



# Helendale Community Services District

26540 Vista Road, Suite C, Helendale, CA 92342

## **REGULAR BOARD MEETING** **Thursday, January 20, 2022 at 6:30 PM**

### **SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY**

Pursuant to the provisions of Assembly Bill 361 which amended certain provisions of the Brown Act regarding teleconference meetings during periods of statewide emergencies, and as a precaution to our Board of Directors, District staff, and general public as a result of the ongoing COVID-19 pandemic, Helendale Community Services District will hold this meeting of its Board of Directors both in-person at the District Office located at 26540 Vista Road, Suite C, Helendale, California, and via teleconference. This meeting is open to the public in person or via virtual interface and can be accessed by clicking on the link below:

[www.zoom.com](https://www.zoom.com) Meeting ID 463 173 8547 Passcode: HCSD  
(Dial-in instructions will be provided after registering at the link above)

### **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 wishing to make comments may do so by filling out the speaker's card in person or using the "raise the hand" or "chat" feature. If viewing remotely a speaker's card may be filled out at the following link: <https://www.surveymonkey.com/r/HKGNLL8> or use the features referenced above. The District requests that all speaker cards be submitted at any time prior to the close of public participation.*

#### **3. Consent Items**

- a. Approval of Minutes: December 16, 2021, Regular Board Meeting and January 11, 2022 Special Meeting
- b. Bills Paid Report
- c. Directors Compensation and Expenses
- d. November Financials
- e. COVID-19 Update

#### **4. Reports**

- a. Directors' Reports
- b. General Manager's Report

#### **Regular Business:**

5. Discussion and Possible Action Regarding Use of Property for Circus Event
6. Discussion and Possible Action Regarding Continuation of Remote Meetings
7. Discussion and Possible Action Regarding Use of Salvage Funds for Purchase of Vehicle
8. Discussion and Possible Action Regarding Annual Election of Officers

#### **Other Business**

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

#### **10. Adjournment**

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



# Helendale Community Services District

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Date: January 20, 2022  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #3  
Consent Items

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## **CONSENT ITEMS**

- a. Approval of Minutes: Regular Board Meeting of December 16, 2021, and Special Board Meeting of January 11, 2022
- b. Bills Paid Report
- c. Directors Compensation and Expenses
- d. November Financials
- e. COVID-19 Update



# Helendale Community Services District

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Date: January 20, 2022  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Cheryl Vermette  
SUBJECT: Agenda item #3a  
Approval of Minutes: Regular Board Meeting of December 16, 2021, and Special Board Meeting of January 11, 2022

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*Minutes of the Helendale Community Services District  
REGULAR BOARD OF DIRECTORS MEETING  
December 16, 2021, at 6:30 PM  
26540 Vista Road, Suite C. Helendale, CA 92342*

Pursuant to the provisions of Executive Order N-29-20 issued by Governor Gavin Newsom in response to the COVID-19 pandemic public participation in Helendale CSD's Board Meeting was held both in person and via teleconference.

**Board Members Roll Call:**

**Present:** President Tim Smith; Vice President Henry Spiller; Secretary, Sandy Haas (via Zoom joined at 6:40 pm); Director Ron Clark (via Zoom)

**Absent:** Director Craig Schneider

**Staff Members Present:**

Kimberly Cox, General Manager; Craig Carlson, Water Operations Manager; Wastewater Operations Manager, Alex Aviles; Cheryl Vermette, Parks, Recreation & Programs Supervisor

**Consultants:**

Steve Kennedy, Legal Counsel (via Zoom)

**Members of the Public:**

There were no members of the public present.

**Call to Order and Pledge of Allegiance**

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

**1. Approval of Agenda**

**Discussion:** General Manager Cox requested to add item 10A to the Closed Session.

**Action** A motion was made by Vice President Spiller to approve the agenda as amended. The motion was seconded by Director Clark.

**Vote:** The motion carried by the following vote: 3 - Yes; 0 - No; 2 Absent. President Smith-Yes; Vice President Spiller-Yes; Director Clark -Yes, Director Schneider - Absent; Director Haas - Absent.

**2. Public Participation**

None

**3. Consent Items**

A. Approval of Minutes: December 2, 2021, Regular Board Meeting

B. Bills Paid Report

C. Directors Compensation and Expenses

D. Resolution 2021-21A: A Resolution of the Board of Directors of the Helendale Community Services District Re-Ratifying the Proclamation of a State of Emergency by Governor Newsom Declaring That Local Emergency Conditions Persists, and Re-Authorizing Remote

Teleconference meetings of the board of Directors and Its Standing Committees for the Period December 2, 2021, to January 2, 2022, Pursuant To Brown Act Provisions

E. October Financials

F. COVID-19 Update

**Action:** Vice President Spiller made the motion to approve the consent calendar as presented. Director Schneider Clark seconded the motion.

**Vote:** The motion carried by the following vote: 3 - Yes; 0 – No; 2 Absent. President Smith-Yes; Vice President Spiller-Yes; Director Clark -Yes, Director Schneider – Absent; Director Haas – Absent

#### 4. Reports

A. Directors' Reports

None

B. General Managers Report

General Manager Cox reported that the minimum wage increase (to \$15) will go into effect January 1, 2022. Sheriff Dicus will be here on January 20<sup>th</sup>. There will be no Farmers Market until January 2022. The office will be closed on December 23, 24, 30 and 31. The State Health Department has issued a mask mandate beginning on 12/15 through 1/15. The disconnection prohibition ends on 12/31. Staff has mailed out letters to customers in arrears offering a payment plan.

Water Operations Manager Carlson reported Staff repaired a leak at Fairway Courts, completed the monthly coliform report, completed all District inspections for the month of December, met with the electrician to plan electrical work for the new building and ordered and picked up conduit for the new building electrical run (will install in January). Staff has been working with insulation installers at old building, moving things out of the way. Staff has also been working on disassembling meters to be recycled. All of the well sites have been winterized. Staff re-plumbed the water jug fill station in the building to accommodate new insulation. Assisted wastewater to pump park lift station to bypass line since pumps failed. Carlson showed photos of the park lift station and the insulation at the old water maintenance building.

Program Coordinator Vermette reviewed the television e-waste recycling, miscellaneous e-waste recycling, metal recycling, green waste tonnage and costs, and bulky item pickups.

#### Regular Business:

5. Discussion and Possible Action Regarding Update on Building Construction and Award of Change Order for Interior Completion

**Discussion:** General Manager Cox gave a timeline of the water and wastewater building construction. The building contract was awarded on 12/28/20. Fortunately, the buildings were ordered before the current market issues. The interior fire sprinkler contract was issued on 2/4/202. The WWTP Mini Lift Station was awarded on 8/5/2021. The building interior was discussed at the 8/19/2021 meeting. At that meeting the Board voted to have the General Manager negotiate with the current contractor to complete the interior of the buildings rather than pursue other options. The exterior fire piping/appurtenances were awarded on 9/9/2021. The paving was awarded on 10/7/2021. The electrical has been under the General Manager's signing authority. General Manager Cox showed photos of the water building and shared the costs: building - \$513,688; fire sprinklers - \$33,450; fire water line - \$37,500; asphalt - \$25,383; electrical (main panel) - \$12,000; HVAC estimate: \$15,000; Interior (to be completed by contractor and staff - \$230,000, for a total of \$867,021. GM Cox then presented photos and costs

for the wastewater building. Cost for the building - \$548,054; fire sprinklers - \$33,450; fire water line - \$37,500; mini-lift station - \$36,044; paving - \$47,000; electrical (main panel) - \$24, 792; HVAC estimate - \$15,000; interior (to be completed by contractor and staff) \$230,000 for a total of \$971,840. The paving plan was signed off by county and the contractor has been notified. Staff is waiting for a schedule for mobilization. The contractor will start with the wastewater building. The fire sprinkler contractor will begin next week. Staff has continued working with the contractor on the scope for the change order for the interior of the buildings.

General Manager Cox then presented a layout of both buildings' interiors.

**Action:** Vice President Spiller made a motion to approve staff to negotiate a change order for up to \$200,000 for completion of interiors of each maintenance building. Director Haas seconded the motion.

**Vote:** The motion carried by the following vote: 4 -Yes; 0 -No; 1 - Absent. President Smith-Yes; Vice President Spiller-Yes; Director Clark -Yes; Director Schneider -Absent; Director Haas -Yes

6. Discussion and Possible Action Regarding Revisions to the Deposit Policy

**Discussion:** Staff has made modifications to the Deposit Policy. The policy was last modified on 2/18/2021. Proposed changes: Section 3(2)(d): clarified verbiage; Section I (5): added verbiage addressing credit cards; Section 1(7): definition for high-risk customer, this definition was changed during the disconnection prohibition. Now that disconnections may begin again, Staff recommends modification of this definition. The policy would become effective 1/1/2022.

**Action:** Director Haas made a motion to approve the revised deposit and application policy. Vice President Spiller seconded the motion.

**Vote:** The motion carried by the following vote: 4 -Yes; 0 -No; 1 - Absent. President Smith-Yes; Vice President Spiller-Yes; Director Clark -Yes; Director Schneider -Absent; Director Haas -Yes

7. Discussion and Possible Action Regarding Vehicle Needs for District Operations

**Discussion:** General Manager Cox and Water Operations Manager Carlson discussed the District's fleet and the difficulty Staff has had in finding vehicles and vehicle parts. Staff is requesting the Board to pre-approve an amount that can be used for a purchase when it becomes available. The options include purchasing a new commuter for: the Water Operations Manager with water funds and transfer 1500 to parks; purchase a vehicle for the Wastewater Operations Manager with wastewater funds and pass the F150 to Parks; or hold off on purchasing a vehicle and give the Equinox to either the Water Operations Manager or Wastewater Operations Manager and pass either the water or wastewater truck to Parks.

