



# Helendale Community Services District

**BOARD OF DIRECTORS MEETING**  
**December 21, 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: December 7, 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 Approval of a Revised Fee Schedule and Review of Senate Bill 2 Recently Signed into Law.
- Discussion Only Regarding Update on Land and Wildlife Conservation Grant Expenditures for Helendale Community Park

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





Minutes of the Helendale Community Services District Board of  
Directors Meeting for December 7, 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  
Water Operations Manager Craig Carlson

**Consultants**

Legal Counsel Steve Kennedy  
Chris Brown, Fedak & Brown  
Sunny Kim, RAMS  
Richard Nino, Burrtec Industries

**Audience:**

There were ten (10) members of the public present.

**Call to Order and Pledge of Allegiance** – The meeting was called to order at 6:32 pm by President Clark after which the Pledge of Allegiance was recited.

**1. Approval of Agenda**

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

**Vote:** Motion carried. 5 Yes; 0 No

**2. Public Participation**

Wally Linn, Field Representative for Congressman Cook, talked about the new tax program, he reported that Congressman Cook is supportive of HR-38 the Concealed Carry Reciprocity Act, and also reported that Congressman Cook voted for HR-1164, the Taylor Force Act. On a personal note Mr. Linn wished everyone a Happy New Year and Merry Christmas.

Dillon Lesovsky, Field Representative for First District Supervisor Robert Lovingood gave an update on Supervisor Lovingood's accomplishments for 2017. He discussed the issue of public safety and indicated the Sheriff's department will continue to perform enforcement sweeps in Helendale. He also said the chip seal project should be completed by late spring/early summer 2018. The Board discussed the issue of the county road crews covering the Districts valve and manhole covers. Mr. Lesovsky said he would get more information on this and report back to the General Manager. A concern was brought up regarding a privately-owned piece of land on Route 66 being used as a dumping location for construction material. Mr. Lesovsky said he would also look into this matter.

Deputy Chris Haas gave an update on San Bernardino County Sheriff's statistics for the Helendale area. The Board requested the statistics be provided via email prior to the meeting so they can be included in the agenda materials.

**3. Consent Items**

- a. Approval of Minutes: November 16, 2017 Regular Board Meeting
- b. Bills Paid and Presented for Approval

**Action:** Director Haas made the motion to approve the Consent Items as presented. Vice President Smith Seconded the motion.

**Vote:** Motion carried. 5 Yes; 0 No

#### 4. Reports

##### a. Directors' Reports

- Director Schneider reported that he attended the High Desert and Mountain Association Christmas Party.

##### b. General Manager's Report

- GM Cox gave the General Manager Report
  - Updated the Board on Verizon- the retrofit is complete and the anticipated final activation is Monday.
  - Reported that the District has found a truck for the water department, a used truck was purchased for \$15,900 at auction.
  - Reported there was a secondary sludge line break on Wednesday morning at the Wastewater plant. 5,912 gallons of waste discharged from the line.
  - Staff is working to repair the line.
  - Gave the financial report including the cash balances by Fiscal Year as well as the Cash Flow Report.
- Program Coordinator Vermette reported on upcoming activities
  - Senior Music Fest will be held on December 8
  - Special Park and Rec meeting will be held on November 21
  - Paint Party will be held on December 14
  - Youth Basketball signups are going on now.

#### Discussion Items

##### 5. Discussion and Possible Action Regarding Review and Acceptance of FY 2016/17 Audit

**Discussion:** Chris Brown, Consultant from auditors Fedak and Brown presented the audit report. He discussed the audit requirements, the financial statement, and presented financial highlights.

**Action:** Director Haas made the motion to accept the annual audit for Fiscal Year 2016-17. Vice President Smith seconded the motion.

**Vote:** Motion carried. 5 Yes; 0 No; 0 absent

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

##### 6. Discussion and Possible Action Regarding Approval of Revised Exclusive Franchise Agreement Between Helendale Community Services District and Burrtec Waste Industries for Solid Waste Handling and Recycling Services.

**Discussion:** General Manager Cox gave a brief background on the original contract between the District and Burrtec. The Board discussed the effective date of the contract, and determined the effective date would be 12/7/2017. The Board also discussed the term of the agreement. The options presented were 5, 7, or 10 years. Burrtec sent a letter dated December 4, 2017 offering to make a cash contribution to the park if the Board voted to extend a 7 or 10-year contract. The contribution for a 7-year contract would be \$17,500 or \$27,500 for a 10-year contract. The cash contribution would be made over three years. The Board asked Mr. Nino to present a 15-year option to his company and asked what contribution could be made to the park if the 15-year contract was executed. The Board also requested that the letter regarding the contribution to the park be made part of the contract. District Counsel Kennedy discussed the contracts indemnification language.

**Action:** Director Schneider made the motion to approve a ten-year contract with Burrtec and note all of the appropriate changes within the contract language as outlined and to include the letter dated December 4, 2017 integrating the cash payout for the 10-year term. Vice President Smith seconded the vote.

