



Helendale Community Services District

BOARD OF DIRECTORS MEETING

May 4, 2017 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: April 20, 2017, Regular Board
- Bills Paid and Presented for Approval

4. Reports

- Directors' Reports
- General Manager's Report

Discussion Items

- Discussion Only Regarding an Increase in the Solid Waste Fees Based Upon the Consumer Price Index (CPI) for Solid Waste Services and Other Related Fees
- Discussion Only Regarding Park Security Options and Improvements
- Discussion and Possible Action Regarding Adoption of Resolution 2017-06: A Resolution of the Board of Directors of the Helendale Community Services District Setting Procedures and Charges for Public Review and Copy of District Records
- Discussion and Possible Action Regarding Proposed Alternatives for Board Electronic Mail and Delivery of Agenda Material

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

Providing:

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

OFFICE HOURS:

Monday-Friday
8:00 – 5:30 p.m.

PHONE:

760-951-0006

FAX:

760-951-0046

ADDRESS:

26540 Vista Road
Suite B
Helendale, CA
92342

MAILING

ADDRESS:
PO BOX 359
Helendale, CA
92342

Visit us on the Web
at:

www.helendalecsd.org





Helendale Community Services District

Date: May 4, 2017
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item # 3 b.
Consent Item: Bills Paid and Presented for Approval

STAFF RECOMMENDATION:

Report Only. Receive and File

STAFF REPORT:

Staff issued 45 checks for the period April 20 through April 27, 2017 totaling \$115,368.65. Checks issued include payments to RAMS for audit \$10,889.50; Boot Barn for employees' work boots for \$723.23; SCE for electrical for water and wastewater facilities for \$12,923.52; Verizon Wireless for District cell phones and IPADS for \$738.52.

Attached for your review is an itemized list of bills paid over the noted period.



Helendale CSD

Bills Paid and Presented for Approval

By (None)

Payment Dates 04/20/2017 - 05/01/2017

Payment Number	Payment Date	Vendor Name	Description (Payable)	Account Number	Account Name	(None)	Amount
19118	04/20/2017	ASBCSD	March ASBCSD Membership	10-554000-00-0	Education, Meetings & Traini		32.00
19119	04/20/2017	Boot Barn Inc.	Work Boots	02-553600-00-0	Uniforms		200.00
19119	04/20/2017	Boot Barn Inc.	Work Boots	02-553600-00-0	Uniforms		188.56
19119	04/20/2017	Boot Barn Inc.	Work Boots	02-553600-00-0	Uniforms		134.67
19119	04/20/2017	Boot Barn Inc.	Work Boots	01-553600-00-0	Uniforms		200.00
19120	04/20/2017	Burrtec Waste Industries, Inc	Residential Services Invoice -	06-211000	Due to Solid Waste Hauler		37,616.88
19120	04/20/2017	Burrtec Waste Industries, Inc	Residential Disposal Billing -	06-523500-00-0	SB County Disposal Fees		9,621.49
19121	04/20/2017	Craig Schneider	Director Fees - Apr 2017	10-522500-00-0	Directors' Fees		750.00
19122	04/20/2017	Employee Relations	Pre-Employment Background	10-524300-00-0	Employment Expense		122.10
19123	04/20/2017	Geo-Monitor, Inc.	Lab Analysis	01-521000-00-0	Laboratory Analysis		565.50
19123	04/20/2017	Geo-Monitor, Inc.	Lab Analysis	05-221500	WesternRivers Conservancy-		1,910.00
19124	04/20/2017	Hi Desert Fire Protection	Annual Fire Extinguisher - T	05-521500-10-1	Contractual Services - Thrift		71.00
19124	04/20/2017	Hi Desert Fire Protection	Annual Fire Extinguisher -	01-521500-00-0	Contractual Services		406.47
19124	04/20/2017	Hi Desert Fire Protection	Annual Fire Extinguisher - S	02-521500-00-0	Contractual Services		143.47
19124	04/20/2017	Hi Desert Fire Protection	Annual Fire Extinguisher - C	05-521500-00-0	Contractual Services		118.26
19125	04/20/2017	Home Depot Credit Services	Misc Charges	01-541000-00-0	Operations and Maintenance		26.75
19125	04/20/2017	Home Depot Credit Services	Misc Charges	01-553000-00-0	Operating Supplies		67.43
19125	04/20/2017	Home Depot Credit Services	Misc Charges	01-554600-00-0	Small Tools		55.80
19125	04/20/2017	Home Depot Credit Services	Misc Charges	02-541000-00-0	Operations and Maintenance		36.01
19125	04/20/2017	Home Depot Credit Services	Misc Charges	05-553000-00-0	Operating Supplies		26.42
19126	04/20/2017	Lillestrand Leadership Consul	Consulting Services	10-521500-00-0	Contractual Services		985.21
19127	04/20/2017	Lowe's	Misc Charges	01-541000-00-0	Operations and Maintenance		178.84
19127	04/20/2017	Lowe's	Misc Charges	01-554600-00-0	Small Tools		30.70
19127	04/20/2017	Lowe's	Misc Charges	05-221500	WesternRivers Conservancy-		1,235.29
19127	04/20/2017	Lowe's	Misc Charges	05-541000-20-2	Operation & Maintenance -		10.23
19128	04/20/2017	Official Payments Corp	Payment Processing	10-521600-00-0	Software Support		58.80
19129	04/20/2017	Patty Hartong	Fitness Classes	05-521500-00-0	Contractual Services		490.00
19130	04/20/2017	Rogers, Anderson, Malody &	Monthly Closing Assistance	10-522001-00-0	Auditing & Accounting Serv		10,889.50
19130	04/20/2017	Rogers, Anderson, Malody &	Monthly Closing Assistance	10-522001-00-0	Auditing & Accounting Serv		1,203.50
19130	04/20/2017	Rogers, Anderson, Malody &	Monthly Closing Assistance	10-522001-00-0	Auditing & Accounting Serv		1,232.50
19130	04/20/2017	Rogers, Anderson, Malody &	Monthly Closing Assistance	10-522001-00-0	Auditing & Accounting Serv		2,320.00
19131	04/20/2017	SB County Office of the Asse	PIMS - Jan, Feb & Mar 2017	10-521500-00-0	Contractual Services		6.50
19131	04/20/2017	SB County Office of the Asse	PIMS - Jan, Feb & Mar 2017	10-521500-00-0	Contractual Services		15.25
19131	04/20/2017	SB County Office of the Asse	PIMS - Jan, Feb & Mar 2017	10-521500-00-0	Contractual Services		21.50
19132	04/20/2017	Sharon Kreinop	Reimburse SW Airline Tickets	10-524500-00-0	Education and Training		423.87
19133	04/20/2017	State Water Resources Contr	Park Storm Water Permit Fac	05-523000-00-0	Permits and Inspection Fees		1,482.00
19134	04/20/2017	Tyler Technologies, Inc.	Insite Transaction Fees - Utili	10-521600-00-0	Software Support		1,277.50
19134	04/20/2017	Tyler Technologies, Inc.	Utility Billing Notification	10-521600-00-0	Software Support		54.10

