



Helendale Community Services District

BOARD OF DIRECTORS MEETING
November 15, 2018 at 6:30 PM
26540 Vista Road, Suite C, Helendale, CA 92342

Call to Order - Pledge of Allegiance

1. Approval of Agenda

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

3. Consent Items

- Approval of Minutes: October 18, 2018 Regular Board Meeting
- Bills Paid and Presented for Approval

4. Reports

- Directors' Reports
- General Manager's Report

Discussion Items

- Discussion and Possible Action Regarding Review and Acceptance of 2018 Fiscal Year Audit
- Discussion and Possible Action Regarding Award of Contract for Pathways at Helendale Community Park to Conclude LWCF Grant Projects
- Discussion and Possible Action Regarding Additional Asphalt Parking at the Helendale Community Center
- Discussion Only Regarding Recent Legislation and the Impact to the District

Other Business

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

Closed Session

- Public Employee Performance Evaluation
(Government Code Section 54957)
Title: General Manager
- Conference with Real Property Negotiator: Government Code Section 54956.8
APN: 0465151200000, Et Al
District Negotiator: Kimberly Cox
Negotiating Parties: Mojave Desert Land Trust
Under Negotiation: Terms of Property Management
- 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 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

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at:
www.helendalecsd.org





Helendale Community Services District

Date: November 15, 2018
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #3
Consent Items

Consent Items

- a. Approval of Minutes: October 15, 2018, Regular Board Meeting
- b. Bills Paid and Presented for Approval



Minutes of the Helendale Community Services District
REGULAR BOARD OF DIRECTORS MEETING FOR
October 18, 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
Alex Aviles – Wastewater Operations Manager
Cheryl Vermette – Program Coordinator
Shavon Aviles – Customer Service Rep II

Consultants:

Steve Kennedy, Legal Counsel

Members of the Public:

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

Call to Order and Pledge of Allegiance

The meeting was called to order at 6:30 by President Ron Clark, after which the Pledge of Allegiance was recited.

1. Approval of Agenda

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

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

2. Public Participation

Christian Gunter, Field Representative for First District Supervisor, Robert Lovingood announced the air show in Apple Valley over the weekend was well attended and they hope to expand the event next year. He announced that on November 19th and 20th the Federal Duck Stamp exhibit will be on display at Bass Pro Shop in Rancho Cucamonga. Gunter also announced that Supervisor Lovingood will be donating \$5,000 to the Eagle Scout fitness project at the Helendale Community Park.

3. Consent Items

- a. Approval of Minutes: October 4, 2018 Regular Board Meeting
- b. Bills Paid and Presented for Approval
- c. Water Purchase Agreement between HCSD and Aqua Capital for Acquisition of Water Rights in the Centro Subarea.

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

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

4. Reports

- a. Director's Reports: None
- b. General Manager's Report

General Manager Report – given by General Manager Cox

- Gave an update on the fitness circuit project at the park. The form boards will be installed on Friday and the volunteers will pour and finish the concrete on Saturday. Volunteers will assemble and install the equipment on November 10th.
- Community Clean Up Day is coming up on November 3rd.
- A slide was presented showing San Bernardino County Fire Station 4 statistics for August and September 2018.

Wastewater Report – given by Wastewater Operations Manager Aviles

- Wastewater Staff attended the Tri-State conference to earn continuing education units to maintain their certifications.
- Cleaned out cattails from Pond #2.
- Staff stored Primary sludge (digester influent) in vacant primary clarifier for over 9 days for maintenance, removed rags, unplugged airlifts, cleaned and replaced diffusers and made repairs on aeration lines.
- Digester Cleaning - Tunnel Vision here with a vactor for 5 days and wasted over 195,300 gallons of sludge and 6.35 tons of solids and snail shells from the digester.
- Staff built a new ramp to the drying beds for the vactor truck.

Discussion Items

5. Discussion Only Regarding First Quarter Budget Review for FY 2019.

Discussion: General Manager Cox discussed the budget, revenue and expenses for all of the District's funds. The first quarter/September 30 results represent 25% through the budget year. Solid Waste and Parks & Rec have a deficit in the first quarter. Revenues are at 29.03% and expenditures are at 32.32%. Workers compensation insurance and GIS support are 100% paid for the year. Fuel is at 31.55%. The water conservation program is at 287% but is offset by grant funding received from MWA. General Manager Cox presented a detailed review of each of the funds to the Board.

Action: None

6. Discussion and Possible Action Regarding Farmers' Market Fee Structure and Approval of a Market Manager Contract for the Helendale Farmer's Market

Discussion: We have just completed the third week of the market and have had good vendor participation. This week we had 35 vendors and next week 42 are signed up. There has been less public participation this past week than first two weeks. Vendors will only come if the community continues to support them.

The District has paid \$330 for permits and will have to pay a fee of \$2 per vendor per market on a quarterly basis to the Department of Agriculture. Staff is proposing the following fee structure for the market: Farmers would be free; pre-packaged/homemade food vendors will be charged \$2 to cover the Ag fee, food trucks/food booth vendors will be charged \$10, and boutique vendors will be charged \$15.