**Vote:** Motion carried. 5 Yes; 0 No; 0 absent

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

**Public Comment:** President Clark had a comment card from Douglas Bell for item #5. Doug Bell wished to commend the Board on Financial transparency

7. Discussion and Possible Action Regarding Increase in Contract Cost for Accounting Support Services with Rogers Anderson Malody and Scott, LLP

**Discussion:** General Manager Cox presented background information on the reason for the requested increase. The Board requested that RAMS give a firmer price for future contracts.

**Action:** Vice President Smith made the motion to approve an increase of \$33,271 for FY 17/18 financial support services. Director Haas seconded the motion.

**Vote:** Motion carried. 5 Yes; 0 No; 0 absent

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

8. Discussion and Possible Action Regarding Annual Election of Officers

**Discussion:** The current officers are:

President: Ron Clark

Vice President: Tim Smith

Secretary – Sandy Haas

**Action:** Director Schneider made the motion to nominate the three current officers to continue serving for the next year. 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

### **Other Business**

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

Director Schneider requested that officer terms be agendized at a future Board Meeting.

Director Haas requested that lights be put at the entrance to the Community Center.

10. Adjournment

President Clark adjourned the meeting at 8:25 pm

Submitted by:

Attest:

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Ron Clark, 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: December 21, 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

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**STAFF RECOMMENDATION:**  
Report Only. Receive and File

**STAFF REPORT:**

Staff issued 57 checks for the period of December 04, 2017 through December 18, 2017 totaling \$166,664.42.

Total cash available:	<u>12/18/17</u>	<u>12/04/17</u>
Cash	\$ 4,520,676.89	\$ 4,501,959.28
Checks Issued	\$ 166,664.42	\$ 126,520.55

Investment Report

The Investment Report shows the status of invested District funds. The current interest rate is 1.37% for CalTRUST Short-Term and 1.55% for Medium-Term Investments, 1.143% for LAIF, and 0.25% for the CBB Sweep Account for November 2017. Interest earned in November 2017 on the CalTRUST investments and the CBB Sweep Account is \$3,891.96



