



# Helendale Community Services District

**BOARD OF DIRECTORS MEETING**  
**July 19, 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**
  - a. Approval of Minutes: June 21, 2018 Regular Board Meeting
  - b. Bills Paid and Presented for Approval
4. **Reports**
  - a. Directors' Reports
  - b. General Manager's Report

## Public Hearing Items

5. Public Hearing to Receive Comments Regarding the Possible Adoption of Resolution 2018-15; A Resolution of the Board of Directors of the Helendale Community Services District Authorizing the Establishment and Continuation of Collection of Water and Sewer Standby Charges for Fiscal Year 2019
6. Public Hearing to Receive Comments Regarding the Possible Adoption of Resolution 2018-16: A Resolution of the Board of Directors of the Helendale Community Services District Authorizing the Establishment and Continuation of Collection of Refuse Disposal Land Use Fees for 2018-2019.
7. Public Hearing to Receive Comments Regarding the Possible Adoption of Resolution 2018-14; A Resolution of the Board of Directors of the Helendale Community Services District Confirming, or Modifying and then Confirming, the Report of Delinquent Water, Sewer and Trash Collection User Charges for the Purpose of Collecting Said Charges on the San Bernardino County Tax Roll

## Discussion Items

8. Discussion Only Regarding Sanitary Solution for the Helendale Community Park and Update on Park Restrooms

## Other Business

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

Visit us on the Web  
at:

[www.helendalecsd.org](http://www.helendalecsd.org)





# Helendale Community Services District

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Date: July 19, 2018  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #3  
Consent Items

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## **Consent Items**

- a. Approval of Minutes: June 21, 2018, Regular Board Meeting
- b. Bills Paid and Presented for Approval



Minutes of the Helendale Community Services District  
REGULAR BOARD OF DIRECTORS MEETING FOR  
June 21, 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  
Cheryl Vermette – Program Coordinator

**Consultants:**

Steve Kennedy, Legal Counsel  
Richard Nino, Burrtec Waste

**Members of the Public:**

There were four (4) members of the public present.

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

**1. Approval of Agenda**

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

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

**2. Public Participation**

None

**3. Consent Items**

- a. Approval of Minutes: June 7, 2018 Regular Board Meeting
- b. Bills Paid and Presented for Approval

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

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

**4. Reports**

a. Director's Reports:

- None

b. General Manager's Report

- Program Coordinator Vermette gave the Program Report:
  - Showed Board picture of new baseball field progress
  - Announced Concert in the Park scheduled for July 7
  - Announced two landscape workshops – Irrigation Basics on June 23<sup>rd</sup> and Plants, Trees, and Shrubs – June 7<sup>th</sup>



- Announced a new Dementia, Alzheimer's, and family caregiver support group starting on July 25<sup>th</sup> and continuing on the 4<sup>th</sup> Wednesday of every month from 1:00 – 2:30 pm
- Tai Chi classes are continuing on Monday's at 9 am and Friday's at 10 am
- Helendale CSD, the Department of Aging and the CHP are partnering to offer a free Age Well, Drive Smart class
- Program Coordinator Vermette presented Solid Waste Report:
  - Residential recycling was at 56.37 tons and refuse collection was at 361.08 tons for the month of April
  - The Thrift Store had an e-waste pickup of 5,312 pounds in May for a reimbursement of \$984.06
  - Green Waste pickups totaled 6.6 tons for the month of May at a cost of \$968.51
  - Metal Recycling totaled 3.18 tons for the month of May
  - We have had three mattress recycling pickups since beginning the program for a total of 293 mattresses recycled for a total reimbursement of \$515.68
- Water Operations Manager gave the Wastewater Report:
  - Staff power-broomed the roads at the plant, completed roach abatement around various problem areas, performed confined space entry at the headworks to repair the grit pump and marked manholes around the District so County could locate and remove asphalt
  - Repaired 2-6" clean outs on Fairway Courts condos and replaced a manhole lid and frame that was damaged by contractor
  - Staff repaired electrical issues at sod farm pump #1
- Program Coordinator Vermette reported that the cash balances by Fiscal Year for May was \$5,117,519; presented a graph of the cash balances by fund; and presented a graph of the monthly deposits and disbursements
- General Manager Cox discussed a visit from Steve Weber, a Forrest Gump impersonator who is doing a project called the Kindness Walk, that will go through Helendale.

#### Discussion Items

##### 5. Public Hearing

Discussion and Possible Action Regarding Adoption of Resolution 2018-13: A Resolution of the Helendale Community Services District of the Helendale Community Services District Determining That There was No Majority Protest to Proposed Increases to Refuse Collection Services and Adopting a Rate Schedule for Such Charges and Superseding Existing Applicable Rates

**Discussion:** General Manager Cox discussed the CPI increase and the reason for the increase. She explained the formula for the increase and the resulting 40 cent increase to residential trash fees. If approved by the Board, the increase would be effective as of July 1, 2018.

**Public Hearing:** President Clark opened the Public Hearing at 6:46 pm, hearing no comments and receiving no written protests the public hearing was closed at 6:46 pm.

**Action:** Director Haas made the motion Adopt Resolution 2018-13 approving CPI rate increase as outlined on Exhibit A for FY 2018-2019. Vice President Smith seconded the motion.

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

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

##### 6. Discussion and Possible Action Regarding Adoption of Resolution 2018-01: A Resolution of the Board of Directors of the Helendale Community Services District Transferring an Asset and Associated Liability from the Parks Department to the Wastewater and Establishing a Pay-Back Agreement



**Discussion:** The Park Fund shall repay wastewater \$42,100 or more each year beginning with FY2019/20, payments to be a 20 year interest-free loan. Any additional borrowing will require adoption of new resolution outlining payment terms. Each budget will include a line item for repayment which the Board can adjust (increase/decrease) if necessary.

**Action:** Director Schneider made a motion to approve Resolution 2018-01, transferring 35 acres to Wastewater and establishing a pay-back agreement for Parks. Director Haas seconded the motion.

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

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

7. Discussion and Possible Action Regarding Purchase of a Sensus Radio Tower for AMI Meters

**Action:** Vice President Smith made the motion to approve purchase of AMI Radio Dish for \$35,000. Director Schneider seconded the motion.