Proposed Market Manager Contract: The Market Manager would handle the boutique booths and the District will handle food-type vendors. The Market Manager would receive \$11.70 per week per boutique booth (\$15-\$2) = \$13*90%. The Market Manager duties are spelled out in Exhibit C of the contract. Staff has already presented the contract to the potential market manager and she finds the terms and conditions acceptable. District Counsel suggested some minor changes. Counsel will make these minor changes to the contract and send back to the General Manager for signatures.

Action: Director Spiller made the motion to approve the market fee structure and Market Manager contract with changes discussed. The motion was seconded by Director Schneider.

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

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

7. Discussion and Possible Action Regarding Adoption of the 2019 District Calendar.
Discussion: The District Calendar is approved annually and sets forth the meeting schedule for the year. There will be no meeting January 3 & July 4. The Board reviewed the calendar and had no changes.
Action: Director Haas made the motion to approve the District Calendar for the 2019 calendar year. Vice President Smith seconded the motion.
Vote: The motion was approved by the following vote: 5 – Yes 0 – No
Director Schneider: Yes; Director Haas: Yes; President Clark: Yes; Vice President Smith: Yes; Director Spiller: Yes

Other Business

8. Requested items for next or future agendas (Directors and Staff Only)
None

Closed Session

Open Session recessed at 7:26 pm and Closed session began at 7:42 pm.

Closed Session

9. Conference with Legal Counsel
Anticipated Litigation
Significant Exposure to Litigation pursuant to Government Code Section 54956.9(d)(2):
One potential case
10. Conference with Real Property Negotiators
Government Code Section 54956.8
APN: 0465151200000, Et Al
District Negotiator: Kimberly Cox
Negotiating Parties: Mojave Land Trust
Under Negotiation: Terms of Property Management
11. Announcement of Closed Session Actions
Closed session adjourned at 8:12 pm at which time President Clark re-opened the regular board meeting and announced that there were no reportable actions resulting from closed session items.
12. Adjournment
Action: President Ron Clark adjourned the meeting at 8:13 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

Date: November 15, 2018
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop, Senior Account Specialist
SUBJECT: Agenda item # 3 b.
Consent Item: Bills Paid and Presented for Approval

STAFF RECOMMENDATION:

Report Only. Receive and File

STAFF REPORT:

Staff issued 120 checks, 28 EFT's and 1 Bank Draft totaling \$592,984.70

Total cash available:	<u>11/07/18</u>	<u>10/15/18</u>
Cash	\$ 5,253,453.38	\$ 5,431,148.92
Checks/EFT's Issued	\$ 592,984.70	\$ 85,207.70

Investment Report

The Investment Report shows the status of invested District funds. The current interest rate is 2.27% for CalTRUST Short-Term and 2.74% for Medium-Term Investments, 2.09% for LAIF, and 0.25% for the CBB Sweep Account for Sep 2018 (CalTRUST website not updated with Oct 2018 data at time of report). Interest earned in Oct 2018 on the CalTrust investments and the CBB Sweep Account is \$8,488.44.