**Action:** The Board discussed the options and unanimously decided to reassign the Equinox to either the Water Operations Manager or the Wastewater Operations Manager. Adm in Staff would have to use their personal vehicles and get reimbursed mileage. The Board requested this item be brought back in three months.

8. Discussion and Possible Action Regarding Annual Election of Officers

**Discussion:** The Board requested to table this item until the full Board is present.

**Other Business**

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

None

The Board took a brief recess at 7:38 pm.

Closed Session was called to order at 7:48 pm.

**10. Closed Session**

Conference with Legal Counsel - Anticipated Litigation

Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2):

**10A. Public Employee Performance Evaluation**

(Government Code Section 54957)

Title: General Manager

Closed Session adjourned at 8:18 pm

**11. Report of Closed Session Items**

**Discussion:** Legal Counsel Kennedy reported that the Board met in closed session and there were no reportable actions resulting from the closed session item.

**12. Adjournment**

President Smith adjourned the meeting at 8:18 pm

Submitted by:

Approved by:

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Tim Smith, President

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Sandy Haas, Secretary

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



*Minutes of the Helendale Community Services District  
SPECIAL BOARD OF DIRECTORS MEETING  
January 11, 2021, at 2:00 PM  
26540 Vista Road, Suite C. Helendale, CA 92342*

**SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY**

Pursuant to the provisions of Assembly Bill 361 which amended certain provisions of the Brown Act regarding teleconference meetings during periods of statewide emergencies, and as a precaution to our Board of Directors, District staff, and general public as a result of the ongoing COVID-19 pandemic, Helendale Community Services District will hold this meeting of its Board of Directors both in-person at the District Office located at 26540 Vista Road, Suite C, Helendale, California, and via teleconference. This meeting is open to the public in person or via virtual interface and can be accessed by clicking on the link below:

[www.zoom.com](https://www.zoom.com) Meeting ID 463 173 8547 Passcode: HCSD  
(Dial-in instructions will be provided after registering at the link above)

**Board Members Roll Call:**

**Present:** President Tim Smith; Vice President Henry Spiller (via Zoom); Secretary, Sandy Haas; Director Ron Clark, Director Craig Schneider

**Staff Members Present:**

Kimberly Cox, General Manager; Craig Carlson, Water Operations Manager; Wastewater Operations Manager, Alex Aviles; Cheryl Vermette, Parks, Recreation & Programs Supervisor

**Consultants:**

Steve Kennedy, Legal Counsel (via Zoom)

**Members of the Public:**

There were no members of the public present.

**Call to Order and Pledge of Allegiance**

The meeting was called to order at 2:00 pm by President Smith, after which the Pledge of Allegiance was recited.

**1. Approval of Agenda**

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

**Vote:** The motion carried by the following vote: 5 - Yes; 0 - No. President Smith-Yes; Vice President Spiller-Yes; Director Clark -Yes; Director Schneider -Yes; Director Haas -Yes

**2. Public Participation**

None

**Regular Business**

**3. Resolution 2022-01A: A Resolution of the Board of Directors of the Helendale Community Services District**

Re-Ratifying the Proclamation of a State of Emergency by Governor Newsom Declaring That Local Emergency Conditions Persists, and Re-Authorizing Remote Teleconference meetings of the board of Directors and Its Standing Committees for the Period January 11, 2022, to February 10, 2022, Pursuant To Brown Act Provisions



**Discussion:** AB361 hard-wired a 30-day provision for adoption, without this special meeting the provision would have lapsed. Due to the increase COVID cases the remote meeting option seems prudent.

**Action:** Director Schneider made a motion to adopt Resolution 2022-1A authorizing the continuation of remote meetings for a 30-day period. Director Haas seconded the motion.

**Vote:** The motion carried by the following vote: 5 - Yes; 0 - No. President Smith-Yes; Vice President Spiller-Yes; Director Clark -Yes; Director Schneider - Yes; Director Haas -Yes

4. Discussion And Possible Action Regarding Adoption of Resolution 2022-02: A Resolution of the Board Of Directors of the Helendale Community Services District Nominating Tim Smith as a Candidate for Election to the Association of San Bernardino County Special Districts Board

**Discussion:** The District is a member of the Association of San Bernardino County Special District (ASBCSD). They have several Board positions up for re-election/election, there are 6 candidates vying for these positions. President Smith is interested in seeking a position on the Board of this organization. President Smith is a regular attendee at the meetings.

**Action:** Director Clark made a motion to Adopt Resolution 2022-02 Supporting President Smith's interest in seeking a Board position on ASBCSD. Director Schneider seconded the motion.

**Vote:** The motion carried by the following vote: 5 - Yes; 0 - No. President Smith-Yes; Vice President Spiller-Yes; Director Clark -Yes; Director Schneider - Yes; Director Haas -Yes

5. Discussion and Possible Action Regarding Approval of Resolution 2022-03: A Resolution of the Board of Directors of The Helendale Community Services District Approving the Application for Regional Park Program Grant Funds.

**Discussion:** The maximum award for this funding opportunity is \$3 million. Our previous grant request in the Statewide Parks funding opportunity was for \$6,060,000. From the follow-up call we learned one of the weaknesses in our application was the Community Center. According to the project officer, we already have a "Community Center." This grant will allow the District to request funding for a building as long as we also have outdoor recreation features. We can significantly reduce the size of the building with several options: build a smaller gymnasium, build a smaller senior center, multipurpose room, and a rec office; just build a gymnasium and rec offices; or just build a senior center with classrooms and rec offices. A graphic of the potential layout of the overall park and several options for the interior of the proposed rec center were presented.

**Action:** Director Schneider made a motion to adopt Resolution 2022-03 Approving the Application for the Regional Park Program Grant Funds. Director Haas seconded the motion.

**Vote:** The motion carried by the following vote: 5 - Yes; 0 - No. President Smith-Yes; Vice President Spiller-Yes; Director Clark -Yes; Director Schneider - Yes; Director Haas -Yes

#### **Other Business**

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

None

7. Adjournment

President Smith adjourned the meeting at 2:22 pm

Submitted by:

Approved by:

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Tim Smith, President

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Sandy Haas, Secretary

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



# Helendale Community Services District

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**Date:** January 20, 2022  
**TO:** Board of Directors  
**FROM:** Kimberly Cox, General Manager  
**BY:** Sharon Kreinop, Senior Account Specialist  
**SUBJECT:** Agenda item #3 b  
Consent Items: Updated Bills Paid and Presented for Approval

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**STAFF RECOMMENDATION:**

Updated Report Only. Receive and File

**STAFF REPORT:**

Staff issued 98 checks and 24 EFT's totaling \$946,313.40

Total Cash Available:	<u>1/13/22</u>	<u>12/13/21</u>
Cash	\$4,975,113.23	\$5,347,775.64
Checks/EFT's Issues	\$ 946,313.40	\$ 373,447.50

**Investment Report**

The Investment Report shows the status of the invested District funds. The current interest rate is 0.02% for LAIF and 0.10% for the CBB Sweep Account for December 2021. Interest earned December 2021 on CBB Sweep Account is \$172.52



# Bills Paid and Presented for Approval

## Transaction Detail

Issued Date Range: 12/8/2021 - 01/13/2021

Issued Date	Number	Description	Amount	Type	Module
Bank Account 2512229590 - CBB Checking					
12/08/2021	24783	Burrtec Waste Industries Inc	(126.50)	Check	Accounts Payable
12/08/2021	24784	Citizens Business Bank	(101,312.38)	Check	Accounts Payable
12/08/2021	24785	Frontier Communications	(132.61)	Check	Accounts Payable
12/08/2021	24786	Frontier Communications	(49.65)	Check	Accounts Payable
12/08/2021	24787	Geo-Monitor, Inc.	(178.50)	Check	Accounts Payable
12/08/2021	24788	Infosend, Inc	(1,915.60)	Check	Accounts Payable
12/08/2021	24789	Inland Water Works Supply Co.	(205.74)	Check	Accounts Payable
12/08/2021	24790	Lowe's Inc.	(2,251.85)	Check	Accounts Payable
12/08/2021	24791	Online Information Services, Inc	(34.20)	Check	Accounts Payable
12/08/2021	24792	O'Reilly Auto Parts	(1,612.71)	Check	Accounts Payable
12/08/2021	24793	Robert R. Yeghoian Co., Inc.	(1,628.75)	Check	Accounts Payable
12/08/2021	24794	Tyler Technologies, Inc.	(150.00)	Check	Accounts Payable
12/14/2021	24795	Lynda Helvie	(72.01)	Check	Utility Billing
12/14/2021	24796	California State Disbursement Unit	(230.76)	Check	Accounts Payable
12/14/2021	24797	State of California - Franchise Tax Board	(50.00)	Check	Accounts Payable
12/15/2021	24798	South West Pump & Drilling, Inc	(41,753.29)	Check	Accounts Payable
12/15/2021	24799	South West Pump & Drilling, Inc	(48,427.36)	Check	Accounts Payable
12/15/2021	24800	Jean Thomas	(2,000.00)	Check	Accounts Payable
12/15/2021	24801	Brunick, McElhaney & Kennedy	(4,787.50)	Check	Accounts Payable
12/15/2021	24802	High Desert Underground Inc	(36,044.00)	Check	Accounts Payable
12/15/2021	24803	High Desert Underground Inc	(19,405.00)	Check	Accounts Payable
12/16/2021	24804	Burrtec Waste Group, Inc	(13,483.99)	Check	Accounts Payable
12/16/2021	24805	Burrtec Waste Industries Inc	(593.18)	Check	Accounts Payable
12/16/2021	24806	Cardmember Services	(2,924.24)	Check	Accounts Payable
12/16/2021	24807	Cheryl Vermette	(1,922.92)	Check	Accounts Payable
12/16/2021	24808	Choice Builder	(1,230.01)	Check	Accounts Payable
12/16/2021	24809	Craig Carlson	(108.41)	Check	Accounts Payable
12/16/2021	24810	Frontier Communications	(61.59)	Check	Accounts Payable
12/16/2021	24811	Frontier Communications	(65.60)	Check	Accounts Payable
12/16/2021	24812	Helendale Community Services District	(182.78)	Check	Accounts Payable