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

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

**Other Business**

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

7. Adjournment

**Action:** President Ron Clark adjourned the meeting at 7:13 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

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Date: July 19, 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

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## **STAFF RECOMMENDATION:**

Report Only. Receive and File

## **STAFF REPORT:**

Staff issued 111 checks and 27 EFT's for the period of June 18, 2018 through July 12, 2018 totaling \$479,990.25

Total cash available:	<u>7/12/18</u>	<u>6/18/18</u>
Cash	\$ 5,378,434.08	\$ 5,448,869.01
Checks Issued	\$ 479,990.25	\$ 276,242.64

## Investment Report

The Investment Report shows the status of invested District funds. The current interest rate is 2.11% for CalTRUST Short-Term and 2.48% for Medium-Term Investments, 1.90% for LAIF, and 0.25% for the CBB Sweep Account for June 2018. Interest earned in June 2018 on the CalTrust investments and the CBB Sweep Account is \$6,653.54



# Bills Paid and Presented for Approval

Helendale CSD

## Transaction Detail

Issued Date Range: 06/18/2018 - 07/12/2018

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 251229590 - CBB Checking					
06/18/2018	<a href="#">EFT0002329</a>	To record CalPERS Pmt Classic PP 4/30/18 - 5/13/18	-5,355.60	EFT	General Ledger
06/18/2018	<a href="#">EFT0002330</a>	To record CalPERS Pmt PEPPA PP 4/30/18 - 5/13/18	-1,131.20	EFT	General Ledger
06/19/2018	<a href="#">20679</a>	@XI Computer Corp	-8,082.54	Check	Accounts Payable
06/19/2018	<a href="#">20680</a>	@XI Computer Corp	-10,868.41	Check	Accounts Payable
06/19/2018	<a href="#">20681</a>	@XI Computer Corp	-6,745.14	Check	Accounts Payable
06/19/2018	<a href="#">20682</a>	McCrometer, Inc.	-4,477.40	Check	Accounts Payable
06/19/2018	<a href="#">20683</a>	Ovivo	-1,190.64	Check	Accounts Payable
06/21/2018	<a href="#">20684</a>	Southern California Edison	-795.53	Check	Accounts Payable
06/21/2018	<a href="#">20685</a>	Southern California Edison	-12,075.61	Check	Accounts Payable
06/21/2018	<a href="#">20686</a>	Southern California Edison	-2,479.46	Check	Accounts Payable
06/21/2018	<a href="#">20687</a>	Southern California Edison	-1,388.63	Check	Accounts Payable
06/21/2018	<a href="#">20688</a>	Southern California Edison	-362.71	Check	Accounts Payable
06/21/2018	<a href="#">20689</a>	Southern California Edison	-122.08	Check	Accounts Payable
06/21/2018	<a href="#">20690</a>	Southern California Edison	-270.94	Check	Accounts Payable
06/21/2018	<a href="#">20691</a>	Southern California Edison	-222.69	Check	Accounts Payable
06/21/2018	<a href="#">20692</a>	Sandy Haas	-770.96	Check	Accounts Payable
06/21/2018	<a href="#">20693</a>	Inland Water Works Supply Co.	-2,882.31	Check	Accounts Payable
06/21/2018	<a href="#">20694</a>	Beck Oil	-2,849.69	Check	Accounts Payable
06/21/2018	<a href="#">20695</a>	Brunick, McElhane & Kennedy	-1,268.75	Check	Accounts Payable
06/21/2018	<a href="#">20696</a>	Burrtec Waste Industries	-1,450.00	Check	Accounts Payable
06/21/2018	<a href="#">20697</a>	Burrtec Waste Industries	-1,990.87	Check	Accounts Payable
06/21/2018	<a href="#">20698</a>	Burrtec Waste Industries, Inc.	-45,468.84	Check	Accounts Payable
06/21/2018	<a href="#">20699</a>	Conservice Synergy	-4,624.13	Check	Accounts Payable
06/21/2018	<a href="#">20700</a>	County of San Bernardino	-60.00	Check	Accounts Payable
06/21/2018	<a href="#">20701</a>	County of San Bernardino - Dept of Public Works	-230.00	Check	Accounts Payable
06/21/2018	<a href="#">20702</a>	County of San Bernardino, Solid Waste Mgmt. Div.	-924.13	Check	Accounts Payable
06/21/2018	<a href="#">20703</a>	Daily Press	-188.20	Check	Accounts Payable
06/21/2018	<a href="#">20704</a>	Frontier Communications	-58.26	Check	Accounts Payable
06/21/2018	<a href="#">20705</a>	Frontier Communications	-54.06	Check	Accounts Payable
06/21/2018	<a href="#">20706</a>	Graham Equipment	-1,284.88	Check	Accounts Payable
06/21/2018	<a href="#">20707</a>	Grainger	-57.18	Check	Accounts Payable
06/21/2018	<a href="#">20708</a>	Home Depot Credit Services	-1,088.81	Check	Accounts Payable
06/21/2018	<a href="#">20709</a>	Imperial Sprinkler Supply, Inc.	-198.55	Check	Accounts Payable
06/21/2018	<a href="#">20710</a>	Inland Water Works Supply Co.	-18.86	Check	Accounts Payable
06/21/2018	<a href="#">20711</a>	Jean Thomas	-105.96	Check	Accounts Payable
06/21/2018	<a href="#">20712</a>	Lowe's	-2,485.00	Check	Accounts Payable
06/21/2018	<a href="#">20713</a>	Lyons Floor Covering	-125.00	Check	Accounts Payable
06/21/2018	<a href="#">20714</a>	McMaster-Carr	-236.46	Check	Accounts Payable
06/21/2018	<a href="#">20715</a>	Mobile Occupational Services, Inc.	-90.00	Check	Accounts Payable
06/21/2018	<a href="#">20716</a>	Pacific Fire Protection	-685.00	Check	Accounts Payable
06/21/2018	<a href="#">20717</a>	Paul Harvey	-750.00	Check	Accounts Payable
06/21/2018	<a href="#">20718</a>	Siverts Publishing	-150.00	Check	Accounts Payable
06/21/2018	<a href="#">20719</a>	Verizon Wireless	-96.90	Check	Accounts Payable
06/21/2018	<a href="#">20720</a>	Verizon Wireless	-698.75	Check	Accounts Payable
06/21/2018	<a href="#">20721</a>	DAVE SAXTON	-6.40	Check	Utility Billing
06/21/2018	<a href="#">20722</a>	CHARLES UKAOMA	-118.39	Check	Utility Billing
06/21/2018	<a href="#">20723</a>	ABBY PARANA	-80.24	Check	Utility Billing
06/21/2018	<a href="#">20724</a>	JOHN C. KNECHT	-87.66	Check	Utility Billing
06/21/2018	<a href="#">20725</a>	LUCAS MOXEY	-100.95	Check	Utility Billing



