



Helendale Community Services District

BOARD OF DIRECTORS MEETING
November 2, 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: October 19, 2017 Regular Board Meeting
- Bills Paid and Presented for Approval

4. Reports

- Directors' Reports
- General Manager's Report

Discussion Items

- Discussion and Possible Action Regarding Adoption of 2018 District Calendar
- Discussion and Possible Action Regarding Minimum Wage Increase for Part-Time Employees
- Discussion and Possible Action Regarding Completion of a Bureau of Reclamation Feasibility Report for Future Grant Funding

Other Business

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

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

Providing:

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

OFFICE HOURS:

Monday-Friday
8:00 – 5:30 p.m.

PHONE:

760-951-0006

FAX:

760-951-0046

ADDRESS:

26540 Vista Road
Suite B
Helendale, CA
92342

MAILING

ADDRESS:

PO BOX 359
Helendale, CA
92342

Visit us on the Web
at:

www.helendalecsd.org





Minutes of the Helendale Community Services District Board of
Directors Meeting for October 19, 2017 at 6:30 PM
26540 Vista Road, Suite C, Helendale, CA 92342

Roll Call:

Board:

President Ron Clark; Vice President Tim Smith; Secretary Sandy Haas; Director Craig Schneider; Director Henry Spiller

Staff:

General Manager Kimberly Cox
Program Coordinator Cheryl Vermette

Consultants

Legal Counsel Steve Kennedy

Audience:

There were six (6) members of the public present.

Call to Order and Pledge of Allegiance – The meeting was called to order at 6:30 pm by President Clark after which the Pledge of Allegiance was recited.

1. Approval of Agenda

Discussion: General Manager Cox requested to remove item 4c from the agenda and remove the words “and FY 2016 Draft Financial Statements” from Item 5.

Action: Director Schneider made the motion to approve the Agenda as amended. Director Haas seconded the motion.

Vote: Motion carried. 5 Yes; 0 No

2. Public Participation

None

3. Consent Items

a. Approval of Minutes: September 21, 2017 Regular 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.

Vote: Motion carried. 5 Yes; 0 No

4. Reports

a. Directors' Reports

- Director Smith – Reported that the Route 66 Veterans Corridor kickoff was held on October 13th. Twenty-eight trees were planted between Barstow Rd. and First St.
- Director Schneider – Reported that he and Director Spiller attended the CSDA conference in Monterey. He also attended the High Desert Mountain Association Meeting, the topic was the History of the Mojave River
- Director Spiller – Requested that the Sheriff start attending the CSD meetings and providing updates.

b. San Bernardino County Sheriff's Update – Deputy Haas

- No Report

~~c. Congressional Update – Congressman Cook's Field Rep. Wally Linn~~

- This item was removed from the agenda.

d. General Manager's Report

- Pictures of the concrete sidewalks at the park were presented to the Board.
- A new door was installed in the Community Center to help with noise in the hallway and separate events in the Board Room and Community Room.
- GM Cox gave the water report. The water department completed the 4th quarter Watermaster Report, installed a new air compressor on the chlorine truck to operate the new pneumatic chlorine pump, resolved one of the issues on the chlorine dosage pumps, repaired two 1" service line leaks – one on Windjammer and one on Fairway Courts, relocated 2" meter at Fairway Court, completed monthly inspections for October, and moved 47 loads of dirt to the park for grading the center section.
- GM Cox also gave an update on the District's FPA, production and carryover.
- Program Coordinator Vermette gave the program report. Fall Clean Up Day will be held on Saturday, November 4th; the last Dr. Talk of the year was held on October 16, this has been a highly successful partnership with the Senior Center and Barstow Health Partners; the last Concert in the Park was held on Oct. 6th.
- Program Coordinator Vermette gave the report on Bulky item pick-ups, extra blue barrels, residential refuse and recycling tonnage, green waste recycling, metal recycling and e-waste recycling.