Helendale CSD

Bills Paid and Presented for Approval

Transaction Detail

Issued Date Range: 10/16/2018 - 11/07/2018

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 251229590 - CBB Checking					
10/16/2018	21132	T. L. Timmerman Construction Inc.	-900.00	Check	Accounts Payable
10/16/2018	21133	Choice Builder	-783.94	Check	Accounts Payable
10/16/2018	21134	Hartford Life	-567.31	Check	Accounts Payable
10/16/2018	21135	Lowe's	-595.97	Check	Accounts Payable
10/16/2018	21136	Official Payments Corp	-57.70	Check	Accounts Payable
10/16/2018	21137	O'Reilly Auto Parts	-321.42	Check	Accounts Payable
10/16/2018	21138	Uline	-175.30	Check	Accounts Payable
10/16/2018	21139	RDO Equipment	-41,127.17	Check	Accounts Payable
10/17/2018	21140	RON MILFELD	-38.42	Check	Utility Billing
10/18/2018	21141	A Door Co.	-375.00	Check	Accounts Payable
10/18/2018	21142	A Step Above Capet & Tile Cleaning	-550.00	Check	Accounts Payable
10/18/2018	21143	Apple Valley Communications	-75.00	Check	Accounts Payable
10/18/2018	21144	Brunick, McElhaney & Kennedy	-4,301.25	Check	Accounts Payable
10/18/2018	21145	Burrtec Waste Industries	-1,042.86	Check	Accounts Payable
10/18/2018	21146	County of San Bernardino	-128.00	Check	Accounts Payable
10/18/2018	21147	Frontier Communications	-45.28	Check	Accounts Payable
10/18/2018	21148	Frontier Communications	-58.60	Check	Accounts Payable
10/18/2018	21149	Frontier Communications	-86.20	Check	Accounts Payable
10/18/2018	21150	Harbor Freight Tools	-19.92	Check	Accounts Payable
10/18/2018	21151	Infosend	-1,916.83	Check	Accounts Payable
10/18/2018	21152	Jonathan A. Escobar	-1,434.78	Check	Accounts Payable
10/18/2018	21153	Keith Vance	-238.90	Check	Accounts Payable
10/18/2018	21154	Konica/Minolta	-644.77	Check	Accounts Payable
10/18/2018	21155	Liberty Composting, Inc.	-208.50	Check	Accounts Payable
10/18/2018	21156	Mobile Occupational Services, Inc.	-50.00	Check	Accounts Payable
10/18/2018	21157	Paul Harvey	-575.00	Check	Accounts Payable
10/18/2018	21158	Print Mart	-75.41	Check	Accounts Payable
10/18/2018	21159	Sandy Haas	-764.81	Check	Accounts Payable
10/18/2018	21160	Sierra Analytical	-1,125.00	Check	Accounts Payable
10/18/2018	21161	Special District Risk Management Authority	-233.93	Check	Accounts Payable
10/18/2018	21162	Tyler Technologies, Inc.	-1,819.45	Check	Accounts Payable
10/18/2018	21163	United Site Services	-112.81	Check	Accounts Payable
10/18/2018	21164	USA Blue Book	-937.37	Check	Accounts Payable
10/18/2018	21165	West End Material Supply	-269.08	Check	Accounts Payable
10/18/2018	21166	Southern California Edison	-351.33	Check	Accounts Payable
10/18/2018	21167	Southern California Edison	-1,043.65	Check	Accounts Payable
10/18/2018	21168	Southern California Edison	-28,858.91	Check	Accounts Payable
10/18/2018	21169	Southern California Edison	-2,636.40	Check	Accounts Payable
10/18/2018	21170	Southern California Edison	-1,337.62	Check	Accounts Payable
10/18/2018	21171	Robertson's Ready Mix	-1,298.39	Check	Accounts Payable
10/18/2018	EFT0002536	To post Payroll pmt - Dir Deposit	-36,123.35	EFT	General Ledger
10/18/2018	EFT0002537	To post Payroll pmt - PR Tax Pmt	-8,777.42	EFT	General Ledger
10/19/2018	21172	Robertson's Ready Mix	-317.86	Check	Accounts Payable
10/19/2018	EFT0002538	To record Tasc Flex Claim Pmt	-619.21	EFT	General Ledger
10/22/2018	EFT0002526	To record CalPERS Pmt Classic PP 9/30/18 - 9/16/18	-5,370.75	EFT	General Ledger
10/22/2018	EFT0002527	To record CalPERS Pmt PEPRA PP 9/30/18 - 9/16/18	-1,199.89	EFT	General Ledger
10/22/2018	EFT0002528	To record CalPERS Pmt 457 Contribution PP 9/30/18 - 9/16/18	-625.00	EFT	General Ledger
10/22/2018	EFT0002531	To record Bank Account Analysis Fees	-544.63	EFT	General Ledger
10/23/2018	21173	Best Wood Chips	-4,313.10	Check	Accounts Payable
10/23/2018	21174	Boot Barn Inc.	-129.29	Check	Accounts Payable
10/23/2018	21175	Burrtec Waste Industries, Inc.	-45,615.38	Check	Accounts Payable
10/23/2018	21176	County of San Bernardino, Solid Waste Mgmt. Div.	-566.48	Check	Accounts Payable