Bills Paid and Presented for Approval

Payment Dates: 04/20/2017 - 05/01/2017

Payment Number	Payment Date	Vendor Name	Description (Payable)	Account Number	Account Name	Amount
19135	04/20/2017	United Site Services	ADA Wheelchair Accessible R	05-553400-00-0	Program Expenses	74.33
19136	04/20/2017	USA of So. California	Dig Alerts (126)	01-521500-00-0	Contractual Services	189.00
19137	04/20/2017	Walters Wholesale Electric C	Bender Iron Head	01-541000-00-0	Operations and Maintenance	91.99
19138	04/20/2017	Paul Harvey	Repairs 2BR & Rock House -	50-221500	Western Rivers Conservancy-	200.00
19138	04/20/2017	Paul Harvey	Repairs 2BR & Rock House -	50-221500	Western Rivers Conservancy-	350.00
19139	04/20/2017	Tim Smith	Director Fees - April 2017	10-522500-00-0	Directors' Fees	750.00
19147	04/25/2017	Marlene Valle	Final Payroll Check - PPE 4/3	05-500004-10-1	Salaries - Part Time - Thrift St	249.32
19147	04/25/2017	Marlene Valle	Final Payroll Check - PPE 4/3	10-212500	Payroll Taxes Payable	-3.62
19147	04/25/2017	Marlene Valle	Final Payroll Check - PPE 4/3	10-212500	Payroll Taxes Payable	-2.24
19147	04/25/2017	Marlene Valle	Final Payroll Check - PPE 4/3	10-212500	Payroll Taxes Payable	-40.00
19147	04/25/2017	Marlene Valle	Final Payroll Check - PPE 4/3	10-212500	Payroll Taxes Payable	-15.46
19148	04/27/2017	Bartie Wells Associates	Waste Water & Water Stand	02-521500-00-0	Contractual Services	5,832.50
19148	04/27/2017	Bartie Wells Associates	Waste Water & Water Stand	02-521500-00-0	Contractual Services	5,832.50
19149	04/27/2017	Beck Oil	Vehicle Fuel	01-545001-00-0	Vehicle Fuel	986.11
19149	04/27/2017	Beck Oil	Vehicle Fuel	02-545001-00-0	Vehicle Fuel	986.10
19150	04/27/2017	Capital One Commercial	Earth Day Lunch Supplies	05-553400-00-0	Program Expenses	64.67
19150	04/27/2017	Capital One Commercial	Board Supplies	10-522510-00-0	Board Meeting Supplies	732.66
19150	04/27/2017	Capital One Commercial	Operating Supplies	05-553000-10-1	Operating Supplies - Thrift St	49.50
19150	04/27/2017	Capital One Commercial	Operating Supplies	10-522510-00-0	Board Meeting Supplies	6.99
19150	04/27/2017	Capital One Commercial	Operating Supplies	10-553000-00-0	Operating Supplies - Office	152.82
19150	04/27/2017	Capital One Commercial	Beverage Dispensers (3)	05-553000-00-0	Operating Supplies	64.62
19150	04/27/2017	Capital One Commercial	Equinox Wash	10-545000-00-0	Vehicle Maintenance	6.99
19151	04/27/2017	County of San Bernardino, S	Dump Passes - 3-1-17 - 3-31-	06-523500-00-0	SB County Disposal Fees	753.69
19152	04/27/2017	Frontier Communications	WWTP Alarm Line - 760-245-	02-532500-00-0	Telephone	175.03
19152	04/27/2017	Frontier Communications	Smithson Lift Station - 760-2	02-532500-00-0	Telephone	52.48
19152	04/27/2017	Frontier Communications	Admin - 760-951-0006	10-532500-00-0	Telephone	75.50
19153	04/27/2017	Hesperia Hose Supply	Hose Repair Unit # 215 - Du	01-545000-00-0	Vehicle Maintenance	8.08
19154	04/27/2017	Inland Water Works Supply C	Water Operating Supplies	01-553000-00-0	Operating Supplies	172.40
19155	04/27/2017	Larry Walker Associates	2016 - WDR Renewal	02-521500-00-0	Contractual Services	1,250.00
19156	04/27/2017	Liberty Composting, Inc.	Tipping Fee - Biosolids	02-531006-00-0	Sludge/Compost Disposal	306.00
19157	04/27/2017	McMaster-Carr	Operating Supplies	01-553000-00-0	Operating Supplies	174.35
19157	04/27/2017	McMaster-Carr	Operating Supplies	02-553000-00-0	Operating Supplies	174.35
19158	04/27/2017	Mojave Desert AQMD	Renewal Emergency Generat	01-523000-00-0	Permits and Fees	603.20
19159	04/27/2017	Patton's Sales Corp	Material to Set-up Camerias	01-541000-00-0	Operations and Maintenance	48.43
19159	04/27/2017	Patton's Sales Corp	Material to Set-up Camerias	05-541000-00-0	Operations and Maintenance	50.28
19160	04/27/2017	Ron Clark	Director Fees - April 2017	10-522500-00-0	Directors' Fees	750.00
19161	04/27/2017	Sandy Haas	Director Fees - Apr 2017	10-522500-00-0	Directors' Fees	750.00
19162	04/27/2017	Shred-it USA LLC	Shred Services	10-521500-00-0	Contractual Services	60.29
19163	04/27/2017	Southern California Edison	Wells 6,7,8,9 & 2	01-531000-00-0	Utilities - Electric	1,001.14
19163	04/27/2017	Southern California Edison	Wells 6,7,8,9 & 2	01-531000-00-0	Utilities - Electric	41.63
19163	04/27/2017	Southern California Edison	Wells 6,7,8,9 & 2	01-531000-00-0	Utilities - Electric	138.37
19163	04/27/2017	Southern California Edison	Wells 6,7,8,9 & 2	01-531000-00-0	Utilities - Electric	49.93
19163	04/27/2017	Southern California Edison	Wells 6,7,8,9 & 2	01-531000-00-0	Utilities - Electric	44.85
19164	04/27/2017	Southern California Edison	WWTP & Wells 1,3 & 4	01-531000-00-0	Utilities - Electric	125.04