Helendale CSD

# Bills Paid and Presented for Approval

## Transaction Detail

Issued Date Range: 12/04/2017 - 12/18/2017

Cleared Date Range: -

Issued Date	Number	Description	Amount	Type	Module
<b>Bank Account: 251229590 - CBB Checking</b>					
12/04/2017	<a href="#">19999</a>	JORGE CUEVAS	-296.66	Check	Utility Billing
12/04/2017	<a href="#">20000</a>	LEMUEL YUMUL	-53.22	Check	Utility Billing
12/04/2017	<a href="#">20001</a>	OLD REPUBLIC TITLE CO	-36.13	Check	Utility Billing
12/04/2017	<a href="#">20002</a>	KENNETH L. McMURRAY	-83.97	Check	Utility Billing
12/07/2017	<a href="#">20003</a>	Apple Valley Communications	-130.00	Check	Accounts Payable
12/07/2017	<a href="#">20004</a>	AVCOM Services Inc.	-99.50	Check	Accounts Payable
12/07/2017	<a href="#">20005</a>	Beck Oil	-2,627.39	Check	Accounts Payable
12/07/2017	<a href="#">20006</a>	Bridget Hannawacker	-200.00	Check	Accounts Payable
12/07/2017	<a href="#">20007</a>	Burrtec Waste Industries	-112.91	Check	Accounts Payable
12/07/2017	<a href="#">20008</a>	California Special Districts Association	-6,358.00	Check	Accounts Payable
12/07/2017	<a href="#">20009</a>	Cazcom, Inc.	-175.00	Check	Accounts Payable
12/07/2017	<a href="#">20010</a>	Cheryl Vermette	-896.65	Check	Accounts Payable
12/07/2017	<a href="#">20011</a>	City National Bank	-105,041.47	Check	Accounts Payable
12/07/2017	<a href="#">20012</a>	Dale Brown	-300.00	Check	Accounts Payable
12/07/2017	<a href="#">20013</a>	DOI/BLM	-1,260.00	Check	Accounts Payable
12/07/2017	<a href="#">20014</a>	Fedak & Brown LLP	-1,000.00	Check	Accounts Payable
12/07/2017	<a href="#">20015</a>	G.A. Osborne Pipe & Supply Inc.	-35.08	Check	Accounts Payable
12/07/2017	<a href="#">20016</a>	Hartford Life	-553.23	Check	Accounts Payable
12/07/2017	<a href="#">20017</a>	Infosend	-1,826.26	Check	Accounts Payable
12/07/2017	<a href="#">20018</a>	Inland Water Works Supply Co.	-137.92	Check	Accounts Payable
12/07/2017	<a href="#">20019</a>	Jean Thomas	-47.05	Check	Accounts Payable
12/07/2017	<a href="#">20020</a>	Mobile Occupational Services, Inc.	-405.00	Check	Accounts Payable
12/07/2017	<a href="#">20021</a>	O'Reilly Auto Parts	-931.37	Check	Accounts Payable
12/07/2017	<a href="#">20022</a>	Rebecca Gonzalez	-550.00	Check	Accounts Payable
12/07/2017	<a href="#">20023</a>	Ron Clark	-375.00	Check	Accounts Payable
12/07/2017	<a href="#">20024</a>	Roto-Rooter Plumbers	-150.00	Check	Accounts Payable
12/07/2017	<a href="#">20025</a>	Silver Lakes Community Service Foundation	-560.00	Check	Accounts Payable
12/07/2017	<a href="#">20026</a>	Silver Lakes Hardware	-38.51	Check	Accounts Payable
12/07/2017	<a href="#">20027</a>	Southern California Edison	-147.55	Check	Accounts Payable
12/07/2017	<a href="#">20028</a>	Top Notch Networking, LLC	-813.98	Check	Accounts Payable
12/07/2017	<a href="#">20029</a>	Tyler Technologies, Inc.	-500.00	Check	Accounts Payable
12/07/2017	<a href="#">20030</a>	USA of So. California	-201.40	Check	Accounts Payable
12/07/2017	<a href="#">20031</a>	USPS	-196.00	Check	Accounts Payable
12/07/2017	<a href="#">20033</a>	West Coast Ambulance & Truck Sales, Inc	-17,260.53	Check	Accounts Payable
12/08/2017	<a href="#">20034</a>	LEMARC INVESTMENTS, LLC	-201.33	Check	Utility Billing
12/08/2017	<a href="#">20035</a>	J & S Specialties	-1,500.00	Check	Accounts Payable
12/08/2017	<a href="#">20036</a>	ALMA ESQUIVEL	-12.00	Check	Utility Billing
12/13/2017	<a href="#">20037</a>	Bank of America	-2,382.68	Check	Accounts Payable
12/14/2017	<a href="#">20038</a>	DDMGI	-31.11	Check	Utility Billing
12/15/2017	<a href="#">20039</a>	California Parks & Recreation Society	-475.00	Check	Accounts Payable
12/15/2017	<a href="#">20040</a>	Cheryl Vermette	-126.84	Check	Accounts Payable
12/15/2017	<a href="#">20041</a>	Choice Builder	-809.97	Check	Accounts Payable
12/15/2017	<a href="#">20042</a>	Frontier Communications	-216.79	Check	Accounts Payable
12/15/2017	<a href="#">20043</a>	H. James Keoshkerian, Inc	-1,350.00	Check	Accounts Payable
12/15/2017	<a href="#">20044</a>	Home Depot Credit Services	-71.45	Check	Accounts Payable
12/15/2017	<a href="#">20045</a>	I Candy Website & Graphic Design	-33.75	Check	Accounts Payable
12/15/2017	<a href="#">20046</a>	Lowe's	-1,005.84	Check	Accounts Payable
12/15/2017	<a href="#">20047</a>	Siverts Publishing	-150.00	Check	Accounts Payable
12/15/2017	<a href="#">20048</a>	Southern California Edison	-1,365.25	Check	Accounts Payable
12/15/2017	<a href="#">20049</a>	Southern California Edison	-642.08	Check	Accounts Payable
12/15/2017	<a href="#">20050</a>	Southern California Edison	-116.96	Check	Accounts Payable
12/15/2017	<a href="#">20051</a>	Southern California Edison	-380.72	Check	Accounts Payable

**Bank Transaction Report**

**Issued Date Range: -**

<b>issued</b>					
<b>Date</b>	<b>Number</b>	<b>Description</b>	<b>Amount</b>	<b>Type</b>	<b>Module</b>
12/15/2017	<a href="#">20052</a>	Southern California Edison	-10,687.12	Check	Accounts Payable
12/15/2017	<a href="#">20053</a>	Southern California Edison	-341.05	Check	Accounts Payable
12/15/2017	<a href="#">20054</a>	Southern California Edison	-209.57	Check	Accounts Payable
12/15/2017	<a href="#">20055</a>	TASC-Client Invoices	-982.00	Check	Accounts Payable
12/15/2017	<a href="#">20056</a>	United Site Services	-173.13	Check	Accounts Payable
		<b>Bank Account 251229590 Total: (57)</b>	<b>-166,664.42</b>		
		<b>Report Total: (57)</b>	<b>-166,664.42</b>		



# Helendale Community Services District

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**Date:** December 21, 2017  
**TO:** Board of Directors  
**FROM:** Kimberly Cox, General Manager  
**SUBJECT:** Agenda item #5  
Discussion and Possible Action Regarding Approval of a Revised Fee Schedule and Review of Senate Bill 2 Recently Signed into Law

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**STAFF RECOMMENDATION:**

Staff recommends adoption of the propose revised fee schedule.

