862	9%	6,718
18 Contractual Services	2,042	2,484	11,800	21%	1,909
19 Utilities	3,498	7,070	40,180	18%	2,058
20 Operations & Maintenance	3,979	4,592	21,440	21%	3,342
21 Permits & Fees	-	-	1,848	0%	1,000
22 Grant Expense	-	-	-	0%	-
23 Other Expenses	112	204	2,955	7%	-
24 Debt Service	9,698	9,698	40,679	24%	-
25 Total Expenses	23,884	32,181	322,492	10%	22,252
26 Net Income (Loss) Before Capital	2,969	23,204	278,917	8%	(184,493)
27 Capital Expenses	(18,821)	(18,821)	(225,000)	8%	(9,374)
28 Net Income (Loss) After Capital	\$ (15,852)	\$ 4,383	\$ 53,917		\$ (193,866)

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

	August 2019	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Charges for Services	\$ 42,405	\$ 82,263	\$ 508,402	16%	\$ 79,022
3 Assessments & Fees	-	342	241,778	0%	-
4 Other Charges	513	3,765	9,800	38%	1,019
5 Board Discretionary Revenue	-	-	-	0%	3,378
6 Total Revenues	42,918	86,369	759,980	11%	83,419
7 Expenses					
8 Salaries & Benefits					
9 Salaries	5,506	8,258	73,320	11%	7,044
10 Benefits	1,621	4,237	27,330	16%	15,324
11 CalPERS	388	582	6,383	9%	2,151
12 Total Salaries & Benefits	7,515	13,078	107,033	12%	24,519
13 Contractual Services	41,473	41,473	470,317	9%	39,639
14 Disposal Fees	14,635	14,635	138,072	11%	10,595
15 Operations & Maintenance	348	550	6,574	8%	272
16 Other Operating Expenses	-	26	4,372	1%	1,065
17 Admin Allocation	819	1,638	9,830	17%	1,525
18 Total Expenses	64,790	71,399	736,198	10%	77,615
19 Net Income (Loss)	\$ (21,873)	\$ 14,970	\$ 23,782	63%	\$ 5,804

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

	August 2019	YTD Actual	Budget	% Budget	PYTD
1 Operating Revenues					
2 Tower Rent	\$ 10,383	\$ 20,624	\$ 144,838	14%	\$ 18,450
3 Property Taxes	-	2,229	99,458	2%	-
4 Solid Waste Billing & Fees	12,402	24,165	144,552	17%	23,095
5 Fees & Charges	1,610	3,288	13,400	25%	2,759
6 Investments	15,965	17,811	77,000	23%	19,477
7 Other Income	940	2,290	6,800	34%	1,231
8 Board Discretionary Revenue	(17,374)	(34,170)	(323,418)	11%	(31,297)
9 Total Revenues	23,926	36,237	162,630	22%	33,715
10 Expenses					
11 Salaries & Benefits					
12 Salaries	38,852	58,808	480,383	12%	54,177
13 Benefits	3,964	13,795	63,905	22%	12,371
14 CalPERS	2,596	3,836	89,180	4%	15,250
15 Directors' Fees	3,039	6,217	90,500	7%	6,751
16 Total Salaries & Benefits	48,451	82,657	723,968	11%	88,549
17 Contractual Services	25,854	62,467	252,360	25%	58,586
18 Insurance	-	67,027	74,000	91%	60,571
19 Utilities	826	1,761	26,316	7%	2,562
20 Operations & Maintenance	71	150	5,200	3%	470
21 Permits & Fees	16	6,106	9,685	63%	5,016
22 Office & Other Expenses	5,130	9,413	54,122	17%	11,227
23 Admin Allocation	(81,918)	(163,837)	(983,022)	17%	(152,528)
24 Total Expenses	(1,570)	65,745	162,630	40%	74,452
25 Net Income (Loss)	\$ 25,496	\$ (29,509)	\$ -		\$ (40,737)

Helendale CSD
Financial Statement Analysis
For the Month Ended August 2019 – 17% of Fiscal Year

Fund 01-Water Revenues and Expenses

Line 2 Meter Charges: Meter Charges are the fixed monthly charge for water service. YTD Meter charges is trending on budget at 16%.

Line 3 Water Sales: Water Sales reflects water consumption and is trending at 22% of budget due to higher consumption in the summer months.

Line 4 Standby Charges: Standby Charges includes Special Assessment Standby charges for the current & prior years, and Delinquent Tax penalties. Year to Date (YTD) is trending below budget due to timing of assessment receipts.

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

Line 8 Grant Revenue: YTD is at 0% due to timing of Grant Revenue receipts.

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

Line 17 Total Salaries & Benefits: Salaries & Benefits include all salaries paid, health insurance, worker's compensation insurance, payroll taxes, and employee education and trainings. YTD Total Salaries & Benefits is trending above target at 19% due to timing of worker's compensation policy renewals.