12/16/2021	24813	Heritage Victor Valley Medical Group	(130.00)	Check	Accounts Payable
12/16/2021	24814	Hesperia Hose Supply	(15.81)	Check	Accounts Payable
12/16/2021	24815	Home Depot Credit Services	(540.95)	Check	Accounts Payable
12/16/2021	24816	Inland Water Works Supply Co.	(115.10)	Check	Accounts Payable
12/16/2021	24817	Rebecca Wainner	(300.00)	Check	Accounts Payable
12/16/2021	24818	Sierra Analytical Labs, Inc	(2,045.00)	Check	Accounts Payable
12/16/2021	24819	SWRCB FEES	(27,109.00)	Check	Accounts Payable
12/16/2021	24820	Tyler Business Forms	(116.50)	Check	Accounts Payable
12/16/2021	24821	Uline	(556.14)	Check	Accounts Payable
12/16/2021	24822	USA Blue Book	(461.17)	Check	Accounts Payable
12/16/2021	24823	Valeria Brown	(200.00)	Check	Accounts Payable
12/21/2021	24824	Chris T. Holland	(48.28)	Check	Utility Billing
12/21/2021	24825	KGC Investments, LLC	(322.13)	Check	Utility Billing
12/22/2021	24826	Inland Water Works Supply Co.	(9,326.04)	Check	Accounts Payable
12/22/2021	24827	California State Disbursement Unit	(230.76)	Check	Accounts Payable
12/22/2021	24828	State of California - Franchise Tax Board	(50.00)	Check	Accounts Payable
12/28/2021	24829	County of San Bernardino, Solid Waste Mgmt. Div	(714.12)	Check	Accounts Payable
12/28/2021	24830	Frontier Communications	(90.70)	Check	Accounts Payable
12/28/2021	24831	Frontier Communications	(65.60)	Check	Accounts Payable
12/28/2021	24832	Frontier Communications	(61.59)	Check	Accounts Payable
12/28/2021	24833	Pacific Auto Center	(32,003.06)	Check	Accounts Payable
12/28/2021	24834	Ultimate Internet Access, Inc	(799.43)	Check	Accounts Payable
12/28/2021	24835	Verizon Wireless	(106.32)	Check	Accounts Payable
12/28/2021	24836	Verizon Wireless	(650.45)	Check	Accounts Payable
12/28/2021	24837	Burrtec Waste Group, Inc	(48,792.56)	Check	Accounts Payable
12/28/2021	24838	Karen Donovan	(200.00)	Check	Accounts Payable
12/28/2021	24839	Kimberly Collins	(16,500.00)	Check	Accounts Payable
01/05/2022	24840	Lance Sharp	(395.11)	Check	Utility Billing
01/05/2022	24841	Eric Munson	(100.27)	Check	Utility Billing
01/05/2022	24842	Eric D. House	(180.00)	Check	Utility Billing
01/07/2022	24843	Eide Bailly LLP	(2,609.33)	Check	Accounts Payable
01/07/2022	24844	Walters Wholesale Electric Co.	(2,139.91)	Check	Accounts Payable
01/07/2022	24845	Walters Wholesale Electric Co.	(3,662.11)	Check	Accounts Payable
01/07/2022	24846	Sonic Systems, Inc	(1,489.70)	Check	Accounts Payable
01/07/2022	24847	Water Systems Consulting, Inc	(3,502.50)	Check	Accounts Payable
01/07/2022	24848	California State Disbursement Unit	(230.76)	Check	Accounts Payable
01/07/2022	24849	State of California - Franchise Tax Board	(50.00)	Check	Accounts Payable
01/07/2022	24850	ACI Payments, Inc	(58.20)	Check	Accounts Payable
01/07/2022	24851	Allied Public Risk LLC	(12,716.00)	Check	Accounts Payable
01/07/2022	24852	Allied Public Risk LLC	(4,402.00)	Check	Accounts Payable
01/07/2022	24853	Allied Public Risk LLC	(3,920.00)	Check	Accounts Payable
01/07/2022	24854	ASBCSD	(275.00)	Check	Accounts Payable
01/07/2022	24855	AVCOM Services Inc.	(464.00)	Check	Accounts Payable

01/07/2022	24856	Beck Oil Inc	(4,492.31)	Check	Accounts Payable
01/07/2022	24857	California Park & Recreation Society	(555.00)	Check	Accounts Payable
01/07/2022	24858	Citizens Business Bank	(149,447.45)	Check	Accounts Payable
01/07/2022	24859	County of San Bernardino	(180.00)	Check	Accounts Payable
01/07/2022	24860	Frontier Communications	(131.30)	Check	Accounts Payable
01/07/2022	24861	Frontier Communications	(49.34)	Check	Accounts Payable
01/07/2022	24862	G.A. Osborne Pipe & Supply Inc.	(466.09)	Check	Accounts Payable
01/07/2022	24863	Hartford Life	(274.77)	Check	Accounts Payable
01/07/2022	24864	Infosend, Inc	(1,890.09)	Check	Accounts Payable
01/07/2022	24865	Inland Water Works Supply Co.	(378.20)	Check	Accounts Payable
01/07/2022	24866	Lowe's Inc.	(124.15)	Check	Accounts Payable
01/07/2022	24867	Mobile Occupational Services, Inc.	(90.00)	Check	Accounts Payable
01/07/2022	24868	Online Information Services, Inc	(25.65)	Check	Accounts Payable
01/07/2022	24869	Rebecca Gonzalez	(330.00)	Check	Accounts Payable
01/07/2022	24870	Sonic Systems, Inc	(130.50)	Check	Accounts Payable
01/07/2022	24871	Staples Credit Plan	(744.02)	Check	Accounts Payable
01/07/2022	24872	State Water Resources Control Board	(17,252.10)	Check	Accounts Payable
01/07/2022	24873	Tyler Technologies, Inc.	(112.00)	Check	Accounts Payable
01/07/2022	24874	USA Blue Book	(684.73)	Check	Accounts Payable
01/07/2022	24875	USA of So. California	(132.10)	Check	Accounts Payable
01/11/2022	24876	Eide Bailly LLP	(1,004.15)	Check	Accounts Payable
01/11/2022	24877	Bank of America	(3,045.10)	Check	Accounts Payable
01/11/2022	24878	Burrtec Waste Group, Inc	(47,955.60)	Check	Accounts Payable
01/11/2022	24879	Choice Builder	(1,230.01)	Check	Accounts Payable
01/11/2022	24880	O'Reilly Auto Parts	(1,971.10)	Check	Accounts Payable
12/21/2021	EFT0003949	SCE Street Lighting Acct # 700013030275	(1,867.78)	EFT	General Ledger
12/22/2021	EFT0003959	SCE ACH Park Wellheads Acct 700448234519	(375.45)	EFT	General Ledger
12/28/2021	EFT0003961	SCE ACH Sod Farm Acct 700255337588	(1,037.88)	EFT	General Ledger
12/30/2021	EFT0003965	SCE ACH Well 6,7,8,9 & 2 Acct 700620711734	(483.72)	EFT	General Ledger
01/03/2022	EFT0003966	SCE ACH Community Center 700218740906	(1,354.08)	EFT	General Ledger
12/17/2021	EFT0003967	CalPERS PEPRA Pmt PPE 11/21/21	(1,644.37)	EFT	General Ledger
12/17/2021	EFT0003968	CalPERS Classic Pmt PPE 11/21/21	(7,313.72)	EFT	General Ledger
01/03/2022	EFT0003969	CalPERS PEPRA Pmt PPE 12/5/21	(1,644.37)	EFT	General Ledger
01/03/2022	EFT0003970	CalPERS Classic Pmt PPE 12/5/21	(7,313.72)	EFT	General Ledger
01/06/2022	EFT0003972	SCE ACH WWTP & Wells 3, 4 & 1 Acct 70054735	(16,398.21)	EFT	General Ledger
01/07/2022	EFT0003974	To record CalPERS Health Premium	(19,730.41)	EFT	General Ledger
01/10/2022	EFT0003976	SW Gas Community Center 910000010177	(727.48)	EFT	General Ledger
01/10/2022	EFT0003977	SW Gas ACH WWTP 910000010195	(58.72)	EFT	General Ledger
01/10/2022	EFT0003978	SW Gas ACH 4-Plex Acct # 910000817466	(199.07)	EFT	General Ledger
01/10/2022	EFT0003979	SW Gas Water Shop Acct # 910001037540	(11.00)	EFT	General Ledger
01/11/2022	EFT0003980	SCE ACH 4-Plex Acct 700392338368	(345.68)	EFT	General Ledger
01/11/2022	EFT0003981	ACH Water Shop SCE Acct 700453074415	(120.75)	EFT	General Ledger
01/07/2022	EFT0003984	To record Sales Tax Pmt # 3 4th Quarter	(2,061.89)	EFT	General Ledger