Discussion Items

5. Discussion Only Regarding First Quarter Budget Report and ~~FY 2016 Draft Financial Statements~~
Discussion: General Manager Cox gave an overview of each departments budget vs. actual, an account summary, group summary, and fund summary. Also included in the review was the cash in the bank report and statement of cash flow.
Motion: No action was required on this item.
6. Discussion and Possible Action Regarding Construction of Baseball Fields
Discussion: The Board requested that a representative from Rainbird attend a Board Meeting to discuss the design for the fields.
Motion: Director Schneider made the motion to approve \$11,739.36 to purchase irrigation supplies for the baseball project. Director Spiller seconded the motion.
Vote: Motion carried. 5 Yes; 0 No; 0 absent
Yes: Director Schneider; Director Haas; President Clark; Vice President Smith; Director Spiller
7. Discussion and Possible Action Regarding Preliminary Work in Anticipation of New Well Site Construction
Discussion: The Board was in agreement to drill two test holes at an estimated cost of \$80,000.
Action: there was no action on this item
8. Discussion and Possible Action Regarding Adopting a Board Position Statement on Tertiary Water
Discussion: The purpose of the Tertiary Water Position Statement is to provide a unified position and help clarify ambiguity on the District's tertiary water position. One minor change to the last sentence is recommended: "The District supports the upgrade of the plant to tertiary level for beneficial reuse when warranted by community need." This position statement will go on our website.
Action: there was no action on this item

Other Business

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

Recess: The Board took a brief recess at 8:00 pm

The Board returned at 8:07 pm and went into closed session

Closed Session

- 10. Conference with Real Property Negotiators
(Government Code Section 54956.8)
Property: 26538 Lakeview Drive
District Negotiator: Kimberly Cox
Negotiating Parties: Various
Under Negotiation: Price and terms of payment

Closed Session ended at 8:19 pm and returned to Open Session.

Open Session

- 11. Reportable Action from Closed Session
None
- 12. Adjournment
President Clark adjourned the meeting at 8:20 pm

Submitted by:

Attest:

Ron Clark, President

Sandy Haas, Secretary

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



Helendale Community Services District

Date: November 2, 2017
TO: Board of Directors
FROM: Kimberly Cox, General Manager
BY: Sharon Kreinop, Senior Account Specialist
SUBJECT: Agenda item # 3 b.
Consent Item: Bills Paid and Presented for Approval

STAFF RECOMMENDATION:

Report Only. Receive and File

STAFF REPORT:

Staff issued 57 checks for the period October 19, 2017 through October 30, 2017 totaling \$165,385.30

Total cash available:	<u>10/30/17</u>	<u>10/16/17</u>
Cash	\$ 4,247,035.57	\$ 4,255,423.17
Checks Issued	\$ 165,385.30	\$ 150,632.99

Investment Report

The Investment Report shows the status of invested District funds. The current interest rate is 1.23% for CalTRUST Short-Term and is 1.51% for Medium-Term Investments, 1.084% for LAIF, and 0.25% for the CBB Sweep Account for September 2017. Interest earned in October 2017 on the CalTRUST investments and the CBB Sweep Account not available at this time. Interest report will be available October 31, 2017 and reported at next board meeting.