Line 19 Contractual Services: Contract Services includes Lab Testing, Engineering, GIS Support & Other Contract Services. YTD is trending on target at 17%.

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

Line 21 Operations & Maintenance: This line includes Operations & Maintenance expense, Vehicle Maintenance & Vehicle Fuel. YTD is trending near target at 15% of budget.

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

Line 26 Utilities (G&A): Utilities includes Gas & Telephone expenses. YTD is at 18% of budget due higher to telephone bills than anticipated.

Line 27 Office & Other Expenses: Office & Other includes Mileage/Travel Reimbursements, Office Supplies, Water Conservation Program, and Dues & Subscriptions.

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

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

- \$250.5K Water Rights Purchase

Fund 02 - Sewer Revenues and Expenses

Line 2 Sewer Charges: YTD is trending on budget at 17%.

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

Line 4 Other Fees & Charges: Other Fees & Charges includes Permit & Inspection Charges, Connection Fees, Other Fees/Charges & Delinquent Charges on Fees. Connection & Permit fees are not budgeted due to the unexpected nature of these fees. YTD is trending below target at 14%.

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

Line 12 Total Salaries & Benefits: Salaries & Benefits include all salaries paid, health insurance, worker's compensation insurance, payroll taxes, and employee education and trainings. YTD is trending on budget at 16%.

Line 14 Contractual Services: Contract Services include Lab Testing, Engineering, GIS Support & Other Contractual Services. YTD is trending at 10% due to lower than expected engineering fees.

Line 15 Power: YTD is trending above budget at 26% due to electricity ran at the park for the Recycled Water Project (\$3.7K).

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

Line 20 Utilities (G&A): Utilities includes Gas & Telephone expenses. YTD is trending under budget at 12%.

Line 21 Office & Other Expenses: Office & Other includes Mileage/Travel Reimbursements, Operating Supplies, Public Outreach, and Dues & Subscriptions.

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

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

- \$2.8K Monitoring Wells

03-Recycling Center Revenues and Expenses

Line 2 Retail Sales: YTD is trending on budget at 17%.

Line 3 Donations: Donations is not budgeted due to the unexpected nature of these revenues.

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

Line 10 Total Salaries & Benefits: Salaries & benefits include all salaries paid, health insurance, worker's compensation insurance, payroll taxes, and employee education and training. YTD is trending below budget at 12%.

Line 12 Contractual Services: Contract Services includes software support & other contract services.

Line 13 Operations & Maintenance: Operations & Maintenance includes vehicle maintenance, vehicle fuel, operating supplies & uniforms. YTD is trending below budget at 15%.

Line 16 Utilities (G&A): Utilities includes electric & telephone expenses. YTD is at 13% of budget due to lower than expected expenses.

Line 17 Office & Other Expenses: This line includes advertising, bank charges and other miscellaneous expenses. Office & other includes advertising, bank charges, & other misc. expenses.

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

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

04-Property Rental Revenues and Expenses

Line 2 Property Rental Revenues: Property Rentals includes revenues from 15302 Smithson & 15425 Wild Road. YTD is trending slightly under budget at 15%.

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

Line 4 Board Discretionary Revenue: This line shows the transfer of net cash from the Property Rental Fund to Parks & Rec. This entry will be done at year-end when it is known exactly how much net income is available to transfer.

Line 8 Utilities: Utilities includes Electric & Gas expense for the rental properties. YTD is trending near target at 18%.

Line 9 Operations & Maintenance: O&M includes maintenance & other costs relating to the rental properties. YTD is trending near budget at 6%.

Line 10 Debt Service: Debt Service includes interest & principal payments on outstanding debt.

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

05-Parks & Recreation Revenues and Expenses

Line 2 Program Fees: Program Fees include Recreation Program Fees, Basketball League Fees, Youth Soccer League Fees & Farmers Market Revenue. YTD is trending at 34% due to timing of soccer league fees.

Line 3 Property Taxes: Property taxes accounts for the transfer of property taxes for streetlight utility expenses. YTD is trending near budget at 18%

Line 4 Donations & Sponsorships: This account includes Concert in Park Sponsorships, Event Sponsorship and Other Donations/Sponsorships. YTD is at 39% due to more Sponsorship revenues than anticipated.

Line 5 Rental Income: Rental Income Includes Rent/Lease income from the Water Shop, Storage for the Recycling Center, Unit C Room Rental, Unit D Church Rental, and Unit D Gymnastics. YTD is trending near budget at 19%.

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

Line 7 Grant Revenue: YTD is at 0% due to timing of grant revenue receipts.