**STAFF REPORT:**

There are several changes that are recommended in the adopted fee schedule to incorporate certain changes. The schedule is modified from time to time based upon various approvals of the Board which includes trash and water fee increases. Other modifications in the fee package require approval by the Board. The last review and approval of the fee package in entirety was on 9/1/16. On 11/16/17, the Board modified the District's deposit policy which is reflected in the red-lined version presented for consideration.

Other proposed changes reflect modifications that provide clarity and clean-up. Under item 5: Damages to District Facilities, the fee is now specifically stated for greater clarity. The practice has been to charge 50% of the replacement cost of pulling a new service line as calculated under another section. Proposed modifications have been added to item 34: Backflow Maintenance Fee to add a fee for reminder notifications. In the past, customers with backflow devices have been lax in responding to this annual requirement. The proposed increase in item 38: Lien Fees is in response to the implementation of Senate Bill 2 which allows for a charge of up to \$75 for the filing and releasing of liens. Staff has not gotten firm direction from County as to how they will implement the new law effective January 1, 2018. Item 51: Stop Payment Fee has been added as a new fee when the District is requested by a customer to stop payment on a check and reissue. Lastly, item 52: Damages to Park Facilities is also a new fee that will be utilized if the need arises.

Senate Bill 2 was signed into law by the governor on September 29, 2017 with an effective date of January 1, 2017. Entitled the Building Homes and Jobs Act, provides funding for, among other things low-income housing by assessing a fee "to be paid at the time of the recording of every real estate instrument, paper, or notice required or permitted by law to be recorded, per each single transaction per single parcel of real property, not to exceed \$225". As with each new law, there is some uncertainty as to how it will be implemented. County Staff presented a copy of the Senate Bill to staff when we filed liens recently and could not provide any further information as to what they will be charging after the first of the year. In preparation of the fee, staff is suggesting that



the Board adopt language for Item 39: Lien Fees, that allows for the pass-through of these yet-to-be-determined costs. Staff estimates that our costs for filing a lien are \$106 and County's fee was previously \$15. The suggested verbiage is: "\$106.00 plus lien filing and release costs as a pass-through."

**FISCAL IMPACT:**

Unknown



# Helendale Community Services District

26540 Vista Road, Ste. B  
PO Box 359  
Helendale, California 92342  
(760) 951-0006 Fax (760) 951-0046

## HELENDALE COMMUNITY SERVICES DISTRICT FEE PACKAGE

As amended July 20, 2017 DRAFT December 21, 2017

### WATER SERVICE CHARGE

Meter Size	Monthly Charge
1"	<b>\$31.25</b>
2"	<b>\$82.89</b>
3"	<b>\$246.88</b>
4"	<b>\$312.50</b>
6" (SLA-RV)	<b>\$312.50</b>
6"	<b>\$468.75</b>

### MONTHLY CONSUMPTION CHARGES (per HCF)

RATE
<b>\$1.50</b>

\*HCF = 748 Gallons

### SEWER USER CHARGE\*

\$36.64 per edu (Equivalent Dwelling Unit)

\*Once Water/Sewer is connected to the District's system, a continuous monthly water/sewer begins. The District will bill the customer until date of transfer of title. The customer is liable for the applicable minimum charges (Water Service Charge/Sewer Service Charge) even if no water is used.

### MONTHLY SOLID WASTE CHARGE - RESIDENTIAL

Residential with Solid Waste Fee on Property Tax	<b>\$20.24</b>
Residential without Solid Waste Fee on Property Tax	<b>\$27.50</b>
Extra 95-gallon trash barrel	<b>\$7.41</b>
Extra 65-gallon recycle barrel	<b>1.46</b>

**MISCELLANEOUS FEES**

- 1. **Deposit** The minimum deposit required for service shall be three times the average monthly charge for services for the most recent twelve-month period specific to the subject property. Absent a 12-month history the minimum deposit will be equal to three times that base rate for water and sewer. Trash is equal to ~~three~~two times the monthly service rate:

Water only: \$ ~~62.5093.75~~  
Water and Sewer: \$ ~~104.53203.67~~  
Water, Sewer & Trash: \$ ~~176.26264.39~~ or \$~~286.17-19.78~~ (condos)  
Trash only: \$ ~~40.4860.72~~ or \$~~82.5055.00~~ (condos)

- 2. **Deposit to Re-establish Service (due to disconnect for non-payment)**  
The standard deposit for establishing service shall apply in the case of service that has been disconnected for non-payment.

- 3. **Private Fire Protection Service**

Service Line Size	Charge
1" - 2"	\$ 9.00
4"	\$18.00
6"	\$27.00
8"	\$36.00
10"	\$45.00
12"	\$54.00

Water used for any purpose other than fire protection shall be charged at double the normal monthly user charge plus the cost of water consumed shall be charged at the highest tier, plus a 20% surcharge on the water consumed.