Bills Paid and Presented for Approval

Payment Number	Payment Date	Vendor Name	Description (Payable)	Account Number	Account Name	Amount
19164	04/27/2017	Southern California Edison	WWTP & Wells 1,3 & 4	01-531000-00-0	Utilities - Electric	4,105.89
19164	04/27/2017	Southern California Edison	WWTP & Wells 1,3 & 4	01-531000-00-0	Utilities - Electric	2,024.76
19164	04/27/2017	Southern California Edison	WWTP & Wells 1,3 & 4	02-531000-00-0	Utilities - Electric	2,964.08
19164	04/27/2017	Southern California Edison	WWTP & Wells 1,3 & 4	02-531000-00-0	Utilities - Electric	45.02
19164	04/27/2017	Southern California Edison	WWTP & Wells 1,3 & 4	02-531000-00-0	Utilities - Electric	738.84
19164	04/27/2017	Southern California Edison	WWTP & Wells 1,3 & 4	02-531000-00-0	Utilities - Electric	64.33
19165	04/27/2017	Southern California Edison	Community Center	05-531000--1	Utilities - Electric - Thrft Stor	647.64
19165	04/27/2017	Southern California Edison	Community Center	05-531000-20-2	Utilities - Electric - Communi	858.30
19165	04/27/2017	Southern California Edison	Community Center	05-531008-00-2	Utilities - Comm Ctr Unit D	73.70
19166	04/27/2017	Thorn Deeds Recycled Water	Cross-Connection Survey	01-521500-00-0	Contractual Services	1,733.80
19167	04/27/2017	United Site Services	Park ADA Wheelchair Accessi	05-553400-00-0	Program Expenses	300.29
19168	04/27/2017	Univar USA Inc	Liquid Chlorine	01-553000-00-0	Operating Supplies	2,315.12
19169	04/27/2017	USA Blue Book	Small Band-It Tool	01-554600-00-0	Small Tools	186.41
19170	04/27/2017	Verizon Wireless	District Cell Phones	01-532500-00-0	Telephone	240.53
19170	04/27/2017	Verizon Wireless	District Cell Phones	02-532500-00-0	Telephone	187.07
19170	04/27/2017	Verizon Wireless	District Cell Phones	05-532500-00-0	Telephone	106.90
19170	04/27/2017	Verizon Wireless	District Cell Phones	10-532500-00-0	Telephone	107.12
19170	04/27/2017	Verizon Wireless	District IPads	01-532500-00-0	Telephone	45.66
19170	04/27/2017	Verizon Wireless	District IPads	02-532500-00-0	Telephone	25.62
19170	04/27/2017	Verizon Wireless	District IPads	06-532500-00-0	Telephone	25.62
19171	04/27/2017	WaterMaster	2nd Quartr Admin & Biologic	01-523000-00-0	Permits and Fees	1,000.03

Grand Total: **115,368.65**

Report Summary

Fund Summary

Fund	Payment Amount
01 - Water Operations	22,690.71
02 - Sewer Operations	13,504.13
05 - Parks & Recreation	7,882.75
06 - Solid Waste Disposal	48,017.68
10 - Administration	22,723.38
50 - Western River Property	550.00
Grand Total:	115,368.65

Account Summary

Account Number	Account Name	Payment Amount
01-521000-00-0	Laboratory Analysis	565.50
01-521500-00-0	Contractual Services	8,161.77
01-523000-00-0	Permits and Fees	1,603.23
01-531000-00-0	Utilities - Electric	7,531.61
01-532500-00-0	Telephone	286.19
01-541000-00-0	Operations and Mainten	346.01
01-545000-00-0	Vehicle Maintenance	8.08
01-545001-00-0	Vehicle Fuel	986.11
01-553000-00-0	Operating Supplies	2,729.30
01-553600-00-0	Uniforms	200.00
01-554600-00-0	Small Tools	272.91
02-521500-00-0	Contractual Services	7,225.97
02-531000-00-0	Utilities - Electric	3,812.27
02-531006-00-0	Sludge/Compost Dispos	306.00
02-532500-00-0	Telephone	440.20
02-541000-00-0	Operations and Mainten	36.01
02-545001-00-0	Vehicle Fuel	986.10
02-553000-00-0	Operating Supplies	174.35
02-553600-00-0	Uniforms	523.23
05-221500	WesternRivers Conserva	3,145.29
05-500004-10-1	Salaries - Part Time - Thr	249.32
05-521500-00-0	Contractual Services	608.26
05-521500-10-1	Contractual Services - Th	71.00
05-523000-00-0	Permits and Inspection F	1,482.00
05-531000--1	Utilities - Electric - Thrft	647.64
05-531000-20-2	Utilities - Electric - Com	858.30
05-531008-00-2	Utilities - Comm Ctr Unit	73.70
05-532500-00-0	Telephone	106.90
05-541000-00-0	Operations and Mainten	50.28
05-541000-20-2	Operation & Maintenan	10.23

Account Summary

Account Number	Account Name	Payment Amount
05-553000-00-0	Operating Supplies	91.04
05-553000-10-1	Operating Supplies - Thri	49.50
05-553400-00-0	Program Expenses	439.29
06-211000	Due to Solid Waste Haul	37,616.88
06-523500-00-0	SB County Disposal Fees	10,375.18
06-532500-00-0	Telephone	25.62
10-212500	Payroll Taxes Payable	-61.32
10-521500-00-0	Contractual Services	1,088.75
10-521600-00-0	Software Support	1,390.40
10-522001-00-0	Auditing & Accounting S	15,645.50
10-522500-00-0	Directors' Fees	3,000.00
10-522510-00-0	Board Meeting Supplies	739.65
10-524300-00-0	Employment Expense	122.10
10-524500-00-0	Education and Training	423.87
10-532500-00-0	Telephone	182.62
10-545000-00-0	Vehicle Maintenance	6.99
10-553000-00-0	Operating Supplies - Offi	152.82
10-554000-00-0	Education, Meetings & T	32.00
50-221500	Western Rivers Conserva	550.00
	Grand Total:	115,368.65

Project Account Summary

Project Account Key	Payment Amount
None	115,368.65
	Grand Total:
	115,368.65

HELENDALE COMMUNITY SERVICES DISTRICT
SPECIAL BOARD MEETING MINUTES
April 20, 2017
26540 Vista Road, Suite C. Helendale, CA 92342

CALL TO ORDER AND PLEDGE OF ALLEGIANCE – The special Board meeting was called to order at 5:10 pm by President Clark after which the Pledge of Allegiance was recited.

Present: President, Ron Clark; Vice President, Tim Smith; Secretary, Sandy Haas; Director, Craig Schneider; Director, Henry Spiller
Absent: None
Staff: Kimberly Cox, General Manager; Mike Simpson, Operations Manager; Cheryl Vermette, Program Coordinator
Consultants: Steve Kennedy, Legal Counsel
Audience: There were five (5) audience members present.

1. Approval of Agenda

Discussion: General Manager Cox Requested to move item 8 before item 6.

Action: Director Schneider made the motion to approve the Agenda as amended. Director Haas seconded the motion. The motion was unanimously approved by the Board members present.

2. Public Participation

Isis Fuentes, representative from Assemblyman Jay Obernolte's office introduced herself and announced that Assemblyman Obernolte will be having representatives in Helendale on the third Thursday of every other month to answer questions from constituents.

Bobby Cox – Battalion Chief San Bernardino County Fire – gave an update on Fire Station #4; the Fire Station was recently remodeled and they got a new brush patrol. (Chief Cox reported after item # 8)

3. Consent Items

- a. Approval of Minutes: April 6, 2017 Regular Board Meeting and April 12, 2017, Special Board Meeting
- b. Bills Paid and Presented for Approval

Action: Director Smith made the motion to approve the Consent Items as presented. Director Haas seconded the motion. The motion was unanimously approved by the Board members present.