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

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

- Radio Tower Site Rent – \$10,383
- Solid Waste Franchise Fees - \$6,992
- Transfer Property Tax Rev. for Street Light Utilities – \$(1,476)

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

Line 17 Program Expense: Program expense includes supplies/expenses for the Youth Soccer League, Park, Community Center, Farmers Market, & other programs.

Line 19 Utilities: Utilities includes Gas, Electric for Park/Community Center, Telephone & Electricity for Street Lighting. YTD is trending near budget at 18%.

Line 20 Operations & Maintenance: O&M includes Maintenance costs for the Park & Community Center, Vehicle Maintenance, Small Tools & Vehicle Fuel. YTD is trending above budget at 21% due to higher operations costs for the Community Center.

Line 21 Permits & fees: This account includes Permit/Inspection Fees & San Bernardino County Fees.

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

Line 24 Debt Service: Debt Service includes Interest & Principal payments on outstanding debt. YTD is at 24% due to timing of Debt Service payments.

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

- \$18.8K Additional Restroom Building/Snack Shop

06-Solid Waste Disposal Revenues and Expenses

Line 2 Charges for Services – Solid Waste: YTD is trending on budget at 16%.

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

Line 4 Other Charges: Other charges includes Delinquent Fees & Penalties & Penalties on Delinquent Taxes. YTD is at 38% of budget due to more collections of penalties than anticipated.

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

Line 13 Contractual Services: Contract Services include Burrtec Fees & Other Misc. Contract Services.

Line 14 Disposal Fees: Fees include SB County Disposal Fees & Green Waste Disposal Fees. YTD is trending below budget at 11% due to timing of county fees.

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

Line 16 Other Operating Expenses: Other Operating Expenses include Rent for Park Storage, Telephone, Postage, Event Expense, Public Outreach, Printing, Small Tools & Bad Debt Expense.

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

Line 18 Total Expenses: YTD total expenses is at 10% due to lower than lower than anticipated salary & benefits expenses as well as lower operations & maintenance costs.

Line 19 Net Income (Loss): YTD net income is at 63% of budget. This is due to lower than anticipated expenses as noted on line 18.

10-Administrative Revenues and Expenses

Line 2 Tower Rent: Tower Rent includes Radio Tower Site Rent. YTD is trending under budget at 14%.

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

Line 4 Solid Waste Billing & Fees: This includes Franchise Fees & Billing for Solid Waste. YTD is trending on budget at 17%.

Line 5 Fees & Charges: Fees & charges consists of Credit Card Processing Fees & Other Misc. Fees. YTD is trending at 25% of budget due to more Credit Card processing fee collections than anticipated.

Line 6 Investments: This account includes Investment Income & Unrealized Gain/Loss on investments.

Line 7 Other Income: Other Income includes Recycling Revenues & Other Misc. Income. YTD is at 34% due to increased recycling revenues.

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

- Radio Tower Site Rent – \$10,383 (line 2)
- Solid Waste Franchise Fees - \$6,992 (part of line 4)

Total: \$16,796

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

Line 13 Benefits: Expense in this category include: Employee Group Insurance, Workers Compensation, Payroll Taxes, Employment Expense, Education & Training, and Employee Benefit & Morale. YTD is at 22% due to the timing of the worker's compensation policy renewal.

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

Line 17 Contractual Services: Contract Services include Software Support, Legal Services, & Auditing/Accounting Services. YTD is at 24% due to \$27.8K in software support in July.

Line 18 Insurance: This account includes both General & Vehicle insurance expenses. YTD is trending at 91% due to policy renewals occurring in July.

Line 19 Utilities: Utilities includes telephone expenses & electricity.

Line 20 Operations & Maintenance: O&M includes Vehicle Maintenance, Vehicle Fuel, Mileage & Travel Reimbursement, Uniforms, & Equipment Maintenance.

Line 21 Permits & Fees: YTD is at 63% due to timing of LAFCO Fees.

Line 22 Office & Other Expense: Office & Other Expenses include Board Meeting Supplies, Public Relations, Community Promotion, Bank Charges, Office Supplies, Postage and Dues & Subscription. YTD is trending on budget at 17%.



Helendale Community Services District

Date: October 17, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #5
Discussion Only Regarding Update on United Internet Access Infrastructure
Development Project in Helendale

STAFF RECOMMENDATION:

This item is information only.