- 4. **Administration processing/plan check to determine fixtures/EDUs**  
\$45.00 Per sewer connection for plan check
- 5. **Damages to District Facilities**  
Charge shall be Cost plus 15% for any water and wastewater infrastructure including: MXU, Meter Register, Cut wires, damaged angle-meter stop, sewer manhole, sewer mains, sewer cleanouts, sewer chimney, sewer laterals, etc. A police report may be filed. **Charge due to damage may include "50%" of replacement of service line.**  
(Need to determine percentage)
- 6. **Cessation of Sewer Service due to illegal usage**  
In the event of illegal/unauthorized usage of the sewer system a property can be blocked from usage through the insertion of a plug. The Charge will be cost plus 15%.
- 7. **Meter and Backflow Testing**  
All meter testing and backflow testing will be at cost plus fifteen percent (15%)
- 8. **Fire Flow Test**  
\$225.00 plus 15 HCF of water **billed at Tier 3** consumption **rate** for each test.

**9. Meter Pull or Re-set**

**\$100.00**

**10. Plan Check Fee**

Plan check to verify that proposed facility is designed to meet HCSD water and sewer standards.

**\$340.00 plus \$68.00/hour over five (5) hours.**

**Construction Inspection Fee**

Inspection of proposed facility to ensure that construction is in compliance with HCSD water and sewer standards.

**\$340.00 plus \$68.00/hour over five (5) hours**

**11. Field Inspection for verification of utilities**

This would include any pre-construction verification including pot-holing for utilities.

**\$75 per location plus 15%**

**12. Feasibility Study (Primarily for Commercial, Multi-Residential or Tract Construction)**

The fee for work performed to determine feasibility of service delivery.

Fee will be determined by the District Engineer and charged at cost plus 50%

Administration fee.

**13. Labor Rate** — Miscellaneous work performed by operator or maintenance worker.

Will be charged at the appropriate hourly rate including benefit loading. After hours, week-end and holiday rates will be charged as appropriate and are subject to a minimum two (2) hour call out.

**14. Administration/Supervision**

The total labor/equipment cost to include the costs of administration and other overhead charges including accounting, purchasing, building leases, etc.

**50% of labor/equipment cost**

**15. Delinquent Water & Sewer Fees**

The amount to charge for accounts that remain unpaid after the due date:

**10% of the 30-day current balance plus 1% of the unpaid previous balance that is greater than 30 days.**

**16. Returned Check**

The fee charged when a check is returned unpaid by the bank for any reason.

**\$24.00 + Bank Fee**

**(current bank charges are \$7.00 per NSF and are subject to change)**

**17. Transfer of Billing**

To establish a new account there is an administrative fee to cover the costs associated with obtaining a meter reading, verifying ownership and updating the customer database. This fee does not apply when an account is transferred from a tenant back to the owner of record already in the system, or for existing customers transferring from one property to another, or existing customers purchasing an additional property.

**\$25.00 per transfer (new customers only)**

**18. Hydrant Meter Rental**

Deposit for temporary service:

Meter Size	Monthly Charge*	Usage per HCF	Deposit
------------	-----------------	---------------	---------

<b>5/8" to 1"</b>	<b>\$51.88</b>	<b>\$3.28</b>	<b>\$1500.00</b>
<b>1-1/2"</b>	<b>\$107.04</b>	<b>\$3.28</b>	<b>\$1500.00</b>
<b>2"</b>	<b>\$162.22</b>	<b>\$3.28</b>	<b>\$1,500.00</b>
<b>3"</b>	<b>\$233.96-370.32</b>	<b>\$3.28-3.86</b>	<b>\$1,500.00</b>
<b>1"</b>	<b>\$54.38</b>	<b>\$3.84</b>	<b>\$1,500.00</b>
<b>4"</b>	<b>\$543.75</b>	<b>\$3.84</b>	<b>\$1,500.00</b>

Once the meter is returned, the above fees/charges (hydrant meter rental fee/water consumption) will be deducted from the deposit and any remaining balance will be refunded. All meters and ancillary devices shall be inspected by the Water Operations staff for damages before a final bill/refund is issued and the meter is put back into inventory. All meter must have a backflow device or approved air gap supplied by customer.

**19. Meter Installation Charges**

Includes cost of new meter, installation of meter and courtesy valve and meter box only. Hereafter courtesy valve is responsibility of customer to maintain.

Meter Size	Charge
<b>3/4" - 1"</b>	<b>\$600.00</b>
<b>1-1/2"</b>	<b>\$600.00</b>
<b>2"</b>	<b>Cost + 15%</b>
<b>3"</b>	<b>Cost + 15%</b>
<b>4"</b>	<b>Cost + 15%</b>
<b>6"</b>	<b>Cost + 15%</b>
<b>8"</b>	<b>Cost + 15%</b>

Cost includes necessary supplies, equipments and staff time related to the new meter installation which may include installation of new service from the main and asphalt repair.