Bank Transaction Report

Issued Date Range: -

Issued Date	Number	Description	Amount	Type	Module
10/23/2018	21177	Frontier Communications	-54.28	Check	Accounts Payable
10/23/2018	21178	Harbor Freight Tools	-19.38	Check	Accounts Payable
10/23/2018	21179	Phelan Pinion Hills Community Services Diswtrict	-950.00	Check	Accounts Payable
10/23/2018	21180	Robertson's Ready Mix	-1,012.31	Check	Accounts Payable
10/23/2018	21181	Tyler Technologies, Inc.	-137.00	Check	Accounts Payable
10/23/2018	21182	Uline	-187.27	Check	Accounts Payable
10/23/2018	21183	Verizon Wireless	-699.14	Check	Accounts Payable
10/23/2018	21184	Verizon Wireless	-96.90	Check	Accounts Payable
10/23/2018	21185	Craig Schneider	-1,084.89	Check	Accounts Payable
10/24/2018	21186	Cardmember Service	-1,222.05	Check	Accounts Payable
10/24/2018	21187	Desert Community Bank	-225.00	Check	Accounts Payable
10/24/2018	21188	Tim Smith	-750.00	Check	Accounts Payable
10/24/2018	21189	BOLTON ALLRED	-7.48	Check	Utility Billing
10/24/2018	21190	MILITARY WARRIORS SUPPORT FOUNDATION	-151.85	Check	Utility Billing
10/25/2018	21191	Hi Desert Fire Protection	-814.74	Check	Accounts Payable
10/26/2018	21192	Fedak & Brown LLP	-2,000.00	Check	Accounts Payable
10/26/2018	EFT0002540	To record Payroll Fee Pmt	-183.76	EFT	General Ledger
10/29/2018	21193	Bank of America	-315.00	Check	Accounts Payable
10/29/2018	21194	Desert Community Bank	-315.30	Check	Accounts Payable
10/29/2018	EFT0002529	To record CalPERS Pmt Classic- PP 9/17/18 -9/30/18	-5,370.75	EFT	General Ledger
10/29/2018	EFT0002530	To record CalPERS Pmt PEPRA- PP 9/17/18 -9/30/18	-1,199.89	EFT	General Ledger
10/30/2018	21195	Rogers, Anderson, Malody & Scott	-18,922.50	Check	Accounts Payable
10/30/2018	21196	Henry Spiller	-750.00	Check	Accounts Payable
10/30/2018	21197	Ron Clark	-750.00	Check	Accounts Payable
10/30/2018	DFT0000062	AQUA Capital Management LP	-200,000.00	Bank Draft	Accounts Payable
10/31/2018	21198	American Water Works Assoc.	-269.00	Check	Accounts Payable
10/31/2018	21199	California Special Districts Association	-6,740.00	Check	Accounts Payable
10/31/2018	21200	Cheryl Vermette	-2,037.48	Check	Accounts Payable
10/31/2018	21201	Desert Community Bank	-600.00	Check	Accounts Payable
10/31/2018	21202	Frontier Communications	-78.94	Check	Accounts Payable
10/31/2018	21203	Hartford Life	-567.31	Check	Accounts Payable
10/31/2018	21204	Heather L. Starstman	-480.60	Check	Accounts Payable
10/31/2018	21205	Inland Water Works Supply Co.	-282.74	Check	Accounts Payable
10/31/2018	21206	Official Payments Corp	-57.30	Check	Accounts Payable
10/31/2018	21207	Parkhouse Tire, Inc.	-730.21	Check	Accounts Payable
10/31/2018	21208	Rebecca Gonzalez	-495.00	Check	Accounts Payable
10/31/2018	21209	Ryan Herco Flow Solutions	-257.44	Check	Accounts Payable
10/31/2018	21210	San Bernardino County Fire Protection District	-275.00	Check	Accounts Payable
10/31/2018	21211	Shred-it USA LLC	-85.83	Check	Accounts Payable
10/31/2018	21212	Southern California Edison	-118.68	Check	Accounts Payable
10/31/2018	21213	Staples Office Supplies	-446.76	Check	Accounts Payable
10/31/2018	21214	Sullivan Uniform	-453.43	Check	Accounts Payable
10/31/2018	21215	Tunnel Vision Pipeline Cleaning	-9,072.50	Check	Accounts Payable
10/31/2018	21216	UIA Ultimate Internet Access, Inc	-694.43	Check	Accounts Payable
10/31/2018	21217	UPS	-27.24	Check	Accounts Payable
10/31/2018	21218	Southwest Gas Company	-154.73	Check	Accounts Payable
10/31/2018	21219	CageCo Inc.	-3,655.89	Check	Accounts Payable
10/31/2018	21220	Rudy Villareal & Son Inc	-4,500.00	Check	Accounts Payable
11/01/2018	EFT0002567	To record Tasc Flex Claim Pmt PPE 10/28/18	-619.21	EFT	General Ledger
11/01/2018	EFT0002568	To record EVO Rec Desk CC Fees 22567	-186.86	EFT	General Ledger
11/01/2018	EFT0002570	To post Payroll pmt - Dir Deposit	-34,902.35	EFT	General Ledger
11/01/2018	EFT0002571	To post Payroll pmt - PR Tax Pmt	-7,669.14	EFT	General Ledger
11/02/2018	21221	MARK VALCORE	-8.52	Check	Utility Billing
11/02/2018	21222	MANAS S. KSHIRSAGAR	-133.07	Check	Utility Billing
11/02/2018	EFT0002559	To record ETS Fees - #9691	-407.75	EFT	General Ledger
11/02/2018	EFT0002560	To record ETS Fees - #9692	-1,156.43	EFT	General Ledger
11/02/2018	EFT0002563	To record ETS Fees - #557	-79.33	EFT	General Ledger
11/02/2018	EFT0002564	To record CalPERS Pmt 457 Contribution	-625.00	EFT	General Ledger
11/02/2018	EFT0002566	To record CalPERS Pmt 457 Contribution	-625.00	EFT	General Ledger