STAFF REPORT:

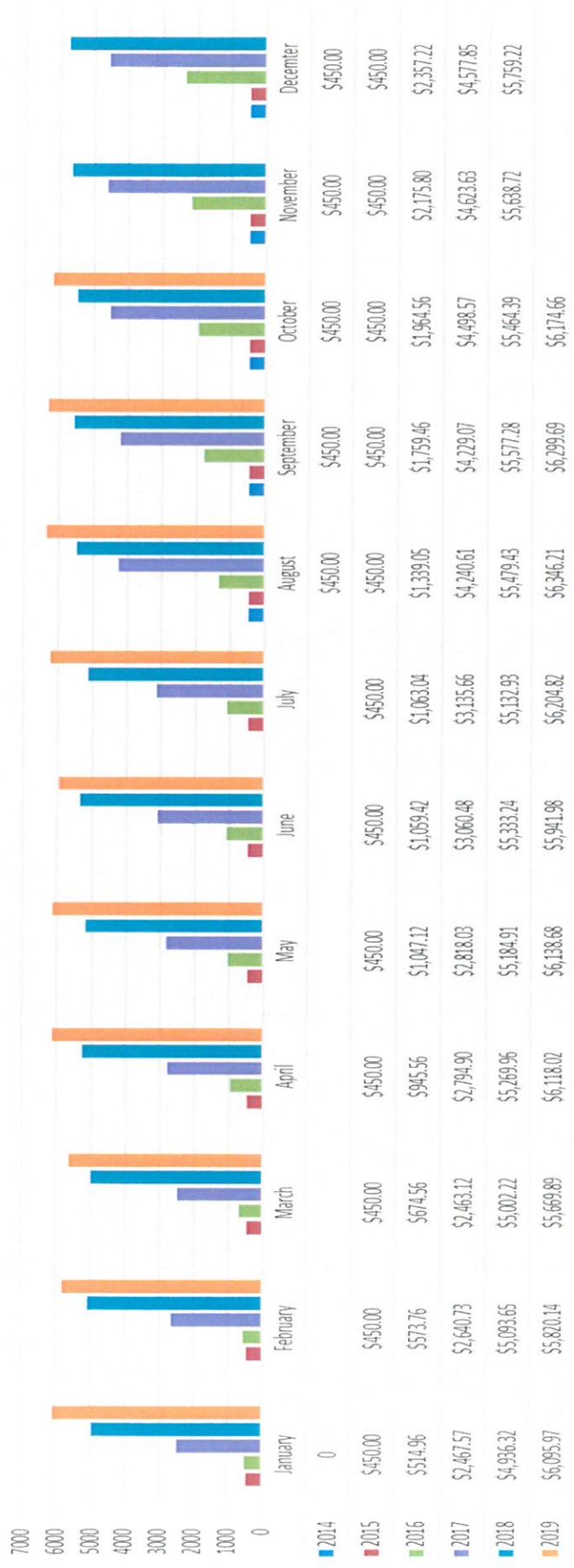
The District entered into a long-term partnership with UIA in 2013. After years of searching for an internet solution for the community after Verizon ceased providing adequate internet support, UIA partnered with the CSD to correct a community-wide solution.

In 2014, they launched an extensive infrastructure project utilizing conduit that the District had purchased from Charter Cable. In addition, they added conduit where none existed and rehabilitated the existing conduit as necessary. With the assistance of a grant, UIA has now reached full-deployment. The owner of UIA will be present to provide an update for the Board.

On the following page is a graph that shows the contribution to the District over the term of the contract. The average contribution to the District's Discretionary fund for 2019 is \$6,078/month.

FISCAL IMPACT: Positive revenue contribution each month

ATTACHMENTS: None.



■ 2014 ■ 2015 ■ 2016 ■ 2017 ■ 2018 ■ 2019



Helendale Community Services District

Date: October 17, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
Discussion and Possible Action Regarding Request for Two Boy Scout Campouts at the Helendale Community Park

STAFF RECOMMENDATION:

Staff seeks input from the Board regarding this item.

STAFF REPORT:

This matter was discussed by the Park and Rec committee at the October 8, 2019, meeting with a recommendation to move it to the Board for discussion.

The request is for the use of the park for two weekends, 11/1-3 and 11/15-17. The purpose of the event is for a program entitled National Youth Leadership Training (NYLT) that is intended to provide training and leadership to help the scouts develop positive leadership skills. These events will be attended by scouts throughout the Council, but primarily the High Desert region. Albeit, the troop in Helendale will not participate in this event as the scouts have already received this training.

The organizer has been advised that they will only be allowed to use the baseball fields for camping as soccer will be utilizing the fields both Saturdays for games.

Staff will require that HCSD be named as additional insured on the Scout insurance policy and the Park and Rec committee said they would only be allowed to have a fire pit in a prefabricated pit off the ground in a dirt area utilizing compressed Dura-flame type logs. If approved by the Board, these conditions will be conveyed to the event coordinator.

FISCAL IMPACT: Wear and tear on the park and facilities.

ATTACHMENTS: None.



Helendale Community Services District

Date: October 17, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
Discussion and Possible Action Regarding Approval of Posting Employment Information on Electronic Sign for US Census Takers

STAFF RECOMMENDATION:

Staff seeks input regarding this matter.