4. Reports

- a. Director's Reports – Director's Smith and Schneider both thanked staff for their efforts in the annual Elementary School Earth Day event.
- b. Park Committee Report – Director Schneider reported on discussions that have taken place at the Park Committee meetings that included information on the shade structures and restroom options.
- c. General Manager Report – General Manager Cox let the Board know that beginning in May reports on Water, Admin, and Solid Waste will be presented at the first meeting and reports on wastewater, programs, and finance will be presented at the second meeting. She also gave an update on flag football signups. GM Cox presented the investment, cash flow, and cash balances report.

Presentation

5. Presentation to Victory Outreach for Support of District Activities

President Clark and Vice President Smith presented a certificate and donation check to victory outreach thanking them for their support of the District.

Discussion Items

8. Discussion Only Regarding a Potential Water Rate Increase

Discussion: The Board selected to Scenario #4 with a change to the volumetric rate for circulation and public comment. The change requested was to make the volumetric rate \$1.50. The Board directed Staff to send out a Public Notice in accordance with Prop 218. A public notice will be mailed to customers by May 1, 2017. A public meeting will be held on June 1st and a public hearing will be held on June 15th. If adopted, the rate will go into effect July 1, 2017.

6. Discussion and Possible Action Regarding Meter Rotation Program

Discussion: Operations Manager Simpson and Program Coordinator Vermette gave a detailed review of AMI Smart Meters, the need for new meters and costs. The Board was supportive of the AMI meter rotation program and directed Staff to get formal quotes on AMI meters.

Action: There was no action on this item.

7. Discussion and Possible Action Regarding Adoption of Resolution 2017-05; A Resolution of the Board of Directors of the Helendale Community Services District, In Support of Filing an Application with the Bureau of Reclamation for a Grant Under the Water-Smart Grants: Small Scale Water Efficiency Projects for Fiscal Year 2017.

Action: Director Smith made the motion to approve Resolution 2017-05. Director Haas seconded the motion; the motion was approved by the following 5 yes – 0 no vote.

Director Schneider – Yes; Director Haas – Yes; President Clark – Yes; Vice President Smith – Yes, Director Spiller – Yes

Other Business

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

Open Session recessed at 7:39 pm

Closed Session

Closed Session began at 7:45 pm.

10. Conference with Legal Counsel – Anticipated Litigation

Significant Exposure to Litigation

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

One Potential Case

Open Session

11. Open Session resumed at 8:07 pm

Action: There was no reportable action resulting from closed session items.

12. Adjournment

Action: President Ron Clark adjourned the meeting at 8:07 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: May 4, 2017
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Item #5
Discussion Only Regarding an Increase in the Solid Waste Fees Based Upon the Consumer Price Index (CPI) for Solid Waste Services and Other Related Fees

Staff Recommendation

None

Staff Report

The exclusive franchise agreement (contract) with Burrtec became effective December 1, 2011. Prior to the execution of a new contract, (between December 2006 through December 2011), the District operated under an extension of the County's contract. Many of the provisions in County's contract were carried over into the new contract negotiated by HCSD to ensure the District's customer enjoy the same level of services previously provided.

The HCSD contract has specific terms and conditions under which both parties must operate. Burrtec is allowed to request an annual increase based upon the Consumer Price Index for local market index that includes LA-Orange County-Riverside-San Bernardino Counties as outlined in Section 10.05. The contract also has specific terms that require the request to be submitted to the Board for consideration in a timely matter to facilitate the Proposition 218 process.

On February 10, Burrtec e-mailed District Management the request for a contract-related CPI rate increase of 1.92%. On March 2, the Board reviewed the request and authorized Staff to circulate proper notification to the District's customers and publish in the newspaper of general circulation as required. Staff has complied with that direction and public notices were mailed on April 3, 2017. Publication in the Daily Press occurred on May 4 and May 11.

Current monthly residential cart rate, for those paying the solid waste disposal fee on their tax bills, is \$19.89 and the proposed rate is \$20.24 which will result in a monthly increase of thirty-five cents. The annual cumulative increase is \$4.20. This rate increase includes a one cent increase in the cost of processing the recycling material at the Materials Recovery Facility in Victorville. Commercial rates vary significantly based upon number and size of containers and frequency of pick up.

The proposed rate increase, if approved, will be implemented July 1, 2017. The District has received no written comments related to this matter. Attached for your review is a copy of the rate notification that was sent to both commercial and residential customers within the District.

A public hearing is scheduled for May 18 at which time the Board can receive public comments, consider any protests and make a final determination.

NOTICE OF PUBLIC HEARING

HELENDALE COMMUNITY SERVICES DISTRICT REFUSE COLLECTION SERVICE CHARGES

Article XIID of the California Constitution requires the Helendale Community Services District (HCSD) to send notification of a proposed rate increase to all owners and tenants of real property within HCSD's service area who would be directly liable to pay for refuse collection services to the property at least 45 days prior to a public hearing at which adoption of the proposed rate increases will be considered. In accordance with those requirements, please be advised that HCSD is proposing an increase in its refuse collection service charges. This Notice identifies the amount of the proposed rate increases; the basis upon which the proposed increases were calculated; the reason for the proposed rate increases; the date, time, and location of a public hearing on the proposed rate increases; and the manner in which all persons opposed to the proposed increases may object and/or file a written protest thereto. Consequently, please be advised that this document shall serve as formal notification to you that HCSD's Board of Directors will hold a Public Meeting on **May 4, 2017** and a Public Hearing on **May 18, 2017**, on the proposed rate increases described herein, at 6:30 p.m., in the HCSD Board Room located at 26540 Vista Road, Suite C, Helendale, California.

INFORMATION ABOUT THE CHARGES

- A. Basis upon which the charges were calculated.** The HCSD Board of Directors has previously determined that the collection and disposal of refuse in its service area shall be performed by Burrtec Waste Industries, Inc. ("Burrtec"), under the terms of an exclusive franchise agreement. The monthly **residential** curbside collection charge is comprised of five components: (1) an amount for the administration and operation of automated curbside refuse collection service, which includes the provision of collection carts - a 95 gallon refuse cart and up to two 65-gallon recycling carts - with weekly pick-up service; (2) the cost of recycling; (3) an amount to compensate HCSD for its administrative costs in connection with billing, customer service and noticing requirements; (4) an amount to compensate HCSD for franchise service provision as assumed from the County of San Bernardino; and (5) the cost of residential disposal at the landfill. Typically, residential disposal costs are paid out of a disposal fee listed on the property tax bill. If this fee is not paid on the tax bill then the disposal costs are added to the monthly bill for those accounts receiving curbside service. The **commercial** charge is comprised of three components: (1) An amount for the administration and operation of commercial bin refuse and recycling collection service; (2) the tipping/disposal fee; and (3) an amount to compensate HCSD for franchise service provision as assumed from the County of San Bernardino.
- B. Reason for the proposed increases.** The proposed increase per month represents a rate adjustment of 1.92 percent based on the annual twelve-month mean average change in the Consumer Price Index (CPI) for All Urban Consumers for Los Angeles-Riverside-San Bernardino-Orange Counties as published by the United States Department of Labor, Bureau of Labor Statistics, for the previous calendar year; an increase in the Administration fee and franchise fee to reflect the CPI increase; a reimbursement for noticing requirements; and an increase in the cost of recycling.
- C. Charge per parcel.** HCSD proposes to adopt rate increases for residential and commercial refuse collection services charges as described in Exhibit A on the reverse side of this Notice. If you need assistance determining the charge for your property or parcel for residential service, you may contact HCSD by calling (760) 951-0006, by mail to PO BOX 359, Helendale, CA 92342, or in person at 26540 Vista Road, Suite B, Helendale, California. For questions about commercial refuse service you may contact Burrtec by calling (760) 245-8607.
- D. Written report.** A written report has been prepared and filed with HCSD's General Manager regarding the proposed new commercial and residential refuse collection service charges. As required by California Government Code Section 66016, the written report also provides data indicating the amount of cost, or estimated cost, to provide refuse collection service and the revenue sources anticipated to provide the service. A copy of the written report is available at HCSD's offices located at 26540 Vista Road, Suite B, Helendale, California.