CBB: \$1,100,501.95

DCB: \$53,349.16

LAIF: \$6,616.52

CalTrust:\$3,086,567.97



Helendale CSD

Bills Paid and Presented for Approval Transaction Detail

Issued Date Range: 10/19/2017 - 10/30/2017

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
Bank Account: 251229590 - CBB Checking					
10/19/2017	19828	Brunick, McElhaney & Kennedy	-3,500.00	Check	Accounts Payable
10/19/2017	19829	Burrtec Waste Industries	-112.91	Check	Accounts Payable
10/19/2017	19830	Burrtec Waste Industries, Inc.	-47,056.01	Check	Accounts Payable
10/19/2017	19831	Capital One Commercial	-274.06	Check	Accounts Payable
10/19/2017	19832	Choice Builder	-945.54	Check	Accounts Payable
10/19/2017	19833	County of San Bernardino, Solid Waste Mgmt. Div.	-627.62	Check	Accounts Payable
10/19/2017	19834	Dept. of Forestry & Fire Protection	-228.40	Check	Accounts Payable
10/19/2017	19835	Devin Perez	-450.56	Check	Accounts Payable
10/19/2017	19836	Frontier Communications	-250.49	Check	Accounts Payable
10/19/2017	19837	Grainger	-65.67	Check	Accounts Payable
10/19/2017	19838	Hank Dyer Electric	-1,207.86	Check	Accounts Payable
10/19/2017	19839	HDMWA	-85.00	Check	Accounts Payable
10/19/2017	19840	Hesperia Hose Supply	-586.38	Check	Accounts Payable
10/19/2017	19841	Home Depot Credit Services	-556.42	Check	Accounts Payable
10/19/2017	19842	Infosend	-1,838.00	Check	Accounts Payable
10/19/2017	19843	Lowe's	-565.05	Check	Accounts Payable
10/19/2017	19844	McMaster-Carr	-165.95	Check	Accounts Payable
10/19/2017	19845	Mobile Occupational Services, Inc.	-50.00	Check	Accounts Payable
10/19/2017	19846	Official Payments Corp	-59.40	Check	Accounts Payable
10/19/2017	19847	O'Reilly Auto Parts	-1,352.49	Check	Accounts Payable
10/19/2017	19848	Paul Harvey	-925.00	Check	Accounts Payable
10/19/2017	19849	Print Mart	-55.72	Check	Accounts Payable
10/19/2017	19850	Ramon Gonzalez	-1,388.57	Check	Accounts Payable
10/19/2017	19851	Rogers, Anderson, Malody & Scott	-20,894.50	Check	Accounts Payable
10/19/2017	19852	SB County Office of the Assessor	-14.00	Check	Accounts Payable
10/19/2017	19853	Sierra Analytical	-825.00	Check	Accounts Payable
10/19/2017	19854	Southern California Edison	-1,365.99	Check	Accounts Payable
10/19/2017	19855	Southern California Edison	-874.46	Check	Accounts Payable
10/19/2017	19856	Southern California Edison	-362.79	Check	Accounts Payable
10/19/2017	19857	Southern California Edison	-16,697.27	Check	Accounts Payable
10/19/2017	19858	Southern California Edison	-2,358.98	Check	Accounts Payable
10/19/2017	19859	Tyler Technologies, Inc.	-1,459.10	Check	Accounts Payable
10/19/2017	19860	Uline	-755.76	Check	Accounts Payable
10/19/2017	19861	Triple C Electric	-19,295.00	Check	Accounts Payable
10/19/2017	19862	Desert Community Bank	-900.00	Check	Accounts Payable
10/19/2017	19863	Konica/Minolta	-560.67	Check	Accounts Payable
10/19/2017	19864	WaterMaster	-2,367.79	Check	Accounts Payable
10/19/2017	19865	RWP Fiber Fall	-2,717.99	Check	Accounts Payable
10/26/2017	19866	Triple C Electric	-19,295.00	Check	Accounts Payable
10/26/2017	19867	CalPERS	-1,177.26	Check	Accounts Payable
10/26/2017	19868	Citizens on Patrol Unit 436	-350.00	Check	Accounts Payable
10/26/2017	19869	Inland Water Works Supply Co.	-95.18	Check	Accounts Payable
10/26/2017	19870	Lillestrand Leadership Consulting	-805.00	Check	Accounts Payable
10/26/2017	19871	Robert Kalich	-110.00	Check	Accounts Payable
10/26/2017	19872	Shred-it USA LLC	-60.29	Check	Accounts Payable
10/26/2017	19873	Sierra Analytical	-3,036.00	Check	Accounts Payable
10/26/2017	19874	Silver Lakes Market	-595.55	Check	Accounts Payable
10/26/2017	19875	Southwest Gas Company	-180.77	Check	Accounts Payable
10/26/2017	19876	United Site Services	-300.29	Check	Accounts Payable
10/26/2017	19877	Verizon Wireless	-805.50	Check	Accounts Payable
10/26/2017	19878	Consolidated Electrical Distributors, Inc.	-35.63	Check	Accounts Payable
10/26/2017	19879	Larry Walker Associates	-2,692.50	Check	Accounts Payable

Bank Transaction Report

Issued Date Range: -

Issued					
Date	Number	Description	Amount	Type	Module
10/26/2017	19880	Ryan Herco Flow Solutions	-190.32	Check	Accounts Payable
10/26/2017	19881	Tim Smith	-500.00	Check	Accounts Payable
10/26/2017	19882	UIA Ultimate Internet Access, Inc	-686.48	Check	Accounts Payable
10/26/2017	19883	United Site Services	-173.13	Check	Accounts Payable
10/30/2017	19884	Desert Community Bank	-500.00	Check	Accounts Payable
Bank Account 251229590 Total: (57)			-165,385.30		
Report Total: (57)			-165,385.30		

Bank Transaction Report

Bank Account	Count	Amount
251229590 CBB Checking	57	-165,385.30
Report Total:	57	-165,385.30

Cash Account	Count	Amount
99 99-111000 Cash in CBB - Checking	57	-165,385.30
Report Total:	57	-165,385.30

Transaction Type	Count	Amount
Check	57	-165,385.30
Report Total:	57	-165,385.30



Helendale Community Services District

Date: November 2, 2017
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #5
Discussion and Possible Action Regarding Adoption of 2018 District Calendar

STAFF RECOMMENDATION:

Staff seeks input from the Board regarding the Annual District Calendar.