STAFF REPORT:

Staff received a request to post the job advertisement for US Census takers on the District's electronic sign. This is a gray area in our policy, therefore Staff presented the item to the Park and Rec Committee who suggested that it be brought to the Board for input and discussion. The pay will be approximately \$17 per hour according to the representative.

Staff seeks input from the Board regarding this request.

FISCAL IMPACT: None

POSSIBLE MOTION: Provide direction to Staff.

ATTACHMENTS: Brochure regarding 2020 census jobs
Electronic Sign Policy



HOW DO I APPLY FOR A 2020 CENSUS JOB?

Applying is easy.

Click on Apply Now at 2020census.gov/jobs

As part of the application process, you will be asked to respond to questions that relate to your educational, work, and other experience.

If you need help, just call 1-855-562-2020 or use the Federal Relay Service at 1-800-877-8339 for TTY/ASCLL.



JOIN THE 2020 CENSUS TEAM AND BE A CENSUS TAKER



WHAT WILL THE WORK BE LIKE?

What can I expect my work schedule to be like?

If hired, your work schedule will depend on your position. Generally, hours for field positions are flexible. Some field positions require you to work during the day. Other positions require evening and weekend work interviewing the public.

Supervisory positions require employees to be available for certain day, evening, and/or weekend shifts.

Where will I work?

The Census Bureau is committed to hiring census takers to work in their own communities.



HOW WILL I GET PAID?

How often will I be paid?

Employees are paid weekly and can expect to receive their first paycheck approximately ten to fourteen days after their first day of work.

Will I be reimbursed for work-related expenses?

Field employees will be reimbursed for authorized work expenses, like mileage, incurred while conducting Census work.

Will I be paid during training?

You will be paid during training at a slightly lower rate than your regular hourly rate.



APPLY IF:

- You are at least 18 years old.
- You have a valid Social Security number.
- You are a U.S. citizen.
- You have a valid email address.
- You are registered with the Selective Service System, or have a qualifying exemption, if you are male and were born after Dec. 31, 1959.



IF OFFERED A JOB:

- You must pass a criminal background check and review of criminal records (including fingerprinting).
- You must be available to work flexible hours, including days, evenings, and weekends.



MOST JOBS REQUIRE EMPLOYEES TO:

- Have access to a vehicle and a valid driver's license, unless public transportation is readily available.
- Have access to a computer with Internet (to complete training).



BE A CENSUS TAKER

BECOME A CENSUS TAKER AND GET PAID TO HELP YOUR COMMUNITY

Learn how you can help collect important data that will determine your state's representation in Congress, as well as how funds are spent in your community on things like roads, schools, and hospitals.

For more information or to apply online, visit 2020census.gov/jobs or call **1-855-JOB-2020**.



APPLY ONLINE! 2020census.gov/jobs

2020 Census jobs provide:

- ✓ Great pay
- ✓ Flexible hours
- ✓ Weekly pay
- ✓ Paid training

Federal Relay Service:
1-800-877-8339 TTY/ASCII
www.gsa.gov/fedrelay

The U.S. Census Bureau is an Equal Opportunity Employer.

D-496

HELENDALE COMMUNITY SERVICES DISTRICT

Electronic Sign Policy and Procedures

Section 1. Purpose

The purpose of this policy is to outline the use of the District's Electronic Sign located at 26540 Vista Road. The Helendale CSD digital sign is a resource for the HCSD to share information and promote programs sponsored by the District

Section 3. Users

The electronic sign is primarily for the use of the Helendale Community Services District. However, it is understood that on occasion public service announcements are an appropriate addition to the District's messages. Therefore, a list of approved users is as follows:

1. Helendale Community Services District
2. County of San Bernardino – Public Safety Announcements
3. County, State or Federal Agency Emergency Announcements
4. U.S.D.A. Food Distribution Events

Section 2. Guidelines

A. Content Guidelines:

1. The digital sign use policy prohibits the use of the sign to promote commercial activities or advertisements.
2. The creation of content for display on the Digital Signage system is the responsibility of the group presenting the information to the community.
3. Content must be submitted electronically a minimum of 5 business days prior to the first date the content is to be displayed on the Digital Signage system.
4. Announcements will run for a maximum of 7 days.
5. Announcements will be posted no more than two weeks prior to the event date and are removed automatically at midnight the day the event concludes.
6. Approved organizations may post one advertisement per event on the digital signage display based upon availability.
7. The Helendale Community Services District reserves the right to refuse, edit or remove digital signage content for any reason.

8. Helendale CSD reserves the right to determine what is appropriate for posting, and choose when a posting will appear in the announcement rotation.
9. The Helendale Community Services District reserves the right to determine what content is displayed and determine the duration, dates, and times content is displayed.
10. Messages are on a first come first served basis. The digital sign will display a maximum of 8 slides per rotation cycle, only one panel will be available for any organization outside of the Helendale CSD, unless there is an emergency notification.
11. Slides are typically displayed for 5-10 seconds.
12. Written messages may not exceed 14-18 characters per line, maximum 4 lines.
13. Content that violates the digital signage policy or does not meet the content requirements will not be posted.