## Bank Transaction Report

Issued Date Range: -

Issued Date	Number	Description	Amount	Type	Module
06/23/2018	<a href="#">EFT0002304</a>	To record Bank Account Analysis Fees	-507.09	EFT	General Ledger
06/25/2018	<a href="#">20726</a>	Cardmember Service	-1,481.25	Check	Accounts Payable
06/27/2018	<a href="#">20727</a>	Clemmer Services, Inc.	-4,877.00	Check	Accounts Payable
06/27/2018	<a href="#">20728</a>	Cazcom, Inc.	-175.00	Check	Accounts Payable
06/27/2018	<a href="#">20729</a>	Choice Builder	-813.24	Check	Accounts Payable
06/27/2018	<a href="#">20730</a>	Chris Zuber	-169.00	Check	Accounts Payable
06/27/2018	<a href="#">20731</a>	Consolidated Electrical Distributors, Inc.	-70.48	Check	Accounts Payable
06/27/2018	<a href="#">20732</a>	Frontier Communications	-77.98	Check	Accounts Payable
06/27/2018	<a href="#">20733</a>	Frontier Communications	-85.66	Check	Accounts Payable
06/27/2018	<a href="#">20734</a>	Frontier Communications	-45.04	Check	Accounts Payable
06/27/2018	<a href="#">20735</a>	Geo-Monitor, Inc.	-214.50	Check	Accounts Payable
06/27/2018	<a href="#">20736</a>	Infosend	-1,981.88	Check	Accounts Payable
06/27/2018	<a href="#">20737</a>	Mojave Resource Management	-5,490.00	Check	Accounts Payable
06/27/2018	<a href="#">20738</a>	Official Payments Corp	-58.20	Check	Accounts Payable
06/27/2018	<a href="#">20739</a>	R & C Compliance Management Services	-700.00	Check	Accounts Payable
06/27/2018	<a href="#">20740</a>	SLH Exterminating	-645.00	Check	Accounts Payable
06/27/2018	<a href="#">20741</a>	Staples Office Supplies	-141.63	Check	Accounts Payable
06/27/2018	<a href="#">20742</a>	Southwest Gas Company	-99.62	Check	Accounts Payable
06/27/2018	<a href="#">20743</a>	Kimberly Cox	-1,000.00	Check	Accounts Payable
06/27/2018	<a href="#">EFT0002347</a>	To record CalPERS Pmt Classic PP 5-14/18 - 5/27/18	-5,355.60	EFT	General Ledger
06/27/2018	<a href="#">EFT0002348</a>	To record CalPERS Pmt PEPRA PP 5/14/18 - 5/27/18	-1,131.20	EFT	General Ledger
06/28/2018	<a href="#">EFT0002350</a>	To post Payroll pmt - Dir Deposit	-32,256.69	EFT	General Ledger
06/28/2018	<a href="#">EFT0002351</a>	To post Payroll pmt - PR Tax Pmt	-7,880.19	EFT	General Ledger
06/28/2018	<a href="#">EFT0002354</a>	To record Tasc Flex Claim Pmt	-619.21	EFT	General Ledger
06/30/2018	<a href="#">EFT0002349</a>	To record unfunded accrued liability - Classic	-1,152.49	EFT	General Ledger
07/02/2018	<a href="#">20744</a>	Apple Valley Communications	-100.00	Check	Accounts Payable
07/02/2018	<a href="#">20745</a>	Clemmer Services, Inc.	-1,498.00	Check	Accounts Payable
07/02/2018	<a href="#">20746</a>	Craig Schneider	-816.60	Check	Accounts Payable
07/02/2018	<a href="#">20747</a>	G.A. Osborne Pipe & Supply Inc.	-166.45	Check	Accounts Payable
07/02/2018	<a href="#">20748</a>	Henry Spiller	-750.00	Check	Accounts Payable
07/02/2018	<a href="#">20749</a>	Imperial Sprinkler Supply, Inc.	-386.61	Check	Accounts Payable
07/02/2018	<a href="#">20750</a>	Paul Nadreau	-160.00	Check	Accounts Payable
07/02/2018	<a href="#">20751</a>	Print Mart	-75.41	Check	Accounts Payable
07/02/2018	<a href="#">20752</a>	Stotz Equipment	-1,203.58	Check	Accounts Payable
07/02/2018	<a href="#">20753</a>	Top Notch Networking, LLC	-813.98	Check	Accounts Payable
07/02/2018	<a href="#">20754</a>	United Site Services	-103.82	Check	Accounts Payable
07/02/2018	<a href="#">20755</a>	Jeff Hale	-800.00	Check	Accounts Payable
07/02/2018	<a href="#">20756</a>	Tyler Technologies, Inc.	-137.00	Check	Accounts Payable
07/02/2018	<a href="#">20757</a>	UIA Ultimate Internet Access, Inc	-687.29	Check	Accounts Payable
07/02/2018	<a href="#">EFT0002355</a>	To record ETS Fees - #9691	-343.54	EFT	General Ledger
07/02/2018	<a href="#">EFT0002356</a>	To record ETS Fees - #9692	-839.68	EFT	General Ledger
07/02/2018	<a href="#">EFT0002357</a>	To record ETS Fees - #557	-76.88	EFT	General Ledger
07/02/2018	<a href="#">EFT0002373</a>	To record EVO Rec Desk CC Fees 23099	-271.18	EFT	General Ledger
07/02/2018	<a href="#">EFT0002375</a>	To record EVO Thrift Store CC Fees 22567	-125.78	EFT	General Ledger
07/03/2018	<a href="#">EFT0002358</a>	To record CalPERS Pmt PEPRA PP 4/16/18 - 4/29/18	-1,146.10	EFT	General Ledger
07/03/2018	<a href="#">EFT0002359</a>	To record ETS Fees - #9691	-150.00	EFT	General Ledger
07/03/2018	<a href="#">EFT0002360</a>	To record ETS Fees - #9692	-150.00	EFT	General Ledger
07/03/2018	<a href="#">EFT0002361</a>	To record ETS Fees - #557	-150.00	EFT	General Ledger
07/03/2018	<a href="#">EFT0002376</a>	To record Unfunded Accrued Liability - PEPRA	-24.77	EFT	General Ledger
07/03/2018	<a href="#">EFT0002377</a>	To record Global Fee	-82.00	EFT	General Ledger
07/05/2018	<a href="#">20788</a>	PAUL ANTHONY PIERCE	-241.24	Check	Utility Billing
07/05/2018	<a href="#">20789</a>	JEREMY BLAYLOCK	-68.77	Check	Utility Billing
07/06/2018	<a href="#">EFT0002362</a>	To record Payroll Fee Pmt	-172.38	EFT	General Ledger
07/09/2018	<a href="#">20758</a>	Apple Valley Communications	-130.00	Check	Accounts Payable
07/09/2018	<a href="#">20759</a>	AVCOM Services Inc.	-99.50	Check	Accounts Payable
07/09/2018	<a href="#">20760</a>	Burrtec Waste Industries	-116.07	Check	Accounts Payable
07/09/2018	<a href="#">20761</a>	Cazcom, Inc.	-175.00	Check	Accounts Payable
07/09/2018	<a href="#">20762</a>	Hartford Life	-567.31	Check	Accounts Payable
07/09/2018	<a href="#">20763</a>	Silver Lakes Association	-2,328.00	Check	Accounts Payable