HOW TO PARTICIPATE

If you have any questions or comments about the proposed rates or wish to protest you may:

Write – Written protests may be mailed to the Helendale Community Services District, Attention: Clerk of the Board, P.O. Box 359, Helendale, CA 92342; or hand delivered to the administration office at 26540 Vista Road, Suite B, Helendale, California. Written protests must specify the rate or charge being protested and must include: Your name, parcel number and/or service address, and your signature. E-mailed protests will not be accepted.

Attend the Public Hearing – Written protests may also be submitted at the Public Hearing on **May 18, 2017** at 6:30 p.m., in HCSD's Board Room located at 26540 Vista Road, Suite C, Helendale, California. All written protests must be received before the conclusion of the Public Hearing. You may address the Board; however, oral comments do not qualify as a formal protest unless accompanied by a written protest.

Information available to you – Copies of the written report, the proposed Resolution, HCSD's exclusive franchise agreement with Burrtec, and further details concerning the reasons for the proposed rate increases and the basis upon which they were calculated, are available for review at the HCSD office located at 26540 Vista Road, Suite B, Helendale, California.

Public Hearing process – At the time of the Public Hearing, the Board of Directors will hear and consider all protests and objections. After the Public Hearing, if a majority of the property owners and tenants of real property directly liable for paying refuse collection service bills for the affected parcels file written protests in opposition to the proposed rate increases, the increases will not be imposed. However, if a majority protest is not received, HCSD's Board of Directors may increase the refuse collection service rates in the manner described in this Notice. If adopted, the proposed rates would become effective **July 1, 2017**.

EXHIBIT A HELENDALE CSD PROPOSED RATE INCREASE

Service Type	Current Rate	Proposed Rate	Service Type	Current Rate	Proposed Rate
<u>Residential Service</u>			<u>Commercial Trash Service</u>		
95-gallon barrel w/paid disposal costs	\$ 19.89	\$ 20.24	Size	Freq	
95-gallon barrel w/o paid disposal costs	\$ 27.78	\$ 27.50	1.5	1	\$ 81.08 \$ 82.31
Extra 95-gallon trash barrel	\$ 7.27	\$ 7.41	1.5	2	\$ 153.89 \$ 156.18
65/95-gallon recy. 1st extra	N/C	N/C	1.5	3	\$ 226.76 \$ 230.11
65/95-gallon recy. extra	\$ 1.43	\$ 1.46	2	1	\$ 105.33 \$ 106.90
Extra pick-up (barrels)	\$ 21.63	\$ 22.04	2	2	\$ 202.46 \$ 205.45
			2	3	\$ 299.58 \$ 303.99
			3	1	\$145.69 \$147.81
			3	2	\$291.32 \$295.58
			3	3	\$437.06 \$443.43
			3	4	\$582.72 \$591.23
			3	5	\$728.38 \$739.01
			3	6	\$874.06 \$886.82
<u>Commercial Barrel Service</u>			<u>Recycling Bin Service</u>		
95-gallon barrel -1x	\$ 16.71	\$ 16.91	1.5	1	\$72.59 \$74.15
95-gallon barrel -2x	\$ 42.28	\$ 42.86	1.5	2	\$145.16 \$148.29
95-gallon barrel -3x	\$ 62.40	\$ 63.25	1.5	3	\$217.75 \$222.44
Automated Recy 65g - 1x	\$ 7.09	\$ 7.22	2	1	\$94.01 \$96.04
			2	2	\$188.01 \$192.09
			2	3	\$282.02 \$288.12
			3	1	\$128.72 \$131.53
			3	2	\$257.44 \$263.07
			3	3	\$386.17 \$394.62
			3	4	\$514.89 \$526.16
			3	5	\$643.59 \$657.68
			3	6	\$772.32 \$789.23
<u>Residential Bin Service</u>			<u>Temporary Bins</u>		
Size	Freq		Temporary Bins	\$ 103.33	\$ 105.32
1.5	1	\$ 63.62 \$ 64.84			
1.5	2	\$ 127.22 \$ 129.67			
1.5	3	\$ 190.84 \$ 194.51			
2	1	\$ 82.06 \$ 83.63			
2	2	\$ 164.11 \$ 167.27			
2	3	\$ 246.17 \$ 250.89			
3	1	\$ 110.79 \$ 112.91			
3	2	\$ 221.58 \$ 225.83			
3	3	\$ 332.38 \$ 338.76			
<u>Permanent (Trash) + Disposal/Processing</u>			<u>Miscellaneous Bin Charges</u>		
40 yard		\$ 191.03 \$ 194.70	Locking container	\$ 7.27	\$ 7.41
20 yard		\$ 191.03 \$ 194.70	Container steam clean	\$ 36.01	\$ 36.70
10 yard		\$ 191.03 \$ 194.70	Pull-out service	\$ 36.01	\$ 36.70
40 yard compactor		\$ 191.03 \$ 194.70	Extra pick-up	\$ 43.28	\$ 44.11
Dry Run /Relocate		\$ 68.73 \$ 70.06	Recy contamination	\$ 42.18	\$ 42.99
Rental Fee (per day)		\$ 23.26 \$ 23.70			
Disposal (per ton)		\$ 59.94 \$ 59.94			
<u>Temporary Roll-Offs (Trash)</u>			<u>Concrete Washout</u>		
40 yard		\$ 550.67 \$ 554.34	Delivery	\$ 502.18	\$ 511.82
20 yard		\$ 790.43 \$ 794.10	Pump	\$ 370.03	\$ 377.13
10 yard		\$ 790.43 \$ 794.10	Pump Service	\$ 502.18	\$ 511.82
Dry Run /Relocate		\$ 68.73 \$ 70.06	Relocate	\$ 126.87	\$ 129.30
Disposal (per ton)		\$ 59.94 \$ 59.94	Rental Fee (per day)	\$ 10.57	\$ 10.77
<u>Roll-Offs (Recycling) + Disposal/Processing</u>					
40 yard		\$ 191.03 \$ 194.70			
20 yard		\$ 191.03 \$ 194.70			
10 yard		\$ 191.03 \$ 194.70			
40 yard compactor		\$ 191.03 \$ 194.70			



Helendale Community Services District

Date: May 4, 2017
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Item #6
Discussion Only Regarding Park Security Options and Improvements

Staff Recommendation:

Staff seeks input from the Board regarding this matter

Staff Report:

The park was vandalized recently with one pole cut down and lights stolen, another pole cut and ready to be taken down and the electrical for a third pole disconnected and ready for additional nefarious activity. This has been a disappointment and bears further conversation about what steps may be taken to better secure the park and the assets at that remote location.