**20. Replacement of Customer's Courtesy Valve**

Covers the parts and installation of a new "lead free" brass gate valve. **\$170.00**

**21. Turn off/Turn on Fee at Customer's Request**

This is a coupled fee that covers both the turn off and subsequent turn on. The charge for a Customer Requested turn on/turn off during normal working hours. **\$40.00**

If a customer is temporarily vacating premises and wishes to have the meter turned off and/or locked, the customer may do so by submitting a written request and pay the turn-off/turn-on fees. Turning off the meter does not relieve the customer of the monthly basic rates for water/sewer. The customer should also check with other utilities and his/her insurance company to understand any potential liability if the water is turned off. A District release if liability form must be signed by the property owner.

**22. Turn on/Turn Off Fee for Real Estate Inspection**

A form must be signed by the listing agent/bank or bank assignee is required. The turn on/turn off for an inspection only is:

- \$30.00 - 1 day turn on/off**
- \$20.00 – Subsequent turn on/turn off at same property**

**23. The fee for turning off service and turning service back on for Non-Payment of Bills, during normal working hours**

The standard Disconnect/Reconnect fee when performed during normal working hours is:

\$60.00

**24. Flow Restrictor Installation/Removal**

If necessary for means of enforcement of the Rules & Regulations the charge for installation and removal of the flow restrictor is:

**\$90.00**

**25. Broken Utility Lock**

In the event the lock is damaged or removed the following fee applies:

**\$45 for lock plus \$45.00 labor**

**26. Broken Angle Meter Stop (A-Stop)**

Replacement of a damaged or broken Angle Meter Stop can be extensive. Any combination of the following charges may apply:

**\$90.00** If the A-Stop is repairable (\$45.00 for broken A-Stop plus \$45.00 labor

**\$45 per hour** If a police report is made and field investigation is required.

**Cost + 15%** if the A-Stop cannot be repaired and a new service line will need to be pulled.

**Fifty percent of the cost of new service installation + 15% if existing service line can be compressed in order to make necessary repair. (This process compromises the service line and can only be done twice before line needs to be replaced.)**

**27. Bench Calibration**

Calibration includes pulling the meter and re-setting a new meter in its place. The HCSD does not have a meter bench for calibration. The meter must be sent out to a contracting facility for testing. The fee for calibration is:

**Cost plus 15%**

**28. After-Hours Call Out Fee (amended 9-1-16)**

The fee for staff to respond to a call for service after normal working hours shall be:

**\$70.00\***

\*Waive fees for the first and second emergency turn off; after the second turn off, a letter will be mailed to the customer. The regular after hours fee will apply to the third and all subsequent emergency turn offs.

**29. Variance**

Management and Legal Counsel are required to review an application for a variance.

**\$200.00**

**30. Inspection Fees - Sewer**

Service	Fee
Permit & 3 inspections	\$219.00
Additional inspections	\$53.00 per visit over 3
Fixture Units Over 20	\$25.00 per fixture unit
Main cut-in	\$100.00

**31. Damaging sewer infrastructure during tie-in**

There will be a charge of cost plus 15% for any damage caused during the tie in of the sewer lateral to the collection main during new construction or customer-side repairs.

### 32. Unauthorized water usage/Theft of Water

This includes unauthorized use of water for domestic, commercial or fire flow purposes and can include one or more of the following:

--An illegal connection of water via a hose or other device across property lines and between two residential or commercial units.

--Use of water after a meter lock has been cut or meter tampered with

**\$150 per instance**

**\$150.00 + cost of repairs and water usage. (If usage amount cannot be verified than a water cost equivalent to an average of the last three months will be charged.**

### 33. Copying Fees

Fee for providing reproduction services; per page charge.

**\$0.25 per page**

### 34. Backflow Maintenance Fee

Customers with back-flow devices are notified **yearly annually** to conduct an inspection of the device. The inspection is performed by a licensed **contractor inspector** who submits the inspection report to HCSD. The HCSD is required to process such notices and keep records of the inspections.

**\$35.00 per device per year**

**If the report is not received within 30 days a second reminder notice will be mailed at a cost of \$15.00. Once the report is 45 days past due, a third reminder notice will be mailed at a cost of \$15.00. Should the report become 60 days past due, the District will perform the inspection and bill the customer \$35.00 plus an administrative fee of \$15.00.**

### 35. Obstruction Charge

On occasion, customers intentionally obstruct their meters making it difficult for field staff to read or maintain the meter. After a phone call and door hanger notifying customer of obstruction the following will be charged:

**\$35.00 per billing cycle plus monthly average of water usage based upon the previous three months.**

Once meter read is obtained, usage amount will be modified accordingly.

### 36. Intentional Damage Charge

Charges for intentional damage to HCSD's equipment, -facilities or infrastructure shall be charged:

**\$35.00 per incident + repairs- costs +15% administration fee. A police report may also be filed**

### 37. Misdemeanor Charge

Administrative time and actual field time plus any related materials charge to handle a misdemeanor violation.