01/03/2022	EFT0003986	To record EVO Thrift Store CC Fees 23099	(461.41)	EFT	General Ledger
01/03/2022	EFT0003987	To record Global Merchant Fees Acct 4366 -	(824.28)	EFT	General Ledger
01/03/2022	EFT0003988	To record Global Merchant Fees Acct 4367 -	(2,121.44)	EFT	General Ledger
12/14/2021	EFT0033990	TASC PPE 12/5/21	(533.33)	EFT	General Ledger
12/28/2021	EFT0033991	TASC PPE 12/19/21	(533.41)	EFT	General Ledger
01/11/2022	EFT0003992	TASC PPE 1/2/22	(768.74)	EFT	General Ledger
01/10/2022	DFT0001130	D.Pittman Water Rights Outgpmg Wire Pmt # 3	(185,000.00)	EFT	General Ledger
		<b>Total</b>	<b>(946,313.40)</b>		
		Bank Account 251129590	Total: (122)		\$ (946,313.40)
			Report Total : (122)		\$ (946,313.40)

## Bank Transaction Report

Bank Account  
251229590 CBB Checking

Count	Amount
122	(946,313.40)
<b>Report Total:</b>	<b>(946,313.40)</b>

Cash Account  
99 99-111000 Cash In CBB - Checking

122	(946,313.40)
122	(946,313.40)
<b>Report Total:</b>	<b>946,313.40</b>

### Transaction Type

Check	98	(693,382.49)
EFT	24	(252,930.91)
<b>Report Total</b>	<b>122</b>	<b>(946,313.40)</b>





# Helendale Community Services District

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Date: January 20, 2022  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
BY: Cheryl Vermette, P&R / Program Supervisor  
SUBJECT: Agenda item #3c  
Directors' Compensation and Expenses

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**BOARD MEMBER EXPENSE VOUCHER**

NAME: *Larry Neal* Date: *12-21*

Date	Event	Expense Description/Explanation	Mileage	Meals	Lodging	Other	Exp. Category
12/8	Public Benefit	Tru Comm & Wash		14.79			C
12/10	Event	Sharing events + re districting					
12/10	Public Benefit	Meeting w/ Craig					
12/10	Event	Local Buildings & new					
12/13	Public Benefit	Telephone w/ Kimberly					G
12/14	Event	Support Solar, new buildings interests in bathhouse					A
12/14	Public Benefit	Park & Rec					
12/15	Event	Updated Budget & other events					
12/15	Public Benefit	Meeting w/ Kimberly					G
12/16	Event	Agendas and other dist. Business					A
	Public Benefit	Regular Meeting					
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
Notes/Comments:			Totals:		Mileage		
					Meals	147.9	
					Lodging		
					Grand Total	147.9	

Ok to process for payroll

Board Member Signature: *Larry Neal*

Expense Categories:

- A: Public Meeting governed by Brown Act
- B: Public Event\*
- C: Representation at Public Meeting/Event\*
- D: Representation on 501C3 Board \*
- E: Conference/Seminar/Training program related to District\*
- F: Ad Hoc Committee of the Board
- G: Meeting w/GM re: District Operations
- H: Meeting w/auditors, attorney or consultant retained by District
- I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD
- J: Meeting w/organization with interests in matter involving functions or operations of the District
- K: Meeting pre-approved by the Board of Directors

\*Written or verbal report required to be presented at the next Board meeting

Mileage calculated at \$0.56/mile effective 1/1/21

6





HELENDALE COMMUNITY SERVICES DISTRICT BOARD MEMBER EXPENSE VOUCHER

Name: **HENRY SPILLER**

Date	Event	Expense Description/Explanation	Miles	Meals	Lodging	Other	Exp Category
11/29	Public Benefit	Meeting with GM regarding District Ops					G
11/30	Event	District OPS Meeting					G
12/1	Public Benefit	Meeting regarding District Business					S/C
12/1	Public Benefit	Farmer's Market					S/C
12/1	Public Benefit	Rep @ Public Event					A
12/2	Event	Board Meeting					A
12/2	Public Benefit	Open Board Meeting					S/C
12/8	Event	Farmer's Market					S/C
12/8	Public Benefit	Rep @ Public Event					A
12/15	Event	Board Meeting					A
12/15	Public Benefit	Meeting regarding District Business					G
12/16	Event	Board Meeting					A
12/16	Public Benefit	Open Board Meeting					A
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						
	Event						
	Public Benefit						

Notes/Comments:

Totals: Mileage \_\_\_\_\_ Meals \_\_\_\_\_ Lodging \_\_\_\_\_ Other \_\_\_\_\_ Grand Total \_\_\_\_\_

Submitted By: *Henry Spiller*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Expense Categories
- G: Meeting w/GM re District Operations
  - H: Meeting w/auditors, attorney or consultant retained by District
  - I: Meeting of Local, State or Federal body w/jurisdiction affecting HCSD
  - J: Meeting w/organization with interests in matters involving functions or operations of the District
  - K: Meeting pre-approved by the Board of Directors

\* Written or verbal report required to be presented at the next Board meeting

26



# Helendale Community Services District

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Date: January 20, 2022  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #3d  
November Financials

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**Helendale CSD**  
**Statement of Revenues and Expenses - Water**  
**As of November 30, 2021**  
**(Unaudited)**

	Nov. 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Meter Charges	\$ 133,979	\$ 671,013	\$ 1,593,041	42%	\$ 667,591
3 Water Sales	72,614	495,327	952,614	52%	501,816
4 Standby Charges	28,024	28,024	23,300	120%	4,170
5 Other Operating Revenue	6,069	47,358	104,300	45%	33,583
<b>6 Total Operating Revenues</b>	<b>240,685</b>	<b>1,241,722</b>	<b>2,673,255</b>	<b>46%</b>	<b>1,207,161</b>
<b>7 Non-Operating Revenues</b>					
8 Grant Revenue	-	-	305,000	0%	15,990
9 Miscellaneous Income (Expense)	-	5,361	-	0%	-
<b>10 Total Non-Operating Revenues</b>	<b>-</b>	<b>5,361</b>	<b>305,000</b>	<b>2%</b>	<b>15,990</b>
<b>11 Total Revenues</b>	<b>240,685</b>	<b>1,247,083</b>	<b>2,978,255</b>	<b>42%</b>	<b>1,223,151</b>
<b>12 Expenses</b>					
<b>13 Salaries &amp; Benefits</b>					
14 Salaries	25,826	148,976	326,871	46%	127,201
15 Benefits	9,312	58,064	123,472	47%	45,829
<b>16 Total Salaries &amp; Benefits</b>	<b>35,138</b>	<b>207,041</b>	<b>450,343</b>	<b>46%</b>	<b>173,030</b>
<b>17 Transmission &amp; Distribution</b>					
18 Contractual Services	3,229	46,631	62,492	75%	29,493
19 Power	19,560	90,467	207,247	44%	64,654
20 Operations & Maintenance	38,947	76,610	136,950	56%	33,664
21 Rent/Lease Expense	2,060	5,890	10,860	54%	4,630
22 Permits & Fees	-	3,826	30,700	12%	5,449
<b>23 Total T&amp;D</b>	<b>63,795</b>	<b>223,423</b>	<b>448,249</b>	<b>50%</b>	<b>137,890</b>
<b>24 General &amp; Administrative</b>					
25 Utilities	374	1,557	6,500	24%	2,145
26 Office & Other Expenses	26	438	5,783	8%	7,918
27 Admin Allocation	48,066	240,332	576,797	42%	232,586
<b>28 Total G&amp;A</b>	<b>48,466</b>	<b>242,327</b>	<b>589,080</b>	<b>41%</b>	<b>242,649</b>
29 Debt Service	23,707	173,155	531,309	33%	194,367
<b>30 Total Expenses</b>	<b>171,106</b>	<b>845,946</b>	<b>2,018,982</b>	<b>42%</b>	<b>747,936</b>
<b>31 Net Income (Loss) Before Capital</b>	<b>69,579</b>	<b>401,137</b>	<b>959,274</b>	<b>42%</b>	<b>475,216</b>
32 Sale or Lease of Water Rights	11,371	31,954	-	0%	-
33 Capital Expenses	(305,911)	(1,083,261)	(783,000)	138%	(990,708)
<b>34 Net Income (Loss) After Capital</b>	<b>\$ (224,961)</b>	<b>\$ (650,169)</b>	<b>\$ 176,274</b>		<b>\$ (515,492)</b>



**Helendale CSD**  
*Financial Statement Analysis*  
For the Month Ended November 30, 2021 – 42% of Fiscal Year

**Fund 01-Water Revenues and Expenses**

**Line 2 Meter Charges:** Includes fixed monthly charge for water service. Year to date (YTD) meter charges are in line with budget.

**Line 3 Water Sales:** Includes water consumption charges. YTD is currently at 52% of budget due to summer months having higher consumption.