Staff is seeking input from the Board regarding securing the property. This will be discussed with the Park and Rec Committee on May 9. The Committee will refine the ideas mentioned by the full Board and a future agenda item will have recommendations from the committee will be brought back to the Board for consideration.

Options could include:

- Adding a 6' fence around the parameter of the park
- Cameras (3 have already purchased awaiting the shelter installation)
- Different type of poles
- Different type of lights
- Do nothing and file insurance claims when items are stolen
- Install a camera at the gate



Helendale Community Services District

Date: May 4, 2017
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Item #7

Discussion and Possible Action Regarding Adoption of Resolution 2017-06: A Resolution of the Board of Directors of the Helendale Community Services District Setting Procedures and Charges for Public Review and Copy of District Records

Staff Recommendation:

Staff recommends approval.

Staff Report:

A recent California Supreme court decision determined that the public has the right to access all government related communication including text messages and emails sent from private emails. This invasive determination has created the opportunity for the District to review how it responds to public records requests to ensure that we are duly responsive to the law.

District General Counsel has drafted the attached resolution for the Board's consideration, which outlines the procedures for responding to record requests and incorporates related charges. The District has never adopted a resolution responsive to this matter in the past. In light of the recent case, this conversation is timely.

Many public agencies are trying to determine how to best handle the issue of both employees' and elected officials' use of personal cell phones as it relates to the public's business. Over a year ago when the San Jose case was being appealed the Board adopted an administrative cell phone policy that addressed employee's use of a personal electronic device for District business. The District had two employees who received a small cell phone allowance who, in light of the invasive nature of what was on the horizon, opted for a District cell phone based upon the caution in the policy that their cell phone could be subject to review.

Counsel will present the proposed resolution to the Board and discuss the impact to the District.

Attached for the Board's review is a newspaper article regarding the Supreme Court's decision.

Fiscal Impact:

To be determined.

BREAKING NEWS May Day: Live updates from Bay Area protests

News > California News

San Jose: Government emails on personal devices are public record, state's top court decides



By **RAMONA GIWARGIS** | rgiwargis@bayareanewsgroup.com | Bay Area News Group

PUBLISHED: March 2, 2017 at 9:50 am | UPDATED: March 3, 2017 at 7:37 am

California's highest court Thursday unanimously ruled the public has a right to see emails and text messages about public affairs on government officials' personal devices, ending a long legal battle that began in San Jose and setting a statewide precedent for records disclosure.

The ruling closes what government watchdogs said was a loophole that let public officials conduct the people's business privately on personal phones and computers outside the reach of records requests that until now covered only their government-issued devices and accounts.

"We hold that when a city employee uses a personal account to communicate about the conduct of public business, the writings may be subject to disclosure under the California Public Records Act," the court opinion said. "If public officials could evade the law simply by clicking into a different email account, or communicating through a personal device, sensitive information could routinely evade public scrutiny."

Peter Scheer, former executive director of the First Amendment Coalition, called the ruling “a great thing for the public.”

“Government officials have been using this trick of communicating about public business on their personal email or text in order to avoid public scrutiny,” Scheer said. “It means the people we elect to represent us won’t be able to avoid public scrutiny by using personal email accounts — rather than government ones.”

After San Jose in 2009 refused to release personal emails and texts about a downtown development, one man waged a legal battle that went all the way to the California Supreme Court and led to Thursday’s 20-page ruling.

Ted Smith, a former lawyer with a background in nonprofit work, suspected that San Jose officials were using their private phones and email accounts to conceal dealings with former Mayor Tom McEnery, who proposed a development in downtown San Jose. McEnery received a \$6 million loan from the city’s Redevelopment Agency.

In June 2009, Smith submitted a request to the city seeking public records involving specific officials related to downtown San Jose redevelopment. The city turned over everything — except Smith’s request for “any and all voicemails, emails or text messages sent or received on private electronic devices used by Mayor Chuck Reed or members of the City Council, or their staff, regarding any matters concerning the City of San Jose, including any matters concerning Tom McEnery.”

The city’s argument was simple: “What we’re saying is California’s Public Records Act doesn’t cover private emails,” said San Jose City Attorney Rick Doyle. A trial court sided with Smith, but in March 2014, an appellate court ruled in the city’s favor and Smith appealed to the state’s high court.

Although the San Pedro Square Market — McEnery’s project — is already built, Smith argued all communications about city business should be public, regardless of how they’re created, communicated or stored.

While San Jose owns more than 4,000 mobile phones for employees to use, government officials in smaller agencies across California often rely solely on personal devices for business. The court’s ruling applies to all public entities in California — from water districts to school districts to cities, counties and state agencies.

“This is an important victory for the public’s right to know,” Smith said. “Once again California is at the forefront of creating rules to guarantee that the public’s business is conducted with public scrutiny.”

Following the decision Thursday, Doyle said San Jose will need to craft policies to determine how it collects public records from private accounts. The court opinion only says a “reasonable effort” to search records must be made — but allows local agencies to decide how.

“We’re going to have to tread carefully on the issue of how we do a search for records on private devices,” Doyle said. “Is it enough to say ‘Check your devices and let us know,’ or will employees have to sign some kind of affidavit?”

After Smith filed suit in August 2009, the San Jose City Council adopted a policy to release elected officials’ communications from private devices, relying on “self-reporting” to get them. But Smith and his attorney, James McManis, said the rules should apply to city employees too.

“There was nothing sensitive about this information except that someone didn’t want to talk about what was going on at City Hall with respect to former Mayor Tom McEnery,” McManis said Thursday.

McEnery said “the public deserves full transparency” and that he had no quarrel with the ruling. He said dozens of other projects had received similar redevelopment loans but his got more scrutiny because “I was mayor for eight years and I picked up my share of enemies.”

McManis said the ruling also applies to city workers’ social media accounts because it focuses on the content of the communication — not the medium in which it occurred.

The ruling suggests cities can set policies to prohibit using personal devices for official business, but it also recognized that not all private writings by city workers are public. The communications “must relate in some substantive way to the conduct of the public’s business.”

“The court does acknowledge government workers’ right to privacy,” Doyle said. “If a city official writes a text to their spouse and says their co-worker is an idiot — that may not be a public record.”

SPONSORED CONTENT

Reno-Tahoe Has Never Been Closer

By  Reno-Tahoe



RESOLUTION NO. 2017-06
**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE HELENDALE COMMUNITY SERVICES DISTRICT
SETTING PROCEDURES AND CHARGES FOR
PUBLIC REVIEW AND COPY OF DISTRICT RECORDS**

BE IT RESOLVED by the Board of Directors of the Helendale Community Services District (“District”) that the following rules and regulations related to public access for inspection and copying of District records be adopted pursuant to Government Code Section 6253(e):

Section 1. General Rules. The policy set forth below shall be used for guidance in distributing public documents and in responding to requests for information that the District may receive. It is designed to be in compliance with existing law such that any provision of this policy in conflict with existing law shall have no force or effect.