**Bank Transaction Report**

**Issued Date Range: -**

<b>Issued Date</b>	<b>Number</b>	<b>Description</b>	<b>Amount</b>	<b>Type</b>	<b>Module</b>
07/09/2018	<a href="#">20764</a>	Special District Risk Management Authority	-129,267.79	Check	Accounts Payable
07/09/2018	<a href="#">20765</a>	Top Notch Networking, LLC	-813.98	Check	Accounts Payable
07/09/2018	<a href="#">20766</a>	Burrtec Waste Industries	-1,450.00	Check	Accounts Payable
07/09/2018	<a href="#">20767</a>	Chris Pattison	-155.00	Check	Accounts Payable
07/09/2018	<a href="#">20768</a>	Chris Zuber	-155.00	Check	Accounts Payable
07/09/2018	<a href="#">20769</a>	Daily Press	-60.57	Check	Accounts Payable
07/09/2018	<a href="#">20770</a>	Harbor Freight Tools	-113.09	Check	Accounts Payable
07/09/2018	<a href="#">20771</a>	Mike Mangan	-160.00	Check	Accounts Payable
07/09/2018	<a href="#">20772</a>	On Line	-31.35	Check	Accounts Payable
07/09/2018	<a href="#">20773</a>	O'Reilly Auto Parts	-404.62	Check	Accounts Payable
07/09/2018	<a href="#">20774</a>	Rebecca Gonzalez	-330.00	Check	Accounts Payable
07/09/2018	<a href="#">20775</a>	Stotz Equipment	-154.90	Check	Accounts Payable
07/09/2018	<a href="#">20776</a>	The Woodall Group, Inc	-40.00	Check	Accounts Payable
07/10/2018	<a href="#">20777</a>	Tyler Technologies, Inc.	-20,643.65	Check	Accounts Payable
07/10/2018	<a href="#">20778</a>	High Desert Underground Inc	-72,690.00	Check	Accounts Payable
07/10/2018	<a href="#">20779</a>	Southern California Edison	-398.74	Check	Accounts Payable
07/10/2018	<a href="#">20780</a>	Southern California Edison	-1,391.91	Check	Accounts Payable
07/10/2018	<a href="#">20781</a>	Southern California Edison	-153.37	Check	Accounts Payable
07/10/2018	<a href="#">20782</a>	Southern California Edison	-303.65	Check	Accounts Payable
07/10/2018	<a href="#">20783</a>	Park Associates, Inc	-7,003.75	Check	Accounts Payable
07/10/2018	<a href="#">20784</a>	Bank of America	-5,328.37	Check	Accounts Payable
07/10/2018	<a href="#">20785</a>	Robert Yeghoian Co., Inc.	-4,995.00	Check	Accounts Payable
07/10/2018	<a href="#">20786</a>	Ron Clark	-750.00	Check	Accounts Payable
07/10/2018	<a href="#">20787</a>	Tim Smith	-625.00	Check	Accounts Payable
07/10/2018	<a href="#">EFT0002363</a>	To record CalPERS Pmt 457 Contribution 18959 - PP	-575.00	EFT	General Ledger
07/10/2018	<a href="#">EFT0002364</a>	To record CalPERS Pmt 457 Contribution 18960 - PP	-575.00	EFT	General Ledger
07/11/2018	<a href="#">EFT0002339</a>	To record CalPERS Pmt Classic PP 5/28/18 - 6/10/18	-5,378.76	EFT	General Ledger
07/11/2018	<a href="#">EFT0002340</a>	To record CalPERS Pmt PEPRA PP 5/28/18 - 6/10/18	-1,131.20	EFT	General Ledger
07/11/2018	<a href="#">EFT0002341</a>	To record CalPERS Health Premium Paid	-14,230.89	EFT	General Ledger
07/11/2018	<a href="#">EFT0002344</a>	To record Sales Tax Pmt May 2018	-1,841.00	EFT	General Ledger
<b>Bank Account 251229590 Total: (144)</b>			<b>-479,990.25</b>		
<b>Report Total: (144)</b>			<b>-479,990.25</b>		

Bank Transaction Report

Bank Account	Count	Amount
<a href="#">251229590 CBB Checking</a>	144	-479,990.25
<b>Report Total:</b>	<b>144</b>	<b>-479,990.25</b>

Cash Account	Count	Amount
<a href="#">99 99-111000 Cash in CBB - Checking</a>	144	-479,990.25
<b>Report Total:</b>	<b>144</b>	<b>-479,990.25</b>

Transaction Type	Count	Amount
Check	111	-397,336.82
EFT	27	-82,653.43
<b>Report Total:</b>	<b>138</b>	<b>-479,990.25</b>





# Helendale Community Services District

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Date: July 19, 2018  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #5:  
Public Hearing to Receive Comments Regarding the Possible Adoption of Resolution 2018-15; A Resolution of the Board of Directors of the Helendale Community Services District Authorizing the Establishment and Continuation of Collection of Water and Sewer Standby Charges for Fiscal Year 2018-19

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**STAFF RECOMMENDATION:**

Staff recommends approval of Resolution 2018-15. Additionally, staff requests authorization to make any final adjustments based upon payments or other discovery prior to submittal to the County.

**STAFF REPORT:**

The action requested of the Board is to receive any additional public comments during the hearing and provide authorization to Staff to forward the standby charges to the County to be collected with the property taxes.

This is a procedural item that comes before the Board on an annual basis.