**Line 4 Standby Charges:** Includes special assessment standby charges for the current & prior years, and delinquent standby penalties. YTD is currently over budget due to more penalties on delinquent taxes than anticipated.

**Line 5 Other Operating Revenue:** Includes permit & inspection charges, connection fees, meter installation fees, other fees/charges and mechanic service reimbursements. Connection and meter installation fees are budgeted conservatively due to the unexpected nature of these fees. YTD is currently at 45% of budget due to timing of water supply fees received.

**Line 8 Grant Revenue:** Budget for this account consists of \$305,000 for grant reimbursement from the Bureau of Reclamation and the DWR. YTD has no activity thus far.

**Line 9 Miscellaneous Income (Expense):** Includes gain or loss on sale of assets, the Enel X Demand Response Program and other miscellaneous income. YTD activity includes \$2.5K from Graham Equipment and \$2.8K from the Enel X Demand Response Program.

**Line 14 Salaries:** Includes salaries for water employees and portion of mechanic's salary. YTD is currently at 46% of budget due to more overtime and mechanic labor than anticipated.

**Line 15 Benefits:** Includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education and trainings. YTD is currently at 47% of budget due to the timing of the annual workers compensation payment.

**Line 18 Contractual Services:** Includes lab testing, engineering, GIS support & other contract services. YTD is currently at 75% of budget due to the \$28.5k annual software support fee paid in July and \$9k payment in August for drilling and sampling for new municipal well construction.

**Line 19 Power:** Includes electricity used for transmission & distribution. YTD is currently at 44% of budget.

**Line 20 Operations & Maintenance:** Includes operations & maintenance expense, vehicle maintenance and vehicle fuel. YTD is currently at 56% of budget due to a \$22K purchase of single and dual Meter Transceiver ports in November.

**Line 21 Rent/Lease Expense:** Includes rental costs for the water shop and Bureau of Land Management tank sites. YTD is currently at 54% of budget due to timing of payments.

**Line 22 Permits & Fees:** Includes all water permits, miscellaneous fees, and Watermaster fees. YTD can trend over/under budget due to timing of permits and fee payments. YTD is currently at 12% of budget.

**Line 25 Utilities (G&A):** Includes gas and telephone expenses. YTD is currently at 24% of budget due to gas bills being lower during summer months.

**Line 26 Office & Other Expenses:** Includes mileage/travel reimbursements, office supplies, water conservation program, and dues & subscriptions. These expenses are an as needed basis and can trend over/under budget. YTD is currently at 8% of budget.

**Line 27 Admin Allocation:** This is the monthly distribution of the budgeted Administration fund (Fund 10) expenses to the enterprise funds.

**Line 29 Debt Service:** Includes interest & principal payments on outstanding debt. YTD can trend over/ under budget due to timing of payments. Payments occur on a quarterly basis in July, October, January, and April.

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

- \$484,274 - New Well
- \$354,900 - Corporate Yard Enclosure
- \$174,645 - New Well Pipeline
- \$24,463 - Water Rights
- \$22,810 - Concrete, fencing, camera, internet for Well 13
- \$16,900 - Temporary Flush line for New Well
- \$5,269 - Electrical Well 13



**Helendale CSD**  
**Statement of Revenues and Expenses - Sewer**  
**As of November 30, 2021**  
**(Unaudited)**

	Nov. 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Sewer Charges	\$ 107,086	\$ 534,899	\$ 1,280,348	42%	\$ 534,011
3 Standby Charges	15,400	15,400	18,000	86%	3,985
4 Other Fees & Charges	1,561	14,520	29,320	50%	9,946
5 Other Income/(Expense)	-	-	1,000	0%	-
<b>6 Total Revenues</b>	<b>124,047</b>	<b>564,819</b>	<b>1,328,668</b>	<b>43%</b>	<b>547,942</b>
<b>7 Expenses</b>					
<b>8 Salaries &amp; Benefits</b>					
9 Salaries	19,607	109,877	267,911	41%	105,091
10 Benefits	7,749	44,866	94,821	47%	37,944
<b>11 Total Salaries &amp; Benefits</b>	<b>27,356</b>	<b>154,744</b>	<b>362,732</b>	<b>43%</b>	<b>143,035</b>
<b>12 Sewer Operations</b>					
13 Contractual Services	4,146	25,222	76,500	33%	13,068
14 Power	8,621	42,263	89,613	47%	28,495
15 Operations & Maintenance	3,961	42,374	58,930	72%	18,656
16 Permits & Fees	-	4,159	35,000	12%	6,824
<b>17 Total Sewer Operations</b>	<b>16,728</b>	<b>114,018</b>	<b>260,043</b>	<b>44%</b>	<b>67,044</b>
<b>18 General &amp; Administrative</b>					
19 Utilities	674	2,928	5,916	49%	1,769
20 Office & Other Expenses	459	13,406	14,760	91%	4,940
21 Admin Allocation	47,105	235,525	565,261	42%	227,935
<b>22 Total G&amp;A</b>	<b>48,238</b>	<b>251,860</b>	<b>585,937</b>	<b>43%</b>	<b>234,644</b>
23 Debt Service	51,061	51,061	72,377	71%	25,420
<b>24 Total Expenses</b>	<b>143,384</b>	<b>571,683</b>	<b>1,281,089</b>	<b>45%</b>	<b>470,143</b>
<b>25 Net Income (Loss) Before Capital</b>	<b>(19,337)</b>	<b>(6,864)</b>	<b>47,579</b>	<b>-14%</b>	<b>77,799</b>
26 Capital Expenses	(39,000)	(439,211)	(940,000)	47%	(94,866)
<b>27 Net Income (Loss) After Capital</b>	<b>\$ (58,337)</b>	<b>\$ (446,074)</b>	<b>\$ (892,421)</b>	<b>50%</b>	<b>\$ (17,067)</b>

## **Fund 02 - Sewer Revenues and Expenses**

**Line 2 Sewer Charges:** Includes the monthly charge for sewer services. YTD is currently at 42% of budget.

**Line 3 Standby Charges:** Includes special assessment standby charges for the current & prior years, and delinquent standby penalties. YTD can trend over/under budget due to timing of sewer standby collections, with a majority being received in November and April.

**Line 4 Other Fees & Charges:** Includes permit & inspection charges, connection fees, other fees, and charges. YTD is currently at 50% of budget because of conservative budgeting on these accounts due to the unexpected nature of these fees and delinquent charges.

**Line 5 Other Income/(Expense):** Includes gain or loss on sale of assets and other miscellaneous income.

**Line 9 Salaries:** Includes salaries for all sewer employees. YTD is currently at 41% of budget.

**Line 10 Benefits:** Includes employee insurance, PERS retirement, workers compensation, payroll taxes, and education & training. YTD is currently at 47% of budget due to the timing of the annual workers compensation payment.

**Line 13 Contractual Services:** Includes lab testing, engineering, GIS support & other contractual services. YTD is currently at 33% of budget due to services being on an as needed basis.

**Line 14 Power:** Includes electricity used for Sewer. YTD is currently at 47% of budget due higher than anticipated electricity usage.

**Line 15 Operations & Maintenance:** Includes compost disposal, vehicle maintenance, vehicle fuel, uniforms, small tools, and salaries for mechanics. YTD is currently at 72% of budget due to maintenance on backhoe loader and fence improvement at the wastewater treatment plant.

**Line 16 Permits and Fees:** Includes all annual permits and fees paid to the state. YTD can trend over/under budget due to timing of permits and fee payments. YTD is currently at 12% of budget.

**Line 19 Utilities (G&A):** Includes gas, water, and telephone expenses. YTD is currently at 49% of budget due to higher than anticipated water usage for the wastewater treatment plant.

**Line 20 Office & Other Expenses:** Includes mileage/travel reimbursements, office supplies, water conservation program, and dues & subscriptions. These expenses are an as needed basis and can trend over/under budget. YTD is currently at 91% of budget due to the purchase of a new electrical conduit for the new wastewater building in September.

**Line 21 Admin Allocation:** This is the monthly distribution of the budgeted Administration fund (fund 10) expenses to the enterprise funds.

**Line 23 Debt Service:** Includes interest & principal payments on outstanding debt. YTD can trend over/ under budget due to timing of payments. Payments occur bi-annually in December and June. YTD is currently at 71% of budget.