STAFF REPORT:

Each year the District approves the annual meeting calendar for District activities. Attached for the Board's review is the proposed calendar for 2018.

Meeting schedule:

No meetings for January 4 and July 5.

New Additions:

Concerts in the Park have been added to the first Saturday of the month beginning April 7 as part of an annual anniversary celebration and then May 5, June 2, July 7 and August 4. Due to the successful concerts that the District hosted this year, the Park and Rec Committee recommended that the District consider a concert series beginning on the first Saturday of April to commemorate the District's operational anniversary and continuing through August. It is recommended that the concerts move from Friday to Saturday to allow those who work to enjoy the event. The budget for the concert series has been set at \$600 per concert and Burrtec has agreed to sponsor the April Concert.

Open Gym:

Open gym continues to be held every Sunday afternoon except as noted on the calendar for holidays which include April 22 – Easter; May 13 – Mother's Day; May 27th Memorial Day weekend; June 17 – Father's Day; September 2 – Labor Day weekend; November 25 – Thanksgiving weekend; December 23 – Christmas weekend; and December 30 – New Year's weekend.

Holiday Office Closures:

There are 12 holidays this year during which the business office will be closed. These are listed at the bottom of the draft calendar.

POSSIBLE MOTION: Approve the 2018 Helendale CSD Calendar.

2018 HELENDALE CSD CALENDAR

DRAFT

January						
S	M	T	W	T	F	S
	1	2	3	4	6	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

-  HOLIDAY
-  COMMUNITY CLEAN UP DAYS
-  HCSD 11TH ANNIVERSARY CELEBRATION/CONCERT
-  HCSD BOARD MEETING
-  PARK & REC COMMITTEE MEETING
-  OPEN GYM CLOSED
-  CONCERT IN THE PARK

HOLIDAYS			
Jan. 1	New Year's Day	Sept. 3	Labor Day
Jan. 15	Martin Luther King Day	Nov. 9	Veterans Day
Feb. 19	Presidents Day	Nov. 22-23	Thanksgiving
May 28	Memorial Day	Dec. 24-25	Christmas
July 4	Independence Day	Dec. 31	New Year's Eve

CONCERT IN THE PARK APRIL 7TH COMBINED WITH CSD ANNIVERSARY CELEBRATION



Helendale Community Services District

Date: November 2, 2017
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #6
Discussion and Possible Action Regarding Minimum Wage Increase

STAFF RECOMMENDATION:

Staff seeks input from the Board regarding the implementation of the minimum wage increase for January 1, 2018.

STAFF REPORT:

Staff is seeking direction from the Board regarding the minimum wage increase that goes into effect January 1, 2018. Primarily, Staff desires to know the Board's wishes as to extending a fifty-cent increase to all Thrift Store employees or only to those who are below the minimum wage threshold. Below is additional information

Background:

In 2011, Governor Brown signed into a mandatory increase in minimum wage through 2022 intended to bring minimum wage in the state up to \$15.00 per hour as shown below:

July 1, 2014 increased from \$8.00 to \$9.00

January 1, 2016 increased to \$10.00

January 1, 2017 increased to \$10.50

January 1, 2018 increase to \$11.00

January 1, 2019 increase to \$12.00

January 1, 2020 increase to \$13.00

January 1, 2021 increase to \$14.00

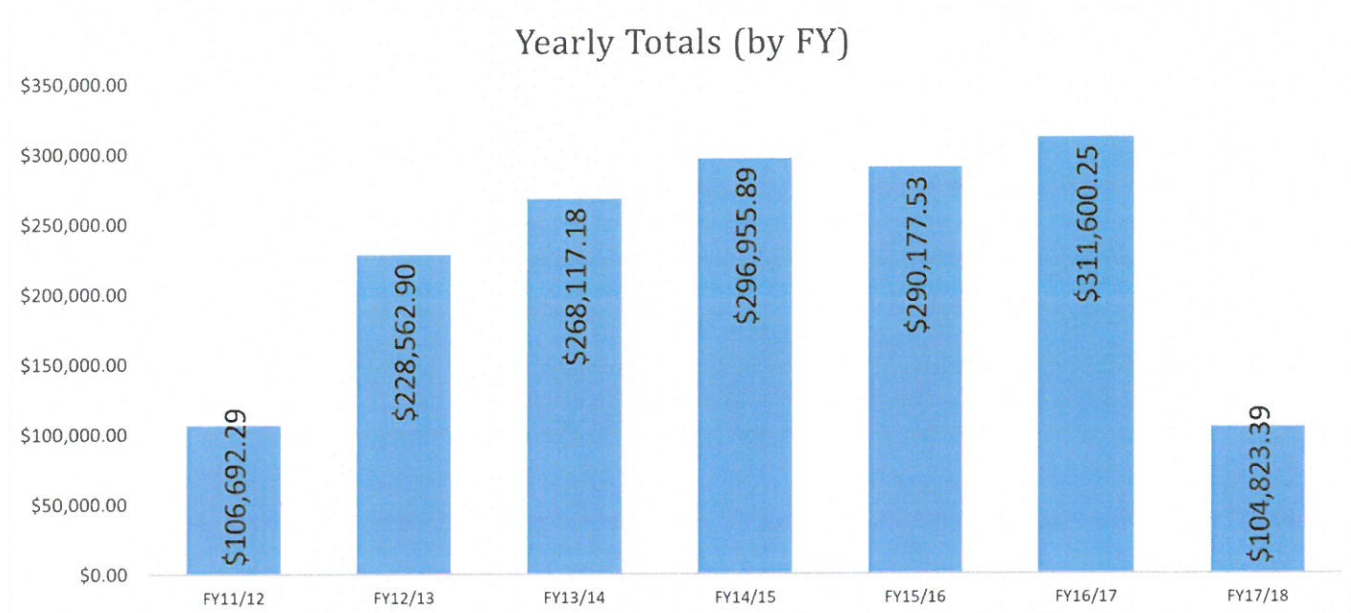
January 1, 2022 increase to \$15.00

2018 Increase:

In December 2015, as the cost of the increase in minimum wage was contemplated by the Board it was determined to increase all of the Thrift Store employees by \$1 per hour to maintain equity for those who have been here longer than new-hires. This matter was not discussed regarding the fifty-cent increase in January 2017. The January 2018 increase will take effect with the beginning of the New Year.

This increase has been contemplated in the adopted FY17/18 budget and is included in the projected salary costs for only increasing those below the new minimum wage level. The Thrift Store currently has nine employees ranging in pay from \$10.50 per hour to \$12.92. If the minimum wage were granted only to those under \$11 per hour the four newest employees would be increased to within a few cents of employees who have been here significantly longer. To increase all employees (full-time and part-time) by fifty-cents per hour to maintain equity and parity amongst positions and tenure would cost an estimated additional \$3,305 to the Thrift Store budget and \$2372 to the Solid Waste budget for the balance of the

Fiscal Year for a total increase of \$5,677. The chart below shows the Thrift Store's revenue by year. FY 16/17 outperformed FY15/16 by over \$21,000. The cost of doing business has increased due to many factors, however, the revenue generated has also increased. Year-to-date revenue for FY18 is \$4,300 higher than FY17. If that trend continues the projected increase would be over \$17,000 for the year. Consumer spending is cyclical so this is a projection for discussion purposes only.



FISCAL IMPACT: \$5677 as outlined above.



Helendale Community Services District

Date: November 2, 2017
TO: Board of Directors
FROM: Kimberly Cox, General Manager
SUBJECT: Agenda item #7
Discussion and Possible Action Regarding Completion of a Bureau of Reclamation Feasibility Study for Future Grant Funding

STAFF RECOMMENDATION:

Staff requests input from the Board regarding this matter.

STAFF REPORT:

In order to position the District for grant money from the Bureau of Reclamation for wastewater facility upgrade the first step is to complete a Bureau-style feasibility report at an estimated cost of \$25,000. There is potential of remaining funds for the area under the Title 16 program that have not been expended. In order to be a contender for this funding a report must be completed. In addition, there is a new program under development by the Bureau of Reclamation through which there are some significant grant funds available.

The estimates for plant upgrade are still under development with the District's engineering consultants. This will provide some important information regarding the costs for a potential upgrade. This information should be available in the next few weeks.

Staff is requesting input from the Board regarding retaining a firm to complete the feasibility report that will then allow Staff to begin soliciting for a federal grant.

FISCAL IMPACT:

Estimated \$25,000