As a public agency and consistent with LAFCO 2996, the District is allowed to utilize the County property tax process for collection of various forms of debt as the County has historically done. This would include the annual collection of sewer and water standby fees. A standby fee could best be described as a fee for the availability of service. The fee is appropriate due to the fact that capacity in the system is reserved for that parcel and cannot be allocated to another user. Most of these parcels have water and sewer services stubbed out at the property line and the service is available for connection, upon development, to the parcel.

The Standby Fee is a minimum of \$30.00 for up to a one acre parcel and increased by \$30.00 for every additional acre. The estimated amount of standby fees the District will receive for fiscal year 2018-19 \$32,591.

Staff will continue to refine this list prior to submittal to the County by August 10, 2018.

**FISCAL IMPACT:** Estimated revenue of \$32,591.

**Possible Motion: Adopt Resolution 2018-15**



## **RESOLUTION NO. 2018-15**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT AUTHORIZING THE ESTABLISHMENT AND CONTINUATION OF COLLECTION OF WATER AND SEWER STANDBY CHARGES FOR 2017-2018**

**WHEREAS**, the Helendale Community Services District (“the District”) is a Community Services District organized and operating pursuant to Government Code 61000 et seq.

**WHEREAS**, the District is authorized by Government Code Section 61124(a) to impose standby charges for water services pursuant to the Uniform Standby Charge Procedures Act, Government Code Section 54984 et seq. (“the Act”).

**WHEREAS**, under the Act, the District is authorized to fix before August 10 of any given year a water standby charge on land within its jurisdiction to which water service is made available for any purpose by the District, whether the water services are actually used or not.

**WHEREAS**, under the Act, the District’s Board of Directors (“the Board”) may establish schedules varying the charge according to land uses, benefit derived or to be derived from the use, availability of facilities to provide water service, the degree of availability or quantity of the use of the water to the affected lands, and may restrict the assessment to one or more improvement districts or zones of benefit established within the jurisdiction of the District, and may impose the charge on an area, frontage, or parcel basis, or a combination thereof.

**WHEREAS**, pursuant to Resolution No. 2951 of the Local Agency Formation Commission of the County of San Bernardino (“LAFCO”), the District is the successor agency to County Service Area 70, Improvement Zones B and C (“CSA 70 B&C”).

**WHEREAS**, Condition No. 10 of LAFCO Resolution No. 2951 expressly states that “[a]ll previously authorized charges, fees, assessments, and/or taxes of [CSA 70 B&C] currently in effect shall be continued and assumed by the [District] as the successor agency in the same manner as provided in the original authorization pursuant to the provisions of Government Code Section 56886(t);”

**WHEREAS**, Government Code Section 56886(t) provides that LAFCO Resolution No. 2951 contains the exclusive terms and conditions for the change of organization from CSA 70 B&C to the District is it relates to the “extension or continuation of any previously authorized charge, fee, assessment, or tax by [the District as the] successor local agency in the affected territory.”

**WHEREAS**, prior to the adoption of LAFCO Resolution No. 2951, the territory within the CSA 70 B&C was subject to water and sewer standby and availability charges that had been fixed, levied, and

imposed upon such lands.

**WHEREAS**, the Board wishes to continue, extend, and assume all previously authorized water and sewer standby and availability charges that had been fixed, levied, and imposed upon lands within CSA 70 B&C.

**WHEREAS**, on July 19, 2018, at 6:30 p.m., at the District offices located at 26540 Vista Road, Suite C, Helendale, California, the Board held a public protest hearing to hear and consider any and all objections or protests regarding the imposition of the charge, which hearing was duly conducted in the manner set forth in the Act.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Helendale Community Services District as follows:

1. The public interest and necessity requires the Board to adopt this Resolution hereby fixing, levying, imposing, and collecting water standby and availability charges on all properties within the District's jurisdictional boundaries where water is available in accordance with, and in the amounts set forth in, Exhibit "A" attached hereto and incorporated herein by this reference, pursuant to applicable law, including but not limited to the pertinent provisions of the Act, Condition No. 10 of LAFCO Resolution No. 2951, and/or Government Code Section 56886(t).

2. The public interest and necessity requires the Board to adopt this Resolution hereby fixing, levying, imposing, and collecting sewer standby and availability charges on all properties within the District's jurisdictional boundaries where water is available in accordance with, and in the amounts set forth in, Exhibit "B" attached hereto and incorporated herein by this reference, pursuant to applicable law, including but not limited to the pertinent provisions of the Act, Condition No. 10 of LAFCO Resolution No. 2951, and/or Government Code Section 56886(t).

3. The written protests received by the Board which were not withdrawn at the time of its determination represented less than fifteen percent (15%) of the parcels subject to the charges set forth herein.

4. The standby charges hereby levied by the Board are based upon the report of a qualified engineer, which is on file with the District. The content of said report are hereby adopted in full by the Board and are incorporated herein in full by this reference, including, but not limited to, any and all statements and determinations specifically relating to each of the following:

- a. A description of the charge and the method by which it is proposed to be imposed;
- b. A compilation of the amount of the charge proposed for each parcel subject to the charge;
- c. A statement of the methodology and rationale followed in determining the degree of benefit conferred by the service for which the proposed charge is made;
- d. The District's legal ability to fix and adjust a standby charge, the amount of the



proposed charge, and the properties affected thereby;

- e. A description of the lands upon which the charge is proposed to be imposed; and
- f. The amount of the proposed charge for each of the lands so described.

5. The Board hereby authorizes the District's General Manager to take any and all actions necessary to carry out the intent of the Board as set forth herein, and to cause the charges fixed and established herein to be collected at the same time, and in the same manner, as the levying of special assessments on the 2018-19 San Bernardino County Tax Roll, and/or to be otherwise collected in accordance with all legally-permissible methods available under applicable law.

6. If any charge hereby adopted becomes delinquent, the amount of the delinquency, together with any interest and penalties thereon, shall constitute a lien on the affected property to the fullest extent legally allowable under applicable law.

**ADOPTED AND APPROVED** this 19th day of July 2018, by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

By: \_\_\_\_\_  
Ron Clark, President

ATTEST:

\_\_\_\_\_  
Tim Smith, Vice President

## Exhibit A Water Standby Fee

5.6 Acres = 5 EBUs for the first five acres + 0.5 times the remaining fractional acreage of 0.6 =  $(0.5 \times 0.6) = 0.3$  EBUs Total EBUs = 5.3 EBUs

The total number of EBUs equals the sum of all EBUs assigned to Undeveloped Parcels. The existing Standby Charge, equal to \$30 per EBU, is then applied to each parcel's individual EBUs to determine the parcel's proportionate benefit and total obligation. The following formulas are used to calculate each parcel's annual Levy Amount.