B. Priority of displayed messages

1. Emergency Information
2. Helendale CSD Announcements
3. Helendale CSD Sponsored Events
4. Other Government notices

Section 4. District Discretion

All non-CSD signage will be posted at the sole discretion of the District. The District's General Manager in his/her sole discretion will determine the content for display on the electronic sign in accordance with this policy.

Section 5. Restrictions

Nothing in this Policy is to be construed as restricting the posting of any organization's messages in other locations.

Section 6. Entire Policy

This policy includes in entirety the policy for the District electronic sign.



Helendale Community Services District

Date: October 17, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #8
Discussion and Possible
Action Regarding Paving at Helendale Community Center and Helendale Community Park

STAFF RECOMMENDATION:

Staff seeks input from the Board.

STAFF REPORT:

Helendale Park: The park has reached a development stage where Staff is hoping to remove the cumbersome telephone poles that have protected the park from vehicle traffic and blow sand. This would require some form of delineation along the edge of the park along the westerly edge. To impede vehicles from driving on the park grass Staff proposes the installation of bollards at an appropriate distance that would prohibit vehicular access. Gates will be installed in appropriate intervals to allow service vehicles and equipment access. Below is a picture depicting a similar bollard placement. In addition to the bollards, Staff is seeking input from the Board regarding placement of an asphalt area along the entire west edge of the park that would serve as delimited parking spaces as well as a buffer for sand encroachment into the park.



Helendale Community Center: The District has approved the attached drawing for paving at the north end of the Community Center. The area depicted is less than one acre which will be under the disturbance threshold that would trigger additional permitting requirements. During the discussion and selection of this paving configuration, the Board mentioned paving at the south end of the building where District Staff typically parks. Does the Board wish to add this to the scope of the Request for Proposals that Staff anticipates circulating in the next couple of months or would the Board prefer to complete the north paving project first? In addition, it was recommended that the drive approaches be completed prior to bidding the paving project. This may cause a slight delay in circulating an RFP for bids.

Lastly, another local agency recently circulated bids for paving to nine firms. The District has received the list of contractors they circulated bids to and will be able to save time by sending bids directly to these specific firms.

Staff has two specific questions for the board related to paving:

- Does the Board wish to include paving at the south end of the community center in the bid for the north paving project if it does not trigger additional permitting requirements?
- Does the Board wish for Staff to proceed with circulating a request for quotes for paving along the west side of the sports fields at the park?

FISCAL IMPACT: Project related paving costs as approved by the Board when awarded.

POSSIBLE MOTION: Please provide direction to staff.

ATTACHMENTS: None.



Helendale Community Services District

Date: October 17, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #9
Discussion and Possible Action Regarding Review of Water and Wastewater
Minimum Reserve Balances

STAFF RECOMMENDATION:

Staff seeks input from the Board regarding this item.

STAFF REPORT:

This matter was discussed by the Park and Rec committee at the October 8, 2019, meeting with a recommendation to move it to the Board for discussion.

The request is for the use of the park for two weekends, 11/1-3 and 11/15-17. The purpose of the event is for a program entitled National Youth Leadership Training (NYLT) that is intended to provide training and leadership to help the scouts develop positive leadership skills. These events will be attended by scouts throughout the Council, but primarily the High Desert region. Albeit, the troop in Helendale will not participate in this event as the scouts have already received this training.

The organizer has been advised that they will only be allowed to use the baseball fields for camping as soccer will be utilizing the fields both Saturdays for games.

Staff will require that HCSD be named as additional insured on the Scout insurance policy and the Park and Rec committee said they would only be allowed to have a fire pit in a prefabricated pit off the ground in a dirt area utilizing compressed Dura-flame type logs. If approved by the Board, these conditions will be conveyed to the event coordinator.

FISCAL IMPACT: Wear and tear on the park and facilities.

ATTACHMENTS: None.



Helendale Community Services District

Date: October 17, 2019
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #9
Discussion and Possible Action Regarding Review and Possible Modification of the Water and Wastewater Minimum Reserve Balances

STAFF RECOMMENDATION:

Staff will review the current reserve policy with the Board.

STAFF REPORT:

The Reserve policy was adopted by the Board in 2012 during a time when the state was threatening to raid special district, county and city reserve funds in an effort to balance the state-wide budget. Based upon recommendation from our auditor at that time the policy provides specific allocations for both the water and wastewater funds. No modifications have been made since initially adopted. The policy is also included in the annual budget.