1.1. All District records and documents not deemed to be exempt under the California Public Records Act (“the Act”), California Government Code Section 6250 et seq., shall be open to the public for inspection and copying pursuant to the requirements of the Act and the procedures established herein.

1.2. Any person who wishes to inspect or copy any document or record of the District shall submit or unequivocally convey such a request to the District which reasonably and particularly describes an existing and identifiable record. The person seeking the record may, but need not, state his or her reason for making the request and/or the use to which the information will be put.

1.3. When a member of the public requests to inspect a public record or obtain a copy of a public record, the District, in order to assist the member of the public make a focused and effective request that reasonably describes an identifiable record or records, shall perform all of the following, to the extent reasonable under the circumstances:

(a) Assist the member of the public to identify records and information that are responsive to the request or to the purpose of the request, if stated;

(b) Describe the information technology and physical location in which the records exist; and

(c) Provide suggestions for overcoming any practical basis for denying access to the records or information sought.

1.4. If the District receives a request for approved minutes, publicly-posted agendas, adopted budgets, and/or other simple, routine, and otherwise readily-available documents in the District's immediate possession, said records shall be released to the party so requesting for inspection as soon as possible. If copies thereof are requested, said records shall be released to the party so requesting as soon as possible after payment of the fee adopted by the District pursuant to Section 1.8 hereof.

1.5. All requests for records that are outside the scope of Section 1.4 hereof shall be reduced to written form. For convenience in describing the records sought, the District shall furnish the requesting party with the standard form attached hereto as **Exhibit A** and incorporated herein by this reference. However, use of that form shall not be the exclusive means by which a member of the public may identify said documents in writing. If the requesting party refuses or is unable to submit a request in writing, the District shall prepare a written memorandum articulating the request as it is understood.

1.6. Within ten (10) calendar days after receipt of a request to inspect or copy any document or record of the District identified in the writing prepared pursuant to Section 1.5 hereof, the District shall determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the District, and shall immediately notify the person making the request of such determination and the reasons therefor.

1.7. Under unusual circumstances as defined in the Act, the time limit prescribed in Section 1.6 hereof may be extended by written notice by the General Manager of the District, or his or her designee, to the person making the request setting forth the reasons for the extension and the date on which a determination is expected to be dispatched. No such notice shall specify a date that would result in an extension for more than fourteen (14) calendar days.

1.8. If the District determines that the records requested shall be made available for public inspection or copying, the District shall promptly make the records available to the requesting party. If copies are requested, the District shall promptly provide copies of the records to the requesting party upon payment of a duly-adopted fee to cover the District's direct cost of duplication as calculated in the Schedule of Fees attached hereto as **Exhibit B** and incorporated herein by this reference.

1.9. If the District determines that the records requested shall not be made available for public inspection or copying, the District shall justify withholding any record by demonstrating that the record in question is exempt under the Act, that the District is unable to identify the information requested in the writing prepared pursuant to Section 1.5 hereof after making a reasonable effort to provide the assistance described in Section 1.3 hereof and elicit additional clarifying information from the requester that would help identify the record or records, or that,

based on the facts of the particular case, the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record. Any notification of denial of any request for records shall set forth the names and titles of each person responsible for the denial.

1.10. If the District determines that any part of an otherwise public record shall not be made available for public inspection or copying, any reasonably segregable portion of the record shall be provided to the person requesting such record after deletion of the portions which are exempt by law and upon (a) compliance with Section 1.8 hereof as to the portions released to the requesting party and (b) satisfaction of Section 1.9 hereof as to the portions deleted therefrom.

1.11. The District may comply with its obligation to allow for in person examination of records or to provide copies of records by posting any public record on its website and, in response to a request for records, directing the requesting party to the location on the website where the record is posted. Any such record posted on the District's website shall be posted in an open format in compliance with Government Code Section 6253.10.

1.12 If any request for a District record relates to a record in an electronic format, the District will make the record available in any electronic format in which it holds that record or in the format requested if the requested format is one the District has used to make copies for its own use. However, the District will not release any record in electronic format if that release would jeopardize or compromise the security or integrity of the original record or of any proprietary software in which the record is maintained. The requesting party must pay for the District's direct cost of copying any record in an electronic format. The District may recover its programming and computer service costs if the request requires data compilation, extraction or programming to produce the record or if the record is produced at other than a regularly scheduled interval.

1.13. The District will retain in its records all written requests for inspection or copying of public records in accordance with the District's records retention guidelines.

Section 2. Special Rules for Examination. The District will provide an area at its offices for examination of its public records. Examinations may take place only during regular District business hours, must take place on District premises, and will be subject to observation by District personnel. These procedures are for the sole purpose of protecting original records against tampering or theft. Any examination of original District records will be subject to the following rules:

2.1. No document or record, or any part thereof, shall be removed from the file, notebook, folder, or other compilation in which it is contained.

2.2. No document or record shall be written on, marked on, or erased, nor shall any writing or information therein otherwise be removed; nor shall any person destroy, mutilate, deface, alter or falsify any document or record. Violations of this rule will be prosecuted pursuant to Government Code §6201.

2.3. The party examining records shall comply with all instructions of District personnel. District personnel may terminate or restrict the examination as may be necessary to preserve District records.

Section 3. Review of Personal Electronic Devices and Personal E-Mail Accounts.

3.1. Upon receipt of a request under the Act that may involve responsive records that may have been transmitted by an employee or director through the employee's or director's personal electronic devices (including, but not limited to, a smart phone, tablet or laptop computer) or personal e-mail account, the District's General Manager shall notify any employee or director who may reasonably be expected to have any such requested records on such a personal device or personal e-mail account of the need for that employee or director to search his or her personal device(s) and personal e-mail account(s) for any records (including, but not limited to, text messages, e-mails or other electronic records) that may be housed on any such device or in any such account. Any such search will be conducted promptly upon receipt of notice from the General Manager in order to ensure the District complies with the timeframes for responding to the request in accordance with this policy. Any such search shall be conducted in good faith to be reasonably calculated to locate any responsive public records that may be housed on any such personal device or personal e-mail account, but need not be extraordinarily extensive or intrusive.

3.2. Upon completion of the search of any such devices or accounts, the employee or director shall complete the declaration in the form attached hereto as **Exhibit C** that states the appropriate result from that search. The District shall provide training for all employees and directors regarding how to conduct such searches and how to differentiate and segregate public records from private records. The District shall conduct updated training at least every two years. The District shall have personnel available to assist any employee or director who requests assistance in conducting such a search.

3.3. The District shall incorporate into its separate electronic communications policy provisions designed to minimize the likelihood of an employee or director using his or her personal electronic device or personal e-mail account for District business.

Section 4. Effective Date and Review. This Resolution supersedes any previously-adopted motion, resolution, or ordinance inconsistent with the terms hereof shall take effect immediately upon its adoption. This Resolution will be reviewed and revised as deemed appropriate by the District's Board of Directors.