**\$60.00 + costs of parts and labor + 50% administration fee**

### 38. Door Hanger Charge

The District provides customers door hangers for customers who do not wish to receive phone notification of potential shut off for actions caused by the customer, and for other types of notification to customers.

**\$15.00**

### 39. Lien Fees

In the event that a property has had water service locked off due to non-payment of a bill, or pending foreclosures, a lien will be filed against the property for unpaid water and sewer charges. The fee for preparation and recordation of the Lien and the Release of Lien are as follows:

~~\$10621.00~~ plus lien filing and release costs as a pass-through  
(includes lien and lien release)

**40. Unauthorized Move of Temporary Construction Meter**

Fee for movement of a temporary construction meter without authorization.

**\$90.00**

**41. Demand Letters**

Fee for processing a request for demand.

**\$15.00 per letter**

**42. Water Availability Letter/Update of Water Availability Letter**

**\$35.00 per letter**

**43. Parcel Inquiries**

Administrative time required to process a parcel inquiry.

**\$15.00 per inquiry**

**44. Equipment Rates**

Hourly rate for equipment use:

Equipment	Rate
Trash Pump	\$61
Tractor	\$63
Motor Grader	Cost plus 15%
Backhoe	\$135
Air Compressor w/acc	\$31
Trailer	\$44
Dump Truck	\$50
Water Truck	\$123
Hydro Cleaner/Vactor	\$80
TV Van	Cost plus 15%
Rodder Machine	\$50 – Ask Alex A if he still has this – yes
Service Truck	\$55
Pick-up/Utility	\$31
Cement-Mixer	\$44
Welder	\$33
4" Mud Pump	\$54
Bore Machine	Cost plus 15%
C3500 Crane Truck	\$58
Power Broom	\$50
SUV	\$44

**45. Water Connection Permit Fee**

A permit is required for all new connections to the water system.

**\$60.00 per connection**



46. **Water Connection Fee** (based on residential-)  
\$2,251.65

47. **Water Supply Fee** (based on residential – See Resolution 2015-01 & Exhibit A)  
\$5,000.00 – effective 1/15/15

48. **Sewer Connection Fee** (based on residential)  
\$3,360.95

49. **Credit Card Convenience Charge**  
A \$2.50 fee is charged for all payments made by credit card when not paying in person.

50. **Check Processing Fee**  
This fee will be incurred when any of the follow are requested:  
--Request to issue refund check to a customer (credit balance on active account),  
--Request to issue a deposit refund to multiple recipients  
--Request a refund check outside of the normal billing/closing bill process.--Request for a check to be made out to in individual rather than a trust. (In cases when the account is in the name of a trust)  
\$15.00 per check issued.

51. **Stop Payment Fee**  
When the District needs to place a stop payment on a District issued check (lost, damaged, etc.) and re-issue a new check at the customer's request.  
\$30 per check

52. **Damages to Park Facilities**  
Need to add fees for Tampering of District Facilities Administrative time and actual field time plus any related materials charge to handle damages, make police report, coordinate with insurance, etc. Costs of parts and labor plus administration fee as applicable.



# Helendale Community Services District

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**Date:** December 21, 2017  
**TO:** Board of Directors  
**FROM:** Kimberly Cox, General Manager  
**BY:** Cheryl Vermette, Program Coordinator  
**SUBJECT:** Agenda item #6  
Discussion Only Regarding Update on Land and Water Conservation Fund Grant Expenditures for Helendale Community Park

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## **STAFF REPORT:**

The District was received notification from the Land and Water Conservation Fund on August 16<sup>th</sup>, 2017 that federal approval of funding was confirmed on June 1, 2017. This meant that the District would be able to use costs incurred for park capital projects that were included in the grant scope as of June 1, 2017.

The project scope for the grant are as follows:

Construct a new playground and athletic fields, pathways, fitness areas, picnic areas, and shade structures at the Helendale Community Park in the town of Helendale.

The original grant request was for a total project cost of \$500,000 for a District contribution of \$340,000 and LWCF contribution of \$160,000. However, the District was awarded a lesser amount of \$132,600 which decreased the rate of reimbursement from 32% to 26.52%.

Costs for shelters, sidewalks, and the playground incurred as of June 1, 2017 totaled \$216,735.46 (see attachment for cost breakdown). The District expects to see a reimbursement of \$57,478.24.

The remaining budget for pending projects is \$283,264.54 which would have a reimbursement value of \$75,121.76.

Pending projects include:

1) Baseball 2) Fitness Area 3) Remainder of pathways 4) Shelters 5) Volleyball 6) Additional Playground Equipment

The District will be working on Baseball field construction with help from community volunteers, Little League volunteers, Site One Landscapes and Rainbird. Rainbird has opted out of sending staff to volunteer and has instead offered to donate product. Site One Landscapes will also be donating product in addition to their staff volunteers installing the irrigation system.