Resolution 2012-16 is attached for your review along with the original staff report to provide context for the board discussion. An analysis is attached based upon the current budget and most recent audit. The desired water reserves are \$3.4 million to \$5.2 million and the desired wastewater reserves are \$2.7 million to 4.3 million. The District is currently within the band on wastewater reserves but not on the water reserves. Current cash on hand for water is \$550,914 and wastewater is \$3,878,413. Reserves as of the 2017 Audit are \$224,956 for Water and \$3,616,010 for Wastewater. The 2018 Audit should be available for review and acceptance by the Board in December. The Auditors have substantially completed their work pending receipt of an actuarial report that must be included.

FISCAL IMPACT: None

POSSIBLE MOTION: Provide direction to Staff regarding any desired changes to the Reserve Policy

ATTACHMENTS: Resolution 2012-06 and related staff report
Analysis of Reserve Fund options

Analysis of Reserve Funds

Reserve for Operations		Ops Budget per month					
	2020 budget	3mo	4mo	5mo	6mo		
Water	\$139,901	\$419,703	\$559,604	\$699,505	\$839,406		
Wastewater	\$93,230	\$279,690	\$372,920	\$466,150	\$559,380		

	Accumulated Depreciation	25%	30%	40%	45%	50%
Reserve for Replacement						
Water	2017 Audit	\$ 5,574,175	\$ 1,393,544	\$ 1,672,253	\$ 2,229,670	\$ 2,787,088
Wastewater	2017 Audit	662,1924	\$ 1,655,481	\$ 1,986,577	\$ 2,648,770	\$ 3,310,962

Reserve for Disaster	10% of original physical plant					
Water	Total depreciable capital assets from 2017 audit (pg 13)	\$ 16,530,032	\$ 1,653,003			
Wastewater	Total depreciable capital assets from 2017 audit (pg 13)	\$ 8,442,557	\$ 844,256			

	Low	High
Water total		
Reserve for Operations	\$ 419,703	\$ 839,406
Reserve for Replacement	\$ 1,393,544	\$ 2,787,088
Reserve for Disaster	\$ 1,653,003	\$ 1,653,003
	\$ 3,466,250	\$ 5,279,497

	Low	High
Wastewater		
Reserve for Operations	\$ 279,690	\$ 559,380
Reserve for Replacement	\$ 1,655,481	\$ 2,979,866
Reserve for Disaster	\$ 844,256	\$ 844,256
	\$ 2,779,427	\$ 4,383,502



Helendale Community Services District

Date: June 21, 2012
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Paul E. Harmon, Finance Manager
SUBJECT: Agenda item #14 – Resolution 2012-06
Discussion and possible adoption of Resolution 2012-06; A Resolution of the Board of Directors of the Helendale Community Services District Establishing a Policy for District Reserves.

Staff Recommendation

Adopt Resolution 2012-06 establishing the Helendale Community Services District policy for District reserves.

Staff Report

The State of California is in the middle of its annual budget crisis and is searching for funds to help balance its General Fund. Among the proposals being batted around in Sacramento is the taking of Special District reserves. The thinking is that special districts have the ability to raise rates and can, therefore, make up the loss of funds better than the State of California can. The State Legislature is also reviewing the taking of "Pass Through Revenue". This is property taxes collected by the counties and passed on to cities and smaller governmental agencies, such as special districts. As of now the governor is opposed to taking these funds and is at odds with the legislature over this.

In order to protect the District reserve funds, our auditors, Rogers, Anderson, Malody & Scott, have recommended establishing a reserve policy that earmarks the money held by the District, making it hard to the State to take away undesignated funds. Other special districts are taking this same approach to prevent the loss of funds.

The District has an estimated \$2.7 million in reserve funds. This policy establishes the following reserves:

- 1) Reserve for Operations – establishes a reserve to pay the cost of operations for each fund for up to six (6) months of operating costs.
- 2) Reserve for Replacement – establishes a reserve up to 50% of the value of physical plant for each fund.
- 3) Reserve for Disaster Response – establishes a reserve to procure equipment and supplies, employ personnel or any other measure necessary during a declared emergency. The recommended amount is approximately 10% of physical plant assets.
- 4) Reserve for Capital Improvement Projects – establishes a reserve to pay for budgeted projects as defined in the annual Capital Improvement Projects Budget as approved by the Board.
- 5) Any other reserve as defined by the Board during the course of the fiscal year, such as a reserve for issued debt.

The resolution provides for amendment of the reserves, their amounts, the appropriation of funds, definition of purposes, and setting limits and restrictions by resolution or by simple motion. An annual report is required indicating the beginning and ending balance for each of the reserve funds or accounts created pursuant to this resolution. Staff will provide the initial reserve balances report at the second meeting in July, 2012.

Fiscal Impact

The District has an estimated \$2.7 million in reserve funds. The resolution will earmark these funds into specific reserves for its general government funds and its enterprise funds.