Standby Charge per EBU x Parcel's EBUs = Parcel's Levy

**EXAMPLE:**

5.6 Acres =  $\$30 \times 5.3$  EBUs = \$159

.5 Acres -  $\$30 \times 1$ EBU = \$30

1 Acre =  $\$30 \times 1$ EBU = \$30

## Exhibit B Sewer Standby Fee

5.6 Acres = 5 EBUs for the first five acres + 0.5 times the remaining fractional acreage of 0.6 =  $(0.5 \times 0.6) = 0.3$  EBUs Total EBUs = 5.3 EBUs

The total number of EBUs equals the sum of all EBUs assigned to Undeveloped Parcels. The existing Standby Charge, equal to \$30 per EBU, is then applied to each parcel's individual EBUs to determine the parcel's proportionate benefit and total obligation. The following formulas are used to calculate each parcel's annual Levy Amount.

Standby Charge per EBU x Parcel's EBUs = Parcel's Levy

**EXAMPLE:**

5.6 Acres =  $\$30 \times 5.3$  EBUs = \$159

.5 Acres -  $\$30 \times 1$ EBU = \$30

1 Acre =  $\$30 \times 1$ EBU = \$30





# Helendale Community Services District

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Date: July 19, 2018  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item 6:  
Public Hearing to Receive Comments Regarding the Possible Adoption of Resolution 2018-16; A Resolution of the Board of Directors of the Helendale Community Services District Authorizing the Establishment and Continuation of Collection of Refuse Disposal Land Use Fees for 2018-19

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## **Staff Recommendation**

Staff recommends approval of Resolution 2018-16.

## **Staff Report**

LAFCO Resolution 2951 determined that the Helendale Community services District was the successor agency for County Service Area 70, Improvement Zones B and C. In addition, it expressly states that all previously authorized charges, fees and assessments, and/or taxes of CSA 70 B and C currently in effect shall be continued as assumed by the District as the successor agency.

Prior to the adoption of the LAFCO resolution, the territory within CSA 70 B and C was subject to a refuse disposal land use fee that had been fixed, levied, and imposed upon such lands by the County of San Bernardino prior to 1978 and consistent with the California Integrated Waste Management Act of 1989, in order to discourage illegal dumping and to offset the cost of disposal of waste from the Helendale community. LAFCO Resolution 2927 and Resolution 2951 authorize the District to collect, transfer, and dispose of solid waste and provide solid waste handling service, including, but not limited to, source reduction, recycling, and composting activities, pursuant to Division 30 of the California Public Resources Code. Demolition waste, tires, hard to handle and special handling items are excluded from the disposal fee.

In November 2010, the District and San Bernardino County entered into a Solid Waste Fee Transfer Agreement under which the District continued and assumed the same Refuse Disposal Land Use Fee as the successor agency to County Solid Waste Management Division.

The District is authorized to fix the land use fee using San Bernardino County Land Use Codes. Exhibit A of Resolution 2018-16 documents the codes previously used by San Bernardino Solid Waste Management. The Land Use Codes, Tax Rate Areas (TRAs) and Assessor Parcel Numbers (APNs) were provided by the Assessor and Solid Waste Management. The estimated total amount to be assessed is \$235,278.00 from 2,675 parcels.

Resolution 2018-16 authorizes the General Manager to take any and all actions necessary to carry out the intent of the Board and to cause the levy of the special assessment for fiscal year 2018-19. If a charge becomes delinquent, the amount of the delinquency and interest and penalties shall constitute a lien on the property.

At the public hearing, the Board will hear and consider any and all objections or protests to the imposition of the land use fee.

**Fiscal Impact:**

**Estimated collection of special assessment revenue of \$235,278.00**

**Possible Motion: Adopt Resolution 2018-16**



## **RESOLUTION NO. 2018-16**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT AUTHORIZING THE ESTABLISHMENT AND CONTINUATION OF COLLECTION OF REFUSE DISPOSAL LAND USE FEES FOR FISCAL YEAR 2018-2019**

**WHEREAS**, the Helendale Community Services District (“the District”) is a Community Services District organized and operating pursuant to Government Code 61000 et seq.

**WHEREAS**, on or about December 4, 2006, the Local Agency Formation Commission of the County of San Bernardino (“LAFCO”) adopted Resolution No. 2951 (“Resolution No. 2951”) which determined that the District is the successor agency to County Service Area 70, Improvement Zones B and C (“CSA 70 B&C”).

**WHEREAS**, Condition No. 10 of LAFCO Resolution No. 2951 expressly states that “[a]ll previously authorized charges, fees, assessments, and/or taxes of [CSA 70 B&C] currently in effect shall be continued and assumed by the [District] as the successor agency in the same manner as provided in the original authorization pursuant to the provisions of Government Code Section 56886(t).”

**WHEREAS**, Government Code Section 56886(t) provides that LAFCO Resolution No. 2951 contains the exclusive terms and conditions for the change of organization from CSA 70 B&C to the District as it relates to the “extension or continuation of any previously authorized charge, fee, assessment, or tax by [the District as the] successor local agency in the affected territory.”

**WHEREAS**, prior to the adoption of LAFCO Resolution No. 2951, the territory within CSA 70 B&C was subject to a refuse disposal land use fee that had been fixed, levied, and imposed upon such lands by the County of San Bernardino (“the County”) pursuant to the California Integrated Waste Management Act of 1989 (Division 30 of the California Public Resources Code) (“the Act”) in order to discourage illegal dumping and to offset the cost of disposal of waste from the Helendale community (the “Refuse Disposal Land Use Fee”).

**WHEREAS**, on or about June 21, 2006, LAFCO adopted Resolution No. 2927 (“Resolution No. 2927”) making determinations on and approving the incorporation of the District, which was subsequently approved by the electorate at the November 7, 2006, general election and confirmed by LAFCO pursuant to its adoption of Resolution No. 2951.

**WHEREAS**, Resolution No. 2927 and Resolution No. 2951 authorize the District to collect,



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

**WHEREAS**, on or about July 21, 2010, LAFCO adopted Resolution No. 3099 (“Resolution No. 3099”) affirming the District’s authorization to (1) collect, transfer and dispose of solid waste and provide solid waste handling service, and (2) continue and assume the Refuse Disposal Land Use Fee in the same manner as provided in the original County authorization, pursuant to Condition No. 10 of Resolution No 2927 and Resolution No. 2951.