ADOPTED this ____ day of _____, 2017.

AYES:

NOES:

ABSTAIN:

ABSENT:

Ron Clark, President
Board of Directors

ATTEST: _____

Sandy Haas, Secretary
Board of Directors

EXHIBIT A

REQUEST FOR INSPECTION / COPIES OF PUBLIC RECORDS

[Government Code Section 6253(b)]

Request for a copy of public record identified below:

Name: _____ Date: _____
(Date must be filled in)

Address: _____

E-mail Address: _____

Phone: _____ Fax No.: _____

Copies to be: Picked-up Mailed Fax E-mail

To be completed by District:

Estimated No. of Pages	_____	Actual cost	_____	Account #
Estimated Cost (8.5 x 11 & 8.5 x 14) \$0.25/page	_____	Postage (if mailed)	_____	
(11 x 17) \$0.30/page		Total Cost	_____	

Date Promised: _____ Date Mailed/Picked Up: _____

Mailed By: _____ Picked Up By: _____

EXHIBIT B

Records Request Schedule of Fees*	
No Charge for items emailed to requestor & No Sales Tax on Public Records Requests	
Price for a copy of a page (8-1/2" x 11") (Black/White or Color)	\$0.25 Per page
Price for a copy of a page (11" x 14") (Black/White or Color)	\$0.25 Per page
Price for a copy of a page (11 x 17) (Black/White or Color)	\$0.30 Per page
24 x 36 Maps black/ white or color (done by outside copier)	Actual Cost
Price for an affidavit to certify the copy(ies)	\$2.50 per page
Price for an envelope	\$0.05 each
Price for a large manila envelope	\$0.50 each
Price for mailing (letter-size envelope)	\$0.44 each
Price for mailing (large manila envelope)	\$5.43 each
Price for overnight mail	Actual Cost
Price for mailing a "certified" letter (in addition to postage due)	\$7.55 each
Price for a copy with CD	\$1.50 each

*Fees are subject to change upon current USPS Rates.

EXHIBIT C

Form of Declaration

I, _____, hereby declare as follows:

1. I have personal knowledge of the matters set forth in this declaration.
2. I currently am serving as the _____ [state employee or director's position] of Helendale Community Services District ("District").
3. On _____, 20____, I received notice of the need to search my personal electronic device and personal e-mail account for documents that may be responsive to a Public Records Act request the District received from _____ [insert name of requesting party] (the "Request").
4. I have, with reasonable diligence, searched all of my personal electronic devices and personal e-mail accounts (that is, those accounts which are not housed on a District server), including, but not limited to, my _____ [describe the devices searched] and my e-mail address of _____ [insert all personal e-mail accounts that were searched] and have provided all public records responsive to the Request to the responsible District employee.

[OR]

4. I have, with reasonable diligence, searched all of my personal electronic devices and personal e-mail accounts (that is, those accounts which are not housed on a District server), including, but not limited to, my _____ [describe the devices searched] and my e-mail address of _____ [insert all personal e-mail accounts that were searched] and did not locate any public records on such devices or accounts that were responsive to the Request.

[CONTINUE]

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated: _____, 20____
_____ [insert name]



Helendale Community Services District

Date: May 4, 2017
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Item #8
Discussion and Possible Action Regarding Proposed Alternatives for Board Electronic Mail and Delivery of Agenda Material

Staff Recommendation:

Staff seeks input from the Board.

Staff Report:

In light of the agenda item number 7, Counsel has recommended that the District establish an electronic mail account for each of the Directors to use when communicating with the District. Staff is in the process of setting up the email accounts with our computer support company.

In order to facilitate that, Staff would like to propose providing a Samsung Galaxy Tablet to each of the board members which will have the new District e-mail on it. In addition, Staff would be able to send out the agenda materials to each director on this device thereby eliminating the board books. The device would be supported by our contract computer company who could set up the tablet to simplify your access to e-mail and board materials.

Attached for your consideration is information on the proposed wi-fi enabled tablet at an estimated cost of \$150 to \$190 each.

Fiscal Impact:

\$1000 for tablets

Contract IT services mild increase to add tablets

5 new emails accounts at approximately \$6/month

Home / Computers / iPads & Tablets / Tablets


Google Play \$100 Code E-DELIVERY
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Samsung Galaxy Tab A Wi-Fi Tablet - Quad Core - Lollipop - Smoky Titanium - Bonus Sleeve

Item #481408 | Model #SM-T350NZASXAR

8.0" DISPLAY
16GB STORAGE
1024 x 768



Member Only Item

Your Price **\$189.99**

Shipping & Handling: \$9.99

Features:

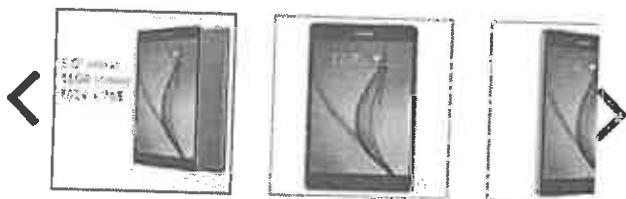
- Dual-band Wireless-N WiFi + Bluetooth 4.1, 5MP rear-facing, 2MP front-facing camera

Feedback

Qty

1

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The estimated delivery time will be approximately 3 - 5 business days from the time of order.

Plain packaging available.

Product Details

Item may be available in your local warehouse, prices may vary.

Limit 5 per membership

Enhance Productivity With Smarter Capabilities

The Galaxy Tab A is packed with multitasking enhancements ready to take your work to the next level. Handwrite notes, cut and paste quickly, and create presentations and documents on the fly with familiar editing programs. When you're in a pinch, you can extend your battery life for last-minute tasks.

Product Includes:

- 8.0" Galaxy Tab A Wi-Fi Tablet
- Galaxy Tab A Protective Sleeve

Operating System:

- Android™ 5.0 (Version Lollipop)

Processor:

- 1.2GHz Quad-Core Processor
- 1.5GB RAM

Storage Capacity:

- 16GB Storage

Display:

- 8.0" Multi-touch TFT XGA (1024 x 768) Display

Connectivity:

- Dual-band Wireless-N WiFi + Bluetooth 4.1
- 5MP rear-facing, 2MP front-facing camera

Audio:

- Integrated Audio

Ports & Slots:

- microSD Card Slot

Battery:

- Up to 10-hours Video Playback

Feedback

Additional Information:

- Dimensions: 8.20" x 5.40" x 0.29"
- Approximate Weight: 0.69lbs

Model: SM-T350NZASXAR

Battery Life: 10 Hour

Brand: Samsung

Camera Location: Front & Rear Facing

Computer Type: Tablet

Connectivity: WiFi Only

Model: SM-T350NZASXAR

Operating System: Android

Screen Size: 8 in.

Storage Capacity: 16GB

Feedback

Reviews (37)



Reviews

Write a review

Rating Snapshot

Select a row below to filter reviews.

5 ★	28
4 ★	0
3 ★	2
2 ★	2
1 ★	5

Average Customer Ratings

Overall ★★★★★ 4.2