Suggested Board Action

A motion to adopt Resolution 2012-06 of the Board of Directors of the Helendale Community Services District Establishing a Policy for District Reserves.



RESOLUTION NO. 2012-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT ESTABLISHING A POLICY FOR DISTRICT RESERVES

WHEREAS, this Board of Directors is charged with responsibility for providing potable water, wastewater treatment, solid waste services, street lighting, and graffiti removal services, and developing and maintaining parks and recreation services, to and for customers located within the District's boundaries; for the construction, operation, maintenance, repair and replacement of facilities to treat, store, transport and deliver water to District customers; for the construction, operation, maintenance, repair and replacement of facilities to treat wastewater; and for the construction, operation, maintenance, repair and replacement of park facilities; for the operation, maintenance, repair and replacement of solid waste facilities; and for the maintenance and operation of street lighting; and for the collection and accumulation of revenues necessary to accomplish these purposes; and

WHEREAS, the implementation of District policy over a period of many years as resulted in the accumulation of funds to be utilized for a variety of District activities and to protect the District's customers and taxpayers from the financial impacts of catastrophic events and from fluctuations in District expenses; and

WHEREAS, this Board wishes to provide for the creation of certain unrestricted reserve accounts, and to set forth in writing the District's policy regarding the accumulation of reserves, the purposes for which they may be expended, and the levels which the District should strive to maintain;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Helendale Community Services District hereby provides for the deposit of revenue into certain restricted funds, the creation of certain unrestricted reserve accounts, and the accumulation and administration of reserves in each, as follows:

1. Unrestricted Reserves.

a) **Reserve for Operations.** A. "Reserve for Operations" is hereby created for the District's general account, to which the Board may appropriate unrestricted District revenues. Each such Reserve for Operations may be utilized to pay the cost of operating the District's general system, including unanticipated costs of operation. The District shall endeavor to maintain in each Reserve for Operations an amount sufficient to pay for a minimum of three months of normal operation but not exceed six months of normal operation. However, funds appropriated to any Reserve for Operations may be accessed at any time for any other District purpose, upon approval by the Board, Funds

appropriated to a Reserve for Operations may be invested in the same manner as other District surplus funds, and the earnings thereon shall be credited to the District's Administrative General Fund.

b) Reserve for Replacement. A "Reserve for Replacements" is hereby created for the District's general account to which the Board of Directors may appropriate unrestricted District revenues. Each Reserve for Replacements may be utilized to replace the District's physical plant, as needed. The District shall endeavor to maintain in each Reserve for Replacements an amount approximately equal to twenty-five percent (25%), not to exceed fifty percent (50%), of the total accumulated amount of depreciation of the District's physical plant for the District's general system and as reflected in the annual audit of the District Presented to the Board each year, plus 100% of the prior year's depreciation. However, the funds appropriated to each Reserve for Replacements may be accessed at any time for any other District purpose, upon approval by the Board. Funds appropriated to a Reserve for Replacements may be invested in the same manner as other District surplus funds, and the earnings thereon shall be credited to the District's Administrative General Fund.

c) Reserve for Disaster Response. A "Reserve for Disaster Response" is hereby created for the District's general account to which the Board of Directors may appropriate unrestricted District revenues. Each Reserve for Disaster Response may be utilized to procure such equipment and supplies, perform such repairs, employ such personnel, and take such other measures as may be necessary or appropriate in the event of a disaster or calamity requiring District response. The District shall endeavor to maintain in each Reserve for Disaster Response an amount approximately equal to Ten Percent (10%) of the original cost of the District's physical plant for the District's general system and as reflected in the annual audit of the District presented to the Board each year. However, the funds appropriated to each Reserve for Disaster Response may be accessed at any time for any other District purpose, upon approval by the Board. Funds appropriated to a Reserve for Disaster Response may be invested in the same manner as other District surplus funds, and the earnings thereon shall be credited to the District's Administrative General Fund.

2. **Additional Accounts.** In addition to the unrestricted accounts identified above, the Board of Directors may approve the creation of such additional accounts, whether temporary or permanent (such as Capital Improvement Projects and system update/replacement projects identified in the Budget), as the Board deems necessary or appropriate, by amendment to this resolution or by simple motion. In such event, the Board will identify the purposes, for which such additional accounts are created, provide guidance as to the amount which the District should endeavor to maintain in each such account, and establish the limits and restrictions pertaining thereto.

3. **Annual Reports.** Each year the District's General Manager shall provide the Board of Directors with a report indicating the beginning and ending balance for each of the reserve funds or accounts created pursuant to this resolution and the purposes for which expenditures have been made therefrom and shall make recommendations to replenish or augment fund or account balances as appropriate.

ADOPTED AND APPROVED this 21st day of June, 2012 by the following vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

President, Board of Directors

ATTEST:

Secretary, Board of Directors