**Line 26 Capital Expenses:** YTD balance in capital expenses includes the following:

- \$439,211 – Storage Building/Office/Lab



**Helendale CSD**  
**Statement of Revenues and Expenses - Recycling Center**  
**As of November 30, 2021**  
**(Unaudited)**

	Nov. 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Retail Sales	\$ 31,598	\$ 133,264	\$ 300,000	44%	\$ 126,827
3 Donations	-	-	-	0%	-
4 Board Discretionary Revenue	-	-	(126,740)	0%	-
<b>5 Total Revenues</b>	<b>31,598</b>	<b>133,264</b>	<b>173,260</b>	<b>77%</b>	<b>126,827</b>
<b>6 Expenses</b>					
<b>7 Salaries &amp; Benefits</b>					
8 Salaries	10,528	50,385	126,472	40%	41,196
9 Benefits	805	6,221	18,266	34%	6,612
<b>10 Total Salaries &amp; Benefits</b>	<b>11,334</b>	<b>56,605</b>	<b>144,738</b>	<b>39%</b>	<b>47,808</b>
<b>11 Recycling Center Operations</b>					
12 Contractual Services	-	-	2,500	0%	-
13 Operations & Maintenance	1,947	5,501	12,900	43%	3,755
<b>14 Total Recycling Center Operations</b>	<b>1,947</b>	<b>5,501</b>	<b>15,400</b>	<b>36%</b>	<b>3,755</b>
<b>15 General &amp; Administrative</b>					
16 Utilities	133	4,307	8,622	50%	3,003
17 Office & Other Expenses	407	1,873	4,500	42%	1,504
<b>18 Total G&amp;A</b>	<b>540</b>	<b>6,180</b>	<b>13,122</b>	<b>47%</b>	<b>4,508</b>
<b>19 Total Expenses</b>	<b>13,820</b>	<b>68,287</b>	<b>173,260</b>	<b>39%</b>	<b>56,071</b>
<b>20 Net Income (Loss) Before Capital</b>	<b>17,778</b>	<b>64,977</b>	<b>-</b>		<b>70,757</b>
21 Capital Expenses	-	-	-	0%	-
<b>22 Net Income (Loss) After Capital</b>	<b>\$ 17,778</b>	<b>\$ 64,977</b>	<b>\$ -</b>		<b>\$ 70,757</b>

### ***03-Recycling Center Revenues and Expenses***

**Line 2 Retail Sales:** Includes sales revenues from the Thrift Store. YTD is currently at 44% of budget.

**Line 3 Donations:** Donations are not budgeted for due to the unexpected nature of these revenues. YTD has no activity thus far.

**Line 4 Board Discretionary Revenue:** This line shows the transfer of net cash from the Recycling Center (fund 03) to the Parks & Recreation Fund (fund 05). This transfer is done at year end for the audit.

**Line 8 Salaries:** Salaries for all recycling center employees, which are all part-time. YTD is currently at 40% of budget.

**Line 9 Benefits:** Includes employee insurance, workers compensation, payroll taxes, and education & training. YTD is currently at 34% of budget.

**Line 12 Contractual Services:** Includes software support and other contract services. Services are on an as needed basis, no activity through November.

**Line 13 Operations & Maintenance:** Includes vehicle maintenance, vehicle fuel, operating supplies, and uniforms. YTD is currently at 43% of budget.

**Line 16 Utilities (G&A):** Includes electric and telephone expenses. YTD is currently at 50% of budget due to higher electricity usage in summer months.

**Line 17 Office & Other Expenses:** Includes advertising, bank charges and other miscellaneous expenses. YTD is currently at 42% of budget.

**Line 20 Net Income:** Net income in the Recycling Center is moved to Parks & Recreation fund (fund 5) at year end for the audit through Board Discretionary Revenue.



**Helendale CSD**  
**Statement of Revenues and Expenses - Property Rental**  
**As of November 30, 2021**  
**(Unaudited)**

	<b>Nov. 2021</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>% Budget</b>	<b>PYTD</b>
<b>1 Operating Revenues</b>					
2 Property Rental Revenues	\$ 10,690	\$ 53,889	\$ 128,280	42%	\$ 53,532
3 Other Income	-	-	-	0%	355
4 Board Discretionary Revenue	-	-	-	0%	-
<b>5 Total Revenues</b>	<b>10,690</b>	<b>53,889</b>	<b>128,280</b>	<b>42%</b>	<b>53,887</b>
<b>6 Expenses</b>					
7 Contractual Services	-	-	5,000	0%	-
8 Utilities	1,109	4,034	13,795	29%	4,191
9 Operations & Maintenance	49	4,906	16,367	30%	8,424
10 Debt Service	26,544	26,544	82,833	32%	55,042
<b>11 Total Expenses</b>	<b>27,702</b>	<b>35,484</b>	<b>117,995</b>	<b>30%</b>	<b>67,657</b>
<b>12 Net Income (Loss)</b>	<b>\$ (17,012)</b>	<b>\$ 18,405</b>	<b>\$ 10,285</b>		<b>\$ (13,770)</b>

#### ***04-Property Rental Revenues and Expenses***

**Line 2 Property Rental Revenues:** Includes revenue for 15302 Smithson and 15425 Wild Road properties. YTD is currently at 42% of budget.

**Line 3 Other Income:** Includes penalties and other miscellaneous Income; due to the unexpected nature of these revenues these accounts are budgeted conservatively. YTD has no activity.

**Line 4 Board Discretionary Revenue:** This line shows the transfer of net cash from the Property Rental fund (fund 04) to Parks & Recreation fund (fund 05). This transfer is done at year end for the audit.

**Line 7 Contractual Services:** Includes contractor and handyman expenses for installation of appliances, drywall repair, roofing, or plumbing repairs. No services have been needed through November.

**Line 8 Utilities:** Includes electric & gas expense for the rental properties. YTD is currently at 29% due to the timing of utility bills.

**Line 9 Operations & Maintenance:** Includes maintenance and other costs relating to the rental properties. YTD is currently at 30% of budget.

**Line 10 Debt Service:** Includes interest and principal payments on outstanding debt. YTD can trend over/ under budget due to timing of payments. Payments occur bi-annually in December and June. YTD is currently at 32% of budget.

**Line 12 Net Income:** Net income in the Property Rental fund (fund 04) is moved to the Parks & Recreation fund (fund 05) through Board discretionary revenue at year-end for the audit.





**Helendale CSD**  
**Statement of Revenues and Expenses - Parks & Recreation**  
**As of November 30, 2021**  
**(Unaudited)**

	Nov. 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Program Fees	\$ 3,708	\$ 24,093	\$ 22,600	107%	\$ 3,984
3 Property Taxes	1,868	9,281	18,000	52%	7,813
4 Donations & Sponsorships	-	5,100	5,500	93%	1,773
5 Rental Income	2,490	9,893	26,075	38%	9,000
6 Developer Impact Fees	-	3,440	6,880	50%	1,720
7 Grants	-	-	-	0%	370
8 Interfund Transfer Out/(In)	(3,508)	(17,542)	(42,100)	42%	(14,033)
9 Board Discretionary Revenue	41,424	111,205	461,446	24%	111,058
<b>10 Total Revenues</b>	<b>45,981</b>	<b>145,471</b>	<b>498,401</b>	<b>29%</b>	<b>121,684</b>
<b>11 Expenses</b>					
<b>12 Salaries &amp; Benefits</b>					
13 Salaries	5,810	30,163	78,878	38%	35,508
14 Benefits	5,039	14,284	42,974	33%	13,160
<b>15 Total Salaries &amp; Benefits</b>	<b>10,849</b>	<b>44,447</b>	<b>121,852</b>	<b>36%</b>	<b>48,668</b>
16 Program Expense	4,302	29,943	64,725	46%	11,851
17 Contractual Services	-	6,523	9,560	68%	8,630
18 Utilities	3,729	26,024	64,387	40%	20,765
19 Operations & Maintenance	1,284	16,071	22,926	70%	8,445
20 Permits & Fees	-	437	1,863	23%	-
21 Grant Expense	-	-	-	0%	-
22 Other Expenses	53	156	1,955	8%	7,876
23 Debt Service	-	-	-	0%	20,340
<b>24 Total Expenses</b>	<b>20,217</b>	<b>123,601</b>	<b>287,268</b>	<b>43%</b>	<b>126,574</b>
<b>25 Net Income (Loss) Before Capital</b>	<b>25,764</b>	<b>21,870</b>	<b>211,133</b>		<b>(4,890)</b>
26 Capital Expenses	(2,522)	(276,602)	(272,500)	102%	(11,777)
<b>27 Net Income (Loss) After Capital</b>	<b>\$ 23,242</b>	<b>\$ (254,732)</b>	<b>\$ (61,367)</b>		<b>\$ (16,667)</b>

## **05-Parks & Recreation Revenues and Expenses**

**Line 2 Program Fees:** Includes recreation program fees, basketball league fees, youth soccer league fees and farmers market revenue. YTD is over budget due to more recreation program and youth soccer league fees than anticipated.

**Line 3 Property Taxes:** Includes the transfer of property taxes for streetlight utility expenses. YTD is currently at 52% of budget due to timing of property tax receipts.

**Line 4 Donations & Sponsorships:** Includes concert in the park sponsorships, event sponsorships and other donations/sponsorships. YTD is currently at 93% of budget due to timing of annual field use fees being paid in July.

**Line 5 Rental Income:** Includes rental income from the water shop, storage for the recycling center, community center room rental, church rental, and gymnastics rental. YTD can trend over/under budget depending on needs of rentals. YTD is currently at 38% of budget.

**Line 6 Developer Impact Fees:** Includes developer Impact Fees. YTD is currently at 50% of budget due to this account being budgeted conservatively due to the unexpected nature of these revenues.

**Line 7 Grants:** This accounts for grants and is not budgeted for until a grant is awarded. YTD has no activity thus far.

**Line 8 Interfund Transfer Out/(In):** This line shows the year end transfer of cash balance from the Recycling Center (fund 03) and Property Rental (fund 04) to the Parks & Recreation fund (fund 05), as well as the monthly repayment of the interfund loan from Sewer to Parks.

**Line 9 Board Discretionary:** Board Discretionary Revenue in October includes the following:

- Radio Tower Site Rent – \$11,706
- Property Taxes - \$23,075
- Solid Waste Franchise Fees - \$8,511
- Transfer Property Tax Revenue for Street Light Utilities – \$(1,868)

**Line 13 Salaries:** Includes full and part-time Parks and Recreation employees. YTD is currently at 38% of budget.

**Line 14 Benefits:** Includes health insurance, CalPERS retirement, worker's compensation insurance, payroll taxes, and employee education & trainings. YTD is currently at 33% of budget due to workers compensation coming in lower than anticipated.