Bank Transaction Report

Issued Date Range: -

Issued Date	Number	Description	Amount	Type	Module
11/05/2018	21223	The Park Catalog	-15,007.62	Check	Accounts Payable
11/05/2018	EFT0002544	To record CalPERS Pmt Classic - PP 10/1/18 - 10/14/18	-5,370.75	EFT	General Ledger
11/05/2018	EFT0002545	To record CalPERS Pmt PEPRA - PP 10/1/18 - 10/14/18	-1,199.89	EFT	General Ledger
11/05/2018	EFT0002546	To record CalPERS Pmt 457 Contribution	-575.00	EFT	General Ledger
11/05/2018	EFT0002547	To record CalPERS Health Premium Paid	-15,932.10	EFT	General Ledger
11/06/2018	21224	Fedak & Brown LLP	-4,524.00	Check	Accounts Payable
11/06/2018	21225	Southern California Edison	-689.75	Check	Accounts Payable
11/06/2018	21226	Southern California Edison	-327.77	Check	Accounts Payable
11/06/2018	21227	Southern California Edison	-1,388.78	Check	Accounts Payable
11/06/2018	21228	Southern California Edison	-190.56	Check	Accounts Payable
11/06/2018	21229	Apple Valley Communications	-130.00	Check	Accounts Payable
11/06/2018	21230	AVCOM Services Inc.	-103.50	Check	Accounts Payable
11/06/2018	21231	Bank of America	-5,869.16	Check	Accounts Payable
11/06/2018	21232	Beck Oil	-2,219.42	Check	Accounts Payable
11/06/2018	21233	Burrtec Waste Industries	-116.07	Check	Accounts Payable
11/06/2018	21234	Cazcom, Inc.	-175.00	Check	Accounts Payable
11/06/2018	21235	Choice Builder	-1,141.98	Check	Accounts Payable
11/06/2018	21236	County of San Bernardino	-16.00	Check	Accounts Payable
11/06/2018	21237	Craig Carlson	-151.17	Check	Accounts Payable
11/06/2018	21238	Employment Development Department	-822.00	Check	Accounts Payable
11/06/2018	21239	Ferguson Enterprises, Inc	-2,691.29	Check	Accounts Payable
11/06/2018	21240	Mobile Occupational Services, Inc.	-135.00	Check	Accounts Payable
11/06/2018	21241	On Line	-14.25	Check	Accounts Payable
11/06/2018	21242	O'Reilly Auto Parts	-1,513.45	Check	Accounts Payable
11/06/2018	21243	Print Mart	-96.94	Check	Accounts Payable
11/06/2018	21244	Shelly Lange	-75.00	Check	Accounts Payable
11/06/2018	21245	SWRCB FEES	-2,112.00	Check	Accounts Payable
11/06/2018	21246	The Woodall Group, Inc	-20.00	Check	Accounts Payable
11/06/2018	21247	Uline	-509.35	Check	Accounts Payable
11/06/2018	21248	United Site Services	-167.39	Check	Accounts Payable
11/06/2018	21249	USA of So. California	-79.30	Check	Accounts Payable
11/06/2018	21250	Walters Wholesale Electric Co.	-937.20	Check	Accounts Payable
11/06/2018	21251	William T. Kuhlmann	-3.36	Check	Accounts Payable
11/06/2018	EFT0002548	To record Sales Tax Pmt - Oct 2018	-2,233.00	EFT	General Ledger
11/06/2018	EFT0002551	To record Sales Tax Pmt - 2nd Quarter Pmt	-2,300.13	EFT	General Ledger
11/06/2018	EFT0002556	To record CalPERS Pmt Classic PP 10/15/18 - 10/28/18	-5,370.75	EFT	General Ledger
11/06/2018	EFT0002557	To record CalPERS Pmt PEPRA PP 10/15/18 - 10/28/18	-1,199.89	EFT	General Ledger
11/07/2018	EFT0002569	To record EVO Thrift Store CC Fees 23099	-478.58	EFT	General Ledger
Bank Account 251229590 Total: (149)			-592,984.70		
Report Total: (149)			-592,984.70		