Other outside contributions that will count toward our match:

\$5,500 San Manuel

\$500 Desert Community Bank

\$1,000 RAMS

Staff continues to seek additional grant funding to go towards the Districts matching share of the grant.

## GRANT EXPENDITURE FORM

(Previously "Project Costs Summary Form")

Project Number 06-01803

Warrant/Check  
Number

Date

Recipient

Purpose

Amount

Warrant/Check Number	Date	Recipient	Purpose	Amount
19324	6/5/17	Mike Keith & Associates	Permits for Picnic Shelters	\$460.50
19331	6/6/17	Mike Keith & Associates	Concrete for Picnic Shelters	\$7,500.00
19355	6/15/17	Mike Keith & Associates	Concrete for Picnic Shelters	\$10,000.00
19404	6/22/17	Noah's Park and Play	Rock climbing wall and playground structure	\$9,995.00
19406	6/23/17	Mike Keith & Associates	Concrete for Picnic Shelters	\$8,000.00
19409	6/27/17	Mike Keith & Associates	Structural Steel for Picnic Shelters	\$10,000.00
19523	7/20/17	Mike Keith & Associates	Progress Payment for Picnic Shelters	\$14,000.00
19440	7/5/17	Mike Keith & Associates	Completion of Picnic Shelters	\$35,000.00
19666	8/31/17	Triple C Electric	Light Poles for sports field lighting	\$15,500.00
19652	8/24/17	Zapp Electric	Christy Boxes for Electric at the Park	\$1,265.00
19697	9/5/17	Best Wood Chips	Wood Chips for new playground installation	\$3,007.90
19760	9/25/17	Triple C Electric	Sidewalks and ADA compliant parking	\$20,256.00
19865	10/19/17	RWP	Wood Chips for new rock wall installation	\$2,717.99
19861	10/19/17	Triple C Electric	ADA Sidewalks and Parking Payment #1	\$19,295.00
19866	10/26/17	Triple C Electric	ADA Sidewalks and Parking Payment #2	\$19,295.00
19982	11/20/17	Triple C Electric	ADA Sidewalks and Parking Payment #3	\$19,295.00
19982	11/28/17	Triple C Electric	ADA Sidewalks and Parking Contingency Payment	\$6,484.00

**Subtotal** \$202,071.39

**Total Labor Costs from Labor Costs Summary Form (if applicable)** \$12,647.95

**Total Equipment Costs from Equipment Costs Summary Form (if applicable)** \$2,016.12

**Grand Total** \$216,735.46

**Additional Information  
for the Board.**

**Not a part of any  
agenda item.**

# DESERT

Questions or news tips?  
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## Widening could start in 2018

**Adelanto Council OKs Highway 395 agreement this week with county's transportation agency**

By Shea Johnson  
Staff Writer

ADELANTO — Construction could begin as early as late 2018 on the roughly \$60 million widening of a 5.6-mile stretch of Highway 395, a San Bernardino County Transportation Authority official said Friday.

The cost for the project, which will widen the well-traveled highway to two lanes in each direction between Palmdale Road and Chamberlaine Way in order

to relieve traffic congestion, includes planning, environmental, right-of-way, final design and construction expenses, according to Nydia Gonzalez, a management analyst with SBCTA.

SBCTA is the lead agency for all phases of what is anticipated to be a larger initiative that could ultimately widen the highway from Interstate 15 in Hesperia to Colusa Road in north Adelanto.

Yet neither the scope or the project cost for the broader effort has been determined, Gonzalez added.

The Adelanto City Council this week approved an agreement with SBCTA to define roles pertaining to

the forthcoming first-phase widening.

The phase also calls for installing traffic signals where required, according to a city staff report.

The agreement OK'd by the Council on Wednesday was requested by SBCTA to clearly establish roles relative to right-of-way acquisition, construction and project close out.

The deal does not impact city finances this fiscal year.

According to a project status update by SBCTA in September, the widening's final design is forecast to be approved in April, while the

See HWY395, C6



Construction could begin as early as late 2018 on the roughly \$60 million widening of a 5.6-mile stretch of Highway 395. (JAMES OUIGG, DAILY PRESS)

### HWY395

From Page C1

Project could be completed by September 2020.

Future phases call for widening between I-15 and Palmdale Road and between Chamberlaine Way and Desert Flower Road, the status report said.

Gonzalez tempered expectations on this effort, however, noting that there wasn't a projected timeline because it did not fall within SBCTA's 10-year delivery plan.

Meanwhile, the first-phase widening will be bankrolled by federal, state and Measure 1 funds. One of 15 named projects in its five-year capital improvement plan, the city has estimated the widening to cost it \$4.1 million, according to a copy of the CIP presented this week.

Shea Johnson can be reached at 760-951-5368 or [SJohnson@VVDailyPress.com](mailto:SJohnson@VVDailyPress.com). Follow him on Twitter at @DDP\_Shea.