**Line 16 Program Expense:** Includes supplies and expenses for the youth soccer league, park, community center, farmers market and other programs. YTD is currently at 46% of budget due to expenses incurred during the Memorial holiday concert in the park in September and \$3.2K in soccer supplies purchased in October.

**Line 17 Contractual Services:** Includes software support and other contract services. YTD is currently at 68% of budget due to security guard services required at the Community Center.

**Line 18 Utilities:** Includes gas and electric for parks and the community center, along with telephone & electricity for street lighting. YTD is currently at 40% of budget.

**Line 19 Operations & Maintenance:** Includes vehicle maintenance, small tools, vehicle fuel and building repair for the park and community center. YTD is currently at 70% of budget due to \$1.9K annual insurance in July; \$916 annual insurance, \$2.3k down payment for repair work in unit D in August; and \$848 floor paint work in community center suite D in September.

**Line 20 Permits & Fees:** Includes permit and inspection fees, along with San Bernardino county fees. YTD can trend over/under budget due to timing of permits and fee payments. YTD is currently at 23% of budget.

**Line 22 Other Expenses:** Includes uniforms, printing costs, dues & subscriptions, and bank charges. YTD is currently at 8% of budget due to timing of expenses.

**Line 23 Debt Service:** Includes interest & principal payments on outstanding debt. No debt is budgeted for FY 21/22.

**Line 26 Capital Expenses:** YTD balance in capital expenses includes the following:

- \$241,605 - Additional Asphalt Parking Area - Community Center
- \$24,990 - Community Center Fencing
- \$5,298 - Lighting for Baseball and Sports field
- \$2,187 - Community Center Parking Lot Lights (New area)



**Helendale CSD**  
**Statement of Revenues and Expenses - Solid Waste Disposal**  
**As of November 30, 2021**  
**(Unaudited)**

	Nov. 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Charges for Services	\$ 48,182	\$ 238,118	\$ 578,519	41%	\$ 226,618
3 Assessments & Fees	37,702	39,346	236,954	17%	37,398
4 Other Charges	4,890	11,919	16,360	73%	3,867
5 Board Discretionary Revenue	-	-	20,000	0%	-
<b>6 Total Revenues</b>	<b>90,773</b>	<b>289,383</b>	<b>852,833</b>	<b>34%</b>	<b>267,882</b>
<b>7 Expenses</b>					
<b>8 Salaries &amp; Benefits</b>					
9 Salaries	6,413	35,205	85,426	41%	34,994
10 Benefits	3,158	17,378	41,861	42%	13,801
<b>11 Total Salaries &amp; Benefits</b>	<b>9,571</b>	<b>52,583</b>	<b>127,287</b>	<b>41%</b>	<b>48,795</b>
12 Contractual Services	47,702	190,003	565,926	34%	182,658
13 Disposal Fees	11,673	77,793	158,052	49%	72,046
14 Operations & Maintenance	519	1,473	4,531	33%	1,309
15 Other Operating Expenses	96	2,536	3,997	63%	3,650
16 Admin Allocation	961	4,807	11,536	42%	4,652
<b>17 Total Expenses</b>	<b>70,523</b>	<b>329,195</b>	<b>871,330</b>	<b>38%</b>	<b>313,111</b>
<b>18 Net Income (Loss)</b>	<b>\$ 20,250</b>	<b>\$ (39,812)</b>	<b>\$ (18,497)</b>		<b>\$ (45,229)</b>

## ***06-Solid Waste Disposal Revenues and Expenses***

**Line 2 Charges for Services – Solid Waste:** Includes regular pick up of solid waste. YTD is currently at 41% of budget.

**Line 3 Assessment & Fees:** Includes special assessments for refuse land use fees for current & prior years. YTD can trend over/under budget due to timing of receipts. YTD is currently at 17% of budget.

**Line 4 Other Charges:** Includes delinquent fees and penalties on delinquent taxes. YTD is currently at 73% of budget due to receipt of green waste hauling fees not budgeted for.

**Line 5 Board Discretionary Revenue:** This is the amount that would be transferred in from discretionary funds if this fund operates at a deficit for the fiscal year.

**Line 9 Salaries:** Includes salaries for solid waste employees. YTD is currently at 41% of budget.

**Line 10 Benefits:** Includes employee insurance, CalPERS retirement, workers compensation, payroll taxes, and education & training. YTD is currently at 42% of budget.

**Line 12 Contractual Services:** Includes Burrtec fees and other miscellaneous contract services. YTD can trend over/under budget due to need and timing of services and fees. YTD is currently at 34% of budget.

**Line 13 Disposal Fees:** Includes San Bernardino County disposal fees and green waste disposal fees. YTD can trend over/under budget due to need and timing of fees. YTD is currently at 49% of budget.

**Line 14 Operations & Maintenance:** Includes vehicle maintenance, vehicle fuel, operating supplies, and uniforms. YTD is currently at 33% of budget.

**Line 15 Other Operating Expenses:** Includes rent for park storage, telephone, postage, event expenses, public outreach, printing, small tools, and bad debt expenses. YTD is currently at 63% of budget due to \$2.4K tax lien write offs in September that were not anticipated on budget.

**Line 16 Admin Allocation:** This is the monthly distribution of the budgeted Administration fund (Fund 10) expenses to the enterprise funds.



**Helendale CSD**  
**Statement of Revenues and Expenses - Administration**  
**As of November 30, 2021**  
**(Unaudited)**

	Nov. 2021	YTD Actual	Budget	% Budget	PYTD
<b>1 Operating Revenues</b>					
2 Tower Rent	\$ 11,706	\$ 59,561	\$ 158,511	38%	\$ 58,670
3 Property Taxes	23,075	23,075	107,345	21%	19,609
4 Solid Waste Billing & Fees	14,355	66,951	162,151	41%	67,469
5 Fees & Charges	2,283	11,065	17,000	65%	8,342
6 Investments	4	768	30,000	3%	4,195
7 Other Income	-	518	200	259%	1,873
8 Board Discretionary Revenue	(43,292)	(120,486)	(354,706)	34%	(118,871)
<b>9 Total Revenues</b>	<b>8,130</b>	<b>41,451</b>	<b>120,501</b>	<b>34%</b>	<b>41,287</b>
<b>10 Expenses</b>					
<b>11 Salaries &amp; Benefits</b>					
12 Salaries	41,035	220,015	534,599	41%	207,474
13 Benefits	23,165	139,141	238,381	58%	94,439
14 Directors' Fees	7,016	35,388	89,000	40%	24,233
<b>15 Total Salaries &amp; Benefits</b>	<b>71,217</b>	<b>394,544</b>	<b>861,980</b>	<b>46%</b>	<b>327,171</b>
16 Contractual Services	11,765	121,141	220,836	55%	119,564
17 Insurance	-	42,320	92,924	46%	64,791
18 Utilities	949	8,746	21,504	41%	8,188
19 Operations & Maintenance	337	597	3,516	17%	484
20 Permits & Fees	1,801	14,271	16,700	85%	12,464
21 Office & Other Expenses	4,277	37,276	56,635	66%	32,553
22 Election Expense	-	-	-	0%	-
23 Admin Allocation	(96,133)	(480,664)	(1,153,594)	42%	(465,173)
<b>24 Total Expenses</b>	<b>(5,786)</b>	<b>138,231</b>	<b>120,501</b>	<b>115%</b>	<b>100,041</b>
<b>25 Net Income (Loss)</b>	<b>\$ 13,917</b>	<b>\$ (96,780)</b>	<b>\$ -</b>		<b>\$ (58,754)</b>

## **10-Administrative Revenues and Expenses**

**Line 2 Tower Rent:** Includes radio tower site rental fees. YTD is currently at 38% of budget.

**Line 3 Property Taxes:** Includes current & prior property tax and penalties. YTD can trend over/under budget due to timing of property tax collections, with a majority being received in November and April.

**Line 4 Solid Waste Billing & Fees:** Includes franchise fees and billing for solid waste. YTD is currently at 41% of budget.

**Line 5 Fees & Charges:** Includes credit card processing fees and other miscellaneous fees. YTD is currently at 65% of budget due to the large volume of credit card processing fees.

**Line 6 Investments:** Includes investment income and unrealized gain or loss on investments. YTD is currently at 3% of budget due to a decline in interest rates.

**Line 7 Other Income:** Other Income includes recycling revenues and other miscellaneous income. YTD is over budget due mattress recycling proceeds in September that were not budgeted for.

**Line 8 Board Discretionary Income:** Includes the transfer of the following for Parks and Recreation fund (fund 05):

- Radio Tower Site Rent – \$11,706
- Property Taxes - \$23,075
- Solid Waste Franchise Fees – \$8,511

**Line 12 Salaries:** Includes full time, part time & overtime for administrative employees. YTD is currently at 41% of budget.

**Line 13 Benefits:** Includes employee insurance, CalPERS retirement, workers compensation, payroll taxes, employee benefit & morale and education & training. YTD is currently at 58% of budget due to higher than anticipated workers compensation annual premium and annual payment of PERS Unfunded liability.

**Line 14 Directors' Fees:** Includes directors fees as well as directors training, seminars, and mileage expense. YTD is currently at 40% of budget.