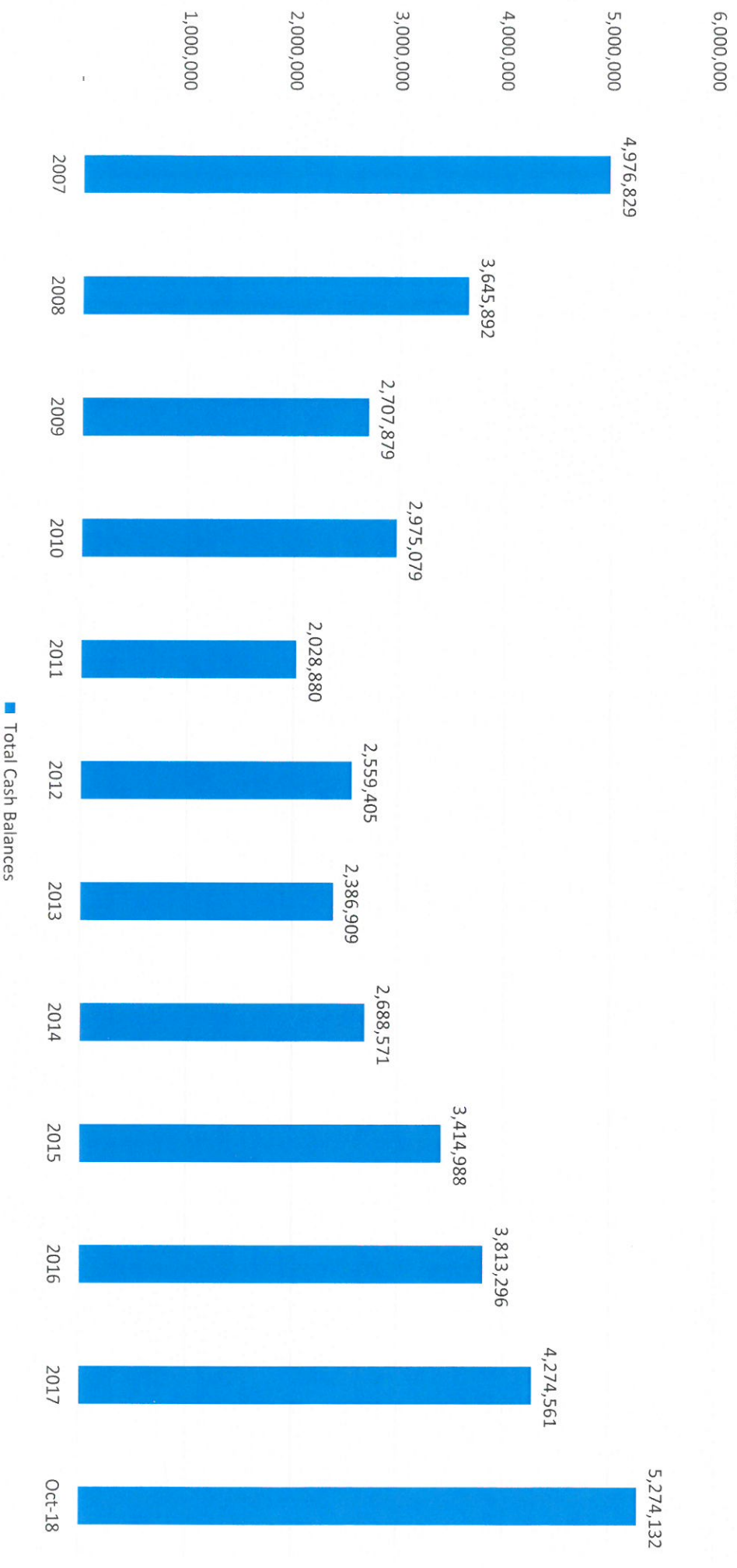
Bank Transaction Report

Bank Account	Count	Amount
251229590 CBB Checking	149	-592,984.70
Report Total:	149	-592,984.70

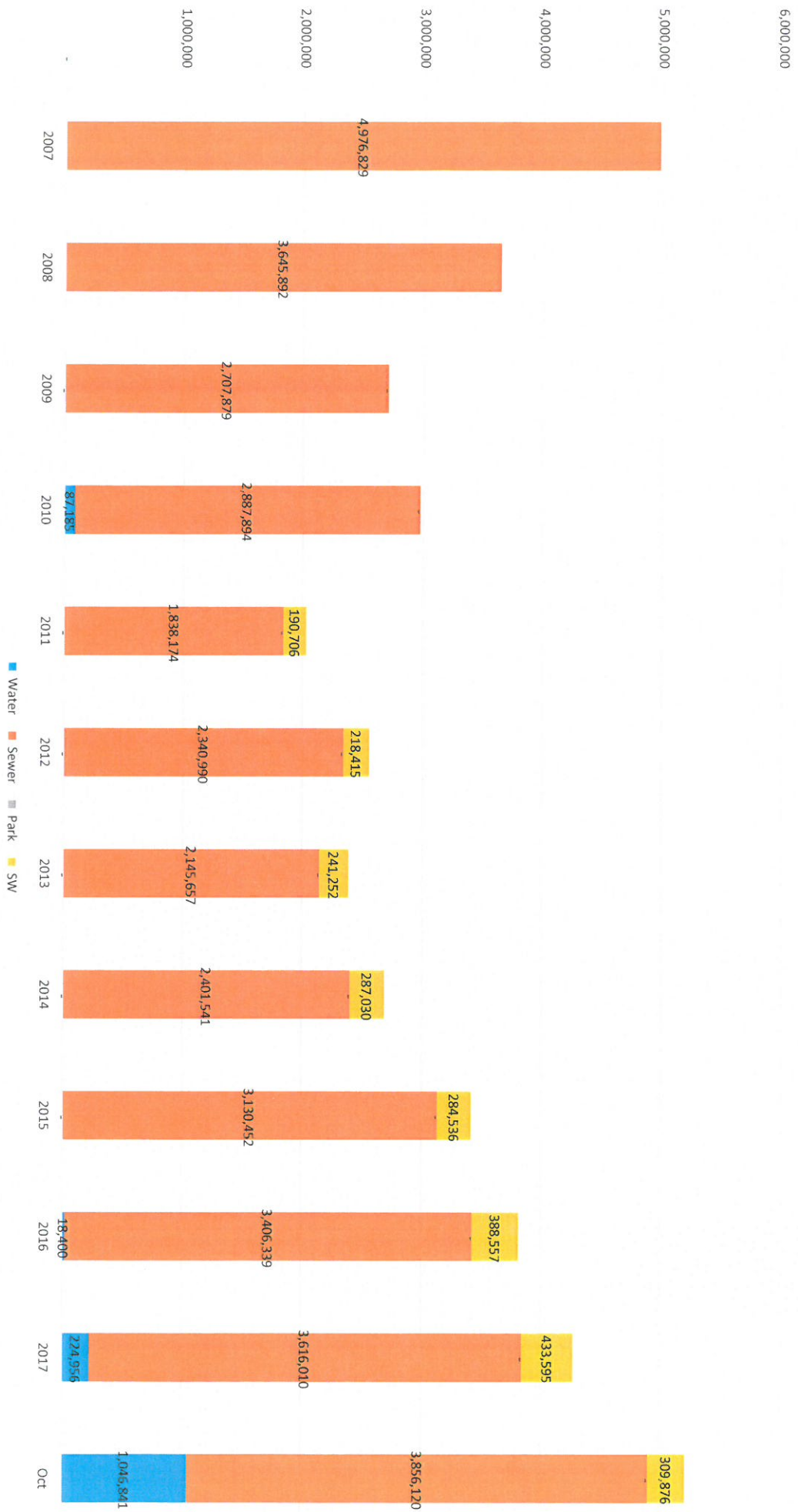
Cash Account	Count	Amount
99 99-111000 Cash in CBB - Checking	149	-592,984.70
Report Total:	149	-592,984.70