**WHEREAS**, on or about November 16, 2010, the District and the County entered into a Solid Waste Fee Transfer Agreement (“Fee Transfer Agreement”) to provide for the terms and conditions under which the District will continue and assume the Refuse Disposal Land Use Fee.

**WHEREAS**, pursuant to the legal authority set forth above, the District is authorized to fix before August 10 of any given year a Refuse Disposal Land Use Fee on residential parcels within its jurisdiction entitling the owners of such parcels to utilize refuse disposal sites without the payment of any pay-at-the gate fee for ordinary refuse generated on such residential property.

**WHEREAS**, pursuant to the legal authority set forth above, the District’s Board of Directors (“the Board”) may establish the Refuse Disposal Land Use Fee according to San Bernardino County Assessor’s Land Use Codes, and the benefit derived or to be derived from the use of solid waste facilities or services for ordinary refuse (excluding demolition waste, tires, and hard to handle and special handling items) generated on the parcel of property for which the Refuse Disposal Land Use Fee is paid.

**WHEREAS**, the Board wishes to continue, extend, and assume all previously authorized Refuse Disposal Land Use Fees that had been fixed, levied, and imposed upon lands within the jurisdictional boundary of the District.

**WHEREAS**, pursuant to the Fee Transfer Agreement, the County adopted a fee ordinance effective July 1, 2011, which excluded the areas within the jurisdictional boundaries of the District from assessment by the County of the Refuse Disposal Land Use Fee.

**WHEREAS**, beginning on or about July 2, 2018, the District published a Notice of Public Hearing concerning the Board’s intent to adopt the Refuse Disposal Land Use Fees for 2018-2019 in a newspaper of general circulation within the District once a week for two successive weeks pursuant to the Act and Government Code Section 6066.

**WHEREAS**, on July 19, 2018, at 6:30 p.m., at the District offices located at 26540 Vista Road, Suite C, Helendale, California, the Board held a public protest hearing to hear and consider any and all objections or protests regarding the imposition of the Refuse Disposal Land Use Fee, which hearing was duly conducted in the manner set forth by law.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Helendale Community

Services District as follows:

1. The public interest and necessity requires the Board to adopt this Resolution hereby fixing, levying, imposing, and collecting a Refuse Disposal Land Use Fee on all properties within the District's jurisdictional boundaries in accordance with, and in the amounts set forth in, Exhibit "A" attached hereto and incorporated herein by this reference, pursuant to applicable law, including but not limited to the pertinent provisions of the Act, Government Code Section 56886(t), LAFCO Resolution Nos. 2927, 2951, and 3099, and the Fee Transfer Agreement.

2. The Refuse Disposal Land Use Fees hereby levied by the Board are a continuation of the Refuse Disposal Land Use Fees previously charged by the County that have been transferred to the District in accordance with the Fee Transfer Agreement and LAFCO Resolution Nos. 2927, 2951, and 3099 granting the District the active power and authority for refuse collection as the successor agency.

3. The Refuse Disposal Land Use Fees hereby adopted meet the definition of the exception of a tax as defined in Proposition 26 passed November 3, 2010, and amending Article XIII C of the California Constitution. The exceptions met by this fee are: (a) a charge imposed for the specific benefit conferred or privilege granted directly to the payer that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege; (b) a charge imposed for a specific government service or product provided directly to the payer that is not provided to those not charged and which does not exceed the reasonable costs to the local government of providing the service or product; and/or (c) a charge imposed for the entrance to our use of local government property, or the purchase, rental, or lease of local government property. The District has examined the impact of Proposition 26 on fees for solid waste disposal services and has concluded the three exceptions discussed above are applicable and do not violate Proposition 26.

4. The Board hereby authorizes the District's General Manager to take any and all actions necessary to carry out the intent of the Board as set forth herein, and to cause the Refuse Disposal Land Use Fees fixed and established herein to be collected at the same time, and in the same manner, as the levying of special assessments on the 2018-19 San Bernardino County Tax Roll, and/or to be otherwise collected in accordance with all legally-permissible methods available under applicable law.

5. If any Refuse Disposal Land Use Fee hereby adopted becomes delinquent, the amount of the delinquency, together with any interest and penalties thereon, shall constitute a lien on the affected property to the fullest extent legally allowable under applicable law.



**ADOPTED AND APPROVED** this 19th day of July 2018, by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

By: \_\_\_\_\_  
Ron Clark, President

ATTEST: \_\_\_\_\_  
Sandy Haas, Secretary

DRAFT

Exhibit A

<u>USE CODE</u>	<u>DESCRIPTION</u>	<u>FEES</u>
0510	Single Family Residence (suitable for permanent use)	\$ 85.14
0511	Recreation Cabin (unsuitable for permanent use)	\$ 42.57
0520	Mobile home on fee land, not in a subdivision	\$ 85.14
0525	Mobile home on fee land, in a subdivision	\$ 85.14
0526	Mobile home on a permanent foundation	\$ 85.14
0533	Time share	\$ 85.14
0534	Attached single-family residence (common wall)	\$ 85.14
0535	Zero lot line single-family residence	\$ 85.14
0599	Miscellaneous residential structure	\$ 85.14
0600	Two single-family residences	\$ 170.28
0601	Three single-family residences	\$ 255.42
0602	Four single-family residences	\$ 340.56
0603	Duplex	\$ 170.28
0604	Triplex	\$ 255.42
0605	Quad	\$ 340.56
0610	Multi single-family residence (5 to 14 units)	\$ 425.70
9999	No services provided	\$ 0.00



# Helendale Community Services District

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DATE: July 19, 2019  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Item # 7;  
Public Hearing to Receive Comments Regarding the Possible Adoption of Resolution 2018-14; A Resolution of the Board of Directors of the Helendale Community Services District Confirming, or Modifying and then Confirming, the Report of Delinquent Water, Sewer and Trash Collection User Charges for the Purpose of Collecting Said Charges on the San Bernardino County Tax Roll

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## **Staff Recommendation**

Staff recommends approval of Resolution 2018-14.

## **Staff Report**

Government agencies have the ability to place delinquent accounts on to the County tax rolls via a resolution of the Board of Directors and providing a list of parcel numbers to the County Assessor Tax Collector. To date there are twelve parcels with outstanding balances. The estimated total amount that is delinquent is \$11,323.04. A list of the affected parcels is attached to this staff report. The District has placed a lien on the various parcels related to the delinquent amount but has not received payment. In the past, payment is usually collected when the house has sold.