**Line 16 Contractual Services:** Includes software support, legal services, and auditing & accounting services. YTD is currently at 55% of budget due to annual software maintenance and audit services being paid at the beginning of the fiscal year.

**Line 17 Insurance:** Includes both general liability and vehicle insurance expenses. YTD is currently at 46% of budget.

**Line 18 Utilities:** Includes telephone and electricity expenses. YTD is currently at 41% of budget.

**Line 19 Operations & Maintenance:** Includes vehicle maintenance, vehicle fuel, mileage & travel reimbursement, uniforms, and equipment maintenance. YTD is currently at 17% of budget due to timing of maintenance.

**Line 20 Permits & Fees:** Includes the annual LAFCO fees, the GFOA application fee for the budget award, and San Bernardino County fees. YTD is currently at 85% of budget due to annual fees being paid at the beginning of the fiscal year.

**Line 21 Office & Other Expense:** Includes board meeting supplies, public relations, community promotion, bank charges, office supplies, postage, and dues & subscription. YTD is currently at 66% of budget due to higher volume of public notices than anticipated and annual dues and subscriptions paid at the beginning of the fiscal year.

**Line 22 Election Expense:** Includes costs relating to board member election. YTD has no activity thus far.

**Line 23 Admin Allocation:** This is the monthly distribution of the budgeted Administration fund (Fund 10) expenses to the enterprise funds.



**Helendale CSD**  
**Statement of Revenues and Expenses - Mojave Land Trust**  
**As of November 30, 2021**  
**(Unaudited)**

	<u>Nov. 2021</u>	<u>YTD Actual</u>	<u>PYTD</u>
<b>1 Operating Revenues</b>			
2 Rental Income	\$ 500	\$ 2,500	\$ 2,500
3 Delinquent Fee	-	-	-
<b>4 Total Revenues</b>	<u>500</u>	<u>2,500</u>	<u>2,500</u>
<b>5 Expenses</b>			
6 Repairs & Maintenance	-	-	-
7 Administrative Charges	150	750	750
<b>8 Total Expenses</b>	<u>150</u>	<u>750</u>	<u>750</u>
<b>9 Net Income (Loss)</b>	<u>\$ 350</u>	<u>\$ 1,750</u>	<u>\$ 1,750</u>





# Helendale Community Services District

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Date: January 20, 2022  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #3e  
COVID Update

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**STAFF RECOMMENDATION:**

Receive and file.

**STAFF REPORT:**

Staff continues to monitor the financial impacts of COVID as well as any guidance provided by the State or the CDC. With the adoption of the state budget, an allocation of \$100,000,000 was set aside for special district COVID relief. On October 1, the state released an application for all special districts to request funds based upon losses incurred by the District. On December 15, 2021, the District received a reimbursement of \$126,932. This was approximately 20% less than requested.

The mask mandate that was reinstated and been extended through February 15. The District currently has three employees who are COVID positive. Employees are allowed to continue to utilize the leave balance from the legislation that required employers to extend 80-hours of COVID leave to full-time employees and 28-hours to part-time employees. This leave will ensure that employees do not come to work sick as the Omicron strain is purported to be highly contagious.

The District has mailed two letters and two phone calls to customers who have an account balance greater than 60-days in arrears. As soon as appropriate, the District will begin disconnections after 21-months of no disconnections. There are currently approximately 55 customers who are carrying past due balances that are subject to the SB998 disconnection guidelines.

**FISCAL IMPACT:** As outlined

**ATTACHMENTS:** None



# Helendale Community Services District

DATE: January 20, 2022  
TO: Board of Directors  
BY: Cheryl Vermette, Parks, Recreation and Programs Supervisor  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #5  
Discussion and Possible Action Regarding Use of Helendale CSD Property for Circus Event

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## **Staff Recommendation**

At the discretion of the Board.

## **Staff Report**

Ventura Circus approached the District and requested use of the Community Center property to hold a circus either the last week of February or the first week of March. The circus would run for four nights. Set up and tear down would be 3-4 days. The total requested time frame for the use would be 7-8 days.

The circus would consist of various acts including tight rope, juggling, clowns, a concession stand, etc., and no animals are used in this circus.

The tent is approximately 100 x 100. Estimated attendance is between 200 – 300 people per night. The vendor will secure the appropriate permits through San Bernardino County and provide additional insurance in the amount of \$3 million.

Staff recommends a fee of \$1,000 for use of the property for this event.



# Helendale Community Services District

DATE: January 20, 2022  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #6  
Discussion And Possible Action Regarding Continuation of Remote Meetings

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## **Staff Recommendation**

This matter is at the discretion of the Board.

## **Staff Report**

The purpose of this agenda item is to determine if the Board wishes to continue meeting remotely as needed. During the height of COVID-19, the Governor suspended certain provisions of the Brown Act to allow for board and the public to participate remotely. On June 11, 2021, that provision was rescinded in Executive Order N-08-20. AB361 was approved on September 22, 2021, and allowed for the continuation of remote meetings with the adoption of a resolution making certain findings. The Board originally adopted the requisite resolution on October 7, 2021, and again on November 4, 2021, and December 2, 2021. Recently the Board approved a third resolution in a Special meeting. A provision in the statute hard-wired the 30-day time period which doesn't always coincide with our meeting schedule. The Board may likewise see the required resolution on back to back agendas to ensure the required timeframe is met.

At any time the Board may discontinue the adoption of the resolutions that allow for the remote meetings to occur.

Below is the timeframe for approval of the required resolutions to meet the draconian requirements.

1-11	2-3	3-3	3-17	4-7	5-5	6-2
6-16	7/12*	8-4	9-1	9-15	10-6	11-3
12-1						

\*A special meeting will have to occur between the regular meeting of 6-16 and 7-21. Staff is suggesting the special meeting could be held prior to the Park & Rec Committee Meeting of 7/12.



# Helendale Community Services District

DATE: January 20, 2022  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #7  
Discussion and Possible Action Regarding Use of Salvage Funds for Purchase of Vehicle

---

## **Staff Recommendation**

This matter is at the discretion of the Board

## **Staff Report**

The purpose of this agenda item is to seek approval of an expenditure up to \$31,000 for the acquisition of additional vehicle or equipment. There are approximately \$18,035 of COVID reimbursement funds remaining and approximately \$12,000 of anticipated recycling funds.

In a recent presentation to the Board on December 16, 2021, Staff outlined the condition of the District's fleet as well as the market challenges. At that time there were several vehicles off-line that have since been repaired. With the COVID reimbursement funds that were received, the Board recommended that a portion of those funds be used to purchase appropriate replacements. With the \$66,453 approved, Staff was able to secure a 2016 Chevy Colorado for \$31,918 out the door and a 2011 Dodge Ram for \$16,500. From those transactions \$18,035 remains that can be used towards another vehicle. The purchase of a water truck allowed the existing truck to be passed to Parks and then both the Park service truck and the Wastewater SUV will be salvaged.

One benefit realized from this peculiar market is the increased price for brass. The District has been replacing meters for over two years. Recently Staff has been cleaning and recycling the brass and discovered that the value received has been exceptional compared to years past. Currently the price per pound for the meters is approximately \$2. In December, \$5,562.57 was received in recycling revenue and in January \$4,258 was received. After fund expenditures, a balance remains of \$3,604. There are still hundreds of pounds to be recycled. If the price holds, the District could stand to receive up to \$9,000 more in revenue this fiscal year from these recycling efforts.

District recycling in all but the Recycling Center operation goes into the Employee Moral which pays for a spring/summer staff BBQ, birthday gift cards and the Christmas party. Since the District uses a "zero-based" budget, none of the revenue is carried over from one year to the next. With the approval of the Board, Staff would like to use this revenue to purchase equipment and/or vehicle before the end of the FY22 no later than June 30.

Options for the revenue include:

- Replacement service truck for Water (Cost unknown)
- Broom and Fork attachments for the Bob Cat (\$2500-\$5000)
- Portable man lift (\$15,000-\$20,000)

If approved by the Board, up to \$31,000 of possible funding will allow Staff to begin evaluating potential options. Staff will report back to the Board regarding what purchases were made with the approved funding.

**FISCAL IMPACT:** Allowing recycling funds to be used for other purposes than budgeted. Estimated amount is approximately \$12,000.

**POSSIBLE MOTION:** Approve the expenditure of up to \$31,000 of recycling funds (\$12,000) and COVID reimbursement (\$18,035) for a total of approximately \$31,000 for vehicle/equipment purchase.

**ATTACHMENTS:** None



# Helendale Community Services District

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DATE: January 20, 2022  
TO: Board of Directors  
FROM: Kimberly Cox, General Manager  
SUBJECT: Agenda item #8  
Discussion and Possible Action Election of Officers

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**STAFF RECOMMENDATION:**

This matter is at the discretion of the Board.

**STAFF REPORT:**

The annual Election of Officers occurs in within December each year. The Board process for the annual selection of officers is outlined in Resolution 2018-05: *A Resolution of the Board of Directors of the Helendale Community Services District Establishing Policies for Its Relations Among Directors and With Staff.*

Election of officers is an administrative function carried out by the Board of Directors. The Board is to select the presiding officer and the two additional officers each year. The Board currently has three officers: President, Vice-President and Secretary.

The current Board officers are:

President – Tim Smith  
Vice-President – Henry Spiller  
Secretary – Sandy Haas

**FISCAL IMPACT:** None

**POSSIBLE MOTION:** This matter is at the Board's discretion

**ATTACHMENTS:** None