Transaction Type	Count	Amount
Bank Draft	1	-200,000.00
Check	120	-252,038.89
EFT	28	-140,945.81
Report Total:	149	-592,984.70

Total Cash Balances

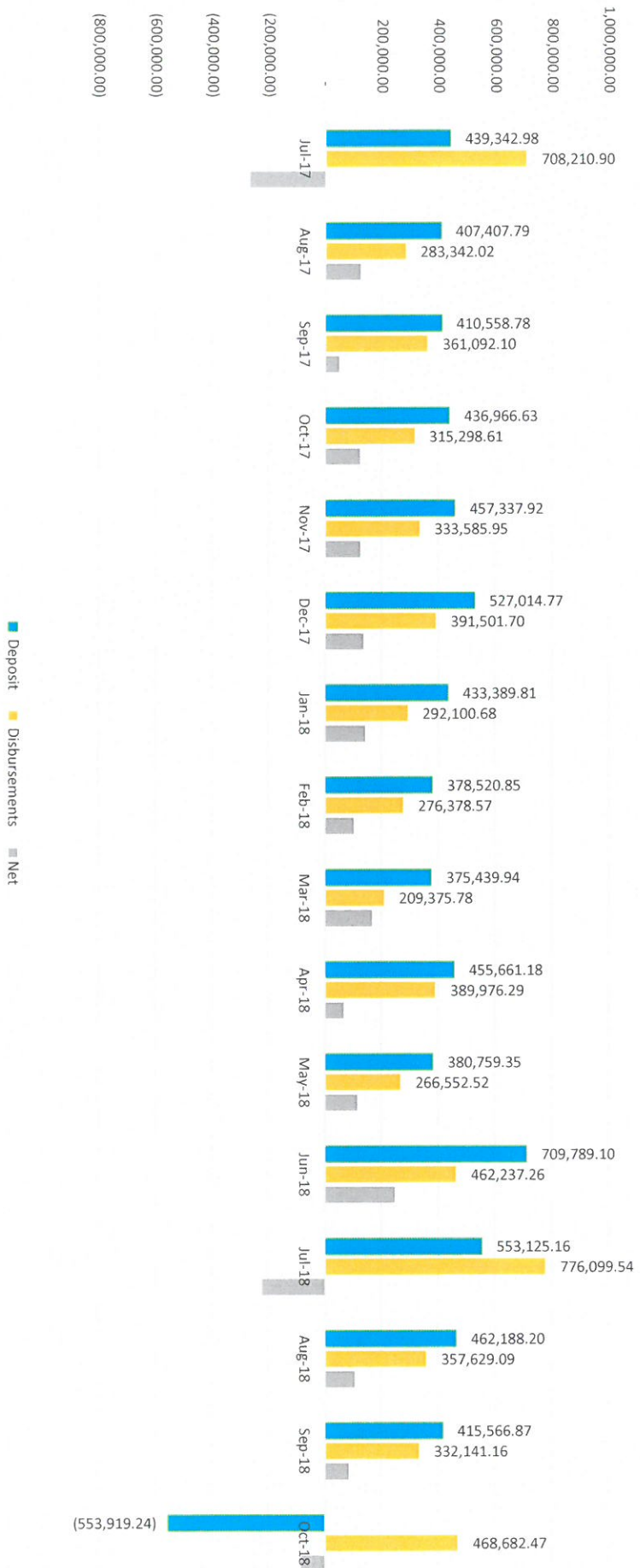


Cash Balances by Fund



Cash Flow Report

Monthly Deposits & Disbursements





Helendale Community Services District

Date: November 15, 2018
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #5
Discussion and Possible Action Regarding Review and Acceptance of 2018 Fiscal Year Audit

STAFF RECOMMENDATION:

Review and accept 2018 Fiscal Year Audit.

STAFF REPORT:

The District has contracted with the firm of Fedak and Brown (F&B) to prepare the audit for Fiscal Year 2018. Staff has enjoyed working with F&B and appreciates their thoroughness in evaluating the District's financial procedures and adherence to District policies.

Attached to the agenda packet is a copy of the audit for your review and use. This shows the District's financial position as of June 30, 2018. Mr. Chris Brown, CPA, will present an overview of the audit at the Board meeting. The auditors have presented an unmodified audit. This means that the District has followed accounting guidelines and principles to account for the use and receipt of District funds. The draft final audit is included with this staff report.

During the course of the audit District staff and financial consulting firm provided access to all information that was relevant to the audit and the financial statements. The auditors met with various District staff and financial consultants that prepare financial documents, payments, investments, payroll and other related operations. The responses to the various inquiries help to determine the financial condition and compliance with District policies and procedures and State and Federal accounting guidelines and pronouncements.

From time to time the audit landscape changes by requirements for additional information required by the Governmental Accounting Standards Board (GASB). The requirement to address the pension liability of the District has been complied with and is indicated in the audited financial statement tables and addressed in the notes to the financial statements.