Placing the overdue amount onto the County tax bill improves the chances of collection. Last fiscal year the District submitted \$8,300 in liens for collection and has received \$3,984 from the delinquent accounts collected through the property tax mechanism.

The attached Resolution 2018-14 describes the authority of the District to place delinquent accounts for services onto the County tax bill. Copies of the resolution and the accompanying reports and list of parcels are to be forwarded to the County Assessor/Tax Collector and to the Auditor Controller by no later than August 10, 2018.

At the public hearing, the Board will hear and consider any and all objections or protests to the placement of the delinquent charges for service for water, sewer and trash collection on the San Bernardino County tax bill. The accounts have until the close of this public hearing to pay the District in full before the delinquent amounts are placed on the tax roll.

**Possible Motion: Adopt Resolution 2018-14**

Accounts 30-days or more delinquent as of July 1, 2018

Account Number	Balance	APN
12-1172-03	\$ 1,926.56	0465-532-22
12-1643-02	\$ 1,211.14	0467-622-10
12-1534-01	\$ 967.70	0467-393-32
12-1256-02	\$ 915.31	0465-423-41
12-3763-03	\$ 898.65	0465-553-09
12-1528-01	\$ 898.62	0467-393-23
12-2411-01	\$ 861.45	0467-723-06
12-1313-01	\$ 861.42	0467-431-01
12-1259-00	\$ 774.82	0465-403-03
12-2176-01	\$ 696.28	0465-512-08
12-1814-00	\$ 663.45	0467-494-02
12-2452-01	\$ 647.64	0467-734-05
	\$ 11,323.04	



**RESOLUTION NO. 2018-14**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HELENDALE COMMUNITY SERVICES DISTRICT CONFIRMING, OR MODIFYING AND THEN CONFIRMING, THE REPORT OF DELINQUENT WATER, SEWER AND TRASH COLLECTION USER CHARGES FOR THE PURPOSE OF COLLECTING SAID CHARGES ON THE SAN BERNARDINO COUNTY TAX ROLL**

**WHEREAS**, the Helendale Community Services District (“District”) is a community services district organized and operating pursuant to California Government Code 61000 et seq.; and,

**WHEREAS**, Section 61115(b) of the Government Code authorizes the District’s Board of Directors (“Board”) to provide that any charges and penalties may be collected on the tax roll in the same manner as property taxes; and,

**WHEREAS**, Section 61115(b) of the Government Code provides that the District’s General Manager must prepare and file with the Board a report that describes each affected parcel of real property and the amount of charges and delinquencies for each affected parcel for the year; and

**WHEREAS**, Section 61115(b) of the Government Code further provides that the District’s General Manager must publish notice of the time and place for a public hearing by the Board to hear and consider adoption and/or revision of the charges and penalties contained in the report of the District’s General Manager; and,

**WHEREAS**, the Board of Directors of the Helendale Community Services District Finds and Determines:

1. That the report of the District’s General Manager on delinquent and unpaid charges for water, sewer and trash collection services within the District that remain unpaid and delinquent for thirty (30) days or more on July 1, 2018, which is attached hereto and incorporated herein by this reference, is hereby adopted and approved by the Board and confirmed for each parcel of property with the District as set forth in said report.
2. That a public hearing on said report was held on this date and that any protests or objections regarding the appropriateness of the charges or their collection on the tax roll were heard and considered by the Board.

**NOW THEREFORE**, that the Board, acting in its capacity as the governing body of the District, hereby resolves and orders:

1. That the General Manager is hereby directed to forward a certified copy of this resolution and accompanying reports to each of the following public bodies and officers:
  - a. The Auditor/Controller of the County of San Bernardino;
  - b. The Treasurer-Tax Collector of the County of San Bernardino;



2. That the unpaid delinquent charges for each corresponding parcel of property within the District identified in the attached report of the District's General Manager, as confirmed by the Board, are fixed in the amount set forth in said report and shall be collected on the tax roll in the same manner and at the same time as general County ad valorem property taxes are collected for fiscal year 2018-19.

Resolution 2018-14 is hereby approved and adopted by the Board of Directors of the Helendale Community Services District at a regular meeting held on July 19, 2018, by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Ron Clark, President

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

DRAFT



# Helendale Community Services District

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DATE: July 19, 2017  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Item # 8:  
Discussion Only Regarding Sanitary Solutions for the Helendale Community Park  
and Update on Park Restrooms

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## **Staff Recommendation**

Staff seeks input from the Board regarding this matter.

## **Staff Report**

### **Sanitary Solution**

During the preparation and adoption of the FY19 budget the Capital Improvement Plan was discussed on more than one occasion. The Wastewater CIP includes both a septic option and a sewer option for the park bathrooms. The septic option is budgeted at \$35,000 and the sewer option is estimated at \$350,000. The sewer option is the ultimate option and in Staff's opinion the best ultimate solution for the facility. The sewer option will allow other buildings to be tied into the Smithson Lift Station that are now on septic. In addition, by installing sewer on the property it would eliminate the potential for the nitrates from a septic leach field from influencing the results of the new monitoring wells that the Regional Board is requiring that we install for the expanded irrigation area.

Staff is interested in seeking direction for the Board as to the desired option. With the myriad of old irrigation pipe systems and new potable infrastructure located on the Park property and the desire to complete the complicated project in a relative short timeframe, Staff would be most comfortable with a sole source contract with a firm familiar with the District's infrastructure who employs competent and highly trained staff. However, we seek direction from the Board regarding this matter.

Fiscal Impact: \$35,000 from Wastewater reserves for septic or \$350,000 from Wastewater reserves for new sewer system.

## **Bathrooms**

The Board has directed Staff to progress towards the completion of bathroom(s) at the Community Park by the Fall of this year. In an effort to advance the project, Staff met with a local contractor who provides drafting services the reviewed the desired features of the facility. Attached for the Board's considerations is a draft design. The contractor will prepare a complete set of plans that will include plumbing, electrical, foundation, and structural.

The project will be completed by volunteers and staff in an effort to keep the costs as reasonable as possible. Staff will continue to seek small grants and donations to help complete the structure. The unit will consist of three unisex handicapped-accessible bathrooms with toilet, sink and air hand dryer. It will include a snack bar area and a storage area that will house the ballfield lighting and the sprinkler timer. If the Board concurs with this design the contract will proceed with preparing the plan set.

This is a capital expense that is not programmed in the budget however, that Park fund has a projected fund balance of \$342,357 at the end of FY 19 which can be used to fund capital expenses.

Fiscal Impact: Cost of drawing plans: \$1000  
Cost of construction materials: TBD