A helpful component of the audit is the Management Discussion and Analysis (MD&A). The discussion is prepared by Staff and financial consultant and explains activities of the District during the course of the fiscal year in fairly non-technical terms.

The auditors met with the President and Secretary of the Board to review the audit in greater detail prior to the Board meeting.

Motion:

A motion to accept the annual audit for fiscal year 2018.



Helendale Community Services District

Date: November 15, 2018
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
Discussion and Possible Action Regarding Award of Contract for Pathways at Helendale Community Park to Conclude LWCF Grant Projects

Staff Recommendation:

Staff seeks approval from the Board for the installation of pathways

Staff Report:

Staff has been working on projects outlined in a Land and Wildlife Conservation Fund Grant since awarded last year. We were originally told we had until March 2019 to complete the projects, however, recently we were requested to complete the projects and submit the reimbursement requests by December 2018. Concluding the grant three months early has caused Staff to look at ways to minimize some of the projects while still completing the projects within the grant. For instance, Staff was looking at additional playground toys that would require Staff to install. In addition an Eagle Scout project has been completed for the installation of the fitness circuit and a second Scout project is planned for the installation of two volleyball courts.

Staff would recommend that we complete the installation of the playground equipment that we have, install the six small shelters that are on order and put the balance of the grant funding into pathways that are critical to providing ADA access to the playground area and concrete necessary to provide access to the baseball fields.

The two sections of concrete work will include an extension from the easterly shelter around the playground area and the second area of concrete would be the walkway on the south side of the two baseball fields and in between the baseball fields as illustrated in orange in the attachment. This would also include the concrete for the four dug out floors. Lastly, the contractor was requested to quote sidewalks on a per foot basis so the Board could determine how much additional sidewalk area, if any, should be included in the award.

Staff has met with three contractors regarding the desired concrete. Two quotes have been received and one will be available by the Board meeting. If the Board is interested in including this in the grant scope, timely completion of the concrete is critical.

FISCAL IMPACT: As determined by the Board based upon extent of work requested.



Helendale Community Services District

Date: November 15, 2018
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
Discussion and Possible Action Regarding Additional Asphalt Parking at the Helendale Community Center

STAFF RECOMMENDATION:

Staff seeks input from the Board.

STAFF REPORT:

As the Farmer's Market has grown during these initial weeks it has been suggested that the addition of asphalt for parking and use by the Market should be considered. The purpose of this agenda item is to give the Board the opportunity to seek consensus on this matter and give direction to the Staff.

Recently the District received a quote for asphalt at the Community Park for asphalt of \$2.40 per square foot. Currently the Market covers an area approximately 80,000 square feet. Based upon the price per square foot this could cost around \$190,000. Paving an additional area at the Community Center would provide some much needed parking area that could be utilized throughout the week.





The District own approximately 10 acres at the community center. There are currently no plans for the property other than the current uses of the Community Center. The District has seen increased usage over the past few years with the popular patronage of the Thrift Store, participation in classes and other events. The recent addition of the Farmers Market has added heavy use at the popular weekly event. While the market is still in its infancy and we can't predict what the participation during the winter months will be, one can imagine that come springtime the market should be fairly robust.

If the Board is interested in getting quotes for additional parking, Staff requests a consensus of where the parking area should be and what size the Board would like to see reflected in quotes. This would be a prevailing wage project and would be bid accordingly.

FISCAL IMPACT: Discussion only.



Helendale Community Services District

Date: October 18, 2018
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #8
Discussion Only Regarding Recent Legislation and the Impact to the District

STAFF RECOMMENDATION:

None.

STAFF REPORT:

The District's General Manager and Legal Counsel will brief the Board on several pieces of legislation that will impact the District in the near future.

SB 998: Discontinuation of residential water service.

The Bill requires all public water systems with over 200 connections to modify the procedures for cessation of service due to non-payment of the bill. The bill was signed into law on 9-28 with required implementation by 2/1/2020. The highlights of the bill are:

- Water cannot be disconnected for 60 days after due date
- Cap on reconnection fees of \$50
- Prohibits shut off for certain circumstances including health and financial inability to pay

SB1413: Pension prefunding trust program.

Each year public agencies participating in PERS receive and statement of their unfunded pension liability. This bill allows for public agencies to put money in an irrevocable trust fund for these liabilities. If agencies are prudent and pay these liabilities each year it will minimize future pension liabilities.

SB 1343: Sexual Harassment Training.

Requires employers to provide two hours of training for supervisory employees and one hour of training for non-supervisory employees every two years. Effective 1/1/2020.

SB1383: Organics Waste Recycling.

Requires 50% reduction of organics in landfills by 2020; 75% by 2025. CalRecycle currently initiating rulemaking. Beginning 2024 local agencies must take enforcement action for non-compliant entities. Requires quarterly route reviews and inspection of "edible food generators" meeting size and seating minimums beginning 2022 (i.e. SL Market and SLA Restaurant).

As a small local public agency the act of the state legislature create undue hardship without regard for methods of increasing fees, compliance with unfunded mandates and the overall impact to the customers. Staff will continue to monitor these and other legislation as implementation develops.

FISCAL IMPACT: Discussion only.